



Travel Voucher (Restricted Use)

Control No.

E133927

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 Lawal, Kassandra ✓				Employee ID NR				Phone Number (778) 974-6009							
Client Organization Citizens' Services				Job Title Ministerial Assistant				Travel Group Code 3							
5. Date Completed 2021/09/08			6. Fiscal Year 2022		7. Special Cheque Issue			8. Cheque Stub Information							
Type of Travel In Province			14. Reason for Travel Fort St. John Tour with Minister					Headquarters Victoria							
12. Mailing Address for Cheque PO Box 9068 Stn Prov Gov't															
16. Travel Dates 2021 09/01 09/01 09/02 09/03 09/03 09/03	17. Places Travelled Destination Vict-YYJ Airport (AC) YYJ-YVR to FSJ FSJ Tour FSJ Tour (AC) FSJ-YVR to Vict. YYJ Airport-Vict			18. \$0.55 Personal Vehicle Use Km Cost 27 14.85 0640 1835 0730 1900 0845 1530 1650 2049 2050 2200 27 14.85		19. Other Transport Costs P/Card P/Card 48.00		20. & 21. Meals Claim Cost F- 0.00 F- 51.50 F- 51.50 0.00 0.00		22. Lodging Costs 123.17 48.00		20. & 21. Miscellaneous Cost Describe 48.00 Airport parking Sept 1-3			
TOTALS OF COLUMNS				36. ✓ 54 kms \$ 29.70		37. 0 \$ 48.00		38. ✓ \$ 154.50		39. ✓ \$ 123.17		40. 48.00 \$ 0.00		Claim Total \$ 355.37 ✓	
48. Client Code 112 112 112 112		49. Resp. 32805		50. Service Line 34610		51. STOB 5702		52. Project 3200000		45. Supplier Code NR		Amount \$ 355.37			
Less Travel Advance 112															
										AMOUNT DUE TO EMPLOYEE		54. \$ 355.37 ✓			
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								Print Name		Date Signed					
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								Print Name		Date Signed					
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.								Print Name		Date Signed					

Audit Trail for Travel Voucher (Restricted Use) E133927 for Lawal, Kassandra

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/08 10:00:35	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Lawal, Kassandra Kassandra.Lawal@gov.bc.ca	Saved	Lawal, Kassandra Kassandra.Lawal@gov.bc.ca
2021/09/08 10:12:06	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Lawal, Kassandra Kassandra.Lawal@gov.bc.ca	Saved	Lawal, Kassandra Kassandra.Lawal@gov.bc.ca
2021/09/08 10:19:40	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Lawal, Kassandra Kassandra.Lawal@gov.bc.ca	Saved	Lawal, Kassandra Kassandra.Lawal@gov.bc.ca
2021/09/08 10:20:22	McEwen, Shavlene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Lawal, Kassandra Kassandra.Lawal@gov.bc.ca	Notified	Lawal, Kassandra Kassandra.Lawal@gov.bc.ca
2021/09/10 09:03:33	Lawal, Kassandra (IDIR\NR) Kassandra.Lawal@gov.bc.ca		Initiated	Scott, Samantha Samantha.Scott@gov.bc.ca
2021/09/10 09:18:33	Scott, Samantha ✓ (IDIR\NR) Samantha.Scott@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133927 for Lawal, Kassandra

1 note(s) returned.

Created On	Author	Note
2021/09/08 10:12:06	McEwen, Shaylene (IDIRNR) Shaylene.McEwen@gov.bc.ca	Sept 1 - Travel from home to airport, Sept 1 - Fly from YYJ airport to YVR then to Fort St. John with full per diems and first night stay in hotel. Sept 2 - Tour Fort St. John to Ft. Nelson with full per diems. Sept 3 - Tour Fort St. John and Chetwynd with full per diems. Sept 3 - Travel from Fort St. John back to YYJ and travel from airport to home.

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From: McEwen, Shaylene CITZ:EX
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Cc: Janke, Debra FIN:EX
Subject: EForm - E133927 - Kassandra Lawal
Date: September 13, 2021 10:03:40 AM
Attachments: Scan_20210913.pdf

Good morning,

Please see Eform "E133927" attached with all corresponding receipts.

