



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133532

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 Snoddon, Michael				Employee ID NR				Phone Number (250) 356-0179			
Client Organization Advanced Education, Skills and Training				Job Title Ministerial Assistant				Travel Group Code 3			
5. Date Completed 2021/03/12			6. Fiscal Year 2021			7. Special Cheque Issue			8. Cheque Stub Information		
Type of Travel In Province			14. Reason for Travel EA Training in Victoria Feb. 16 - 18						Headquarters Victoria		
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
2021											
02/16	EA in Victoria	0800	1800		0.00			0.00	115.99	0.00	NR (sup. code)
02/17	EA in Victoria	0800	1800		0.00			0.00	115.99	0.00	(sup. code)
02/18	EA in Victoria	0800	1800		0.00			0.00	115.99	0.00	(sup. code)
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00		38. \$ 0.00	39. \$ 347.97	40. \$ 0.00	Claim Total \$ 347.97
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount		
019	11001	18000		5701	1100000		NR		\$ 347.97		
019											
019											
019											
Less Travel Advance											
019											
AMOUNT DUE TO EMPLOYEE										54. \$ 347.97	
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) E133532 for Snoddon, Michael

8 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/03/12 15:29:35	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/03/12 15:31:11	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/03/12 15:36:01	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/03/12 16:03:03	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/03/12 16:38:04	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Notified	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/03/12 16:39:14	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Notified	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/03/15 07:13:13	Snoddon, Michael (IDIR\NR) Michael.Snoddon@gov.bc.ca		Initiated	Fleurant, Kathleen Kathleen.Fleurant@gov.bc.ca
2021/03/15 08:39:18	Fleurant, Kathleen (IDIR\NR) Kathleen.Fleurant@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E133532 for Snoddon, Michael

2 note(s) returned.

Created On	Author	Note
2021/03/12 15:36:01	Lord, Ngaire (IDIR\NR . Ngaire.Lord@gov.bc.ca	Because our EA was brand new she didn't have her P-Card yet so our SMA used his BMO Travel Card for her hotel expenses.
2021/03/12 16:38:04	Lord, Ngaire (IDIR\NR . Ngaire.Lord@gov.bc.ca	Correction: Not "P-Card" should be BMO Travel Card.

Production *** Copyright © Government of British Columbia

NR

Invoice

NR

Room
 Invoice #
 Cashier as
 Page: 1 of 1
 Printed: 2/16/2021 07:12:26
 Acct. Filter: All Transactions
 PO #
 Arrival 2/16/2021
 Departure 2/19/2021

CHU LETITIA

Guests in room: CHU LETITIA

Date	Transaction	Description	Subtotal	Tax/Fees	Total
2/16/2021	Master Card	3 NIGHTS ROOM + TAX PAID	-347.97	0.00	-347.97
Total:			-347.97	0.00	-347.97

NR

NR

NR

CARD *****
 CARD TYPE MASTERCARD
 DATE 2021/02/11
 TIME 2826 07:13:41
 INVOICE #
 RECEIPT NUMBER
 V84064258-001-840-001-1
 PURCHASE
 TOTAL

\$347.97

PASSWORD USED

APPROVED

AUTH# 061379

THANK YOU

01-02

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

STOP 5701-1100000

Thank you for staying at ^{NR}

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any or the full amount of these charges. Interest will be charged on any over due balance.

Taxes and Fees

0.00

Signature: _____

GST # ^{NR}

Invoice

Room
 Invoice #
 Cashier rs
 Page: 1 of 1
 Printed: 2/19/2021 07:15:02
 Acct. Filter: All Transactions
 PO #
 Arrival 2/16/2021
 Departure 2/19/2021

NR

CHU LETITIA

Guests in room: CHU LETITIA

Date	Transaction	Description	Subtotal	Tax/Fees	Total
2/16/2021	Master Card	3 NIGHTS ROOM + TAX PAID	-347.97	0.00	-347.97
2/16/2021	Accommodations		99.00	16.99	115.99
2/17/2021	Accommodations		99.00	16.99	115.99
2/18/2021	Accommodations		99.00	16.99	115.99
Total:			-50.97	50.97	0.00

NR
Thank you for staying at

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any or the full amount of these charges. Interest will be charged on any over due balance.

Taxes and Fees

DMF	2.97
GST	14.85
GST on DMF	0.15
Municipal Tax	9.00
Room Tax	24.00

Signature: _____

GST # NR



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133524

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 Chu, Letitia				Employee ID NR				Phone Number s.17									
Client Organization Advanced Education and Skills Training				Job Title Executive Assistant				Travel Group Code 3									
5. Date Completed 2021/03/11			6. Fiscal Year 2021			7. Special Cheque Issue			8. Cheque Stub Information								
Type of Travel In Province			14. Reason for Travel New EA training in Victoria Feb. 17 - 19						Headquarters Victoria								
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9A8																	
16. Travel Dates		17. Places Travelled				18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous			
		*PCard				Km		Cost		Claim		Cost		Cost		Describe	
2021		Destination				Start		End		F-		51.50					
02/17		s.22 - VICTORIA(HA)				0700		1730		F-		51.50					
02/18		VICTORIA				0800		1730		F-D		33.25					
02/19		* VICTORIA -s.22 (HA)				0800		1730									
TOTALS OF COLUMNS						36. \$ 0.00		37. \$ 0.00		38. \$ 136.25		39. \$ 0.00		40. \$ 0.00		Claim Total \$ 136.25	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount					
019		11001		18000		5701		1100000		NR		\$ 136.25					
019		11001		18000		5711		1100000				324.58					
019		11001		18000		1890		1100000				-324.58					
Less Travel Advance																	
019																	
												AMOUNT DUE TO EMPLOYEE		54. \$ 136.25			
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) E133524 for Chu, Letitia

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/03/11 16:44:51	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/11 16:54:55	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/11 17:07:56	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/11 17:14:13	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/12 16:33:58	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Notified	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/15 11:41:07	Chu, Letitia (IDIR\NR Letitia.Chu@gov.bc.ca		Initiated	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/03/15 11:42:07	Snoddon, Michael (IDIR\NR Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E133524 for Chu, Letitia

1 note(s) returned.

