



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133493

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 Cheema, Haiqa		Employee ID NR		Phone Number s.17	
Client Organization Attorney General		Job Title Ministerial Advisor		Travel Group Code 3	
5. Date Completed 2021/03/04	6. Fiscal Year 2021	7. Special Cheque Issue		8. Cheque Stub Information Victoria	
Type of Travel In Province		14. Reason for Travel Relocation		Headquarters Edmonton	
12. Mailing Address for Cheque PO Box 9044 Stn Prov Govt , BC V8W 9E2					
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use	19. Other Transport Costs
2021	Destination	Start	End	Km	Cost
01/01	s.22 -Vic	0700	2359		0.00
01/02	Vic	0000	2359		0.00
01/03	Vic	0000	2359		0.00
01/04	Vic	0000	2359		0.00
01/05	Vic	0000	2359		0.00
01/06	Vic	0000	2359		0.00
					80.00
					753.54
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 3087.29
				38. \$ 0.00	39. \$ 1012.20
				40. \$ 0.00	Claim Total \$ 4099.49
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
105	15002	10005	5226	1500000	NR
105					
105					
105					
Less Travel Advance					
105					
					54. \$ 4099.49
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) E133493 for Cheema, Haiqa

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/03/04 09:21:33	Nanninga, Tanera (IDIR\NR) Tanera.Nanninga@gov.bc.ca	Cheema, Haiqa Haiqa.Cheema@gov.bc.ca	Notified	Cheema, Haiqa Haiqa.Cheema@gov.bc.ca
2021/03/04 09:27:43	Nanninga, Tanera (IDIR\NR) Tanera.Nanninga@gov.bc.ca	Cheema, Haiqa Haiqa.Cheema@gov.bc.ca	Saved	Cheema, Haiqa Haiqa.Cheema@gov.bc.ca
2021/03/04 09:45:17	Cheema, Haiqa (IDIR\NR) Haiqa.Cheema@gov.bc.ca		Approved	Milne, Gala Gala.Milne@gov.bc.ca
2021/03/04 10:58:28	Milne, Gala (IDIR\NR) Gala.Milne@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133493 for Cheema, Haiqa

1 note(s) returned.

Created On	Author	Note
2021/03/04 09:21:33	Nanninga, Tanera (IDIR\NR) Tanera.Nanninga@gov.bc.ca	01/01/2021 Movers \$1996.54, Gas \$166.71, Ferry \$90.50, Air B&B \$202.44 01/02/2021 Air B&B \$202.44 01/02/2021 Air B&B \$202.44 01/03/2021 Air B&B \$202.44 01/04/2021 Air B&B \$202.44, Gas \$80 01/05/2021 Air B&B \$202.44 01/06/2021 Car Rental \$663.7, Gas\$89.77

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RELOCATION CONTROL RECORD

INSTRUCTIONS This form can be retained by the ministry as a control record for every relocation. Please type or print clearly.

EMPLOYEE SURNAME AND INITIALS Cheema, Haiqa NR	COMPETITION NO.	EMPLOYEE NO. NR	EFFECTIVE DATE YYYY / MM / DD 2021/01/11
---	-----------------	--------------------	--

MOVING FROM MINISTRY	CITY LOCATION s.22	MOVING TO MINISTRY Ministry of Attorney General	CITY LOCATION Victoria, BC
POSITION TITLE	CLASSIFICATION	POSITION TITLE Ministerial Advisor	CLASSIFICATION

BATCH	REQUISITION NO.	TRAVEL EXPENSES	DATE RECORDED YYYY / MM / DD	INCIDENTAL EXPENSES	MISCELLANEOUS EXPENSES	COMMENTS
AT121EXESLP51	E133493		2021/03/16		\$4099.49	Moving Allowance
				REAL ESTATE EXPENSES ➤ \$	MOVING COMPANY	COST \$ 4099.49
				LEGAL FEES ➤ \$		

From: [Wade, Debbie PREM:EX](#)
To: [Poldrugovac, Saija FIN:EX](#)
Cc: [Scriver, Stacy PSA:EX](#)
Subject: Relocation Expenses - Haiqa Cheema
Date: February 23, 2021 5:38:23 PM
Attachments: [Re Relocation expenses .msg](#)

Hi Saija;

Further to the email I just sent re: Relocation Expenses Please find an email from Haiqa Cheema with an explanation of her relocation expense receipts. Amber has reviewed these receipts and approved (please see email below).

