



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133723

**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> Meggs, Geoff				<b>Employee ID</b> NR		<b>Phone Number</b> (250) 356-6271																																																											
<b>Client Organization</b> Office of the Premier				<b>Job Title</b> Chief of staff		<b>Travel Group Code</b> 3																																																											
<b>5. Date Completed</b> 2021/06/08		<b>6. Fiscal Year</b> 2022		<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>																																																										
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Official Business					<b>Headquarters</b> Victoria																																																										
<b>12. Mailing Address for Cheque</b> ,																																																																	
<table border="1"> <tr> <th colspan="2">16. Travel Dates</th> <th colspan="2">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>2021</th> <th></th> <th>*PCard 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> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>05/26</td> <td></td> <td>* Victoria - Vanco(HJ)</td> <td>0730</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-B</td> <td>41.00</td> <td></td> <td>144.53</td> <td></td> <td></td> </tr> <tr> <td>05/27</td> <td></td> <td>* Vancouver-Vic (HJ)</td> <td>0000</td> <td>1830</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> <td></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		2021		*PCard Destination	Start	End	Km	Cost		Claim	Cost			Cost	Describe	05/26		* Victoria - Vanco(HJ)	0730	2359		0.00		F-B	41.00		144.53			05/27		* Vancouver-Vic (HJ)	0000	1830		0.00			0.00				
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<b>TOTALS OF COLUMNS</b>						<b>36.</b> \$ 0.00	<b>37.</b> \$ 0.00		<b>38.</b> \$ 41.00	<b>39.</b> \$ 144.53	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 185.53																																																					
<b>48. Client Code</b> 004 004 004 004		<b>49. Resp.</b> 36A10		<b>50. Service Line</b> 36200		<b>51. STOB</b> 5701		<b>52. Project</b> 3600000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 185.53																																																					
<b>Less Travel Advance</b> 004																																																																	
										<b>AMOUNT DUE TO EMPLOYEE</b>		<b>54.</b> \$ 185.53																																																					
<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) E133723 for Meggs, Geoff**

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/06/08 15:44:15	Parkinson, Elizabeth V. (IDIR\NR ) Elizabeth.Parkinson@gov.bc.ca	Meggs, Geoff Geoff.Meggs@gov.bc.ca	Notified	Meggs, Geoff Geoff.Meggs@gov.bc.ca
2021/06/18 14:12:21	Meggs, Geoff (IDIR\NR ) Geoff.Meggs@gov.bc.ca		Initiated	Geary, Vanessa Vanessa.Geary@gov.bc.ca
2021/06/21 14:41:46	Geary, Vanessa (IDIR\NR ) Vanessa.Geary@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E133723 for Meggs, Geoff**

1 note(s) returned.

Created On	Author	Note
2021/06/08 15:44:15	Parkinson, Elizabeth V. (IDIR\NR Elizabeth.Parkinson@gov.bc.ca	May 26: Vic-Van: Helijet (Pcard), Accommodation PD: LDI May 27: Van-Vic: Helijet (Pcard) PD: None

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Geoff Meggs  
501 Belleville  
Victoria, BC V8W 1X4  
Canada

Room Number: NR  
Arrival Date: 05-26-21  
Departure Date: 05-27-21  
Page No: 1 of 1  
Folio No: NR  
Conf. No:  
AR No:  
Invoice No.:

# INFORMATION INVOICE

Company Name:  
Group Name:

06-04-21

Date	Description		Charges	Credits
05-26-21	Room Charge		123.00	
05-26-21	DMF		1.59	
05-26-21	PST		9.97	
05-26-21	GST		6.23	
05-26-21	AHRT		3.74	
05-27-21	Mastercard	XXXXXXXXXXXX <sup>NR</sup> XX/XX		144.53
Total			144.53	144.53
Balance			0.00	

**Parkinson, Elizabeth PREM:EX**

**From:** passengerservices@helijet.com  
**Sent:** June 3, 2021 1:41 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Thank you for choosing to take off with Helijet!

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



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

### Customer Information

Account

Customer #

NR

Name

Geoffrey Meggs

### Booking

Wednesday, May 26, 2021

Invoice

FARE-YWH-SENIOR\_2020

\$209.52

704

+ GST

\$10.48

08:35 Victoria Harbour (Downtown)

09:10 Vancouver Harbour (Downtown)

Billing

\$209.52

Taxes

\$10.48

35 minutes

**Grand Total**

**\$220.00**

Confirmed

On Account

\$220.00

Date / Time

May 26, 2021 @ 8:02:34 AM

1 Passengers - Off-Peak

Summary

160112

Geoffrey Meggs, Male

[Add to Calendar](#)

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

NR

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

**ACCESSIBILITY:**

As accessible seating is limited, passengers with limited mobility and/or special needs are asked to make their seat request with a Helijet Reservations Agent by phone at +1.800.665.4354 - online bookings made without calling may not be honoured on the desired flight.

**COVID-19:**

Helijet flights continue to operate for your essential travel, if you're not sure if your trip is essential please refer to the Province of British Columbia's website:  
<https://www2.gov.bc.ca/gov/content/covid-19/travel/current>

All Flights Are Operated by Sikorsky S76 Helicopters with a 12 passenger capacity.  
 COVID-19 Safety Protocols including mandatory masks, temperature and health checks are in place.

Please read your confirmation for more COVID-19 information.

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact a Helijet Agent, consult Helijet Passenger Rights, Tariff & Travel Information or visit the Canadian Transportation Agency's website.

GST#:  
 R102320165

**COVID-19 Information:**

For your ongoing safety and security, Helijet is pleased to meet or exceed any applicable federal, provincial or municipal public health regulations. See in-terminal signage or helijet.com for details of Helijet's enhanced Covid-19 procedures and protocols.

Please note the following COVID-19 protocols required of all passengers booked on Helijet scheduled flights in order to board a flight.



**Parkinson, Elizabeth PREM:EX**

**From:** passengerservices@helijet.com  
**Sent:** May 27, 2021 4:57 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Thank you for choosing to take off with Helijet!

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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



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We look forward to welcoming you aboard your flight soon!

**Customer Information**

Account

Customer #

NR

Name

Geoffrey Meggs

**Booking**

Thursday, May 27, 2021

Invoice

NR

FARE-YWH-SENIOR\_2020

\$209.52

727

+ GST

\$10.48

17:30 Vancouver Harbour (Downtown)

18:05 Victoria Harbour (Downtown)

Billing

\$209.52

Taxes

\$10.48

Dropoff:

**Grand Total**

**\$220.00**

Shuttle Requested

On Account

\$220.00

35 minutes

Date / Time

May 27, 2021 @ 4:56:20 PM

Summary

160112

Confirmed

1 Passengers - Off-Peak  
Geoffrey Meggs, Male

Add to Calendar

NR

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Please note the following COVID-19 protocols required of all passengers booked on Helijet scheduled flights in order to board a flight.

- If you are feeling unwell you are asked to stay home and rebook your trip for another time when you are verified Covid-free by a doctor.