



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133811

**Freedom of Information and Protection of Privacy:** The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

<b>Name</b> Gunn, Paula M.				<b>Employee ID</b> NR				<b>Phone Number</b> (250) 356-0163			
<b>Client Organization</b> Children and Family Development				<b>Job Title</b> Ministerial Assistant				<b>Travel Group Code</b> 3			
<b>5. Date Completed</b> 2021/07/15			<b>6. Fiscal Year</b> 2022			<b>7. Special Cheque Issue</b> EFT			<b>8. Cheque Stub Information</b>		
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Accompanying MMD						<b>Headquarters</b> Victoria		
<b>12. Mailing Address for Cheque</b> 134-501 Belleville Street PO Box 9057 Victoria, BC V8W 9E2											
<b>16. Travel Dates</b> 2021 07/08	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>	
	<b>Destination</b> Vic>Van(HA)	<b>Start</b> 0700	<b>End</b> 1630	<b>Km</b>	<b>Cost</b> 0.00		<b>Claim</b> F-BD	<b>Cost</b> 22.75		<b>Cost</b> 78.15	<b>Describe</b> Taxi
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00	<b>37.</b> \$ 486.00		<b>38.</b> \$ 22.75	<b>39.</b> \$ 0.00	<b>40.</b> \$ 78.15	<b>Claim Total</b> \$ 586.90
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>		<b>51. STOB</b>	<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>		
039	18YAA	14001		5701	1800000		NR		<del>\$ 586.90</del>		
039	18YAA	14001		5711	1800000				\$486.00		
039											
<b>Less Travel Advance</b>											
039											
<b>AMOUNT DUE TO EMPLOYEE</b>										<b>54.</b> \$ 586.90	
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						<b>Print Name</b>			<b>Date Signed</b>		
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>			<b>Date Signed</b>		
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>			<b>Date Signed</b>		

100.90

## Audit Trail for Travel Voucher (Restricted Use) E133811 for Gunn, Paula M.

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/07/15 16:25:16	Hansen, Nicole (IDIR\NR ) Nicole.E.Hansen@gov.bc.ca	Gunn, Paula M. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula M. Paula.Gunn@gov.bc.ca
2021/07/15 16:25:24	Hansen, Nicole (IDIR\NR ) Nicole.E.Hansen@gov.bc.ca	Gunn, Paula M. Paula.Gunn@gov.bc.ca	Notified	Gunn, Paula M. Paula.Gunn@gov.bc.ca
2021/07/15 16:31:55	Hansen, Nicole (IDIR\NR ) Nicole.E.Hansen@gov.bc.ca	Gunn, Paula M. Paula.Gunn@gov.bc.ca	Notified	Gunn, Paula M. Paula.Gunn@gov.bc.ca
2021/07/15 16:40:07	Gunn, Paula M. (IDIR\NR ) Paula.Gunn@gov.bc.ca		Initiated	Dean, Mitzi Mitzi.Dean@gov.bc.ca
2021/08/18 15:47:22	Dean, Mitzi (IDIR\NR ) Mitzi.Dean@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E133811 for Gunn, Paula M.

1 note(s) returned.

Created On	Author	Note
2021/07/15 16:25:16	Hansen, Nicole (IDIR\NR ) Nicole.E.Hansen@gov.bc.ca	07/08 FLIGHT TO VIC FROM VAN & BACK FROM VAN>VIC L,I, TWO TAXI RIDES  * PLEASE NOTE THERE WILL BE A TAXI RECIEPT COMING ON ANOTHER FORM FOR THIS TRAVEL. RECIEPT HAS BEEN LOST AND WE ARE NOW WAITING FOR MCARD STATEMENT

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**2021 EXPENSES – Paula Gunn**

Home: NR                      MILEAGE from home: s.22    to Harbour Air AND to BC Leg, s.22    to Helijet

Nanaimo Departure Bay to Home is s.22

HAS # NR

NATURE OF TRIP	DATE	TYPE OF EXPENSE	HOW PAID	Amount	CLAIMED ?	PAID?
Trip to Van for ELCC						
	July 8, 2021	Taxi to HA	My MCFD Mcard	20.30		
		Harbour Air flight	My MCFD Mcard	486.00		
		Taxi to event	My MCFD Mcard			
		Taxi back	My MCFD Mcard	57.85		
		Lunch (no B or D)				

