

EN22EXEDIJ19



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133883

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 Lo, Reamick ✓				Employee ID NR		Phone Number (250) 812-8642	
Client Organization Environment and Climate Change Strategy				Job Title Executive Assistant		Travel Group Code 3	
5. Date Completed 2021/08/18		6. Fiscal Year 2022		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial business				Headquarters MO Vancouver	
12. Mailing Address for Cheque Room 112, 501 Belville St Victoria, BC V8V 1X4							
16. Travel Dates 2021 07/27 07/28 08/05 08/07/09	17. Places Travelled			18. \$0.55 Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost	Claim	Cost
	Vancouver-Delta	0945	1345	78	42.90		0.00
	Van-Richmond	0830	1215	51	28.05		0.00
	Van-Victoria -Van (HA)	0745	1600	26	14.30	P/Card x 2 H-B	15.25
	Van-Surrey	0945	1300	41	22.55		0.00
TOTALS OF COLUMNS				36. ✓ 196 kms	37. ✓ \$ 107.80	38. ✓ \$ 15.25	39. ✓ \$ 0.00
				40. ✓ \$ 0.00	Claim Total \$ 123.05 ✓		
48. Client Code 048 048 048 048	49. Resp. 29005 29005	50. Service Line 64000 64000	51. STOB 5701 5702	52. Project 2900000 2900000		45. Supplier Code NR	
						Amount 29.55 93.50	
Less Travel Advance 048							
						54. ✓ \$ 123.05	
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 2/21

Audit Trail for Travel Voucher (Restricted Use) E133883 for Lo, Reamick

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/08/18 13:43:23	Lo, Reamick (IDIR\NR) Reamick.Lo@gov.bc.ca		Saved	Lo, Reamick Reamick.Lo@gov.bc.ca
2021/08/18 13:45:56	Lo, Reamick (IDIR\NR) Reamick.Lo@gov.bc.ca		Initiated	Sather, Kelly Kelly.Sather@gov.bc.ca
2021/08/18 14:01:41	Sather, Kelly ✓ (IDIR\NR) Kelly.Sather@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133883 for Lo, Reamick

1 note(s) returned.

Created On	Author	Note
2021/08/18 13:45:56	Lo, Reamick (IDIR\NR) Reamick.Lo@gov.bc.ca	Mileage for all travel dates - roundtrip, no parking - July 27 & 28 Aug 5 - Trip from Vancouver to Victoria, Office booked Harbour Air, mileage to and from Harbour Air

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From: [Shoquist, Sarah ENV:EX](#)
To: [Janke, Debra FIN:EX](#)
Subject: RE: E133883 Reamick Lo
Date: September 3, 2021 11:46:02 AM
Attachments: RL Harbour Air Van-Vic Aug 5.pdf
RL Harbour Air Vic-Van Aug 5.pdf

Hi Debra,

Yes, Reamick flew here and returned on the same day. Harbour Air receipts are attached.

Cheers,

Sarah Shoquist (she/her)
Administrative Assistant to
The Honourable George Heyman,
Minister of Environment and Climate Change Strategy
and Minister Responsible for TransLink
(250) 387-1187

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: September 2, 2021 2:47 PM
To: Shoquist, Sarah ENV:EX <Sarah.Shoquist@gov.bc.ca>
Subject: FW: E133883 Reamick Lo

Hi Sarah,

Did Reamick travel from Vancouver to Victoria, return to Vancouver on the same day (Aug 5)?

Thanks.

Debra

From: Janke, Debra FIN:EX
Sent: September 2, 2021 2:33 PM
To: Shoquist, Sarah ENV:EX <Sarah.Shoquist@gov.bc.ca>
Subject: E133883 Reamick Lo

Hi Sarah,

For auditing purposes, when air travel is applicable we require copies of the invoices with receipts.
Please email copies of the Harbour Air 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

Shoquist, Sarah ENV:EX

From: reservation@harbourair.com
Sent: September 3, 2021 11:38 AM
To: Shoquist, Sarah ENV:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!

