

HE22EXEDIJ21



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133934

**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> Copeland, Alison ✓		<b>Employee ID</b> NR		<b>Phone Number</b> (250) 889-4031	
<b>Client Organization</b> Citizens' Services Health		<b>Job Title</b> Executive Assistant		<b>Travel Group Code</b> 3	
<b>5. Date Completed</b> 2021/09/09		<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> Moving expense -Relocation		<b>Headquarters</b> Maple Ridge/Victoria, effective August 3/21	
<b>12. Mailing Address for Cheque</b> Rm 337 Parliament Building Victoria V8W 1X4.					
<b>16. Travel Dates</b> 2021 08/31 09/01	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b> Km Cost 80 0.00 44.00	<b>19. Other Transport Costs</b> \$ 22 93.70
	<b>Destination</b>	<b>Start</b>	<b>End</b>		
	Vancouver	0700	2359		
	Van-Vic (ferry)	0700	1000		
			<b>20. &amp; 21. Meals</b>	<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>
			<b>Claim</b> F-H-L	<b>Cost</b> 51.50 15.25	<b>Cost</b>   <b>Describe</b>
<b>TOTALS OF COLUMNS</b>			<b>36. ✓</b> 80 kms \$ 44.00	<b>37. 3279.14</b> \$ 22	<b>38. ✓</b> \$ 66.75
					<b>39. \$ 0.00</b>
					<b>40. \$ 0.00</b>
					<b>Claim Total</b> \$ 22
					3389.89
<b>48. Client Code</b> 112 026 6600112 112 112 112	<b>49. Resp.</b> 32805	<b>50. Service Line</b> 44000 34610	<b>51. STOB</b> 5226 5701	<b>52. Project</b> 66 3200000	<b>45. Supplier Code</b> NR
					<b>Amount</b> 3389.89 \$ 3439.89
<b>Less Travel Advance</b> 112					
			<b>AMOUNT DUE TO EMPLOYEE</b>		
			<b>54. 3389.89</b> \$ 3439.89		
<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> Alison Copeland ✓		<b>Date Signed</b> Sept. 22/2021
<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> Amanda Baase ✓		<b>Date Signed</b> Sept 22/2021
<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> Lily Hansen		<b>Date Signed</b> Sept 22/2021

FIN 10 (EFI-F0012 v2.6.1)

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

\* manually signed/approved: unable to initiate to the Expense Authority

DJ Sept 22/21

## Audit Trail for Travel Voucher (Restricted Use) E133934 for Copeland, Alison

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/09 15:26:27	Hansen, Lucy (IDIR\NR Lucy.Hansen@gov.bc.ca	Copeland, Alison Alison.Copeland@gov.bc.ca	Saved	Copeland, Alison Alison.Copeland@gov.bc.ca
2021/09/09 15:30:46	Hansen, Lucy (IDIR\NR Lucy.Hansen@gov.bc.ca	Copeland, Alison Alison.Copeland@gov.bc.ca	Saved	Copeland, Alison Alison.Copeland@gov.bc.ca
2021/09/09 15:31:17	Hansen, Lucy (IDIR\NR Lucy.Hansen@gov.bc.ca	Copeland, Alison Alison.Copeland@gov.bc.ca	Notified	Copeland, Alison Alison.Copeland@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E133934 for Copeland, Alison

1 note(s) returned.

Created On	Author	Note
2021/09/09 15:30:46	Hansen, Lucy (IDIR\NIR) Lucy.Hansen@gov.bc.ca	Aug 31- Moving truck arrived at s.22 s.22 - Bill for Move up moving truck \$ s.22 plus \$200.00 deposit- total is s.22 ( paid via Visa) - Full day Per diem Sept 1- BC Ferries -Van- Victoria to new location s.22 - 80kms ( Tswwassen to Swartz bay- s.22 , Victoria, BC. - Partial per diem - minus lunch

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**From:** [Hansen, Lucy HLTH:EX](#)  
**To:** [Janke, Debra FIN:EX](#)  
**Subject:** RE: TV 133934-Copeland, Alison  
**Date:** September 22, 2021 1:11:25 PM

---

At this point please remove s.22 and I will discuss this with her

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**From:** Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>  
**Sent:** September 22, 2021 1:10 PM  
**To:** Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>  
**Subject:** RE: TV 133934-Copeland, Alison

Hi Lucy,

Alison indicated in an email that was included in the receipts, that the total for the moving company included a s.22 tip which is considered a Discretionary Expense. Please confirm that Alison wishes to claim the tip.

### **C.19.3 Discretionary Expenditures**

Ministry expense authority officers are to exercise care, and use sound judgement when authorizing discretionary ministry expenditures that are not required to meet program objectives. Examples include, but are not limited to: bottled water, plants, flowers for funerals, festive decorations, etc.

As expense authority officers are accountable for effective financial management, due regard must be given to the spirit and intent of the government's management and financial policies. Expense authority officers should be aware of the public perception with respect to the purchase of such items, and use the utmost discretion prior to initiating the expenditure.

To determine if unique circumstances exist that may warrant the purchase, any discretionary expenditure should be made in consultation with the ministry chief financial officer.

The charge must be justified and must withstand public scrutiny.

Thanks.

Debra

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**From:** Hansen, Lucy HLTH:EX <[Lucy.Hansen@gov.bc.ca](mailto:Lucy.Hansen@gov.bc.ca)>  
**Sent:** September 22, 2021 12:03 PM  
**To:** Janke, Debra FIN:EX <[Debra.Janke@gov.bc.ca](mailto:Debra.Janke@gov.bc.ca)>  
**Cc:** Copeland, Alison HLTH:EX <[Alison.Copeland@gov.bc.ca](mailto:Alison.Copeland@gov.bc.ca)>  
**Subject:** TV 133934-Copeland, Alison

Hi Debra,



As per our conversation here is the Travel Voucher that has been manually approved – can we please have a rush payment on this as per my previous email.

Lucy

Lucy

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**From:** NR <[Lucy.Hansen@gov.bc.ca](mailto:Lucy.Hansen@gov.bc.ca)>  
**Sent:** September 22, 2021 11:59 AM  
**To:** Hansen, Lucy HLTH:EX <[Lucy.Hansen@gov.bc.ca](mailto:Lucy.Hansen@gov.bc.ca)>  
**Subject:** Scan From <Device Name>



PERSONAL AND CONFIDENTIAL

July 23, 2021

Alison Copeland  
By email to Alison.Copeland@gov.bc.ca

Dear Alison:

Subject to an Order in Council being signed by the Lieutenant Governor in Council, I am offering you an appointment to the role of Ministerial Advisor in the Office of the Minister of Health, effective August 3, 2021. Your supervisor will be Senior Ministerial Advisor, Amanda Van Baarsen.

Your salary will be \$73,400.00 per annum, to be paid in accordance with Salary Range Regulation, B.C. Reg 152/2017.

I am pleased to be able to offer you relocation expenses in accordance with Schedule 5 of the Terms and Conditions of Employment for Excluded Employees up to a maximum of \$5,000. This assistance is recoverable on a pro-rated basis should you resign prior to completing 24 months of service. Please ensure that you retain receipts for these expenses. Relocation is a taxable benefit, and you will be taxed accordingly. You will need to sign the "New Appointees Relocation Assistance Application and Assignment of Wages Agreement." Located here: [https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/work-related-expenses-allowances/relocation\\_assistance\\_househunting\\_expense\\_report\\_assignment\\_of\\_wages\\_agreement.pdf](https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/work-related-expenses-allowances/relocation_assistance_househunting_expense_report_assignment_of_wages_agreement.pdf)

The terms and conditions of your employment are equivalent to those established for category 'C' appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees> Please take some time to familiarize yourself with them. If you have any questions, please contact your supervisor.

Please note that you are subject to the *Lobbyists Registration Act* which prohibits you from lobbying any public office holder for a period of two years after the date you cease to be a Ministerial Advisor.



As an Order in Council appointee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the government. Please ensure you are familiar with the Standards of Conduct, <https://www2.gov.bc.ca/gov/content/careers-myhr/about-the-bc-public-service/ethics-standards-of-conduct/standards-of-conduct>. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment.

Lastly, I would like to extend my best wishes for your success in this role.

Yours truly,

*D. Wade*  
*on behalf of*

Amber Hockin  
Deputy Chief of Staff  
Office of the Premier

pc: BC Public Service Agency

I have read and accept the terms and conditions of this appointment.

*Alison Copeland*

Alison Copeland

2021-07-23

Date

## Relocation Assistance and/or Househunting Expense Report and Assignment of Wages Agreement

☐ **Employee Applicants:** I acknowledge that I am moving and receiving relocation expenses as a result of a staffing action. As such, I agree to the following conditions.

**OR**

☒ **New Appointees:** In consideration of the assistance / reimbursement of expenses of \$ 5,000.00 as requested here to assist in the payment of my relocation and/or house hunting expenses in moving, I agree to the following conditions.


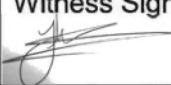
It is understood and agreed that should I resign from the service of the Government of British Columbia prior to completing 24 months of service following relocation, the amount of expenses / assistance granted to me will be repaid on the prorata basis of:

- One-twenty fourth of the total amount of relocation expenses / assistance and/or house hunting expenses received for each full and partial month, if any, that my employment falls short of 24 months full time (or equivalent service) following relocation.
- Where the employee / appointee is at work beyond the 15<sup>th</sup> day of the final partial month, that final partial month will be considered to be a completed month of service for purposes of calculating the amount to be repaid.

*For the purpose of repayment*, the Minister of Finance is hereby authorized to recover any outstanding portions of the relocation assistance through payroll deduction or other remuneration deduction without further notice.

*Nothing contained herein* shall prejudice the right of the Ministry to recover any outstanding advance or portion thereof after termination of employment.

I understand and agree to these terms and conditions.

Date: 2021-07-23	Employee's / New Appointee's Signature and Printed Name:  Alison Copeland
Date: 2021-07-23	Witness Signature and Printed Name:  Thyra Gillese

**Complete and sign in duplicate and return two copies to the issuing office. Retain a copy for your personal records.**

**Note:** Canada Customs and Revenue Agency may deem this to be taxable allowance and should be contacted directly for further information.

