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CERTIFIED EXTENSIONS AND ENTITLEMENTS CORRECT
FIN 10 Rev. 2016 / 04 / 11 OPC 7530951008 (100/pk)

56. PROCESSING CLERK INITIAL

ORIGINAL: MINISTRY

COPY: EMPLOYEE

4275 P.		
	BRITISH COLUMBIA	Ministry of Finance

# TRAVEL VOUCHER

PAGE 2 OF 3

	ONTROL NO.
INSTRUCTIONS: Employee please complete field 3 to Employee Signature line  plus columns 48 – 54. Attach appropriate receipts in order of claim.  3. CLIENT 4. MIN. AB 5. DATE COMPLETED 6. FISCAL 7. SPECIAL 8. CHEQUE STUB INFORMATION —MAXIMUM to SINGLE, SI	<u> </u>
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13. MAILING ADDRESS FOR CHEQUE  DONALDS ON, DOUG	14 POSTAL CODE
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17. 18. PLACES TRAVELLED 19. PERSONAL 20. 21. 22. MEALS; 23 MISCELLANEOU	
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55. EXPENSE AUTHORITY SIGNATURE  CERTIFIED CORRECT PURSUANT TO SECTION 25. 33 OF THE FINANCIAL  ADMINISTRATION ACT AND RETAINED POLICIES.  TIM REPRESENTED OF FINANCIAL  2-  EN ENDOCESSANC OF FINANCIAL  ADMINISTRATION ACT AND RETAINED POLICIES.	YYYY MM DQ _
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BRITISH COLUMBIA	Ministry of
COLUMBIA	Finance

# TRAVEL VOUCHER

PAGE <u>3</u> OF <u>3</u>

(Note: FIN 10 INSTRUCTIONS: Employee please complete field 3 to Employee								Uuses are restricted per <u>CPPM C.1.6.)</u> ee Signature line					1. MINISTRY AND BATCH NO. 2. CONTROL NO.							
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YELLOW CAB #134 1441 CLARK DR VANCOUVER BC

s.22

CARD TYPE

AMEX

DATE

2019/11/07

TIME

3451 20:33:08

CLERK ID

5

RECEIPT NUMBER

C85049913-001-001-321-0

PURCHASE TOTAL

\$22.00

AMERICAN EXPRESS A0000000025010801 B7737423C1653294 0000008000-E800 448C38DDFFB1AF8A 0000008000-F800

# **APPROVED**

AUTH# 828436

00-025

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT000 1

Donaldson , Mr. Doug PO Box 9049 Stn Prov Govt Victoria, BC V8W9E2 Confirmation Number: \$.22 Room Number: \$.15 Room Type: No. of Guests: 1

Organization: Govt CDA - Provinical

BC Government Rate

Group:

TAX ID	ARRIV	/AL D	EPARTURE.	RATE PLAN	•	PGH TAX ID
	11/07/	2019 11	1/08/2019	GP9		829158542RT0001
Date	CODE	DESCRIPTION	ÇC	DMMENT		AMOUNT (CAD) 1.1
11/07/2019	3102	Telephone Long Distar	nce s.22			s.22 \ dia
11/07/2019	7798	Misc. GST				>100 in
11/07/2019	7799	Misc. PST				10101"
11/07/2019	0010	Room Charge				139.00
11/07/2019	0195	Room GST				7.02
11/07/2019	0194	Provincial Room Tax				11.23
11/07/2019	0190	Municipal Room Tax				4.21
11/07/2019	0196	Destination Marketing				1.39
11/08/2019	3102	Telephone Long Distar	nce s.22			s.22 \ d10
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11/08/2019	7799	Misc. PST				<b>∕</b> \\01
11/08/2019	9110	American Express <sup>S.22</sup>	2			s.22
					Sub-Total:	Clain
					Total Tax:	24.95
					Total Payments:	s.22
					Total Due:	0.00
SIGNATURE / _				Date /		

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

\$ 162.85

Mr Douglas Donaldson

Po Box 9049 Stn Prov Govt Room 房号 s.15

Victoria BCArrival 入住日期: 09/11/19Company Name 公司名Departure 离店日期: 13/11/19

Forestry Innovation Investment China Loyalty Number 会员号码 :

