



### Travel Voucher (Restricted Use)

Control No.

E133776

**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> Smith, Krystal ✓		<b>Employee ID</b> NR		<b>Phone Number</b> (778) 698-5747																		
<b>Client Organization</b> Labour		<b>Job Title</b> Senior Ministerial Assistant		<b>Travel Group Code</b> 3																		
<b>5. Date Completed</b> 2021/06/30		<b>6. Fiscal Year</b> 2022		<b>7. Special Cheque Issue</b>																		
<b>8. Cheque Stub Information</b>		<b>14. Reason for Travel</b> Meetings		<b>Headquarters</b> Victoria																		
<b>12. Mailing Address for Cheque</b> PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2																						
<b>16. Travel Dates</b> 2021 06/24 06/25 27		<b>17. Places Travelled</b> <table border="1"><thead><tr><th>Destination</th><th>Start</th><th>End</th></tr></thead><tbody><tr><td>Vic-Van (HJ)</td><td>0800</td><td>1700</td></tr><tr><td>Vic-Van (HJ)</td><td>0830</td><td>1630</td></tr></tbody></table>		Destination	Start	End	Vic-Van (HJ)	0800	1700	Vic-Van (HJ)	0830	1630	<b>18. Personal Vehicle Use</b> <table border="1"><thead><tr><th>Km</th><th>Cost</th></tr></thead><tbody><tr><td></td><td>0.00</td></tr><tr><td></td><td>0.00</td></tr></tbody></table>		Km	Cost		0.00		0.00	<b>19. Other Transport Costs</b> 15.00	
Destination	Start	End																				
Vic-Van (HJ)	0800	1700																				
Vic-Van (HJ)	0830	1630																				
Km	Cost																					
	0.00																					
	0.00																					
<b>20. &amp; 21. Meals</b> <table border="1"><thead><tr><th>Claim</th><th>Cost</th></tr></thead><tbody><tr><td>F- F-LD</td><td>51.50 22.75</td></tr></tbody></table>		Claim	Cost	F- F-LD	51.50 22.75	<b>22. Lodging Costs</b>		<b>20. &amp; 21. Miscellaneous</b> <table border="1"><thead><tr><th>Cost</th><th>Describe</th></tr></thead><tbody><tr><td>0 15.00</td><td>taxi</td></tr></tbody></table>		Cost	Describe	0 15.00	taxi									
Claim	Cost																					
F- F-LD	51.50 22.75																					
Cost	Describe																					
0 15.00	taxi																					
<b>TOTALS OF COLUMNS</b>			<b>36.</b> 0.00	<b>37.</b> 15.00 \$ 0.00	<b>38.</b> ✓ \$ 74.25	<b>39.</b> \$ 0.00	<b>40.</b> 0 \$ 15.00	<b>Claim Total</b> \$ 89.25 ✓														
<b>48. Client Code</b> 127 127 127 127		<b>49. Resp.</b> 51608 32805		<b>50. Service Line</b> 52080 34610		<b>51. STOB</b> 5701		<b>52. Project</b> 515555320000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 89.25										
<b>Less Travel Advance</b> 127																						
												<b>54.</b> \$ 89.25 ✓										
<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>									

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

DJ July 7/21

## Audit Trail for Travel Voucher (Restricted Use) E133776 for Smith, Krystal

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/06/30 10:05:11	Hontiveros, Jenelyn (IDIR\NR ) Jenelyn.Hontiveros@gov.bc.ca	Smith, Krystal Krystal.Smith@gov.bc.ca	Saved	Smith, Krystal Krystal.Smith@gov.bc.ca
2021/06/30 10:05:47	Hontiveros, Jenelyn (IDIR\NR ) Jenelyn.Hontiveros@gov.bc.ca	Smith, Krystal Krystal.Smith@gov.bc.ca	Notified	Smith, Krystal Krystal.Smith@gov.bc.ca
2021/06/30 10:47:48	Smith, Krystal (IDIR\NR ) Krystal.Smith@gov.bc.ca		Approved	Duncan, Kate Kate.Duncan@gov.bc.ca
2021/06/30 10:49:52	Duncan, Kate ✓ (IDIR\NR ) Kate.Duncan@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**From:** [Duncan, Kate LBR:EX](#)  
**To:** [Hontiveros, Jenelyn PREM:EX](#); [Janke, Debra FIN:EX](#)  
**Subject:** RE: E133776 - Smith, Krystal June 24 - 25, 2021  
**Date:** July 7, 2021 12:03:50 PM  
**Attachments:** [Thank you for choosing to take off with Helijet!.msg](#)  
[Thank you for choosing to take off with Helijet!.msg](#)

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Please see the attached.

