

AE22EXEDIJ5



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133955

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 Fan, Jocelyn				Employee ID NR		Phone Number (250) 356-0179					
Client Organization Advanced Education and Skills Training				Job Title Executive Assistant		Travel Group Code 3					
5. Date Completed 2021/09/13		6. Fiscal Year 2022		7. Special Cheque Issue EFT		8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel EA duties week of Sept. 5 to 11				Headquarters Victoria Burnaby					
12. Mailing Address for Cheque PO Box 9080 Stn Prov Gov't											
16. Travel Dates	17. Places Travelled			18. \$0.55 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	
2021	Burnaby-Heli-Vic(HJ)	1700	1800	15	8.25	Card 13.00	F-BL	30.50	33.59	NR	
09/08	Victoria all day	0830	1800		0.00		F-	51.50	33.59		
09/09	Vic-Van (HA)	1030	1105		0.00	T/Bucks	F-LD	22.75			
09/10	Van-Burnaby CO	1130	1200	16	8.80			0.00			
09/10	Burnaby CO-SFU	1345	1430	14	7.70			0.00			
09/10	SFU-Burnaby CO	1630	1705	13	7.15			0.00			
TOTALS OF COLUMNS					36. 58 kms \$ 31.90	37. \$ 13.00		38. \$ 104.75	39. 67.18 \$ NR	40. \$ 0.00	Claim Total 216.83 \$ NR
48. Client Code	49. Resp.	50. Service Line	51. STOB		52. Project		45. Supplier Code		Amount		
019	11001	18000	5701		1100000		NR		216.83 NR		
019	11001	18000	5701		1100000		NR		\$		
019											
019											
Less Travel Advance											
019										NR	
										54. 216.83 \$ NR	
AMOUNT DUE TO EMPLOYEE											
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			

FIN 10 (EFI-F0012 v2.6.1)

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

DJ Oct 1/21

Audit Trail for Travel Voucher (Restricted Use) E133955 for Fan, Jocelyn

12 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/13 14:46:14	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Saved	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/09/13 14:52:25	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Saved	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/09/13 16:09:49	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Saved	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/09/13 16:24:10	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Saved	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/09/14 10:56:07	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Notified	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/09/14 12:12:40	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Saved	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/09/14 12:17:31	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Saved	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/09/14 12:45:51	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Notified	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/09/17 11:31:34	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Saved	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/09/20 10:03:39	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Notified	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/09/20 10:53:44	Fan, Jocelyn (IDIR\NR) Jocelyn.Fan@gov.bc.ca		Initiated	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/09/20 10:54:33	Snoddon, Michael (IDIR\NR) ✓ Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133955 for Fan, Jocelyn

2 note(s) returned.

Created On	Author	Note
2021/09/14 10:56:07	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Sept. 8 - Travel from home to Van. Helijet, flew Helijet to Vic. and took a cab from Vic. Helijet to private accommodation (per diem for private accommodation). Sept. 10 - Travel from Vic. to Van. via Harbour Air (per diem no dinner). From Van. took free shuttle to pick up car from Helijet terminal, drove to Burnaby CO to pick up MAK and then drove to SFU for tour; drove back to Burnaby CO.
2021/09/14 12:45:51	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Correction: The following notes replace all previous notes. Sept. 8 - Drove from Burnaby to Helijet for flight to Vic. , taxi from Helijet to private accommodation in Vic. (no breakfast or lunch per diem). Sept. 9 - Work in Victoria all day, stayed in private accommodation (per diem full day). Sept. 10 - Travel from Vic.-Van. (no dinner per diem); travel from Helijet to Burnaby CO, travel from Burnaby CO to SFU event, travel from SFU to Burnaby CO.

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From: [Lord, Ngaire AEST:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: Travel Voucher 133955/Reimbursement Claim - Jocelyn Fan - Week of Sept. 8, 2021
Date: September 29, 2021 2:20:05 PM

Sorry Debra, my mistake – for the next TV I will update it to Burnaby and it should stay as Burnaby after that.

Thank you,

Ngaire

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: September 29, 2021 2:18 PM
To: Lord, Ngaire AEST:EX <Ngaire.Lord@gov.bc.ca>
Subject: RE: Travel Voucher 133955/Reimbursement Claim - Jocelyn Fan - Week of Sept. 8, 2021

Thanks, Ngaire. For future travel claims , please have Jocelyn's headquarters updated to reflect Burnaby. I will change the Headquarters for the two current claims that have been received.

Debra

From: Lord, Ngaire AEST:EX <Ngaire.Lord@gov.bc.ca>
Sent: September 29, 2021 2:07 PM
To: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Subject: RE: Travel Voucher 133955/Reimbursement Claim - Jocelyn Fan - Week of Sept. 8, 2021

Hi Debra,

Jocelyn is Minister Kang's new EA and she is based in the Burnaby Constituency Office, but she is an employee of the Ministry of Advanced Education and Skills Training, here in Victoria. She travelled from Burnaby to Victoria for EA training and duties.

I hope that helps, but please let me know if you need any more information or clarity.

Thank you,

Ngaire

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: September 29, 2021 2:00 PM
To: Lord, Ngaire AEST:EX <Ngaire.Lord@gov.bc.ca>
Subject: RE: Travel Voucher 133955/Reimbursement Claim - Jocelyn Fan - Week of Sept. 8, 2021

Hi Ngaire,

The travel claim indicates that Jocelyn's headquarters is Victoria. Please confirm as travel on September 8th is from Vancouver to Victoria.

Thanks.

Debra

From: Lord, Ngaire AEST:EX <Ngaire.Lord@gov.bc.ca>
Sent: September 20, 2021 11:53 AM
To: Poldrugovac, Saija FIN:EX <Saija.Poldrugovac@gov.bc.ca>; Cleaver, Sheila C FIN:EX <Sheila.Cleaver@gov.bc.ca>; FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX <FINFSAMINOFF@gov.bc.ca>
Cc: Fleurant, Kathleen AEST:EX <Kathleen.Fleurant@gov.bc.ca>; Amande, Tracy AEST:EX <Tracy.Amande@gov.bc.ca>
Subject: Travel Voucher 133955/Reimbursement Claim - Jocelyn Fan - Week of Sept. 8, 2021

Hi Saija,

Please find attached TV 133955 for Jocelyn Fan for your review and processing.

Also, please find attached a reimbursement claim form for Jocelyn Fan that has been approved and signed, for processing.

Let me know if you need anything more.

Thanks Saija,

Ngaire Lord | Administrative Assistant
Honourable Anne Kang's Office | Minister of Advanced Education and Skills Training
Parliament Buildings
Ph: 250-356-0179
e: Ngaire.Lord@gov.bc.ca

*As of May 4, 2020 amendments to the Lobbyists Transparency Act has come into force. **You must ensure that you are in compliance with the registration requirements under the Act.** The Office of the Registrar of Lobbyists can assist you to determine if you are in compliance, please contact the Office of the Registrar of Lobbyists at <https://www.lobbyistsregistrar.bc.ca/>*

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Sept. 8

Travel from Burnaby - STOB
to Helijet Vancouver 5701
- mileage 15 kms x 0.55\$

\$8.25

Taxi from
Helijet Victoria
to private
accommodation
STOB 6501

\$13.00

Lodging
(private
accommodation)
STOB
5701

YELLOW CAB #114
817 FISGARD ST V8W1R9
VICTORIA BC
23783134
GM2378313401

**** PURCHASE ****
09-08-2021 ✓ 19:16:26
Acct # *****NR RF
Card Type VI
A0000000031010 SCOTIABANK VISA

Operator: 114
Trace # 1705
Inv. # 114
Auth # 484049 RRN 001475004

NR

Purchase \$13.00
Tip \$0.00
Total \$13.00 ✓

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

Per Diem
F-BL
STOB
5701

\$30.50

NR

Sept 8th

Jocelyn's flight from Van - Vic.

Company

Ministry Of Aest

Booking # NR

Wednesday, September 8, 2021

Invoice #: NR

723

FARE-SummerSale2021_25% off \$239

\$170.48

18:25 Vancouver Harbour (Downtown)

+ GST

\$8.52

19:00 Victoria Harbour (Downtown)

Billing

\$170.48

35 minutes

Taxes

\$8.52

Grand Total

\$179.00

Confirmed

Mastercard

\$179.00

1 Passengers - Sale

Jen Pei Fan, Female

Date / Time

September 8, 2021 @ 5:50:45 PM

Summary

**** * NR

Expiration

NR

Authorization

095078

[Add to Calendar](#)

NR

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 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:

All Flights Are Operated by Sikorsky S76 Helicopters with a 12 passenger capacity.

STOB#

5711-1100000

Air fare

Paid by
AC's P-Card.

Sept. 9

Working all day
in Victoria
full day per diem

\$ 51.50

Lodging
(Private accommodation)

NR
\$

NR
\$

STOB
5701

Have a question or need to make a change to your booking? Either log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or 1.800.665.0212 (toll free).

We appreciate your support and we look forward to welcoming you aboard!

See you soon,

The team at Harbour Air

Jocelyn's flight
VIC → VAN Sept-10



STOB
5711-1100000

Paid by
TURBOBUCKS

Customer Information

Account

HAS #

NR

Company

Min. Of Advanced Education And Skills Training

Booking # NR

Friday, September 10, 2021

Flight #216/Twin Otter

10:30 Victoria Harbour / Map

11:05 Vancouver Harbour / Map

35 minutes

KK - Confirmed

1 Passenger(s) - GoFlex

Jocelyn Fan, Female

[Add to Calendar](#)

Invoice #NR

Air Transportation Charges

Sked 200 : (St) GO Flex \$219.93

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$10.85

Billing \$231.43

Taxes \$0.00

Grand Total \$231.43

Turbobucks \$231.43

Date / Time September 8, 2021 @ 8:50:56 AM

Summary NR

NR

Service	Turbobucks
Ticket	NR

GoFlex Fare Conditions:

- Check in 25 minutes prior to departure time.
- If not checked in at least 15 minutes prior to departure time, seat will be forfeited and a 100% No Show Fee will be charged.
- Refundable up to 4 hrs* prior to departure.
- Changeable up to 4 hrs* prior to departure (subject to difference in fare value).
- Changes or cancellations within 4 hrs are subject to a \$20 fee*

**For flights departing on or before 11am, changes and cancellations must be made before 5pm the day prior to avoid the aforementioned fees.*

- As always, no fees will be applied in the event of weather disruptions.
- 50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure.
- Select Seating \$10 (space permitting).

Required Travel Documents:

- All passengers 18 years and above must present either one piece of government issued photo identification, or two pieces of government-issued ID without a photograph.
- Physical I.D. is required. Sorry, we cannot accept copies or photos of I.D.

Guaranteed Baggage:

- 25 lbs. on all routes except listed below.
- 35 lbs. between Richmond (YVR South), Ganges & Maple Bay.
- 50 lbs between Richmond (YVR South), Victoria & Nanaimo.

Standby Baggage:

- 25 lbs. (space available) on all routes except listed below.
- 15 lbs. (space available) between Richmond (YVR South), Ganges & Maple Bay.
- 0 lbs. between Richmond (YVR South), Victoria & Nanaimo.

Luggage over 50 lbs. total (per passenger) is subject to \$1 per lb, and travels on space available basis.

Thank you for choosing Harbour Air Seaplanes!

Sept. 10

Took free shuttle from Harbour Air
downtown Van. Terminal, to Helijet
Van. Terminal, to pick up own car.

