



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133342

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Sanderson, Melanie				Employee ID NR				Phone Number (250) 356-2178								
Client Organization Public Safety and Solicitor General				Job Title Senior Ministerial Assistant				Travel Group Code 3								
5. Date Completed 2020/12/16			6. Fiscal Year 2021		7. Special Cheque Issue			8. Cheque Stub Information								
Type of Travel In Province			14. Reason for Travel Ministerial Duties					Headquarters Victoria								
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, V8W 9E2																
16. Travel Dates 2020 12/14		17. Places Travelled *PCard Destination * Vic-Van-Vic(HJ) Start 0630 End 1630			18. Personal Vehicle Use Km Cost 0.00		19. Other Transport Costs		20. & 21. Meals Claim F-DI Cost 21.00		22. Lodging Costs		20. & 21. Miscellaneous Cost Describe			
TOTALS OF COLUMNS					36. \$ 0.00		37. \$ 0.00		38. \$ 21.00		39. \$ 0.00		40. \$ 0.00		Claim Total \$ 21.00	
48. Client Code 010 010 010 010		49. Resp. 15001		50. Service Line 10000		51. STOB 5701		52. Project 1500000		45. Supplier Code NR		Amount \$ 21.00				
Less Travel Advance 010																
												AMOUNT DUE TO EMPLOYEE		54. \$ 21.00		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								Print Name				Date Signed				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								Print Name				Date Signed				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.								Print Name				Date Signed				

Audit Trail for Travel Voucher (Restricted Use) E133342 for Sanderson, Melanie

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2020/12/16 13:29:44	Hunt, Charlotte NR Charlotte.Hunt@gov.bc.ca	Sanderson, Melanie Melanie.Sanderson@gov.bc.ca	Saved	Sanderson, Melanie Melanie.Sanderson@gov.bc.ca
2020/12/16 13:49:00	Hunt, Charlotte NR Charlotte.Hunt@gov.bc.ca	Sanderson, Melanie Melanie.Sanderson@gov.bc.ca	Notified	Sanderson, Melanie Melanie.Sanderson@gov.bc.ca
2020/12/16 13:59:08	Sanderson, Melanie NR Melanie.Sanderson@gov.bc.ca		Approved	Maartman, William William.Maartman@gov.bc.ca
2021/01/11 15:11:21	Maartman, William NR William.Maartman@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133342 for Sanderson, Melanie

1 note(s) returned.

Created On	Author	Note
2020/12/16 13:29:44	Hunt, Charlotte NR Charlotte.Hunt@gov.bc.ca	12/14 - Vic to Van Helijet Flight #700, F-DI \$21 12/14 - Van to Vic Helijet Flight #719

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Hunt, Charlotte PSSG:EX

From: passengerservices@helijet.com
Sent: December 10, 2020 2:07 PM
To: Hunt, Charlotte PSSG:EX
Subject: Thank you for choosing to take off with Helijet!

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	NR
	Name	Melanie Sanderson

Booking **NR**

Monday, December 14, 2020

700

07:00 Victoria Harbour (Downtown)

07:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

· Melanie Sanderson, Female

[Add to Calendar](#)

Invoice **NR**

SALE - Seat Sale \$219	\$208.57
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+ GST	\$10.43
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Billing	\$208.57
---------	----------

Taxes	\$10.43
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Grand Total	\$219.00
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Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

COVID-19

All Flights Are Operated by Sikorsky S76 Helicopters with a 12 passenger capacity.

COVID-19 Safety Protocols including mandatory masks, temperature and health checks are in place.

Please read your confirmation for more COVID-19 information.

Booking NR

Monday, December 14, 2020

719

15:35 Vancouver Harbour (Downtown)

16:10 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

• **Melanie Sanderson, Female**

[Add to Calendar](#)

Invoice NR

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+ GST	\$10.43

Billing	\$208.57
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