Created On	Author	Note
2021/03/11 17:07:56	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	As a new employee in training, Letitia had not received her travel card yet so her hotel expenses were covered by other means. Feb. 17th travelled from s.22 to Victoria via Skytrain/flight " full day of training and meetings (full day per diem). Feb. 18th full day of training and meetings (full day per diem). Feb. 19th full day of training and meeting then travelled from Victoria to s.22 via flight/Skytrain (no dinner per diem)

Production *** Copyright © Government of British Columbia

PER DIEMS

Letitia

Date		Full day	Misc (Describe)	5750-32MTCCA or 5702-3200000	Total
Sun	Feb 14	_____	_____	_____	_____
Mon	Feb 15	_____	_____	_____	_____
Tue	Feb 16	_____	_____	_____	_____
Wed	Feb 17	yes	_____	5702- ¹¹⁰⁰⁰⁰ 320000	51.50
Thu	Feb 18	yes	_____	" "	51.50
Fri	Feb 19	no	B/L/I	" "	30.50
Sat	Feb 20	_____	_____	_____	_____

minus

Full Day:	\$	61.00
Breakfast:	\$	12.50
Lunch:	\$	12.50
Dinner:	\$	21.50
Incidentals:	\$	14.50

5750-32MTCCA	
5702-3200000	

13:30 Vancouver Harbour / Map 

14:05 Victoria Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Letitia Chu, Female

[Add to Calendar](#)

NR

Sked 200 : (St) GO Flex	\$191.36
Taxes, Fees and Charges	
All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$10.85
+ Goods and Services Tax	\$10.14
Billing	\$202.86
Taxes	\$10.14
Grand Total	\$213.00

Corporate Account \$213.00

Date / Time February 16, 2021 @ 12:01:55 PM

Summary 740179

Ticket s.22

COVID-19 Update: To provide more flexibility, all change and cancellation fees will be waived on bookings for flights departing between December 8, 2020 and February 28, 2021.

GoFlex Fare Conditions:

- Check in 25 minutes prior to departure time.
- Refundable up to 4 hrs* prior to departure.
- Changeable up to 4 hrs* prior to departure (subject to difference in fare value).
- As always, no fees will be applied in the event of weather disruptions.
- 50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure.
- Select Seating \$10 (space permitting).

Required Travel Documents:

All passengers 18 years and above must present government issued photo identification.

Guaranteed Baggage:

- 25 lbs. on all routes except listed below.
- 35 lbs. between Richmond (YVR South), Ganges & Maple Bay.
- 50 lbs between Richmond (YVR South), Victoria & Nanaimo.

Standby Baggage:

- 25 lbs. (space available) on all routes except listed below.

- 15 lbs. (space available) between Richmond (YVR South), Ganges & Maple Bay.
- 0 lbs. between Richmond (YVR South), Victoria & Nanaimo.

Luggage over 50 lbs. total (per passenger) is subject to \$1 per lb, and travels on space available basis.


**Changes or cancellations within 4 hrs are subject to a \$20 fee.*

For flights departing on or before 11am, changes and cancellations must be made before 5pm the day prior to avoid the fee.

NR

Friday, February 19, 2021

Flight #240/Twin Otter

16:30 Victoria Harbour / Map  

17:05 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Letitia Chu, Female

[Add to Calendar](#)

NR

Invoice NR

Air Transportation Charges

Sked 200 : (St) GO Flex \$191.36

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$10.85

+ Goods and Services Tax \$10.14

Billing \$202.86

Taxes \$10.14

Grand Total \$213.00

Corporate Account \$213.00

Date / Time February 19, 2021 @ 3:54:09 PM

Summary 740179

Ticket s.22

COVID-19 Update: To provide more flexibility, all change and cancellation fees will be waived on bookings for flights departing between December 8, 2020 and February 28, 2021.

GoFlex Fare Conditions:

- Check in 25 minutes prior to departure time.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133525

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 Chu, Letitia				Employee ID NR				Phone Number s.17			
Client Organization Advanced Education and Skills Training				Job Title Executive Assistant				Travel Group Code 3			
5. Date Completed 2021/03/11			6. Fiscal Year 2021		7. Special Cheque Issue			8. Cheque Stub Information			
Type of Travel In Province			14. Reason for Travel EA Training in Victoria Feb. 28 - Mar. 4					Headquarters Burnaby			
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9A8											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
2021	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
02/28	s.22 - VICTORIA	1500	1830		0.00		F-BL	30.50		115.99	
03/01	VICTORIA	0800	1830		0.00		F-	51.50		115.99	
03/02	VICTORIA	0800	2030		0.00		F-	51.50		115.99	
03/03	VICTORIA	0800	1800		0.00		F-	51.50		115.99	
03/04	VICTORIA - s.22	1730	1900		0.00	16.90	F-	51.50			
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 33.80		38. \$ 236.50	39. \$ 463.96	40. \$ 0.00	Claim Total \$ 734.26
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount		
019	11001	18000		5701	1100000		NR		\$ 734.26		
019											
019											
019											
Less Travel Advance											
019											
AMOUNT DUE TO EMPLOYEE										54.	\$ 734.26
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) E133525 for Chu, Letitia

11 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/03/11 17:24:49	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/11 17:31:33	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/12 13:57:03	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/12 14:05:53	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/12 14:07:02	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/12 14:39:43	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/12 14:42:51	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/12 14:58:10	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/12 16:33:21	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Notified	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/15 11:43:25	Chu, Letitia (IDIR\NR Letitia.Chu@gov.bc.ca		Initiated	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/03/15 11:45:20	Snoddon, Michael (IDIR\NR Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E133525 for Chu, Letitia

3 note(s) returned.

