FI21EXEDIJ67

BRITISH COLUMBIA BC Public Service Where ideas work

## **Travel Voucher (Restricted Use)**

Control No.

E133506

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	i, please contact you	i wiii iisti y		mploy		mation and	r iivacy.	Pł	none	Number			
	nd, Alison			VR					17.	_			
	<b>rganization</b> ' Services		_	ob Titl	l <b>e</b> ive Assistar	nt		Tr 3		Group Cod	de		
5. Date C	Completed	6. Fisca				Cheque Iss	ue			eque Stub	Inform	ation	
2021/03 Type of		2021	son for T	ravel					Head	quarters			
In Provir					om Feb 28-	March 5				e Ridge			
12. Maili	ng Address for Che												
, 16.	17.	PO Box	x 9068 St	n Prov	<u>/ Gov't</u> \$0.55	19.	20. & 21	l		22.	20. &	21	
Travel	Places Ti	avelled			\$0.55 ersonal	Other		leals		22.			laneous
Dates					nicle Use	Transport				Lodging			
2021	Destination (ferry	Start	End	Km	Cost	Costs	Claim	Cost		Costs	Cost		Describe
02/28	s.22 to Vic	1500	1930	86	47.30	90.50	F-BLI		.25	162.70			
03/01 03/02	Full day in Vic Full day in Vic	0800	1930		0.00		F-   F-		.50	162.70 162.70			
03/02	Full day in Vic	0800	1930		0.00		F-		.50	162.70			
03/04	Full day in Vic	0800	1930		0.00		F-		.50	162.70			
03/05	Vic to \$.22	0800	1930	86	47.30	90.50	F-	51	.50				
	OF COLUMNS		47	<u> </u>	36. 🕠	<b>37.</b> √		38.		39. ✓	40.	00	Claim Total
101ALS	OF COLUMNS 49.	50.	1/	'2 kms		\$ 181.00 <b>52.</b>		\$ 275   <b>45</b> .	5.75	\$ 813.50	\$ 0	.00	\$ 1364.85
Client	t Code 112 Resp. 112 112	Se	arvice Lir 34610		<b>STOB</b> 5701	Pro	<b>ect</b> 00000	45.		oplier Code NR	e		Amount \$ 1364.85
	112												
	ivel Advance	1						1					
	112					^	MOUNT [	OUE TO	EMD	OVEE		54.	\$ 1364.85
45 Fmp	loyee Signature (Se	e Audit 1	rail)			Print Na		JOE 10	LIVIE	Date S	ianed		ψ 1304.63
- Certifie disburse a result	ed this travel expense ements made and/or of travel on governm h I have not been an	e claim is allowance ent busin	a true sta es to whice ess as de	h I am tailed	n entitled as above and						.g		
56. Sper - Certifie	nding Authority Sign ed correct pursuant to stration Act and relate	section	32 & 33 c		Financial	Print N	ame			Date S	igned		
- Requis	ment Authority Sign sition for payment pu stration Act.	rsuant to	section 32	2 of the		Print N				Date S			ADCC 4240 20

FIN 10 (EFI-F0012 v2.6.1)

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

DJ March 11/21

## Audit Trail for Travel Voucher (Restricted Use) E133506 for Copeland, Alison 6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/03/08 13:37:10	Hubley, Holly	Copeland, Alison	Saved	Copeland, Alison
	(IDIR\NR Holly.Hubley@gov.bc.ca	Alison.Copeland@gov.bc.ca		Alison.Copeland@gov.bc.ca
2021/03/09 15:23:11	Hubley, Holly	Copeland, Alison	Saved	Copeland, Alison
	(IDIR\NR Holly.Hubley@gov.bc.ca	Alison.Copeland@gov.bc.ca		Alison.Copeland@gov.bc.ca
2021/03/09 15:25:54	Hubley, Holly	Copeland, Alison	Notified	Copeland, Alison
	(IDIR\NR Holly.Hubley@gov.bc.ca	Alison.Copeland@gov.bc.ca		Alison.Copeland@gov.bc.ca
2021/03/09 15:42:54	Copeland, Alison		Approved	dSall, Gurmeet
	(IDIR\NR Alison.Copeland@gov.bc.ca			Gurmeet.Sall@gov.bc.ca
2021/03/09 15:46:30	Sall, Gurmeet		Approved	dLawal, Kassandra
	(IDIR\NR Gurmeet.Sall@gov.bc.ca			Kassandra.Lawal@gov.bc.ca
2021/03/09 16:01:54	Lawal, Kassandra  √   (IDIR\NR    ) Kassandra.Lawal@gov.bc.ca		Approved	dFSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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#### Notes for Travel Voucher (Restricted Use) E133506 for Copeland, Alison