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

[Check Flight Status](#)[Manage Flight](#)[Deals & Specials](#)[High Flyer Rewards](#)[Locations](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & SaltSpring Air! To ensure your experience is as easy and enjoyable as possible, **please review the following booking information and fare conditions prior to arrival.**

The health and safety of our passengers, team and communities is, and always has been, our top priority. The enhanced measures we have implemented with our [Health First program](#) go above and beyond government travel guidelines. All Harbour Air terminals will be following B.C.'s provincial health officer's recommendations for physical distancing and indoor mask use. **Please note that Transport Canada requires all passengers to wear a face mask while aboard our aircraft and submit a [Health Declaration Form](#).**

Prefer to sit in a single seat? **We recommend reserving a [Select Seat](#).** Contact us to find out about options and availability on your flight.

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



Customer Information

Account	HAS #	NR
	Name	Sarah Shoquist

Booking NR

Thursday, August 5, 2021 ✓

Flight #211/Twin Otter

09:00 Vancouver Harbour / Map

09:35 Victoria Harbour / Map ✓

35 minutes

KK - Confirmed

1 Passenger(s) - GoFlex

Reamick Lo, Female ✓

[Add to Calendar](#)

NR

Invoice NR

Air Transportation Charges

Sked 200 : (Pk) GO Flex	\$245.65
-------------------------	----------

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	\$12.85
--------------------------	---------

Billing	\$257.15
---------	----------

Taxes	\$12.85
-------	---------

Grand Total	\$270.00
--------------------	-----------------

Master Card	\$270.00
-------------	----------

Date / Time	August 5, 2021 @ 8:12:38 AM
-------------	-----------------------------

Summary	***** NR
---------	----------

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

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

GoFlex Fare Conditions:

- Check in 25 minutes prior to departure time.
- If not checked in at least 15 minutes prior to departure

Shoquist, Sarah ENV:EX

From: reservation@harbourair.com
Sent: September 3, 2021 11:38 AM
To: Shoquist, Sarah ENV:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!

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

[Check Flight Status](#)[Manage Flight](#)[Deals & Specials](#)[High Flyer Rewards](#)[Locations](#)

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Prefer to sit in a single seat? **We recommend reserving a [Select Seat](#).** Contact us to find out about options and availability on your flight.

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



Customer Information

Account	HAS #	NR
	Name	Sarah Shoquist

Booking NR

Thursday, August 5, 2021 ✓

Flight #228

13:30 Victoria Harbour / Map

14:05 Vancouver Harbour / Map

35 minutes

KK - Confirmed

1 Passenger(s) - GoFlex

Reamick Lo, 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 5, 2021 @ 9:25:05 AM
-------------	-----------------------------

Summary	*****NR
---------	---------

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

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

GoFlex Fare Conditions:

- Check in 25 minutes prior to departure time.
- If not checked in at least 15 minutes prior to departure



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E134035

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 Lo, Reamick				Employee ID NR		Phone Number (250) 812-8642	
Client Organization Environment and Climate Change Strategy				Job Title Executive Assistant		Travel Group Code 3	
5. Date Completed 2021/10/06		6. Fiscal Year 2022		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial business				Headquarters MTO Vancouver	
12. Mailing Address for Cheque Room 112, 501 Belville St Victoria, BC V8V 1X4							
16. Travel Dates	17. Places Travelled			18. \$0.55 Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
2021	Destination	Start	End	Km	Cost		Claim
10/02	Van to Sidney (ferry)	0830	1130	43	23.65		
10/03	Sidney to Vic	1500	1600	34	18.70		H-L
10/04	Vic	0700	2359		0.00		F-
10/05	Vic/Sidney/Vic	0700	2359	62	34.10		F-
10/06	Vic to Vancouver (ferry)	0700	1845	76	41.80	93.70	F-
							Cost
							0.00
							15.25
							51.50
							51.50
							51.50
							Hotel includes parking
TOTALS OF COLUMNS				36. 215 kms	37. \$ 118.25	38. \$ 169.75	39. \$ 574.08
				40. \$ 0.00	Claim Total \$ 1049.48		
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount	
048	29005	64000	5701	2900000	NR	\$ 1049.48	
048							
048							
048							
Less Travel Advance							
048							
						54. \$ 1049.48	
						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	