Created On	Author	Note
2021/03/11 17:31:33	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	On Feb. 28th Letitia travelled from s.22 to Victoria via Skytrain/ ferry - Letitia hadn't received her travel card yet, so hotel expenses were covered by another means. Mar. 1 Full day of training and meetings (full day per diem). Mar. 2 Full day of training and meetings (full day per diem). Mar. 3 Full day of training and meetings (full day per diem). Mar. 4 Full day of training and meetings then travelled from Victoria to s.22 via ferry/Skytrain (full day per diem).
2021/03/12 14:05:53	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Correction to above notes: EA did receive her travel card and hotel was expensed as per attached travel voucher.
2021/03/12 14:42:51	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Correction: Letitia car-pooled from s.22 to Victoria and back. Feb. 28 - no breakfast or lunch per diem.

Production *** Copyright © Government of British Columbia

Feb 28 3:56 pm

Tsawwassen
To
Swartz Bay

BC Ferries
Suite 508 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 45

RECEIPT - PLEASE RETAIN

PURCHASE 2021/02/28

1 Adult	17.20
Fuel Rebate	0.30
Total	16.90

Visa
*****NR 16.90
AUTH 420378 64307718 0010014530 H
VISA
00000000031010 / 0000000000 /
NO SIGNATURE TRANSACTION
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

CARDHOLDER COPY
TSA 28 Feb 2021 15:56:01
NR

Leticia

← Personal
c.c.

Didn't want to
mark down
that it was
Minister's
card.

STOB 5701-11 000

Fleurant, Kathleen AEST:EX

From: Fleurant, Kathleen AEST:EX
Sent: March 19, 2021 9:54 AM
To: Kang, Anne AEST:EX
Cc: Chu, Letitia AEST:EX
Subject: APPROVAL REQUIRED

Importance: High


Hi Minister,

There's a bit of confusion due to a note that was left on Letisha's travel voucher regarding you paying for her ferry ticket on Feb 28 and March 4th. Because of this, FIN needs an approval from you that Letitia has paid you back for her ferry passenger costs on those dates.

Can you please confirm and approved via email so that we can have her claim processed.

Thank you,

Kathleen Fleurant | Administrative Coordinator
Honourable Anne Kang's Office | Minister of Advanced Education and Skills Training
Parliament Buildings
Ph: 778-974-5943
e: Kathleen.Fleurant@gov.bc.ca

approved. Paid back.


*As of May 4, 2020 amendments to the Lobbyists Transparency Act has come into force. **You must ensure that you are in compliance with the registration requirements under the Act.** The Office of the Registrar of Lobbyists can assist you to determine if you are in compliance, please contact the Office of the Registrar of Lobbyists at <https://www.lobbyistsregistrar.bc.ca/>*

Please note: This email message, including attachments, is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, distribution, disclosure or reproduction is strictly prohibited. If you have received this email in error, please notify sender by return email and delete all copies.

Invoice

CSA Approved Rate

NR

Room
Invoice #
Cashier zo
Page: 1 of 1
Printed: 3/4/2021 07:20:33
Acct. Filter: All Transactions
PO #
Arrival 2/28/2021
Departure 3/ 4/2021

CHU LETITIA

s.22

Guests in room: CHU LETITIA

Date	Transaction	Description	Subtotal	Tax/Fees	Total
2/28/2021	Master Card	Thank you	-463.96	0.00	-463.96
2/28/2021	Accommodations		99.00	16.99	115.99
3/1/2021	Accommodations		99.00	16.99	115.99
3/2/2021	Accommodations		99.00	16.99	115.99
3/3/2021	Accommodations		99.00	16.99	115.99
Total:			-67.96	67.96	0.00

STOB 5701-1100000

Thank you for staying at

NR

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any or the full amount of these charges. Interest will be charged on any over due balance.

Signature: _____

GST # NR

Taxes and Fees

DMF	3.96
GST	19.80
GST on DMF	0.20
Municipal Tax	12.00
Room Tax	32.00

NR

CARD ***** NR
CARD TYPE MASTERCARD
DATE 2021/02/28
TIME 1132 19:36:45
INVOICE # NR
RECEIPT NUMBER
C84103001-001-864-002-0

PURCHASE
TOTAL

\$463.96

Mastercard
A0000000041010
A705E57A273DDE11
0000008000-E800
126E0A0FFD260A8C

APPROVED

AUTH# 034465 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

NR

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

res. conf.
invoice
Lekha Chue

March 4 7:34pm

Letitia

Swartz Bay
To
Tsawwassen
BC Ferries

Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 01

RECEIPT - PLEASE RETAIN

PURCHASE 2021/03/04

x1

s.22

Adult
Fuel Rebate

s.22

Total

Visa

*****NR

AUTH 029472 66307704 0010015700 H

VISA CREDIT

A0000000031010 / 0000000000 /

NO SIGNATURE TRANSACTION

01 APPROVED - THANK YOU 027

CHANGE DUE

0.00

Personal c.c.

\$16.00

CARDHOLDER COPY

SWB 04 Mar 2021 19:34:31

NR

SE

STOB 5701-1100000

PER DIEMS

Letitia

	Date	Full day	Misc (Describe)	5750-32MTCCA or 5702-3200000	Total
Sun	Feb 28	no	Din / Inc.	5702-3200000	30.50
Mon	March 1	yes	n/a	5702-3200000	51.50
Tue	" 2	yes	"	"	51.50
Wed	" 3	yes	"	"	51.50
Thu	" 4	yes	"	"	51.50
Fri					
Sat					

monday		staff
Full Day:	\$ 61.00	51.5
Breakfast:	\$ 12.50	10.5
Lunch:	\$ 12.50	10.50
Dinner:	\$ 21.50	18.25
Incidentals:	\$ 14.50	12.25

