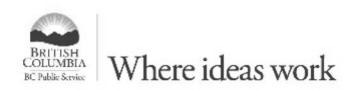
EN21EXEDIJ25



# **Travel Voucher (Restricted Use)**

Control No.

E133461

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.

	, Ellora rganization ure, Food an	d Fisheries	3			NŘ <b>Job</b>	<b>loyee ID</b> <b>Title</b> sterial Advis	or		s.17	Number Group Code	e	
5. Date (	Completed 2/17		6. Fiscal ` 2021	Year		Special (	Cheque Iss	ue		8. Cheque	Stub Inform	ation	
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16. Travel	17.	Places Tra	velled			rsonal	19. Other	20. & 2 <sup>-</sup> Me	1. eals	22.		cellaneous	
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56. Sper	nding Autho ed correct pu stration Act a	irsuant to s	section 32			ancial	Print Na	ame			ate Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.			Print Na	ame			ate Signed						

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20 Ministry Payment Authority ARCS 1050-06

Feb. 19/21 email, attached: increase approval from Senior MA Sam Godfrey

gas: moving truck and X Ref E133415 for rental car

DJ Feb 19/21

# Audit Trail for Travel Voucher (Restricted Use) E133461 for Sundhu, Ellora 2 audit trail record(s) returned.

2 addit trail record(s) returned.				
Date/Time	Who	On Behalf Of	Action	Next To Act
2021/02/17 12:46:16	Sundhu, Ellora (IDIR'NR ) Ellora.Sundhu@gov.bc.ca		Initiated	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2021/02/17 13:39:24	Godfrey, Sam (IDIR∖NR ) Sam.Godfrey@gov.bc.ca		Approved	dFSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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#### Notes for Travel Voucher (Restricted Use) E133461 for Sundhu, Ellora

0 note(s) returned.

Created On	Author	Note	

Production \*\*\* Copyright © Government of British Columbia

 From:
 Janke. Debra FIN:EX

 To:
 Wade. Debbie PREM:EX

 Subject:
 RE: Relocation Expenses

 Date:
 February 24, 2021 2:29:43 PM

Thanks, Debbie and I hope you have a splendid night.

Debra

From: Wade, Debbie PREM:EX < Debbie. Wade@gov.bc.ca>

**Sent:** February 24, 2021 2:26 PM

To: Janke, Debra FIN:EX < Debra. Janke@gov.bc.ca>

Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>

Subject: RE: Relocation Expenses

Hello Debra;

Nice to hear from you! We are doing great thanks, hope all is well with you and your family.

I can confirm that Ellora's relocation amount approved by Amber Hockin, Deputy Chief of Staff is \$5000.

Please let me know if you have any other questions,

All the best,

# Debbie Wade Executive Coordinator and Human Resources Liaison to Amber Hockin – Deputy Chief of Staff to the Premier 778-974-6075

From: Janke, Debra FIN:EX < Debra.Janke@gov.bc.ca >

**Sent:** February 24, 2021 2:21 PM

To: Wade, Debbie PREM:EX < Debbie.Wade@gov.bc.ca>

Subject: RE: Relocation Expenses

Hi Debbie,

I hope you and your family are well.

I have paid the attached Relocation Claims for Ellora Sundhu. I have indicated on the Relocation Control Record that \$5,000.00 is the total authorized Relocation amount. Please confirm.

Τl	ha	nl	ΚS.
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Debra

From: Wade, Debbie PREM:EX < Debbie. Wade@gov.bc.ca >

**Sent:** February 23, 2021 5:36 PM

To: Poldrugovac, Saija FIN:EX < Saija.Poldrugovac@gov.bc.ca>

Cc: Scriver, Stacy PSA:EX <<u>Stacy.Scriver@gov.bc.ca</u>>; Janke, Debra FIN:EX <<u>Debra.Janke@gov.bc.ca</u>>;

Laird, Patricia FIN:EX < Patricia. Laird@gov.bc.ca >

**Subject:** Relocation Expenses

Hi Saija;

Further to our conversation last week regarding relocation expenses, we have confirmed that I will be the contact. Stacy Scriver, Human Resources Advisor for the Executive Offices, suggested we request a detailed explanation from employees when submitting their relocation expenses.