CRS No. 确认号 : s.22

Cashier 收银员 : WSHEN386

INFORMATION INVOICE Page 1 of 1 Invoice No. 账单号 s.17

	1 490 1 61 1			10. XX 1 3
DATE	REFERENCE	CHARG <u>E</u> S	CREDITS	BALANCE DUE
日期	备注	消费	付款	余额
09/11/19	Room Charge	1,415.10		
	-	•		
09/11/19	Accommodation Service Charge	141.51		
09/11/19	Accommodation VAT 6%	93.40		
10/11/19	Room Charge	1,072.05		
10/11/19	Accommodation Service Charge	107.21		
10/11/19	Accommodation VAT 6%	70.76		
11/11/19	Room Charge	1,072.05		
11/11/19	Accommodation Service Charge	107.21		
11/11/19	Accommodation VAT 6%	70.76		
12/11/19	In Room Dining - Dinner	136.00		
	Line# 4407 : CHECK# 813005 [3399]			
12/11/19	Room Charge	1 <u>,</u> 072.05		
12/11/19	Accommodation Service Charge	107.21		
12/11/19	Accommodation VAT 6%	70.76		
13/11/19	American Express		5 <u>,</u> 536.07	
	s.22			
	Total 总计	5,536.07	5,536.07	
		Balance 余额		CNY0.00

This statement is your only receipt. I agree that I am personally liable for the above-mentioned payment and if the person, company or association indicated by me as being responsible for the payment, I understand that my liability shall be joint with such person, company or association if the amount is not received within 30 days. 此结算单是酒店提供的唯一收据。本人同意承担上述费用,如酒店于30天内未有收到由本人指定负责有关费用的人士、公司或团体付款,我将有责任承担以上费用。

Guest Signature	
宾客签署:	

宾客姓名:

Mr Donaldson, Douglas

Guest Name

房间号:

s.15

Room Number

商户名称 (Merchant): 收单银行 (Acquirer); (Merchant ID): 商户编号 终端编号 (Terminal ID):

操作员

(User ID):

FO: 1 0.70 0.0

s.15

发卡行

(Issuer):

American Express

卡号/付款码

(CardNo./PayCode):

s.22

有 效 期

(Exp. Date):

付款凭证

(QrVoucherNO.):

批次号

(Batch NO.):

002777

\*\*/\*\*

凭证号

(Voucher NO.):

002475

日期时间

(Date Time):

2019-11-13 06:41:00

参考号

(Ref. NO.):

s.22

授权码

(Auth. Code):

863265

交易类型

(Trans Type):

授权完成(AUTH COMPLETE)

金

额 (Amount): RMB 5536.07

#### 持卡人签字(CARDHOLDER SIGNATURE):

本人确认以上交易,同意将其记入本卡帐户。

t acknowledge satisfactory receipt of relative goods/services  $s.15\,$ 

NAME

Minister Doug Donaldson

ROOM No.

s.15

PAX

- 1

ARR.

2019/11/13

DEP.

2019/11/15

DATE	DETAIL	ROOM No.	CHARGES	CREDIT	EXPLANATION	1
11/13	ROOM CHARGE	s.15	26, 820			
11/14	ROOM CHARGE		26, 820			

GRAND TOTAL 53,640 (CONSUMPTION TAX 4,840 )
(LOCAL TAX 400 )

SIGNATURE

NAME RECEIPT

Minister Doug Donaldson

AMOUNT

¥53,640
In Payment of ROOM CHARGE

The above sum was received by us.



