




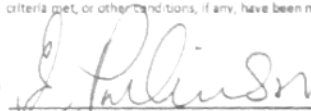
## Where ideas work

Ministry of Finance  
**INVOICE CODING SHEET**

RETURN CHEQUE TO MINISTRY?  
(if yes, enter "D")

FOREIGN CURRENCY OR WIRE?  
(if yes, enter "\$" for foreign and  
"W" for Wire transfer)

[Link to Invoice Coding Sheet completion instructions.](#)

PAYEE NAME <u>EMILY ROSE WHITE</u>				* SUPPLIER # <u>s.22</u>		* SITE <u>001</u>				
CONTRACT/PO # <u>C21PREM1563</u>		INVOICE DATE <u>11-DEC-2020</u> <small>DD-MMM-YYYY</small>		INVOICE # <u>0001</u>						
DATE INVOICE RECEIVED <u>12-DEC-2020</u> <small>DD-MMM-YYYY</small>		DATE GOODS/ SERVICES REC'D <u>11-DEC-2020</u> <small>DD-MMM-YYYY</small>		RECEIPT # <u>6369</u>						
NAME &/OR ADDRESS OVERRIDE:				DESCRIPTION FOR CHEQUE STUB:  Emily Rose White s.22						
DATE CHQ/EFT REQ'D (ONLY IF URGENT)    _____ <small>DD-MMM-YYYY</small>				GL DATE (if applicable)    _____ <small>DD-MMM-YYYY</small>		PAY ALONE? YES <input checked="" type="checkbox"/>				
OFA STOB & ASSET # (if applicable) : _____										
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE <small>PST &amp; GST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # IF STOB 57
9,548.00					004	36A10	36200	6101	3601141	
86.29 <del>1,796.47</del>	1796.47		89.82		004	36A10	36200	6102	3601141	
11434.29 <del>11344.47</del>	TOTAL									
* EXPENSE AUTHORITY (EA) INFORMATION:  * <u>VANESSA GEARY</u> EA PRINTED NAME					* QUALIFIED RECEIVER (QR) CERTIFICATION:  * <u>ELIZABETH PARKINSON</u> QR PRINTED NAME					
* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports.  					The goods provided or services delivered have been inspected or reviewed, and the goods or services were properly received and documentation to support the account has been verified (i.e., goods as ordered, correct quantity and suitable quality, services as contracted, appropriate deliverables and/or performance criteria met, or other conditions, if any, have been met).   QR SIGNATURE					
ADDITIONAL INFORMATION OR INSTRUCTIONS:										

\* Note: Fields with an asterisk do not need to be completed for iProcurement invoices  
FIN FSA 017 REV. OCT/16

EMILY ROSE WHITE

s.22

## SERVICE CONTRACT INVOICE

Ministry Contract Number: C19PREM1563

PREPARED FOR

ATT: ACCOUNTS PAYABLE

INVOICE #: 0001

PREPARED DATE

December 11, 2020

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF  
BRITISH COLUMBIA

as represented by the Premier (the Province) with the following specified address:  
PO Box 9041 Stn Prov Govt  
Victoria British Columbia V8W 9E1

DESCRIPTION	DAYS	RATE	AMOUNT
Work as a member of a transition team appointed by the Premier designate John Horgan and provide other related services for the purpose of planning and implementing an orderly transition of government. Service performed Nov 1, 2020 - December 11, 2020.	31	\$308.00	\$9,548.00
Travel expenses from November 1, 2020 to November 29, 2020 for Emily White, as per the attached Travel Expense Claim Form.			\$1,796.47
		<b>Fees:</b>	<b>\$9,548.00</b>
		<b>Expenses:</b>	<b>\$1,796.47</b>
		<b>Total Fees &amp; Expenses:</b>	<b>\$11,344.47</b>
		<b>GST:</b>	\$89.82
<b>TOTAL DUE:</b>			<b>\$11,434.29</b>



Emily Rose White  
January 5, 2020

**FORM USAGE**

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract *Appendix 1* for guidelines, allowable rates and receipt requirements.