Going forward, and including any past submitted expenses, that are not straight forward and require further explanation or approval, please forward to me. I will have Amber Hockin, Deputy Chief of Staff review and advise if expenses are approved or not approved. I will then forward her response to the appropriate Executive Financial Clerk.

Please advise if you have any questions or concerns.

Thanks!

Debbie Wade Executive Coordinator and Human Resources Liaison to Amber Hockin – Deputy Chief of Staff to the Premier 778-974-6075 From: Godfrey, Sam AFF:EX

To: Janke, Debra FIN:EX

Cc: Sundhu, Ellora AFF:EX

Subject: Fwd: Ellora Sundhu, Claim #E133461

Date: February 19, 2021 3:15:22 PM

Approved. ✓

Sent from my iPhone

Begin forwarded message:

From: "Sundhu, Ellora AFF:EX" <Ellora.Sundhu@gov.bc.ca>

**Date:** February 19, 2021 at 2:51:51 PM PST

**To:** "Godfrey, Sam AFF:EX" <Sam.Godfrey@gov.bc.ca>

Subject: FW: Ellora Sundhu, Claim #E133461

Hi Sam,

Could you please approve this email thread about my relocation expenses?

Thank you!

From: Janke, Debra FIN:EX < Debra. Janke@gov.bc.ca>

Sent: Thursday, February 18, 2021 1:44 PM

To: Sundhu, Ellora AFF:EX <Ellora.Sundhu@gov.bc.ca>

Subject: RE: Ellora Sundhu, Claim #E133461

Hi Ellora,

You can just have Sam send a separate email approving the change or Sam can approve this email.

Thanks.

Debra

From: Sundhu, Ellora AFF:EX < Ellora.Sundhu@gov.bc.ca>

**Sent:** February 18, 2021 1:33 PM

To: Janke, Debra FIN:EX < Debra.Janke@gov.bc.ca>

Subject: RE: Ellora Sundhu, Claim #E133461

Okay, I will jest send you another assignment of wages form and send the eform off to Sam again.

Thanks

From: Janke, Debra FIN:EX < Debra.Janke@gov.bc.ca>

Sent: Thursday, February 18, 2021 1:32 PM

To: Sundhu, Ellora AFF:EX < Ellora.Sundhu@gov.bc.ca >

Subject: RE: Ellora Sundhu, Claim #E133461

Hi Ellora,

I can add the \$800.00 to E133461. By way of email, please have Sam approve as Expense Authority the adjustment from  $\xi^{s.22}$  to \$1,902.54.

Thanks.

Debra

From: Sundhu, Ellora AFF:EX < Ellora.Sundhu@gov.bc.ca>

**Sent:** February 18, 2021 1:12 PM

To: Janke, Debra FIN:EX < Debra.Janke@gov.bc.ca>

Subject: RE: Ellora Sundhu, Claim #E133461

HI Debra,

I will send you another assignment of wages that covers the  $\$^{s.22}$  . Do I need to add the \$800 claim to the Eform?

The fuel was for the moving truck and returning the rental vehicle in January of 2021.

Thanks,

Ellora

From: Janke, Debra FIN:EX < Debra.Janke@gov.bc.ca >

Sent: Thursday, February 18, 2021 12:40 PM

To: Sundhu, Ellora AFF:EX < Ellora.Sundhu@gov.bc.ca >

Subject: RE: Ellora Sundhu, Claim #E133461

Hi Ellora,

You have attached the Assignment of Wages for the \$800.00, but, it is not indicated or included in the total reimbursement. Travel claim E133461 in the amount of \$s.22 requires an Assignment of Wages. You can either complete another one for this amount or cross out the \$800.00 and include the \$s.22 with your initials for the change.