5750-32MTCCA	
5702-3200000	

236.50



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133522

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 Hannah, Jeff				Employee ID NR				Phone Number s. 17																																																																																																																											
Client Organization Advanced Education and Skills Training				Job Title Ministerial Advisor				Travel Group Code 3																																																																																																																											
5. Date Completed 2021/03/11			6. Fiscal Year 2021			7. Special Cheque Issue			8. Cheque Stub Information																																																																																																																										
Type of Travel In Province			14. Reason for Travel MA Duties/Staff Training - Feb. 21- 27						Headquarters Victoria																																																																																																																										
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9A8																																																																																																																																			
<table border="1"> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th></th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th></th> <th>Claim</th> <th>Cost</th> <th></th> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>2021</td> <td>VIC - s.22</td> <td>1700</td> <td>2000</td> <td>93</td> <td>51.15</td> <td></td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/21</td> <td>s.22 - BBY - s.22</td> <td>0800</td> <td>1800</td> <td>102</td> <td>56.10</td> <td>73.50</td> <td>F-</td> <td>51.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/22</td> <td>- BBY -</td> <td>0800</td> <td>1800</td> <td>102</td> <td>56.10</td> <td></td> <td>F-</td> <td>51.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/23</td> <td>- BBY -</td> <td>0800</td> <td>1800</td> <td>102</td> <td>56.10</td> <td></td> <td>F-</td> <td>51.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/24</td> <td>- BBY -</td> <td>0800</td> <td>1800</td> <td>102</td> <td>56.10</td> <td></td> <td>F-</td> <td>51.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/25</td> <td>- BBY -</td> <td>0800</td> <td>1800</td> <td>102</td> <td>56.10</td> <td></td> <td>F-</td> <td>51.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/26</td> <td>- BBY -</td> <td>0800</td> <td>1300</td> <td>102</td> <td>56.10</td> <td></td> <td>F-D</td> <td>33.25</td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/27</td> <td>- VICTORIA</td> <td>0700</td> <td>1130</td> <td>93</td> <td>51.15</td> <td>73.50</td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> </table>												16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous			Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe	2021	VIC - s.22	1700	2000	93	51.15			0.00				02/21	s.22 - BBY - s.22	0800	1800	102	56.10	73.50	F-	51.50				02/22	- BBY -	0800	1800	102	56.10		F-	51.50				02/23	- BBY -	0800	1800	102	56.10		F-	51.50				02/24	- BBY -	0800	1800	102	56.10		F-	51.50				02/25	- BBY -	0800	1800	102	56.10		F-	51.50				02/26	- BBY -	0800	1300	102	56.10		F-D	33.25				02/27	- VICTORIA	0700	1130	93	51.15	73.50		0.00			
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous																																																																																																																									
	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe																																																																																																																								
2021	VIC - s.22	1700	2000	93	51.15			0.00																																																																																																																											
02/21	s.22 - BBY - s.22	0800	1800	102	56.10	73.50	F-	51.50																																																																																																																											
02/22	- BBY -	0800	1800	102	56.10		F-	51.50																																																																																																																											
02/23	- BBY -	0800	1800	102	56.10		F-	51.50																																																																																																																											
02/24	- BBY -	0800	1800	102	56.10		F-	51.50																																																																																																																											
02/25	- BBY -	0800	1800	102	56.10		F-	51.50																																																																																																																											
02/26	- BBY -	0800	1300	102	56.10		F-D	33.25																																																																																																																											
02/27	- VICTORIA	0700	1130	93	51.15	73.50		0.00																																																																																																																											
TOTALS OF COLUMNS						36.	37.		38.	39.	40.	Claim Total																																																																																																																							
						\$ 382.80	\$ 147.00		\$ 239.25	\$ 0.00	\$ 0.00	\$ 769.05																																																																																																																							
48. Client Code		49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code			Amount																																																																																																																										
019		11001	18000	5701	1100000	NR			s.22																																																																																																																										
019-----		11001-----	18000-----	5702-----	1100000-----	-----			-----																																																																																																																										
019																																																																																																																																			
019																																																																																																																																			
Less Travel Advance																																																																																																																																			
019																																																																																																																																			
										54.																																																																																																																									
										\$ 769.05																																																																																																																									
45. Employee Signature (See Audit Trail)						Print Name			Date Signed																																																																																																																										
- 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.																																																																																																																																			
56. Spending Authority Signature (See Audit Trail)						Print Name			Date Signed																																																																																																																										
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.																																																																																																																																			
57. Payment Authority Signature (See Audit Trail)						Print Name			Date Signed																																																																																																																										
- Requisition for payment pursuant to section 32 of the Financial Administration Act.																																																																																																																																			

FIN 10 (EFI-F0012 v2.6.1)

Production *** Copyright © Government of British Columbia

Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2021Mar19
SLP

Audit Trail for Travel Voucher (Restricted Use) E133522 for Hannah, Jeff

8 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/03/11 16:03:32	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Hannah, Jeff Jeff.Hannah@gov.bc.ca	Saved	Hannah, Jeff Jeff.Hannah@gov.bc.ca
2021/03/11 16:09:53	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Hannah, Jeff Jeff.Hannah@gov.bc.ca	Saved	Hannah, Jeff Jeff.Hannah@gov.bc.ca
2021/03/11 16:12:10	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Hannah, Jeff Jeff.Hannah@gov.bc.ca	Saved	Hannah, Jeff Jeff.Hannah@gov.bc.ca
2021/03/11 16:12:46	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Hannah, Jeff Jeff.Hannah@gov.bc.ca	Saved	Hannah, Jeff Jeff.Hannah@gov.bc.ca
2021/03/11 16:13:15	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Hannah, Jeff Jeff.Hannah@gov.bc.ca	Saved	Hannah, Jeff Jeff.Hannah@gov.bc.ca
2021/03/11 16:17:10	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Hannah, Jeff Jeff.Hannah@gov.bc.ca	Saved	Hannah, Jeff Jeff.Hannah@gov.bc.ca
2021/03/16 17:10:36	Hannah, Jeff (IDIR\NR Jeff.Hannah@gov.bc.ca		Initiated	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/03/17 07:32:31	Snoddon, Michael (IDIR\NR Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E133522 for Hannah, Jeff

3 note(s) returned.