From: Hockin, Amber PREM:EX
Sent: February 23, 2021 4:52 PM
To: Wade, Debbie PREM:EX
Cc: Scriver, Stacy PSA:EX
Subject: Moving Expenses - Haiqa Cheema

Moving expenses are reviewed and approved. Thanks, Amber

From: Cheema, Haiqa AG:EX
Sent: 22 Feb 2021 12:36:11 -0800
To: Wade, Debbie PREM:EX
Subject: Re: Relocation expenses

☐ No it was to load and drive my stuff here. The car rental was just a car for me to drive here.

I looked into the fee and it's apparently just a fee rental cars charge to reimburse the company for concession fees paid for each rental at the location.

Haiqa

On Feb 22, 2021, at 11:48 AM, Wade, Debbie PREM:EX
<Debbie.Wade@gov.bc.ca> wrote:

☐

Okay thanks Haiqa.

Just so I am clear when I talk to Amber about relocation expenses;

1. The moving company charged \$1996.54 to load your belongings. It says Load only. Did they drive and unload your belongings as well, or was that done by a family member?
2. Rental car was \$663.77 – do you know what the concession Recovery Fee of \$84.96 is for?

Thanks! 😊

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

From: Cheema, Haiqa AG:EX <Haiqa.Cheema@gov.bc.ca>
Sent: February 22, 2021 11:41 AM
To: Nanninga, Tanera AG:EX <Tanera.Nanninga@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Relocation expenses

I don't have the paid receipt. I'll try look for it.

I should add the moving company charged me more than usual because of moving during the holidays and on a very short notice. They were the only company that could move my stuff. I had originally planned to drive a Uhaul but highway conditions were terrible so had

to get the movers on a short notice. That's why there are two expenses. Flights were a risk due to Covid.

Haiqa

From: Nanninga, Tanera AG:EX <Tanera.Nanninga@gov.bc.ca>
Sent: February 22, 2021 11:16 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Cheema, Haiqa AG:EX <Haiqa.Cheema@gov.bc.ca>
Subject: RE: Relocation expenses

Apologies...I missed the Air Bnb (attached now). Haiqa, I don't have your "paid" receipt for the ferry...do you have that?

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: Monday, February 22, 2021 11:11 AM
To: Nanninga, Tanera AG:EX <Tanera.Nanninga@gov.bc.ca>; Cheema, Haiqa AG:EX <Haiqa.Cheema@gov.bc.ca>
Subject: RE: Relocation expenses

Hi Tanera;

Do you have any other receipts for reimbursement, Haiqa mentioned there was an Air B&B, as well as a receipt showing the BC Ferry receipt balance paid- \$0.00 The receipt included has it showing amount due at terminal \$124.00.

Thanks for much!

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

From: Nanninga, Tanera AG:EX <Tanera.Nanninga@gov.bc.ca>
Sent: February 22, 2021 10:58 AM
To: Cheema, Haiqa AG:EX <Haiqa.Cheema@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Relocation expenses

Hi Debbie...I have everything from Haiqa (see attached), but was told from Finance to hold off submitting until they had looked into everything. I think there was question about two forms of transportation (moving truck and car rental) being utilized for the move of just one person, as well as the car rental not being in Haiqa's name. Saija wanted to get everything sorted out and approved on the HR side of things before I submitted it.

Thanks,

Tanera

From: Cheema, Haiqa AG:EX <Haiqa.Cheema@gov.bc.ca>
Sent: Monday, February 22, 2021 10:46 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Nanninga, Tanera AG:EX <Tanera.Nanninga@gov.bc.ca>
Subject: RE: Relocation expenses

Yes they should have all of that. I am copying Tanera in this email. She helped me.

Haiqa

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: February 22, 2021 10:45 AM
To: Cheema, Haiqa AG:EX <Haiqa.Cheema@gov.bc.ca>
Subject: RE: Relocation expenses

Thank you Haiqa;

I will just need a copy of your receipts, did Nicole or Tanera help you submit your expenses, If so I can request this from one of them.

Thanks!

