

EN22EXEDIJ27



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133928

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 Sundhu, Ellora ✓				Employee ID NR				Phone Number (236) 478-3860					
Client Organization Agriculture, Food and Fisheries				Job Title Ministerial Advisor				Travel Group Code 3					
5. Date Completed 2021/09/08			6. Fiscal Year 2022			7. Special Cheque Issue EFT			8. Cheque Stub Information				
Type of Travel In Province			14. Reason for Travel Travel with the Minister						Headquarters Victoria				
12. Mailing Address for Cheque s.22													
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 - Vic(HA)	1020	1840		0.00		182.90	F-B	41.00				
08/20	Vic - Van (HA)	1300	1435		0.00			F-BL	30.50		307.07		includes Hotel parking
09/06	Van	0700	2359		0.00			F-	51.50		307.07		includes Hotel parking
09/07	Van - Vic (HA)	1730	1900		0.00			F-D	33.25		614.14		
09/08													
TOTALS OF COLUMNS						36.	37.		38.	39.	40.	Claim Total	
						\$ 0.00	\$ 182.90		\$ 156.25	\$ 614.14	\$ 0.00	\$ 953.29 ✓	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount	
130		29001		30000		5701		2900000		NR		\$ 953.29	
130													
130													
130													
Less Travel Advance													
130													
AMOUNT DUE TO EMPLOYEE											54.		
											\$ 953.29 ✓		
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 14/21

Audit Trail for Travel Voucher (Restricted Use) E133928 for Sundhu, Ellora

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/08 10:27:08	MacLellan, Alyssa (IDIR\NR) Alyssa.MacLellan@gov.bc.ca	Sundhu, Ellora Ellora.Sundhu@gov.bc.ca	Saved	Sundhu, Ellora Ellora.Sundhu@gov.bc.ca
2021/09/13 11:49:51	MacLellan, Alyssa (IDIR\NR) Alyssa.MacLellan@gov.bc.ca	Sundhu, Ellora Ellora.Sundhu@gov.bc.ca	Saved	Sundhu, Ellora Ellora.Sundhu@gov.bc.ca
2021/09/13 14:16:16	MacLellan, Alyssa (IDIR\NR) Alyssa.MacLellan@gov.bc.ca	Sundhu, Ellora Ellora.Sundhu@gov.bc.ca	Saved	Sundhu, Ellora Ellora.Sundhu@gov.bc.ca
2021/09/13 14:16:34	MacLellan, Alyssa (IDIR\NR) Alyssa.MacLellan@gov.bc.ca	Sundhu, Ellora Ellora.Sundhu@gov.bc.ca	Notified	Sundhu, Ellora Ellora.Sundhu@gov.bc.ca
2021/09/13 14:16:45	MacLellan, Alyssa (IDIR\NR) Alyssa.MacLellan@gov.bc.ca	Sundhu, Ellora Ellora.Sundhu@gov.bc.ca	Saved	Sundhu, Ellora Ellora.Sundhu@gov.bc.ca
2021/09/13 14:33:37	Sundhu, Ellora (IDIR\NR) Ellora.Sundhu@gov.bc.ca		Initiated	Godfrey, Sam Sam.Godfrey@gov.bc.ca
2021/09/22 10:21:23	Godfrey, Sam ✓ (IDIR\NR) Sam.Godfrey@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133928 for Sundhu, Ellora

2 note(s) returned.

Created On	Author	Note
2021/09/13 11:49:51	MacLellan, Alyssa (IDIR\NR) Alyssa.MacLellan@gov.bc.ca	August 20: Walked from home to H/A, flew from Vic - Van, taxi from H/A to Surrey, taxi from Surrey to H/A, flew from Van - Vic, walked from H/A to home. Sept 6: Walked from home to H/A, flew from Vic - Van, s.22 Sept 7: Overnight in Van Sept 8: s.22 to H/A, flew from Van - Vic, walked from H/A to home. s.22
2021/09/13 14:16:16	MacLellan, Alyssa (IDIR\NR) Alyssa.MacLellan@gov.bc.ca	s.22 The cost of hotel parking is less than it would have been to pay for 4-5 taxi trips, estimated at about \$80 total.