Thank you,

Shay McEwen | Administrative Assistant

Honourable Lisa Beare's Office | Minister of Citizens' Services

PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | Ph: 250-387-9699

NR

"E133927"
Kassandra Lawal

Guest Folio

Arrival Date: 01 Sep 2021
Departure Date: 02 Sep 2021

Room Type: s.22

Kassandra Lawal

501 Belleville St
Victoria, BC
V8W9E2
Canada

Folio: NR

Room: NR

CC Number: NR

Group/Corporation: Government of BC

Date	Folio	Reference	Amount	Tax	Total
01 Sep 2021	1	Room Charge	\$109.00	\$14.17	\$123.17
01 Sep 2021	1	Payment: Paid - Visa	\$-123.17	\$0.00	\$-123.17
Room Charges			\$109.00	\$14.17	\$123.17
Other Charges			\$0.00	\$0.00	\$0.00
Credits			\$-123.17	\$0.00	\$-123.17
Balance					\$0.00

Room PST	8.00 %	\$109.00	\$8.72	Reg #NR
Room GST	5.00 %	\$109.00	\$5.45	Reg #NR

Signature _____

We offer cozy beds, warm smiles, great rates and interesting packages throughout the year! When you are planning your next stay, NR

Victoria Airport
1640 Electra Blvd V8L5V4
TaxCode:88772 1751-RT0001

EX4A_GREEN 03/09/21 21:25
Receipt 047852

Short-term parking tkt

LT1 - No. 025537

01/09/21 05:26

03/09/21 21:25

Period 2d16h0'

(GST)

\$48.00

Gross total

\$48.00

Payment

Type: PURCHASE

\$48.00

SCOTIABANK VISA

CARD: NR

REF: 665320270011370350H

AUTH #: 426656

A0000000031010

01 APPROVED-THANK YOU 027

1/1 Net total

\$45.71

GST 5%

\$2.29

1CC6D4AD

Flights - Paid by
PCARD.



Booking Confirmation

Booking Reference: 5.22

Date of issue: 25 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 - Standard

Wednesday 01 Sep, 2021	06:40 Victoria Victoria Int. (YYJ), British Columbia		07:11 Vancouver Vancouver Int. (YVR), Terminal M	 AC8050	0hr31 Economy V Operated by: Air Canada Express - Jazz De Havilland Dash 8-400
Wednesday 01 Sep, 2021	08:05 Vancouver Vancouver Int. (YVR), Terminal M		09:49 Fort St. John (YXJ), British Columbia	 AC8181	1hr44 Economy V Operated by: Air Canada Express - Jazz De Havilland Dash 8-400

Return

Economy - Latitude

Friday 03 Sep, 2021	16:30 Fort St. John (YXJ), British Columbia		18:16 Vancouver Vancouver Int. (YVR), Terminal M	 AC8186	1hr46 Economy B Operated by: Air Canada Express - Jazz De Havilland Dash 8-400
Friday 03 Sep, 2021	20:20 Vancouver Vancouver Int. (YVR), Terminal M		20:49 Victoria Victoria Int. (YYJ), British Columbia	 AC8069	0hr29 Economy B Operated by: Air Canada Express - Jazz De Havilland Dash 8-400

Passengers

 **Kassandra Lawal**

Ticket number
s.22

Seats
AC8050 -
AC8181 -
AC8186 S.1
AC8069 5

Purchase summary

MasterCard

NR

Amount paid: \$1067.06

Tax information

GST no. 10009-2287 RT0001 \$50.81

1 adult

 Air transportation charges

Base fare - Depart Economy - Standard 328.00

Base fare - Return Economy - Latitude 595.00

Carrier surcharges 46.00

 Taxes, fees and charges

Air Travellers Security Charge - Canada 14.25

Goods and Services Tax - Canada - 100092287 RT0001 50.81

Airport Improvement Fee - Canada 33.00

Total before options (per passenger) **\$1067⁰⁶**

GRAND TOTAL (Canadian dollars) \$1067⁰⁶



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.

FI22EXEDJ31



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133805

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 Scott, Samantha ✓			Employee ID NR			Phone Number s.22		
Client Organization Citizens' Services			Job Title Ministerial Assistant			Travel Group Code 3		
5. Date Completed 2021/07/14		6. Fiscal Year 2022		7. Special Cheque Issue		8. Cheque Stub Information		
Type of Travel In Province		14. Reason for Travel MA Duties . Tour July 12, July 13				Headquarters Victoria		
12. Mailing Address for Cheque PO Box 9068 Stn Prov Gov't								
16. Travel Dates 2021	17. Places Travelled			18. \$0.55 Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals
	Destination	Start	End	Km	Cost			Claim
07/12	Leg to E.Sooke	0820	1330	43	23.65			F-LI 22.75
07/12	E.Sooke to Leg	1330	1400	43	23.65			0.00
07/13	Leg to Nanaimo	0830	1500	125	68.75			F-LI 22.75
07/13	Nanaimo to Leg	1500	1640	125	68.75			0.00
TOTALS OF COLUMNS				336 kms	36. ✓ \$ 184.80	37. \$ 0.00		38. 45.50 \$ 57.50
							39. \$ 0.00	40. \$ 0.00
								Claim Total \$ 242.30
48. Client Code 112 112 112 112	49. Resp. 32805	50. Service Line 34610	51. STOB 5702	52. Project 3200000	45. Supplier Code NR		Amount 230.30 \$ 242.30	
Less Travel Advance 112								
AMOUNT DUE TO EMPLOYEE								54. 230.30 \$ 242.30 ✓
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 July 26/21