**Hansen, Lucy HLTH:EX**

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**From:** Alison Copeland <s.22 >  
**Sent:** September 2, 2021 5:36 PM  
**To:** Copeland, Alison HLTH:EX  
**Subject:** Fwd: Your booking is confirmed: NR for 2021-09-01

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

Get [Outlook for iOS](#)

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**From:** British Columbia Ferry Services Inc. <no\_reply@bcferries.com>  
**Sent:** Monday, August 30, 2021 8:30:00 PM  
**To:** s.22  
**Subject:** Your booking is confirmed: NR for 2021-09-01



Alison your booking is now confirmed.

[View or edit your booking\(s\)](#)

Please review your itinerary below to confirm your details and note the check-in time for your sailing.

*This is a transactional or informational email that contains important details that BC Ferries must communicate to you in order to provide the best possible service. This is not a promotional email. Please do not respond to this email.*

## BOOKING CONFIRMATION

NR

**Booking reference:**

NR

Date issued: 30/Aug/2021 8:28:20 PM

Booked by: BC FERRIES PUBLIC WEBSITE

**Booking Holder**

Alison Copeland  
s.22

Customer number: NR

Provide booking reference number to ticket agent

**DEPARTS**

**TIME/DATE**

Vancouver (Tsawwassen)

07:00 AM01/Sep/2021



**ARRIVES**

**TIME/DATE**

Victoria (Swartz Bay)

08:35 AM01/Sep/2021

Fare type: Prepaid

Ferry: Spirit of British Columbia

**Fare Information**

1x	20 ft. (6.10 m) Under height passenger vehicle	\$59.20
1x	12+ years	\$17.50
s.22		\$0.00
	Reservation fee	\$17.00
	<b>Total</b>	<b>\$93.70</b>
	Amount paid	\$93.70 ✓
	<b>Due at terminal:</b>	<b>\$0.00</b> ✓

<b>Booked by:</b>	BC FERRIES PUBLIC WEBSITE
<b>Booking number(s):</b>	NR
<b>GST number:</b>	894623206
<b>Purchase amount:</b>	\$93.70 ✓
<b>Card type:</b>	MasterCard
<b>Card ending:</b>	NR
<b>Authorization #:</b>	

British Columbia Ferry Services Inc.  
Customer Service Centre  
Suite 500 – 1321 Blanshard Street, Victoria BC, V8W 0B7  
1-888-BC-FERRY (1-888-223-3779)

[bcferries.com](http://bcferries.com)

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Copyright © 2021 British Columbia Ferry Services Inc.

## **Hansen, Lucy HLTH:EX**

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**From:** Copeland, Alison HLTH:EX  
**Sent:** September 3, 2021 9:24 AM  
**To:** Hansen, Lucy HLTH:EX  
**Subject:** FW: moving expenses

Hi Lucy,

See below for a chain between me and Debbie regarding my moving expenses.  
I will send you the receipts in a separate email.

Thanks!

**Alison Copeland**  
Ministerial Advisor  
Ministry of Health  
Office: 236 468-3515 | Cell: 250-889-4031  
[alison.copeland@gov.bc.ca](mailto:alison.copeland@gov.bc.ca)

**From:** Wade, Debbie PREM:EX <[Debbie.Wade@gov.bc.ca](mailto:Debbie.Wade@gov.bc.ca)>  
**Sent:** September 3, 2021 8:42 AM  
**To:** Copeland, Alison HLTH:EX <[Alison.Copeland@gov.bc.ca](mailto:Alison.Copeland@gov.bc.ca)>  
**Subject:** RE: moving expenses

Great thank you Alison.

These receipts will need to be processed on a Travel Voucher through e-forms. Lucy Hansen should be able to assist you with this. Once it gets approved through the regular approval process in your MO, it will be sent to Finance, who will sent to myself and Amber Hockin for final approval.

Please let me know if you need anything further.  
Thanks!

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

**From:** Copeland, Alison HLTH:EX <[Alison.Copeland@gov.bc.ca](mailto:Alison.Copeland@gov.bc.ca)>  
**Sent:** September 2, 2021 6:15 PM  
**To:** Wade, Debbie PREM:EX <[Debbie.Wade@gov.bc.ca](mailto:Debbie.Wade@gov.bc.ca)>  
**Subject:** RE: moving expenses

Attached is a copy of the itemized work order from You Move Me moving company, the \$200 booking deposit receipt, copy of the receipt for services rendered, and ferry receipt.



The total for the moving company was s.22 but that does include a s.22 tip and I'm not sure if that is a covered expense.

My millage was 79.3km, which covers my drive from my previous s.22 to Tsawwassen and from Swartz Bay to my new s.22

Thanks!

**Alison Copeland**  
Ministerial Advisor  
Ministry of Health  
Office: 236 468-3515 | Cell: 250-889-4031  
[alison.copeland@gov.bc.ca](mailto:alison.copeland@gov.bc.ca)

**From:** Wade, Debbie PREM:EX <[Debbie.Wade@gov.bc.ca](mailto:Debbie.Wade@gov.bc.ca)>  
**Sent:** September 2, 2021 4:13 PM  
**To:** Copeland, Alison HLTH:EX <[Alison.Copeland@gov.bc.ca](mailto:Alison.Copeland@gov.bc.ca)>  
**Subject:** RE: moving expenses

Hi Alison;

Attached is the relocation document. You have been approved for up to \$5,000.00. Please provide all receipts and include detailed description of what they are for.

If you have any other questions please let me know.

Thanks!

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

**From:** Copeland, Alison HLTH:EX <[Alison.Copeland@gov.bc.ca](mailto:Alison.Copeland@gov.bc.ca)>  
**Sent:** September 2, 2021 3:12 PM  
**To:** Wade, Debbie PREM:EX <[Debbie.Wade@gov.bc.ca](mailto:Debbie.Wade@gov.bc.ca)>  
**Subject:** moving expenses

Hi Debbie,

Hope you are doing well.

Are you able to resend me the information about how to submit my moving expenses? I changed computers when I moved to Health, and thought I printed of information, but I seem to have misplaced it during my move.

Thanks!

**Alison Copeland**  
Ministerial Advisor  
Ministry of Health  
Office: 236 468-3515 | Cell: 250-889-4031

INVOICE PAID ✓

## You Move Me

8331 Eastlake Drive #108 , Burnaby British Columbia, V5A 1T4

Invoice ID: NR

### YMM Moving Deposit

Total with Tax: **CAD \$200.00**

Billed To	Order ID	Due Date
Alison Copeland ✓ s.22		Aug 6th 2021

Item	Quantity	Price	Tax1	Tax2	Amount
YMM Moving D...	1	\$200.00	0 %	0 %	\$200.00

Subtotal CAD \$200.00

Tax \$0.00

**Total CAD \$200.00 ✓**

Thanks for using us to move you!

Powered By





## Hansen, Lucy HLTH:EX

**From:** Alison Copeland s.22  
**Sent:** September 2, 2021 5:14 PM  
**To:** Copeland, Alison HLTH:EX  
**Subject:** Fwd: You Move Me Receipt

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

[Get Outlook for iOS](#)

**From:** You Move Me <Receipt@payfirma.com>  
**Sent:** Wednesday, September 1, 2021 1:49:16 PM  
**To:** s.22  
**Subject:** You Move Me Receipt

	
	
Credit Paid <b>Approved</b>	September 1, 2021 1:47 PM PST
Misc. Purchase	s.22
Subtotal	\$2,985.44
Total	s.22
Tip	s.22
<b>Amount Paid</b>	<b>CA s.22</b> ✓
Transaction ID: 16237658	VISA **** NR
Authorization: NR	
	

<div><div>×</div></div>	
You Move Me #108 - 8331 Eastlake Drive Burnaby, B.C. Canada, V5A 4W2	
604-444-2242	
We at You Move Me would like to thank you for using our services and hope you enjoy making memories in your new space.	
Powered by <i>Payfirma</i>	

# Work Order (Bill of Lading)



Work Order, ID: NR

OSE Arthur

Moving s.22 to Victoria. She doesn't have a destination address on hand yet

s.22

2.75h for 3 guys at load up, 2h for 2 guys to unload.

Elevator and ramp at load up.

No disassembly.

s.22

Unload address TBD.

BC Ferry

Wed, Sep 01, 2021 - 10am - NR

Wed, Sep 01, 2021 - 6pm - NR

## General

Label: 2 Man Crew

Client: Copeland, Alison

Phone: s.22

Booked By: Arthur De Oliveira

## Place And Time

From: s.22

s.22

To: s.22

s.22

On-site Contact: Alison Copeland

Home Phone: s.22

Email: s.22

Start: 08/31/2021 08:00 AM

End: 08/31/2021 11:30 AM

Duration: 03:30 hours

Duration was customized

Promise Time: 08:00 AM - 10:00 AM

## Special Instructions

Call Ahead Required

## Crews Assigned

None Assigned

#	Item	Description	Hrs	Qty	Subtotal	Line Total
1.	Truck, Travel, Equipment & Basic Value Protection	Moving truck, flat rate travel fee, specialized moving equipment, standard valuation protection package. Basic valuation is up to 60 cents per pound.	--	0.75	\$249.00	\$186.75
2.	Time in Transit	Estimated time between your origin and destinations measured in hours	--	9.00	\$179.00	\$1,611.00
3.	Move - 2 Man Hourly Based	Two friendly, uniformed, professional movers	--	2.00	\$179.00	\$358.00
4.	Minimum Insurance (lb.)	--	--	1.00	\$0.00	\$0.00
5.	Third Party Contracted Service	Sub-contracted services authorized and paid for on your behalf	--	1.00	\$520.00	\$520.00
6.	Move - 2 Man Hourly Based	Day One	--	2.00	\$179.00	\$358.00
		Wyatt				
		Allan (driver)				

Price:	\$3,033.75
Subtotal:	\$3,033.75
GST (5.0000%):	\$151.69
Total:	\$3,185.44 ✓

\$3,185.44

To accept please sign and date below:



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133793

**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> Ho, Theresa	<b>Employee ID</b> NIP	<b>Phone Number</b> (778) 988-7002
<b>Client Organization</b> Energy, Mines and Petroleum Resources Health	<b>Job Title</b> Executive Assistant	<b>Travel Group Code</b> 3

<b>5. Date Completed</b> 2021/07/08	<b>6. Fiscal Year</b> 2022	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
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<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> Ministerial Meeting	<b>Headquarters</b> Surrey-Whalley Victoria, effective March 29, 2021
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### 12. Mailing Address for Cheque

Rm 337 Parliament Building

16. Travel Dates	17. Places Travelled			18. \$0.55 Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
2021	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
07/03	Vic- Van	1300	2359	81	44.55			0.00			
07/05	Vancouver	0700	2359		0.00		F-BDI	10.50		33.59	Private Accom
07/06	Vancouver	0700	2359		0.00		F-BDI	10.50		33.59	Private Accom
07/07	Van-Vic	0600	1000	81	44.55		F-LDI	10.50			

<b>48. Client Code</b> 057026 66001 27011 057 057 057	<b>49. Resp.</b> 27011	<b>50. Service Line</b> 44000 26700	<b>51. STOB</b> 5702 1	<b>52. Project</b> 66 2700000	<b>45. Supplier Code</b> NR	<b>Amount</b> \$ 339.58
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**Less Travel Advance**  
057

AMOUNT DUE TO EMPLOYEE

**54.**  
\$ 339.58

**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) E133793 for Ho, Theresa

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/07/08 15:34:13	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/07/08 15:34:23	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/07/08 15:39:50	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/07/08 15:42:27	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Notified	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/07/08 16:14:34	Ho, Theresa (IDIR\NR ) Theresa.Ho@gov.bc.ca		Approved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/07/09 08:28:47	van Baarsen, Amanda ✓ (IDIR\NR ) Amanda.vanBaarsen@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E133793 for Ho, Theresa

1 note(s) returned.