# **Booking Confirmation**

Booking Reference: s.22

Date of issue: 22 Oct. 2019

This is your official thromaty/Poscupt. You must bring a with you in the supput for cheek-or and we recommend you keep a copy for your records. Please also take the term to review as a contains the general conditions of corresponds and other important information related to your tip

Data Protection Nation. Your personal data will be processed in generations with the applicable cortiers groupy goldy and, if your personal and will a reservation system provider (GDS), waters providely. These and chalable of the IATA Travel Central election in from the connected SDS directly. You should read this documentation, which applies to your booking and specifies, for example, how you personal data is collected, used, declared and considered. We also invite you become An Canada a Privacy Procedure of the Connection of t



Thursday 07 Nov. 2019

**Smithers** 

20:25 Vancouver Vancouver Int. (YVR), BC

1ងក40 Economy K Operated by: Air Canada Express -Jazz | De Havilland Dash 8-400

#### **Passengers**

A Douglas s.22 Donaldson Seats

Ticket Number

AC8565 S.1

Air Canada - Aeroplan



#### Purchase summary

MasterCard S.22		1 adult
Amount paid: \$264.73	Harris Committee Committee Committee	
Tax Information GST no. 10009-2297 RT0001 \$12.61	Base Faze - Economy - Standard Surcharges	2 <b>02</b> ,00 16.93
	·····································	
	Goods and Services Fax - Canada - 189092287 RT0010	12.61
	Air Travellors Schunly Charge - Cenada	7.12
	Airport improvement Fee - Canada	25.00
	Total system and taxes before operans	\$264 <sup>73</sup>
	GRAND TOTAL (Canadian dollars)	5264 <sup>73</sup>



# **Booking Confirmation**

8.22 Booking Reference:

Date of issue: 23 Sep; 2019

This is your official PanergryProcept. You must bring a with you to the atmost for effects in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of contains and operated above the inchest, bookings and operated below, as well as baggage, samily our goods and other important information related to your trip.

Data Protection Notice. Your personal data will be processed in accordance with the applicable corrects privacy publy and if your booking is made via a reservative system provide (GDS), with its privacy policy. These are available at the IATA Pravel Costne website, or formure correct or GDS effectly. You should read this decumentation, which applies to your booking and specifies. For example, how you personal data is collected, stored, used disclosed and synstemed. We also make you to view Air Canada's Privacy Policy directly.



Business Class (lowest)

Finday 05 Nov. 2019 11;50 **Vancouver** Vancouver Int. (YVR), BC

16:00 +1 day Shanghai Pudong Ini. (PVG), CN Terroir at 2 **€** AC025 12hr10
Business D
Operated by: Air Canada | 789
Meal

#### **Passengers**

កំ Douglas Donaldson Travel Options

\*\* Regular meal

Ticket Number

s 22 Air Canada - Aeroplan

s.22

Seats AC025 S.2

# Purchase summary

MasterCard
S.22
Amount pard, \$4079.91
Tax information
GST no. 10009-2267 RT0001

\$1.00

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A STATE OF THE STA	
Dase flare	3600.00
Surcharges	15.00
Carnor Surcharge - Carrieda.	215,00
entre l'appropriate de la company de la comp	
Goods and Services Tax - Canada - 100092287 RT0001	1.00
Air Travellers Security Charge - Canada	25.91
Airport Improvement Fee - Canada	20 00
Total pirture and taxes before options	\$4076 <sup>91</sup>
GRAND TOTAL (Canadian dollars)	<sup>£</sup> 4076 <sup>91</sup>



#### Air ticket issue confirmation

Dear passenger,

Your ticket has been issued. The order No. is1019092401470636!

Please arrive at the airport at least 2 hours before your flight is due to depart or according to the time given by the airline. Present your passport or valid ID at the check-in counter.

To protect the interests of the card holder and prevent counterfeit trade, we may at any time require passengers to provide the bank card used for online ticket payment and the passport or ID of the bank card holder. If the above items are not provided, we reserve the right to cancel the order or refuse boarding for any passengers on the order.

Visit http://ca.ceair.com/en/manage-booking.html (http://ca.ceair.com/en/manage-booking.html) to use our check-in service to choose your preferred seat, change or cancel tickets, or print an electronic travel itinerary.

Visithttp://ca.ceair.com/en/content/information/baggage/baggage-allowance

(http://ca.ceair.com/en/content/information/baggage/baggage-allowance)to view baggage information.