Audit Trail for Travel Voucher (Restricted Use) E133805 for Scott, Samantha

9 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/07/14 10:58:38	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Scott, Samantha Samantha.Scott@gov.bc.ca	Saved	Scott, Samantha Samantha.Scott@gov.bc.ca
2021/07/14 11:17:04	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Scott, Samantha Samantha.Scott@gov.bc.ca	Saved	Scott, Samantha Samantha.Scott@gov.bc.ca
2021/07/14 11:18:38	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Scott, Samantha Samantha.Scott@gov.bc.ca	Saved	Scott, Samantha Samantha.Scott@gov.bc.ca
2021/07/14 11:38:27	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Scott, Samantha Samantha.Scott@gov.bc.ca	Saved	Scott, Samantha Samantha.Scott@gov.bc.ca
2021/07/14 12:01:41	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Scott, Samantha Samantha.Scott@gov.bc.ca	Saved	Scott, Samantha Samantha.Scott@gov.bc.ca
2021/07/14 12:03:58	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Scott, Samantha Samantha.Scott@gov.bc.ca	Saved	Scott, Samantha Samantha.Scott@gov.bc.ca
2021/07/14 12:06:05	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Scott, Samantha Samantha.Scott@gov.bc.ca	Notified	Scott, Samantha Samantha.Scott@gov.bc.ca
2021/07/14 12:11:37	Scott, Samantha (IDIR\NR) Samantha.Scott@gov.bc.ca		Approved	Lawal, Kassandra Kassandra.Lawal@gov.bc.ca
2021/07/14 12:24:46	Lawal, Kassandra ✓ (IDIR\NR) Kassandra.Lawal@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133805 for Scott, Samantha

2 note(s) returned.

Created On	Author	Note
2021/07/14 11:18:38	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Samantha drove for both tour days. July 12 - Legislature to Sooke and return. July 13 - Legislature to Nanaimo and return.
2021/07/14 12:03:58	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Sam had lunch and incidentals for both tour days on July 12 and July 13. ✓

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From: [McEwen, Shaylene CITZ:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: eForm Inquiry - CITZ
Date: July 26, 2021 11:32:36 AM

Good morning Debra,

s.22 Yes, please adjust the meal per diems from \$28.75 to \$22.75.

While entering the Eform, it wouldn't allow me to add per diems for Samantha (she had a travel group code of 1 set up and we changed it to 3 and it allowed us to add the meal allowances) I wonder if that has something to do with the costs being wrong, I did not manually enter the costs, I had choices to choose from. I will watch out for this moving forward and ensure that it pulls the proper amounts.

Thank you so much!

Shay McEwen | Administrative Assistant
Honourable Lisa Beare's Office | Minister of Citizens' Services
PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | Ph: 250-387-9699

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: July 26, 2021 11:25 AM
To: McEwen, Shaylene CITZ:EX <Shaylene.McEwen@gov.bc.ca>
Subject: RE: eForm Inquiry - CITZ

Hi Shaylene,

I am processing both E133805 and E133807 for Samantha, today. The travel notes for E133805 indicate lunch and incidentals for both days are being claimed. The meal per diems have been adjusted from \$28.75 to \$22.75 (lunch \$10.50 and incidentals \$12.25=\$22.75). Please confirm the adjustment.

Thanks.

Debra

From: McEwen, Shaylene CITZ:EX <Shaylene.McEwen@gov.bc.ca>
Sent: July 22, 2021 2:30 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX <FINFSAMINOFF@gov.bc.ca>
Cc: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>; Laird, Patricia FIN:EX <Patricia.Laird@gov.bc.ca>
Subject: eForm Inquiry - CITZ

Good afternoon,

I have two eforms that I have processed and that have been approved in our MO. I want to check in on them to see if they are in the works of being processed? Or if I possibly have missed a step that is holding them back from processing.

Eform "E133805", and Eform "E133807."

Thank you, I appreciate your time and your help.

Shay McEwen | Administrative Assistant

Honourable Lisa Beare's Office | Minister of Citizens' Services

PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | Ph: 250-387-9699



Travel Voucher (Restricted Use)

Control No.