VANCOUVER TAXI  
796 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2021/07/08  
TIME 0770 09:46:55  
CLERK ID 7  
INVOICE # NR  
RECEIPT NUMBER  
C85069217-001-094-006-0

PURCHASE  
AMOUNT \$57.85  
TIP s.22  
TOTAL s.22

MasterCard  
A0000000041010  
85CD2AEC0BB38504  
0000008000-E800  
BC9BDA245B5C564A

**APPROVED**

AUTH# 029261 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

BLUEBIRD CAFE  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2021/07/08  
TIME 4115 07:14:38  
RECEIPT NUMBER  
C85076012-001-067-002-0

PURCHASE  
AMOUNT \$20.30  
TIP s.22  
TOTAL s.22

MasterCard  
A0000000041010  
A28EDE3FF1E5255D  
0000008000-E800  
2BA9ADE63D425C4A

**APPROVED**

AUTH# 01276 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

6014.

## Harbour Air Seaplanes

Vancouver (604) 274-1277  
Victoria (250) 384-2215  
Nanaimo (250) 714-0904  
Ganges 1-877-537-9880

Toll-free 1-800-665-0212  
Website: [www.harbourair.com](http://www.harbourair.com)  
08/07/2021 7:17:29 AM  
GST: 84295 5858 RT0001

### CUSTOMER COPY

Booking NR

Mitzi Dean  
Thursday, July 8, 2021  
2 Passenger(s)  
RKK - Reconfirmed

Flight #206  
Departs 08:00 @ Victoria Harbour  
Arrives 08:35 @ Vancouver Harbour

Passengers:  
o Dean, Mitzi  
o Gunn, Paula

Invoice #: NR

0 All Skeds - Baggage : Check \$0.00 CAD  
1 Sked 200 : Carbon Offset \$0.65 CAD  
1 Sked 200 : VHFC Terminal F \$10.85 CAD  
1 Sked 200 : (St) GO Flex \$219.93 CAD

NR

Mitzi Dean  
Thursday, July 8, 2021  
2 Passenger(s)  
RKK - Reconfirmed

Flight#235  
Departs 15:00 @ Vancouver Harbour  
Arrives 15:35 @ Victoria Harbour

NR

Mitzi Dean  
Thursday, July 8, 2021  
2 Passenger(s)  
RKK - Reconfirmed

Flight#235  
Departs 15:00 @ Vancouver Harbour  
Arrives 15:35 @ Victoria Harbour

Passengers:  
o Dean, Mitzi  
o Gunn, Paula

Invoice #: NR

0 All Skeds - Baggage : Checke \$0.00 CAD  
1 Sked 200 : Carbon Offset \$0.65 CAD  
1 Sked 200 : VHFC Terminal F \$10.85 CAD  
1 Sked 200 : (St) GO Flex \$219.93 CAD

NR

Goods and Services Tax 13.14 GST

Grand Total \$465.00 CAD

Payment Information:

Master Card \$465.00 C

Date/Time 08/07/2021 7:17:23 AM  
Station HRA07S05  
Terminal ID W66306286  
Action Purchase  
Card Type M/C  
Card Number \*\*\*\* \* NR C  
Amount \$465.00  
Authorization 015340010  
Message APPROV THANK YOU  
Trace Number 015340010  
Response 01 005/ 02 802  
Shop ID A000000041010  
TVR/TSI 0000008000/E800

## Customer Information

Account

HAS #

NR

Name

Mitzi Dean

Booking #NR

Thursday, July 8, 2021

Flight #206

08:00 Victoria Harbour / Map

08:35 Vancouver Harbour / Map

35 minutes

KK - Confirmed

2 Passenger(s) - GoFlex

• Mitzi Dean, Female

• Paula Gunn, Female

Add to Calendar

NR

Invoice #NR

### Air Transportation Charges

Sked 200 : (St) GO Flex \$439.86

### Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$1.30

Sked 200 : VHFC Terminal Fee \$21.70

+ Goods and Services Tax \$23.14

Billing \$462.86

Taxes \$23.14

**Grand Total \$486.00**

Master Card \$243.00

Date / Time July 8, 2021 @ 7:17:26 AM

Summary \*\*\*\* \* NR

Name GUNN/PAULA.