Travel from Van. Helijet to
Burnaby CO

- mileage 16km x .55¢ = \$ 8.80

Travel from Burnaby CO to
SFU for official tour:

- mileage 14km x .55¢ = \$ 7.70

Travel from SFU back to
Burnaby CO

- mileage 13 km x .55¢ = \$ 7.15

Per Diem

Full - B/L

= \$ 22.75

STOB
5701

\$46.40

STAFF PER DIEMS

	Date	Full day	Misc (Describe)	5750-11MTCCA	Total
Sun	Sept. 5	/	/	/	/
Mon	Sept. 6	/	/	/	/
Tue	Sept. 7	/	/	/	/
Wed	Sept. 8	no	B/L	5701-1100000	\$ 30.50
Thu	Sept. 9	Yes	/	5701-1100000	\$ 51.50
Fri	Sept. 10	no	B/L	5701-1100000	\$ 22.75
Sat	Sept. 11	/	/	/	/

Full Day:	\$	51.50
Breakfast:	\$	10.50
Lunch:	\$	10.50
Dinner:	\$	18.25
Incidentals:	\$	12.25

\$ 104.75

STOB
6501

Mileage
Cab Fare
Mileage

\$ 8.25

13.00

23.65

\$ 44.90

STOB

5701

Lodging
- private
accommodation

\$ NR

Per Diems

30.50

51.50

22.75

NR

\$

NR

Lord, Ngaire AEST:EX

From: Fan, Jocelyn AEST:EX
Sent: September 20, 2021 10:07 AM
To: Lord, Ngaire AEST:EX
Subject: FW: E-forms: Action Required re: E133955 for Jocelyn Fan

E133955 for Jocelyn Fan has been approved by Jocelyn.

Thank you,

Jocelyn Fan (she/her)
Executive Assistant
Ministry of Advanced Education & Skills Training
cell: 250-886-8434 | email: Jocelyn.Fan@gov.bc.ca

-----Original Message-----

From: EFIMailer@gov.bc.ca <EFIMailer@gov.bc.ca>
Sent: September 20, 2021 10:04 AM
To: Fan, Jocelyn AEST:EX <Jocelyn.Fan@gov.bc.ca>
Subject: E-forms: Action Required re: E133955 for Jocelyn Fan

Travel Voucher (Restricted Use) Control No. E133955 was "Drafted" for you by Ngaire Lord and has been sent to you for your action.

To view the above form and your allowable actions, proceed to the E-Forms site:

<http://gwww.eforms.gov.bc.ca>

1. Select the FORMS tab.
2. Select the E-Form referenced above.
3. Open the form.

AE22EXESLP11



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133996

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 Fan, Jocelyn				Employee ID NR				Phone Number (250) 356-0179																																																																																														
Client Organization Advanced Education and Skills Training				Job Title Executive Assistant				Travel Group Code 3																																																																																														
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12. Mailing Address for Cheque PO Box 9080, Stn Prov Govt Room 346 Victoria, V8W 9A8																																																																																																						
<table border="1"> <thead> <tr> <th colspan="2">16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th></th> <th></th> <th>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>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>08/09</td> <td></td> <td>Moving Deposit</td> <td>0000</td> <td>0001</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>500.00</td> <td>Atlantic Van Lines</td> </tr> <tr> <td>08/30</td> <td></td> <td>Moving Truck</td> <td>0000</td> <td>0001</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>1086.42</td> <td>Atlantic Van Lines</td> </tr> <tr> <td>08/31</td> <td></td> <td>Toronto to Van (AC)</td> <td>1900</td> <td>2100</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>229.53</td> <td>3M9PP3 Air Canada</td> </tr> <tr> <td colspan="6">TOTALS OF COLUMNS</td> <td>36. \$ 0.00</td> <td>37. \$ 0.00</td> <td></td> <td>38. \$ 0.00</td> <td>39. \$ 0.00</td> <td>40. \$ 1815.95</td> <td>Claim Total \$ 1815.95</td> </tr> </tbody> </table>												16. Travel Dates		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	2021													08/09		Moving Deposit	0000	0001		0.00			0.00		500.00	Atlantic Van Lines	08/30		Moving Truck	0000	0001		0.00			0.00		1086.42	Atlantic Van Lines	08/31		Toronto to Van (AC)	1900	2100		0.00			0.00		229.53	3M9PP3 Air Canada	TOTALS OF COLUMNS						36. \$ 0.00	37. \$ 0.00		38. \$ 0.00	39. \$ 0.00	40. \$ 1815.95	Claim Total \$ 1815.95
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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																																																																																												

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2021Oct14
SLP

Audit Trail for Travel Voucher (Restricted Use) E133996 for Fan, Jocelyn

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/24 18:11:57	Fleurant, Kathleen (IDIR\NR) Kathleen.Fleurant@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Saved	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/09/24 18:19:32	Fleurant, Kathleen (IDIR\NR) Kathleen.Fleurant@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Saved	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/10/04 11:00:23	Fleurant, Kathleen (IDIR\NR) Kathleen.Fleurant@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Saved	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/10/04 11:03:31	Fleurant, Kathleen (IDIR\NR) Kathleen.Fleurant@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Notified	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/10/04 11:06:33	Fan, Jocelyn (IDIR\NR) Jocelyn.Fan@gov.bc.ca		Initiated	Smith, Jessica Jessica.C.Smith@gov.bc.ca
2021/10/04 14:33:23	Smith, Jessica C. (IDIR\NR) Jessica.C.Smith@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133996 for Fan, Jocelyn

1 note(s) returned.

Created On	Author	Note
2021/09/24 18:19:32	Fleurant, Kathleen (IDIR\NR) Kathleen.Fleurant@gov.bc.ca	<p>**Relocation expenses in accordance to Schedule 5 of the Terms and Conditions of Employment for Excluded Employees up to a maximum of \$5000.00***</p> <p>Aug 8 - Paid deposit to Atlantic Van Lines for move to Burnaby.</p> <p>Aug 30 - Paid Atlantic Van Lines for remaining balance for move to Burnaby.</p> <p>Aug 31 - Air Canada Flight from YYZ to YVR / Booking Ref: NR</p>

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Fleurant, Kathleen AEST:EX

From: Fan, Jocelyn AEST:EX
Sent: September 22, 2021 10:07 AM
To: Fleurant, Kathleen AEST:EX
Subject: Air Canada - JEN PEI FAN - 31-Aug/YYZ-YVR (booking ref NR) - Itinerary-Receipt

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: OUTSTANDING ITEM

Good morning Kathleen,

Here is my receipt for relocation.

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary-Receipt

NR

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)

Recent Policy and Service Updates

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit:

www.aircanada.com/covid19updates

IMPORTANT: Entry requirements

- Travelling (or returning) to Canada from another country: travellers must register with ArriveCAN, get a pre-departure COVID-19 test and participate in the mandatory testing and quarantine requirements upon arrival. For more info visit the entry requirements page.
- Travelling (or returning) to U.S. or international destinations: Make sure to review the government entry requirements prior to travel.

Booking Date: **Jul 22, 2021** Passengers **JEN PEI FAN**

Booking Information

Booking Reference

NR

Customer Care

Air Canada
1-888-247-2262*

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact

JEN PEI FAN

s.22

Flight Arrivals and Departures

1-888-422-7533



*For use from phones in Canada, the continental USA, Hawaii and Alaska.

Online Services

- [Select Seats](#)
- [Manage My Booking](#) (change, cancel, upgrade).
- [Alert me](#) of flight status changes directly to my mobile phone or email.
- [Flight Arrivals & Departures](#) check online if my flight is on time.
- [Check-in](#) online and print my boarding pass.

* [Can my booking be changed online?](#)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meals
 AC127	Toronto Pearson Intl. (YYZ), ON Tue 31-Aug 2021 19:00 - 1	Vancouver Vancouver Intl. (YVR), BC Tue 31-Aug 2021 20:56 - M	0	4hr56	77W	Standard K	 F



F: [Food for Purchase](#) All Air Canada Bistro purchases made on board Air Canada flights (excluding Jazz) are payable only with Visa, MasterCard and American Express credit cards.

Passenger Information

1: JEN PEI FAN : Adult , Ticket Number: NR			
Frequent Flyer Pgm :	NR	Meal Preference :	None
Payment Card :	XXXXXXXXXXXXNR	Special Needs :	None
Seat Selection :	None		

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - Standard	136.00
Surcharges	30.00
Sub Total	166.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	30.00
Air Travellers Security Charge (ATSC)	7.12
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	26.41
Total airfare and taxes (per passenger)	229.53
Number Of Passengers	1
Total	229.53
Grand Total - Canadian Dollar (CAD)	\$229.53

Payment Information

Visa Credit/Debit Card xxxx-xxxx-xxxx-NR - Amount paid: **\$229.53**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$229.53 (Air Transportation charges)

Ticket number NR

Thank you,

Jocelyn Fan (she/her)

Executive Assistant

Ministry of Advanced Education & Skills Training

cell: 250-886-8434 | email: Jocelyn.Fan@gov.bc.ca

ON 30384
 226
 1401510
 ON 101

Atlantic
 van line

581
 01510
 ON 101

moving you forward, from coast-to-coast
 650 Kingston Road, P.O. Box 15214, Pickering, ON L1V 0B6
 Local: 416-335-1771 Fax: 416-335-9770
 Toll Free: 1-855-321-7700
 Web: www.atlanticvanlines.com Email: info@atlanticvanlines.com

236582-Sept/03
 121
 4

BILL OF LADING

S/N: 577
 DATE: August 30, 2021
 TO: Jon
 FROM: Jocelyn Fan

R/R: 162

s.22

s.22

TERMS & CONDITIONS
 1. THE CARRIER'S LIABILITY IS LIMITED TO THE CARRIER'S ACT OF CARE AND CUSTODY OF THE GOODS.
 2. THE CARRIER'S LIABILITY IS LIMITED TO THE CARRIER'S ACT OF CARE AND CUSTODY OF THE GOODS.
 3. THE CARRIER'S LIABILITY IS LIMITED TO THE CARRIER'S ACT OF CARE AND CUSTODY OF THE GOODS.
 4. THE CARRIER'S LIABILITY IS LIMITED TO THE CARRIER'S ACT OF CARE AND CUSTODY OF THE GOODS.
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 9. THE CARRIER'S LIABILITY IS LIMITED TO THE CARRIER'S ACT OF CARE AND CUSTODY OF THE GOODS.
 10. THE CARRIER'S LIABILITY IS LIMITED TO THE CARRIER'S ACT OF CARE AND CUSTODY OF THE GOODS.

ESTIMATED WEIGHT
 Minimum Weight: s.22

FULL WEIGHT (LB.)				EMPTY WEIGHT (LB.)				SCALE WEIGHT (LB.)	
ITEM	QTY	RATE	AMOUNT	ITEM	QTY	RATE	AMOUNT		
2 CUBES				WARDROBE				1605	265.163
4 CUBES				PLASTIC WRAP					
6 CUBES				CRATE					
MIRROR 5M				PACK PAPER					
MIRROR 18M				TAPE					
SOFA WRAP				TV PACK					
BUBBLE WRAP				CABINET WRAP					
GLASS PACK				CHINA BOX					
TOTAL				TOTAL					

CHARGE	AMOUNT
BASE CHARGE	\$450.00
ORIGIN FEE	
DESTINATION FEE	
AUTOMOBILE	
SCALE FEE	\$50.00
STORAGE FEE	
WAREHOUSE HANDLING FEE	\$98.00
SPECIAL ITEM	
EXTRA PICKUP OR DELIVERY	
RE-DELIVERY	
TOTAL (A)+(B) PACKING & UNPACKING	
DECLARED VALUE	0 \$637/\$1000 Declined
ELEVATOR / STAIRS / LONG CARRY	
GROSS TOTAL	\$1480.75
TAX/INST#823086483 RT 0001 5%	\$74.08
TOTAL	\$1554.83
DATE August 9, 2021cc DEPOSIT	\$500.00
BALANCE DUE <input type="checkbox"/> c.o.d. <input type="checkbox"/> COLLECT	\$1054.83
TOTAL	\$1054.83

NR

VISA

410589

500.00

1086.42

1086.42

From: Fan, Jocelyn AEST:EX
To: Fleurant, Kathleen AEST:EX
Subject: Re: REVISED: Atlantic Van Lines Moving Confirmation
Date: October 2, 2021 4:40:53 PM
Attachments: [image001.png](#)
[image001.png](#)

Please see attached a screenshot of credit card used for Atlantic Moving cost with last four digits on the top NR. Please let me know if you require more information.