Created On	Author	Note
2021/07/08 15:39:50	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	July 3- BCFerries - Van- Vic \$75.90 ( VSA) - 81 kms , overnight Van \$ 33.59 - Private Accom July 5- Meetings in Van all day- claiming lunch only- overnight Van \$ 33.59 Private Accom July 6- Meetings in Van all day - claiming Lunch only - July 7-Return BC Ferries - Van- Vic \$ 75.90 ( VSA) 81 kms return. ✓

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# July 5, 2021



Monday

July 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY		Daily Task List	
5		Arrange by: Due Date	
7 AM		<div> <div> Swartz Bay To Tsawwassen     Victoria BC Canada V8N 0B7  <b>LANE 11</b>  RECEIPT - PLEASE RETAIN  PURCHASE 2021/07/03  20' Undersize Vehi 59.50  1 ✓ Adult 17.60  Fuel Rebate 1.20-  Total 75.90  Master Card  *****NR 75.90  AUTH 091422 66307708 0010014450 H  MASTERCARD  A0000000041010 / 0000000000 /  NO SIGNATURE TRANSACTION  01 APPROVED - THANK YOU 027  CHANGE DUE 0.00    ***CARDHOLDER COPY***  SWB 03 Jul 2021 15:36:37  NR    SEE REVERSE SIDE OF TICKET </div> <div> Tsawwassen To Swartz Bay     Suite 500 - 1321 Blanshard Street  Victoria BC Canada V8N 0B7  <b>LANE 40</b>  RECEIPT - PLEASE RETAIN  PURCHASE 2021/07/07  20' Undersize Vehi 59.50  1 ✓ Adult 17.60  Fuel Rebate 1.20-  Total 75.90  Master Card  *****NR 75.90  AUTH 095172 66307720 0010013600 H  MASTERCARD  A0000000041010 / 0000000000 /  NO SIGNATURE TRANSACTION  01 APPROVED - THANK YOU 027  CHANGE DUE 0.00    ***CARDHOLDER COPY***  TSA 07 Jul 2021 07:33:16  NR    SI IT </div> </div>	
8			
9			
10			
11			
12 PM		<div> Theresa's Travel  claim July 5. 6    <u>Mileage:</u>  ① To Vancouver - 81 km  ② From Vancouver - 81 km  Private Accommodation: July 5 &amp; 6 nights  ④ July 5 L only  July 6 [Pagal] of 79 FIN-2021-14839  Ticket 7 R only </div>	
1			
2	Minister Dix briefing on BCEHS staffing/ambulance wait times MS Teams (link in body) MINCAL, HLTH HLTH:EX		
3			
4			
5			
6			

Ho, Theresa HLTH:EX

HE22EXEDIJ22



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133860

**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> Ho, Theresa ✓				<b>Employee ID</b> ND				<b>Phone Number</b> (778) 988-7002																																																																																																																																																				
<b>Client Organization</b> Energy, Mines and Petroleum Resources Health				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 3																																																																																																																																																				
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<b>Type of Travel</b> In Province			<b>14. Reason for Travel</b> Ministerial Meeting						<b>Headquarters</b> Surrey-Whalley Victoria, effective March 29/21																																																																																																																																																			
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<b>48. Client Code</b> 057 026 057 057 057		<b>49. Resp.</b> 6600127011		<b>50. Service Line</b> 44000 26700		<b>51. STOB</b> 57021		<b>52. Project</b> 662700000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 595.78																																																																																																																																																
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FIN 10 (EFI-F0012 v2.6.1)

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

DJ Sept 23/21

## Audit Trail for Travel Voucher (Restricted Use) E133860 for Ho, Theresa

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/08/03 16:01:33	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/08/03 16:02:23	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/08/03 16:06:10	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/08/03 16:06:16	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/08/03 16:06:30	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Notified	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/08/30 17:19:24	Ho, Theresa (IDIR\NR ) Theresa.Ho@gov.bc.ca		Approved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/09/10 09:21:48	van Baarsen, Amanda ✓   (IDIR\NR ) Amanda.vanBaarsen@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E133860 for Ho, Theresa

1 note(s) returned.

Created On	Author	Note
2021/08/03 16:06:10	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	July 21-BC Ferries via Vic-Van \$75.90 ( VSA) 81 kms - \$33.59 Private Accom July 22-\$ 33.59 Private Accom plus lunch July 23-25 \$33.59 Private Accom July 26- \$33.59 Private Accom plus L July 27- \$33.59 Private Accom - Plus B & L July 28 return via BC Ferries \$75.90 - 81 kms- L & D

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Swartz Bay To  
Tsawwassen

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

**LANE 05**

RECEIPT - PLEASE RETAIN

PURCHASE 2021/07/21

20' Undersize Vehi	59.50
1 Adult	17.60
Fuel Rebate	1.20-
<b>Total</b>	<b>75.90</b>

Master Card  
\*\*\*\*\* NR 75.90  
AUTH 096452 66307704 0010010900 H  
MASTERCARD  
A0000000041010 / 0000000000 /  
NO SIGNATURE TRANSACTION  
01 APPROVED - THANK YOU 027  
CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*  
SWB 21 Jul 2021 19:23:21

NR

SEE REVERSE SIDE OF TICKET

Tsawwassen To  
Swartz Bay

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

**LANE 41**

RECEIPT - PLEASE RETAIN

PURCHASE 2021/07/28

20' Undersize Vehi	59.50
1 Adult	17.60
Fuel Rebate	1.20-
<b>Total</b>	<b>75.90</b>

Master Card  
\*\*\*\*\* NR 75.90  
AUTH 019062 66307717 0010010770 H  
MASTERCARD  
A0000000041010 / 0000000000 /  
NO SIGNATURE TRANSACTION  
01 APPROVED - THANK YOU 027  
CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*  
TSA 28 Jul 2021 20:27:29

NR

SEE REVERSE SIDE OF TICKET



### Travel Voucher (Restricted Use)

Control No.

E133912

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<b>Name</b> ✓ Ho, Theresa <b>Client Organization</b> Energy, Mines and Petroleum Resources Health				<b>Employee ID</b> NIP <b>Job Title</b> Executive Assistant				<b>Phone Number</b> (778) 988-7002 <b>Travel Group Code</b> 3																																														
<b>5. Date Completed</b> 2021/08/30			<b>6. Fiscal Year</b> 2022			<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>																																													
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33.59	Private Accom																																																					
32.98	Private Accom																																																					
<b>TOTALS OF COLUMNS</b>						<b>36.</b> ✓ 186 kms \$ 102.30	<b>37.</b> \$ 180.35	<b>38.</b> 97.00 \$ 92.25	<b>39.</b> \$ 0.00	<b>40.</b> 67.18 \$ 65.96	<b>Claim Total</b> \$ 440.86																																											
<b>48. Client Code</b> 057026 057 057 057	<b>49. Resp.</b> 66001 27044	<b>50. Service Line</b> 44000 26700	<b>51. STOB</b> 57021	<b>52. Project</b> 662700000		<b>45. Supplier Code</b> NR		<b>Amount</b> 446.83 \$ 440.86																																														
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<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) E133912 for Ho, Theresa

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/08/30 14:12:59	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/08/30 14:13:08	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Notified	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/08/30 18:00:34	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/08/30 18:00:49	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Notified	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/08/30 18:02:34	Ho, Theresa (IDIR\NR ) Theresa.Ho@gov.bc.ca		Approved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/09/10 09:21:37	van Baarsen, Amanda ✓ (IDIR\NR ) Amanda.vanBaarsen@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E133912 for Ho, Theresa

1 note(s) returned.

