



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133629

**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> Malo, Courtney				<b>Employee ID</b> NR		<b>Phone Number</b> s.22																									
<b>Client Organization</b> Forests, Lands, Natural Resource Operations and Rural Dev				<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3																									
<b>5. Date Completed</b> 2021/04/22		<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> Relocation				<b>Headquarters</b> Victoria																									
<b>12. Mailing Address for Cheque</b>																															
<table border="1"> <tr> <td><b>16. Travel Dates</b> 2021 04/12</td> <td colspan="3"><b>17. Places Travelled</b></td> <td colspan="2"><b>18. Personal Vehicle Use</b></td> <td><b>19. Other Transport Costs</b></td> <td colspan="2"><b>20. &amp; 21. Meals</b></td> <td><b>22. Lodging Costs</b></td> <td colspan="2"><b>20. &amp; 21. Miscellaneous</b></td> </tr> <tr> <td></td> <td><b>Destination</b> Victoria</td> <td><b>Start</b> 0800</td> <td><b>End</b> 2359</td> <td><b>Km</b></td> <td><b>Cost</b> 0.00</td> <td></td> <td><b>Claim</b></td> <td><b>Cost</b> 0.00</td> <td></td> <td><b>Cost</b> 2794.10</td> <td><b>Describe</b> Moving furn/effects</td> </tr> </table>								<b>16. Travel Dates</b> 2021 04/12	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>			<b>Destination</b> Victoria	<b>Start</b> 0800	<b>End</b> 2359	<b>Km</b>	<b>Cost</b> 0.00		<b>Claim</b>	<b>Cost</b> 0.00		<b>Cost</b> 2794.10	<b>Describe</b> Moving furn/effects
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<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00	<b>37.</b> \$ 0.00		<b>38.</b> \$ 0.00	<b>39.</b> \$ 0.00	<b>40.</b> \$ 2794.10	<b>Claim Total</b> \$ 2794.10																				
<b>48. Client Code</b> 128 128 128 128		<b>49. Resp.</b> 71000	<b>50. Service Line</b> 40001		<b>51. STOB</b> 5226	<b>52. Project</b> 7100000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 2794.10																					
<b>Less Travel Advance</b> 128																															
										<b>54.</b> \$ 2794.10																					
<b>AMOUNT DUE TO EMPLOYEE</b>																															
<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>																						

Audited 2021May06  
SLP

**Audit Trail for Travel Voucher (Restricted Use) E133629 for Malo, Courtney**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/04/22 13:46:01	Silverio, Lisa M. (IDIR\NR Lisa.Silverio@gov.bc.ca	Malo, Courtney Courtney.Malo@gov.bc.ca	Saved	Malo, Courtney Courtney.Malo@gov.bc.ca
2021/04/22 13:47:05	Silverio, Lisa M. (IDIR\NR Lisa.Silverio@gov.bc.ca	Malo, Courtney Courtney.Malo@gov.bc.ca	Saved	Malo, Courtney Courtney.Malo@gov.bc.ca
2021/04/22 13:47:12	Silverio, Lisa M. (IDIR\NR ) Lisa.Silverio@gov.bc.ca	Malo, Courtney Courtney.Malo@gov.bc.ca	Notified	Malo, Courtney Courtney.Malo@gov.bc.ca
2021/04/22 14:28:13	Malo, Courtney (IDIR\NR Courtney.Malo@gov.bc.ca		Approved	Monroe, Danielle Danielle.Monroe@gov.bc.ca
2021/05/03 09:17:40	Monroe, Danielle (IDIR\NR Danielle.Monroe@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E133629 for Malo, Courtney**

1 note(s) returned.

Created On	Author	Note
2021/04/22 13:47:05	Silverio, Lisa M. (IDIR\INR ) Lisa.Silverio@gov.bc.ca	Continuation of TV E133627 04/12 delay with moving company, moving furniture/effects arrived April 12th, paid \$2794.10 on Visa.