Thank you so much.

16:37
◀ Search

Account Details

RogersTM World Elite[®] Mastercard[®] NR

\$1,527.68	\$0.00
Current Balance	Minimum Payment

3% charge was
for credit card fee

Summary Transactions Statements

Wednesday September 22, 2021

Monday September 20, 2021



Atlantic Van Lines

\$1,086.42 >

Sunday September 19, 2021

s.22

Friday September 17, 2021

s.22



Home



Account



Manage Card



Rewards



More

Jocelyn Fan (she/her)
Executive Assistant
Ministry of Advanced Education & Skills Training
cell: 250-886-8434 | email: jocelyn.fan@gov.bc.ca

From: "Fleurant, Kathleen AEST:EX" <Kathleen.Fleurant@gov.bc.ca>
Date: Friday, October 1, 2021 at 11:31 AM
To: 'Jocelyn Fan' < >
Cc: "Fan, Jocelyn AEST:EX" <Jocelyn.Fan@gov.bc.ca>
Subject: RE: REVISED: Atlantic Van Lines Moving Confirmation

Hi Jocelyn,

Finance wants a transactional receipt showing the last 4 digits of the credit card or a copy of your credit card statement (you can black all other unrelated charges out) showing that you've paid for the \$1,086.42.

Can you provide that?

Thanks,
Kathleen

From: Jocelyn Fan s.22
Sent: September 27, 2021 1:26 PM
To: Fleurant, Kathleen AEST:EX <Kathleen.Fleurant@gov.bc.ca>
Cc: Fan, Jocelyn AEST:EX <Jocelyn.Fan@gov.bc.ca>
Subject: Fwd: REVISED: Atlantic Van Lines Moving Confirmation

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

Hi Kathleen,

Email below under "payment method" outlines the 3% was from paying with a credit card charge.

Also the picture attached is a statement of the remaining amount that got charged.

Please let me know if you need anything else. Thank you so much.

13:23 ↗



Transaction Details



\$1,086.42

Atlantic Van Lines
SCARBOROUGH, ON, CAN

Merchant Name

ATLANTIC VAN LINES

Merchant City

Scarborough

Merchant Province/State

ON

Merchant Country

CAN

Merchant Postal Code/Zip

M1P2B8

Reference Number _____

Jocelyn Fan

Begin forwarded message:

From: Atlantic Van Lines Inc - Jen <jen@atlantic-vanlines.com>
Subject: REVISED: Atlantic Van Lines Moving Confirmation
Date: August 23, 2021 at 11:18:19 AM PDT
To: S. 22



Dear Jocelyn,

Thank you for choosing **Atlantic Van Lines** for your upcoming relocation.

Please find below confirmation of your booking details for your upcoming move.

If you see any information below that you would like further information on please do not hesitate to contact us.

Customer Name:	Jocelyn Fan
Pick-Up Date:	August 30, 2021
Pick-Up Address:	S.22
Departure Date (date the truck departs origin province):	September 5-10, 2021
Delivery Address:	S.22
Contact Number(s):	

Rate Confirmation:

Minimum 1000 lbs charges apply	
First 500 lbs	\$450.00
weight charges (per pound)	55 cents/pound
Scale Fee	\$50.00
Taxes	5%

IMPORTANT NOTICE:

The original quote provided above does not reflect the final price of the move. Minimum weight charges apply to each shipment as indicated in your price chart above.

Final charges are based on the MINIMUM weights to accommodate space and labour required to perform the move. If the shipment is scaled above the minimum charges ACTUAL weight charges will apply. If the shipment is scaled within the minimum charges a scale ticket will not be generated.

The quote provided does not reflect the final price of your move as this is only a general quote. Dispatch will be contacting you or your contact in advance of moving day or pick up (usually the day before) to confirm accurate inventory being shipped and accurate pricing. This is done in order to ensure accuracy of the quotes provided and to ensure appropriate space and crew is reserved for the relocation. In the case where an inventory list has not been provided in advance of moving day or additional items have been added to the inventory (originally provided), the carrier will revise/update the shipping quote. Minimum weight charges will be revised based on the revised quote. If you have chosen not to provide an inventory list of items to be shipped in advance of moving date, the space required for your move may not be sufficient and the quote provided will not be accurate for budgeting purposes. We strongly recommend that you submit a detailed list to your agent in advance.

Non - Refundable Deposit:

Transaction Date: August 9, 2021
Transaction Amount: \$500.00
Authorization number: 04369J

Please note: The deposit is deducted from the final invoice, which is due upon delivery. This is a non-refundable deposit to secure your moving reservation.

IMPORTANT NOTICE - Non-Refundable Deposit:

This is a non-refundable deposit. Customer understands that if a cancellation is requested, the deposit is non-refundable. Customer agrees to pay the non-refundable deposit to the carrier for the upcoming relocation arrangements. Atlantic Van Lines Inc. hereby agrees to prepare and reserve the requested moving date(s), arrange and book labor crew and moving equipment, reserve space required to perform the relocation. Customer has a 24 hour cooling period from date of placed deposit/processed transaction.

30 Days Free Storage

**starting from the date of pickup - storage must be requested and confirmed by our sales staff.
All storage charges are based on the minimum/actual weight of the shipment*

You will receive a phone call the day before your move to confirm the time window in which to expect our crew for the pickup

Freight Charges:

All charges are payable in full before goods are offloaded. The original quote provided above does not reflect the final price of the move. Minimum weight charges apply to each shipment as indicated in your price chart above.

Final charges are based on the MINIMUM weights to accommodate space and labour required to perform the move. If the shipment is scaled above the minimum charges ACTUAL weight charges will apply. If the shipment is scaled within the minimum charges a scale ticket will not be generated.

The quote provided does not reflect the final price of your move as this is only a general quote. Please be advised that the estimate provided is not included in this agreement.

Payment Methods:

Atlantic Van Lines Inc. accepts cash, certified cheque and bank draft, if you choose to pay with VISA or MasterCard the cardholder MUST be present at the time of the delivery and a 3% administration fee will be added if you should choose to use a credit card. Credit card payments must be made 1 business day prior to the delivery, the crew will collect the imprint and signature upon their arrival. Payment must be paid in full before the truck is offloaded in the above methods. Certified cheques and bank drafts MUST be made payable to **ATLANTIC VAN LINES**. **NEW!** We now accept E-mail transfer as a form of payment, however all E-mail transfers have to be sent and accepted at least 1 business day prior to delivery date.

Payment Methods (Vehicle):

Atlantic Van Lines requires full payment for vehicle shipping costs prior to the vehicle being released and set up for delivery. Atlantic Van Lines Inc. accepts cash, certified cheque and bank draft, if you choose to pay with VISA or MasterCard a 3% administration fee will be added if you should choose to use a credit card. An authorization form must be submitted to Atlantic Van Lines in advance if this payment method is chosen. Certified cheques and bank drafts MUST be made payable to **ATLANTIC VAN LINES**. **NEW!** We now accept E-mail transfer as a form of payment, however all E-mail transfers have to be sent and accepted prior to delivery of the vehicle being

scheduled.

|

Coverage Confirmation:

Basic Standard Liability is included in the cost of the move; Standard liability is **\$0.60** per pound, per article. A \$325.00 Deductible is applicable to all submitted claims.

Owner packed items - All owner packed items are at owner risk. The carrier does not take responsibility for any damaged and/or loss of any and all owner packed items.

Declared Value: Carrier can provide declared value/valuation coverage at the rate of \$37.00 per every \$1000.00 of declared value. (Arrangement must be made through your sales representative at least one business day prior to your move day).

Extra fees/charges (applicable to the following services performed):

- Packing/Unpacking Services
- Packing Supplies
- Stairs fees (at origin or destination)
- Long Carry fees (at origin or destination)
- Extra labour (at origin or destination)
- Storage charges (applicable after the free storage expires)
- Shuttle Fee - this fee is applicable if the truck cannot access the loading area at origin or destination. This fee is based on the size and location where shuttle needs to be performed.
- Dry Run/No Show charges - Extra service fees will apply (Dry Run Service charge) is assessed by Atlantic Van Lines if/when a pickup is missed, cancelled on scheduled moving day, not prepared for shipping or if the carrier is not able to perform pick up through no fault of their own. Any applicable DRS fees are assessed by carrier.

Again I would like to thank you for choosing Atlantic Van Lines Inc. for your upcoming move; I personally will guide you through your moving process and help you with anything you may need.

I guarantee that you will be satisfied with your choice and our service!

Yours Truly,

Jen Kirsh

Sales Manager

Atlantic Van Lines

www.atlanticvanlines.com

1-855-321-7700 or 416-335-1771

Page 27 of 84 to/à Page 28 of 84

Withheld pursuant to/removed as

s.22

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 \$ 1,815.95 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 15th 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: Aug 6, 2021	Employee's / New Appointee's Signature and Printed Name:  Jen Pei(Jocelyn) Far
Date: Oct 10, 2021	Witness Signature and Printed Name:  K. Fleurant
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.	

AE22EXEDIJ5



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E134000

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 Fan, Jocelyn				Employee ID NR		Phone Number (250) 356-0179	
Client Organization Advanced Education and Skills Training				Job Title Executive Assistant		Travel Group Code 3	
5. Date Completed 2021/09/27		6. Fiscal Year 2022		7. Special Cheque Issue EFT		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Sept. 17 Drove MAK to YVR for flight to Prince George for tour.				Headquarters Victoria Burnaby	
12. Mailing Address for Cheque PO Box 9080, Stn Prov Govt Room 346 Victoria, V8W 9A8							
16. Travel Dates 2021 09/17 09/17 09/17	17. Places Travelled			18. \$0.55 Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost	Claim	Cost
	Burnaby to YVR	0630	0700	16	8.80		0.00
	Parking at YVR	0700	0730		0.00	10.00	0.00
	YVR to Burnaby	0730	0800	16	8.80		0.00
TOTALS OF COLUMNS				36. 32 kms \$ 17.60	37. \$ 10.00	38. \$ 0.00	39. \$ 0.00
				40. \$ 0.00	41. \$ 0.00	42. \$ 0.00	Claim Total \$ 27.60
48. Client Code 019 019 019 019	49. Resp. 11001	50. Service Line 18000	51. STOB 5701 6501	52. Project 1100000		45. Supplier Code NR	Amount \$ 27.60
Less Travel Advance 019							
						54. \$ 27.60	
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	

FIN 10 (EFI-F0012 v2.6.1)

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

DJ Oct 1/21

Audit Trail for Travel Voucher (Restricted Use) E134000 for Fan, Jocelyn

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/27 11:27:19	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Saved	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/09/27 11:34:00	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Saved	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/09/27 11:35:37	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca	Notified	Fan, Jocelyn Jocelyn.Fan@gov.bc.ca
2021/09/27 13:30:05	Fan, Jocelyn (IDIR\NR) Jocelyn.Fan@gov.bc.ca		Initiated	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/09/27 13:34:30	Snoddon, Michael ✓ (IDIR\NR) Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E134000 for Fan, Jocelyn

1 note(s) returned.