Was the gas for the moving truck?

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-	ha	n	ĸs	

Debra

From: Sundhu, Ellora AFF:EX < Ellora.Sundhu@gov.bc.ca>

Sent: February 17, 2021 12:52 PM

To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX < FINFSAMINOFF@gov.bc.ca>

Subject: Ellora Sundhu, Claim #E133461

Hi Debra,

I have initiated Sam Godfrey to approve my E-form. I am attaching the following receipt and assignment of wages for the incidentals claim.

Thanks,

#### Ellora Sundhu

Ministerial Advisor to the Honourable Lana Popham Ministry of Agriculture, Food and Fisheries Mobile: 250-818-0235 Room 327, Parliament Buildings 501 Belleville St., Victoria, BC, V8W1X4 
 From:
 Sundhu, Ellora AFF:EX

 To:
 Janke, Debra FIN:EX

 Subject:
 Claim #E133461

**Date:** February 19, 2021 12:25:45 PM

Attachments: Scan 20210218.pdf

Hi Debra,

I am attaching a new assignment of wages with the updated amount.

Thanks,

Ellora

From: NR <Ellora.Sundhu@gov.bc.ca>
Sent: Thursday, February 18, 2021 4:02 PM

To: Sundhu, Ellora AFF:EX <Ellora.Sundhu@gov.bc.ca>

Subject: Scan From < Device Name>

Relocation Assistance and/or Househunting Expense Report and Assignment of Wages Agreement
■ Employee Applicants: I acknowledge that I am moving and receiving relocation expenses as a result of a staffing action. As such, I agree to the following conditions.
OR
New Appointees: In consideration of the assistance / reimbursement of expenses of \$ 1,902.54 as requested here to assist in the payment of my relocation and/or house hunting expenses in moving, I agree to the following conditions.
It is understood and agreed that should I resign from the service of the Government of British Columbia prior to completing 24 months of service following relocation, the amount of expenses / assistance granted to me will be repaid on the prorata basis of:
<ul> <li>One-twenty fourth of the total amount of relocation expenses / assistance and/or house hunting expenses received for each full and partial month, if any, that my employment falls short of 24 months full time (or equivalent service) following relocation.</li> </ul>
<ul> <li>Where the employee / appointee is at work beyond the 15<sup>th</sup> day of the final partial month, that final partial month will be considered to be a completed month of service for purposes of calculating the amount to be repaid.</li> <li>For the purpose of repayment, the Minister of Finance is hereby authorized to recover any outstanding portions of the relocation assistance through payroll deduction or other remuneration deduction without further notice.</li> </ul>
Nothing contained herein shall prejudice the right of the Ministry to recover any outstanding advance or portion thereof after termination of employment.
I understand and agree to these terms and conditions.
Date: Employee's / New Appointee's Signature and Printed Name:  62/18/2021 Employee's / New Appointee's Signature and Printed Name:  Ellora Sundhu
Date: Witness Signature and Printed Name:  O2/18/2021 Witness Signature and Printed Name:  Catie Lange
Complete and sign in duplicate and return two copies to the issuing office. Retain a copy for your personal records.
<b>Note</b> : Canada Customs and Revenue Agency may deem this to be taxable allowance and should be contacted directly for further information.

TERNSACTION RECORD

ESSO 7-ELEUEN 37898

3201 DOUGLAS ST VICTORIA BC USZ JK8

### ESSO EXPRESS PAY

2021-01-07 09:21:13

TRANS #: 303678
STATION#: 00302481
GST #: R119335453
GSTU #: #119335453

\*\* FINAL RECEIPT \*\*

PUMP 2 EREG \$ 60.09 46.912L AT \$1.279/L

GST INCLUDED \$ 2.86 TOTAL : CAD\$ 60.00 MASTERCARD \$ 60.00

CAPITAL ONE A6600030041010 0000000001 FF / DT 90

01/027 APPROVED THANK YOU

LOYALTY: NO

GET ON THE ROAD TO HORE REWARDS BY EARNING ESSO EXTRA OR PC OPTIMUM POTHTS ON GAS, CAR WASHES, AND ELIGIBLE CONVENTENCE PURCHASES! QUESTIONS? 1-800-567-3776