Audit Trail for Travel Voucher (Restricted Use) E134035 for Lo, Reamick

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/10/06 12:28:15	Lo, Reamick (IDIR\NR) Reamick.Lo@gov.bc.ca		Saved	Lo, Reamick Reamick.Lo@gov.bc.ca
2021/10/07 16:39:39	Lo, Reamick (IDIR\NR) Reamick.Lo@gov.bc.ca		Initiated	Sather, Kelly Kelly.Sather@gov.bc.ca
2021/10/07 16:40:11	Sather, Kelly ✓ (IDIR\NR) Kelly.Sather@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E134035 for Lo, Reamick

1 note(s) returned.

Created On	Author	Note
2021/10/06 12:28:15	Lo, Reamick (IDIR\NR) Reamick.Lo@gov.bc.ca	Mileage Oct 2 - Vancouver to Tsassawwassen ferry terminal 43 km Oct 3 - Sidney to Victoria hotel - 34 km Oct 4 Victoria Oct 5 - Ministerial meeting in Sidney from Victoria (round trip) - 62 km Oct 6 - Victoria to Swartz Bay, Tsassawwassen to Vancouver - 76 km ✓

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From: Janke, Debra FIN:EX
To: Shoquist, Sarah ENV:EX
Subject: E134035 Reamick Lo
Date: October 12, 2021 2:37:17 PM

Hi Sarah,

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 return signed copy.

This travel claim for Reamick is being paid, today.

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

NR

NR

Hotel Approved ☒*G. Heyman*

Ms Reamick Lo

s.22

Invoice

Invoice date 10/6/2021
 Invoice number NR
 Our reference NR
 Your reference
 GST Number

Guest	Ms Reamick Lo	Arrival	10/3/2021	Departure	10/6/2021	Room	NR
Date	Description	Quantity	Unit Price	Total ()			
10/3/2021	Room Charge	1	149.00	149.00			
10/3/2021	GST Room Taxes 5%	1	7.52	7.52			
10/3/2021	DMF Fee 1%	1	1.49	1.49			
10/3/2021	Municipal Room Tax 3%	1	4.51	4.51			
10/3/2021	Provincial Room Tax 8%	1	12.04	12.04			
10/3/2021	Parking	1	16.00	16.00			
10/3/2021	GST Parking	1	0.80	0.80			
10/4/2021	Room Charge	1	149.00	149.00			
10/4/2021	GST Room Taxes 5%	1	7.52	7.52			
10/4/2021	DMF Fee 1%	1	1.49	1.49			
10/4/2021	Municipal Room Tax 3%	1	4.51	4.51			
10/4/2021	Provincial Room Tax 8%	1	12.04	12.04			
10/4/2021	Parking	1	16.00	16.00			
10/4/2021	GST Parking	1	0.80	0.80			
10/5/2021	Room Charge	1	149.00	149.00			
10/5/2021	GST Room Taxes 5%	1	7.52	7.52			
10/5/2021	DMF Fee 1%	1	1.49	1.49			
10/5/2021	Municipal Room Tax 3%	1	4.51	4.51			
10/5/2021	Provincial Room Tax 8%	1	12.04	12.04			
10/5/2021	Parking	1	16.00	16.00			
10/5/2021	GST Parking	1	0.80	0.80			
			Total invoice		574.08		
10/6/2021	VS NR				-574.08		

Subtotal

574.08

For reservations: NR

Ms Reamick Lo

s.22

Invoice

Invoice date 10/6/2021
Invoice number NR
Our reference
Your reference
GST Number

Date	Description	Quantity	Unit Price	Total ()
Total Paid				-574.08
Total Due				0.00

Total GST 24.96

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

For reservations:

NR

From: Ms. Reamick, L.O.
To: [REDACTED]
Subject: [REDACTED]
Date: October 15, 2021 8:18:42 AM

Hotel and 2 ferry receipts

NR

NR

Not listed on the CSA Ministers
approval requested on Oct 12/21
by email (attached) rec'd

Ms Reamick Lo
s.22

Invoice

Invoice date 10/6/2021
Invoice number NR
Our reference
Your reference
GST Number

Guest	Ms Reamick Lo	Arrival	10/3/2021	Departure	10/6/2021	Room	NR
Date	Description	Quantity	Unit Price	Total ()			
✓ 10/3/2021	Room Charge	1	149.00	149.00			
10/3/2021	GST Room Taxes 5%	1	7.52	7.52			
10/3/2021	DMF Fee 1%	1	1.49	1.49			
10/3/2021	Municipal Room Tax 3%	1	4.51	4.51			
10/3/2021	Provincial Room Tax 8%	1	12.04	12.04			
10/3/2021	Parking	1	16.00	16.00			
10/3/2021	GST Parking	1	0.80	0.80			
✓ 10/4/2021	Room Charge	1	149.00	149.00			
10/4/2021	GST Room Taxes 5%	1	7.52	7.52			
10/4/2021	DMF Fee 1%	1	1.49	1.49			
10/4/2021	Municipal Room Tax 3%	1	4.51	4.51			
10/4/2021	Provincial Room Tax 8%	1	12.04	12.04			
10/4/2021	Parking	1	16.00	16.00			
10/4/2021	GST Parking	1	0.80	0.80			
✓ 10/5/2021	Room Charge	1	149.00	149.00			
10/5/2021	GST Room Taxes 5%	1	7.52	7.52			
10/5/2021	DMF Fee 1%	1	1.49	1.49			
10/5/2021	Municipal Room Tax 3%	1	4.51	4.51			
10/5/2021	Provincial Room Tax 8%	1	12.04	12.04			
10/5/2021	Parking	1	16.00	16.00			
10/5/2021	GST Parking	1	0.80	0.80			

10/6/2021 vs NR

Total invoice 574.08
-574.08 ✓

For reservations: NR

Subtotal 574.08

Ms Reamick Lo
s.22



Invoice

Invoice date
Invoice number
Our reference
Your reference
GST Number

10/6/2021

NR

Date	Description	Quantity	Unit Price	Total ()
Total Paid				-574.08
Total Due				0.00