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# RELOCATION CONTROL RECORD

EMPLOYEE SURNAME AND INITIALS	COMPETITION NO.	EMPLOYEE NO.	EFFECTIVE DATE YYYY / MM / DD
Malo, Courtney		NR	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

FIN 20 Rev. 2003/1/24



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 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: April 22 / 2021	Employee's / New Appointee's Signature and Printed Name:  Courtney Malo
Date: Apr 22 / 2021	Witness Signature and Printed Name:  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.

MOVING SERVICES  
130 -144 80 KNOXWAY  
RICHMOND, BC V6V 2Z7

Merchant ID: 000000006313958  
Term ID: 83423045  
25637740010

## Purchase

Visa Credit

XXXXXXXXXXNR

AID: A0000000031010

Entry Method: Chip

Batch#: 000529

04/12/21

11:29:55

Ref#: 000084079079

Inv #: NR

Appr Code: 01317F

Amount: \$ 2,794.10

Tip: \$ 0.00

Total: \$ 2,794.10

Customer Copy



**Homeland Moving & Logistics Inc.**  
 14480 Knox Way, 130  
 Richmond BC V6V 2Z5  
 business@homelandmoving.ca  
<https://www.homelandmoving.ca>  
 GST/HST Registration No.:  
 700831316RT0001  
 Business Number 700831316RT0001



# INVOICE

**BILL TO**  
 Courtney Malo

**INVOICE #NR**  
**DATE** 09/04/2021  
**DUE DATE** 09/04/2021  
**TERMS** Due on receipt

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Moving	1	950.00	950.00
	Moving	1	891.00	891.00
	1670lbsx.55			
	Origin Area	1	300.00	300.00
	Surcharge			
	Destination Area	1	50.00	550.00
	Surcharge			
	Scale	1	50.00	50.00
	Fuel Surcharge	1	301.00	301.00
	11%			
	Deposit	1	-	-400.00
			400.00	

SUBTOTAL 2,642.00  
 GST @ 5% 152.10  
 GST @ 0% 0.00  
 TOTAL 2,794.10  
 BALANCE DUE **CAD 0.00**

PAYEE NAME: SCOTT ANDREWS SUPPLIER #: NR SITE:

**CHEQUE MAILING**

ADDRESS: PO BOX 9006 STN PROV GOVT, ROOM 027, VICTORIA, BC V8W 9L3

**DESCRIPTION OF PURCHASE:**

Meals for Ministers of State Nathan Cullen, DM Lori Halls and MA Scott Andrews for a business dinner meeting

**DATE OF PURCHASE:**

03-JUN-2021 (DD-MMM-YYYY)

AMOUNT (INCLUDING TAX)	GST AMOUNT	PST AMOUNT	TAX CODE <small>GST &amp; PST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT
52.28	2.44			128	71005	40001	6531	7100000
52.28	TOTAL							

**EXPENSE AUTHORITY (EA) INFORMATION**

DANIELLE MONROE

EA PRINTED NAME

**BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:**

Note: This is also the line description displayed on GL detail reports.

**SIGNATURE OF INDIVIDUAL RECEIVING REIMBURSEMENT (QR)**

Scott Andrews

QR PRINTED NAME

The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

[Signature]  
EA SIGNATURE (if a non-Oracle user)

[Signature]  
QR SIGNATURE

**ADDITIONAL INFORMATION OR INSTRUCTIONS:**

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

ACCOUNTS DATE STAMP

**BUSINESS EXPENSE APPROVAL**  
**for Business Meetings/Protocol Events**

BUSINESS EXPENSE APPROVAL NO.

**Attach original invoices/receipts that have been coded and approved by an expense authority. Please see page 2 for further instructions.**

**SECTION 1 – ORIGINATOR INFORMATION**

NAME OF ORIGINATOR OF EXPENSE

Scott Andrews

TELEPHONE NO.