E133807

Name	Employee ID	Phone Number
Scott, Samantha ✓	NR	s.22
Client Organization	Job Title	Travel Group Code
Citizens' Services	Ministerial Assistant	3

5. Date Completed 2021/07/14	6. Fiscal Year 2022	7. Special Cheque Issue	8. Cheque Stub Information
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Type of Travel In Province	14. Reason for Travel July 5 MA Duties	Headquarters Victoria
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12. Mailing Address for Cheque

PO Box 9068 Stn Prov Gov't

16. Travel Dates	17.			\$0.55 18.		19.	20. & 21.		22.	20. & 21.				
	Places Travelled			Personal Vehicle Use			Other Transport Costs	Meals		Lodging Costs	Miscellaneous			
	Destination	Start	End	Km	Cost			Claim			Cost	Cost	Describe	
	2021													
	07/05	Leg to Langford	1045	1115	20			11.00				0.00		
	07/05	Lang-HJ-Leg	1200	1245	21			11.55				0.00		

TOTALS OF COLUMNS	41 kms	36. ✓ \$ 22.55	37. \$ 0.00		38. \$ 0.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 22.55
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48.	Client Code 112 112 112 112	49.	Resp. 32805	50.	Service Line 34610	51.	STOB 6501 6702	52.	Project 3200000	45.	Supplier Code NR	Amount \$ 22.55
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[illegible]

		AMOUNT DUE TO EMPLOYEE	54.	\$ 22.55
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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
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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
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57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed
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Audit Trail for Travel Voucher (Restricted Use) E133807 for Scott, Samantha

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/07/14 12:39:34	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Scott, Samantha Samantha.Scott@gov.bc.ca	Saved	Scott, Samantha Samantha.Scott@gov.bc.ca
2021/07/14 12:40:07	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Scott, Samantha Samantha.Scott@gov.bc.ca	Saved	Scott, Samantha Samantha.Scott@gov.bc.ca
2021/07/14 12:40:14	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Scott, Samantha Samantha.Scott@gov.bc.ca	Notified	Scott, Samantha Samantha.Scott@gov.bc.ca
2021/07/14 13:02:58	Scott, Samantha (IDIR\NR) Samantha.Scott@gov.bc.ca		Approved	Lawal, Kassandra Kassandra.Lawal@gov.bc.ca
2021/07/14 13:43:55	Lawal, Kassandra ✓ (IDIR\NR) Kassandra.Lawal@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133807 for Scott, Samantha

1 note(s) returned.

Created On	Author	Note
2021/07/14 12:40:07	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	July 5 MA drove from Victoria to Langford on tour with Minister, and travelled back to Victoria ✓

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Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133896

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 Van Steinburg, Dallis ✓		Employee ID NR		Phone Number (250) 387-9699	
Client Organization Citizens' Services		Job Title Executive Assistant		Travel Group Code 3	
5. Date Completed 2021/08/24		6. Fiscal Year 2022		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel EA Travel/Onboarding in MO		Headquarters Maple Ridge	
12. Mailing Address for Cheque s.22					
16. Travel Dates	17. Places Travelled		18. \$0.55 Personal Vehicle Use		19. Other Transport Costs
2021	Destination	(HJ)	Start	End	Meals
08/17	s.22	Van-Vic	0530	0700	Claim
08/18	Van - s.22	(HJ)	1830	2000	Cost
			Km	Cost	Cost
			76	41.80	51.50
			76	41.80	51.50
					Lodging Costs
					P/Card
TOTALS OF COLUMNS			36. ✓	37. ✓	38. ✓
152 kms			\$ 83.60	\$ 0.00	\$ 103.00
39.	40.	Claim Total			
\$ 0.00	\$ 0.00	\$ 186.60 ✓			
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
112	32805	34610	5701	3200000	NR
112					
112					
112					
Less Travel Advance					54.
112					\$ 186.60 ✓
AMOUNT DUE TO EMPLOYEE					
45. Employee Signature (See Audit Trail)			Print Name		Date Signed
- 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.					
56. Spending Authority Signature (See Audit Trail)			Print Name		Date Signed
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					
57. Payment Authority Signature (See Audit Trail)			Print Name		Date Signed
- Requisition for payment pursuant to section 32 of the Financial Administration Act.					

Audit Trail for Travel Voucher (Restricted Use) E133896 for Van Steinburg, Dallis