Created On	Author	Note
2021/08/30 14:12:59	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Aug 18-ravel Via Ferry - Vic- Van \$ 58.65 ( vsa)- 81 kms - half day only dinner Aug 19-Meetings - B & L - Over night private Accom Aug 20- Meetings @ VCO Parking \$23.00 ( vsa)-overnight private accom Aug 22- Return travel - via BC Ferry Van-Vic \$ 98.70 ( Vsa)

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From: Theresa Ho. Mott

August 27 2021

Travel expenses - Media avail/announcement Aug 20 2021

Swartz Bay  
To  
Tsawwassen

**BC Ferries**  
Suite 508 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7

**LANE 03**

RECEIPT - PLEASE RETAIN

PURCHASE 2021/08/18 ✓  
BOOKING-R2000  
REF#: NR

Saver		
20' Undersize Vehi	41.40	
1 ✓ Adult	17.60	
Fuel Rebate	0.35	
Total Prepaid	58.65	✓

CHANGE DUE 0.00

\*\*\*CUSTOMER COPY\*\*\*  
SWB 18 Aug 2021 19:35:14  
NR

SEE REVERSE SIDE OF TICKET

Tsawwassen  
To  
Swartz Bay

**BC Ferries**  
Suite 508 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7

**LANE 43**

RECEIPT - PLEASE RETAIN

PURCHASE 2021/08/22 ✓  
BOOKING-R2100  
REF#: NR

Prepaid		
1 Res Change Fee	5.00	
1 Reservation fe	17.00	
20' Undersize Vehi	59.50	
1 ✓ Adult	17.60	
Fuel Rebate	0.40	
Total Prepaid	98.70	✓

CHANGE DUE 0.00

\*\*\*CUSTOMER COPY\*\*\*  
TSA 22 Aug 2021 20:22:39  
NR

SEE REVERSE SIDE OF TICKET

**Canada Place Parkade**

999 Canada Place  
Vancouver BC, V6C 3C1

Pay Station Number:	2
Entered:	08/20/2021 ✓ 10:47
Exited:	08/20/2021 18:21
Ticket Number:	98848
Transaction Number:	237842
Rate:	A
Parking Fee:	\$23.00

Total Fee:	\$23.00
Fee Paid:	\$23.00 ✓
Master	
XXXXXXXXXXXXNR	
Approval Number:	09503Z

Thank you for visiting  
Canada Place  
Price includes applicable taxes  
GST# 120996095RT0005

Private Accommodation: 2 nights

kms : 81 km x 2 (To and from Victoria)  
Aug 18  
Aug 22  
Aug 20 5022 Joyce → VCO 11.5 km x 2

Meals : Aug 18 D  
Aug 19 B, L  
Aug 20 B, L

HE22EXEDIJ24



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133989

**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> Ho, Theresa ✓				<b>Employee ID</b> NIP				<b>Phone Number</b> (778) 988-7002										
<b>Client Organization</b> Energy, Mines and Petroleum Resources Health				<b>Job Title</b> Executive Assistant				<b>Travel Group Code</b> 3										
<b>5. Date Completed</b> 2021/09/23			<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 Meetings						<b>Headquarters</b> Surrey-Whalley Victoria									
<b>12. Mailing Address for Cheque</b> Rm 337 Parliament Building s.22																		
<b>16. Travel Dates</b>		<b>17. Places Travelled</b>			<b>18. \$0.55 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>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>			<b>Claim</b>	<b>Cost</b>			<b>Cost</b>	<b>Describe</b>				
2021																		
08/31		Vic-Van (ferry)	1900	2359	81	44.55	53.70		H-	25.75			33.59	Private Accom				
09/01		Vancouver	0700	2359		0.00							33.59	Private Accom				
09/02		Vancouver	0700	2300		0.00			F-D	33.25								
09/06		Van-Vic (ferry)	0700	2230	81	44.55	76.70			0.00								
<b>TOTALS OF COLUMNS</b>					162 kms		36. ✓ \$ 89.10		37. ✓ \$ 130.40		38. ✓ \$ 59.00		39. ✓ \$ 0.00		40. ✓ \$ 67.18		<b>Claim Total</b> \$ 345.68 ✓	
<b>48. Client Code</b> 057 026 66001 27011 057 057 057		<b>49. Resp.</b> 27011		<b>50. Service Line</b> 44000 26700		<b>51. STOB</b> 57021		<b>52. Project</b> 662700000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 345.68						
<b>Less Travel Advance</b> 057																		
												<b>AMOUNT DUE TO EMPLOYEE</b>		<b>54.</b> \$ 345.68 ✓				
<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>						

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 28/21

## Audit Trail for Travel Voucher (Restricted Use) E133989 for Ho, Theresa

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/23 16:05:02	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/09/23 16:05:11	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Notified	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/09/23 16:59:57	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/09/23 17:00:27	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/09/23 17:00:49	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Notified	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/09/23 17:03:23	Ho, Theresa (IDIR\NR ) Theresa.Ho@gov.bc.ca		Approved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/09/24 10:59:25	van Baarsen, Amanda ✓ (IDIR\NR ) Amanda.vanBaarsen@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E133989 for Ho, Theresa

1 note(s) returned.

Created On	Author	Note
2021/09/23 16:05:02	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Aug 31- Vic- Van via BC Ferries \$53.70 (vsa) overnight Personal Acc- 81 Vic-Van Sept 1- working all day w/ Minister over night in Van Sept 2 Vancouver Sept 6- return via BC Ferries Van-Vic \$ 76.70 ( vsa) Van- Vic - 81 kms ✓

Production \*\*\* Copyright © Government of British Columbia

From: Theresa H

Travel Expenses Week of Aug 31, 2021

Submitted on Sept 23 2021

Swartz Bay  
To  
Tsawwassen  
**BCFerries**  
Suite 500 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7  
**LANE 01**

RECEIPT - PLEASE RETAIN

PURCHASE 2021/08/31 ✓  
BOOKING-R2100  
REF#: NR

Saver

1	Res Change Fee	5.00
20'	Undersize Vehi	31.40
1	✓ Adult	17.60
	Fuel Rebate	0.30
	Total Prepaid	53.70 ✓

CHANGE DUE 0.00

\*\*\*CUSTOMER COPY\*\*\*  
SWB 31 Aug 2021 20:24:57  
NR

SE T

Tsawwassen  
To  
Swartz Bay  
**BCFerries**  
Suite 500 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7  
**LANE 39**

RECEIPT - PLEASE RETAIN

PURCHASE 2021/09/06 ✓  
BOOKING-R2100  
REF#: NR

Saver

20'	Undersize Vehi	59.50
1	✓ Adult	17.60
	Fuel Rebate	0.40
	Total	76.70 ✓
	Prepayment	48.70
	Master Card	
	*****NR	28.00
	AUTH 07636Z 66307720 0010011420 H	
	MASTERCARD	
	0000000041010 / 0000000000 /	
	NO SIGNATURE TRANSACTION	
	01 APPROVED - THANK YOU 027	
	CHANGE DUE	0.00

\*\*\*CARDHOLDER COPY\*\*\*  
TSA 06 Sep 2021 19:49:20  
NR

SE T

Mileage: 81 km to Vancouver

81 km from Vancouver

Private accommodation: 2 nights only

Meals: 1 Full-D only

HE22EXEDIJ24



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133991

**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> Ho, Theresa ✓				<b>Employee ID</b> ND				<b>Phone Number</b> (778) 988-7002						
<b>Client Organization</b> Energy, Mines and Petroleum Resources Health				<b>Job Title</b> Executive 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 Meetings						<b>Headquarters</b> Surrey-Whalley Victoria					
<b>12. Mailing Address for Cheque</b> Rm 337 Parliament Building s.22														
<b>16. Travel Dates</b>		<b>17. Places Travelled</b>			<b>18. \$0.55 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>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>			<b>Claim</b>	<b>Cost</b>			<b>Cost</b>	<b>Describe</b>
2021		Vic-Van (ferry)	1900	2359	81	44.55	93.70		H-	25.75			33.59	Private Accom
09/07		Vancouver	0700	2359		0.00			F-LD	22.75			33.59	Private Accom
09/08		Vancouver	0700	2359		0.00			F-BD	22.75			33.59	Private Accom
09/09		Vancouver	0700	2359		0.00			F-BD	22.75			33.59	Private Accom
09/10		Vancouver	0700	2359		0.00			F-BD	22.75			33.59	Private Accom
09/13		Vancouver	0700	2359		0.00			F-BD	22.75			33.59	Private Accom
09/14		Vancouver	0700	2359		0.00			F-BD	22.75			33.59	Private Accom
09/15		Vancouver	0700	2359		0.00			F-BD	22.75			33.59	Private Accom
09/16		Vancouver	0700	2359		0.00			F-BD	22.75			33.59	Private Accom
09/17		Vancouver	0700	2359		0.00			F-LD	22.75			33.59	Private Accom
09/19		Van-Vic (ferry)	1600	2030	81	44.55	76.70			0.00				
<b>TOTALS OF COLUMNS</b>					162 kms	36. ✓ \$ 89.10	37. ✓ \$ 170.40		38. ✓ \$ 207.75	39. ✓ \$ 0.00	40. ✓ \$ 268.72	<b>Claim Total</b> \$ 735.97 ✓		
<b>48. Client Code</b> 057 026 057 057 057		<b>49. Resp.</b> 6600127011		<b>50. Service Line</b> 44000 26700		<b>51. STOB</b> 5702 1		<b>52. Project</b> 662700000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 735.97		
<b>Less Travel Advance</b> 057														
<b>AMOUNT DUE TO EMPLOYEE</b>												<b>54.</b> \$ 735.97 ✓		
<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>				

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

DJ Sept 28/21

**Audit Trail for Travel Voucher (Restricted Use) E133991 for Ho, Theresa**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/24 09:58:41	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/09/24 10:24:21	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Saved	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/09/24 10:24:29	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Ho, Theresa Theresa.Ho@gov.bc.ca	Notified	Ho, Theresa Theresa.Ho@gov.bc.ca
2021/09/24 10:57:33	Ho, Theresa (IDIR\NR ) Theresa.Ho@gov.bc.ca		Approved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/09/24 10:59:35	van Baarsen, Amanda ✓   (IDIR\NR ) Amanda.vanBaarsen@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E133991 for Ho, Theresa

1 note(s) returned.