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From: Janke, Debra FIN:EX
To: MacLellan, Alyssa AFF:EX
Subject: RE: E133928 Ellora Sundhu
Date: October 14, 2021 3:05:37 PM

Thanks, Alyssa.

I hope you have a splendid night.

Debra

From: MacLellan, Alyssa AFF:EX <Alyssa.MacLellan@gov.bc.ca>
Sent: October 14, 2021 2:49 PM
To: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Subject: RE: E133928 Ellora Sundhu

Hi Debra,

Please find copies of the HA invoices attached.

I will request sign off on the hotel and get back to you.

Thank you!



Alyssa MacLellan (She/Her)
Administrative Assistant to the
Honourable Lana Popham
Minister of Agriculture, Food and Fisheries
t 250.387.1023 f 250.387.1522

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: October 14, 2021 2:42 PM
To: MacLellan, Alyssa AFF:EX <Alyssa.MacLellan@gov.bc.ca>
Subject: FW: E133928 Ellora Sundhu

I forgot to mention that the NR is not on the CSA approved accommodation listing. Please have the Minister sign off a copy of the Hotel folio with "Hotel Approved" and email signed copy.

This travel claim for Ellora will be paid, today.

Thanks, Alyssa.

Debra

From: Janke, Debra FIN:EX

Sent: October 14, 2021 2:37 PM

To: MacLellan, Alyssa AFF:EX <Alyssa.MacLellan@gov.bc.ca>

Subject: E133928 Ellora Sundhu

Hi Alyssa,

For auditing purposes, please email copies of the HA invoices.

Thanks.

Debra

Debra Janke

Executive Financial Clerk, Ministers' Office Support Services

Corporate Financial and Facilities Services Branch

Ministry of Finance

Phone: 778 698-8564 Fax: (250) 356-7326

Email: Debra.Janke@gov.bc.ca

Website: <http://www.min.fin.gov.bc.ca>

Serving all Ministers' Offices and the Office of the Premier

From: MacLellan, Alyssa AFF:EX
To: Janke, Debra FIN:EX
Subject: RE: E-forms: Action Required re: E133928 for Ellora Sundhu
Date: October 6, 2021 10:38:54 AM
Attachments: [Ellora Taxi Receipts Aug 20.pdf](#)
[Ellora Hotel Receipt Sept 6-8.pdf](#)

Hi Debra,
Please see the receipts for Ellora's travel voucher No. E133928.
Thank you,



Alyssa MacLellan (She/Her)
Administrative Assistant to the
Honourable Lana Popham
Minister of Agriculture, Food and Fisheries
t 250.387.1023 f 250.387.1522

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

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: September 29, 2021 9:47 AM
To: MacLellan, Alyssa AFF:EX <Alyssa.MacLellan@gov.bc.ca>
Subject: FW: E-forms: Action Required re: E133928 for Ellora Sundhu
Hi Alyssa,
The receipts have not been received.
Thanks.
Debra

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

From: EFIMailer@gov.bc.ca <EFIMailer@gov.bc.ca>
Sent: September 22, 2021 10:21 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX <FINFSAMINOFF@gov.bc.ca>
Subject: E-forms: Action Required re: E133928 for Ellora Sundhu
Travel Voucher (Restricted Use) Control No. E133928 for Ellora Sundhu was "Approved" by Sam Godfrey 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.