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

From: Cheema, Haiqa AG:EX <Haiqa.Cheema@gov.bc.ca>
Sent: February 22, 2021 10:37 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Relocation expenses

Hi Debbie,

1. I drove to Victoria with my family because I did not want to take a flight during Covid. We took a rental car but the receipt is under a family member's name because s.22 and it would have cost more to rent it directly to me. To save money, I had a family member rent and drive the car on my behalf.
2. The BC ferry receipt is us taking the ferry from Vancouver to get to Victoria. s.22
s.22
s.22 The expense for the rental is only for coming to Victoria and driving here for moving related things.

3. The Airbnb receipt is for a temporary place for a few days before I finalize my accommodation and set up utilities in my new place.
4. The gas receipts are for the fuel we paid to get here and driving around on the rental car picking up things, groceries etc.
5. I had movers move my stuff here

Hope this helps. Happy to answer any other questions.

Haiqa Cheema (She/her)
Ministerial Advisor to the Honourable David Eby
Attorney General of British Columbia
Minister of Housing
Cell: s.17

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: February 19, 2021 4:55 PM
To: Cheema, Haiqa AG:EX <Haiqa.Cheema@gov.bc.ca>
Subject: RE: Relocation expenses

Thanks so much! We want to get you reimbursed as soon as possible. 😊

Have a great weekend!

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

From: Cheema, Haiqa AG:EX <Haiqa.Cheema@gov.bc.ca>
Sent: February 19, 2021 4:54 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Relocation expenses

Sure I can get that to you this weekend. Thanks

Haiqa

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: February 19, 2021 4:53 PM
To: Cheema, Haiqa AG:EX <Haiqa.Cheema@gov.bc.ca>
Subject: Relocation expenses

Good afternoon Haiqa;

I received a call from Finance regarding some questions they have regarding your relocation expenses. I was just talking to Amber Hockin, and we thought it might be helpful to ask you to write up a detailed explanation of your expenses, to provide context for the receipts being submitted. This will make it easier to understand what and why something is being charged. Once you have completed would you be able to email to me with a copy of your receipts being submitted.

If you have any questions at all, please feel free to call or send me an email, and I would be happy to assist.

Thanks!

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



BILLED TO:
 Haiqa Cheema
 @CustomerAddress
 s.22

INVOICE DATE: 12/31/2020
INVOICE AMOUNT: \$1,996.54
 PAID

Customer Pick Up
 s.22

Customer Drop Off
 s.22

Description	Qty	Unit Price	Amount
Load Only Services (Binding)	--	--	\$1,700.00 T
Valuation: Basic			\$0.00 T
Extra Items			\$149.00 T
		Sub-total	\$1,849.00
		Tax 5 %	\$92.45
		CC Fees	\$55.09
		Tips	\$0.00
		Payments	(\$1,996.54)
		Balance	\$0.00

Payment methods accepted: Cash, Debit, Credit, Etransfer.

Payments

\$105.00 was paid on 12/28/2020 by Visa card ending in NR

\$1,891.54 was paid on 12/31/2020 by Visa card ending in NR

BILLED TO:

Haiqa Cheema
 @CustomerAddress
 s.22

INVOICE DATE: 12/31/2020

INVOICE AMOUNT: \$0.00
 PAID

Customer Pick Up
 None planned

Customer Drop Off
 s.22

Description	Qty	Unit Price	Amount
Unload Only Services (Non-Binding)	0h	\$125.00	\$0.00 T
Valuation: Basic			\$0.00 T
Travel Time			-- T
		Sub-total	\$0.00
		Tax 5 %	\$0.00
		Tips	\$0.00
		Payments	--
		Balance	\$0.00

Payment methods accepted: Cash, Debit, Credit, Etransfer.

Payments

No payments yet.

2

JAN 1st



Peninsula Co-op

Small Husky
884 West Columbia Street
Kankakee, IL
(508) 372-8423
GSTN 766125074
Retailer ID 4269812
Retailer ID 4269812
Net: 02477 3165-1
Batch: 6427-46

2021/01/01 15:07:54

Pump 1
Regular \$48.00
\$7.416 L @ \$1.669/L
Amount \$48.00
GST (Inc Pump) \$1.00

\$48.00

Pre Auth Completion
Visa Credit
RID: A000000000000000
*****NR C
EXP: **/**
Date: 01/01/2021
Time: 15:07:54
AUTHCODE: 05451M 3165M12C
STATION: 0000000000000000
TAX: 0000000000000000