1 note(s) returned

Thole(s) returned.				
Created On			Author	Note
2021/03/09 15:23:11	Hubley, Holly			Feb 28 - Alison traveled to Victoria, she
	(IDIR\NR	)	, , , , ,	drove and took the ferry. Claiming dinner per diem, over night in Vic
				March 1 - Full day EA duty, full day per diem, over night in Vic
				March 2 - Full day EA duty, full day per diem, over night in Vic
				March 3 - Full day EA duty, full day per diem, over night in Vic
				March 4 - Full day EA duty, full day per diem, over night in Vic
				March 5 - Full day EA duty, full day per diem, travel back to s 22
				√

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 From:
 Janke, Debra FIN:EX

 To:
 Hubley, Holly CITZ:EX

 Subject:
 RE: E133506 Alison Copeland

 Date:
 March 11, 2021 2:21:13 PM

Thanks, Holly.

Debra

From: Hubley, Holly CITZ:EX < Holly. Hubley@gov.bc.ca>

**Sent:** March 11, 2021 2:19 PM

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

Cc: Copeland, Alison CITZ:EX <Alison.Copeland@gov.bc.ca>

Subject: RE: E133506 Alison Copeland

Hey Debra,

The \$17.00 ferry reservation was placed on Alison's Travel Card.

-Holly

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

**Sent:** March 11, 2021 1:40 PM

To: Hubley, Holly CITZ:EX < Holly.Hubley@gov.bc.ca>

Subject: FW: E133506 Alison Copeland

Hi Holly,

Or, you can confirm that the prepayment amount of \$17.00 was not paid on an office purchase card.

Thanks.

Debra

From: Janke, Debra FIN:EX Sent: March 11, 2021 1:24 PM

To: Hubley, Holly CITZ:EX < Holly.Hubley@gov.bc.ca>

Subject: E133506 Alison Copeland

Hi Holly,

For the BC Ferries \$17.00 reservation fee on February 28<sup>th</sup> (booking#NR please provide proof of payment. The amount charged on Alison's credit card indicates \$73.50.

Thanks.

Debra

Debra Janke

Executive Financial Clerk, Ministers' Office Support Services

Corporate Financial and Facilities Services Branch

Ministry of Finance

Phone: 778 698-8564 Fax: (250) 356-7326

Email: <u>Debra.Janke@gov.bc.ca</u>

Website: <a href="http://www.min.fin.gov.bc.ca">http://www.min.fin.gov.bc.ca</a>

Serving all Ministers' Offices and the Office of the Premier

From: Hubley, Holly CITZ:EX

**To:** <u>FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX</u>

Subject: Travel Voucher for Alison Copeland TV E133506 for Feb 29-March 5, 2021

**Date:** March 9, 2021 4:18:22 PM

Attachments: Alison Copeland TV E133506 Feb 28-March 5, 2021.pdf

Good afternoon,

Please see approved TV E133506 from Feb 28-March 5, 2021 for Alison Copeland.

**Holly Hubley** | Administrative Assistant Honourable Lisa Beare's Office | Minister of Citizens' Services Parliament Buildings *Ph*: 250-387-9699

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 <a href="https://www.lobbyistsregistrar.bc.ca/">https://www.lobbyistsregistrar.bc.ca/</a>

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Ar Feb 28, Zozi

To Swartz Bay

# CFerries LANE 45

\$ 90.80

RECEIPT - PLEASE RETAIN

PURCHASE 2021/02/28 VIBOOKING-R1700 REF#: NR

Standard - Partially Prepaid

Reservation Pr 17.00
Undersize Vehi 57.50
Adult 17.20
Fuel Rebate 1.20-

Total 90.50 | email confirmation dated March 11/21 attached :

Master Card | confirmed prepayment on employees travel card | confirmed prepayment on employees | confirmed prepayment on e

PERIFIED BY PIN
B1 APPROVED - THANK YOU BE?

