

NR22EXESLP05



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133627

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 Malo, Courtney				Employee ID NR				Phone Number s.17																																																																																																																																																			
Client Organization Forests, Lands, Natural Resource Operations and Rural Dev				Job Title Executive Assistant				Travel Group Code 3																																																																																																																																																			
5. Date Completed 2021/04/22			6. Fiscal Year 2021			7. Special Cheque Issue			8. Cheque Stub Information																																																																																																																																																		
Type of Travel In Province			14. Reason for Travel Relocation			Headquarters Victoria																																																																																																																																																					
12. Mailing Address for Cheque ,																																																																																																																																																											
<table border="1"> <thead> <tr> <th colspan="2">16. Travel Dates</th> <th colspan="2">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></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></th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>s.22</td> <td>Surrey</td> <td>0500</td> <td>2359</td> <td>1133</td> <td>623.15</td> <td></td> <td>F-</td> <td>51.50</td> <td>32.93</td> <td></td> </tr> <tr> <td>03/17</td> <td></td> <td>Surrey/Victoria</td> <td>0800</td> <td>1330</td> <td>63</td> <td>34.65</td> <td>90.50</td> <td>F-</td> <td>51.50</td> <td>32.93</td> <td></td> </tr> <tr> <td>03/18</td> <td></td> <td>Victoria/Relocat</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>32.93</td> <td></td> </tr> <tr> <td>03/19</td> <td></td> <td>Victoria/Relocat</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>32.93</td> <td></td> </tr> <tr> <td>03/20</td> <td></td> <td>Victoria/Relocat</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>32.93</td> <td></td> </tr> <tr> <td>03/21</td> <td></td> <td>Victoria/Relocat</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>32.93</td> <td></td> </tr> <tr> <td>03/22</td> <td></td> <td>Victoria/Relocat</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>32.93</td> <td></td> </tr> <tr> <td>03/23</td> <td></td> <td>Victoria/Relocat</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>32.93</td> <td></td> </tr> <tr> <td>03/24</td> <td></td> <td>Victoria/Relocat</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>32.93</td> <td></td> </tr> <tr> <td colspan="10"></td> <td>800.00</td> <td>Incid mov lump sum</td> </tr> </tbody> </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			2021	s.22	Surrey	0500	2359	1133	623.15		F-	51.50	32.93		03/17		Surrey/Victoria	0800	1330	63	34.65	90.50	F-	51.50	32.93		03/18		Victoria/Relocat	0800	2359		0.00		F-	51.50	32.93		03/19		Victoria/Relocat	0800	2359		0.00		F-	51.50	32.93		03/20		Victoria/Relocat	0800	2359		0.00		F-	51.50	32.93		03/21		Victoria/Relocat	0800	2359		0.00		F-	51.50	32.93		03/22		Victoria/Relocat	0800	2359		0.00		F-	51.50	32.93		03/23		Victoria/Relocat	0800	2359		0.00		F-	51.50	32.93		03/24		Victoria/Relocat	0800	2359		0.00		F-	51.50	32.93												800.00	Incid mov lump sum
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48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount																																																																																																																																																	
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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																																																																																																																																																		

FIN 10 (EFI-F0012 v2.6.1)