Created On	Author	Note
2021/03/11 16:12:10	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Feb. 21 - Travelled from Victoria to s.22 via car/ferry (no per diem). Feb. 22 - Travelled from s.22 to Burnaby full day in office then travelled back to s.22 Feb. 23 - Travelled from s.22 to Burnaby full day in office then travelled back to s.22 Feb. 24 - Travelled from s.22 to Burnaby full day in office then travelled back to s.22 Feb. 25 - Travelled from s.22 to Burnaby full day in office then travelled back to s.22 Feb. 26 - Travelled from s.22 to Burnaby, in office until 1 pm, then travelled back to s.22 because ferries were cancelled due to high winds. Feb. 27 - Travelled from s.22 to Victoria via car/ferry. (no per diem). Accommodations provided in s.22 no hotel costs.
2021/03/11 16:12:46	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	
2021/03/11 16:13:15	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	

Production *** Copyright © Government of British Columbia

Feb 21 5:54 pm

Swartz Bay
To
Tsawwassen



LANE 05

RECEIPT - PLEASE RETAIN

PURCHASE 2021/02/21

20'	Undersize Vehi	57.50
1	Adult	17.20
	Fuel Rebate	1.20
Total		73.50

Visa
*****NR 73.50
AUTH 015271 66307709 0010019400 H
Visa s.22
A0000000031010 / 0000000000 /
NO SIGNATURE TRANSACTION
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

CARDHOLDER COPY
SWB 21 Feb 2021 17:54:31
NR

SEE REVERSE SIDE OF TICKET

5701 - 3200000

Mileage

3.3 kms - Vic to Swartz Bay
60. ... Tsaw. to s.22

93 km

55

\$ 51.15

Feb 27 9:23

* Ferries were cancelled
on Feb 26

Tsawwassen
To
Swartz Bay
BC Ferries
Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 41

RECEIPT - PLEASE RETAIN

PURCHASE 2021/02/27

20'	Undersize Vehi	57.50
1	Adult	17.20
	Fuel Rebate	1.20-
Total		73.50

Visa
*****NR 73.50
AUTH 071006 66307716 0010016000 H
Visa 022
A0000000031010 / 0000000000 /
NO SIGNATURE TRANSACTION
01 APPROVED - THANK YOU 027
CHANGE DUE 0.00

CARDHOLDER COPY
TSA 27 Feb 2021 08:23:26
NR

S

5701.320000

Mileage

s.22

to Tsuas	60 Kms
Swartz Bay to V.c	33 Kms
	<hr/> 93 Kms
	X.55
	<hr/> \$51.15



Several BC Ferries sailings are cancelled Friday due to adverse weather. (Black Press Media File)

All B.C. Ferries sailings cancelled due to winds, adverse weather

Adverse weather causes cancellations across several BC Ferries routes

PENINSULA NEWS STAFF / Feb. 26, 2021 1:27 p.m. / NEWS

Copyright

Page 27 of 49

Withheld pursuant to/removed as

Copyright

11000000
S701- ~~3200000~~

Ferry	73.50
M. wage	51.15
"	56.10
"	56.10
"	56.10
"	56.10
"	56.10
"	51.15
Ferry	73.50
	<hr/>
	529.80

11000000
S702- ~~3200000~~

for Diems - 239.25

769.05

MINISTRY OF FINANCE AND SUPPORTED ENTITIES
REIMBURSEMENT CLAIM FOR NON-PAYROLL RELATED EXPENSES

INVOICE #
NR

FORM USAGE

This form is to be used by individuals to claim reimbursement for government expenditures that have been paid for personally and cannot be claimed using another reimbursement method (e.g., items that cannot be claimed through petty cash or on a travel voucher). After completion, the individual should forward the original claim (with receipts attached) to the expense authority. The expense authority will complete and sign the Coding section and forward the claim to MFIN, Accounts for processing. A cheque will be forwarded to the *Cheque Mailing Address* below.

CHEQUE INFORMATION

Payee Name: Michael Snoddon, SMA (Supplier^{NR}) Vendor #: NR Loc. Code: NR
 Ministry of Advanced Education and Skills Training
 Cheque Mailing Address: PO Box 9068 Stn Prov Gov Victoria, BC V8W 9E2 Room 346

DESCRIPTION OF PURCHASE(S)

Date of Purchase	Description	Amount
2021-02-05	Harbour Air Courier Service	81.91
	**purchased by SMA because Admin Staff & P-Card unavailale	
Cheque Total		81.91



Signature of Individual Receiving Reimbursement

2021-03-15

Date

Certified this is a true statement of disbursements made to which I am entitled and for which I have not been and will not be reimbursed by any other party.

CODING

Client: 0119 Resp: 11001 Service Line: 18000 STOB: 6506 Project: 11000000



Expense Authority Signature

2021-03-15

Date

Certified that the amount to be paid is correct, in accordance with appropriate statute or other authority for payment.

Courier to
Burnaby CO for
M. in. sh Kang
* Paid for by Smrt
Michael Snoddon

STOB 6506

Harbour Air Seaplanes

Vancouver (604) 274-1277
Victoria (250) 384-2215
Nanaimo (250) 714-0004
Ganges 1-877-537-9880

Toll-free 1-800-665-0212
Website: www.harbourair.com
05/02/2021 12:54:32 PM
GST: 84295 5858 RT0001

CUSTOMER COPY

Booking NR

Anne Kang (M L A)

Friday, February 5, 2021

1 Freight / 2 lbs.

KK- Confirmed

Flight #228

Departs 13:30 @ Victoria Harbour

Arrives 14:05 @ Vancouver Harbour

Invoice #: NR

1 All Skeds : Freight Carbon 0 \$0.25 CAD

1 Freight CXH-YWH : NextFligh \$77.76 CAD

NR

Goods and Services Tax \$3.90 GST

Grand Total \$81.91 CAD

Payment Information:

Master Card \$81.91 CAD

Date/Time 05/02/2021 12:54:13 PM
Station HRA07M05
Terminal ID W66310479
Action Purchase/Telephone
Card Type M/C
Card Number **** * NR M
Amount \$81.91
Authorization 010861
Message APPROVED - THANK YOU
Trace Number 0013310180
Response 01-005/APPROVED 010861