12 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/08/24 15:01:40	Van Steinburg, Dallis (IDIR\NR) Dallis.VanSteinburg@gov.bc.ca		Saved	Van Steinburg, Dallis Dallis.VanSteinburg@gov.bc.ca
2021/08/24 15:04:58	Van Steinburg, Dallis (IDIR\NR) Dallis.VanSteinburg@gov.bc.ca		Approved	Lawal, Cassandra Kassandra.Lawal@gov.bc.ca
2021/08/31 12:52:03	Lawal, Cassandra (IDIR\NR) Kassandra.Lawal@gov.bc.ca		Forwarded	McEwen, Shaylene Shaylene.McEwen@gov.bc.ca
2021/08/31 13:22:34	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Van Steinburg, Dallis Dallis.VanSteinburg@gov.bc.ca	Recalled	Van Steinburg, Dallis Dallis.VanSteinburg@gov.bc.ca
2021/08/31 13:27:54	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Van Steinburg, Dallis Dallis.VanSteinburg@gov.bc.ca	Saved	Van Steinburg, Dallis Dallis.VanSteinburg@gov.bc.ca
2021/08/31 13:29:05	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Van Steinburg, Dallis Dallis.VanSteinburg@gov.bc.ca	Saved	Van Steinburg, Dallis Dallis.VanSteinburg@gov.bc.ca
2021/08/31 13:31:18	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Van Steinburg, Dallis Dallis.VanSteinburg@gov.bc.ca	Saved	Van Steinburg, Dallis Dallis.VanSteinburg@gov.bc.ca
2021/08/31 13:32:56	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Van Steinburg, Dallis Dallis.VanSteinburg@gov.bc.ca	Saved	Van Steinburg, Dallis Dallis.VanSteinburg@gov.bc.ca
2021/08/31 13:33:27	McEwen, Shaylene (IDIR\NR) Shaylene.McEwen@gov.bc.ca	Van Steinburg, Dallis Dallis.VanSteinburg@gov.bc.ca	Notified	Van Steinburg, Dallis Dallis.VanSteinburg@gov.bc.ca
2021/08/31 13:35:39	Van Steinburg, Dallis (IDIR\NR) Dallis.VanSteinburg@gov.bc.ca		Saved	Van Steinburg, Dallis Dallis.VanSteinburg@gov.bc.ca
2021/08/31 14:32:18	Van Steinburg, Dallis (IDIR\NR) Dallis.VanSteinburg@gov.bc.ca		Approved	Lawal, Cassandra Kassandra.Lawal@gov.bc.ca
2021/08/31 15:02:55	Lawal, Cassandra (IDIR\NR) Kassandra.Lawal@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133896 for Van Steinburg, Dallis

1 note(s) returned.

Created On	Author	Note
2021/08/31 13:31:18	McEwen, Shaylene (IDIR\NR Shaylene.McEwen@gov.bc.ca	EA drove from s.22 to the Helijet located in Vancouver. Flew Helijet to Victoria Aug 17 and spent full day in MO. Spent Aug 18 in MO and travelled via Helijet from Vic back to Vancouver and drove back to s.22

Production *** Copyright © Government of British Columbia

From: Janke, Debra FIN:EX
To: McEwen, Shaylene CITZ:EX
Subject: E133896 Dallis Van Steinburg
Date: September 1, 2021 2:22:38 PM

Hi Shaylene,

For auditing purposes when air invoices are applicable, they are required to be included with receipts. Please email the Helijet invoices for Dallis travel claim. rec'd and attached

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

OFFICE P/CARD: X REF GARVEYS 03SEP21

09-10-21

Samantha Garvey	Folio No. :	Room No. :	NR
Canada reserved for Dallis van Steinburg emp:NR	A/R Number :	Arrival :	08-17-21
	Group Code :	Departure :	08-18-21
	Company :	Conf. No. :	NR
s.15 Rewards :		Rate Code :	NR
Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
08-17-21	Room Charge	199.00	
08-17-21	GST 5%	9.95	
08-17-21	AHRT	21.89	
08-18-21	Mastercard		230.84
	NR		
Total		230.84	230.84 ✓
Balance		0.00	

Guest Signature: _____

Please contact the Manager about any issues with your stay. NR affiliates may contact you about goods and services unless you call NR to opt out.
View our NR website about privacy.

**Thank you for staying with us.
It was our pleasure to serve you.**

From: [Garvey, Samantha CITZ:EX](#)
To: [McEwen, Shaylene CITZ:EX](#)
Subject: FW: Thank you for choosing to take off with Helijet!
Date: September 1, 2021 3:38:58 PM
Attachments: NR [png](#)
[png](#)

Here you go.

Thanks Shay.

SG

--

Samantha Garvey | Administrative Coordinator
 The Honourable Lisa Beare | Minister of Citizens' Services
Ph: 250-883-4368 | **e:** samantha.garvey@gov.bc.ca

From: passengerservices@helijet.com <passengerservices@helijet.com>

Sent: August 13, 2021 4:12 PM

To: Garvey, Samantha CITZ:EX <Samantha.Garvey@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 # **s.22**
 Name **Dallis Van Steinburg**

Booking #NR

Tuesday, August 17, 2021 ✓

703

07:45 Vancouver Harbour (Downtown)

08:20 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

Dallis Van Steinburg, Female

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

Add to Calendar

NR

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.