Created On	Author	Note
2021/09/24 10:24:21	Hansen, Lucy (IDIR\NIR...) Lucy.Hansen@gov.bc.ca	Sept 07- BC Ferries Vic-Van \$93.70 (vsa) overnight PA - 33.59- all day meetings- Sept 8-all day meetings- PA \$33.59-claim B only Sept 9- meeting - PA \$33.59 -claim L only Sept 10-meeting - PA \$33.59- claim L Sept 13- Meetings- PA \$33.59-claim-L Sept 14- Meetings -PA \$33.59-Claim L Sept 15- Meetings - PA \$ 33.59 Claim- L Sept 16- Meeting -PA \$ 33.59- Claim-L Sept 17- Meeting -PA- # 33.59-Claim L Sept 18-Return BC Ferries \$76.70(vsa)- claim 81 from Van- Home in Victoria

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**From:** [Hansen, Lucy HLTH:EX](#)  
**To:** [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)  
**Subject:** TV 133991- Ho, Theresa  
**Date:** September 24, 2021 10:44:42 AM  
**Attachments:** [Scan\\_20210924.pdf](#)

---

Good Morning,

Here is the TV for Theresa for the weeks of Sept 7-Sept 17 due to UBCM

Lucy

---

**From:** NR | <Lucy.Hansen@gov.bc.ca>  
**Sent:** September 24, 2021 10:26 AM  
**To:** Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>  
**Subject:** Scan From <Device Name>

From: Theresa Ho

Travel expenses for weeks of Sept 7 and 14. (UBCM)

Submitted on Sept 23, 2021

Swartz Bay  
To  
Tsawwassen  
**BCFerries**  
Suite 500 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7

**LANE 08**

RECEIPT - PLEASE RETAIN

PURCHASE 2021/09/07 ✓  
BOOKING-R2100  
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

STANDBY

\*\*\*CUSTOMER COPY\*\*\*  
SWB 07 Sep 2021 20:37:55  
NR

SE

ET

Tsawwassen  
To  
Swartz Bay

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

**LANE 36**

RECEIPT - PLEASE RETAIN

PURCHASE 2021/09/19 ✓  
BOOKING-R2100  
REF#: NR

Saver

20	Undersize Vehi	59.50
1 ✓	Adult	17.60
	Fuel Rebate	0.40-

Total 76.70 ✓

Prepayment 68.60

Visa

\*\*\*\*\*NR 8.10  
AUTH 044845 66307719 0010014618 C  
VISA CREDIT  
A000000000000000 / 0000000000 / E000  
VERIFIED BY PIN  
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*  
TSA 19 Sep 2021 17:51:49  
NR

S

ET

Mileage: 81 km to Vancouver ✓  
81 km from Vancouver

Private accommodation: 8 nights ✓

Meals: 5 Lunch (Sept 9, 10, 14, 15, 17)  
2 Breakfast (Sept 8, 17)  
1 Dinner (Sept 7)

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

INV# HO-21JUL23

**BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:**

ACCOUNTS DATE STAMP

Treco

STAPLES Canada  
Store # 428  
Vancouver, BC V5M2E4  
(778) 331-0660

Sale 00091 1 002 23356  
0428 07/23/21 10:39  
1963748  
1 BROTHER TN223 BLACK  
012502651031 89.99B  
1 BROTHER TN223C-CYA  
012502651024 99.99B  
Subtotal 189.98  
PST 7.00% 13.30  
GST 5.00% 9.50  
Total \$212.78  
MasterCard 212.78

TRANSACTION RECORD

\*\*\*\*\*NR \$212.78  
Mastercard H Purchase  
Authorization Number 07965Z  
0010011970 23356 66278827  
07/23/21 10:39:31  
01/027 APPROVED - THANK YOU  
MASTERCARD A0000000041010  
0000008000

Thank you for shopping at STAPLES!

\*\*\*\*\*

Share your feedback for a chance to  
win a \$1,000 Staples Gift Card!

Text STAPLES428 to 20200

OR

Visit staples.ca/survey/428

Std msg & data rates may apply.

For contest rules or contact info  
go to help.staples.ca.

\*\*\*\*\*

GST No. 126152586

\*\*\* CARDHOLDER COPY \*\*\*

\*\*\*\*\*

Any opened headphones, earphones, and  
earbuds cannot be returned at any time.

\*\*\*\*\*

Join a live Spotlight virtual  
event / workshop today!

staples.ca/spotlight

-virtualevents/InStoreR

\*\*\*\*\*

Learn more about Staples Studio Coworking  
studio.staples.ca

\*\*\*\*\*

NR

**From:** [Hansen, Lucy HLTH:EX](#)  
**To:** [Janke, Debra FIN:EX](#)  
**Cc:** [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#); [Ho, Theresa HLTH:EX](#)  
**Subject:** Reimbursement Claim- Theresa Ho  
**Date:** August 3, 2021 3:54:40 PM  
**Attachments:** [Scan\\_20210803.pdf](#)

---

Hi Debra,

Here is a reimbursement for Theresa Ho – for an office toner for the Ministerial Printer at our CO.

Lucy

---

**From:** NR [redacted] | <Lucy.Hansen@gov.bc.ca>  
**Sent:** August 3, 2021 3:49 PM  
**To:** Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>  
**Subject:** Scan From <Device Name>



Where ideas work

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

HE22EXEDIJ23  
INV# HO-21SEP16

PAYEE NAME: THERESA HO SUPPLIER #: NR SITE: \_\_\_\_\_

Health

CHEQUE MAILING ADDRESS: RM 337 PARLIAMENT BUILDINGS  
VICTORIA, BC V9B 5X6

DESCRIPTION OF PURCHASE:

Office supplies for CO for Ministerial Items

DATE OF PURCHASE:

<sup>16</sup>  
24-SEP-2021 (DD-MMM-YYYY)

AMOUNT (INCLUDING TAX)	GST AMOUNT	PST AMOUNT	TAX CODE <small>GST &amp; PST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT
5.98 <del>5.99</del>	0.24	0.34	GST and PST	026	66001	44000	6508	6600000
123.19	5.50	7.70	GST and PST	026	66001	44000	6508	6600000
10.06	0.45	0.63	GST and PST	026	66001	44000	6508	6600000
139.23 <del>139.24</del>	TOTAL							

**EXPENSE AUTHORITY (EA) INFORMATION**

AMANDA VAN BAARESEN

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)**

THERESA HO

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

From: Theora Hb  
Sept 2021  
Expense reimbursement  
MJ's supply

③



RCSS 3185 GRANDVIEW HWY VANCOUVER..  
\*\*\*\*\*6044366407\*\*\*\*\*  
Big on Fresh, Low on Price

21-GROCERY

06900001066 PEPSI COLA  
GPMRJ 4.68  
BEV. RECYCLING FEE NRJ 0.12  
DEPOSIT 1 0.60  
SUBTOTAL 5.40  
G-GST 5% 4.80 @ 5.000% 0.24  
P-PST 7% 4.80 @ 7.000% 0.34

TOTAL 5.98

-----TRANSACTION RECORD-----

GLOBAL PAYMENTS MERCHANT # 0645776  
Superstore  
3185 Grandview Highway  
Vancouver BC  
STORE 01520 REG 12  
SLIP # 982060

RETAIN THIS COPY FOR YOUR RECORDS

\*\* Purchase \*\* Proximity

CARD # \*\*\*\*\*NR EXP \*\*/\*\*

MASTERCARD

REF # AUTH # ISO/ACI RESP

191001001059 010652 00 001

AID: A0000000041010

TSI E800 TVR 0000000001

DATE TIME AMOUNT

09/12/2021 10:47:02 \$ 5.98 CAD

APPROVED

No Signature Required

CREDIT TN 5.98 ✓

You could have earned at least 50

PC Optimum points with a

PC Financial Mastercard or PC Money Account.

Learn more at pcfinancial.ca

\*\*\*\*\*

GST # 12223-5922 RT0001

MANAGER NAME: REHO MASTROPIERI

2021/09/12 ✓ ICHELLE 296

12 9820

10:47

\*\*\*\*\*

TELL US HOW WE DID TODAY! VISIT

WWW.STOREOPINION.CA OR CALL

1-800-531-2928. WIN 1 of 2 MONTHLY

PRIZES OF 1 MILLION PC OPTIMUM POINTS

OR \$1000 IN PC GIFT CARDS. SEE

WWW.STOREOPINION.CA FOR FULL

CONTEST RULES. STORE: 01520

CODE: 051221 104712 9820 01:20

\*\*\*\*\*

From: Theresa Ho  
Sept 2021 Expense  
reimbursement

Constituency Office

Canadian Tire #604

GREATER VANCOUVER ASSOC STORES  
2830 BENTALL ST VANCOUVER, BC V5M 4H4  
PHONE: 604-431-3570 AUTO: 604-431-3572  
PLS KEEP YOUR RECEIPT-NO RECEIPT NO RTN  
GST#865714299RT

REG #: 85 09/15/2021 15:49:45 TRANS #: 116 ✓  
OPERATOR #: 85 Float: 001

2X120-2399-4 @ \$ 4.490 ea.  
13005WR5 DOOR & \$ 8.98

SUBTOTAL	\$	8.98
GST 5%	\$	0.45
PST 7%	\$	0.63
TOTAL	\$	10.06 ✓
CASH TEND.	\$	20.00
CHANGE	\$	9.95

Register for a Triangle Rewards account.  
Collect CT Money to redeem at CT stores.  
Visit us online at Triangle.com or  
download the Triangle Rewards  
mobile app.

Visit canadiantire.ca or download the  
Canadian Tire Mobile App today!

Tell us how we did for a chance to Win a  
monthly prize of a \$1000 Canadian Tire  
Gift Card! No purchase necessary.  
Must be 18+. Conditions apply.  
Survey & full Contest Rules at  
telcdntire.com

8916-4160-10500-159

NR

THANK YOU FOR SHOPPING CANADIAN TIRE 604

Returns MUST be in orig. pkg & resaleable  
Photo ID, orig receipt, CTM, W/I 90 days  
for Full Refund. \*Some items have Repair  
Only Warranties. No RTN on: AutoBatteries  
firearms, tire chains, snowshovels, sleds,  
ice melt/salt, inflated balloon orders.  
Final Sale on: live goods, plants, lic. pr,  
bikes, fans, air conditioners, PPE equipment

Rtn. Xmas decor until Dec24 only.

①  
STAPLES Canada  
Store # 428  
Vancouver, BC V5M2E4  
(778) 331-0660  
Sale 00091 1 002 33872  
0428 09/16/21 11:20 ✓

1994660  
1 BROTHER TN227 BLACK  
012502651079 ✓ 109.99B  
Subtotal 109.99  
PST 7.00% 7.70  
GST 5.00% 5.50  
Total \$123.19  
MasterCard 123.19

TRANSACTION RECORD

\*\*\*\*\*NR  
Mastercard H \$123.19 ✓  
Authorization Number Purchase  
0010017940 33872 00946Z  
09/16/21 11:20:31 66278827  
01/027 APPROVED - THANK YOU  
MASTERCARD A0000000041010  
0000008000

Thank you for shopping at STAPLES!

\*\*\*\*\*  
Share your feedback for a chance to  
win a \$1,000 Staples Gift Card!

Text STAPLES428 to 20200  
OR

Visit staples.ca/survey/428

Std msg & data rates may apply.

For contest rules or contact info  
go to help.staples.ca.

\*\*\*\*\*

GST No. 126152586

\*\*\* CARDHOLDER COPY \*\*\*

\*\*\*\*\*  
Any opened headphones, earphones, and  
earbuds cannot be returned at any time.  
\*\*\*\*\*

Join a live Spotlight virtual  
event / workshop today!  
staples.ca/spotlight  
-virtualevents/InStoreR

\*\*\*\*\*  
Learn more about Staples Studio Coworking  
studio.staples.ca  
\*\*\*\*\*

NR

① Ink Toner for MA's printer at  
constituency office.