RECONCILIATION TO:

#### TRANSACTION RECORD

ESSO 7-ELEVEN 37774

#### ESSO EXPRESS PAY

2021-02-14 09:42:21

TERM ID: 36684018
TRANS #: 348653
STATION#: 90302702
GST #: R119335453
GSTU #: R119335453

PUMP 5 EREG \$80.00 64.051L AT \$1.249/L

GST INCLUDED \$ 3.81 TOTAL : CAD\$ 80.00 DEBIT \$ 80.00

TYPE: PURCHASE
INTERAC
\*\*\*\*\*\*\*\*\*\*\*\*NR
ACCOUNT TYPE:
CHEQUING
REFERENCE #:
36684018 0016150070C
INVOICE NO: NR
AUTH: 134431

INTERAC A00000002771010 0080008000 E800

**UERIFIED BY PIN** 

80/801 APPROVED THANK YOU

LOYALTY: NO

GET ON THE ROAD TO MORE REWARDS BY EARNING ESSO EXTRA OR PC OPTIMUM POINTS ON GAS, CAR WASHES, AND ELIGIBLE CONVENIENCE PURCHASES! QUESTIONS? 1-800-567-3776

RECONCILIATION ID:

PETRO-CANADA 2670 DOUGLAS ST. VICTORIA BRITISH COLUMBIA V8T4M1 (250)-386-23-2

GST #: 8647'8444
PST #: 160:2185
PC069759: 019121001
PAYPOINT: 019121001
TERMINAL: 019121053
INUOICE NO: NR

2021-02-15 14 52

PUMP 3 REGULAR 14.717L AT \$1.359/L

FUEL SALES \$ 20.00

GST INCLUDED \$0.95

TOTAL \$20

\$20.00

DEBIT

\$20.00 4

TYPE: PURCHASE

**UERIFIED BY PIN** 

00/000 APPROVED THANK YOU

-- IMPORTANT -RETAIN THIS COP'
FOR YOUR RECORD::
- CUSTOMER'S COPY --

GIVE US YOU!:
FEEDBACK.
CHANCE TO WIH
FREE GAS FOR A "EAR!
PETRO-CANADA.CA, HERO

Swartz Bay To Tsawwassen



RECEIPT - PLEASE RETAIN

# PURCHASE 2021/01/07

20' Undersize Vehi 1 Adult Fuel Rebate

17.20

Total 73.50

Total 73.50

Interac FLASH DEFAUL 73.50

AUTH 462927 66387789 8818817628 H

Interac 7888888827718188148886353 / 9988898889

ND SIGNATURE TRANSACTION 88 APPROVED - THANK YOU 881

CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\* SWB 07 Jan 2021 09:51:32

NR

SE

ET

Tsawwassen To Swartz Bay

Suite 500 - 1321 Blanshard Street

Victoria BC Canada VBM 887

RECEIPT - PLEASE RETAIN

PURCHASE 2021/02/14

20' Oversize Vehic 1 Adult Fuel Rebate

57.50 17.20 1.20-

Total

73.50

Interac 0030/// 001001011
Interac A0080002771010 / 6080008000 / NO SIGNATURE TRANSACTION BO APPROVED - THANK YOU 801

CHANGE DUE

0.00

\*\*\*CARDHOLDER COPY\*\*\*
TSA 14 Feb 2021 16:09:48

NR

SE

T

## **LIHAUE** Equipment Contract

Contract No: 87829636 Saturday, February 13, 2021 3:15 PM

Equipment:

Roadside Assistance:

One-Way Rental (Out) Dispatched From: s 22 Safe-Protection: (YES)