#### Passenger Information

 		the state of the s	esan and an exercise and an exercise and an exercise and		
	Ticket No.	Passenger type	Passenger name	ID No	
s.22		Adult	DONALDSON/DOUGLASS.22	s.22	

#### Itinerary

Passenger Name	Flight No	DEP City	ARR City	Departure Time (Local Time)	Class	Baggage Weight	
DONALDSON/DOUGLAS(\$.22	MU537	SHANGHAI (SHANGHAI HONGQIAO APT T1)	TOKYO (TOKYO HANEDA I)	2019-11-13 09:40	Economy Class R	2 PC	

Order Detail

Flight Passage	Flight No.	DEP City	ARR City	Departure Time	Arrival Time	Class	Baggage Weight
	MU537	SHANGHAI (SHANGHAI HONGQIAO APT T1)	TOKYO (TOKYO HANEDA I)	2019-11-13 09:40	2019-17-13 13:30	Economy Class R	2PC
1	cAD56:00 v and visa ve transportati- the same cl made up. D charged as (where the	stay is 12month(s). Passe will be charged ,Should the rea), or in the days of the on fee shall be recalculate lass, if there is a difference efficit in the transportation refund fee .Application fo	enger tickets are non-endo ere be a change in the sea week (e.g. from weekdays ed, with the price difference e between the applicable p fee shall be made up, whe r the refund of tickets shall tot used, from the date the	son (e.g. from an off seto weekends, and visale paid along with the derices before and after treas the surplus shall be submitted within the	eason to a shoulde a versa) when the t ate changing fee. F the ticket change, t not be returned; a inteen months of th	er season, or pricket date is concrete of change of the difference fee of CAD94 e first transpo	heak seasor hanged, the seats within shalf be .00 will be station date
The order	er information a ag fees for resc	568.4 CAD bout amount only include heduling and upgrading).	·	Adult * 1 Ticket fares:493 Tax & Fees 75.4	• • •		

#### Restrictions:

Passenger tickets are valid for 12 months. Passenger tickets shall be used in sequence. If a reserved seat is not taken or the passenger fails to travel according to the flight schedule, connecting flights and return flights will be canceled. (if a flight segment is occupied, the remaining segments cannot be refunded)

#### Notice:

- 1. Please arrive at the airport at least 2 hours before your flight is due to depart or according to the time given by the airline. Present your passport or valid ID at the check-in counter.
- 2. if you need a free ride certificate or flight delay certificate, please call China Eastern Airlines Canada customer service line: 1-888-358-1582 Or global customer service center: 0086-21-95530, Or visit: http://ca.ceair.com/en/flight-proof.html (http://ca.ceair.com/en/flight-proof.html)
- 3. To protect your passenger rights and interests, please read the airline carrier transportation conditions carefully.
- 4. Your flight times are subject to change, please pay attention to flight updates or download the latest itinerary to check the details of your journey.
- 5. The order information about amount only includes the ticket price (excluding fees for rescheduling and upgrading). If you change your trip, please take the actual amount as final!
- 6.If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

Si l'embarquement vous est refusé ou si vos bagages sont perdus ou endommagés, vous pourriez avoir droit au titre du Règlement sur la protection des passagers aériens, à certains avantages au titre des normes de traitement applicables et à une indemnité. Pour de plus amples renseignements sur vos droits, veuillez communiquer avec votre transporteur aérien ou visiter le site Web de l'Office des transports du Canada.

For detail information of Guidelines for Passenger and Baggage Protection on China-Canada flights: https://ca.ceair.com/newCMS/ca/en/content/en\_Header/headerBottom/service/Infomation/ticket/201907/t20190715\_9232.html (https://ca.ceair.com/newCMS/ca/en/content/en\_Header/headerBottom/service/Infomation/ticket/201907/t20190715\_9232.html)



# **Booking Confirmation**

Booking Reference<sup>S,22</sup>

Date of issue: 23 Sep. 2019

First is your reflicial theorety/Riceard. You must pring it with you to the alignost for check-in and we recommend you keep a copy for your records. Pleason also take the stone to review it w. it contains the general co-visions of confegurations been unplacables tend that apply to the tockets, holdering does it increases at each take apply to the tockets, holdering does it increases at each take apply to the tockets, holdering does it increases at each take apply to the tockets, holdering does it increases at each take apply to the tockets, holdering does it increases at each take apply to the tockets, holdering does not record to the content of the tockets.