Expiration NR

Authorization NR

Visa \$243.00

Date / Time July 8, 2021 @ 7:29:23 AM

Summary \*\*\*\* \* NR

Name /

Expiration NR



Booking #NR

Thursday, July 8, 2021

Flight#235

15:00 Vancouver Harbour / Map

15:35 Victoria Harbour / Map

35 minutes

KK - Confirmed

2 Passenger(s) - GoFlex

• Mitzi Dean, Female

• Paula Gunn, Female

[Add to Calendar](#)

NR

Invoice #NR

Air Transportation Charges

Sked 200 : (St) GO Flex \$439.86

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$1.30

Sked 200 : VHFC Terminal Fee \$21.70

+ Goods and Services Tax \$23.14

Billing \$462.86

Taxes \$23.14

**Grand Total \$486.00**

Master Card \$243.00

Date / Time July 8, 2021 @ 7:17:26 AM

Summary \*\*\*\* \*NR

Name GUNN/PAULA.

Expiration NR

Authorization NR

Visa \$243.00

Date / Time July 8, 2021 @ 7:29:23 AM

Summary \*\*\*\* \*NR

Name /

Expiration NR

Authorization NR

**GoFlex Fare Conditions:**

- Check in 25 minutes prior to departure time.
- Refundable up to 4 hrs\* prior to departure.
- Changeable up to 4 hrs\* prior to departure (subject to difference in fare value).
- As always, no fees will be applied in the event of weather disruptions.



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133992

**Freedom of Information and Protection of Privacy:** The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

<b>Name</b> Gunn, Paula M.				<b>Employee ID</b> NR				<b>Phone Number</b> (250) 356-0163									
<b>Client Organization</b> Children and Family Development				<b>Job Title</b> Ministerial Assistant				<b>Travel Group Code</b> 3									
<b>5. Date Completed</b> 2021/09/24			<b>6. Fiscal Year</b> 2022			<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>								
<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Ministerial Business						<b>Headquarters</b> Victoria								
<b>12. Mailing Address for Cheque</b> 134-501 Belleville Street PO Box 9057 Victoria, BC V8W 9E2																	
<b>16. Travel Dates</b> 2021 09/08 09/09	<b>17. Places Travelled</b> *PCard <b>Destination</b> * Vic-Van (HA) * Van-Vic (HA)			<b>18. Personal Vehicle Use</b> <b>Km</b> <b>Cost</b> 0.00		<b>19. Other Transport Costs</b> <b>Cost</b> 36.50		<b>20. &amp; 21. Meals</b> <b>Claim</b> F-BD <b>Cost</b> 22.75		<b>22. Lodging Costs</b> <b>Cost</b>		<b>20. &amp; 21. Miscellaneous</b> <b>Cost</b> <b>Describe</b>					
<b>TOTALS OF COLUMNS</b>						<b>36.</b> \$ 0.00		<b>37.</b> \$ 36.50		<b>38.</b> \$ 22.75		<b>39.</b> \$ 0.00		<b>40.</b> \$ 0.00		<b>Claim Total</b> \$ 59.25	
<b>48. Client Code</b> 039 039 039 039		<b>49. Resp.</b> 18YAA		<b>50. Service Line</b> 14001		<b>51. STOB</b> 5701		<b>52. Project</b> 1800000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 59.25					
<b>Less Travel Advance</b> 039																	
										<b>AMOUNT DUE TO EMPLOYEE</b>				<b>54.</b> \$ 59.25			
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								<b>Print Name</b>				<b>Date Signed</b>					
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								<b>Print Name</b>				<b>Date Signed</b>					
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.								<b>Print Name</b>				<b>Date Signed</b>					