CHANGE DUE

0.00

\*\*\*CARDHOLDER COPY\*\*\*
TSA 28 Feb 2021 16:00:30
NR

SEE REVERSE SIDE OF TICKET

March S. 2021

### Loading

Your booking will hold a space for you on your reserved sailing. The specific placement of your vehicle on board the ferry is not guaranteed. If you have any special requirements for your sailing, please arrive early and advise the ticket agent when you check in—we will do our best to accommodate your request based on deck space availability and traffic volumes. If we are unable to meet your request, you will have the option to travel on the next available sailing where your request can be accommodated.

Follow us on Twitter @BCFerries for service updates.



#### **RECEIPT - PLEASE RETAIN**

Date issued:

05/Mar/2021 9:05:19 AM <

Booked by:

BC FERRIES PUBLIC WEBSITE

Booking number(s):

NR

GST number:

894623206

Purchase amount:

\$90.50 ✓

Card type:

MasterCard

Card ending:

NID

Authorization #:

052825

British Columbia Ferry Services Inc.Customer Service CentreSuite 500 – 1321 Blanshard Street, Victoria BC, V8W 0B71-888-BC-FERRY (1-888-223-3779)bcferries.com

## Check-out receipt

Name: Alison Copeland Check-in: Sunday, 28 Feb 2021
Check-out: Friday, 5 Mar 2021

Confirmation #: NR Invoice number:

Invoice date: 05/03/2021

Unit assignment: NI

Minister Beare's Approval

La Bear

Date	Description of services	Cost(CAD)
28/02/2021 01/03/2021 02/03/2021 03/03/2021 04/03/2021	Unit NR One Bedroom Suite - Provincial Government Unit One Bedroom Suite - Provincial Government	139.00 139.00 139.00 139.00 139.00
	No parking charged, hotel comped self parking, due to length of Stay.	
	813.50	
	162.70 - Per night	
	Sub-total	695.00
	PST	55.60
	GST	35.10
	MRDT	20.85
	DMF	6.95
	Total	813.50
	MasterCard: Mar 5, 2021 - XXXX XXXX XXXX NR	813.50 ✓
	Amount due (CAD)	0.00

Customer signature:	

Feb 28, 2021 to Tsawwassen Ferry. 52. Km. Ferry from Tsawwassen to Swartz Bay 81 90.50 Travel from Swartz Bay to down town Victoria, 34 km Full Km traveled = 86 km = 47.30 Overnight =\$ 162.70 Dimer Per Diem \$18.25 March 1st 2021 Full day per diem = 851.50 ) vernight NR = 16270 12rch 2, 2021 ull day per diem = \$51.50 vernight NR = \$ 162.70 larch 3, 2024 Full day Per diem = \$51.50

= \$ 162.70

Dranight NR

Page 10 of 22 FIN-2021-11875

March 4, 2021

Full day perdiem = \$1.51.50

Overnight NR

= \$162.70

March 5, 2021

Full day per drem \$ 51.50

Travel to Swartz Bay from downtown .34km

Ferry from Swartz Bay to Tsawwassen 890-50

Travel from Tsawwassen to \$.22

Full Km traveled = 86 km = \$ 47.30

STOB for full time 5701 Cost \$ 1364.85

FI21EXEDIJ76



## **Travel Voucher (Restricted Use)**

Control No.

E133574

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.

