

AT22EXESLP15



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133800

**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> Dowler, Thea		<b>Employee ID</b> NR		<b>Phone Number</b> (250) 387-1866	
<b>Client Organization</b> Attorney General		<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2021/07/12		<b>6. Fiscal Year</b> 2022		<b>7. Special Cheque Issue</b>	
<b>8. Cheque Stub Information</b>		<b>14. Reason for Travel</b> AG Travel		<b>Headquarters</b> Vancouver	
<b>12. Mailing Address for Cheque</b> s.22					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>	<b>19. Other Transport Costs</b>
2021	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
06/13	Van-Vic BC Ferry	1600	2359	60	33.00
06/14	Vic	0800	2359		0.00
06/15	Vic	0800	2359		0.00
06/16	Vic-Van BC Ferry	0800	2359	60	33.00
					85.90
<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>		<b>20. &amp; 21. Miscellaneous</b>	
<b>Claim</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Describe</b>	
H-	25.75	221.43	18.90	parking	
F-	51.50	221.43	18.90	parking	
F-	51.50	221.43	18.90	parking	
F-D	33.25				
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 66.00	<b>37.</b> \$ 178.80
				<b>38.</b> \$ 162.00	<b>39.</b> \$ 664.29
				<b>40.</b> \$ 56.70	<b>Claim Total</b> \$ 1127.79
<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>
105	15002	10005	5701	1500000	NR
105	15002	10005	5751	1500000	
105	15002	10005	5750	1500000	
105					
<b>Less Travel Advance</b>					
105					
<b>AMOUNT DUE TO EMPLOYEE</b>					<b>54.</b> \$ 1127.79
<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>

1127.79

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20  
Ministry Payment Authority ARCS 1050-06Audited 2021Jul14  
SLP

**Audit Trail for Travel Voucher (Restricted Use) E133800 for Dowler, Thea**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/07/12 10:10:33	Normand, Nicole (IDIR\NR ) Nicole.Normand@gov.bc.ca	Dowler, Thea Thea.Dowler@gov.bc.ca	Saved	Dowler, Thea Thea.Dowler@gov.bc.ca
2021/07/12 10:10:44	Normand, Nicole (IDIR\NR ) Nicole.Normand@gov.bc.ca	Dowler, Thea Thea.Dowler@gov.bc.ca	Notified	Dowler, Thea Thea.Dowler@gov.bc.ca
2021/07/12 10:16:14	Dowler, Thea (IDIR\NR ) Thea.Dowler@gov.bc.ca		Approved	Harder, Derrick Derrick.Harder@gov.bc.ca
2021/07/12 11:37:47	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) E133800 for Dowler, Thea

1 note(s) returned.

Created On	Author	Note
2021/07/12 10:10:33	Normand, Nicole (IDIR\NR ) Nicole.Normand@gov.bc.ca	June 13, Van-Vic BC Ferry, \$92.90, 60 KM , overnight at NR \$221.43, parking at hotel \$18.90, dinner per diem \$25.75 June 14, Vic overnight at NR \$221.43, parking at hotel \$18.90, full day per diem \$51.50 June 15 Vic overnight at NR \$221.43, parking at hotel \$18.90, full day per diem \$51.50 June 16, Vic-Van BC Ferry \$85.90, 60 km, per diem \$33.25

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## Normand, Nicole AG:EX

**From:** Thea Dowler s.22  
**Sent:** June 28, 2021 9:42 AM  
**To:** Dowler, Thea AG:EX  
**Subject:** Fwd: Your booking is confirmed: <sup>NR</sup> for 2021-06-13, <sup>NR</sup> for 2021-06-16