Created On	Author	Note
2021/09/27 11:34:00	Lord, Ngaire (IDIR'NR : Ngaire.Lord@gov.bc.ca	Sept. 17/21 - 6:30am, Drove Minister Kang from Burnaby to YVR to catch flight to Prince George for tour. Parked for half an hour and then drove back to Burnaby.

Production *** Copyright © Government of British Columbia

Friday, Sept. 17/21

6:30 am Left Burnaby and
drove MAK to YVR for
flight to Prince George
for tour

STO B
5701

16 km x 0.55¢

\$ 8.80

Parking at YVR

\$10.00

7:30 am Drove back to
Burnaby from YVR

16 km x 0.55¢

\$ 8.80

\$27.60

Vancouver Airport

Receipt No: 5118/0605/00605

09/17/21

GST R127267383

Pay parking ticket 10.00 \$
09/17/21 06:49 - 09/17/21 07:36 ✓
Length Of Stay: 0 Days, 00:47
Epan:02995157015011111260245960??
Unit ID:111

Total Amount	10.00 \$
Net Amount:	7.68 \$
Parking Sales Tax	1.84 \$
GST+	0.48 \$
Credit Visa	10.00 \$

N/A

N/A

N/A

TYPE: PURCHASE

ACCT: VISA \$ 10.00 ✓

CARD NUMBER: *****NR

DATE/TIME: 17/09/2021 07:36:47 AM

REFERENCE #: 662841920010014720 H

AUTH #: 421983

SCOTIABANK VISA

00000000031010

00000000000000

01 APPROVED - THANK YOU 027

-- IMPORTANT --

Retain this copy for your records
CUSTOMER COPY

510 B
5201

AE22EXEDIJ2



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133918

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 Garnier, Jack ✓				Employee ID NR				Phone Number (778) 974-6028			
Client Organization Advanced Education and Skills Training				Job Title Executive Assistant				Travel Group Code 3			
5. Date Completed 2021/09/01			6. Fiscal Year 2022			7. Special Cheque Issue			8. Cheque Stub Information		
Type of Travel In Province			14. Reason for Travel Ministerial Assistant duties for PSAM tour (Aug 25-27)						Headquarters Victoria		
12. Mailing Address for Cheque 341-501 Belleville Street Victoria, BC V8V 1X4											
16. Travel Dates 2021 08/25 08/26 08/27	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	Costs	Cost	Describe
	Vic to Van (HJ)	1830	2100	0	0.00			0.00	175.08		
	Van-PG-Vand-PG(AC)	0700	1330		0.00	20.80	F-	51.50	133.40		
	PG to Van -Vic (WJ)	0800	1700		0.00	39.94	F-D	33.25			
				36.	37.		38.	39.	40.	Claim Total	
				\$ 0.00	\$ 190.29		\$ 84.75	\$ 308.48	\$ 0.00	\$ 583.52 ✓	
48. Client Code		49. Resp.	50. Service Line	51. STOB	52. Project		45. Supplier Code		Amount		
019 019 019 019		11001	18000	5702	1100000		NR		\$ 583.52		
Less Travel Advance											
019											
									54.		
									\$ 583.52		✓
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		

FIN 10 (EFI-F0012 v2.6.1)

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

Flights: Paid on the Office P/Card

DJ Sept 7/21

Audit Trail for Travel Voucher (Restricted Use) E133918 for Garnier, Jack

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/01 08:58:21	Amande, Tracy (IDIR\NR Tracy.Amande@gov.bc.ca	Garnier, Jack Jack.Garnier@gov.bc.ca	Saved	Garnier, Jack Jack.Garnier@gov.bc.ca
2021/09/01 09:07:24	Amande, Tracy (IDIR\NR Tracy.Amande@gov.bc.ca	Garnier, Jack Jack.Garnier@gov.bc.ca	Saved	Garnier, Jack Jack.Garnier@gov.bc.ca
2021/09/01 09:07:38	Amande, Tracy (IDIR\NR Tracy.Amande@gov.bc.ca	Garnier, Jack Jack.Garnier@gov.bc.ca	Saved	Garnier, Jack Jack.Garnier@gov.bc.ca
2021/09/01 09:15:39	Amande, Tracy (IDIR\NR Tracy.Amande@gov.bc.ca	Garnier, Jack Jack.Garnier@gov.bc.ca	Notified	Garnier, Jack Jack.Garnier@gov.bc.ca
2021/09/01 10:23:36	Garnier, Jack (IDIR\NR Jack.Garnier@gov.bc.ca		Approved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/09/01 10:25:40	Snoddon, Michael ✓ (IDIR\NR Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E133918 for Garnier, Jack

2 note(s) returned.

Created On	Author	Note
2021/09/01 09:07:24	Amande, Tracy (IDIR\NR Tracy.Amande@gov.bc.ca	**NOTE - Jack Garnier on loan to AEST from AFF MO to staff PS Mercier on this tour as a Ministerial Assistant** Aug 25 - Travel from Vic to Van and check into hotel for early morning flight (No per Diem).
2021/09/01 09:07:38	Amande, Tracy (IDIR\NR Tracy.Amande@gov.bc.ca	Aug 26 - Taxi from Hotel to YVR, flight to Prince G, drive to Vanderhoof for announcement, drive back to Prince G and check into hotel (Full day Per Diem). Aug 27 - Attend morning tour in Prince G, then check out of hotel, travel to airport and return rental car, flight to YVR and flight to Victoria and Taxi home (No Dinner per Diem).

Production *** Copyright © Government of British Columbia

From: Amande, Tracy AEST:EX
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Cc: Poldrugovac, Saija FIN:EX; Fleurant, Kathleen AEST:EX; Lord, Ngaire AEST:EX
Subject: Jack Garnier - Travel Voucher - E133918
Date: September 1, 2021 2:06:25 PM
Attachments: Jack Garnier - TV E133918 - WO Aug 22 to 28, 2021.pdf

Hi Saija,

Please see attached a copy of Jack Garnier's Travel Voucher for the week of Aug 2-28. Please note that Jack is currently an EA for AFF that was loaned to AEST as an MA to support PSAM in the Prince George and Vanderhoof tour from Aug 25-27th. I hope the coding was done correctly. Please let me know if you have any other questions.

Thank you,

Tracy Amande | Administrative Assistant

Honourable Anne Kang's Office | Minister of Advanced Education and Skills Training

Parliament Buildings

Ph: 250-356-0179

e: Tracy.Amande@gov.bc.ca

*As of May 4, 2020 amendments to the Lobbyists Transparency Act has come into force. **You must ensure that you are in compliance with the registration requirements under the Act.** The Office of the Registrar of Lobbyists can assist you to determine if you are in compliance, please contact the Office of the Registrar of Lobbyists at <https://www.lobbyistsregistrar.bc.ca/>*

Please note: This email message, including attachments, is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized

BLUEBIRD CABS #102
2612 QUADRA ST
VICTORIA BC

CARD *****NR
CARD TYPE MASTERCARD
DATE 2021/08/25 ✓
TIME 1038 18:40:20
RECEIPT NUMBER
C85069020-001-780-002-0

PURCHASE
AMOUNT
TIP
TOTAL

\$13.80 ✓
s.22

\$

Mastercard
A0000000041010
B0F57AC3E7039DCC
0000008000-E800
FF6E48EB173DE9F2

APPROVED

AUTH# 027180 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

Aug 25th
Cab receipt
Home - Helijet Vic Terminal

\$13.80 → Jack's Bmo Travel Card

5702-11000000

HELIJET INTERNATIONAL

Helijet International Inc
5911 Airport Rd S
Vancouver International Airport
BC V7B 1B5
Toll Free (800)665 4354
info@helijet.com
www.helijet.com

8/25/2021 6:41:40 PM
GST: R102320165

CUSTOMER COPY

Cancellation Required 5pm Day Prior
Check-in is 20 Minutes Prior to Departure
50lb Baggage Allowance
Full Rules available on Helijet.com

**Carriage is subject to the applicable
tariffs, conditions of carriage and
related regulations available at Helijet
We(the "carrier") hereby invite the
public at any time to request a copy
of our tariffs for the domestic service
we provide**

Booking #NR

Michael Snoddon
Wednesday, August 25, 2021
1 Passengers
Confirmed

730
Departs 19:15 @ Victoria Harbour (Downtown)
Arrives 19:50 @ Vancouver Harbour (Downtown)

Passengers:
o Garnier, Jack ✓

Invoice #: NR

1 FARE-SummerSale2021_25% of \$267.62 CAD

GST \$13.38 GST

Grand Total \$281.00 CAD

Payment Information:

Mastercard \$281.00 CAD

Date/Time 8/25/2021 6:41:36 PM
Station JYWHCS02
Terminal ID W66248400
Action Purchase/Telephone
Card Type M/C
Card Number **** * NR
Amount \$281.00
Authorization 082763
Message APPROVED - THANK YOU
Trace Number 00119R0210

Aug 25th
Helijet flight for Jack
VIC - VAN
Full paid on Kathleen's P-Card
(AC)

→ AC's P-Card

DUPLICATE

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****NR
CARD TYPE MASTERCARD
DATE 2021/08/25 ✓
TIME 6312 20:02:09
CLERK ID 9
INVOICE # 205
RECEIPT NUMBER
C85038974-001-710-008-0

PURCHASE
AMOUNT \$7.00
TIP s.22
TOTAL \$

Mastercard
A0000000041010
C59EA82195A1954F
0000008000-E800
482DC80E666D3249

APPROVED

AUTH# 003856 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

Aug 25th
Cab receipt
Heliport Van Harbour → Coast Van
Hotel

\$7.00 → Jack's Bmo Travel Card.
5702-11000000

NR

Jack Garnier ✓
501 Belleville Street
Victoria BC V8W 9A8

Invoice

Night-stay in Vancouver
in preparation for flight -
Vanderhoop with PSAM
(Aug 26th)

Invoice date 8/26/2021
Invoice number NR
Our reference
Your reference
GST Number

5702-110.00000

Guest	Jack Garnier	Arrival	8/25/2021	Departure	8/26/2021	Room	NR
Date	Description	Quantity	Unit Price	Total (CAD)			
✓ 8/25/2021	Room Charge	1	149.00	CSA approved single rate 149.00			
8/25/2021	DMF @1.293% Plus Taxes	1	1.93	1.93			
8/25/2021	Federal Tax GST	2	0.00	7.55			
8/25/2021	Provincial Room Tax	2	0.00	12.07			
8/25/2021	Municipal Room Tax	2	0.00	4.53			

8/26/2021 MC ***NR Auth: 096800

Total invoice 175.08
-175.08
Total Paid -175.08 ✓
Total Due 0.00 ✓

↓ Jack's Bmo Travel card

Total GST 7.55

For Corporate Accounts please forward cheque payments to our Head Office address:
NR

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or associate fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

NR

Transaction: Details

Aug 26th

Purchase: 2021/08/26 ✓

NR

Amount: \$39.94 CAD ✓

Black Top & Checker Ca, Vancouver

- Vancouver Airport

Merchant Detail

n/a

n/a

Black Top & Checker Ca, Vancouver BC ✓

Transaction Date 2021/08/26

Posting Date 2021/08/27

Internal Reference H49720210830dfrenntky

Supplier Category Details

Merchant Type Transportation

Merchant Category Limousines And Taxicabs (4121)

[View Supplier Details...](#)

[View Audit History](#)

Card Transaction - Extended Transaction Details

Total Tax Amount	4.28	Sequence Number	0
Ship from Postal Code	V6A 3V4	Item Number	1
Goods and Services Tax Rate	0.05	Interchange Rate Designator	40
Goods and Services Tax Exempt Code	N	Card Acceptor ID	25670600014
Provincial Sales Tax Rate	0.07	Purchase Identification	5530658123900400439265
Net Discount	0.00	Transaction Time	23:37:11.0000000
Exchange Rate Date	20210827	Message Identifier	MCOUNSSSO0826
Acquiring ICA	00000013582	Matched Indicator	0



Lost receipt provided Transaction Details
for master card

NR

→ Jack's Bmo card.