Customer Name:

s.22

Renting Location: U-HAUL MOVING & STORAGE OF \$.22

s.22

Drop Off Equipment At:

ill (778) 746-7572 when you arrive in VICTORIA, BC

2897 FOUL BAY RD VICTORIA, BC V8R5C5 (778) 746-7572

Due Date/Time: 2/15/2021 3:00 PM Days Allowed: 2 MI Allowed: 320

If you return after store hours please verify your equipment return on your mobile device by going to uhaul.com/share. Or you can choose to have a U-Haul Representative verify it for you the next business day. There is a \$20.00 convenience fee for this

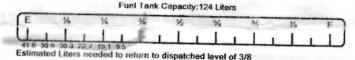
Destination: VICTORIA, BC

Extra day rate for the TM \$40.00 per day.

\$0.40 Per Mi

Extra day rate for the CDW \$15.00 per day.

Equipment	MI Out Coverage		Rental Charge	Total Charges:	
TM - 10' Moving Van TM6025R AH76037-AZ	39123.0	CDW: \$50.00	\$587.00	\$637.00	



Account: CREDIT\_CARD XXXX-XXXX-XXXX-NR Entry Method: CHIP Application Label: CREDIT\_CARD AID: A0000000031010 TVR: 0000008000

Type:

Ref No .: Approved: PAYMENT 000042724785 435678 Merchant ID: Term ID: 001 6061656 TSI: F800 Verified By PIN

Environmental Fee: \$5.00 Subtotal: \$642.00 GST/HST Tax: \$32.10 PST Tax: \$41,44 Total Rental Charges: \$715.54

Credit Card Payment: Net Paid Today: 5715 54

l agree to verify my truck's fuel level is 3/8<sup>th</sup> before leaving the premises. I will return the vehicle with the same amount of fuel as when dispatched and/or agree to pay a \$1.59 per liter convenience fee for the estimated fuel I do not replace. If returned with less than 1/4 tank, I agree to also pay a \$30.00 service fee. U-Haul does not reimburse if this truck is returned with more fuel than what is printed on the receipt gauge. U-Haul pays for oil (save receipts), an automobile liability insurance policy or a qualified self-insurance arrangement provides the authorized driver with the minimum limits required by the I understand that this equipment must be returned to one of the U-Haul drop-off locations listed on this contract or I must call the drop-off number. I acknowledge that I have received the appropriate User Instructions and acknowledge my responsibility to fully read and understand that I will receive an email link to review the rental process and the U-Haul Store employees to feedback to U-Haul any complaints, concerns, or requests that I have about my rental.

I understand that I will receive an email link to review the rental process and the U-Haul Store employees to feedback to U-Haul any complaints, concerns, or requests that I have about my rental.

I understand that I can also contact U-Haul Customer Service at <u>uhaul.com/contact/email.aspx</u>

Watch for overhead objects and lock-up the cargo box. I understand that a collision with an overhead object and theft of my cargo are just two specific exclusions not covered by Collision Damage Waiver (CDW), Safemove, or Safetow protection.

I agree that distracted driving is dangerous and that driving while distracted is likely to lead to an accident/crash causing serious injury or death. I agree not to use a hand held mobile phone (other than for an emergency call) and not to text while driving any U-Haul Trailer, Tow Dolly or Auto Transport. My agreement not to do so is material to U-Haul's decision to enter into this Agreement. My failure to comply is material breach of this Agreement.

this Agreement.

The following shall be admissible as evidence of negligence and breach of contract in any lawsuit or arbitration: 1) that the driver of the U-Haul truck, or vehicle towing any U-Haul Trailer, Tow Dolly or Auto Transport was texting while driving; 2) that the driver of the U-Haul truck, or vehicle towing any U-Haul Trailer, Tow Dolly or Auto Transport, was using any mobile phone (other than hands free or for an emergency call) while driving.