**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](mailto:no_reply@bcferries.com)>

**Date:** Tue, Jun 8, 2021 at 8:28 PM

**Subject:** Your booking is confirmed: <sup>NR</sup> for 2021-06-13, <sup>NR</sup> for 2021-06-16

**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

NR

**Booking reference:**

NR

Date issued: 08/Jun/2021 8:24:20 PM

Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder
Thea Dowler s.22

Customer number:NR

Provide booking reference number to ticket agent

DEPARTS	TIME/DATE
Vancouver (Tsawwassen)	05:00 PM13/Jun/2021

ARRIVES	TIME/DATE
Victoria (Swartz Bay)	06:35 PM13/Jun/2021

Fare type: Prepaid

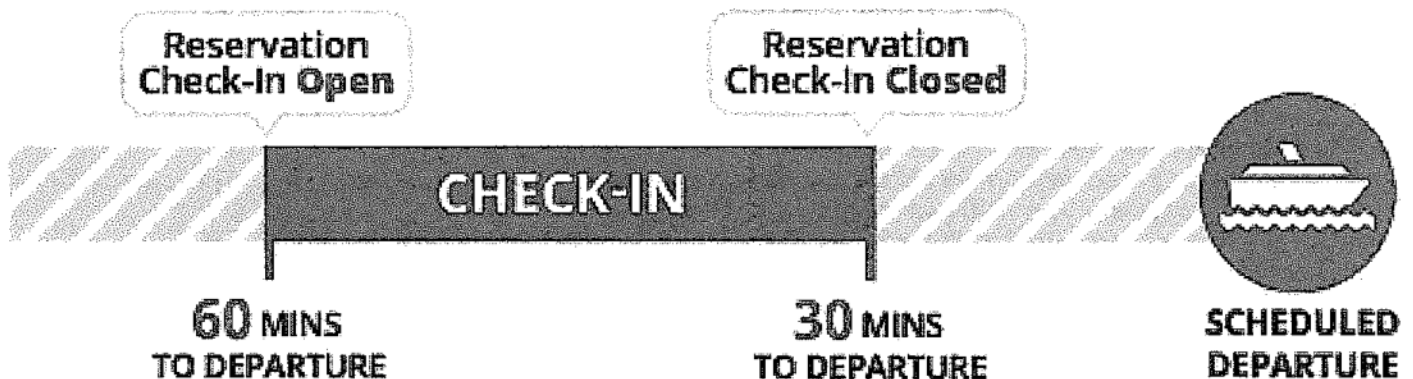
Ferry: Spirit of Vancouver Island

**Fare Information**

1x	20 ft. (6.10 m) Under height passenger vehicle	\$58.60
1x	12+ years	\$17.30
	Reservation fee	\$17.00
	<b>Total</b>	<b>\$92.90</b>
	Amount paid	\$92.90
	<b>Due at terminal:</b>	<b>\$0.00</b>

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.

## Arrive at the terminal 30 to 60 minutes prior to scheduled departure



### What you need to redeem your booking

The ticket agent will ask for your booking reference number or the phone number you used to make the booking. Government-approved photo ID is needed for proof of age as applicable (e.g. BC Seniors).

Bookings will not be honoured and travel will be based on order of arrival at the terminal if you:

- arrive after the booking check-in has closed, 30 minutes prior to the scheduled departure;
- arrive before the booking check-in has opened, more than 60 minutes prior to the scheduled departure.

If your ferry travel is part of a vacation package, you will need to present your ferry travel voucher to the ticket agent when you arrive at the terminal. Tour operators are required to present ferry travel vouchers for all tour members.

### Vehicle length and type

Your booking will only be honoured for the specific sailing you reserved and is valid only for the type and length of vehicle specified.

If the vehicle length you reserved differs by more than 5 feet (1.5 metres) at check-in, your booking will not be honoured. To make changes to your booking, [access your BC Ferries account online](#).

### Booking cancellations and changes to ferry travel

Changes to your booking can be made up to 1 hour prior to your scheduled departure, subject to the terms and conditions of the fare purchased and applicable fees. Check [BC Ferries' Cancellation/Change policies](#) for details.

## **Sailing cancellations**

If you check-in at the terminal and the sailing is then cancelled, we will make every effort to load you on the next available sailing where space is available.

Customers with a booking on the next scheduled departure will be loaded in advance of customers from the cancelled sailing. If we are unable to load you on the next available sailing, you will be loaded in order of arrival at the terminal.

If you choose not to travel, return to the ticket agent to check out of the terminal. Your fares and any reservation fees will be automatically refunded to your original form of payment. Any changes made to your booking at check-in will also be automatically refunded, with the exception of a cash or cash equivalent transactions, which need to be processed by a ticket agent at the terminal. [View more information about sailing cancellations.](#)

## **Conditions of Carriage/Rules & Requirements**

By purchasing a booking, you acknowledge your acceptance of [BC Ferries' Conditions of Carriage](#) and [Rules & Requirements](#) (available upon request at any terminal, any ferry, or at BC Ferries' head office).

## **Reservation, change and cancellation fees**

- Reservation only: \$17 reservation fee applied to booking
- Prepaid: \$10 reservation fee when booked more than 7 days in advance or \$17 when booked within 7 days.
- Saver: Pay in full when you book. Changing your booking may result in a price difference. \$20 cancellation fee, cancel up to 11:59 pm the day before departure.
- A \$5 change fee applies each time you change your reservation date, time or sailing, up to one hour before booked departure.

**Note:** Reservation and change fees are non-refundable.

## **Health and safety**

To support the health and wellness of our customers and employees, all BC Ferries vessels and terminals are smoke and vape-free environments. BC Ferries has a zero tolerance policy for passengers under the influence of drugs or alcohol and any unacceptable conduct that can be associated with impairment. The consumption of drugs and alcohol on BC Ferries' vessels and at its terminals is prohibited. We all deserve to feel safe and respected—violence and foul language will not be tolerated and may result in denial of service.

## COVID-19 screening

For any route longer than 30 minutes, we will be screening all customers, including coach and bus passengers, for COVID-19 symptoms and we will restrict travel to any customer that does not meet the screening requirements, as per the federal guidelines. For more details, [view our COVID-19 page](#).