Data Protection Notice: Your personal data will be processed in accordance with the epiglicable currents privacy policy and, it your banking is made via a resonation system provider provider (GDS), with its privacy policy. These are available at the IATA Travel Center website, or from the cause or GDS directly. You chould read this documentation, which applies to your banking and specifies, for example, how your personal data is collected, userf declared and transferred. We also invite you to view Air Canada's Privacy Policy, directly



#### Business Class (lowest)

Firtialy 15 Nov. 2019 18:30 **Tokyo** Narila(NRT), JP



10:10 Vancouver Varicouver Int. (YVR), BC



8hr40 Business D Operated by: Air Canada ( 789

### Passengers

🐧 Douglas Donaldson

Travel Options
|| Regular meal

Seats

Ticket Number s.22

Air Canada - Aeroplan

s.22

AC004 S.2



## Purchase summary

MasterCard 5.22 Amount paid: \$4504.46

	1 adult
gifted the Material Control of the Material	
Base <sup>e</sup> aro	4388,00
Garrier Surpharge - Conada	172.09
Cignillation of the services and	
Passegger Service Facility Charge - Japan	25 69
Passenger Security Service Charge - Japan	6,39
International Tourist Tax – Japan	12 29
Fidal arrane and taxes before options	\$4604 <sup>46</sup>
GRAND TOTAL (Canadian dellars)	\$450446



# **Booking Confirmation**

Booking Reference: s.22

Date of issue: 11 Oct, 2019

This is you officed threshysterreight you must bread with you to the export or check-in and we recommend you keep a door any our records. Please also take the tion to review a out contained to extend confidence of contained and apply to the it keep, bookings and an exposure obtained below, as well as bandage and dangerous goods and other exposition taked to your tip.

Cata Protection Nation. Your personal data will be processed to accordance with the applicable corners procedually even pooring is made via a reserved on system provides sufficiently. You should read this necessentation, which applies to your broking and specifies, for example, how your present eath is estimated disclosed and quantified. We also invite you or new Au Constains Privacy Policy disclay.



Faday 15 May, 2018

11:55

Vancouver

Vancouver Int. (YVR), BC



13:33 Terrace



thr38 Economy A Operated by, Air Canada Express -Jazz | De Havilland Dash 8-400

#### Passengers

A Douglas Grant Donaldson

Seats

Ticket Number

s.22

Ali Canada - Aeroplan

s.22

AC8238 s.22

# Purchase summary

MasterCard S.22		1 adult
5.22 Amount part of these Tax information	A contrast of the contrast of	
GST No. 100009-2287 8170001	Base Fare - Economy - Flex	178.00
\$16.41	Surcharges	18.00
	Experience of Superior Annual Control	
	Gords and Services Tax - Canada - 100092267 RT0001	10.41
	Air Travullers Security Charge - Canada	7.12
	Airport Improvement Fee - Canada	5 00
	Total arrare and rains before opiidos	<sup>\$</sup> 218 <sup>53</sup>
•	GRAND TOTAL (Conadian dollars)	\$218 <sup>53</sup>

BRITISH COLUMBIA
he Best Place on Eards

## TRAVEL AUTHORIZATION

COLUMBIA	It may, at the disc	retion of ministr	ries, be used for in-	uper reveu e vsrt eonivorq	esis. /el requests,	H-27-2-2-11	
The Best Place on Earth	Out-of-Pr		Out-of-Canada	☐ In-Pro	-	ESTIMATED C	OSTS (IN CAN. \$)
MINISTRY/ENTITY/CORPORATE					VOTE	Transportation	, 9,300
Ministry of Forests, La	inds, Natural Resource O	nerations an	d Rural Nevelor	\ment		Meals	488
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Doug Donaldson					's.22	Overtime	
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Minister's Office						ļ	<del></del>
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IDENTITY OF ORGANIZATION (OT	HER THAN PROV. OF B.C.) PAYING ANY	OF THE COSTS		<u> </u>	· · · · · · · · · · · · · · · · · · ·	<b></b>	<del></del>
N/A, OR:						SUB TOTAL	11,788
DESTINATIONS				<del>' ',' ' ' ' ' ' '</del>		Less Costs paid by others	
China, Japan						TOTAL COSTS	44 = 55
METHOD OF TRAVEL				• • • • • • • • • • • • • • • • • • • •	SIGNATURES	<u> </u>	
Air			Refer to	CPPM 10.3. PL	.4 Policy 1 and 10.4.4 EASE SIGN ONE BOX	i for approval a	uthorities.
PURPOSE OF TRAVEL  Give details of event to be after benefits to Ministry, etc.	ended, project name / number, progr	em involved.	DIRECTOR		NOTAPPROV		DATE SIGNED YYYY I MM / DO
Trade Mission Japan &	& China November 8th-15	th, 2019				ı	,
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Reset Form