**Audit Trail for Travel Voucher (Restricted Use) E133992 for Gunn, Paula M.**

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/24 10:39:15	Morton, Kaitlin (IDIR\NR ) Kaitlin.Morton@gov.bc.ca	Gunn, Paula M. Paula.Gunn@gov.bc.ca	Saved	Gunn, Paula M. Paula.Gunn@gov.bc.ca
2021/09/24 10:39:49	Morton, Kaitlin (IDIR\NR ) Kaitlin.Morton@gov.bc.ca	Gunn, Paula M. Paula.Gunn@gov.bc.ca	Notified	Gunn, Paula M. Paula.Gunn@gov.bc.ca
2021/09/24 10:55:11	Gunn, Paula M. (IDIR\NR ) Paula.Gunn@gov.bc.ca		Initiated	Dean, Mitzi Mitzi.Dean@gov.bc.ca
2021/09/28 12:04:07	Dean, Mitzi (IDIR\NR ) Mitzi.Dean@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E133992 for Gunn, Paula M.**

0 note(s) returned.

Created On	Author	Note

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BLUEBIRDS CABS #136  
2612 QUADRA ST  
VICTORIA BC

CARD \*\*\*\*\*NR  
CARD TYPE MASTERCARD  
DATE 2021/09/08  
TIME 0553 08:26:54  
RECEIPT NUMBER  
C85038525-001-520-126-0

PURCHASE  
AMOUNT \$22.20  
TIP s.22  
TOTAL s.22

MasterCard  
A0000000041010  
7125C8B7E83D04F4  
0000008000-E800  
F767C285BF739D80

YELLOW CAB # 033  
1441 CLARK V5L3K9  
VANCOUVER BC  
Phone #604 681 1111  
27093633  
TM2709363301

**SALE**

Batch #: 321 RRN: 0013210030  
09/08/21 13:41:58  
ORDER#: 1 REF#: 00000003

APPR CODE: 040532

MASTERCARD Chip  
\*\*\*\*\*NR \*\*/\*\*

MasterCard  
AID: A0000000041010

AMOUNT \$7.15  
TIP s.22

TOTAL s.22

**00 APPROVED**

Retain this copy for your records

Thank you for using  
Yellow Cab  
GST # 105762447RT001

YELLOW CAB # 186B  
1441 CLARK V5L3K9  
VANCOUVER BC  
Phone #604 681 1111  
27093997  
TM2709399701

**SALE**

Batch #: 005 RRN: 0010054740  
09/08/21 15:43:58  
ORDER#: 5 REF#: 00000001

APPR CODE: 067289

MASTERCARD Chip  
\*\*\*\*\*NR \*\*/\*\*

MasterCard  
AID: A0000000041010

AMOUNT \$7.15  
TIP s.22

TOTAL s.22

**00 APPROVED**

Retain this copy for your records

Thank you for using  
Yellow Cab  
GST # 105762447RT001

ha\_thankyou

## Customer Information

### Account

HAS #	NR
Name	Paula Gunn
Company	Ministry Of Children And Family Development

### Advisory

REVISED

## Booking #NR

Thursday, September 9, 2021

Flight #211/Twin Otter

09:00 Vancouver Harbour / [Map](#) ☐

09:35 Victoria Harbour / [Map](#) ☐

35 minutes

KK - Confirmed

1 Passenger(s) - GoFlex

Paula Gunn, 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
-------	---------

<b>Grand Total</b>	<b>\$243.00</b>
--------------------	-----------------

### 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

ha\_thankyou

## Customer Information

### Account

HAS #	NR
Name	Paula Gunn
Company	Ministry Of Children And Family Development

## Booking #NR

Wednesday, September 8, 2021

Flight #210/Twin Otter

09:00 Victoria Harbour / [Map](#)

09:35 Vancouver Harbour / [Map](#)

35 minutes

KK - Confirmed

1 Passenger(s) - GoFlex

Paula Gunn, 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
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Sked 200 : VHFC Terminal Fee	\$10.85
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+ Goods and Services Tax	\$11.57
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Billing	\$231.43
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Taxes	\$11.57
-------	---------

<b>Grand Total</b>	<b>\$243.00</b>
--------------------	-----------------

### 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).
- As always, no fees will be applied in the event of weather disruptions.
- 50% cancellation fee for groups of 4+ if cancelled