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

Continue on E133627

Audited 2021May06
SLP

Audit Trail for Travel Voucher (Restricted Use) E133627 for Malo, Courtney

13 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/04/22 11:36:32	Silverio, Lisa s. (IDIRNR) Lisa.Silverio@gov.bc.ca	Malo, Courtney Courtney.Malo@gov.bc.ca	Saved	Malo, Courtney Courtney.Malo@gov.bc.ca
2021/04/22 11:52:26	Silverio, Lisa s. (IDIRNR) Lisa.Silverio@gov.bc.ca	Malo, Courtney Courtney.Malo@gov.bc.ca	Saved	Malo, Courtney Courtney.Malo@gov.bc.ca
2021/04/22 12:16:43	Silverio, Lisa s. (IDIRNR) Lisa.Silverio@gov.bc.ca	Malo, Courtney Courtney.Malo@gov.bc.ca	Saved	Malo, Courtney Courtney.Malo@gov.bc.ca
2021/04/22 12:27:57	Silverio, Lisa s. (IDIRNR) Lisa.Silverio@gov.bc.ca	Malo, Courtney Courtney.Malo@gov.bc.ca	Saved	Malo, Courtney Courtney.Malo@gov.bc.ca
2021/04/22 12:29:08	Silverio, Lisa s. (IDIRNR) Lisa.Silverio@gov.bc.ca	Malo, Courtney Courtney.Malo@gov.bc.ca	Saved	Malo, Courtney Courtney.Malo@gov.bc.ca
2021/04/22 12:32:28	Silverio, Lisa s. (IDIRNR) Lisa.Silverio@gov.bc.ca	Malo, Courtney Courtney.Malo@gov.bc.ca	Saved	Malo, Courtney Courtney.Malo@gov.bc.ca
2021/04/22 12:33:21	Silverio, Lisa s. (IDIRNR) Lisa.Silverio@gov.bc.ca	Malo, Courtney Courtney.Malo@gov.bc.ca	Saved	Malo, Courtney Courtney.Malo@gov.bc.ca
2021/04/22 12:38:33	Silverio, Lisa s. (IDIRNR) Lisa.Silverio@gov.bc.ca	Malo, Courtney Courtney.Malo@gov.bc.ca	Saved	Malo, Courtney Courtney.Malo@gov.bc.ca
2021/04/22 12:39:48	Silverio, Lisa s. (IDIRNR) Lisa.Silverio@gov.bc.ca	Malo, Courtney Courtney.Malo@gov.bc.ca	Saved	Malo, Courtney Courtney.Malo@gov.bc.ca
2021/04/22 12:41:28	Silverio, Lisa s. (IDIRNR) Lisa.Silverio@gov.bc.ca	Malo, Courtney Courtney.Malo@gov.bc.ca	Saved	Malo, Courtney Courtney.Malo@gov.bc.ca
2021/04/22 13:34:48	Silverio, Lisa s. (IDIRNR) Lisa.Silverio@gov.bc.ca	Malo, Courtney Courtney.Malo@gov.bc.ca	Notified	Malo, Courtney Courtney.Malo@gov.bc.ca
2021/04/22 14:27:41	Malo, Courtney (IDIRNR) Courtney.Malo@gov.bc.ca		Approved	Monroe, Danielle Danielle.Monroe@gov.bc.ca
2021/05/03 09:17:28	Monroe, Danielle (IDIRNR) Danielle.Monroe@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133627 for Malo, Courtney

3 note(s) returned.

Created On	Author	Note
2021/04/22 12:32:28	Silverio, Lisa s. (IDIR\NR) Lisa.Silverio@gov.bc.ca	March 17 Drove vehicles s.22 to Surrey 1133km. Private accom claimed \$32.93. Claimed full day Mar 18 Surrey to Victoria.BC Ferries Tsawwassen to Vic paid \$90.50 on Visa.Claimed full day March 19 Victoria Private accom claimed \$32.93. Claimed full day March 20 Victoria Private accom claimed \$32.93. Claimed full day March 21 Victoria Private accom claimed \$32.93. Claimed full day March 22 Victoria Private accom claimed \$32.93. Claimed full day March 23 Victoria Private accom claimed \$32.93. Claimed full day
2021/04/22 12:39:48	Silverio, Lisa s.2 (IDIR\NR) Lisa.Silverio@gov.bc.ca	March 24-Victoria Claimed full day, incidental
2021/04/22 12:41:28	Silverio, Lisa s. (IDIR\NR) Lisa.Silverio@gov.bc.ca	moving expenses lump sum \$800