CUSTOMER COPY

*** TRANSACTION RECORD ***

Free WIFI Password: hagues99

AE22EXESLP01



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133586

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 Chu, Letitia				Employee ID NR				Phone Number s.17			
Client Organization Advanced Education and Skills Training				Job Title Executive Assistant				Travel Group Code 3			
5. Date Completed 2021/03/31			6. Fiscal Year 2021			7. Special Cheque Issue			8. Cheque Stub Information		
Type of Travel In Province			14. Reason for Travel EA Duties and training in Victoria						Headquarters Burnaby		
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9A8											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
2021	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
03/07	s.22 - VICTORIA Ferry	1430	1830		0.00		F-BL	30.50		115.99	
03/08	VICTORIA	0700	1750		0.00		F-	51.50		115.99	
03/09	VICTORIA	0730	1750		0.00		F-	51.50		115.99	
03/10	VICTORIA	0730	1750		0.00		F-	51.50		115.99	
03/11	VICTORIA -s.22 Ferry	0730	2030		0.00	16.90	F-	51.50			
TOTALS OF COLUMNS				36.	37.		38.	39.	40.	Claim Total	
				\$ 0.00	\$ 33.80		\$ 236.50	\$ 463.96	\$ 0.00	\$ 734.26	
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount				
019	11001	18000	5701	1100000	NR		s.22				
019	11001	18000	5751	1100000							
019	11001	18000	5750	1100000							
019	11001	18000	5701	1100000							
Less Travel Advance											
019											
										54.	\$ 734.26
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.											
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.											
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.											
Print Name						Date Signed					
Print Name						Date Signed					
Print Name						Date Signed					

734.26

FIN 10 (EFI-F0012 v2.6.1)

Production *** Copyright © Government of British Columbia

Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2021Apr14
SLP

Audit Trail for Travel Voucher (Restricted Use) E133586 for Chu, Letitia

9 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/03/31 12:11:50	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/31 13:14:06	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/31 13:44:59	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/31 14:09:40	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Notified	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/31 14:15:20	Chu, Letitia (IDIR\NR Letitia.Chu@gov.bc.ca		Approved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/03/31 14:19:35	Snoddon, Michael (IDIR\NR Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2021/03/31 14:24:19	Chu, Letitia (IDIR\NR Letitia.Chu@gov.bc.ca		Recalled	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/31 14:24:47	Chu, Letitia (IDIR\NR Letitia.Chu@gov.bc.ca		Initiated	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/03/31 14:26:55	Snoddon, Michael (IDIR\NR Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E133586 for Chu, Letitia

1 note(s) returned.

Created On	Author	Note
2021/03/31 12:11:50	Lord, Ngaire (IDIR'NR') Ngaire.Lord@gov.bc.ca	On Mar. 7 Letitia travelled from s.22 to Victoria via car-pool/ferry, checked into the NR - no breakfast or lunch per diem. Mar. 8 full day of meetings (full day per diem). Mar. 9 full day of meetings (full day per diem). Mar. 10 full day of meetings (full day per diem). Mar. 11 full day of meetings in Victoria then travelled from Victoria to s.22 via car-pool/ferry.

Production *** Copyright © Government of British Columbia

To
Swartz Bay



LANE 44

RECEIPT - PLEASE RETAIN

PURCHASE 2021/03/07
BOOKING-R1700
REF#: NR

Prepaid

s.22

1	Adult	17.20
	Fuel Rebate	0.30
	Total Charges	16.90
Visa		
*****NR		16.90
AUTH 450155 66307719 0010013370 H		
VISA		
0000000000000000 / 0000000000		
NO SIGNATURE TRANSACTION		
01 APPROVED - THANK YOU 027		
CHANGE DUE		0.00

CARDHOLDER COPY
TSA 07 Mar 2021 16:06:21

NR

SEE REVERSE SIDE OF TICKET

NR

VISA

Letitia

Van → Vic.
\$16.90

March 7/21

4:00pm (16:00)

STOB

5701

11 00000

Invoice

Room NR
 Invoice #
 Cashier mk
 Page: 1 of 1
 Printed: 3/11/2021 06:55:59
 Acct. Filter: All Transactions
 PO #
 Arrival 3/ 7/2021
 Departure 3/11/2021

CHU LETITIA

s.22

Guests in room: CHU LETITIA

Date	Transaction	Description	Subtotal	Tax/Fees	Total
3/7/2021	Master Card	THANK YOU	-463.96	0.00	-463.96
3/7/2021	Accommodations		99.00	16.99	115.99
3/8/2021	Accommodations		99.00	16.99	115.99
3/9/2021	Accommodations		99.00	16.99	115.99
3/10/2021	Accommodations		99.00	16.99	115.99
Total:			-67.96	67.96	0.00

Thank you for staying at NR

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any or the full amount of these charges. Interest will be charged on any over due balance.

Taxes and Fees

DMF	3.96
GST	19.80
GST on DMF	0.20
Municipal Tax	12.00
Room Tax	32.00

Signature: _____

GST # NR

Mar. 7-10
 STOP
 5751
 11000000

NR

Amo TC

NR

CARD
CARD TYPE MASTERCARD
DATE 2021 03 06
TIME 2404 19 27
INVOICE # NR
RECEIPT NUMBER
84064254 001-878 001

PURCHASE
TOTAL

\$463.90

MasteCard
A:000000011010
9:77045E2*006FDA
0:00000000-E800
F:84064254A340B

APPROVED

A.T.# 080117 01 00
T-ALL YOU

VERIFIED BY PM

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

*March
7-10/21
Invoice #*

NR

*STOP
5751
11 00000*

Lord, Ngaire AEST:EX

From: Chu, Letitia AEST:EX
Sent: March 15, 2021 12:07 PM
To: Lord, Ngaire AEST:EX
Subject: Ferry ticket -March 11

Hi Ngaire,

Please see below my ferry ticket back home dated on Thursday Mar 11.

Thanks!



