



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133491

**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.

<b>Name</b> Casselman, Laura				<b>Employee ID</b> NR				<b>Phone Number</b> s.17																																																														
<b>Client Organization</b> Transportation and Infrastructure				<b>Job Title</b> Senior Ministerial Advisor				<b>Travel Group Code</b> 3																																																														
<b>5. Date Completed</b> 2021/03/03			<b>6. Fiscal Year</b> 2021			<b>7. Special Cheque Issue</b> EFT			<b>8. Cheque Stub Information</b>																																																													
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Relocation						<b>Headquarters</b> Victoria																																																													
<b>12. Mailing Address for Cheque</b>																																																																						
<table border="1"> <tr> <th colspan="2">16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th colspan="2">19. Other Transport Costs</th> <th colspan="2">20. &amp; 21. Meals</th> <th colspan="2">22. Lodging Costs</th> <th colspan="2">20. &amp; 21. Miscellaneous</th> </tr> <tr> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Claim</th> <th>Cost</th> <th>Cost</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>Toronto - Vic(AC)</td> <td>1200</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>2481.90</td> <td></td> <td>0.00</td> <td></td> <td>Temp lodging (FEB 01 TO MAR 01/21)</td> </tr> <tr> <td>Victoria</td> <td>0000</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> <td>0.00</td> <td></td> <td>transport of vehicle</td> </tr> <tr> <td colspan="10"></td> <td>*see notes not claiming full amount</td> </tr> </table>												16. Travel Dates		17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous		Destination	Start	End	Km	Cost	Claim	Cost	Cost	Cost	Cost	Describe	Toronto - Vic(AC)	1200	2359		0.00		2481.90		0.00		Temp lodging (FEB 01 TO MAR 01/21)	Victoria	0000	2359		0.00				0.00		transport of vehicle											*see notes not claiming full amount
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<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00	<b>37.</b> \$ 2481.90	<b>38.</b> \$ 0.00	<b>39.</b> \$ 0.00	<b>40.</b> \$ 4518.10	<b>Claim Total</b> \$ 7000.00																																																												
<b>48. Client Code</b>		<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>		<b>Amount</b>																																																														
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<b>AMOUNT DUE TO EMPLOYEE</b>										<b>54.</b> \$ 7000.00																																																												
<b>45. Employee Signature (See Audit Trail)</b> - 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.						<b>Print Name</b>			<b>Date Signed</b>																																																													
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>			<b>Date Signed</b>																																																													
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>			<b>Date Signed</b>																																																													

**Audit Trail for Travel Voucher (Restricted Use) E133491 for Casselman, Laura**

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/03/03 13:39:39	Grant, Lisa (IDIR\NR ) Lisa.Grant@gov.bc.ca	Casselman, Laura Laura.Casselman@gov.bc.ca	Notified	Casselman, Laura Laura.Casselman@gov.bc.ca
2021/03/04 17:45:02	Casselman, Laura (IDIR\NR ) Laura.Casselman@gov.bc.ca		Initiated	Fleming, Rob Rob.Fleming@gov.bc.ca
2021/03/05 10:15:44	Fleming, Rob (IDIR\NR ) Rob.Fleming@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E133491 for Casselman, Laura**

1 note(s) returned.

Created On	Author	Note
2021/03/03 13:39:39	Grant, Lisa (IDIR\NR ) Lisa.Grant@gov.bc.ca	Flight from Toronto, temporary rental while waiting for permanent residence (Feb 1 - March 1), cost of transporting vehicle  --full amount of vehicle transport not claimed as maximum \$7000 approved

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**From:** [Grant, Lisa TRAN:EX](#)  
**To:** [Laird, Patricia FIN:EX](#)  
**Subject:** FW: Scan From <Device Name>  
**Date:** March 3, 2021 2:39:06 PM  
**Attachments:** [Scan\\_20210303.pdf](#)

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TV and receipts for Laura's relocation expenses. I did not claim the whole amount of the vehicle transportation as it exceeded the \$7000 approved amount

**Lisa Grant** (she, her, hers)  
P: 250-387-1978

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**From:** NR  
**Sent:** March 3, 2021 2:35 PM  
**To:** Grant, Lisa TRAN:EX  
**Subject:** Scan From

# Booking Confirmation

Booking Reference: NR

Date of issue: 19 Jan, 2021

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

For the well-being of all customers and employees, we are temporarily adjusting our on-board service as a health and safety measure in response to COVID-19. Unfortunately, we will not be able to accommodate any special meal requests. Learn more.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

## IMPORTANT: Entry requirements

- Travelling (or returning) to Canada from another country: travellers must complete a form prior to arrival at ArriveCAN.
- Travelling (or returning) to U.S. or international destinations: Make sure to review the government entry requirements prior to travel.



Premium Economy (lowest)

Monday  
01 Feb, 2021


14:15

**Toronto**

Toronto-Pearson Int. (YYZ),  
Terminal 1


16:02


**Vancouver**

Vancouver Int. (YVR),  
Terminal M


AC115

4hr47

Premium Economy N

Operated by: Air Canada | 787-9 |   
Wi-Fi  
Meal

! AC115: You will be seated in Premium Economy.

