



Where ideas work

Ministry of Finance
INVOICE CODING SHEET


audited 29sep23 SLP/CHJ

RETURN CHEQUE TO MINISTRY?
(if yes, enter "D")

FOREIGN CURRENCY OR WIRE?
(if yes, enter "\$" for foreign and
"W" for Wire transfer)

[Link to Invoice Coding Sheet completion instructions.](#)

AT24EXECHJ01

PAYEE NAME <u>HELIJET</u>					* SUPPLIER # <u>155172</u>		* SITE <u>001</u>			
CONTRACT/PO # _____		INVOICE DATE <u>28-SEP-2023</u> <small>DD-MMM-YYYY</small>		INVOICE # <u>s.22</u>						
DATE INVOICE RECEIVED <u>28SEP2023</u> <small>DD-MMM-YYYY</small>		DATE GOODS/ SERVICES REC'D <u>04OCT2023</u> <small>DD-MMM-YYYY</small>		RECEIPT # _____						
NAME &/OR ADDRESS OVERRIDE:				DESCRIPTION FOR CHEQUE STUB: AIR CHARTER: OCT 4, 2023						
DATE CHQ/EFT REQ'D (ONLY IF URGENT) <u>29-SEP-2023</u> <small>DD-MMM-YYYY</small>				GL DATE (if applicable) _____ <small>DD-MMM-YYYY</small>		PAY ALONE? YES <input checked="" type="checkbox"/>				
OFA STOB & ASSET # (if applicable) :										
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE <small>PST & GST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57
15,678.25	14,931.67		746.58	GST Travel	010	15001	10000	1890	1500001	MTSAC
15678.25	1357.42*9 (SEE LIST OF TRAVLERS BELOW)									
	678.71 *4									
15678.25	TOTAL									
* EXPENSE AUTHORITY (EA) INFORMATION:					* QUALIFIED RECEIVER (QR) CERTIFICATION:					
* <u>MICHAEL SNODDON</u> EA PRINTED NAME					* <u>ERIN GUERARD</u> QR PRINTED NAME					
* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports.					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:										
PAY USING IMM EFT										

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.
FIN FSA 017 REV. OCT/16



Erin Guerard (She/Her)
Administrative Assistant
Ministry of Public Safety and Solicitor General
Phone: 778-405-4916

From: Snoddon, Michael PSSG:EX <Michael.Snoddon@gov.bc.ca>
Sent: Tuesday, October 3, 2023 11:20 AM
To: Guerard, Erin PSSG:EX <Erin.Guerard@gov.bc.ca>; Hunt, Charlotte PSSG:EX <Charlotte.Hunt@gov.bc.ca>
Subject: Helijet: Passenger update
Importance: High

Hi,

Some changes to the Helijet passengers:

Travel: A charter Helijet has been booked by PSSG MO, and costs covered by PSSG MO

Inbound

Shuttle Depart Legislature: 11:30am (confirmed)- meet outside PO

Depart Victoria Helijet: 12pm (confirmed)

Arrive Langley Airport: 12:42pm (confirmed)

Shuttle to Langley Events Centre: 12:45pm (confirmed)

Inbound Helijet Passengers:

- Premier David Eby (confirmed) \$678.71
- Minister Mike Farnworth (confirmed) \$678.71
- Minister Nikki Sharma (confirmed) \$678.71
- Minister Lisa Beare (confirmed) \$678.71
- MLA Megan Dykeman (confirmed) \$678.71
- MLA Sonia Furstenau (BC Greens) (confirmed) \$678.71
- MLA John Rustad (BC Conservatives) (confirmed) \$678.71
- Deputy Minister Doug Scott (PSSG) (confirmed) \$678.71
- ADM Glen Lewis (PSSG) (confirmed) \$678.71
- Support: Sachin Sundhu (PO) (confirmed) \$678.71
- RCMP: s.15; s.22 (PO) (confirmed) \$678.71

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Outbound- Helijet will wait for delegation to arrive before departure- all times are an estimate

Shuttle Depart to Langley Airport: 4:30pm

Depart Langley Airport: 5:00pm

Arrive Victoria Helijet: 5:43pm

Arrive Legislature: 6:15pm

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Outbound Helijet Passengers

- Minister Farnworth (confirmed) \$678.71
- Minister Beare (confirmed) \$678.71
- Minister Sharma (confirmed) \$678.71
- MLA D'Eith (confirmed) \$678.71
- MLA Dykeman (confirmed) \$678.71
- MLA Sonia Furstenau (BC Greens) (confirmed) \$678.71
- MLA John Rustad (BC Conservatives) (confirmed) \$678.71
- Deputy Minister Scott (PSSG) (confirmed) \$678.71
- ADM Lewis (PSSG) (confirmed) \$678.71
- Support: Sachin Sundhu (PO) (confirmed) \$678.71
- Support: Claire Edmonds (PSSG) (confirmed) \$678.71

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From: [Guerard, Erin PSSG:EX](#)
To: [Johnston, Callie FIN:EX](#)
Subject: RE: Helijet: Passenger update
Date: December 22, 2023 10:08:50 AM
Attachments: image001.png

Good Morning Callie,

As far as I know yes, this is the most updated list

	<p>Erin Guerard (She/Her) Administrative Assistant Ministry of Public Safety and Solicitor General Phone: 778-405-4916</p>
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From: Johnston, Callie FIN:EX <Callie.Johnston@gov.bc.ca>
Sent: Friday, December 22, 2023 10:07 AM
To: Guerard, Erin PSSG:EX <Erin.Guerard@gov.bc.ca>
Subject: FW: Helijet: Passenger update
Importance: High

Hi Erin,

My name is Callie, and I'm an executive clerk with MOSS. I'm just reaching out to confirm the highlighted list of travelers below is the most up to date list of travelers on the October 3 Helijet charter that PSSG organized? Doing some end of the year clean up for MOSS!

Any questions, please let me know, and all the best,

Callie

From: Guerard, Erin PSSG:EX <Erin.Guerard@gov.bc.ca>
Sent: Tuesday, October 3, 2023 11:31 AM
To: Poldrugovac, Saija FIN:EX <Saija.Poldrugovac@gov.bc.ca>
Subject: FW: Helijet: Passenger update
Importance: High

Hello Again,

Michael has just sent me an updated Helijet Passenger Update.

Thankyou,

INVOICE

INVOICE NO: s.22
DATE: 29SEP2023
Account No s.17
GST Reg. R102 321 165

To:
Ministry of Public Safety and Solicitor General
PO Box 9010 Stn Prov Gov
Victoria BC V8W9E2
Erin Guerard, Administrative Assistant

RE: Ministry of PSSG Charter

ITEM	DESCRIPTION	TOTAL
Charter	10/04/23 12:00 – 12:42 12 Guests 42 Minutes From Victoria Harbour, BC, CA (CBF7): Camel Point (Heli) To Langley, BC, CA (CYNJ) :Langley 10/04/23 17:00 12 0:43 59 17:43 Langley, BC, CA (CYNJ) : Langley To Victoria Harbour, BC, CA (CBF7) : Camel Point (Heli) \$500.00 non-refundable deposit at time of booking with balance due 5 business days. A 3% fee will be applied to all payments via credit card	\$14,951.67
SUBTOTAL		14,951.67
G.S.T.		746.58
TOTAL CAD DOLLARS		\$ 15,678.25

Make all cheques payable to: **HELIJET INTERNATIONAL INC.**
If you have any questions concerning this invoice, please call:
Accounts Receivable at (604) 273-4688

THANK YOU FOR FLYING HELIJET INTERNATIONAL INC