Total GST 24.96

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

For reservations: NR

Tsawwassen
To
Swartz Bay



Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 41

RECEIPT - PLEASE RETAIN

PURCHASE 2021/10/02
BOOKING-NR
REF#: NR

Prepaid

1	Reservation fe	17.00
20'	Undersize Vehi	59.50
1	Adult	17.60
	Fuel Rebate	0.40
	Total Prepaid	93.70

CHANGE DUE 0.00

CUSTOMER COPY

TSA 02 Oct 2021 08:55:04

NR

SEE REVERSE SIDE OF TICKET

Swartz Bay
To
Tsawwassen



Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 02

RECEIPT - PLEASE RETAIN

PURCHASE 2021/10/06
BOOKING-NR
REF#: NR

Prepaid

1	Reservation fe	17.00
20'	Undersize Vehi	59.50
1	Adult	17.60
	Fuel Rebate	0.40
	Total Prepaid	93.70


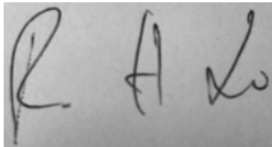
CHANGE DUE 0.00

CUSTOMER COPY

SWB 06 Oct 2021 15:21:24

NR

SEE REVERSE SIDE OF TICKET

PAYEE NAME: REAMICK LO		SUPPLIER #: NR		SITE:			
Environment & Climate Change PO Box 9047 Stn Prov Gov't							
CHEQUE MAILING ADDRESS: s.22							
DESCRIPTION OF PURCHASE: Office supplies and mileage		DATE OF PURCHASE: JULY 9, 2021-SEPTEMBER 1, 2021 (DD-MMM-YYYY)					
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT	TAX RATE 12%, 11%, 5%, 0%	CL	RESP	SERVICE LINE	STOB	PROJECT
1.40	1.25	12%	048	29005	64000	6508	2900000
1.40	1.25	12%	048	29005	64000	6508	2900000
49.50	49.50	0	048	29005	64000	6501	2900000 (90 kms @ \$0.55) not on travel status
52.30	TOTAL						
EXPENSE AUTHORITY (EA) INFORMATION ALYSSA HRENYK EA PRINTED NAME BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports.  EA SIGNATURE (if a non-Oracle user)				SIGNATURE OF INDIVIDUAL RECEIVING REIMBURSEMENT (QR) REAMICK LO 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

Shoquist, Sarah ENV:EX

From: Lo, Reamick ENV:EX
Sent: September 8, 2021 9:46 AM
To: Shoquist, Sarah ENV:EX
Subject: Petty cash claim

46 + 22 + 22 = 90km
90km x 0.55 = 49.50 ✓

Sarah,

1.40 + 1.40 + 49.50 = \$52.30 ✓

Please cc me when ready to submit.

2 receipts for stationery

1.4 + 1.4 ✓

Mileage for round trip for ministerial meetings in Vancouver:

Sep 1 – announcement – 46 km

Aug 16 – VCO – 22 km

Aug 11 – VCO – 22km ✓

Thanks.



EN22EXEDIJ16



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133884

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 Sather, Kelly ✓				Employee ID NR				Phone Number (250) 888-5930			
Client Organization Environment and Climate Change Strategy				Job Title Senior Ministerial Assistant				Travel Group Code 3			
5. Date Completed 2021/08/19			6. Fiscal Year 2022			7. Special Cheque Issue EFT			8. Cheque Stub Information		
Type of Travel In Province			14. Reason for Travel Ministerial business						Headquarters Minister's Office		
12. Mailing Address for Cheque Room 112 Parliament Buildings Victoria, BC V8V 1X4											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs 13.30	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Claim	Cost			
	2021										
	07/27	Vic-Van (HJ)	1200	1700				0.00			
	07/28	Vancouver	0800	1900				0.00			
07/29	Van-Vic *(HJ)	0800	1900			0.00					
TOTALS OF COLUMNS				36. \$ 0.00		37. ✓ \$ 13.30		38. ✓ \$ 84.75		39. ✓ \$ 420.66	
40. \$ 0.00		41. \$ 518.71		42. ✓ \$ 518.71							
48. Client Code 048 048 048 048		49. Resp. 29005		50. Service Line 64000		51. STOB 5701		52. Project 2900000		45. Supplier Code NR	
Amount \$ 518.71											
Less Travel Advance 048											
										54. \$ 518.71	
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

HJ Flights: Office P/Card (*HJ return date, Aug 3)

DJ Aug 26/21

Audit Trail for Travel Voucher (Restricted Use) E133884 for Sather, Kelly

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/08/19 11:12:34	Shoquist, Sarah (IDIR\NR) Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2021/08/19 11:12:56	Shoquist, Sarah (IDIR\NR) Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Notified	Sather, Kelly Kelly.Sather@gov.bc.ca
2021/08/23 15:12:20	Shoquist, Sarah (IDIR\NR) Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2021/08/23 15:12:58	Shoquist, Sarah (IDIR\NR) Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2021/08/23 15:17:29	Shoquist, Sarah (IDIR\NR) Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Notified	Sather, Kelly Kelly.Sather@gov.bc.ca
2021/08/25 14:25:57	Sather, Kelly (IDIR\NR) Kelly.Sather@gov.bc.ca		Initiated	Heyman, George George.Heyman@gov.bc.ca
2021/08/25 16:59:25	Heyman, George ✓ (IDIR\NR) George.Heyman@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133884 for Sather, Kelly

2 note(s) returned.