Close



Booking Confirmation

Aug 26th
PSM & Jack flight
Van - Prince George.

Booking Reference: NR

Date of issue: 13 Aug, 2021

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

For the well-being of all customers and employees, we are temporarily adjusting our on-board service as a health and safety measure in response to COVID-19. Unfortunately, we will not be able to accommodate any special meal requests. [Learn more.](#)

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the [IATA Travel Centre website](#) or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view [Air Canada's Privacy Policy](#) directly.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit our [COVID-19 information hub](#).

IMPORTANT: Entry requirements

- **Travelling (or returning) to Canada from another country:** travellers must register with [ArriveCAN](#), get a pre-departure COVID-19 test, and participate in the mandatory testing and quarantine requirements upon arrival. For more information, visit the [entry requirements page](#).
- **Travelling (or returning) to U.S. or international destinations:** Make sure to review the [government entry requirements](#) prior to travel.

- Depart

Economy - Comfort

Thursday
26 Aug, 2021

08:30
Vancouver
Vancouver Int. (YVR),
Terminal M



09:45
Prince George
(YXS),
British Columbia

AC8201

1hr15
Economy S
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

Passengers

Andrew Mercier

Ticket number
NR

Seats
AC8201 NR

Michael Snoddon

Ticket number
NR

Seats
AC8201 NR

→ modified to Jack Cranmer see attached



Purchase summary

MasterCard

*****NR

Amount paid: \$573.56

Tax information

GST no. 10009-2287 RT0001 \$27.32

2 adults

Ac's Peard Air transportation charges

Base fare Economy - Comfort

245.00

Carrier surcharges

16.00

Taxes, fees and charges

Air Travellers Security Charge - Canada

7.12

Goods and Services Tax - Canada - 100092287 RT0001

13.66

Airport Improvement Fee - Canada

5.00

Total before options (per passenger)

\$286⁷⁸

Number of passengers

X 2

GRAND TOTAL (Canadian dollars)

\$573⁵⁶



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

30
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



AIR CANADA

NR

Passenger: Garnier Jack Anthony (ADT)

Booking Reference: NR

Ticket number: NR

Air Canada Reservations, 1-888-247-2262

Issuing date: Aug-24, 2021

ELECTRONIC TICKET RECEIPT

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

NOTE: You may be receiving this Itinerary Electronic Ticket Receipt due to a change in your itinerary. Please contact the Air Canada Contact Centre immediately if you have any questions concerning any schedule change.

Recent Policy and Service Updates:

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit aircanada.com/covid19updates.

IMPORTANT: Entry requirements

- Travelling (or returning) to Canada from another country: Travellers must register with [ArriveCAN](#), get a pre-departure COVID-19 test and participate in the mandatory testing and quarantine requirements upon arrival. For more info visit the [entry requirements page](#).
- Travelling (or returning) to U.S. or international destinations: Make sure to review the [government entry requirements](#) prior to travel.

IMPORTANT: Make sure to review the [government entry requirements](#) prior to travel.

From	To	Flight	Departure	Arrival
VANCOUVER, International (YVR) Terminal: M	PRINCE GEORGE, Airport (YXS)	AC8201	08:30 Thursday 26 Aug 2021	09:45 Thursday 26 Aug 2021
Fare: Comfort Fare basis: SZDNZACO Booking status: OK	Operated by: AIR CANADA EXPRESS - JAZZ Aircraft type: De Havilland Dhc-8 400 Series Number of stops: 0			Cabin: Economy (S) Duration: 01:15 Seat: NR

OK = Confirmed

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. 23 x 40 x 55 cm [9 x 15.5 x 21.5]) and 1 personal item (max. size: 16x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store in the overhead bin unassisted. See our complete [carry-on baggage policy](#).

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

YVRYXS

1st Checked Bag:

Free of Charge

UPTO50LB 23KG AND62LI 158LCM

Name of the carrier whose baggage rules apply: AIR CANADA

For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Aug 26th
Night-stay in Prince George

5702-1100000

Mr Jack Garnier
501 Bellville St
BOX 9080
Victoria BC
CANADA

Invoice

Invoice date 8/27/2021
Invoice number NR
Our reference
Your reference
GST Number

Guest **Mr Jack Garnier** ✓ | Arrival **8/26/2021** Departure **8/27/2021** Room NR

Date	Description	Quantity	Unit Price	Total ()
✓ 8/26/2021	Room Charge	1	115.00	115.00
8/26/2021	GST Taxes	1	5.75	5.75
8/26/2021	Hotel Room Tax 8%	1	9.20	9.20
8/26/2021	Municipal Room Tax 3%	1	3.45	3.45

8/27/2021 MC ****NR Auth: 091465

Total invoice 133.40

Total Paid -133.40 ✓

Total Due 0.00 ✓

→
Jack's Bmo Travel and

Total GST 5.75

For Corporate Accounts please forward cheque payments to our Head Office address:
NR

I agree that my liability for any charges incurred by me 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 of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

Please complete the online TripAdvisor survey at www.tripadvisor.ca and you will be entered to win a \$ 100.00 gift certificate.



4141 AIRPORT ROAD
PRINCE GEORGE, BC V2L 2Y7
Federal GST# : 889365821

Rental Agreement #:

Bill Ref #:

Invoice Date:

Account #:

NR

30/08/2021

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE CSA Mid(F) ok	1 DAY	58.00	58.00
EXCESS DISTANCE CHARGE	48 DIS	0.10	4.80
Subtotal			53.90
PROVINCIAL SALES TAX	PCT	7.00	4.45
GOODS AND SERVICES TAX	PCT	5.00	3.25
CONCESSION RECOUP FEE 15.60 PCT	PCT	15.60	0.75
PROV VEHICLE RENTAL TAX 1.50/DAY	1 DAY	1.50	1.50

Total Charges (CAD) 72.75

PAYMENTS

Payment Master Card -72.75

Total Payments (CAD) -72.75

Amount Due (CAD) 0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

BILL TO

JACK GARNIER ✓
s.22

RENTAL INFORMATION

Date/Time Out 08/26/2021 09:46
Start Charges 08/26/2021 12:00
Date/Time In 08/27/2021 10:43

Renter
GARNIER, JACK

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
WHITE	MD582R	ESCAPE	7VGQTN	22,397 22,645

VIN: 1FMCU9H6XMUA41325

CLAIM INFORMATION

Claim# / PO# / RO# **Insured**
Date of Loss **Type of Loss** **Type of Vehicle**
Repair Shop

Receipt for Rental Car at
Prince George Airport (1 day)
Aug 26 - 27th.

NR

5702-1100000

For Billing Inquiries / Payment Terms :

Tel#: +1 6045390866

C4AR@ehi.com

Thank You For Choosing National Car Rental

Please Return This Portion With Remittance

Amount Due (CAD) 0.00

Remit To :
ENTERPRISE RENT-A-CAR
13160 88 AVE
SURREY, BC V3W 3-K3

Paid By:
JACK GARNIER
s.22

Account #	Rental Agreement	Amount	GPBR
	NR	0.00	C4N2



NR

Renter Name JACK GARNIER

GST/HST 889365821
PST 1021523719

VICTORIA

BC s.22

Rental Location
PRINCE GEORGE AIRPORT
4141 AIRPORT ROAD
PRINCE GEORGE

26-AUG-2021 12:00 PM

BC GOVERNMENT DAILY
Contract ID

BC V2L 2Y7

Phone (250)9637473

Return Location
PRINCE GEORGE AIRPORT

27-AUG-2021 10:43 AM

Vehicle # MUA41325
Model ESCAPE
Class Driven IFDR
Class Charge ICAR
License# MD582R
State/Province BRITISH COLUMBIA
M/Kms Driven 248
M/Kms Out 22197
M/Kms In 22645

Charges	No	Unit	Price/Unit	Amount
TIME & DISTANCE	1	Days	58.00	58.00 *
EXTRA MILES/KM - TIME & DISTANCE	48	M/Kms	0.10	4.80 *
FREE MILES/KM - TIME & DISTANCE	200	M/Kms		0.00 *
CDW / LDW	1	Days		0.00 *
CONCESSION RECOUP FEE 15.60 PCT			50.17	0.00 *
CONCESSION RECOUP FEE 15.60 PCT			4.80	0.75 *
PROV VEHICLE RENTAL TAX \$1.50/DAY	1	Days	1.50	1.50 *
VLF REC 1.07/DAY	1	Days		0.00 *
PROVINCIAL SALES TAX @7.00000 %			63.55	4.45
GOODS AND SERVICES TAX @5.00000 %			65.05	3.25

Rate Info

Messages

* Taxable Items
Subject to Audit

Total Charges

Payments
Master Card

AUTH: 028745 26-AUG-2021 NR 500.59

Payment

CAD 72.75

-72.75

Customer Service Number 1-800-468-3334

Reverse Auth: 26-AUG-2021 -427.84

Amount Due

5702-1100000

CAD 0.00

Jack's Bmo Travel Card



FYI: ACS P-card
P SAM & Jack's Return Ticket.

ETicket Receipt

Prepared For
GARNIER/JACK MR

RESERVATION CODE	NR
ISSUE DATE	13Aug21
TICKET NUMBER	NR
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
27 Aug21	WESTJET WS 3130	PRINCE GEORGE BC, CANADA	VANCOUVER BC, CANADA	Cabin ECONOMY Seat Number NR (CONFIRMED) Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis XAQD0ZFI Not Valid After 15DEC21
	Operated by: WESTJET ENCORE	Time 11:55	Time 13:15 Terminal MAIN TERMINAL	

Allowances

Baggage Allowance

YXS to YVR - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YXS to YVR - 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

YXS to YVR - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX NR → ACS P-card
Fare Calculation Line	YXS WS YVR184.00CAD184.00END
Fare	CAD 184.00
Taxes/Fees/Carrier-Imposed Charges	CAD 16.00 YQI (OTHER AIR TRANSPORTATION

	CHARGES)
	CAD 10.36 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.25 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 243.73

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

[Important Legal Notices](#)



Booking Confirmation

Aug 27th
Jack's flight from
Van - Victoria

FYI: ACB P-Card.

Booking Reference: NR

Date of issue: 13 Aug, 2021

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For the well-being of all customers and employees, we are temporarily adjusting our on-board service as a health and safety measure in response to COVID-19. Unfortunately, we will not be able to accommodate any special meal requests. [Learn more](#) [Opens in a new window](#).

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IMPORTANT: Entry requirements

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- **Travelling (or returning) to U.S. or international destinations:** Make sure to review the [government entry requirements](#) [Opens in a new window](#) prior to travel.