DATE OF TRAVEL 20__20__	PLACES TRAVELLED Vernon to Victoria, Victoria to Kelowna	PERSONAL VEHICLE USE DISTANCE x KM RATE	BUS/TAXI/AIR/FERRY COSTS	B L D ✓ ✓ ✓	MEALS: Group 2	ACCOMMODATION COSTS 28 nights	MISCELLANEOUS (CAR RENTAL, BUSINESS PHONE, ETC.) COST DESCRIPTION	TOTAL DAILY COSTS
M D	FROM/TO (ENTER CITY NAMES)	KM \$	\$		\$	\$	\$	\$
Nov 1	Kelowna FIVE 1552 (Pac Coastal) Victoria Cab		378. <sup>66</sup> 36. <sup>66</sup>	✓ ✓	34.76	Per diem		450. <sup>66</sup>
Nov 2	Victoria			✓ ✓ ✓	46. <sup>66</sup>	Per diem		46. <sup>66</sup>
Nov 3	Victoria			✓ ✓ ✓	46. <sup>66</sup>	Per diem		46. <sup>66</sup>
Nov 4	Victoria			✓ ✓ ✓	46. <sup>66</sup>	Per diem		46. <sup>66</sup>
Nov 5	Victoria			✓ ✓ ✓	46. <sup>66</sup>	Per diem		46. <sup>66</sup>
Nov 6	Victoria			✓ ✓ ✓	46. <sup>66</sup>	Per diem		46. <sup>66</sup>
Nov 7	Victoria			✓ ✓ ✓	46. <sup>66</sup>	Per diem		46. <sup>66</sup>
Nov 8	Victoria			✓ ✓ ✓	46. <sup>66</sup>	Per diem		46. <sup>66</sup>
Nov 9	Victoria			✓ ✓ ✓	46. <sup>66</sup>	Per diem		46. <sup>66</sup>
Nov 10	Victoria			✓ ✓ ✓	46. <sup>66</sup>	Per diem		46. <sup>66</sup>
Nov 11	Victoria			✓ ✓ ✓	46. <sup>66</sup>	Per diem		46. <sup>66</sup>
Cont'd Page 2 CLAIM TOTAL								916. <sup>66</sup>

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts.

*Emily R White*  
Service Contractor's Signature

**FORM USAGE**

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract *Appendix 1* for guidelines, allowable rates and receipt requirements.

DATE OF TRAVEL 20__20__	PLACES TRAVELLED Vernon to Victoria, Victoria to Kelowna	PERSONAL VEHICLE USE DISTANCE x KM RATE	BUS/TAXI/AIR/FERRY COSTS	B ✓	L ✓	D ✓	MEALS: Group 2	ACCOMMODATION COSTS 28 nights	MISCELLANEOUS (CAR RENTAL, BUSINESS PHONE, ETC.) COST	DESCRIPTION	TOTAL DAILY COSTS
M D	FROM/TO (ENTER CITY NAMES)	KM \$	\$				\$	\$	\$		\$
Page 1 Cont'd 91b.68											
Nov. 12	Victoria			✓	✓	✓	4b.6b	Per diem			4b.6b
Nov. 13	Victoria			✓	✓	✓	4b.6b	Per diem			4b.6b
Nov. 14	Victoria			✓	✓	✓	4b.6b	Per diem			4b.6b
Nov. 15	Victoria			✓	✓	✓	4b.6b	Per diem			4b.6b
Nov. 16	Victoria			✓	✓	✓	4b.6b	Per diem			4b.6b
Nov. 17	Victoria			✓	✓	✓	4b.6b	Per diem			4b.6b
Nov. 18	Victoria			✓	✓	✓	4b.6b	Per diem			4b.6b
Nov. 19	Victoria			✓	✓	✓	4b.6b	Per diem			4b.6b
Nov. 20	Victoria			✓	✓	✓	4b.6b	Per diem			4b.6b
Nov. 21	Victoria			✓	✓	✓	4b.6b	Per diem			4b.6b
Nov. 22	Victoria			✓	✓	✓	4b.6b	Per diem			4b.6b
Cont'd Page 3										CLAIM TOTAL 1,429.94	

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts.

*Emily R. White*  
Service Contractor's Signature

**FORM USAGE**

This form is for use by service contractors to claim travel expenses. The original claim form and applicable receipts must be attached as back up to the service contract invoice. Refer to the service contract *Appendix 1* for guidelines, allowable rates and receipt requirements.

DATE OF TRAVEL 20__20__	PLACES TRAVELLED Vernon to Victoria, Victoria to Kelowna	PERSONAL VEHICLE USE DISTANCE x KM RATE	BUS/TAXI/AIR/FERRY COSTS	B ✓	L ✓	D ✓	MEALS: Group 2	ACCOMMODATION COSTS 28 nights	MISCELLANEOUS (CAR RENTAL, BUSINESS PHONE, ETC.) COST	DESCRIPTION	TOTAL DAILY COSTS
M D	FROM/TO (ENTER CITY NAMES)	KM \$	\$				\$	\$	\$		\$
Page 2 Cont'd 1,429.94											
Nov. 23	Victoria			✓	✓	✓	46.66	Per diem			46.66
Nov. 24	Victoria			✓	✓	✓	46.66	Per diem			46.66
Nov. 25	Victoria			✓	✓	✓	46.66	Per diem			46.66
Nov. 26	Victoria			✓	✓	✓	46.66	Per diem			46.66
Nov. 27	Victoria			✓	✓	✓	46.66	Per diem			46.66
Nov. 28	Victoria			✓	✓	✓	46.66	Per diem			46.66
Nov. 29	Victoria, P.C. Coastal # 1531 Kelowna Cab		30.00 56.57								86.57
<b>CLAIM TOTAL</b>											1,796.47