Approved

JAN 6th

TRANSACTION RECORD

ESSO SMART STOP 3740

JAN 06 16:14:14
STATION: 0000000000000000

PERSON PRESS PAY

2021-01-06 16:14:14

TRANS #: 559973
STATION#: 0000000000000000
GST #: R119335453
GSTU #: R119335453

PUMP 2
REG \$ 89.77
70.189L AT \$1.279/L

GST INCLUDED \$ 4.27
TOTAL : CAD\$ 89.77
MASTERCARD \$ 89.77

TYPE: PURCHASE
MASTERCARD
*****NR
REFERENCE #: 66440102 0010018160C
INVOICE NO: NR
AUTH: 02440J

MASTERCARD
A000000000000000

JAN 4th

Peninsula Co-op
12132 Keating
Cross Roads
Saanichton BC
V8H 2A6
GST# R104138052

HEADER # 0009000

PUMP Litres Price/L
5 62.550 \$1.279
Product Amount
Regular \$80.00

Total \$80.00
GST 5% Fuel \$3.81

Purchase
MASTERCARD

*****NR

DATE: 01/04/2021
TIME: 08:03
REF: 0012530180
EXP: 358021JJ
AUTH: 02440J
KLSF 191 ISO:01

MASTERCARD
A000000000000000
STATION: 0000000000000000
VERIFIED BY PIN

Approved - Thank you

IMPORTANT:
Retain this copy
for your records
CUSTOMER COPY

Store # 199515
Account # 60202

We are serious about you
every service you get at
Peninsula Co-op

JAN 1st

Small Husky
884 West Columbia Street
Kankakee, IL
(508) 372-8423
GSTN 766125074
Retailer ID 4269812
Retailer ID 4269812
Net: 02477 3165-1
Batch: 6427-46

2021/01/01 15:21:51

Pump 1
Regular \$48.02
\$6.991 L @ \$1.669/L
Amount \$48.02
GST (Inc Pump) \$2.00

\$60.92

Pre Auth Completion
MASTERCARD
RID: A000000000000000
*****NR C
EXP: **/**
Date: 01/01/2021
Time: 15:21:51
AUTHCODE: 05451M 3165M12C
STATION: 0000000000000000
TAX: 0000000000000000

Approved

NR

Pick up a myHusky
Rewards card, scan
the QR code and sign
up to earn free fuel

JAN 1st

PENINSULA CO-OP
474 CORNELLIAN LANE
S.22

1/1/21
(0001-060-1771)

GST #: 772942876
PC12/01/01: 020564981
PAYPOINT: 020564981
TERMINAL: 020564981
INVOICE NO: NR

2021-01-01 09:54

PUMP 1
REGULAR
38.908L AT \$1.629/L
FUEL SALES \$ 63.70

GST INCLUDED \$3.13

TOTAL \$66.79

MASTERCARD \$66.79

TYPE: PURCHASE

MASTERCARD
*****NR C
REFERENCE #: 66440102 0010018160C

INVOICE NO: NR

MASTERCARD
A000000000000000

VERIFIED BY PIN

01/027 APPROVED
THANK YOU

3

Cheema, Haiqa AG:EX

From: Haiqa Cheema^{s.22}
Sent: March 1, 2021 10:55 AM
To: Cheema, Haiqa AG:EX
Subject: Statement

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



Statement for period Dec 12, 2020 - Jan 11, 2021

s.22

MISS HAIQA^{s.22}

CHEEMA^{NR}

STATEMENT DATE: January 11, 2021

4 OF 5

PREVIOUS STATEMENT: December 11, 2020

TRANSACTION DATE	POSTING DATE	ACTIVITY DESCRIPTION	AMOUNT(\$)
JAN 1	JAN 4	BCF - TSAWWASSEN VICTORIA	\$124.20

--
Haiqa Cheema (She/Her)
B.A, Political Science
MPP, School of Public Policy

3

DEPARTS	TIME/DATE
Vancouver (Tsawwassen)	09:00 PM 01/Jan/2021

ARRIVES	TIME/DATE
Victoria (Swartz Bay)	10:35 PM 01/Jan/2021

Fare type: Standard

Ferry: Spirit of Vancouver Island

Fare Information

1x 20 ft. (6.10 m) Under height passenger vehicle	\$56.80 s.22	
Reservation fee	\$17.00	\$16.90
Products & fees	s.22	
Amount paid	\$17.00	
Due at terminal:	s.22	= 90.5