Depart

Economy - Comfort

Friday
27 Aug, 2021

15:30
Vancouver
Vancouver Int. (YVR),
Terminal M



15:59
Victoria
Victoria Int. (YYJ),
British Columbia

AC8071

0hr29
Economy G
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

Passengers

Michael Snoddon
Ticket number
NR

Seats
AC8071 NI

→ modified to Jack Garner see attachment



Purchase summary

MasterCard

*****NIP

Amount paid: \$342.43

Tax information

GST no. 10009-2287 RT0001 \$16.31

→ ACS P-Card

1 adult

Air transportation charges

Base fare Economy - Comfort

298.00

Carrier surcharges

16.00

Taxes, fees and charges

Air Travellers Security Charge - Canada

7.12

Goods and Services Tax - Canada - 100092287 RT0001

16.31

Airport Improvement Fee - Canada

5.00

Total before options (per passenger)

\$342⁴³

GRAND TOTAL (Canadian dollars)

\$342⁴³



Check-in and boarding gate deadlines

Within Canada

90

minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45

minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

30

minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Passenger: Garnier Jack Anthony (ADT)

Booking Reference: NR

Ticket number: NR

Air Canada Reservations, 1-888-247-2262
Issuing date: Aug-24, 2021

ELECTRONIC TICKET RECEIPT

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

NOTE: You may be receiving this Itinerary Electronic Ticket Receipt due to a change in your itinerary. Please contact the Air Canada Contact Centre immediately if you have any questions concerning any schedule change.

Recent Policy and Service Updates:

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit aircanada.com/covid19updates.

IMPORTANT: Entry requirements

- Travelling (or returning) to Canada from another country: Travellers must register with [ArriveCAN](#), get a pre-departure COVID-19 test and participate in the mandatory testing and quarantine requirements upon arrival. For more info visit the [entry requirements page](#).
- Travelling (or returning) to U.S. or international destinations: Make sure to review the [government entry requirements](#) prior to travel.

IMPORTANT: Make sure to review the [government entry requirements](#) prior to travel.

From	To	Flight	Departure	Arrival
VANCOUVER, International (YVR)	VICTORIA, Victoria Intl (YYJ)	AC8071	15:30	15:59
Terminal: M			Friday 27 Aug 2021	Friday 27 Aug 2021
Fare: Comfort	Operated by: AIR CANADA EXPRESS - JAZZ			Cabin: Economy (G)
Fare basis: GZ4PZACO	Aircraft type: De Havilland Dhc-8 400 Series			Duration: 00:29
Booking status: OK	Number of stops: 0			Seat: NR

OK = Confirmed

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. 23 x 40 x 55 cm [9 x 15.5 x 21.5]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store in the overhead bin unassisted. See our complete [carry-on baggage policy](#).

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

YVRYJJ

1st Checked Bag: Free of Charge UPTO50LB 23KG AND62LI 158LCM

Name of the carrier whose baggage rules apply: AIR CANADA

For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Yellow Cab Of Victoria

718 Fisgard St.
VICTORIA, BC V8W 1R9
250381222

Transaction 000087

Total
Tip

CREDIT CARD SALE
MASTERCARD 9095

27-Aug-2021 17:26:30 ✓

CA\$5.22 | Method: EMV

Mastercard XXXXXXXXXXXXNR

JACK GARNIER

Reference ID: 124000500077

Auth ID: 046947

MID: *****1456

AID: A0000000041010

AthNtwkNm: MASTERCARD

PIN VERIFIED

Thank you for using Cab#43

Aug 27th

Jack Garnier
Cab receipt

from Victoria Airport - Home

CA\$56.80 → \$56.80 - Jack's Bmo Travel Card.
CA\$5.22 -

5702-11000000

→ Jack's Bmo Travel Card.

PER DIEMS

	Date	Full day	Misc (Describe)	5750-11MTCCA or 5702-1100000	Total
Sun	Aug 22	/	/	/	/
Mon	" 23	/	/	/	/
Tue	" 24	/	/	/	/
Wed	" 25	/	/	/	/
Thu	" 26	yes	/	5702-110000	51.50
Fri	" 27	no	B/L/I	" "	33.25
Sat	" 28	/	/	/	/

Staff rates different

Full Day:	\$	61.00
Breakfast:	\$	12.50
Lunch:	\$	12.50
Dinner:	\$	21.50
Incidentals:	\$	14.50

84.75

5750-11MTCCA	
5702-1100000	

AE22EXEDIJ4



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133988

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 Garnier, Jack ✓				Employee ID NR				Phone Number (778) 974-6028							
Client Organization Advanced Education and Skills Training				Job Title Executive Assistant				Travel Group Code 3							
5. Date Completed 2021/09/23			6. Fiscal Year 2022			7. Special Cheque Issue EFT			8. Cheque Stub Information						
Type of Travel In Province			14. Reason for Travel Ministerial Assistant duties for MAK tour (WO Sep. 12-18).						Headquarters Victoria						
12. Mailing Address for Cheque 341-501 Belleville Street Victoria, BC V8V 1X4															
16. Travel Dates		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	Costs	Claim	Cost	Lodging Costs	Cost	Describe		
2021		Vic to Van (HJ)		1815	2000		0.00	17.35		0.00	175.08	66.54	National Car Rental		
09/16		Van-PG-Van-Vic (AC)		0630	2200		0.00	NR	F-L	41.00					
09/17								96.80							
TOTALS OF COLUMNS							36. \$ 0.00	37. 114.15 \$ NR	38. ✓ \$ 41.00	39. ✓ \$ 175.08	40. 66.54 \$ NR	Claim Total \$ 396.77 ✓			
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount			
019- 019 019 019		11001		18000		5701 5702		1100000 1100000		NR		396.77 \$			
Less Travel Advance 019															
AMOUNT DUE TO EMPLOYEE												54. \$ 396.77 ✓			
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			

FIN 10 (EFI-F0012 v2.6.1)

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

HJ & AC flights: paid on the office P/Card

DJ Sept 29/21

Audit Trail for Travel Voucher (Restricted Use) E133988 for Garnier, Jack

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/23 10:20:06	Amande, Tracy (IDIR\NR) Tracy.Amande@gov.bc.ca	Garnier, Jack Jack.Garnier@gov.bc.ca	Saved	Garnier, Jack Jack.Garnier@gov.bc.ca
2021/09/23 10:46:19	Amande, Tracy (IDIR\NR) Tracy.Amande@gov.bc.ca	Garnier, Jack Jack.Garnier@gov.bc.ca	Saved	Garnier, Jack Jack.Garnier@gov.bc.ca
2021/09/23 10:49:34	Amande, Tracy (IDIR\NR) Tracy.Amande@gov.bc.ca	Garnier, Jack Jack.Garnier@gov.bc.ca	Notified	Garnier, Jack Jack.Garnier@gov.bc.ca
2021/09/23 10:54:13	Garnier, Jack (IDIR\NR) Jack.Garnier@gov.bc.ca		Approved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/09/23 11:02:50	Snoddon, Michael ✓ (IDIR\NR) Michael.Snoddon@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133988 for Garnier, Jack

1 note(s) returned.

Created On	Author	Note
2021/09/23 10:46:19	Amande, Tracy (IDIR\NR Tracy.Amande@gov.bc.ca	<p>**NOTE - Jack Garnier on loan to AEST from AFF MO to staff MAK on this tour as a Ministerial Assistant**</p> <p>Sept 16 - Travel from Vic to Van and checked into a Van hotel for early morning flight (No per Diem).</p> <p>Sept 17 - Taxi from hotel to YVR, flight to PG, drove rental car to tour location, drove back to PG airport, flight to Van, flight to Vic and taxi home (No lunch Per Diem, it was provided by stakeholder).</p>

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From: Amande, Tracy AEST:EX
To: Poldrugovac, Saija FIN:EX
Cc: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX; Fleurant, Kathleen AEST:EX; Lord, Ngaire AEST:EX
Subject: Jack Garnier - Travel Voucher - E133988 - Sep 12-18
Date: September 23, 2021 11:51:22 AM
Attachments: J. Garnier - TV E133988 - WO Sep 12 to 18, 2021.pdf
Re Travel Voucher - WO Sep 12-18.msg

Hi Saija,

Please see attached a copy of Jack Garnier's TV, receipts and approval email for the week of Sep 12-18. Please note that Jack is currently an EA for AFF MO that was loaned to AEST as an MA to support MAK in the Prince George tour from Sept 16-17.

Please let me know if you have any other questions.

Thank you,

Tracy Amande | Administrative Assistant
Honourable Anne Kang's Office | Minister of Advanced Education and Skills Training
Parliament Buildings
Ph: 250-356-0179
e: Tracy.Amande@gov.bc.ca

*As of May 4, 2020 amendments to the Lobbyists Transparency Act has come into force. **You must ensure that you are in compliance with the registration requirements under the Act.** The Office of the Registrar of Lobbyists can assist you to determine if you are in compliance, please contact the Office of the Registrar of Lobbyists at <https://www.lobbyistsregistrar.bc.ca/>*

Please note: This email message, including attachments, is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized

From: [Garnier, Jack AFF:EX](#)
To: [Amande, Tracy AEST:EX](#)
Cc: [Fleurant, Kathleen AEST:EX](#); [Lord, Ngaire AEST:EX](#)
Subject: Re: Travel Voucher - WO Sep 12-18
Date: September 23, 2021 11:31:53 AM

Thanks Tracy.

Approved on my end.

Jack Garnier

> On Sep 23, 2021, at 11:29 AM, Amande, Tracy AEST:EX <Tracy.Amande@gov.bc.ca> wrote:
>
> Hi Jack,
>
> Please see attached a copy of Travel Voucher and receipts for the Week of Sep 12 to 18 for your review. You can
do either of the following: print the first page, sign and date "line 45" and scan back or respond to this email with
"Approved" or I can walk down to your office for a signature.
> You should have received a notification from E-forms that your form is ready:
>
> * Go to the bottom of the left of the form, under Action tab – select "initiate" from the drop-down menu
> * Go to the bottom center, under Next to Act tab – Select "Michael" (you can find this in the address book).
Please note that if Michael is unavailable, Kathleen (AC) can approve TV, if the amount is less than \$1000
> * Go to the bottom right – select OK (This initiates to the SMA that they need to electronically review and
approve your form which then automatically goes to finance
>
> Let me know if you have any questions.
>
> Thank you,
>
> Tracy Amande | Administrative Assistant
>
>

GROUP 3 - PER DIEMS

	Date	Full day	Misc (Describe)	5701-1100000 or 5702-1100000	Total
Sun	Sept 12	/	/	/	/
Mon	Sept 13	/	/	/	/
Tue	Sept 14	/	/	/	/
Wed	Sept 15	/	/	/	/
Thu	Sept 16	/	/	/	/
Fri	Sept 17	B/O/I	/	5702	\$ 41.00
Sat	Sept 18	/	/	/	/

\$41.00

Full Day:	\$	51.50
Breakfast:	\$	10.50
Lunch:	\$	10.50
Dinner:	\$	18.25
Incidentals:	\$	12.25

5701-1100000	
5702-1100000	

#1

Sept 16!

Taxi for MAK & JACK
from Parliament Building - Helijet vic.