② keys for MA is access to  
Page 44 of 79 FIN-2021-14839





## Travel Voucher (Restricted Use)

Control No.

E133827

**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.

▼

## Audit Trail for Travel Voucher (Restricted Use) E133827 for Pham, Thuy

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/07/23 11:01:13	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Pham, Thuy Thuy.Pham@gov.bc.ca	Saved	Pham, Thuy Thuy.Pham@gov.bc.ca
2021/07/23 11:01:42	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Pham, Thuy Thuy.Pham@gov.bc.ca	Saved	Pham, Thuy Thuy.Pham@gov.bc.ca
2021/07/23 11:02:24	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Pham, Thuy Thuy.Pham@gov.bc.ca	Saved	Pham, Thuy Thuy.Pham@gov.bc.ca
2021/07/23 11:02:33	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Pham, Thuy Thuy.Pham@gov.bc.ca	Notified	Pham, Thuy Thuy.Pham@gov.bc.ca
2021/07/23 11:04:42	Pham, Thuy (IDIR\NR ) Thuy.Pham@gov.bc.ca		Approved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/08/03 15:55:46	van Baarsen, Amanda ✓ (IDIR\NR ) Amanda.vanBaarsen@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E133827 for Pham, Thuy**

1 note(s) returned.

Created On	Author	Note
2021/07/23 11:02:24	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	See Notes attached

Production \*\*\* Copyright © Government of British Columbia

## Hansen, Lucy HLTH:EX

---

**From:** Pham, Thuy HLTH:EX  
**Sent:** July 22, 2021 11:16 AM  
**To:** Hansen, Lucy HLTH:EX; London, Kathy HLTH:EX  
**Subject:** Expenses July 7-18

Hi Lucy and Kathy,

Here are my claims for the most recent travel to Vancouver to staff Minister.

Wednesday, July 7

- Travel from vic to van ... 65 km
- Ferry
- Overnight, private accom

Thursday, July 8

- Full day
- Overnight, private accom

Friday, July 9

- Full day
- Overnight, private accom

Saturday, July 10

- Overnight, private accom

Sunday, Jul 11

- Overnight, private accom

Monday, July 12

- Full day
- Overnight, private

Tuesday, July 13

- Full day
- Overnight, private accom
- Travel from CO to Richmond Hospital (return trip) ... 32km

Wednesday, July 14

- Full day
- Overnight, private accom

Thursday, July 15

- Full day
- NOT claiming overnight

Sunday, July 18

- Return to Victoria... 65km
- Ferry

7 working staff minister - Monday -

Tsawwassen  
To  
Swartz Bay



Suite 500 - 1327 Blanshard Street  
Victoria BC Canada V8W 0B7

**LANE 40**

RECEIPT - PLEASE RETAIN

PURCHASE 2021/07/18 ✓

20' Undersize Vehi	59.50
1 ✓ Adult	17.60
Fuel Rebate	1.20-

Total 75.90

Master Card  
\*\*\*\*\*NR 75.90 ✓

AUTH 075657 66307721 0010010510 C

Mastercard

0000000041010 / 0000000000 / E000

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*

TSA 18 Jul 2021 06:43:08

NR

KET

To  
Tsawwassen



Victoria BC Canada V8W 0B7

**LANE 06**

RECEIPT - PLEASE RETAIN

PURCHASE 2021/07/07 ✓

20' Undersize Vehi	59.50
1 ✓ Adult	17.60
Fuel Rebate	1.20-

Total 75.90

Visa  
\*\*\*\*\*NR 75.90 ✓

AUTH 059094 66307708 0010016330 H

Visa CREDIT

00000000031010 / 0000000000 /

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*

SWB 07 Jul 2021 18:35:3

NR

SEE REVERSE SIDE OF TICKET



## Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133858

**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> Pham, Thuy ✓				<b>Employee ID</b> NR				<b>Phone Number</b> (778) 974-6006				
<b>Client Organization</b> Health				<b>Job Title</b> Ministerial Assistant				<b>Travel Group Code</b> 3				
<b>5. Date Completed</b> 2021/08/03			<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 Meetings					<b>Headquarters</b> Victoria				
<b>12. Mailing Address for Cheque</b> Rm 337 Parliament Building Victoria, BC V8W 1X4												
<b>16. Travel Dates</b> 2021 07/26 07/27 07/28 07/29 07/30 08/02	<b>17. Places Travelled</b> <b>Destination</b> <b>Start</b> <b>End</b>			<b>18. Personal Vehicle Use</b> <b>Km</b> <b>Cost</b>		<b>19. Other Transport Costs</b> <b>Costs</b>	<b>20. &amp; 21. Meals</b> <b>Claim</b> <b>Cost</b>		<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b> <b>Cost</b> <b>Describe</b>		
	Vic-Van (ferry)   1800   2359			65   35.75		75.90	0.00		0.00	33.59   Private Accom		
	Vancouver   0700   2359			0.00		28.00	F-   51.50		33.59	Private Accom		
	Vancouver   0700   2359			0.00		28.00	F-   51.50		33.59	Private Accom		
	Vancouver   0700   2359			0.00		28.00	F-   51.50		33.59	Private Accom		
	Van-Vic (ferry)   0700   1600			65   35.75		93.70	0.00		0.00			
<b>TOTALS OF COLUMNS</b>				130 kms		36. ✓ \$ 71.50	37. ✓ \$ 225.60		38. ✓ \$ 206.00	39. \$ 0.00	40. ✓ \$ 134.36	<b>Claim Total</b> \$ 637.46
<b>48. Client Code</b> 026 026 026 026		<b>49. Resp.</b> 66001	<b>50. Service Line</b> 44000		<b>51. STOB</b> 5701	<b>52. Project</b> 6600000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 637.46		
<b>Less Travel Advance</b> 026												
										<b>54. AMOUNT DUE TO EMPLOYEE</b> \$ 637.46		
<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) E133858 for Pham, Thuy

7 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/08/03 15:30:11	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Pham, Thuy Thuy.Pham@gov.bc.ca	Saved	Pham, Thuy Thuy.Pham@gov.bc.ca
2021/08/03 15:34:07	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Pham, Thuy Thuy.Pham@gov.bc.ca	Saved	Pham, Thuy Thuy.Pham@gov.bc.ca
2021/08/03 15:34:35	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Pham, Thuy Thuy.Pham@gov.bc.ca	Saved	Pham, Thuy Thuy.Pham@gov.bc.ca
2021/08/03 15:37:01	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Pham, Thuy Thuy.Pham@gov.bc.ca	Saved	Pham, Thuy Thuy.Pham@gov.bc.ca
2021/08/03 15:37:10	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	Pham, Thuy Thuy.Pham@gov.bc.ca	Notified	Pham, Thuy Thuy.Pham@gov.bc.ca
2021/08/03 15:39:16	Pham, Thuy (IDIR\NR ) Thuy.Pham@gov.bc.ca		Approved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/08/03 15:55:32	van Baarsen, Amanda ✓ (IDIR\NR ) Amanda.vanBaarsen@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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**Notes for Travel Voucher (Restricted Use) E133858 for Pham, Thuy**

1 note(s) returned.

Created On	Author	Note
2021/08/03 15:34:35	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	See notes attached

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**From:** [Hansen, Lucy HLTH:EX](#)  
**To:** [Janke, Debra FIN:EX](#)  
**Cc:** [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)  
**Subject:** TV- E133858- Thuy Pham  
**Date:** August 3, 2021 3:40:12 PM  
**Attachments:** [Scan\\_20210803.pdf](#)

---

Hi Debra,

Here is an updated TV for Thuy Pham for the week of July 26- Aug 2.

Lucy

---

**From:** NR | <Lucy.Hansen@gov.bc.ca>  
**Sent:** August 3, 2021 3:39 PM  
**To:** Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>  
**Subject:** Scan From <Device Name>

## Hansen, Lucy HLTH:EX

---

**From:** Pham, Thuy HLTH:EX  
**Sent:** August 3, 2021 11:26 AM  
**To:** London, Kathy HLTH:EX; Hansen, Lucy HLTH:EX  
**Subject:** Travel expenses

Please find below details for my travel to staff Minister:

Monday, July 26

- Victoria to Vancouver, 65 km
- Ferry
- Overnight private accom

Tuesday, July 27

- Full day
- Parking
- Overnight private accom

Wednesday, July 28

- Full day
- Parking
- Overnight private accom

Thursday, July 29

- Full day
- Overnight private accom

Friday, July 30

- Full day
- NO overnight

Monday, August 2

- Vancouver to Victoria, 65 km
- Ferry

Please let me know if you have any q's

Thank you

Thuy

✓ |

Tsawwassen  
To  
Swartz Bay  
**BCFerries**

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

**LANE 43**

RECEIPT - PLEASE RETAIN

PURCHASE 2021/08/02  
BOOKING-R1300  
REF#: NR

Prepaid

1	Reservation fee	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 Aug 2021 12:07:44

NR

SI

ET

Swartz Bay  
To  
Tsawwassen

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

**LANE 07**

RECEIPT - PLEASE RETAIN

PURCHASE 2021/07/26

1	✓ Adult	17.60
20'	Undersize Vehi	59.50
	Fuel Rebate	1.20-
	Total	75.90

Master Card  
\*\*\*\*\* NR 75.90 ✓  
AUTH 094566 66307707 0010017000 C

Mastercard  
A0000000041010 / 0000000000 / E000  
VERIFIED BY PIN  
01 APPROVED - THANK YOU 027  
CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*

SWB 26 Jul 2021 20:46:51

NR

SEE REVERSE SIDE OF TICKET

## Canada Place Parkade

999 Canada Place  
Vancouver BC, V6C 3C1

Pay Station Number: 2  
Entered: 07/27/2021 08:01  
Exited: 07/27/2021 19:46 ✓  
Ticket Number: 78059  
Transaction Number: 234579  
Rate: A  
Parking Fee: \$28.00

---

Total Fee: \$28.00  
Fee Paid: \$28.00 ✓  
Master  
XXXXXXXXXXXXNR  
Approval Number: 068778

Thank you for visiting  
Canada Place  
Price includes applicable taxes  
GST# 120996095RT0005