## Masks are mandatory

All walk-on and vehicle passengers must wear a non-medical mask or face covering at all times when at terminals and on board ferries except:

- When inside a vehicle
- When consuming food or drinks, provided social distancing is maintained
- Children under 2 years of age
- Medical condition or disability that inhibits the ability to wear a mask\*
- Persons unable to place or remove a mask without assistance
- BC Ferries employees working behind a physical barrier or within employee only areas, provided physical distancing is maintained.

\* In the event that a passenger cannot wear a mask or face covering due to medical reasons, BC Ferries may require passengers to present documentation from a healthcare professional. This is a new Transport Canada requirement for ferry operators across Canada.

Passengers are reminded to continue to maintain physical distance while wearing a mask.

## Transport Canada safety regulation

In accordance with Transport Canada safety regulations passengers must exit their vehicle on any closed lower deck on a ferry that is underway. A closed vehicle deck is a space that is closed at both ends with limited side openings. Exception: ferries in service on the Vancouver (Horseshoe Bay) – Sunshine Coast (Langdale) route.

During boarding, passengers should advise the Chief Steward of any serious medical conditions. BC Ferries staff are trained in emergency first aid; however, there are no qualified medical personnel on board.

## 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.



## BOOKING CONFIRMATION

NR

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NR

Date issued: 08/Jun/2021 8:24:20 PM

Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder
Thea Dowler s.22

Customer number: NR

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DEPARTS	TIME/DATE
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ARRIVES	TIME/DATE
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Fare type: Prepaid

Ferry: Spirit of British Columbia

### Fare Information

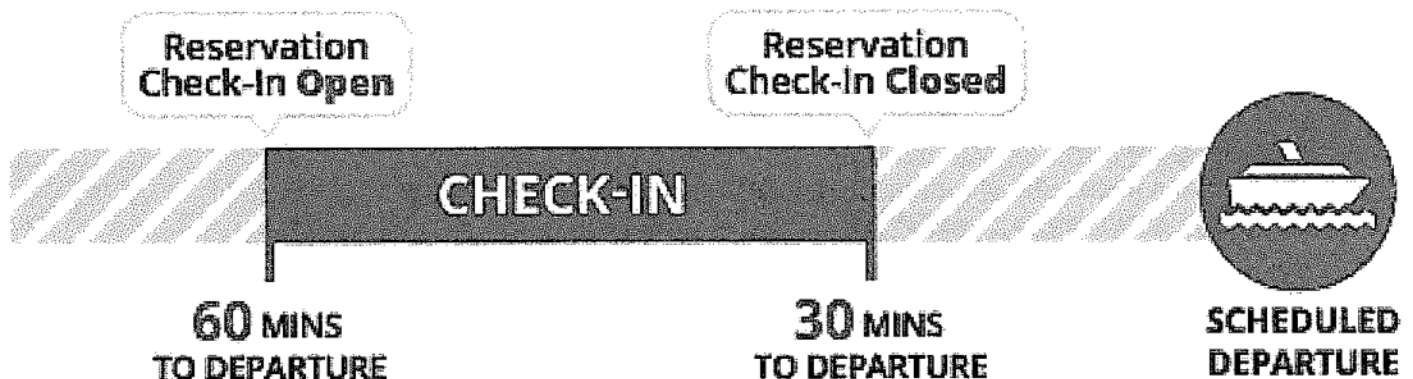
1x	20 ft. (6.10 m) Under height passenger vehicle	\$58.60
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### **Loading**

Your booking will hold a space for you on your reserved sailing. The specific placement of

NR

Ms Thea Dowler  
s.22

Room : NR  
 Arrival Date : 06/13/21  
 Invoice No. : NR  
 Folio No. :  
 Conf. No. :  
 Cashier No. : 80  
 Billing Date : 06/16/21  
 A/R Number

Min of Attorney General

Date	Description	Debit	Credit
06/13/21	Room Charge	189.00	
06/13/21	Destination Marketing Fee	1.89	
06/13/21	Provincial Room Tax	21.00	
06/13/21	Room GST	9.54	
06/13/21	Parking Charges	18.00	
06/13/21	GST	0.90	
06/14/21	Room Charge	189.00	
06/14/21	Destination Marketing Fee	1.89	
06/14/21	Provincial Room Tax	21.00	
06/14/21	Room GST	9.54	
06/14/21	Parking Charges	18.00	
06/14/21	GST	0.90	
06/15/21	Room Charge	189.00	
06/15/21	Destination Marketing Fee	1.89	
06/15/21	Provincial Room Tax	21.00	
06/15/21	Room GST	9.54	
06/15/21	Parking Charges	18.00	
06/15/21	GST	0.90	
06/16/21	Visa		720.99
	XXXXXXXXXXXXNR	XX/XX	
Room H/GST Total - 28.62		<b>Total</b>	<b>720.99</b>
Other H/GST Total - 2.70			<b>720.99</b>
H/GST # NR	PST# NR	<b>Balance</b>	<b>0.00</b>

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