I agree to submit all legal claims in accordance with the U-Haul Arbitration Agreement, incorporated by reference, and available at uhaul com/arbitration or from my local U-Haul representative.

I acknowledge that I have received and agree to the terms and conditions of this Rental Contract and the Rental Contract Addentitum.

or from my local U-Haut representative.

I arknowledge that I have received and agree to the terms and conditions of this Rental Contract and the Rental Contract Addendum.

I acknowledge that I was sent a text/email to the phone number or email address provided at the time of the rental, which provides the the opportunity to acknowledge equipment condition, deanliness, mileage and fuel at the time of the rental. I understand that if I do not provide a rescense, I aman another the condition as represented in the Text/email Truther acknowledge that I may be responsible for any and all earnings, cleaning, mileage and it elicated as determined by I. Hard those setting of the equipment.

PAULA ANDERSON

s.22

U-Haul Signature - (PAULA ANDERSON)

For hotel discounts, please visit www.uhaul.com/cliscounts

Questions or need help? Call me.

s.22

69461162(H) 03/17 PointOfSale

#### TRANSACTION RECORD

ESSO 7-ELEVEH 37898

3201 DOUGLAS ST UICTORIA BC U82 3K8

#### ESSO EXPRESS PAY

2021-01-02 09:37:49

TRANS #: 301200 STATION#: 00302481 GST #: R119335453 GSTU #: R119335453

PUMP 8 EREG \$ 80.00 61.586L AT \$1.299/L

GST INCLUDED \$ 3.81 TOTAL : CAD\$ 80.00 MASTERCARD \$ 80.00 \( \)

TYPE: PURCHASE
MASTERCARD
\*\*\*\*\*\*\*\*\*\*\*NR
REFERENCE #:
66448176 9919015699C
INUDICE NO: NR
AUTH: 02495E

CAPITAL ONE A00900000041010 0000008000 E809

VERIFIED BY PIN

01/027 APPROVED THANK YOU

LOYALTY: NO

GET ON THE ROAD TO MORE REWARDS BY EARNING ESSO EXTRA OR PC OPTIMUM POINTS ON GAS, CAR WASHES, AND ELIGIBLE CONVENIENCE PURCHASES! QUESTIONS? 1-800-567-3776

RECONCILIATION ID:

Relocation Assistance and/or Househunting Expense Report and Assignment of Wages Agreement
■ Employee Applicants: I acknowledge that I am moving and receiving relocation expenses as a result of a staffing action. As such, I agree to the following conditions.
OR
New Appointees: In consideration of the assistance / reimbursement of expenses of \$ 800.00 as requested here to assist in the payment of my relocation and/or house hunting expenses in moving, I agree to the following conditions.
It is understood and agreed that should I resign from the service of the Government of British Columbia prior to completing 24 months of service following relocation, the amount of expenses / assistance granted to me will be repaid on the prorata basis of:
<ul> <li>One-twenty fourth of the total amount of relocation expenses / assistance and/or house hunting expenses received for each full and partial month, if any, that my employment falls short of 24 months full time (or equivalent service) following relocation.</li> </ul>
Where the employee / appointee is at work beyond the 15 <sup>th</sup> day of the final partial month, that final partial month will be considered to be a completed month of service for purposes of calculating the amount to be repaid.  For the purpose of repayment, the Minister of Finance is hereby authorized to recover
any outstanding portions of the relocation assistance through payroll deduction or other remuneration deduction without further notice.
Nothing contained herein shall prejudice the right of the Ministry to recover any outstanding advance or portion thereof after termination of employment.
I understand and agree to these terms and conditions.
Date: Employee's / New Appointee's Signature and Printed Name:  02/17/2021
Date: Witness Signature and Printed Name:
02/17/2021 Kelly Katie Lange
Complete and sign in duplicate and return two copies to the issuing office. Retain a copy for your personal records.
<b>Note</b> : Canada Customs and Revenue Agency may deem this to be taxable allowance and should be contacted directly for further information.