Booking #NR**Wednesday, August 18, 2021** ✓**722****17:35 Victoria Harbour (Downtown)****18:10 Vancouver Harbour (Downtown)****35 minutes****Confirmed****1 Passengers - Off-Peak**. **Dallis Van Steinburg, Female****Add to Calendar**

NR

Invoice NR

FARE-SummerSale2021_25% off \$260	\$185.71
+ GST	\$9.29
Billing	\$185.71
Taxes	\$9.29
Grand Total	\$195.00

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

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

ACCESSIBILITY:

As accessible seating is limited, passengers with limited mobility and/or special needs are asked to make their seat

INV#NR

PROFESSIONAL DEVELOPMENT AND TRAINING FOR POLITICAL STAFF**REIMBURSEMENT FORM**

This form is required for reimbursement of course/program costs already approved. Receipts must be attached. Reimbursement will be in the form of an advance, proof of completion must be provided to clear the advance or the funds could be reclaimed. The funds will be provided via a direct deposit.

PART 1 – APPLICANT

CITIZENS SERVICES ✓

Name: **Samantha Scott**

Employee Number: NR

Job Title: **Ministerial Advisor**Office Name: **Minister of Citizen Services**Email / office phone: **Samantha.scott@gov.bc.ca 778-679-4889****PART 2 – COURSE(S) FOR WHICH YOU ARE SEEKING REIMBURSEMENT**

Course Name(s): s.22

Course Code(s): s.22

Program name: s.22

Name of Institution: s.22

Timeline for course/program completion: s.22

Costs to be reimbursed:

Tuition: \$ 262.80

Books: \$ 0.00

Total: \$ 262.80 ✓

Is this a first-time request for reimbursement? ☐ YES ☒ NOIf NO, how many courses have been reimbursed? Have previous courses been completed? (please attach record of completion): ☒ YES ☐ NO

Applicant Signature: _____

Digitally signed by Samantha Scott
Date: 2021.08.25 11:07:31 -07'00'Date: **28-Apr-2021**

FOR OFFICE USE ONLY

Has the course/program been approved? **Approved**

Is the course being applied for eligible for reimbursement – ie/ it is not a pre-requisite? **Yes**

Are funds available in PO or MO to cover request? **Yes** **MO**

If not a first-time request, did applicant successfully complete prior course? Was record provided and Finance notified to clear advance hold? **Yes**

Approved by: **Amber Hockin**

Date: **31-Aug-2021**

Ministry Expense Authority Approval

CLIENT	RES. CENTRE	SERVICE LINE	STOB	PROJECT NO.	SUPPLIER NO.	REIMBURSEMENT AMOUNT APPROVED
112	32805	34610	6516	3200000		\$ 262.80 ✓

Expense Authority Signature:



Date Signed:

31 Aug 2021

Expense Authority Name/Title: **Kassandra Lawal, Senior Ministerial Advisor**

CERTIFIED THAT THE AMOUNT TO BE PAID IS CORRECT, IS IN ACCORDANCE WITH APPROPRIATE STATUE OR OTHER AUTHORITY FOR PAYMENT AND/OR CONTRACT: AND, WHERE APPLICABLE, THAT THE WORK HAS BEEN PERFORMED, THE GOODS SUPPLIED, THE SERVICE RENDERED AND/OR OTHER CONDITIONS MET.

From: Poldrugovac, Saija FIN:EX
To: Janke, Debra FIN:EX
Subject: FW: Staff reimbursement Form - s.22
Date: September 2, 2021 6:53:13 AM
Attachments: Scan_20210831.pdf
Tuition breakdown s.22 pdf
s.22 pdf
Scan_20210609.pdf
Scan_20210609.pdf

Over to you for payment.

The STOB she used on her form is correct as she has already completed the course.

Thanks!

~Saija

From: Scott, Samantha CITZ:EX <Samantha.Scott@gov.bc.ca>
Sent: September 1, 2021 9:39 AM
To: Poldrugovac, Saija FIN:EX <Saija.Poldrugovac@gov.bc.ca>
Subject: FW: Staff reimbursement Form - s.22

Hi Saija,

With Amber and Debbie's approval attached is my reimbursement form s.22

I have attached the reimbursement form, the tuition break down, my grade to prove completion of the course and the previous approved documents as the staff training form requests those to be attached.

All that is being reimbursed what is found on the staff training reimbursement form s.22
which is a total of \$262.80 for one course that I took s.22

I copied the same STOB number from the previous form but just noticed that Debbie is saying the STOB is slightly different. Please let me know if the information I have put in is correct or if we need me to adjust the numbers.

Cheers,

Samantha Scott | Ministerial Advisor to the Honourable Minister Beare
Ministry of Citizens' Services
PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | 778-679-4889

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: August 31, 2021 4:34 PM
To: Scott, Samantha CITZ:EX <Samantha.Scott@gov.bc.ca>
Subject: RE: Staff reimbursement Form - s.22

You can forward to Saija for processing.