Letitia Chu

Executive Assistant

Ministry of Advanced Education & Skills Training

cell: 250-886-8434 | email: Letitia.Chu@gov.bc.ca

Mar. 11/21
18:06 pm

STOB 5701-11 00000

STAFF PER DIEMS

Letitia Chu

	Date	Full day	Misc (Describe)	5750-11MTCCA 1200000	Total
Sun	Mar. 7	no	Dinner / Inc.	5750-11MTCCA	30.50
Mon	Mar. 8	yes	N/A	5750-11MTCCA	51.50
Tue	Mar. 9	yes	N/A	5750-11MTCCA	51.50
Wed	Mar. 10	yes	N/A	5750-11MTCCA	51.50
Thu	Mar. 11	yes	N/A	5750-11MTCCA	51.50
Fri					
Sat					

Full Day:	\$	51.50
Breakfast:	\$	10.50
Lunch:	\$	10.50
Dinner:	\$	18.25
Incidentals:	\$	12.25

236.50

Lotitia Chu Mar. 7-11

~~5701~~ 1100000

STOB

5701

5751

5750

11M TCCAT

Ferry \$16.90 x 2 = \$33.80

Hotel 463.96

Per Diem 236.50

\$734.26.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133587

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 Chu, Letitia				Employee ID NR				Phone Number s.17																																																																																													
Client Organization Advanced Education and Skills Training				Job Title Executive Assistant				Travel Group Code 3																																																																																													
5. Date Completed 2021/03/31			6. Fiscal Year 2021			7. Special Cheque Issue			8. Cheque Stub Information																																																																																												
Type of Travel In Province			14. Reason for Travel EA Duties and training in Victoria.						Headquarters Burnaby																																																																																												
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9A8																																																																																																					
<table border="1"> <tr> <th>16. Travel Dates</th> <th>17. Places Travelled *PCard</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Claim</th> <th>Cost</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>2021</td> <td>s.22 - VICTORIA^{Ferry}</td> <td>1430</td> <td>1830</td> <td>0.00</td> <td>16.90</td> <td>F-BL</td> <td>30.50</td> <td>115.99</td> <td></td> </tr> <tr> <td>03/21</td> <td>VICTORIA</td> <td>0700</td> <td>1730</td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>115.99</td> <td></td> </tr> <tr> <td>03/22</td> <td>VICTORIA</td> <td>0730</td> <td>1730</td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>115.99</td> <td></td> </tr> <tr> <td>03/23</td> <td>VICTORIA</td> <td>0730</td> <td>1730</td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>115.99</td> <td></td> </tr> <tr> <td>03/24</td> <td>VICTORIA</td> <td>0730</td> <td>1730</td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>115.99</td> <td></td> </tr> <tr> <td>03/25</td> <td>VICTORIA</td> <td>0730</td> <td>1730</td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>115.99</td> <td></td> </tr> <tr> <td>03/26</td> <td>* VICTORIA - s.22(HA)</td> <td>0730</td> <td>1700</td> <td>0.00</td> <td></td> <td>F-D</td> <td>33.25</td> <td></td> <td></td> </tr> </table>												16. Travel Dates	17. Places Travelled *PCard	18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous		Destination	Start	End	Km	Cost	Claim	Cost	Cost	Cost	Describe	2021	s.22 - VICTORIA ^{Ferry}	1430	1830	0.00	16.90	F-BL	30.50	115.99		03/21	VICTORIA	0700	1730	0.00		F-	51.50	115.99		03/22	VICTORIA	0730	1730	0.00		F-	51.50	115.99		03/23	VICTORIA	0730	1730	0.00		F-	51.50	115.99		03/24	VICTORIA	0730	1730	0.00		F-	51.50	115.99		03/25	VICTORIA	0730	1730	0.00		F-	51.50	115.99		03/26	* VICTORIA - s.22(HA)	0730	1700	0.00		F-D	33.25		
16. Travel Dates	17. Places Travelled *PCard	18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous																																																																																													
Destination	Start	End	Km	Cost	Claim	Cost	Cost	Cost	Describe																																																																																												
2021	s.22 - VICTORIA ^{Ferry}	1430	1830	0.00	16.90	F-BL	30.50	115.99																																																																																													
03/21	VICTORIA	0700	1730	0.00		F-	51.50	115.99																																																																																													
03/22	VICTORIA	0730	1730	0.00		F-	51.50	115.99																																																																																													
03/23	VICTORIA	0730	1730	0.00		F-	51.50	115.99																																																																																													
03/24	VICTORIA	0730	1730	0.00		F-	51.50	115.99																																																																																													
03/25	VICTORIA	0730	1730	0.00		F-	51.50	115.99																																																																																													
03/26	* VICTORIA - s.22(HA)	0730	1700	0.00		F-D	33.25																																																																																														
TOTALS OF COLUMNS				36.	37.		38.	39.	40.	Claim Total																																																																																											
				\$ 0.00	\$ 16.90		\$ 269.75	\$ 579.95	\$ 0.00	\$ 866.60																																																																																											
48.	49.	50.	51.	52.	45.																																																																																																
Client Code	Resp.	Service Line	STOB	Project	Supplier Code		Amount																																																																																														
019	11001	18000	5701	1100000	NR		s.22																																																																																														
019	11001	18000	5751	1100000																																																																																																	
019	11001	18000	5750	1100000																																																																																																	
019																																																																																																					
Less Travel Advance																																																																																																					
019																																																																																																					
									54.	\$ 866.60																																																																																											
AMOUNT DUE TO EMPLOYEE																																																																																																					
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) E133587 for Chu, Letitia

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/03/31 15:10:35	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Saved	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/31 15:22:13	Lord, Ngaire (IDIR\NR Ngaire.Lord@gov.bc.ca	Chu, Letitia Letitia.Chu@gov.bc.ca	Notified	Chu, Letitia Letitia.Chu@gov.bc.ca
2021/03/31 15:33:08	Chu, Letitia (IDIR\NR Letitia.Chu@gov.bc.ca		Initiated	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/04/06 14:03:43	Snoddon, Michael (IDIR\NR Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E133587 for Chu, Letitia

1 note(s) returned.

Created On	Author	Note
2021/03/31 15:10:35	Lord, Ngaire (IDIR'NR') Ngaire.Lord@gov.bc.ca	Mar. 21 Letitia Chu travelled froms.22 to Victoria via car-pool/ferry, checked into hotel, (dinner only per diem). Mar. 22 Full day of meetings (full day per diem). Mar. 23 Full day of meetings (full day per diem). Mar. 24 Full day of meetings(full day per diem). Mar. 25 Full day of meetings(full day per diem). Mar. 26 Full day of meetings, then Letitia took a 3:00pm flight from Victoria to Vancouver, then Skytrain to s.22 (no dinner per diem).