Embedded GST should not be claimed by service contractors. Please ensure GST is deducted from travel receipts.

*Emile R White*  
Service Contractor's Signature

**TRAVEL EXPENSE CLAIM FORM - EMILY WHITE**

DATE OF TRAVEL 2020	DESCRIPTION	QTY	RATE	DAILY TOTAL COSTS
November 1	Flight	1	\$396.96	\$471.96
	TAXI	1	\$38.50	
	Meal allowance: lunch and dinner	1	\$36.50	
November 2	Meal allowance: full day	1	\$49.00	\$49.00
November 3	Meal allowance: full day	1	\$49.00	\$49.00
November 4	Meal allowance: full day	1	\$49.00	\$49.00
November 5	Meal allowance: full day	1	\$49.00	\$49.00
November 6	Meal allowance: full day	1	\$49.00	\$49.00
November 7	Meal allowance: full day	1	\$49.00	\$49.00
November 8	Meal allowance: full day	1	\$49.00	\$49.00
November 9	Meal allowance: full day	1	\$49.00	\$49.00
November 10	Meal allowance: full day	1	\$49.00	\$49.00
November 11	Meal allowance: full day	1	\$49.00	\$49.00
November 12	Meal allowance: full day	1	\$49.00	\$49.00
November 13	Meal allowance: full day	1	\$49.00	\$49.00
November 14	Meal allowance: full day	1	\$49.00	\$49.00
November 15	Meal allowance: full day	1	\$49.00	\$49.00
November 16	Meal allowance: full day	1	\$49.00	\$49.00
November 17	Meal allowance: full day	1	\$49.00	\$49.00
November 18	Meal allowance: full day	1	\$49.00	\$49.00
November 19	Meal allowance: full day	1	\$49.00	\$49.00
November 20	Meal allowance: full day	1	\$49.00	\$49.00
November 21	Meal allowance: full day	1	\$49.00	\$49.00



Emily Rose White  
Dec 11, 2020

November 22	Meal allowance: full day	1	\$49.00	\$49.00
November 23	Meal allowance: full day	1	\$49.00	\$49.00
November 24	Meal allowance: full day	1	\$49.00	\$49.00
November 25	Meal allowance: full day	1	\$49.00	\$49.00
November 26	Meal allowance: full day	1	\$49.00	\$49.00
November 27	Meal allowance: full day	1	\$49.00	\$49.00
November 28	Meal allowance: full day	1	\$49.00	\$49.00
November 29	TAXI	1	\$59.40	\$59.40
<b>CLAIM TOTAL</b>				<b>\$1,854.36</b>



Emily Rose White  
Dec 11, 2020

YELLOW CAB # 51  
817 FISGARD ST. V8W1R9  
VICTORIA BC  
23767905  
GH2376790501

\*\*\*\*

PURCHASE

\*\*\*\*

11-01-2020

11:10:42

Acct # \*\*\*\*\*s.22

RF

Card Type DP

A0000002771010

INTERAC

Trace # 1290

Inv. # 1365

Auth # 004518

RRN 001502003

Purchase

\$38.50

s.22

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy



BLUEBIRD CABS #17  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*s.22  
CARD TYPE INTERAC  
ACCOUNT TYPE  
FLASH DEFAULT  
DATE 2020/11/29  
TIME 8572 06:50:29  
RECEIPT NUMBER  
H85000579-001-944-010-0

-----  
PURCHASE  
AMOUNT \$59.40

s.22

INTERAC  
A0000002771010  
21091B06BE909045  
8080008000-

APPROVED

AUTH# 005601 00-001  
THANK YOU

CARDHOLDER COPY



Emily Whites.22

## Please Reply

Emily White s.22

Thu, Oct 29, 2020 at 2:59 PM

To: Jeremy Brown &lt;jeremy@farebooth.com&gt;

Yes, I agree.  
Thanks,

Emily White

s.22

On Thu, Oct 29, 2020 at 2:58 PM Jeremy Brown &lt;jeremy@farebooth.com&gt; wrote:

Dear Emily,

**Please respond to this email by writing “Yes, I agree” to accept the details and Terms and Conditions below and the total charges of CAD \$396.96 to your card.**

Note: Please note by replying to this email you agree to all mentioned Terms and Conditions and Authorize us to charge your card for the Grand total price which might appear in multiple transactions on your statement.