Page 27 of 38 to/à Page 30 of 38

Withheld pursuant to/removed as

s.22

PROFESSIONAL DEVELOPMENT AND TRAINING FOR POLITICAL STAFF

REQUEST FOR FUNDS / APPROVAL FORM

This form is required for approval of funding up to \$5000 toward professional development and training.

PART 1 – APPLICANT

Name: Samantha Scott

Employee Number: NR

Job Title: Ministerial Advisor

Office Name: Minister of Citizen Services

Email / office phone: Samantha.scott@gov.bc.ca s.22

PART 2 – COURSE / PROGRAM

Are you applying for a certificate, diploma or undergraduate program or a single course? *Note, pre-requisite courses are not eligible.*
s.22

Course or Program Name: s.22

Course or Program Code: s.22

Name of Institution: s.22

Description/details of program/course (*please attach detailed program/course description as provided by institution*): s.22

Summary of Career Goals and why program/course chosen:
s.22

Cost of Overall Program/Individual Course(s): \$ 5,897.00

Applicant Signature:



Date:

28-Apr-2021

*Note: reimbursement will be on the basis of receipts being provided either for a single course or individual course that is part of a program. Please complete **PROFESSIONAL DEVELOPMENT AND TRAINING FOR POLITICAL STAFF – REIMBURSEMENT FORM** for reimbursement.*

FOR OFFICE USE ONLY

Is course/program eligible under guidelines set out? Please Select ☒ Yes

Are career goals consistent with current or future needs of government? Yes ☒

Has applicant passed probation? Yes ☒

Are funds available in PO or MO to cover request? Yes ☒ ~~IF YES SELECT~~ MO

If not a first-time request, did applicant successfully complete prior course? Yes ☒

Approved by: Vanessa Geary

Date: 01-Jun-2021



Thanks!

Debbie Wade
Executive Coordinator and Human Resources Liaison
to Amber Hockin – Deputy Chief of Staff to the Premier
778-974-6075

From: Scott, Samantha CITZ:EX <Samantha.Scott@gov.bc.ca>
Sent: August 31, 2021 3:32 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Staff reimbursement Form -s.22

Fabulous! I have added all the necessary details and Kass has signed. Are you able to share with Saija or do you want me to?

Cheers,

Samantha Scott | Ministerial Advisor to the Honourable Minister Beare
Ministry of Citizens' Services
PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | 778-679-4889

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: August 31, 2021 3:17 PM
To: Scott, Samantha CITZ:EX <Samantha.Scott@gov.bc.ca>
Subject: RE: Staff reimbursement Form -s.22

Yes! Amber has now approved

Debbie Wade
Executive Coordinator and Human Resources Liaison
to Amber Hockin – Deputy Chief of Staff to the Premier
778-974-6075

From: Scott, Samantha CITZ:EX <Samantha.Scott@gov.bc.ca>
Sent: August 31, 2021 3:04 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Staff reimbursement Form -s.22

Great, can I get Kass to sign it?

Samantha Scott | Ministerial Advisor to the Honourable Minister Beare

Ministry of Citizens' Services
PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | 778-679-4889

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: August 26, 2021 4:02 PM
To: Scott, Samantha CITZ:EX <Samantha.Scott@gov.bc.ca>
Subject: RE: Staff reimbursement Form -s.22

Yes this is great!

Thanks so much Sam!

Debbie Wade
Executive Coordinator and Human Resources Liaison
to Amber Hockin – Deputy Chief of Staff to the Premier
778-974-6075

From: Scott, Samantha CITZ:EX <Samantha.Scott@gov.bc.ca>
Sent: August 26, 2021 1:22 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Staff reimbursement Form -s.22

Hi Debbie,

Absolutely, attached is my reimbursement form^{s.22}. I have attached the form, the tuition break down, my grade to prove completion of the course and the previous approved documents as the staff training form requests those to be attached.

All that is being reimbursed what is found on the staff training reimbursement form^{s.22} which is a total of \$262.80 for one course that I took^{s.22}

I hope that helps clarify if I can provide any other information let me know

Cheers,

Samantha Scott | Ministerial Advisor to the Honourable Minister Beare
Ministry of Citizens' Services
PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | 778-679-4889

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: August 26, 2021 12:21 PM
To: Scott, Samantha CITZ:EX <Samantha.Scott@gov.bc.ca>
Subject: RE: Staff reimbursement Form -s.22

Hi Sam;

Amber is happy to approve the expenses. She was wondering if you would mind sending me an email, outlining each receipt amount, and then including the grand total. She wants to ensure she has the correct total!

Thanks!