Victoria

5 nights in Victoria

Fr Jan 1, 2021 - Wed Jan 6, 2021
 Entire home/apt - 2 beds - 2 guests
 Confirmation code: NR

Cancel before 4:00 PM on Dec 25 and get a 50% refund, minus the service fee

Price breakdown

\$141.80 x 5 nights	\$709.00
Cleaning fee	\$100.00
Service fee	\$114.21
Occupancy taxes and fees	\$88.99
Total (CAD)	\$1,012.20

Payment

Apple Pay December 24, 2020 - 10:54:03 PM MST	\$1,012.20
Amount paid (CAD)	\$1,012.20



Rental Agreement # 177117814
Invoice # NR

Renter Information

Renter Name

s.22

Renter Address

s.22

Contract

COSTCO US MAIN ERAC

Vehicle Information

4DR ALL-WHEEL DRIVE

License #: U98192

State/Province: AB

Unit #: 7VCKC9

Vehicle #: MC573790

Vehicle Class Driven

Premium Crossover 4-Door/Automatic/

Air

Vehicle Class Charged

Premium Crossover 4-Door/Automatic/

Air

Odometer Mileage/Kilometers

Starting: 137 Ending: 1,981

Total: 1,844

**Thank you for renting
with Enterprise Rent-A-
Car**

We appreciate your business!

This email was automatically generated
from an unattended mailbox, so please
do not reply to this e-mail.

If you have any questions about your
rental, please view our Frequently

Trip Information

Pickup

Thursday, December 31, 2020 5:32 PM

Start Charges

Thursday, December 31, 2020 5:34 PM

s.22

CAN

Renter Charges

Rental Rate	Time & Distance 1 Week at 504.90 CAD / Week	504.90 CAD
Taxes and Fees	Vif Rec 1.05/day (1.05 CAD / Day)	6.30 CAD
	Goods And Services Tax (5.00%)	31.61 CAD
	Customer Facility Charge 6.00/day (6.00 CAD / Day)	36.00 CAD
	Concession Recovery Fee 16.62 Pct (16.62%)	84.96 CAD
Total		663.77 CAD

(Subject to audit)

Amount charged on January 6, 2021 to MASTERCARD

NR

APN: MASTERCARD
AID: A0000000041010
Verified: PIN
Entry: Chip
TSI: E800

Amount Due

0.00 CAD

**Thank you for renting
with Enterprise Rent-A-
Car**

Asked Questions or send us a secured
message by visiting our [Support Center](#)



PERSONAL AND CONFIDENTIAL

December 18, 2020

Haiqa Cheema
By email to s.22

Dear Haiqa:

Subject to an Order in Council being signed by the Lieutenant Governor in Council, I am offering you an appointment to the role of Ministerial Advisor in the Office of the Minister of Attorney General, effective January 11, 2021. Your supervisor will be Senior Ministerial Assistant, Derek Harder.

Your salary will be \$73,440 per annum, to be paid in accordance with Salary Range Regulation, B.C. Reg 152/2017.

You have been authorized to receive assistance towards relocation costs due to your move from s.22 to Victoria of a maximum of \$5000.00. This assistance is recoverable on a pro-rated basis should you resign prior to completing 24 months of service. Please ensure that you retain receipts for these expenses. Relocation is a taxable benefit and you will be taxed accordingly. You will need to sign the "New Appointees Relocation Assistance Application and Assignment of Wages Agreement." Located here:
https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/work-related-expenses-allowances/relocation_assistance_househunting_expense_report_assignment_of_wages_agreement.pdf

The terms and conditions of your employment are equivalent to those established for category 'C' appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees> Please take some time to familiarize yourself with them. If you have any questions, please contact your supervisor.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. Stacy Sriver will send you a criminal record check consent form. This offer of employment is subject to a satisfactory outcome of this search.

Please note that you are subject to the *Lobbyists Registration Act* which prohibits you from lobbying any public office holder for a period of two years after the date you cease to be a Ministerial Advisor.



As an Order in Council appointee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the government. Please ensure you are familiar with the Standards of Conduct, <https://www2.gov.bc.ca/gov/content/careers-myhr/about-the-bc-public-service/ethics-standards-of-conduct/standards-of-conduct>. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment.