Client Or	nd, Alison rganization ' Services		N Jo	mploye IR ob Title xecuti		t			s.17	Number Group Cod	le		
5. Date C	completed	6. Fisca 2021	l Year	7	7. Special (	Cheque Iss	ue		8. Ch	eque Stub	Informat	tion	
Type of 1 In Provin	Travel nce	14. Reas EA dution	son for T es from M		22-23, 2021					<b>quarters</b> le Ridge			
ız. Mailli ,	ng Address for Che	<b>que</b> ) Box 906	8 Stn Pro	v Gov'	t								
16. Travel Dates	17. Places Ti	avelled			\$0.55 ersonal sicle Use	19. Other Transport	20. & 21 N	l. Ieals		22. Lodging	20. & 2' Mis	1. scellaneous	
2021 03/22 03/23	Destination s.22 to Vic Vic to s.22 (terry	I UOUU	End 1900 2000	86 86	47.30 47.30	Costs 83.50 90.50 S.22 per receipt	Claim F- F-	1 -	51.50 51.50	Costs s.22 157.14	Cost	Describe	
						07.474.00					10		
TOTALS	OF COLUMNS		17	2 kms	<b>36.</b> √   \$ 94.60	<b>37.</b> 174.00 \$ s.22		<b>38.</b> \$ 10	03.00	<b>39.</b> 157.14 \$ 1s.22	<b>40.</b> \$ 0.0	Claim Tota	al    5
1 1 1	# 49. Resp. 112 3280 112 112 112		<b>Service L</b> i 34610		<b>51.</b> <b>STOB</b> 5701		oject 200000	4	5. S	upplier Co		Amount 528.74 \$ s.22	
	vel Advance	ı			1	1		ı					
							AMOUNT	DUE	TO EN	 MPLOYEE		<b>54.</b> \$ s.22	5
- Certifie disburse a result	loyee Signature (Se ed this travel expense ements made and/or of travel on governm h I have not been an	e claim is a allowance ent busine	a true sta es to whic ess as de	h I am tailed a	entitled as above and	Print Na	me			Date S	igned		
56. Spen - Certifie	ding Authority Signed correct pursuant to tration Act and relate	section 3	32 & 33 o		inancial	Print Na	ame			Date S	Signed		
- Requis	nent Authority Sign sition for payment pur tration Act.				Financial	Print Na	ame			Date S	igned		

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

DJ March 29/21

## Audit Trail for Travel Voucher (Restricted Use) E133574 for Copeland, Alison 6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/03/24 11:03:19	Hubley, Holly	Copeland, Alison	Saved	Copeland, Alison
	(IDIR/NR Holly.Hubley@gov.bc.ca	Alison.Copeland@gov.bc.ca		Alison.Copeland@gov.bc.ca
2021/03/24 11:07:15	Hubley, Holly	Copeland, Alison	Saved	Copeland, Alison
	(IDIR\NR ) Holly.Hubley@gov.bc.ca	Alison.Copeland@gov.bc.ca		Alison.Copeland@gov.bc.ca
2021/03/24 11:07:58	Hubley, Holly	Copeland, Alison	Notified	Copeland, Alison
	(IDIR\NR ) Holly.Hubley@gov.bc.ca	Alison.Copeland@gov.bc.ca		Alison.Copeland@gov.bc.ca
2021/03/25 08:55:03	Copeland, Alison		Approved	dSall, Gurmeet
	(IDIR∖∖i⊋··) Alison.Copeland@gov.bc.ca			Gurmeet.Sall@gov.bc.ca
2021/03/25 15:41:16	Sall, Gurmeet		Approved	dLawal, Kassandra
	(IDIR\NR ) Gurmeet.Sall@gov.bc.ca			Kassandra.Lawal@gov.bc.ca
2021/03/25 17:15:56	Lawal, Kassandra		Approved	FSA MIN OFF, FIN
	(IDIR∖NR ) Kassandra.Lawal@gov.bc.ca			FINFSAMINOFF@gov.bc.ca

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#### Notes for Travel Voucher (Restricted Use) E133574 for Copeland, Alison

1 note(s) returned

Created On	Author		Note
	Hubley, Holly (IDIR'NR	) Holly.Hubley@gov.bc.ca	March 22- Alison drove from s.22 to the ferry, took the ferry to Swartz Bay and drove down to Victoria, had full day EA duties in Victoria and stayed over night - full day per diem March 23 - Alison had full day EA duties in Victoria, travelled from Victoria to s.22 took the ferry. Full day per diem.

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From: Janke, Debra FIN:EX
To: Hubley, Holly CITZ:EX

Subject: RE: E-forms: Action Required re: E133574 for Alison Copeland

**Date:** March 29, 2021 3:22:51 PM

Attachments: E133574 COPELAND, ALISON MAR 22-23, 2021.pdf

Hi Holly,

For your records, please see the attached copy of Alison's adjusted travel claim.

Thanks,

Debra

----Original Message-----

From: Hubley, Holly CITZ:EX <Holly.Hubley@gov.bc.ca>

Sent: March 29, 2021 2:47 PM

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

Subject: RE: E-forms: Action Required re: E133574 for Alison Copeland

Hey Debra,

The 17.00 is the self parking charge.