Aug 20
5:14 PM

TRANSACTION RECORD

DELTA SUNSHINE TAXI

13425 71A AVENUE

SURREY BC

Purchase

Aug 20, 2021 17:14:49

INTERAC *****NR

FLASH DEFAULT

TID 14019945 Entry Tap EMV (H)

Sequence: 034 002

Auth#: NR Response 00 001

Batch 034 Clerk 1028

Amount \$ 75.65 ✓

Tip \$ NR - personal

Total \$ NR

A0000002771010 INTERAC

TVR 8080008000 ✓

Approved

Cardholder copy

Aug 20
1:08 PM

DUPLICATE

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

DUPLICATE

CARD *****NR
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2021/08/20 ✓
TIME 0595 13:08:22
CLERK ID 1
INVOICE # NR
RECEIPT NUMBER
C85020505-001-059-003-0

PURCHASE
AMOUNT \$107.25 ✓
TIP \$NR — Personal
TOTAL

\$ NR

INTERAC
A0000002771010 NR
904E4BFE42FCC70D
8080008000-6800
FF4DDDC435483707

APPROVED

AUTH# NR 00-001
THANK YOU

CARDHOLDER COPY

DUPLICATE

Reservation Folio

Reservation NR

Guest Names: Ellora Sundhu ✓

All charges for: Ellora Sundhu

Not listed on the CSA: Ministers approval requested by email on Oct 14/21 (attached)

From	to	Nights	Adults	Children
9/06/21	9/08/21	2	1 ✓	0

Suite	Date	Type	Reference and Description	Amount
NR ✓	9/06/21	Charge	PARK Parking - s.15 2 Days	76.00
			Parking Tax	14.14
			GST Inc	2.95
	9/06/21	Charge	1-BR (s.22	229.00
			Municipal Tax	6.96
			DMF	2.95
			PST 8%	18.56
			GST	11.60
✓	9/07/21	Charge	1-BR (s.22	229.00
			Municipal Tax	6.96
			DMF	2.95
			PST 8%	18.56
			GST	11.60
	9/08/21	Payment	NR Mastercard	0.00
			Balance	<u>\$0.00</u> ✓
Tax Summary:		GST	26.15	
		DMF	5.90	
		Room PST	37.12	
		Municipal Tax	13.92	
		Parking Tax	14.14	

NR

GST: NR

PST: NR

Page 1 of 1

NR



Customer Information

Account	HAS #	NR
	Name	Ellora Sundhu

Booking NR

Friday, August 20, 2021

Flight #216

11:20 Victoria Harbour / Map

11:55 Vancouver Harbour / Map

35 minutes

KK - Confirmed

1 Passenger(s) - GoFlex
Ellora Sundhu, Female

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
------------------------------	---------

+ Goods and Services Tax	\$11.57
--------------------------	---------

Billing	\$231.43
---------	----------

Taxes	\$11.57
-------	---------

Grand Total	\$243.00
--------------------	-----------------

Master Card	\$243.00
-------------	----------

Date / Time	August 20, 2021 @ 11:03:12 AM
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Summary	**** * NR
---------	-----------

Expiration	NR
------------	----

Authorization	NR
---------------	----

GoFlex Fare Conditions:

- Check in 30 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.

Booking **NR**

Friday, August 20, 2021

Flight #247

18:10 Vancouver Harbour / Map 

18:45 Victoria Harbour / Map 

Invoice **NR**

Air Transportation Charges

Sked 200 : (St) GO Flex \$219.93

Taxes, Fees and Charges

35 minutes	All Skeds - Baggage : Checked Baggage Fee	\$0.00
	Sked 200 : Carbon Offset	\$0.65
KK - Confirmed	Sked 200 : VHFC Terminal Fee	\$10.85
	+ Goods and Services Tax	\$11.57
1 Passenger(s) - GoFlex		
Ellora Sundhu, Female	Billing	\$231.43
	Taxes	\$11.57
Add to Calendar	Grand Total	\$243.00
NR	Master Card	\$243.00

Date / Time August 20, 2021 @ 11:03:12 AM

Summary **** * NR

Expiration NR

Authorization NR

GoFlex Fare Conditions:

- Check in 30 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.