Created On	Author	Note
2021/08/19 11:12:34	Shoquist, Sarah (IDIR\NR) Sarah.Shoquist@gov.bc.ca	July 27th - flight to Vancouver on office pcard, hotel July 28th - BLDI, hotel July 29th - BLI s.22 August 3rd - flight to Victoria on office pcard July 27th - Taxi to Helijet
2021/08/23 15:12:58	Shoquist, Sarah (IDIR\NR) Sarah.Shoquist@gov.bc.ca	✓

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From: Shoquist, Sarah ENV:EX
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: RE: Kelly Sather_Travel Voucher E133884
Date: August 23, 2021 3:21:16 PM
Attachments: E133884+Receipts_July 27-29.pdf

Good afternoon,

Kelly had something to add to this claim. Updated voucher and receipts attached.

Thanks,

Sarah Shoquist (she/her)
Administrative Assistant to
The Honourable George Heyman,
Minister of Environment and Climate Change Strategy
and Minister Responsible for TransLink
(250) 387-1187

From: Shoquist, Sarah ENV:EX
Sent: August 19, 2021 12:44 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX <FINFSAMINOFF@gov.bc.ca>
Subject: Kelly Sather_Travel Voucher E133884

Good afternoon,

Please find attached the travel voucher and receipts for Kelly's recent trip to Vancouver. These should be coming through to you via eforms shortly.

Thanks,

Sarah Shoquist (she/her)
Administrative Assistant to
The Honourable George Heyman,
Minister of Environment and Climate Change Strategy
and Minister Responsible for TransLink
(250) 387-1187

Tues 27 - none

Wed 28 - B L D + 1

Thurs 29 - B L + 1

✓

BLUEBIRD CABS #81
2612 QUADRA ST
VICTORIA BC

CARD *****NR
CARD TYPE INTERAC
ACCOUNT TYPE
FLASH DEFAULT
DATE 2021/07/27 ✓
TIME 4624 12:23:14
RECEIPT NUMBER
H85006163-001-039-010-0

PURCHASE
TOTAL

\$13.30 ✓

Interac
A0000002771010
96FFA794823D16FB
8080008000-

APPROVED

AUTH# NR 00-001
THANK YOU

CARDHOLDER COPY

Ms Kelly Sather ✓
s.22

Room: NR
Folio:
Cashier:
Arrival: 07-27-21
Departure: 07-30-21
Reference:

Date	Description	Additional Information	Charges	Credits
✓ 07-27-21	Room Charge		179.00	
07-27-21	Destination Marketing Fee (DMF)		2.31	
07-27-21	Rooms - GST		9.07	
07-27-21	Municipal Room Tax (MRT)		5.44	
07-27-21	Rooms - Provincial Tax - PST		14.51	
✓ 07-28-21	Room Charge		179.00	
07-28-21	Destination Marketing Fee (DMF)		2.31	
07-28-21	Rooms - GST		9.07	
07-28-21	Municipal Room Tax (MRT)		5.44	
07-28-21	Rooms - Provincial Tax - PST		14.51	
07-30-21	Master Card	XXXXXXXXXXXXNR	XX/XX	420.66

GST Summary

Registration No:NR

Room 18.14

F&B 0.00

Other 0.00

Total 18.14

PST Summary

Room 29.02

F&B 0.00

Other 0.00

Total 29.02

Total	420.66	420.66 ✓
Balance Due	0.00 CDN	✓

Guest Signature: _____

Shoquist, Sarah ENV:EX

From: passengerservices@helijet.com
Sent: August 4, 2021 3:52 PM
To: Shoquist, Sarah ENV: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	Kelly Sather

Booking NR

Tuesday, July 27, 2021 ✓

716

13:05 Victoria Harbour (Downtown) ✓

13:40 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

Kelly Sather, Female ✓

Invoice NR

FARE-SummerSale2021_25% off \$239 \$170.48

+ GST \$8.52

Billing \$170.48

Taxes \$8.52

Grand Total \$179.00

Mastercard \$179.00

Date / Time July 27, 2021 @ 12:26:29 PM

Add to Calendar

NR

Summary *****NR

Expiration NR

Authorization

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 Protection Regulations. For more information about your passenger rights please contact a Helijet Agent, consult Helijet [Passenger Rights, Tariff & Travel Information](#) or visit [the Canadian Transportation Agency's website](#).