PLEASE NOTE: YOU MAY SEE MULTIPLE CHARGES ON YOUR CREDIT CARD INCLUDING AN ARC PAY FEE. ALL CHARGES TOGETHER EQUAL THE TOTAL COST TO WHICH YOU AGREED FOR TICKETS, CHANGES, CANCELTION OR AIRLINE CREDIT.

As per our conversation and as agreed, we have booked your itinerary as follows:

### For Traveller(s) :

#### Itinerary For:

EMILY WHITE

Date	Airline	Flight No	Cabin	Depart	From	Arrive	At	Duration	Distance	Transit	Aircraft
Sun, 1 Nov	Pacific Coastal Airlines	1552		9:30 am (PDT)	Kelowna Intl Airport (YLW)	10:35 am (PDT)	Victoria International Airport (YYJ)	1h 5m	204 Miles	-	-

#### Fare Details:

Ticket Cost Per Passenger: **CAD 396.96** (Including of all taxes & fee)

Grand Total: **CAD 396.96** (Including of all taxes & fee)

### Payment Details:-

Form of Payment: VISA

Card No. : \*\*\*\*\*s.22

Card Holder : Emily White

Billing Address : s.22

**All fares and taxes are subject to change and are only guaranteed once ticketed.**

**Terms & Conditions:**

- All rates, airfares and availability of the trip segments will not be confirmed until full payment is authorized, the credit card is processed, and the tickets are issued. Government fees, service fees and taxes are included in the total ticket cost.
- We are not the airlines, and we don't claim to be the airlines. We are a travel agency working with airline consolidators and ARC. Therefore, the total charges on your Credit Card Statement may appear as multiple transactions including an airline charge and an ARC Pay fee.
- Please confirm that the dates and times of flight departures and names of travelers are accurate. Tickets are non-transferable and non-assignable. Name changes on tickets are not permitted, ticket cost and service fees are non-refundable, Tickets may be partially refunded if requested within twenty-four (24) hours from the time of purchase.
- Date and routing changes will be subject to airline rules and regulations and may result in a penalty fee or a difference in fare and charges. Some flights may completely be NON-CHANGEABLE even with the airline penalty. For any changes to the dates or routing, please call us at 1800-450-1910.
- A cancellation fee could be applied to all *Air Cancellation* requests for tickets booked online or over the phone with the sales representative. The Ticket Cancellation fee may vary from a minimum of \$50 per ticket up to the total price of the ticket in addition to the Airline Penalty if any.
- Confirm departure times before your flight. Flight schedules are subject to change by the Airlines due to changes in Airline Operations.

**Note:** Please note by replying to this email you agree to all above mentioned Conditions and Authorize us to charge your card for the above mentioned Grand total ticket price.

**Warm Regards,**

**Jeremy Brown**

**Phone: 1 800 450 1910 (EXTN 9034)**

**Email: [jeremy@farebooth.com](mailto:jeremy@farebooth.com)**

**Website: [www.farebooth.com](http://www.farebooth.com)**

# *Pacific Coastal* AIRLINES

**WHITE, EMILY**

**01 Nov 2020**

Flight #	Gate	Boarding
8P1552	5	09:00

s.22

KELOWNA  
Depart: 09:30

Reservation Number:  
s.22

VICTORIA INT ARPT  
Arrive: 10:35

Fare Type:  
CLASSIC FARE

Seat:

Flight operated by Pacific Coastal Airlines

<

?

VISA

s.22

Nov 28, 2020

PACIFIC COASTAL AIRLIN

RICHMOND BC

31.50

s.22

Invoice Workbench (FS - AP - Inquiry)

Batch Control Total
Batch Actual Total

Invoice Entry and Inquiry - CAS1

Operating Unit	GL Date	Type	PO Number	Trading Partner	Supplier Num	Supplier Site	Invoice Date	In
Finance Supported E	08-JAN-2021	Standard	C21PREM156	WHITE, EMILY ROSE	s.22	001	11-DEC-2020	01

1 General
2 Lines
3 Holds
4 View Payments
5 Scheduled Payments
6 View Prepayment Applications

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken	[ ]
Check	18803885	11-JAN-2021	11-JAN-2021	<input type="checkbox"/>	11,434.29		
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			

Payment Overview

Calculate Tax

Tag Details

All Distributions