# Chinese renminbi → Canadian dollar

Exchange rate summary		
Low	2019-11-13	0.1886
Average	2019-11-11 - 2019-11-13	0.1887
High	2019-11-12	0.1888

# Results

Date	Value of 1.00 CNY in CAD	CNY → CAD	$CAD \to CNY$
2019-11-11	Bank holiday	Bank holiday	Bank holiday
2019-11-12	0.19 CAD	0.1898	5.2966
2019-11-13	0.19 CAD	0.1886	5.3022

# Canadian dollar → Chinese renminbi

Exchange rate summary		
Low	2019-11-12	5.2966
Average	2019-11-11 - 2019-11-13	5. 2994
High	2019-11-13	5.3022

## Results

Date	Value of 1.00 CAD in CNY	CAD → CNY	CNY → CAD
2019-11-11	Bank holiday	Bank holiday	Bank holiday
2019-11-12	5.30 CNY	5.2966	0.1888
2019-11-13	5.30 CNY	5.3022	0.1886

# PER DIEM RATES-JAPAN & CHINA NOV. 10-15, 2019 Minister Donaldson

	SHANGHAI China	OTHER China	TOKYO Japan	OTHER Japan
CURRENCY	Yuan Renminbi	Yuan Renminbi	УEN	YEN
	(CNY)	(CNY)	(JPY)	(JPY)
PER DIEM	970.00	898.40	15,295.00	12,236.00
INCIDENTALS	291,00	<u> 269.52</u>	4,588.50	3670.80
TOTAL	1,261.00	1,167.92	<u>19,883.50</u>	<u>15,906.80</u>

AMOUNTS TO BE DEDUCTED FROM ABOVE FOR MEALS NOT TAKEN OR MEALS PROVIDED AT PUBLIC EXPENSE: \* = Reasonable and justifiable expenses. Receipts required

	SHANGHAI China	OTHER China	TOKYO Japan	OTHER Japan
BREAKFAST	217.00	152.00	3,190.00	2,552,00
LUNCH	313,00	280,40	4,695.00	3,756.00
DINNER	440.00	466.00	7,410.00	5,928,00

Note: The maximum hotel rates that are listed (to be used as a guideline):

LOCATION	AMOUNT
TOKYO, JAPAN	\$278,00 USD
JAPAN, OTHER	\$154,00 USD
SHANGHAI, CHINA	\$259,00 USD
CHINA, OTHER	\$131,00 USD

# Canadian dollar $\rightarrow$ Japanese yen

Exchange rate summary		
Low	2019-11-14	81.8331
Average	2019-11-13 - 2019-11-15	82.0572
High	2019-11-15	82.2368

# Results

Date	Value of 1.00 CAD in JPY	CAD → JPY	$JPY \to CAD$
2019-11-13	82.10 JPY	82.1018	0.01218
2019-11-14	81.83 JPY	81.8331	0.01222
2019-11-15	62.24 JPY	82.2368	0.01216

# Japanese yen ightarrow Canadian dollar

Exchange rate summary		
Low	2019-11-15	0.01216
Average	2019-11-13 - 2019-11-15	0.01219
High	2919-11-14	0.01222

# Results

Date	Value of 1.00 JPY in CAD	JPY CAD	$CAD \to JPY$
2019-11-13	0.01 CAD	0.01218	82.1018
2019-11-14	0.01 CAD	0.01222	61.6331
2019-11-15	0.01 CAD	0.01216	62.2368

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A CHARLES	BRITISH COLUMBIA	Ministry of Finance

# TRAVEL VOUCHER

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# BRITISH Ministry of TRAVEL VOUCHER

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Your fees have been successfully collected.