Lastly, I would like to extend my best wishes for your success in this role.


Yours truly,

Rebbie Wade
for

Amber Hockin
Deputy Chief of Staff
Office of the Premier

pc: BC Public Service Agency

I have read and accept the terms and conditions of this appointment.



Haiqa Cheema

Dec 19th, 2020

Date

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 \$ ^{s.22} _____ 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:

- 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.
- Where the employee / appointee is at work beyond the 15th 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:
Dec 19th, 2020	Haiqa Cheema 
Date:	Witness Signature and Printed Name:
Dec 19th, 2020	Sarmad Cheema 

Complete and sign in duplicate and return two copies to the issuing office. Retain a copy for your personal records.

Note: Canada Customs and Revenue Agency may deem this to be taxable allowance and should be contacted directly for further information.



Control No.

E133601

Name	Employee ID	Phone Number
Dowler, Thea	NR	(250) 387-1866
Client Organization	Job Title	Travel Group Code
Attorney General	Executive Assistant	3

5. Date Completed 2021/04/13	6. Fiscal Year 2021	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial Business		Headquarters Vancouver

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
03/14	Van-Vic Ferry	1730	2359	64	35.20	90.50	H-I	13.50	158.32		
03/15	vic	0000	2359		0.00		F-	51.50	158.32		
03/16	vic	0000	2359		0.00		F-	51.50	158.32		
03/17	vic-van ferry	0000	1930	64	35.20	95.50	F-	51.50			

48.	Client Code 105 105 105 105	49.	Resp. 15002	50.	Service Line 10005	51.	STOB 5701	52.	Project 1500000	45.	Supplier Code NR	Amount \$ 899.36
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[illegible]

AMOUNT DUE TO EMPLOYEE

54.	\$ 899.36
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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) E133601 for Dowler, Thea

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/04/13 09:25:00	Nanninga, Tanera (IDIR\NR Tanera.Nanninga@gov.bc.ca	Dowler, Thea Thea.Dowler@gov.bc.ca	Notified	Dowler, Thea Thea.Dowler@gov.bc.ca
2021/04/13 10:58:36	Dowler, Thea (IDIR\NR Thea.Dowler@gov.bc.ca		Approved	Harder, Derrick Derrick.Harder@gov.bc.ca
2021/04/13 11:02:31	Harder, Derrick (IDIR\NR Derrick.Harder@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133601 for Dowler, Thea

1 note(s) returned.

Created On	Author	Note
2021/04/13 09:25:00	Nanninga, Tanera (IDIR\NR) Tanera.Nanninga@gov.bc.ca	03/14/2021 Van-Vic Ferry \$90.50, 64km \$35.20, Dinner per diem \$13.50, hotel \$158.32 03/15/2021 Vic, Full day per diem \$51.50, Hotel \$158.32 03/16/2021 Vic, Full day per diem \$51.50, Hotel \$158.32 03/17/2021 Vic- Van Ferry \$95.50, 64km \$35.20, Full day per diem \$51.50

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From: Thea Dowler
To: Dowler, Thea AG:EX
Subject: Fwd: Your booking is confirmed:NR for 2021-03-14
Date: Friday, April 9, 2021 5:09:16 PM

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

----- Forwarded message -----

From: British Columbia Ferry Services Inc. <no_reply@bcferries.com>
Date: Sun, Mar 14, 2021 at 12:36 PM
Subject: Your booking is confirmed:NR for 2021-03-14
To: s.22



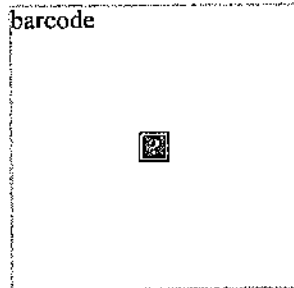
Thea your booking is now confirmed.

[View or edit your booking\(s\)](#)

Please review your itinerary below to confirm your details and note the check-in time for your sailing.

This is a transactional or informational email that contains important details that BC Ferries must communicate to you in order to provide the best possible service. This is not a promotional email. Please do not respond to this email.