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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 Malo, Courtney	COMPETITION NO.	EMPLOYEE NO. NR	EFFECTIVE DATE YYYY / MM / DD 2021/03/22
--	------------------------	---------------------------	---

MOVING FROM MINISTRY	CITY LOCATION s.22	MOVING TO MINISTRY Forests, Lands, Natural Resource Operations and Rural Dev	CITY LOCATION Victoria
POSITION TITLE	CLASSIFICATION	POSITION TITLE Executive Assistant	CLASSIFICATION

BATCH	REQUISITION NO.	TRAVEL EXPENSES	DATE RECORDED YYYY / MM / DD	INCIDENTAL EXPENSES	MISCELLANEOUS EXPENSES	COMMENTS
NR22EXESLP05	E133627	1390.81		800		Relocation March 17-24, 2021
				REAL ESTATE EXPENSES ➤ \$	MOVING COMPANY	COST \$
				LEGAL FEES ➤ \$		

Tsawwassen
To
Swartz Bay



LANE 44

RECEIPT - PLEASE RETAIN

PURCHASE 2021/03/18

BOOKING-R1100

REF#: NR

Prepaid

1	Reservation fee	17.00
20'	Undersize Vehi	57.50
1	Adult	17.20
	Fuel Rebate	1.20-
	Total Prepaid	90.50

CHANGE DUE 0.00

CUSTOMER COPY

TSA 18 Mar 2021 10:06:41

NR

SEE REVERSE SIDE OF TICKET



PERSONAL AND CONFIDENTIAL

February 26, 2021

Courtney Malo
By email to s.22

Dear Courtney:

Subject to an Order in Council being signed by the Lieutenant Governor in Council, I am offering you an appointment to the role of Executive Assistant in the Office of the Minister of Forests, Lands, Natural Resource Operations and Rural Development, effective March 22, 2021. Your supervisor will be Senior Ministerial Advisor, Danielle Monroe.

Your salary will be \$68,000 per annum, to be paid in accordance with Salary Range Regulation, B.C. Reg 152/2017.

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.

I am pleased to be able to offer you relocation expenses in accordance with Schedule 5 of the "Terms and Conditions of Employment for Excluded Employees and Appointees" up to a maximum of \$5,000. 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](https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/work-related-expenses-allowances/relocation%20assistance%20househunting%20expense%20report%20assignment%20of%20wages%20agreement.pdf)

You will be subject to a probationary period of 913 hours at straight time which is equivalent to six (6) months of full-time employment, following which you will be recommended for confirmation provided that your performance is satisfactory.



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 Executive Assistant.

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,

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.

Courtney Malo

Feb 26, 2021
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 \$ 4984.91 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: <u>April 22 / 2021</u>	Employee's / New Appointee's Signature and Printed Name: <u>Courtney Malo</u> Courtney Malo
Date: <u>Apr 22 / 2021</u>	Witness Signature and Printed Name: <u>Lisa Silverio</u> Lisa Silverio

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.

Application for Incidental Moving Expenses On Relocation and/or
Allowance for Moving Household Goods

I, Courtney Malo, hereby certify I have incurred the following relocation expenses
and apply for the selected relocation allowance(s):

- ☒ \$800 to assist with incidental moving expenses I incurred on relocation.
- ☐ \$600 for moving my own household goods and effects a distance up to 240 km; or,
- ☐ \$1,100 for moving my own household goods and effects a distance of over 240 km.

Former Location: ^{s.22}

Present Location: Victoria, BC

Date of Relocation: March 17 Ministry: FLNRORD

Classification: Executive Assistant

These allowances will be reported as taxable income where required. All receipts are to be retained by the employee for tax purposes. If receipts are submitted to the Province to support the above allowances, the items cannot be claimed as a moving expense on your tax return.

Courtney Malo
Employee Signature

April 22/2021
Date

To the best of my knowledge, the above complies with BC Public Service Agency policy and the employee is entitled to receive the allowance(s) selected.

Dan
Expense Authority Name & Signature

April 26, 2021
Date