



Travel Voucher (Restricted Use)

Control No.

E133661

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.

Name Sidhu-Umar, Kiran				Employee ID NIP				Phone Number (236) 478-3478				
Client Organization Jobs, Economic Recovery and Innovation				Job Title Executive Assistant				Travel Group Code 3				
5. Date Completed 2021/05/11			6. Fiscal Year 2022			7. Special Cheque Issue			8. Cheque Stub Information			
Type of Travel In Province			14. Reason for Travel Ministerial work						Headquarters Vancouver			
12. Mailing Address for Cheque 301-501 Belleville St Victoria, BC V8W 9E2												
16. Travel Dates 2021 04/25 04/26 04/27 04/28 04/29 04/30	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	Describe	
	Van-Vic	1700	2359		0.00	260.00	H-L	15.25	157.00			
	Victoria	0000	2359		0.00		F-	51.50	157.00			
	Victoria	0000	2359		0.00		F-	51.50	157.00			
	Victoria	0000	2359		0.00		F-	51.50	157.00			
	Victoria	0000	2359		0.00		F-	51.50	157.00			
	Vic-Van	0000	1400		0.00	260.00	H-	25.75				
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 520.00		38. \$ 247.00	39. \$ 785.00	40. \$ 0.00	Claim Total \$ 1552.00		
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project		45. Supplier Code		Amount				
125	51000	08001	5701	5111111		NR		1032.00 \$ 4552.00				
125	51000	08001	5711	5111111				520.00				
125												
Less Travel Advance 125											NR	
						AMOUNT DUE TO EMPLOYEE					54. \$ 1552.00	
45. Employee Signature (See Audit Trail) - 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.						Print Name			Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name			Date Signed			

Audit Trail for Travel Voucher (Restricted Use) E133661 for Sidhu-Umar, Kiran

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/05/11 15:03:01	Ponting, Rebecca (IDIR\NR) Rebecca.Ponting@gov.bc.ca	Sidhu-Umar, Kiran Kiran.Sidhu-Umar@gov.bc.ca	Saved	Sidhu-Umar, Kiran Kiran.Sidhu-Umar@gov.bc.ca
2021/05/11 15:07:00	Ponting, Rebecca (IDIR\NR) Rebecca.Ponting@gov.bc.ca	Sidhu-Umar, Kiran Kiran.Sidhu-Umar@gov.bc.ca	Notified	Sidhu-Umar, Kiran Kiran.Sidhu-Umar@gov.bc.ca
2021/05/11 15:10:42	Ponting, Rebecca (IDIR\NR) Rebecca.Ponting@gov.bc.ca	Sidhu-Umar, Kiran Kiran.Sidhu-Umar@gov.bc.ca	Notified	Sidhu-Umar, Kiran Kiran.Sidhu-Umar@gov.bc.ca
2021/05/12 11:23:36	Sidhu-Umar, Kiran (IDIR\NR) Kiran.Sidhu-Umar@gov.bc.ca		Approved	Parmar, Ravi Ravi.Parmar@gov.bc.ca
2021/05/12 17:36:26	Parmar, Ravi ✓ (IDIR\NR) Ravi.Parmar@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133661 for Sidhu-Umar, Kiran

0 note(s) returned.

Created On	Author	Note

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From: [Ponting, Rebecca JERI:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: E133661 Kiran Sidhu-Umar Travel Claim
Date: May 17, 2021 8:23:45 AM
Attachments: [E133661 receipts.pdf](#)

Hi Debra,

Sorry for the delay, they sent them to me Friday afternoon. Please see attached.

Thank you!

Rebecca Ponting (she/her)
Administrative Assistant
To The Honourable Ravi Kahlon | Minister of Jobs, Economic Recovery and Innovation
P: 250.356.2771

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: May 17, 2021 8:18 AM
To: Ponting, Rebecca JERI:EX <Rebecca.Ponting@gov.bc.ca>
Subject: FW: E133661 Kiran Sidhu-Umar Travel Claim

Good morning, Rebecca.

Following up for proof of payment. Have you been able to get Heli Jet to send you copies of the payment invoices for the April 25th and 30th flights being claimed on the travel voucher? Or, a copy of Kiran's credit card statement indicating payments?

Thanks.

Debra

From: Janke, Debra FIN:EX
Sent: May 13, 2021 8:42 AM
To: Ponting, Rebecca JERI:EX <Rebecca.Ponting@gov.bc.ca>
Subject: RE: E133661 Kiran Sidhu-Umar Travel Claim

Hi Rebecca,

I am helping with some of Pat's clients while she is working on a project.