Production *** Copyright © Government of British Columbia

Tsawwassen
To
Swartz Bay
BC Ferries

Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 44

RECEIPT - PLEASE RETAIN

PURCHASE 2021/03/21
BOOKING-R1700
REF#: NR

s.22

1	Adult	17.20
	Fuel Rebate	0.30-
	Total Charges	16.90

Visa *****NR 16.90

AUTH 469176 66307716 0010017700 H

s.22 : VISA

0000000031010 / 0000000000 /

NO SIGNATURE TRANSACTION

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY

TSA 21 Mar 2021 16:01:14

NR

SI

ET

*Letitia's
personal
cc*

*STOP
5701*

*March 21/21
Time - 16:01 (4pm)*

11 00000

VISA ... NR

*Letitia
Van. → Vic.
\$ 16.90*

Invoice

NR

NR

Room
 Invoice #
 Cashier mk
 Page: 1 of 1
 Printed: 3/26/2021 08:42:03
 Acct. Filter: All Transactions
 PO #
 Arrival 3/21/2021
 Departure 3/26/2021

CHU LETITIA

s.22

Guests in room: CHU LETITIA

Date	Transaction	Description	Subtotal	Tax/Fees	Total
3/21/2021	Master Card	Thank you	-579.95	0.00	-579.95
3/21/2021	Accommodations		99.00	16.99	115.99
3/22/2021	Accommodations		99.00	16.99	115.99
3/23/2021	Accommodations		99.00	16.99	115.99
3/24/2021	Accommodations		99.00	16.99	115.99
3/25/2021	Accommodations		99.00	16.99	115.99
Total:					0.00

STOB
 5751
 1100000

Thank you for staying at ^{NR}

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any or the full amount of these charges. Interest will be charged on any over due balance.

Taxes and Fees

DMF	4.95
GST	24.75
GST on DMF	0.25
Municipal Tax	15.00
Room Tax	40.00

Signature: _____

GST # ^{NR}

NR

VICTORIA BC

CARD ***** NR
CARD TYPE MASTERCARD
DATE 2021/03/21
TIME 1234 19:36:23
INVOICE # NR
RECEIPT NUMBER
C84064258-001-906-009-1

PURCHASE
TOTAL

\$579.95

Mastercard
A0000000041010
5634D2E49B8B1089
0000008000-E800
B3E83D994D14003F

APPROVED

AUTH# 089656 01-02
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

NR

March 21-25
Invoice

STOB
5751

11 000000

STAFF PER DIEMS

Letitia Chu Mar. 21 - 26 / 2021

Date		Full day	Misc (Describe)	5750-11M TCCA 5702-3200000	Total
Sun	Mar. 21	NO	Dinner	5750 - 11M TCCA	30.50
Mon	Mar. 22	Yes	N/A	5750-11M TCCA	51.50
Tue	Mar. 23	Yes	N/A	5750-11M TCCA	51.50
Wed	Mar. 24	Yes	N/A	5750-11M TCCA	51.50
Thu	Mar. 25	Yes	N/A	5750-11M TCCA	51.50
Fri	Mar. 26	Yes	N/A	5750-11M TCCA	33.25
Sat					

269.75

Full Day:	\$	51.50
Breakfast:	\$	10.50
Lunch:	\$	10.50
Dinner:	\$	18.25
Incidentals:	\$	12.25

Lord, Ngaire AEST:EX

From: reservation@harbourair.com
Sent: March 29, 2021 8:56 AM
To: Lord, Ngaire AEST:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!

FLI
PAID by
Turbo
Bucks

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

[Check Flight Status](#)[Manage Flight](#)[Deals & Specials](#)[High Flyer Rewards](#)[Locations](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & SaltSpring Air, we're excited to welcome you aboard!

Please review all booking information and fare conditions prior to arrival.

Due to COVID-19 we have introduced enhanced [health and safety protocols](#) that exceed the government travel guidelines. When you arrive at the terminal, please note each passenger is required to wear a mask in our terminals and aboard the aircraft, have their temperature checked to ensure below 38 degrees, and complete and sign a [health declaration form](#). Thank you for helping keep our passengers, team and communities safe!

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Harbour Air Team

Customer Information

Account	HAS #	s.17
	Company	Min. Of Advance Education And Skills Training

Booking NR

Friday, March 26, 2021	Invoice NR	
Flight #234	Air Transportation Charges	
15:00 Victoria Harbour / Map	Sked 200 : (St) GO Flex	\$191.36

15:35 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Letitia Chu, Female

Add to Calendar

NR

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.95

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$10.85

Billing \$203.81

Taxes \$0.00

Grand Total \$203.81

Turbobucks \$203.81

Date / Time March 18, 2021 @ 4:07:00 PM

Summary s.17

Service Turbobucks

Ticket s.22

COVID-19 Update: To provide more flexibility, all change and cancellation fees will be waived on bookings for flights departing between December 8, 2020 and March 31, 2021.

GoFlex Fare Conditions:

- Check in 25 minutes prior to departure time.
- Refundable up to 4 hrs* prior to departure.
- Changeable up to 4 hrs* prior to departure (subject to difference in fare value).
- As always, no fees will be applied in the event of weather disruptions.
- 50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure.
- Select Seating \$10 (space permitting).

Required Travel Documents:

All passengers 18 years and above must present government issued photo identification.

Guaranteed Baggage:

- 25 lbs. on all routes except listed below.
- 35 lbs. between Richmond (YVR South), Ganges & Maple Bay.
- 50 lbs between Richmond (YVR South), Victoria & Nanaimo.

Standby Baggage:

- 25 lbs. (space available) on all routes except listed below.
- 15 lbs. (space available) between Richmond (YVR South), Ganges & Maple Bay.
- 0 lbs. between Richmond (YVR South), Victoria &

STOB

11000000

paid with
Turbobucks

Letitia Chu

Mar. 21-26

STOB

5701	Ferry	16.90
5751	Hotel	579.95
5750	Per Diem	269.75
		<hr/>
		866.60