Debbie Wade
Executive Coordinator and Human Resources Liaison
to Amber Hockin – Deputy Chief of Staff to the Premier
778-974-6075

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: August 26, 2021 9:44 AM
To: Scott, Samantha CITZ:EX <Samantha.Scott@gov.bc.ca>
Subject: RE: Staff reimbursement Form -s.22

Hi Sam!!

How are you doing/ feeling?

Are the attached receipts needing to be re-imbursed for you? If so, I will have Amber Hockin approve, and then send to Cassandra to facilitate, these go through, and be processed under stob 6508.

Thanks!

Debbie Wade
Executive Coordinator and Human Resources Liaison
to Amber Hockin – Deputy Chief of Staff to the Premier
778-974-6075

From: Scott, Samantha CITZ:EX <Samantha.Scott@gov.bc.ca>
Sent: August 26, 2021 9:21 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Staff reimbursement Form -s.22

Of course Vanessa, silly me, I totally forgot!

Debbie please let me know what next steps I need to take when you are back s.22

Cheers,

Samantha Scott | Ministerial Advisor to the Honourable Minister Beare
Ministry of Citizens' Services
PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | 778-679-4889

From: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Sent: August 25, 2021 4:22 PM
To: Scott, Samantha CITZ:EX <Samantha.Scott@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Staff reimbursement Form -s.22

Hi Sam – hope you have had a great summer and are feeling good! I am formally with CABRO now, so copying Debbie on this for follow up when she is back s.22 Cheers Vanessa

From: Scott, Samantha CITZ:EX <Samantha.Scott@gov.bc.ca>
Sent: August 25, 2021 1:02 PM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: Staff reimbursement Form -s.22

Hi Vanessa,

Hope you are well and are having a lovely summer!

Attached is my reimbursement form s.22 I have attached the form (E signed and everything!), the tuition break down, my grade to prove completion of the course and the previous approved documents as the staff training form requests those to be attached.

Please let me know what the next steps are.

Cheers,

Samantha Scott | Ministerial Advisor to the Honourable Minister Beare
Ministry of Citizens' Services
PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | 778-679-4889

PROFESSIONAL DEVELOPMENT AND TRAINING FOR POLITICAL STAFF

REIMBURSEMENT FORM

This form is required for reimbursement of course/program costs already approved. Receipts must be attached. Reimbursement will be in the form of an advance, proof of completion must be provided to clear the advance or the funds could be reclaimed. The funds will be provided via a direct deposit.

PART 1 – APPLICANT

Name: Samantha Scott

Employee Number:

NR

Job Title: Ministerial Advisor

Office Name:

Minister of Citizen Services

Email / office phone: Samantha.scott@gov.bc.ca

778-679-4889

PART 2 – COURSE(S) FOR WHICH YOU ARE SEEKING REIMBURSEMENT

Course Name(s): s.22

Course Code(s): s.22

Program name: s.22

Name of Institution: s.22

Timeline for course/program completion: s.22

Costs to be reimbursed:

Tuition: \$ 613.20

Books: \$ 158.99

Total: \$ 772.19

PD: JUNE 17, 2021 X REF INV# NR

Is this a first-time request for reimbursement? ☒ YES ☐ NO

If NO, how many courses have been reimbursed? Have previous courses been completed? (please attach record of completion): ☐ YES ☐ NO

Applicant Signature: Samantha Scott

Date: 28-Apr-2021

FOR OFFICE USE ONLY

Has the course/program been approved? Approved ☐

Is the course being applied for eligible for reimbursement – ie/ it is not a pre-requisite? Yes ☐

Are funds available in PO or MO to cover request? Yes ☐ MO ☐

If not a first-time request, did applicant successfully complete prior course? Was record provided and Finance notified to clear advance hold?

Approved by: Vanessa Geary

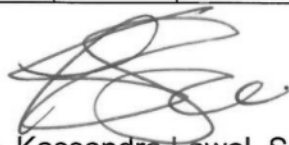
Date: 01-Jun-2021

Ministry Expense Authority Approval

CLIENT	RES. CENTRE	SERVICE LINE	STOB	PROJECT NO.	SUPPLIER NO.	REIMBURSEMENT AMOUNT APPROVED
112	32805	34610	6516	3200000		\$ 772.19

PD: JUNE 17, 2021 X REF INV# NR

Expense Authority Signature:



Date Signed: 09-Jun-2021

Expense Authority Name/Title: Kassandra Lawal, Senior Ministerial Advisor

CERTIFIED THAT THE AMOUNT TO BE PAID IS CORRECT, IS IN ACCORDANCE WITH APPROPRIATE STATUE OR OTHER AUTHORITY FOR PAYMENT AND/OR CONTRACT: AND, WHERE APPLICABLE, THAT THE WORK HAS BEEN PERFORMED, THE GOODS SUPPLIED, THE SERVICE RENDERED AND/OR OTHER CONDITIONS MET.