## Canada Place Parkade

999 Canada Place  
Vancouver BC, V6C 3C1

Pay Station Number: 2  
Entered: 07/28/2021 08:11  
Exited: 07/28/2021 19:22 ✓  
Ticket Number: 78243  
Transaction Number: 234734  
Rate: A  
Parking Fee: \$28.00

---

Total Fee: \$28.00  
Fee Paid: \$28.00 ✓  
Visa  
XXXXXXXXXXXXNR  
Approval Number: 015044

Thank you for visiting  
Canada Place  
Price includes applicable taxes  
GST# 120996095RT0005



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133824

**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> van Baarsen, Amanda ✓			<b>Employee ID</b> NIP			<b>Phone Number</b> (250) 953-3547			
<b>Client Organization</b> Health			<b>Job Title</b> Ministerial Assistant			<b>Travel Group Code</b> 3			
<b>5. Date Completed</b> 2021/07/21		<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 Meeting				<b>Headquarters</b> Victoria			
<b>12. Mailing Address for Cheque</b> Minister of Health office Rm 337, Parliament Buildings Victoria, BC V8W 9E2									
<b>16. Travel Dates</b> 2021 07/14	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>	
	<b>Destination</b> Vic- Van-Vic (HJ x 2)	<b>Start</b> 0700	<b>End</b> 2000	<b>Km</b>	<b>Cost</b> 0.00	<b>Costs</b> 10.00 P/Card x 2	<b>Claim</b> F-	<b>Cost</b> 51.50	
								<b>22. Lodging Costs</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> ✓ \$ 10.00		<b>38.</b> ✓ \$ 51.50	<b>39.</b> \$ 0.00
								<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 61.50 ✓
<b>48. Client Code</b> 026 026 026 026	<b>49. Resp.</b> 66001	<b>50. Service Line</b> 44000		<b>51. STOB</b> 5702 1	<b>52. Project</b> 6600000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 61.50
<b>Less Travel Advance</b> 026									
					<b>AMOUNT DUE TO EMPLOYEE</b>				<b>54.</b> \$ 61.50 ✓
<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) E133824 for van Baarsen, Amanda**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/07/21 09:49:23	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/07/21 09:51:13	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/07/21 09:51:20	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Notified	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/07/21 09:53:52	van Baarsen, Amanda (IDIR\NR ) Amanda.vanBaarsen@gov.bc.ca		Approved	Dix, Adrian Adrian.Dix@gov.bc.ca
2021/07/21 11:56:02	Dix, Adrian ✓   (IDIR\NR ) Adrian.Dix@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E133824 for van Baarsen, Amanda

1 note(s) returned.

Created On	Author	Note
2021/07/21 09:51:13	Hansen, Lucy (IDIR\NIP ) Lucy.Hansen@gov.bc.ca	July 14-Helijet flight # 704 - Vic -Van ( PC) all day meetings in Vancouver , taxi to helijet \$ 10.00 ( VSA) - All day per diem. July 14- Return flight # 723 Van- Vic ( PC) ✓

Production \*\*\* Copyright © Government of British Columbia

## Hansen, Lucy HLTH:EX

**Subject:** Helijet flight # 723 Booking: NR  
**Location:** Van-Vic  
**Start:** Wed 2021-07-14 4:30 PM  
**End:** Wed 2021-07-14 5:05 PM  
**Recurrence:** (none)  
**Organizer:** van Baarsen, Amanda HLTH:EX

### Booking NR

Wednesday, July 14, 2021 ✓

704

08:35 Victoria Harbour (Downtown)

09:10 Vancouver Harbour (Downtown) ✓

35 minutes

Confirmed

1 Passengers - Sale

• Amanda Vanbaarsen, Female ✓

Add to Calendar

NR

#### Invoice NR

FARE-SummerSale2021_25% off \$239	\$170.48
+ GST	\$8.52
Billing	\$170.48
Taxes	\$8.52
<b>Grand Total</b>	<b>\$179.00</b>

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:

Helijet flights continue to operate for your essential travel, if you're not sure if your trip is essential please refer to the Province of British Columbia's website: <https://www2.gov.bc.ca/gov/content/covid-19/travel/current>

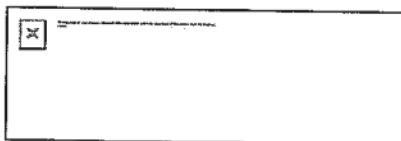
All Flights Are Operated by Sikorsky S76 Helicopters with a 12 passenger capacity.



## Hansen, Lucy HLTH:EX

**From:** passengerservices@helijet.com  
**Sent:** July 13, 2021 1:55 PM  
**To:** Hansen, Lucy HLTH:EX  
**Subject:** Thank you for choosing to take off with Helijet!

**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

<b>Account</b>	<b>Customer #</b>	<b>NR</b>
	<b>Name</b>	Lucy Hansen
	<b>Company</b>	Ministry Of Health

### Booking NR

**Wednesday, July 14, 2021** ✓

**723**

**18:25 Vancouver Harbour (Downtown)**

**19:00 Victoria Harbour (Downtown)** ✓

**35 minutes**

**Confirmed**

**1 Passengers - Sale**

**Amanda Vanbaarsen, 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

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*NR  
CARD TYPE VISA  
DATE 2021/07/14 ✓  
TIME 0204 16:20:24  
CLERK ID 7  
INVOICE # A  
RECEIPT NUMBER  
H85061254-001-453-004-0

PURCHASE  
TOTAL

**\$10.00** ✓

VISA CREDIT  
A0000000031010  
4672602FF36C553C  
0000000000-

**APPROVED**

AUTH# 00734P 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



### Travel Voucher (Restricted Use)

Control No.

E133968

**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> van Baarsen, Amanda				<b>Employee ID</b> NIP				<b>Phone Number</b> (250) 953-3547																																			
<b>Client Organization</b> Health				<b>Job Title</b> SR.Ministerial Assistant				<b>Travel Group Code</b> 3																																			
<b>5. Date Completed</b> 2021/09/16			<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 Meeting					<b>Headquarters</b> Victoria																																			
<b>12. Mailing Address for Cheque</b> Minister of Health office Rm 337, Parliament Buildings Victoria, BC V8W 9E2																																											
<b>16. Travel Dates</b> 2021 09/13 09/14 09/15	<b>17. Places Travelled</b> <table border="1"> <thead> <tr> <th>Destination</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Vic- Van (HA)</td> <td>0700</td> <td>2359</td> </tr> <tr> <td>Vancouver</td> <td>0700</td> <td>2359</td> </tr> <tr> <td>Van-Vic (HJ)</td> <td>0700</td> <td>1400</td> </tr> </tbody> </table>			Destination	Start	End	Vic- Van (HA)	0700	2359	Vancouver	0700	2359	Van-Vic (HJ)	0700	1400	<b>18. Personal Vehicle Use</b> <table border="1"> <thead> <tr> <th>Km</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td></td> <td>0.00</td> </tr> <tr> <td></td> <td>0.00</td> </tr> <tr> <td></td> <td>0.00</td> </tr> </tbody> </table>		Km	Cost		0.00		0.00		0.00	<b>19. Other Transport Costs</b>  26.00	<b>20. &amp; 21. Meals</b> <table border="1"> <thead> <tr> <th>Claim</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>F-</td> <td>51.50</td> </tr> <tr> <td>F-</td> <td>51.50</td> </tr> <tr> <td>H-</td> <td>25.75</td> </tr> </tbody> </table>		Claim	Cost	F-	51.50	F-	51.50	H-	25.75	<b>22. Lodging Costs</b> 306.16 306.16	<b>20. &amp; 21. Miscellaneous</b> <table border="1"> <thead> <tr> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Cost	Describe		
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<b>48. Client Code</b> 026 026 026 026	<b>49. Resp.</b> 66001	<b>50. Service Line</b> 44000	<b>51. STOB</b> 5702 1	<b>52. Project</b> 6600000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 767.07																																			
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Ministry Spending Authority ARCS 1240-20  
Ministry Payment Authority ARCS 1050-06

Flights: Paid on the Office P/Card

DJ Sept 27/21

**Audit Trail for Travel Voucher (Restricted Use) E133968 for van Baarsen, Amanda**

6 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/16 11:33:56	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/09/16 11:37:07	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/09/16 11:37:29	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/09/16 11:37:56	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Notified	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/09/24 10:58:49	van Baarsen, Amanda (IDIR\NR ) Amanda.vanBaarsen@gov.bc.ca		Initiated	Dix, Adrian Adrian.Dix@gov.bc.ca
2021/09/24 11:03:36	Dix, Adrian ✓ (IDIR\NR ) Adrian.Dix@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E133968 for van Baarsen, Amanda

1 note(s) returned.

Created On	Author	Note
2021/09/16 11:37:07	Hansen, Lucy (IDIR\lucy.hansen) Lucy.Hansen@gov.bc.ca	Sept 13- Personal Car to HA - Flight# 206 ( PC) - Vic- Van - overnight in Van Hotel \$ 306.16 ( vsa) full day per diem Sept 14-Full day per diem - overnight in Hotel \$306.16 ( VSA) Sept 15-Cab to Helijet \$ 16.00 ( vsa), Helijet - Van- Vic flight # 715 ( PC) - cab home \$10.00 ( vsa) - half day per diem ✓

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**From:** [Janke, Debra FIN:EX](#)  
**To:** [Hansen, Lucy HLTH:EX](#)  
**Subject:** E133968 Amanda van Baarsen  
**Date:** September 27, 2021 11:26:52 AM

---

Hi Lucy,

The NR is not on the CSA approved accommodation listing. Please have the Minister sign off a copy of the Hotel folio with "Hotel approved" and email signed copy.

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](mailto:Debra.Janke@gov.bc.ca)  
Website: <http://www.min.fin.gov.bc.ca>  
Serving all Ministers' Offices and the Office of the Premier

## Hansen, Lucy HLTH:EX

---

**From:** London, Kathy HLTH:EX  
**Sent:** September 16, 2021 11:27 AM  
**To:** Hansen, Lucy HLTH:EX  
**Subject:** FW: Flight Itinerary. Thanks for choosing Harbour Air!

**From:** reservation@harbourair.com <reservation@harbourair.com>  
**Sent:** September 9, 2021 1:57 PM  
**To:** London, Kathy HLTH:EX <Kathy.London@gov.bc.ca>  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!