----Original Message----

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

Sent: March 29, 2021 2:47 PM

To: Hubley, Holly CITZ:EX < Holly. Hubley@gov.bc.ca>

Subject: FW: E-forms: Action Required re: E133574 for Alison Copeland

Hi Holly,

The NR reservation confirmation, that you sent indicates the nightly rate as \$119.00 and taxes add to \$140.14. The charge on Alison's card is \$157.14. Did Alison have \$17.00 in personal charges?

Please request a final copy of the Hotel folio to confirm the charges.

Thanks.

Debra

----Original Message----From: Janke, Debra FIN:EX Sent: March 29, 2021 2:04 PM

To: Hubley, Holly CITZ:EX < Holly. Hubley@gov.bc.ca>

Subject: RE: E-forms: Action Required re: E133574 for Alison Copeland

Thanks, Holly.

Yes, I can adjust the return ferry claim.

Debra

From: Janke, Debra FIN:EX
To: Hubley, Holly CITZ:EX

Subject: RE: E-forms: Action Required re: E133574 for Alison Copeland

**Date:** March 29, 2021 2:52:25 PM

Ok, thanks Holly. For auditing purposes, please request a copy of the Hotel folio that I can attach to the claim later. For now because of year-end, I will process payment, today.

Debra

----Original Message----

From: Hubley, Holly CITZ:EX <Holly.Hubley@gov.bc.ca>

Sent: March 29, 2021 2:47 PM

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

Subject: RE: E-forms: Action Required re: E133574 for Alison Copeland

Hey Debra,

The 17.00 is the self parking charge.

----Original Message----

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

Sent: March 29, 2021 2:47 PM

To: Hubley, Holly CITZ:EX < Holly. Hubley@gov.bc.ca>

Subject: FW: E-forms: Action Required re: E133574 for Alison Copeland

Hi Holly,

The NR reservation confirmation, that you sent indicates the nightly rate as \$119.00 and taxes add to \$140.14. The charge on Alison's card is \$157.14. Did Alison have \$17.00 in personal charges?

Please request a final copy of the Hotel folio to confirm the charges.

Thanks.

Debra

----Original Message----From: Janke, Debra FIN:EX Sent: March 29, 2021 2:04 PM

To: Hubley, Holly CITZ:EX <Holly.Hubley@gov.bc.ca>

Subject: RE: E-forms: Action Required re: E133574 for Alison Copeland

Thanks, Holly.

Yes, I can adjust the return ferry claim.

Debra

----Original Message----

From: Hubley, Holly CITZ:EX <Holly.Hubley@gov.bc.ca>

Sent: March 29, 2021 1:32 PM

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

Subject: RE: E-forms: Action Required re: E133574 for Alison Copeland

Hey Debra,

This is the best I can do right now. I realize now that I put in the wrong amount for her return ferry on the 23rd. Are you able to adjust that.

Sorry this isn't my normal way of sending off travel forums.

-Holly

----Original Message----

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

Sent: March 29, 2021 12:56 PM

To: Hubley, Holly CITZ:EX <Holly.Hubley@gov.bc.ca>

Subject: FW: E-forms: Action Required re: E133574 for Alison Copeland

Hi Holly,

Do you have the receipts for Alison's claim?

Thanks.

Debra

----Original Message----

From: EFIMailer@gov.bc.ca <EFIMailer@gov.bc.ca>

Sent: March 25, 2021 5:16 PM

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

Subject: E-forms: Action Required re: E133574 for Alison Copeland

Travel Voucher (Restricted Use) Control No. E133574 for Alison Copeland was "Approved" by Kassandra Lawal and has been sent to you for your action.

To view the above form and your allowable actions, proceed to the E-Forms site:

http://gww.eforms.gov.bc.ca

- 1. Select the FORMS tab.
- 2. Select the E-Form referenced above.
- 3. Open the form.

From: Hubley, Holly CITZ:EX

To: Janke, Debra FIN:EX

Subject: RE: E-forms: Action Required re: E133574 for Alison Copeland

Date:March 29, 2021 1:32:08 PMAttachments:March 22, Ailson Copeland.PNG

Ferry, March 23 Alison Copeland.PNG

NR reservation Alison Copeland -NR

Hey Debra,

This is the best I can do right now. I realize now that I put in the wrong amount for her return ferry on the 23rd. Are you able to adjust that.

nsq

Sorry this isn't my normal way of sending off travel forums.