Thanks

**Kate Duncan**

Administrative Coordinator to the Honourable Harry Bains, Minister of Labour  
PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | 778-974-5975

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**From:** Hontiveros, Jenelyn PREM:EX <[Jenelyn.Hontiveros@gov.bc.ca](mailto:Jenelyn.Hontiveros@gov.bc.ca)>  
**Sent:** July 7, 2021 12:02 PM  
**To:** Janke, Debra FIN:EX <[Debra.Janke@gov.bc.ca](mailto:Debra.Janke@gov.bc.ca)>  
**Cc:** Duncan, Kate LBR:EX <[Kate.Duncan@gov.bc.ca](mailto:Kate.Duncan@gov.bc.ca)>  
**Subject:** RE: E133776 - Smith, Krystal June 24 - 25, 2021

Apologies! Krystal flew and the payment was made by Kate. Flight claims will be made by Kate.

Thank you Debra

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**From:** Janke, Debra FIN:EX <[Debra.Janke@gov.bc.ca](mailto:Debra.Janke@gov.bc.ca)>  
**Sent:** July 7, 2021 11:50 AM  
**To:** Hontiveros, Jenelyn PREM:EX <[Jenelyn.Hontiveros@gov.bc.ca](mailto:Jenelyn.Hontiveros@gov.bc.ca)>  
**Subject:** RE: E133776 - Smith, Krystal June 24 - 25, 2021

Hi Jenelyn,

There were not any travel notes attached. How did Krystal travel to Vancouver on June 24<sup>th</sup>? Did she return to Victoria on June 25<sup>th</sup>? If air invoices are applicable, for auditing purposes please email.

Thanks.

Debra

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**From:** Hontiveros, Jenelyn LBR:EX <[Jenelyn.Hontiveros@gov.bc.ca](mailto:Jenelyn.Hontiveros@gov.bc.ca)>  
**Sent:** June 30, 2021 10:50 AM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX <[FINFSAMINOFF@gov.bc.ca](mailto:FINFSAMINOFF@gov.bc.ca)>

**Subject:** E133776 - Smith, Krystal June 24 - 25, 2021

**Jenelyn Hontiveros**  
Administrative Assistant  
to the Honourable Harry Bains  
Minister of Labour

**From:** [passengerservices@helijet.com](mailto:passengerservices@helijet.com)  
**To:** [Duncan, Kate LBR:EX](#)  
**Subject:** Thank you for choosing to take off with Helijet!  
**Date:** June 23, 2021 12:55:36 PM  
**Attachments:** NR [.png](#)

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HeliJet



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 #

s.22;

Name

Kate Duncan

#### Booking NR

Thursday, June 24, 2021 ✓

704

08:35 Victoria Harbour (Downtown) ✓

09:10 Vancouver Harbour  
(Downtown)

35 minutes

Confirmed

1 Passengers - Sale

Krysta Smith, Male ✓

[Add to Calendar](#)

Invoice NR

SALE - Seat Sale \$189

\$180.00

+ GST

\$9.00

Billing

\$180.00

Taxes

\$9.00

**Grand Total**

**\$189.00**

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

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

NR

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.

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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.

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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:**

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**- 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.**

**From:** [passengerservices@helijet.com](mailto:passengerservices@helijet.com)  
**To:** [Duncan, Kate LBR:EX](#)  
**Subject:** Thank you for choosing to take off with HeliJet!  
**Date:** June 27, 2021 4:55:06 PM  
**Attachments:** NIR .png

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HeliJet



Please review your reservation below.

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We look forward to welcoming you aboard your flight soon!

#### Customer Information

##### Account

Customer #	s.22
Name	Kate Duncan

#### Booking **NR**

Sunday, June 27, 2021 ✓

727

17:30 Vancouver Harbour  
(Downtown) ✓

18:05 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

• Krystal Smith, Female ✓

[Add to Calendar](#)

##### Invoice **NR**

FARE-YWH-OffPeak_2020	\$247.62
+ GST	\$12.38

Billing	\$247.62
Taxes	\$12.38
<b>Grand Total</b>	<b>\$260.00</b>

Mastercard	\$260.00
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Date / Time	June 27, 2021 @ 4:53:12 PM
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Summary	**** * NR
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Expiration	01 / 2024
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Authorization	079823
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HeliJet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

NR

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GST#:  
R102320165

**COVID-19 Information:**

**For your ongoing safety and security, Helijet is pleased to meet or exceed any applicable**



MACLURE'S CAB 300  
1275 75TH AVE W  
VANCOUVER BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD ✓  
DATE 2021/06/24/24  
TIME 2906 17:34:19  
CLERK ID 1  
RECEIPT NUMBER  
C85039250-001-306-009-0

PURCHASE  
TOTAL

\$15.00 ✓  
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Mastercard  
A0000000041010  
ABAD34E77C08537C  
0000008000-E800  
4B9DCB34B6CD5827

APPROVED

AUTH# 057275 01-027  
THANK YOU

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