BOOKING CONFIRMATION



Booking reference:
NR

Date issued: 14/Mar/2021 12:33:50 PM
Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder
Thea Dowler
-
-
-
s.22

Provide booking reference number to ticket agent

DEPARTS	TIME/DATE	ARRIVES	TIME/DATE
Vancouver (Tsawwassen)	07:00 PM 14/Mar/2021	Victoria (Swartz Bay)	08:35 PM 14/Mar/2021

Fare type: Reservation Only

Ferry: Spirit of British Columbia

Fare Information

1x	20 ft. (6.10 m) Under height passenger vehicle	\$56.60
1x	12+ years	\$16.90
	Reservation fee	\$17.00
	Change fee	\$5.00
	Total	\$95.50
	Amount paid	\$90.50
	Due at terminal:	\$5.00

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.

From: Thea Dowler
To: Dowler, Thea AG:EX
Subject: Fwd: Your booking is confirmed: NR for 2021-03-17
Date: Friday, April 9, 2021 5:03:52 PM

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

----- Forwarded message -----

From: British Columbia Ferry Services Inc. <no_reply@bcferries.com>
Date: Mon, Mar 15, 2021 at 6:38 PM
Subject: Your booking is confirmed: NR for 2021-03-17
To: s.22



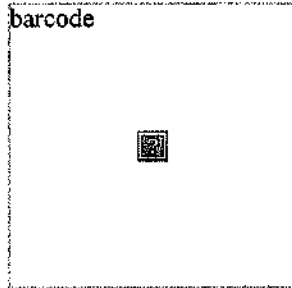
Thea your booking is now confirmed.

[View or edit your booking\(s\)](#)

Please review your itinerary below to confirm your details and note the check-in time for your sailing.

This is a transactional or informational email that contains important details that BC Ferries must communicate to you in order to provide the best possible service. This is not a promotional email. Please do not respond to this email.

BOOKING CONFIRMATION



Booking reference:
NR

Date issued: 15/Mar/2021 6:32:04 PM
Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Thea Dowler

-
-
-

s.22

Provide booking reference number to ticket agent

DEPARTS	TIME/DATE	ARRIVES	TIME/DATE
Victoria (Swartz Bay)	05:00 PM 17/Mar/2021	Vancouver (Tsawwassen)	06:35 PM 17/Mar/2021

Fare type: Prepaid

Ferry: Spirit of British Columbia

Fare Information

1x 20 ft. (6.10 m) Under height passenger vehicle	\$56.80
1x 12+ years	\$16.90
Reservation fee	\$17.00
Change fee	\$5.00
Total	\$95.50
Amount paid	\$95.50
Due at terminal:	\$0.00

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.



RECEIPT – PLEASE RETAIN

Date issued: 15/Mar/2021 6:32:03 PM
Booked by: BC FERRIES PUBLIC WEBSITE
Booking number(s): NR
GST number: 894623206
Purchase amount: \$22.95
Card type: Visa
Card ending: NR
Authorization #: 06113P

British Columbia Ferry Services Inc.
Customer Service Centre
Suite 500 – 1321 Blanshard Street, Victoria BC, V8W 0B7
1-888-BC-FERRY (1-888-223-3779)

bcferries.com

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NR

Ms Thea Dowler
s.22

Room : NR
Arrival Date : 03/14/21
Invoice No. : NR
Folio No. :
Conf. No. :
Cashier No. : 44
Billing Date : 04/12/21
A/R Number

Min of Attorney General

Date	Description	Debit	Credit
03/14/21	Room Charge	119.00	
03/14/21	Destination Marketing Fee	1.19	
03/14/21	Provincial Room Tax	13.22	
03/14/21	Room GST	6.01	
03/14/21	Parking Charges	18.00	
03/14/21	GST	0.90	
03/15/21	Room Charge	119.00	
03/15/21	Destination Marketing Fee	1.19	
03/15/21	Provincial Room Tax	13.22	
03/15/21	Room GST	6.01	
03/15/21	Parking Charges	18.00	
03/15/21	GST	0.90	
03/16/21	Room Charge	119.00	
03/16/21	Destination Marketing Fee	1.19	
03/16/21	Provincial Room Tax	13.22	
03/16/21	Room GST	6.01	
03/16/21	Parking Charges	18.00	
03/16/21	GST	0.90	
03/17/21	Visa		474.96
	XXXXXXXXXXXX ^{NR}	XX/XX	
Room H/GST Total - 18.03		Total	474.96
Other H/GST Total - 2.70			474.96
NR		Balance	0.00

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 part or the full amount of these charges.

NR