Monday  
01 Feb, 2021

17:30

**Vancouver**

Vancouver Int. (YVR),  
Terminal M


17:59

**Victoria**

Victoria Int. (YYJ),  
British Columbia


AC8075

0hr29

Economy B

Operated by: Air Canada Express -  
Jazz | De Havilland Dash 8-400

## Passengers

 **Laura Elizabeth Casselman**

Seats  
AC115 s.22

AC8075

Ticket number  
NR

s.22



## Purchase summary

Visa

\*\*\*\*\*NR

Amount paid: \$2481.90

### Tax information

GST/HST no. 10009-2287 RT0001 \$285.54

s.22

### Air transportation charges

Base fare - Premium Economy (lowest)

Laura Elizabeth Casselman (ADT)

s.22

665.00

665.00

665.00

0.00

Surcharges.

90.00

### Taxes, fees and charges

Air Travellers Security Charge - Canada

21.36

Harmonized Sales Tax - Canada - 100092287 RT0001

285.54

Airport Improvement Fee - Canada

90.00

GRAND TOTAL (Canadian dollars)

✓ \$2481<sup>90</sup>



## Check-in and boarding gate deadlines

Within Canada

90

minutes

### Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45

minutes<sup>1</sup>

### Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

30

minutes

### Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Laura Casselman<sup>s.22</sup>**Reservation confirmed for Victoria**

1 message

**Airbnb** <automated@airbnb.com>  
To:s.22

Mon, Jan 25, 2021 at 1:05 PM

**Your reservation is confirmed**

You're going to Victoria!

NR

Monday,  
February 1, 2021 ✓✓ Monday,  
March 1, 2021

Check-in is 4:00 PM – 12:00 AM

Checkout by 11:00 AM

[View full itinerary](#)

## Address

NR

[Get directions](#)

## Guests

s.22

[Invite guests](#)

## Cancellation policy

[More details](#)

Cancel before 4:00 PM on Feb. 1 and get a full refund, minus the first 30 days and the service fee.

Cutoff times are based on the listing's local time

## Payments

Payment 1 of 1

\$3,147.07



Jan 25, 2021 · 04:05PM EST

VISA \*\*\*\*NR

**Amount paid (CAD)**

\$ 108.52 per day cheaper than a hotel s.22

**\$3,147.07**

## Reservation code

NR



**Professional Car Carriers**

Unit 13 109 Fernstaff crt

Vaughan ON L4K3M1

pcc@professionalcarcarriers.com

GST/HST Registration No.: 773528682

**INVOICE****BILL TO**

Laura Casselman

s.22

**INVOICE #** NR**DATE** 25/02/2021**DUE DATE** 25/02/2021**TERMS** Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
<b>Transport</b>			s.22
s.22			
<b>Transport</b>			s.22
3% visa charge			
Pickup:			s.22
109 Fernstaff Court, Unit 13			
Delivery:			
s.22			
SUBTOTAL			s.22
GST @ 5%			
TOTAL			
PAYMENT			
BALANCE DUE			
claiming \$1371.03 AT LIMIT FOR RELOCATION AMOUNT			
			<b>CAD 0.00</b>
TAX SUMMARY			
	RATE	TAX	NET
	GST @ 5%	s.22	s.22



PERSONAL AND CONFIDENTIAL

January 11, 2021

Laura Casselman  
By email to s.22

Dear Laura:

Subject to an Order in Council being signed by the Lieutenant Governor in Council, I am offering you an appointment to the role of Senior Ministerial Advisor in the Office of the Minister of Transportation and Infrastructure, effective February 8, 2021. Your supervisor will be Geoff Meggs, Chief of Staff.

10 Jc

Your salary will be \$94,500 per annum, to be paid in accordance with Salary Range Regulation, B.C. Reg 152/2017.

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 up to a maximum of \$7,000. 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)

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 Scriver 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 Senior Ministerial Advisor.

Office of the Premier

Executive Branch

Mailing Address:  
Box 9401 Stn Prov Govt  
Victoria BC V8W 9T1

Telephone: 250 387-1715  
Facsimile: 250 356-7258  
Website: [www.gov.bc.ca](http://www.gov.bc.ca)



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.

  
\_\_\_\_\_  
Laura Casselman

Jan. 12, 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 \$ 7000.00 as requested here to assist in the payment of my relocation and/or house hunting expenses in moving, I agree to the following conditions.


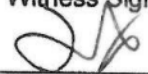
It is understood and agreed that should I resign from the service of the Government of British Columbia prior to completing 24 months of service following relocation, the amount of expenses / assistance granted to me will be repaid on the prorata basis of:

- 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 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: <u>Jan 12, 2021</u>	Employee's / New Appointee's Signature and Printed Name: <u>Laura Casselman</u> 
Date: <u>Jan 12, 2021</u>	Witness Signature and Printed Name:  <u>JOSHUA MORAES</u>

**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.