-Holly

----Original Message----

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

Sent: March 29, 2021 12:56 PM

To: Hubley, Holly CITZ:EX <Holly.Hubley@gov.bc.ca>

Subject: FW: E-forms: Action Required re: E133574 for Alison Copeland

Hi Holly,

Do you have the receipts for Alison's claim?

Thanks.

Debra

----Original Message----

From: EFIMailer@gov.bc.ca <EFIMailer@gov.bc.ca>

Sent: March 25, 2021 5:16 PM

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

Subject: E-forms: Action Required re: E133574 for Alison Copeland

Travel Voucher (Restricted Use) Control No. E133574 for Alison Copeland was "Approved" by Kassandra Lawal and has been sent to you for your action.

To view the above form and your allowable actions, proceed to the E-Forms site:

http://gww.eforms.gov.bc.ca

- 1. Select the FORMS tab.
- 2. Select the E-Form referenced above.
- 3. Open the form.

From: NR

To: <u>Hubley, Holly CITZ:EX</u>

Subject: NR reservation: Alison Copeland - NR

**Date:** March 24, 2021 10:47:35 AM

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

## Reservation Confirmed

NR

#### Your reservation number

NR

## Dear Alison Copeland,

Thank you for your reservation at NR Your reservation is confirmed and your reservation number is NR If you have any questions about your upcoming stay, please do not hesitate to contact us.

Guest name:	Alison Copeland	∢
Guest email:	holly.hubley@gov.bc.ca	
Guest tel:		
Check-in date:	Monday, 22 March 2021	<b>√</b>
Check-out date:	Tuesday, 23 March 2021	
Nights:	1 Night(s)	<b>√</b>
Check-in time:	From 03:00 PM	
Check-out time:	Until 11:00 AM	
Rooms:	1	
Room type:	Studio Suite	
Rate type:	Provincial Government	∢
Adults:	1	

Children:		0	
Average nightly rate:		119.00/night	∢
Taxes:	plus \$17.00 parking fee confirmed by Holly at the MO (email dated March 29/21 attached	DMF 1.19 GST 6.86 PST 9.52 MRDT 3.57	
Total cost:		157.14	
Payment 1: Mar 23 Maste	rcard <sup>NR NR</sup>	157.14	
Balance:		0.00	<b>√</b>

#### **Cancellation & Guarantee Policies**

• Reservations may be cancelled or modified at no charge up to 48 hours prior to the check in date. If the reservation is cancelled within 48 hours of the check in date, a cancellation penalty equaling up to 1 nights room and tax may be applied to the credit card used to guarantee reservation. On reservations made for 7 nights or longer under hotel's long-stay package rates, reservations may be cancelled or modified at no charge up to 7 days prior to the check in date. If the reservation is cancelled within 7 days prior of the check in date, a cancellation penalty equaling up to 7 nights room and tax may be applied to the credit card used to guarantee reservation.

NR

DEPARTS	TIME/DATE
Victoria (Swartz Bay)	07:00 PM23/Mar/2021
ARRIVES	TIME/DATE
Vancouver (Tsawwassen)	08:35 PM23/Mar/2021
are type: Prepaid	
Ferry: Spirit of Vancouver Island	
I	Fare Information
1x 20 ft. (6.10 m) Under height pa	ssenger vehicle \$56.60
1x √ 12+ years	\$16.90
Reservation fee	\$17.00
Reservation fee Total	\$17.00 <b>\$90.50</b>

Page 21 of 22 FIN-202 10,0075

Due at terminal:

	DEPARTS		TIME/DATE	
Vancouver (	(Tsawwassen)	07:00 AM22/M	lar/2021	
	ARRIVES		TIME/DATE	
Victoria (Sw	artz Bay)	08:35 AM22/M	ar/2021	
Fare type: P	repaid			
Ferry: Spirit	of British Columbia			
		Fare Information		
1x 20 ft. (	6.10 m) Under height pa	assenger vehicle		\$56.60
1x √ 12+ ye	ears			\$16.90
Reser	vation fee			\$10.00
Total				\$83.50
Amou	nt paid			\$83.50 ✓
Due at ter	minal:		Page 22 of 22	FIN <b>-\$0200</b> 187