BLUEBIRD CABS #24
2612 QUADRA ST
VICTORIA BC

CARD *****NR
CARD TYPE VISA
DATE 2021/09/16 ✓
TIME 0064 18:19:17
RECEIPT NUMBER
H85020077-001-435-006-0

→ Jacks personal card

PURCHASE
AMOUNT
TIP
TOTAL

\$8.00 ✓

s.22

\$

→ \$8.00
stop #5701-1100000

visa Credit
A0000000031010
A373CF720CE134EB
0000000000-

APPROVED

AUTH# 075201 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Sept 16! MAK & JACK! VIC-Jan

Job # 5711-1100000

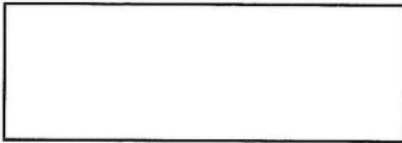
Amande, Tracy AEST:EX

From: Fleurant, Kathleen AEST:EX
Sent: September 16, 2021 6:23 PM
To: Lord, Ngaire AEST:EX; Amande, Tracy AEST:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Follow Up Flag: Follow up
Flag Status: Flagged

From: passengerservices@helijet.com <passengerservices@helijet.com>
Sent: September 16, 2021 6:23 PM
To: Fleurant, Kathleen AEST:EX <Kathleen.Fleurant@gov.bc.ca>
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	Anne Kang
	Company	Min Of Advanced Education & Skills Training

Booking #NR

Thursday, September 16, 2021 ✓

730

Invoice #NR

FARE-SummerSale2021_25% off \$260

+ GST

\$371.42

\$18.58

19:15 Victoria Harbour (Downtown)
19:50 Vancouver Harbour (Downtown)

35 minutes

Confirmed

2 Passengers - Off-Peak

- Anne Kang, Female
- Jack Garnier, Male

Add to Calendar

NR

\$195 each
includes tax

Billing	\$185.71 each	\$371.42
Taxes	\$9.29 each	\$18.58
Grand Total		\$390.00

Mastercard	\$390.00
------------	----------

Date / Time September 16, 2021 @ 6:21:19 PM

Summary *****NR

Expiration NR

Authorization 071833

ACS P-car ↓

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 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:

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

#3

Sept 16!
Jack's Taxi from Heliport Van - Hotel

DUPLICATE

Stob #15701-1100000

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****NR
CARD TYPE MASTERCARD
DATE 2021/09/16 ✓
TIME 1152 19:58:12
CLERK ID 9
INVOICE # 111
RECEIPT NUMBER
C85011131-001-924-003-0

→ Jack's Travel card

PURCHASE
TOTAL

\$9.35 ✓ → \$9.35

Mastercard
A0000000041010
2B5BCE531A410F31
0000008000-E800
75DE21E4F9FF2A57

APPROVED

AUTH# 089438 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

#4 NR

Mr Jack Garnier
501 Bellville St
Victoria BC v8v 1x4

Job # 5701-1100000

Receipt

Invoice date 9/21/2021
Our reference NR
Your reference
GST Number

Guest	Mr Jack Garnier	✓	Arrival	9/16/2021	Departure	9/17/2021	Room	NR	
Date	Description		Quantity	Unit Price	Total (CAD)				
✓ 9/16/2021	Room Charge		1	149.00	CSA approved single rate		149.00		
9/16/2021	DMF @1.293% Plus Taxes		1	1.93			1.93		
9/16/2021	Federal Tax GST		2	0.00			7.55		
9/16/2021	Provincial Room Tax		2	0.00			12.07		
9/16/2021	Municipal Room Tax		2	0.00			4.53		
				Total invoice				175.08	
9/17/2021	MC ***NR Auth: 066155							-175.08	
				Total Paid				-175.08	✓
				Total Due				0.00	✓

Jacks Travel Card

Total GST 7.55

For Corporate Accounts please forward cheque payments to our Head Office address:

NR

I agree that my liability for any charges incurred by me 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 of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

NR

#5

Sept 17!

Jack's Taxi from Vancouver Hotel
to Vancouver airport

Stub #5701-1100000

**BLACK TOP & CHECKER
CABS**

UNIT 101, 1355 VERNON DR
VANCOUVER, BC V6A 3V4
6046813201
<https://www.btccabs.ca>

Transaction 3916336

Total CA\$40.00

→ \$40.00

CREDIT CARD SALE CA\$40.00 ✓

MASTERCARD NR

Station: BT30

17-Sep-2021 6:43:51AM ✓

CA\$40.00 | Method: EMV

Mastercard XXXXXXXXXXXXNR

→ Jack's Travel Card

JACK GARNIER

Reference ID: 126000889148

Auth ID: 047684

MID: *****3884

AID: A0000000041010

AthNtwkNm: MASTERCARD

PIN VERIFIED

THANK YOU FOR YOUR BUSINESS

#6
Amande, Tracy AEST:EX

Van - PG (Round Trip) for Jack
Stob #5712-110000

From: Air Canada <noreply@aircanada.ca>
Sent: September 15, 2021 5:38 PM
To: Amande, Tracy AEST:EX
Subject: Booking Confirmation NR Jack Garnier: 17-Sep Vancouver-Prince George
Attachments: NR Jack Garnier 17-Sep Vancouver-Prince George.pdf
Follow Up Flag: Follow up
Flag Status: Flagged
Modified take off from
VIC-Van on Sept 15th
for
\$325.50

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



AIR CANADA

BOOKING CONFIRMATION & RECEIPT OR NOTICE OF AN ITINERARY CHANGE

Thank you so much for choosing to fly with Air Canada!

Attached is a copy of your official Booking Confirmation and Receipt. If you have any questions, please give us a call at 1-888-247-2262 or visit aircanada.com/contact.
(For international numbers, visit aircanada.com/international.)

NOTE: You may be receiving this email due to a change in your itinerary.

But please do *not* reply to this email -- we're sorry, but because it's an automated email, it does not accept replies.

We'll see you on board!

CONTACT US

ALERTS

#6

Passenger: Garnier Jack (ADT)

NR

Booking Reference: NR

Ticket number: NR

Air Canada Reservations, 1-888-247-2262

Issuing date: Sep-15, 2021

#5712-1100000

ELECTRONIC TICKET RECEIPT

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

NOTE: You may be receiving this Itinerary Electronic Ticket Receipt due to a change in your itinerary. Please contact the Air Canada Contact Centre immediately if you have any questions concerning any schedule change.

Recent Policy and Service Updates:

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit aircanada.com/covid19updates.

IMPORTANT: Entry requirements

- Travelling (or returning) to Canada from another country: Travellers must register with [ArriveCAN](#), get a pre-departure COVID-19 test and participate in the mandatory testing and quarantine requirements upon arrival. For more info visit the [entry requirements page](#).
- Travelling (or returning) to U.S. or international destinations: Make sure to review the [government entry requirements](#) prior to travel.

IMPORTANT: Make sure to review the [government entry requirements](#) prior to travel.

From	To	Flight	Departure	Arrival
VANCOUVER, International (YVR) Terminal: M	PRINCE GEORGE, Airport (YXS)	AC8201	08:30 Friday 17 Sep 2021	09:46 Friday 17 Sep 2021
Fare: Fare basis: HZ1NZACO Booking status: OK	Operated by: AIR CANADA EXPRESS - JAZZ Aircraft type: De Havilland Dhc-8 400 Series Number of stops: 0			Cabin: Economy (H) Duration: 01:16 Seat:
PRINCE GEORGE, Airport (YXS)	VANCOUVER, International (YVR) Terminal: M	AC8206	17:05 Friday 17 Sep 2021	18:22 Friday 17 Sep 2021
Fare: Fare basis: AZ2NZACO Booking status: OK	Operated by: AIR CANADA EXPRESS - JAZZ Aircraft type: De Havilland Dhc-8 400 Series Number of stops: 0			Cabin: Economy (A) Duration: 01:17 Seat: NR

OK = Confirmed

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. 23 x 40 x 55 cm [9 x 15.5 x 21.5]) and 1 personal item (max. size: 16x 33 x43 cm [6 x 13 x17 in]). Your carry-on baggage must be light enough that you can store in the overhead bin unassisted. See our complete [carry-on baggage policy](#).

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

YVRYXS

1st Checked Bag: Free of Charge UPTO50LB 23KG AND62LI 158LCM

Name of the carrier whose baggage rules apply: AIR CANADA

YXS YVR

1st Checked Bag: Free of Charge UPTO50LB 23KG AND62LI 158LCM

Name of the carrier whose baggage rules apply: AIR CANADA

Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional terms and conditions related to seat selection.

Please notify us immediately if you do not plan on taking your scheduled flight(s). If you are unable to change or cancel your booking online, you can reach Air Canada Reservations at 1-888-247-2262 (for international and other numbers, visit www.aircanada.com/othernumbers). If you do not show up for your flight, the rest of your itinerary will automatically be cancelled.

FARE DETAILS

Form of payment:

CC CA XXXXXXXXXXXXNR
XXXX NR

#6

Kathleen's p-card

Air Transportation Charges:	CAD 742.00
Taxes, Fees and Charges:	
Goods and Services Tax - Canada - 100092287 RT0001(XG)	CAD 15.50
Air Travellers Security Charge - Canada(CA)	CAD PD 14.25
Airport Improvement Fee - Canada(SQ)	CAD PD 30.00
Goods and Services Tax - Canada - 100092287 RT0001(XG)	CAD PD 19.81
Airport Improvement Fee - Canada(SQ)	CAD PD 10.00
Goods and Services Tax - Canada - 100092287 RT0001(XG)	CAD PD 4.50
Total Amount:	CAD 325.50A

GENERAL CONDITIONS OF CARRIAGE

1. You must obtain your boarding pass and check in any baggage by the **check-in deadline**. Additionally, you must be available for boarding at the boarding gate by the **boarding gate deadline**. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

Within Canada

Recommended check-in time: 90 minutes
Check-in and baggage drop-off deadline: 45 minutes
Boarding Gate Deadline: 30 minutes

To/From the US

Recommended check-in time: 120 minutes
Check-in and baggage drop-off deadline: 60 minutes
Boarding Gate Deadline: 30 minutes

International (including Mexico and the Caribbean)

Recommended check-in time: 120 minutes
Check-in and baggage drop-off deadline: 60 minutes
Boarding Gate Deadline: 30 minutes

From Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel)

Recommended check-in time: 180 minutes
Check-in and baggage drop-off deadline: 60 minutes
Boarding Gate Deadline: 30 minutes

From Cairo (Egypt)

Recommended check-in time: 240 minutes
Check-in and baggage drop-off deadline: 60 minutes
Boarding Gate Deadline: 30 minutes

2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.

#7

Sept 17: National car rental for Jack & Mak
Prince George

Stob #5762-1100000

Rental Agreement # NR

Invoice # NR

Renter Information**Renter Name**

JACK GARNIER ✓

Renter Address

s.22

CAN

Contract

BC GOVERNMENT DAILY ✓

Vehicle InformationTUCSON SEL 4DR ALL-WHEEL
DRIVE

License #: MB961F

State/Province: BC

Unit #: 7VC9XC

Vehicle #: NU038031

Vehicle Class Driven

Intermediate SUV 4 door/Automatic/Air

Vehicle Class Charged

Intermediate 2/4 door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 9,841 Ending: 9,884

Total: 43

Fuel

Starting: Full Ending: Full

**Thank you for renting
with National Car Rental****We appreciate your business!**This email was automatically generated
from an unattended mailbox, so please
do not reply to this e-mail.If you have any questions about your
rental, please view our Frequently**Trip Information****Pickup**Friday, September 17,
2021

9:52 AM

ReturnFriday, September 17,
2021

5:26 PM

Start ChargesFriday, September 17,
2021

10:01 AM

PRINCE GEORGE AIRPORT (YXS) ✓

4141 AIRPORT ROAD

PRINCE GEORGE, BC V2L 2Y7

CAN

PRINCE GEORGE AIRPORT (YXS) ✓

4141 AIRPORT ROAD

PRINCE GEORGE, BC V2L 2Y7

CAN

Renter Charges

Rental Rate	Time & Distance 1 Day at 58.00 CAD / Day	58.00 CAD	CSA approved rate
	Free Distance		Included
Coverages	Cdw-allocated Inclusive		Included
Taxes and Fees	Prov Vehicle Rental Tax \$1.50/day (1.50 CAD / Day)	1.50 CAD	
	Provincial Sales Tax (7.00%)	4.06 CAD	
	Concession Recoup Fee 15.60 Pct	Included	
	Goods And Services Tax (5.00%)	2.98 CAD	
	Vif Rec 1.07/day	Included	

Total

(Subject to audit)

Amount charged on September 18, 2021 to MASTERCARD

NR

APN: Mastercard
AID: A0000000041010
Verified: PIN
Entry: Chip
TSI: E800**66.54 CAD**

(66.54 CAD) ✓

Amount Due**0.00 CAD**

#8

Sept 17: Jack's Van-VIC flight



AIR CANADA

Booking Confirmation

Job# 5711-1100000

Booking Reference: NR

Date of issue: 18 Aug, 2021

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs [Opens in a new window](#) that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

For the well-being of all customers and employees, we are temporarily adjusting our on-board service as a health and safety measure in response to COVID-19. Unfortunately, we will not be able to accommodate any special meal requests. [Learn more](#) [Opens in a new window](#).