Please provide proof of payment for the Heli Jet claims (last four digits of c/card) and a brief explanation why the flights were not charged to the office purchase card.

Thanks.

Debra

From: Ponting, Rebecca JERI:EX
Sent: May 11, 2021 3:14 PM
To: Laird, Patricia FIN:EX
Subject: E133661 Kiran Sidhu-Umar Travel Claim

Hello Pat,

I've sent this claim in to be approved, so it should be coming to you soon. Here are the receipts for it.

Thanks!

Rebecca Ponting
Administrative Assistant
To The Honourable Ravi Kahlon | Minister of Jobs, Economic Recovery and Innovation
P: 250.356.2771

From: passengerservices@helijet.com
To: [Ponting, Rebecca JERI:EX](#)
Subject: Thank you for choosing to take off with Helijet!
Date: May 14, 2021 10:18:14 AM
Attachments: [NR](#)
[NR](#)

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

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 #

NR

Name

Kiran Sidhu-Umar

Booking NR

Sunday, April 25, 2021 ✓

727

17:30 Vancouver Harbour
(Downtown) ✓

18:05 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Kiran Sidhu-Umar, Female ✓

[Add to Calendar](#)

Invoice NR

FARE-YWH-OffPeak_2020 \$247.62

+ GST \$12.38

Billing \$247.62

Taxes \$12.38

Grand Total \$260.00

Mastercard \$260.00 ✓

Date / Time April 25, 2021 @ 4:58:33 PM

Summary **** * NR ✓

Expiration N NR

Authorization NR

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)

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.

Booking NR

Friday, April 30, 2021 ✓

714

13:00 Victoria Harbour (Downtown)

13:35 Vancouver Harbour (Downtown) ✓

35 minutes

Confirmed

1 Passengers - Off-Peak

Kiran Sidhu-Umar, Female ✓

[Add to Calendar](#)

Invoice NR

FARE-YWH-OffPeak_2020 \$247.62

+ GST \$12.38

Billing \$247.62

Taxes \$12.38

Grand Total \$260.00

Mastercard \$260.00 ✓

Date / Time April 30, 2021 @ 12:30:28 PM

Summary **** * NR ✓

Expiration NI / NR

Authorization NR

Helijet fares are fully Changeable / Refundable up to

From: [Flamank, Brittany JERI:EX](#)
To: [Ponting, Rebecca JERI:EX](#)
Subject: FW: Thank you for choosing to take off with HeliJet!
Date: May 11, 2021 11:19:34 AM
Attachments: [NR](#)
[NR](#)

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 #

NR

Name

Kiran Sidhu-Umar

Booking NR

Sunday, April 25, 2021

727

17:30 Vancouver Harbour (Downtown)

18:05 Victoria Harbour (Downtown)

35 minutes

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Kiran Sidhu-Umar, Female

[Add to Calendar](#)

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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:

NR

Tel: NR

Guest Fax: NR

Reservations NRMs Kiran Sidhu-Umar ✓
s.22

Room : NR
 Arrival Date : 04/25/21
 Invoice No. : NR
 Folio No. : NR
 Conf. No. : NR
 Cashier No. : 67
 Billing Date : 04/30/21
 A/R Number

Ministry of Jobs, Trades and T

Date	Description		Debit	Credit
✓ 04/25/21	Room Charge	CSA single rate ok	134.00	
04/25/21	Destination Marketing Fee		1.34	
04/25/21	Provincial Room Tax		14.89	
04/25/21	Room GST		6.77	
✓ 04/26/21	Room Charge		134.00	
04/26/21	Destination Marketing Fee		1.34	
04/26/21	Provincial Room Tax		14.89	
04/26/21	Room GST		6.77	
✓ 04/27/21	Room Charge		134.00	
04/27/21	Destination Marketing Fee		1.34	
04/27/21	Provincial Room Tax		14.89	
04/27/21	Room GST		6.77	
✓ 04/28/21	Room Charge		134.00	
04/28/21	Destination Marketing Fee		1.34	
04/28/21	Provincial Room Tax		14.89	
04/28/21	Room GST		6.77	
✓ 04/29/21	Room Charge		134.00	
04/29/21	Destination Marketing Fee		1.34	
04/29/21	Provincial Room Tax		14.89	
04/29/21	Room GST		6.77	
04/30/21	Visa	XXXXXXXXXXXXNR XX/XX		785.00
Room H/GST Total - 33.85			785.00	785.00 ✓
Other H/GST Total - 0.00				
H/GST # NR	PST# NR	Balance	0.00 ✓	

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