( 250 ) 704-3039

YYYY / MM / DD

DATE  
SUBMITTED

2021/06/08

MINISTRY/DIVISION/BRANCH

Minister of State Office, LNRO

LOCATION (CITY) OF EVENT

Victoria, BC

START DATE  
OF EVENT

YYYY / MM / DD

2021/06/03

END DATE  
OF EVENT

YYYY / MM / DD

2021/06/03

**SECTION 2 – NAME / NATURE OF EVENT**

In general terms, describe the event, the number of people attending and their affiliation. For example: Annual Regional Meeting – 20 government employees, 2 service contractors.

Dinner meeting with Minister of State Nathan Cullen, Deputy Minister Lori Halls and Ministerial Advisor Scott Andrews.

**SECTION 3 – INDIVIDUALS INCLUDED IN MEAL CLAIMS**

Complete this section only if the Business Expense Approval includes a meal. Identify the individual's name and either the ministry or company they are affiliated with. Attach a separate list if necessary.

Scott Andrews  
Ministerial Advisor  
Minister of State for Lands and Natural Resource Operations

**SECTION 4 – BUSINESS EXPENSE REQUESTED**

CATEGORY	STOB	AMOUNT
1. Meeting Room Rental	6531	
2. Equipment/Furniture Rental	6531	
3. Photocopying, Faxing, Telephone, etc.	6531	
4. Food/Beverages for Meetings <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input checked="" type="checkbox"/> DINNER <input type="checkbox"/> SNACKS <input type="checkbox"/> COFFEE/TEA/JUICE, ETC.	6531	\$ 52.28
5. Business Meals in Restaurant <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	6531	
6. Event Planners, Speakers, etc.		
7. Travel Costs for Non-BC Government Participants		
8. Other: _____		
<b>ESTIMATED TOTAL</b>		<b>\$ 52.28</b>

**SECTION 5 – EXPENSE AUTHORITY PRE-APPROVAL**

RESP. CENTRE	SERVICE LINE	PROJECT NO. (IF APPLICABLE) OR ADDITIONAL CODING
71005	40001	7100000

EXPENSE AUTHORITY SIGNATURE – Certified correct pursuant to sections 32 & 33 of the *Financial Administration Act* and related policies.

PRINT NAME OF EXPENSE AUTHORITY

Danielle Monroe

DATE SIGNED

YYYY / MM / DD

2021/06/08

**SECTION 6 – EMPLOYEE REIMBURSEMENT INFORMATION**

Complete this section only if reimbursing an employee for expenses they have paid personally. Enter payee name, cheque mailing address, and reimbursement total.

Scott Andrews  
Room 027  
PO Box 9006 Stn Prov Govt  
Victoria, BC V8W 9L3

QUALIFIED RECEIVER SIGNATURE – Certified goods/services received pursuant to CPPM 4.3.2.

X

**REIMBURSEMENT TOTAL**

52.28

s.22

Scott Andrews s.22

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**Your order has been placed!**

1 message

---

**Skip Team** <orders@skipthedishes.com>

3 June 2021 at 15:39

To:s.22

Here's your receipt

# Order Placed

Your order has been placed with s.22 for delivery ASAP.

[TRACK ORDER](#)

## ORDER s.22

s.22 (Blanshard St.)

Placed for Delivery ASAP

x1	s.22	\$4.95
----	------	--------

x1		\$13.95
----	--	---------

x1		\$14.95
----	--	---------

x1		\$14.95
----	--	---------

Food/Beverage Total	\$48.80
---------------------	---------

Delivery Fee	\$0.00
--------------	--------

B.C. Fee Tax - GST	\$0.05
--------------------	--------

B.C. Fee	\$0.99
----------	--------

GST	\$2.44
Tip the Food Courier	s.22
Total (CAD)	\$59.60

Paid with Credit Card.



**We want to hear from you!**

Complete our survey and tell us about  
your experience with SkipTheDishes

**TAKE THE SURVEY**



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You are receiving this email because  
you're a current account holder with  
SkipTheDishes.

Our mailing address is:  
SkipTheDishes  
242 Hargrave, Suite 410  
Winnipeg, MB R3C 0T8  
Canada