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website [Opens in a new window](#) or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy [Opens in a new window](#) directly.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit our COVID-19 information hub [Opens in a new window](#).

IMPORTANT: Entry requirements

- **Travelling (or returning) to Canada from another country:** travellers must register with [ArriveCAN](#) [Opens in a new window](#), get a pre-departure COVID-19 test, and participate in the mandatory testing and quarantine requirements upon arrival. Fully vaccinated travellers will not be required to stay at a government-authorized hotel while awaiting their on-arrival test result if they meet all of the required criteria. For more information visit the [entry requirements page](#).
- **Travelling (or returning) to U.S. or international destinations:** Make sure to review the government entry requirements [Opens in a new window](#) prior to travel.



- Depart

Economy - Comfort

✓ Friday
17 Sep, 2021

20:20

VancouverVancouver Int. (YVR),
Terminal M

20:49

VictoriaVictoria Int. (YYJ),
British Columbia

AC8069

0hr29

Economy W

Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

Passengers

✓ **Jack Anthony Garnier**

Seats

AC8069 NR

Ticket number

NR



Purchase summary

MasterCard

*****NR

Amount paid: \$356.08

Tax information

GST no. 10009-2287 RT0001 \$16.96

ACS P-card

1 adult

Air transportation charges

Base fare Economy - Comfort

311.00

Carrier surcharges

16.00

Taxes, fees and charges

Air Travellers Security Charge - Canada

7.12

Goods and Services Tax - Canada - 100092287 RT0001

16.96

Airport Improvement Fee - Canada

5.00

Total before options (per passenger)

\$356.08

GRAND TOTAL (Canadian dollars)

\$356.08



Check-in and boarding gate deadlines

Within Canada

90

minutes

When to arrive at the airport

You should arrive no later than the time indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45

minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

30

minutes

Boarding gate deadline

This is the latest you should be at the departure gate, ready for boarding.

15

minutes

Boarding gate closes

Arriving after this time will result in reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

#9

Sept 17!
Jack's Taxi from Vic Airport -
Accommodation.

Stub #5701-1100000

Yellow Cab Of Victoria

1376 BLUERIDGE RD
VICTORIA, BC V8Z 2V3
2368827454

Cashier: vipul

Transaction 000020

Total

CA\$56.80 ✓

Tip

CA\$s.22 ✓

CREDIT CARD SALE
MASTERCARD NR

CA\$

17-Sep-2021 21:58:57 ✓

CA\$s.22 | Method: EMV

Mastercard XXXXXXXXXXXXXNR

JACK GARNIER

Reference ID: 126100500077

Auth ID: 013212

MID: *****9324

AID: A0000000041010

AthNtwkNm: MASTERCARD

PIN VERIFIED

s.22

→ \$56.80

→ Jack's Travel Card

AE22EXEDIJ3



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133972

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 Snoddon, Michael ✓				Employee ID NR				Phone Number (250) 356-0179							
Client Organization Advanced Education, Skills and Training				Job Title Sr. Ministerial Assistant				Travel Group Code 3							
5. Date Completed 2021/09/17			6. Fiscal Year 2022			7. Special Cheque Issue			8. Cheque Stub Information						
Type of Travel In Province			14. Reason for Travel SMA duties WO Sept. 13-17/21						Headquarters Victoria						
12. Mailing Address for Cheque PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2															
16. Travel Dates		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
2021		Vic-Van (HA)		0730	1900		0.00	T/Bucks		F-	51.50	175.08			
09/13		Van. all day		0800	1800		0.00			F-L	41.00				
09/14		Van-Vic (HA)		1825	1900		0.00	T/Bucks			0.00				
TOTALS OF COLUMNS							36. \$ 0.00	37. \$ 0.00		38. ✓ \$ 92.50	39. ✓ \$ 175.08	40. \$ 0.00	Claim Total \$ 267.58 ✓		
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount			
019		11001		18000		5701		1100000		NR		\$ 267.58			
019															
019															
019															
Less Travel Advance															
019															
												54. \$ 267.58 ✓			
												AMOUNT DUE TO EMPLOYEE			
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					

FIN 10 (EFI-F0012 v2.6.1)

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

DJ Sept 23/21

Audit Trail for Travel Voucher (Restricted Use) E133972 for Snoddon, Michael

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/17 12:55:01	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/09/17 16:33:11	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/09/20 10:00:33	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Saved	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/09/20 10:02:57	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Snoddon, Michael Michael.Snoddon@gov.bc.ca	Notified	Snoddon, Michael Michael.Snoddon@gov.bc.ca
2021/09/20 10:04:09	Snoddon, Michael (IDIR\NR) Michael.Snoddon@gov.bc.ca		Initiated	Fleurant, Kathleen Kathleen.Fleurant@gov.bc.ca
2021/09/20 11:17:19	Fleurant, Kathleen ✓ (IDIR\NR) Kathleen.Fleurant@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

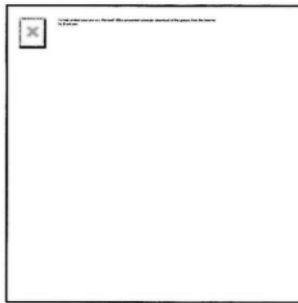
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Notes for Travel Voucher (Restricted Use) E133972 for Snoddon, Michael

1 note(s) returned.

Created On	Author	Note
2021/09/20 10:00:33	Lord, Ngaire (IDIR\NR) Ngaire.Lord@gov.bc.ca	Sept. 13 - Flew from Victoria to Vancouver, worked all day in Vancouver - full day per diem- stayed overnight. Sept. 14 - worked all day in Vancouver - breakfast and dinner per diem - flew back to Victoria. ✓

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Customer Information

Account

HAS #

NR

Company

Min. Of Advanced Education And Skills Training

Booking #NR

Monday, September 13, 2021 ✓

Flight #206/Twin Otter

08:00 Victoria Harbour / Map ✓

08:35 Vancouver Harbour / Map ✓

35 minutes

KK - Confirmed

1 Passenger(s) - GoFlex

Michael Snoddon, Male ✓

[Add to Calendar](#)

NR

Invoice #NR

Air Transportation Charges

Sked 200 : (St) GO Flex \$219.93

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$10.85

Billing \$231.43

Taxes \$0.00

Grand Total \$231.43

Turbobucks \$231.43

Date / Time September 8, 2021 @ 4:29:20 PM

Summary NR

Service Turbobucks

Ticket NR

GoFlex Fare Conditions:

- Check in 25 minutes prior to departure time.
- If not checked in at least 15 minutes prior to departure time, seat will be forfeited and a 100% No Show Fee will be charged.
- Refundable up to 4 hrs* prior to departure.
- Changeable up to 4 hrs* prior to departure (subject to

1 Passenger(s) - GoFlex

Michael Snoddon, Male ✓

[Add to Calendar](#)

NR

Billing	\$231.43
Taxes	\$0.00
Grand Total	\$231.43

Turbobucks	\$231.43
------------	----------

Date / Time September 8, 2021 @ 4:29:20 PM

Summary NR

Service Turbobucks

Ticket NR

GoFlex Fare Conditions:

- Check in 25 minutes prior to departure time.
- If not checked in at least 15 minutes prior to departure time, seat will be forfeited and a 100% No Show Fee will be charged.
- Refundable up to 4 hrs* prior to departure.
- Changeable up to 4 hrs* prior to departure (subject to difference in fare value).
- Changes or cancellations within 4 hrs are subject to a \$20 fee*

**For flights departing on or before 11am, changes and cancellations must be made before 5pm the day prior to avoid the aforementioned fees.*

- As always, no fees will be applied in the event of weather disruptions.
- 50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure.
- Select Seating \$10 (space permitting).

Required Travel Documents:

- All passengers 18 years and above must present either one piece of government issued photo identification, or two pieces of government-issued ID without a photograph.
- Physical I.D. is required. Sorry, we cannot accept copies or photos of I.D.

Guaranteed Baggage:

- 25 lbs. on all routes except listed below.
- 35 lbs. between Richmond (YVR South), Ganges & Maple Bay.
- 50 lbs between Richmond (YVR South), Victoria & Nanaimo.

Standby Baggage:

- 25 lbs. (space available) on all routes except listed below.
- 15 lbs. (space available) between Richmond (YVR

NR

✓
Mr Michael Snoddon
501 Bellville Street
Victoria BC V8V1X4

Receipt

5701-110000

Invoice date 9/14/2021
Our reference NR
GST Number

Guest **Mr Michael Snoddon** Arrival **9/13/2021** Departure **9/14/2021** Room NR

Date	Description	Quantity	Unit Price	Total (CAD)
✓ 9/13/2021	Room Charge	1	149.00	149.00
9/13/2021	DMF @1.293% Plus Taxes	1	1.93	1.93
9/13/2021	Federal Tax GST	2	0.00	7.55
9/13/2021	Provincial Room Tax	2	0.00	12.07
9/13/2021	Municipal Room Tax	2	0.00	4.53

Total invoice 175.08

9/14/2021 VS ****NR Auth: 072061

-175.08

Total Paid -175.08 ✓

Total Due 0.00 ✓

Total GST 7.55

For Corporate Accounts please forward cheque payments to our Head Office address:
NR

I agree that my liability for any charges incurred by me 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 of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

NR

Lord, Ngaire AEST:EX

From: passengerservices@helijet.com
Sent: September 14, 2021 3:32 PM
To: Amande, Tracy AEST: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	Michael Snoddon (Min Aest)
	Company	Min Of Advanced Educ & Skills Training

Booking #NR

Tuesday, September 14, 2021 ✓

723

18:25 Vancouver Harbour (Downtown) ✓

19:00 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Michael Snoddon (Min Aest), Male ✓

Invoice #NR

FARE-SummerSale2021_25% off \$239 \$170.48

+ GST \$8.52

Billing \$170.48

Taxes \$8.52

Grand Total \$179.00

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

STAFF PER DIEMS

	Date	Full day	Misc (Describe)	5750-11MTCCA	Total
Sun	/	/	/	/	/
Mon	Sept. 13	yes		5701-1100000	\$ 51.50
Tue	Sept. 14	no	Breakfast and Dinner	5701-1100000	\$ 41.00
Wed	Sept. 15	/	/	/	/
Thu	Sept. 16	/	/	/	/
Fri	Sept. 17	/	/	/	/
Sat	Sept. 18	/	/	/	/

Full Day:	\$	51.50
Breakfast:	\$	10.50
Lunch:	\$	10.50
Dinner:	\$	18.25
Incidentals:	\$	12.25

Sept. 14 - Lunch
provided at event

\$ 92.50

Monday,
Sept. 13/21

STOB 5701

8:00 am Harbour Air
Vic → Van
full day per diem

→ \$ 51.50

\$ 175.08

NR

Tuesday
Sept. 14/21

Breakfast and
~~lunch~~ per diem
Dinner

\$ 41.00

Helijet
Van → Vic.

\$ 267.58

✓