GST#:

R102320165

COVID-19 Information:

For your ongoing safety and security, Helijet is pleased to meet or exceed any applicable federal,

Shoquist, Sarah ENV:EX

From: passengerservices@helijet.com
Sent: August 4, 2021 3:52 PM
To: Shoquist, Sarah ENV: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	Kelly Sather

Booking NR

Tuesday, August 3, 2021 ✓

719

14:45 Vancouver Harbour (Downtown)

15:20 Victoria Harbour (Downtown) ✓

35 minutes

Confirmed

1 Passengers - Sale

Kelly Sather, Female ✓

Invoice NR

FARE-SummerSale2021_25% off \$239 \$170.48

+ GST \$8.52

Billing \$170.48

Taxes \$8.52

Grand Total \$179.00

Mastercard \$179.00

Date / Time August 3, 2021 @ 2:17:04 PM

Add to Calendar

NR

Summary ***** NR

Expiration NR

Authorization

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.

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ACCESSIBILITY:

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GST#:

R102320165

COVID-19 Information:

For your ongoing safety and security, Helijet is pleased to meet or exceed any applicable federal,

EN22EXEDIJ21



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133929

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 Sather, Kelly ✓				Employee ID NR				Phone Number (250) 888-5930					
Client Organization Environment and Climate Change Strategy				Job Title Senior Ministerial Assistant				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 Ministerial Business					Headquarters Minister's Office					
12. Mailing Address for Cheque Room 112 Parliament Buildings 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	
2021	Destination	Start	End	Km	Cost	Claim	Cost	Cost	Cost	Cost	Describe		
09/06	Vic-Van (HJ)	1430	1630		0.00	P/Card	0.00	F-D	33.25	222.07			
09/07	Van-Vic (HJ)	0730	1930		0.00	P/Card							
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00		38. ✓ \$ 33.25	39. ✓ \$ 222.07	40. \$ 0.00	Claim Total \$ 255.32	✓	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount	
048		29005		64000		5701		2900000		NR		\$ 255.32	
048													
048													
048													
Less Travel Advance													
048													
										AMOUNT DUE TO EMPLOYEE		54. \$ 255.32	✓
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				

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

DJ Sept 9/21

Audit Trail for Travel Voucher (Restricted Use) E133929 for Sather, Kelly

4 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/08 11:34:12	Shoquist, Sarah (IDIR\NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Saved	Sather, Kelly Kelly.Sather@gov.bc.ca
2021/09/08 11:35:17	Shoquist, Sarah (IDIR\NR Sarah.Shoquist@gov.bc.ca	Sather, Kelly Kelly.Sather@gov.bc.ca	Notified	Sather, Kelly Kelly.Sather@gov.bc.ca
2021/09/08 11:36:44	Sather, Kelly (IDIR\NR Kelly.Sather@gov.bc.ca		Initiated	Heyman, George George.Heyman@gov.bc.ca
2021/09/08 12:31:45	Heyman, George ✓ (IDIR\NR George.Heyman@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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Notes for Travel Voucher (Restricted Use) E133929 for Sather, Kelly

1 note(s) returned.

Created On	Author	Note
2021/09/08 11:34:12	Shoquist, Sarah (IDIR\NR) Sarah.Shoquist@gov.bc.ca	09/06 - HJ flight on office card, hotel 09/07 - BL+I, HJ flight on office card ✓

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From: Janke, Debra FIN:EX
To: Shoquist, Sarah ENV:EX
Subject: E133929 Kelly Sather
Date: September 9, 2021 1:20:33 PM

Hi Sarah,

The NR is not on the CSA approved accommodation listing. When you have a chance, please have the Minister sign off a copy of the Hotel folio with "Hotel Approved" and return signed copy to me.