MacLellan, Alyssa AFF:EX

From: Harbour Air Reservation <reservation@harbourair.com>
Sent: October 6, 2021 9:57 AM
To: MacLellan, Alyssa AFF:EX
Subject: Receipt

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

Hello,

Please see your receipt below.

Regards,

LIRIS JUAN
Reservations Tour Supervisor
Harbour Air Group
4680 Cowley Crescent, Richmond, BC, V7B 1C1
(T) 1800-665-0212
(E) ljuan@harbourair.com (W) www.harbourair.com



Customer Information

Account

HAS #

NR

Name

Ellora Sundhu

Booking NR

Monday, September 6, 2021

Flight #228

13:30 Victoria Harbour / Map ☐

14:05 Vancouver Harbour / Map ☐

Invoice NR

Air Transportation Charges

Sked 200 : (St) GO Flex

\$219.93

Taxes, Fees and Charges

35 minutes

KK - Confirmed

1 Passenger(s) - GoFlex

Ellora Sundhu, Female

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$10.85
+ Goods and Services Tax	\$11.57
Billing	\$231.43
Taxes	\$11.57
Grand Total	\$243.00
Master Card	\$243.00

Date / Time	September 6, 2021 @ 9:30:33 AM
Summary	**** * NR
Expiration	NR
Authorization	NR

Booking NR			
Wednesday, September 8, 2021			
Flight #247/Twin Otter 18:00 Vancouver Harbour / Map <input type="checkbox"/> 18:35 Victoria Harbour / Map <input type="checkbox"/>			
35 minutes			
KK - Confirmed			
1 Passenger(s) - GoFlex . Ellora Sundhu, Female			
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
+ Goods and Services Tax			\$11.57
Billing			\$231.43
Taxes			\$11.57
Grand Total			\$243.00
Master Card			\$243.00
Date / Time			
September 8, 2021 @ 1:11:59 PM			
Summary			
**** * NR			
Expiration			
NR			



Where ideas work

Ministry of Finance and Supported Entities
Reimbursement Claim (for non-
payroll related expenses)

EN22EXEDIJ24

GOD-21SEP18

PAYEE NAME: SAM GODFREY ✓ | SUPPLIER #: NR SITE:

CHEQUE MAILING ADDRESS: Agriculture, Food & Fisheries
ROOM 325- 501 BELLEVILLE ST

DESCRIPTION OF PURCHASE:

Notebook

DATE OF PURCHASE:

18-SEP-2021 (DD-MMM-YYYY)

AMOUNT (INCLUDING TAX)	GST AMOUNT	PST AMOUNT	TAX CODE <small>GST & PST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT
28.00	1.25	1.75		130	29001	30000	6508	2900000
28.00								
TOTAL								

EXPENSE AUTHORITY (EA) INFORMATION

LISA OLDHAM

EA PRINTED NAME

BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION:

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

MOLESKIN NOTEBOOK

EA SIGNATURE (if a non-Oracle user)

SIGNATURE OF INDIVIDUAL RECEIVING REIMBURSEMENT (QR)

SAM GODFREY

QR PRINTED NAME

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

QR SIGNATURE

ADDITIONAL INFORMATION OR INSTRUCTIONS:

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

ACCOUNTS DATE STAMP

Sam.

Island Blue Print Co Ltd
905 Fort St
Victoria, BC V8V 3K3
250-385-9786
250-385-1377

Sales Receipt

Transaction # 615442
Account # NR
Date: 9/18/21 ✓ Time: 1:28:02 PM
Cashier: C2 Register #: 2

Item	Description	Amount
s.22		
09/21	MOLESKINE BLK CARB	\$25.00
s.22		
	Sub Total	s.22
	7.0000% PST	
	5.0000% GST	
	Total	
	MasterCard (Refund)	
	Change Due	\$0.00
	NR	

\$25.00 GST = \$1.25 PST = \$1.75 = \$28.00

Thank you for shopping at
Island Blue Print Co Ltd
Refunds or Exchanges with Receipt Within 60 Days