**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](http://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

Amanda Vanbaarsen

## Booking NR

Monday, September 13, 2021 ✓

Flight #206/Twin Otter

08:00 Victoria Harbour / Map

08:35 Vancouver Harbour / Map

35 minutes

KK - Confirmed

1 Passenger(s) - GoFlex

Amanda Vanbaarsen, 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**

### GoFlex Fare Conditions:

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

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



## Hansen, Lucy HLTH:EX

**Subject:** Helijet #715 (Conf NR)  
**Location:** Van to Vic  
**Start:** Wed 2021-09-15 12:15 PM  
**End:** Wed 2021-09-15 12:50 PM  
**Recurrence:** (none)  
**Organizer:** van Baarsen, Amanda HLTH:EX



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

<b>Account</b>	<b>Customer #</b>	NR
	<b>Name</b>	Amanda Van Baarsen
	<b>Company</b>	Ministry Of Health

### Booking #NR

**Wednesday, September 15, 2021**

**715**

**12:15 Vancouver Harbour (Downtown)**

**12:50 Victoria Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Sale**

**Amanda Van Baarsen, Female**

[Add to Calendar](#)

**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 changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

**FIND OUR APP ON:**

Available on the App Store

GET IT ON Google play

Download from Windows Store

**VANCOUVER-TAXI**  
AIRPORT • TOUR • DELIVERY

CAB No. 3

DATE: SEP. 15/2021

AMOUNT: \$ 10/2

DRIVER'S NAME (Print) [Signature]

GST # 105485080







**Yellow Cab** 250-381-2222 250-381-2242

Download Yellowcab taxi APP from App Store

Date: 13/09/2021 Amount: \$16.00

Driver: \_\_\_\_\_ Car #: 68

From: \_\_\_\_\_ To: \_\_\_\_\_

Reliable Taxi  
804-584-3338

Ms Amanda VanBaarsen

Canada

## INVOICE

Room Number : NR  
 Arrival Date : 13-SEP-2021  
 Departure Date : 15-SEP-2021

Page No. : 1 of 1  
 Folio No. : NR  
 Conf No. : NR  
 Invoice No. :  
 Cashier No. : N  
 Membership No. :

Company Name : Provincial Government

Date	Description	Reference	Charges	Credits
09-13-21	Room Rate		261.00	
09-13-21	Room DMF Fee 1.3%		3.30	
09-13-21	Room PST Tax 8%		20.67	
09-13-21	Room MRDT Tax 3%		7.75	
09-13-21	Room GST Tax 5%		12.92	
09-14-21	Room Rate		261.00	
09-14-21	Room DMF Fee 1.3%		3.38	
09-14-21	Room PST Tax 8%		21.15	
09-14-21	Room MRDT Tax 3%		7.93	
09-14-21	Room GST Tax 5%		13.22	
09-15-21	Mastercard	XXXXXXXXXXXXNR	XX/XX	612.32
			<b>Total</b>	<b>612.32</b>
				<b>612.32</b>

\$ -366.10

<u>GST Tax Summary:</u>	NR
Room GST:	26.14
F&B GST:	0.00
Other GST:	0.28
Total GST:	26.42

Balance Due CAD \$ 0.00

I agree that I am personally liable for the following statement and if the person, company or association indicated by me as responsible for payment of the same does not do so, that my liability for such payments shall be joint and several with such person, company or association.

Guest Signature

*Adrian Die*  
 Minister of Health

Not listed on the CSA: Minister's approval to follow -Rec'd and attached

Ms Amanda VanBaarsen ✓

Canada

## INVOICE

Company Name : Provincial Government

Room Number : NR  
 Arrival Date : 13-SEP-2021  
 Departure Date : 15-SEP-2021

Page No. : 1 of 1  
 Folio No. : NR  
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09-13-21	Room GST Tax 5%		12.92	
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09-14-21	Room DMF Fee 1.3%		3.38	
09-14-21	Room PST Tax 8%		21.15	
09-14-21	Room MRDT Tax 3%		7.93	
09-14-21	Room GST Tax 5%		13.22	
09-15-21	Mastercard	XXXXXXXXXXXX6433	XX/XX	612.32

\$ -366.10

Total 612.32 612.32 ✓

Balance Due CAD \$ 0.00 ✓

I agree that I am personally liable for the following statement and if the person, company or association indicated by me as responsible for payment of the same does not do so, that my liability for such payments shall be joint and several with such person, company or association.

Guest Signature

<u>GST Tax Summary:</u>	NR
Room GST:	26.14
F&B GST:	0.00
Other GST:	0.28
Total GST:	26.42



# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133987

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<b>Name</b> van Baarsen, Amanda			<b>Employee ID</b> NIP			<b>Phone Number</b> (250) 953-3547						
<b>Client Organization</b> Health			<b>Job Title</b> Ministerial Assistant			<b>Travel Group Code</b> 3						
<b>5. Date Completed</b> 2021/09/22		<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> Media Avail				<b>Headquarters</b> Victoria						
<b>12. Mailing Address for Cheque</b> Minister of Health office Rm 337, Parliament Buildings Victoria, BC V8W 9E2												
<b>16. Travel Dates</b> 2021 09/21	<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-Vic	<b>Start</b> 0700	<b>End</b> 1800	<b>Km</b>	<b>Cost</b> 0.00		<b>Cost</b> 20.00	<b>Claim</b> F-	<b>Cost</b> 51.50		<b>Cost</b>	<b>Describe</b>
				<b>36.</b> \$ 0.00	<b>37.</b> \$ 20.00		<b>38.</b> \$ 51.50	<b>39.</b> \$ 0.00	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 71.50		
<b>TOTALS OF COLUMNS</b>												
<b>48. Client Code</b> 026 026 026 026	<b>49. Resp.</b> 66001	<b>50. Service Line</b> 44000		<b>51. STOB</b> 5702 1		<b>52. Project</b> 6600000		<b>45. Supplier Code</b> NR		<b>Amount</b> \$ 71.50		
<b>Less Travel Advance</b> 026												
								<b>AMOUNT DUE TO EMPLOYEE</b>		<b>54.</b> \$ 71.50		
<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>				

FIN 10 (EFI-F0012 v2.6.1)

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

**Audit Trail for Travel Voucher (Restricted Use) E133987 for van Baarsen, Amanda**

5 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2021/09/22 16:44:59	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/09/22 16:47:44	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Saved	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/09/22 16:47:52	Hansen, Lucy (IDIR\NR ) Lucy.Hansen@gov.bc.ca	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca	Notified	van Baarsen, Amanda Amanda.vanBaarsen@gov.bc.ca
2021/09/24 10:59:09	van Baarsen, Amanda (IDIR\NR ) Amanda.vanBaarsen@gov.bc.ca		Initiated	Dix, Adrian Adrian.Dix@gov.bc.ca
2021/09/24 11:04:16	Dix, Adrian (IDIR\NR ) Adrian.Dix@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

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## Notes for Travel Voucher (Restricted Use) E133987 for van Baarsen, Amanda

1 note(s) returned.

Created On	Author	Note
2021/09/22 16:47:44	Hansen, Lucy (IDIR\NIR ) Lucy.Hansen@gov.bc.ca	Sept 21- Helijet Flight # 704 Vic-Van ( PC) taxi from terminal to VCO \$10.00( vsa) - meeting at VCO all day - return Taxi from VCO-Terminal ( Helijet #721) (PC)

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**From:** [Hansen, Lucy HLTH:EX](#)  
**To:** [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)  
**Cc:** [Janke, Debra FIN:EX](#)  
**Subject:** TV 133987-van Baarsen  
**Date:** September 22, 2021 4:52:14 PM  
**Attachments:** [Scan\\_20210922.pdf](#)

---

Hi Debra,

Here is a TV for Amanda for her day trip to VCO to staff the Minister for Media  
Avail on Sept 21, 2021

Lucy

---

**From:** NR [redacted] | <Lucy.Hansen@gov.bc.ca>  
**Sent:** September 22, 2021 4:50 PM  
**To:** Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>  
**Subject:** Scan From <Device Name>



VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*NR  
CARD TYPE VISA  
DATE 2021/09/21  
TIME 5838 09:16:48  
CLERK ID 7  
INVOICE # NR  
RECEIPT NUMBER  
H85050568-001-716-004-0

PURCHASE  
TOTAL

\$10.00

VISA CREDIT  
A0000000031010  
96117FCEEC0AC671  
0000000000-

APPROVED

AUTH# 09469P 01-027  
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

CARD \*\*\*\*\*NR  
CARD TYPE VISA  
DATE 2021/09/21  
TIME 7677 15:48:04  
CLERK ID 7  
INVOICE # NR  
RECEIPT NUMBER  
H85061254-001-547-003-0

PURCHASE  
TOTAL

\$10.00

VISA CREDIT  
A0000000031010  
262C1AFCEEE15491  
0000000000-

APPROVED

AUTH# 04148P 01-027  
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

## Hansen, Lucy HLTH:EX

**Subject:** Helijet Flight # 704 Booking: Booking NR  
**Location:** Vic- Van  
**Start:** Tue 2021-09-21 8:35 AM  
**End:** Tue 2021-09-21 9:10 AM  
**Recurrence:** (none)  
**Organizer:** van Baarsen, Amanda HLTH:EX

### Booking #NR

**Tuesday, September 21, 2021**

**704**

**08:35 Victoria Harbour (Downtown)**

**09:10 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

• Amanda Van Baarsen, Female

[Add to Calendar](#)

NR

#### Invoice NR

FARE-SummerSale2021_25% off \$375	\$267.62
+ GST	\$13.38
Billing	\$267.62
Taxes	\$13.38
<b>Grand Total</b>	<b>\$281.00</b>

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.

## Hansen, Lucy HLTH:EX

**Subject:** Helijet Flight # 721 Booking: NR [ ]  
**Location:** Van-Vic  
  
**Start:** Tue 2021-09-21 4:25 PM  
**End:** Tue 2021-09-21 5:00 PM  
  
**Recurrence:** (none)  
  
**Organizer:** van Baarsen, Amanda HLTH:EX



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 Lucy Hansen  
Company Ministry Of Health

### Booking NR [ ]

**Tuesday, September 21, 2021**

**721**

**16:25 Vancouver Harbour (Downtown)**

**17:00 Victoria Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Amanda Van Baarsen, Female**

#### Invoice NR [ ]

FARE-SummerSale2021_25% off \$375	\$267.62
+ GST	\$13.38
Billing	\$267.62
Taxes	\$13.38
<b>Grand Total</b>	<b>\$281.00</b>

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