I have processed payment, today.

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

Hotel Approved ✓

El Heyman

Ms Kelly Sather
s.22

Room: NR
Folio:
Cashier:
Arrival: 09-06-21
Departure: 09-07-21
Reference:

Date	Description	Additional Information	Charges	Credits
09-06-21	Room Charge		189.00	
09-06-21	Destination Marketing Fee (DMF)		2.44	
09-06-21	Rooms - GST		9.57	
09-06-21	Municipal Room Tax (MRT)		5.74	
09-06-21	Rooms - Provincial Tax - PST		15.32	
09-07-21	Master Card	XXXXXXXXXXXXNR	XX/XX	222.07
GST Summary			Total	222.07
Registration No: NR				222.07
Room 9.57				
F&B 0.00				
Other 0.00				
Total 9.57				
PST Summary				
Room 15.32				
F&B 0.00				
Other 0.00				
Total 15.32				
Balance Due			0.00	CDN

Guest Signature: _____

Ms Kelly Sather ✓
s.22

Not listed on the CSA
Ministers approval requested by
email on Sept 9/21, attached -rec'd

Room: NR
Folio:
Cashier:
Arrival: 09-06-21
Departure: 09-07-21
Reference:

Date	Description	Additional Information	Charges	Credits
✓ 09-06-21	Room Charge		189.00	
09-06-21	Destination Marketing Fee (DMF)		2.44	
09-06-21	Rooms - GST		9.57	
09-06-21	Municipal Room Tax (MRT)		5.74	
09-06-21	Rooms - Provincial Tax - PST		15.32	
09-07-21	Master Card	XXXXXXXXXXXXNR XX/XX		222.07

GST Summary

Registration No: NR

Room 9.57
F&B 0.00
Other 0.00

Total 9.57

PST Summary

Room 15.32
F&B 0.00
Other 0.00

Total 15.32

Total	222.07	222.07 ✓
-------	--------	----------

Balance Due	0.00 CDN ✓
-------------	------------

Sept 6 - X
Sept 7 - B, L, I

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Shoquist, Sarah ENV:EX

From: passengerservices@helijet.com
Sent: September 8, 2021 11:37 AM
To: Shoquist, Sarah ENV: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	Kelly Sather

Booking NR

Monday, September 6, 2021 ✓

786

15:00 Victoria Harbour (Downtown) ✓

15:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Kelly Sather, Female ✓

Invoice NR

FARE-SummerSale2021_25% off \$260 \$185.71

+ GST \$9.29

Billing \$185.71

Taxes \$9.29

Grand Total \$195.00

Mastercard \$195.00

Date / Time September 6, 2021 @ 2:33:10 PM

Add to Calendar

NR

Summary *****NR

Expiration NR

Authorization

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.

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GST#:

R102320165

COVID-19 Information:

For your ongoing safety and security, Helijet is pleased to meet or exceed any applicable federal,

Shoquist, Sarah ENV:EX

From: passengerservices@helijet.com
Sent: September 8, 2021 11:38 AM
To: Shoquist, Sarah ENV: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	Kelly Sather

Booking NR

Tuesday, September 7, 2021 ✓

723

18:25 Vancouver Harbour (Downtown)

19:00 Victoria Harbour (Downtown) ✓

35 minutes

Confirmed

1 Passengers - Off-Peak

Kelly Sather, Female ✓

Invoice NR

FARE-SummerSale2021_25% off \$260 \$185.71

+ GST \$9.29

Billing \$185.71

Taxes \$9.29

Grand Total \$195.00

Mastercard \$195.00

Date / Time September 7, 2021 @ 5:51:01 PM

Add to Calendar

NR

Summary *****NR

Expiration NR

Authorization

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.

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ACCESSIBILITY:

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COVID-19:

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GST#:

R102320165

COVID-19 Information:

For your ongoing safety and security, Helijet is pleased to meet or exceed any applicable federal,