Departure Date:

2019-11-07

Passenger:

**TIMOTHY RENNEBERG** 

Departure city: VICTORIA YYJ

Destination city:

**VANCOUVER YVR** 

Fee Breakdown:

Baggage fee CAD 30.00

GST CAD 1.50

CAD Total: CAD 31.50

Form of payment used \$.22

Please Note: This fee is non refundable. XG - GOODS AND SERVICES TAX GST

Please enter your email address if you wish to have this receipt emailed to you.

Mr Timothy Renneberg

Po Box 9049 Stn Prov Govt

Victoria BC

Company Name 公司名

Forestry Innovation Investment China

Room 房号

: s.22

Arrival 入住日期

: 09/11/19

Departure 离店日期

: 13/11/19

Loyalty Number 会员号码

CRS No. 确认号 Cashier 收银员 :s.22 : SWOUY391

INVOICE

Page 1 of 1

Invoice No. 账单号:s.17

HAAOIOE	rage 1011		IIIVOICE I	10. XX + 7.5.17
DATE 日期	REFERENCE 多注	CHARGES 消费	CREDITS 付款	BALANCE DUE 余配
09/11/19	Room Charge	1,415.10		
09/11/19	Accommodation Service Charge	141.51		
09/11/19	Accommodation VAT 6%	93.40		
10/11/19	Room Charge	1,072.05		
10/11/19	Accommodation Service Charge	107.21		
10/11/19	Accommodation VAT 6%	70.76		
11/11/19	Room Charge	1,072.05		
11/11/19	Accommodation Service Charge	107.21		
11/11/19	Accommodation VAT 6%	70.76		
12/11/19	In Room Dining - Dinner Line# 3408 : CHECK# 813016 [3399]	148.00		
12/11/19	Room Charge	1,072.05		
12/11/19	Accommodation Service Charge	107.21		
12/11/19	Accommodation VAT 6%	70.76		
13/11/19	Master Card s.22		5,548.07	
	Total 总计	5,548.07	5,548.07	
		Balance 余额		CNY0.00

This statement is your only receipt. I agree that I am personally liable for the above-mentioned payment and if the person, company or association indicated by me as being responsible for the payment, I understand that my liability shall be joint with such person, company or association if the amount is not received within 30 days. 此结算单是酒店提供的唯一收据。本人同意承担上述费用,如酒店于30天内未有收到由本人指定负责有关费用的人士、公司或团体付款,我将有责任承担以上费用。

<b>Guest Signature</b>	
宾客签署:	

宾客姓名:

Mr Renneberg, Timothy

Guest Name

s.15 房间号:

Room Number

商户名称 (Merchant):

上海世茂皇家艾美酒店(Le Royal Meridien Shanghai)

收单银行

(Acquirer): 建设银行(China Construction Bank)

商户编号

(Merchant ID): (Terminal ID):

105290070110354 #0021

终端编号

00113028

操作员

(User ID):

FO

发卡行

(Issuer):

MASTER s.22

卡号/付款码

(CardNo./PayCode):

有效期

(Exp. Date):

\*\*/\*\*

付款凭证

(QrVoucherNO.):

批次号

(Batch NO.):

002777

凭证号

(Voucher NO.):

002474

日期时间

(Date Time):

2019-11-13 06:35:37

参考号

(Ref. NO.):

s.22

授权码

(Auth. Code):

077219

交易类型

(Trans Type):

授权完成(AUTH COMPLETE)

额

(Amount): RMB

5548.07

备注信息

(Reference):

Exchange Rate: 1 RMB =

0.195100 CAD

Mark up: 3%

Transaction Currency:

CAD

This currency conversion service is provided by the merchant. Please select the transaction currency by checking the box below:

[ ] RMB AMOUNT

CAD AMOUNT

5548. 07 1082. 43 I have been offered the choice to pay in RMB or in 5548.07

OR

CAD.

持卡人签字(CARDHOLDER SIGNATURE):\_

本人确认以上交易,同意将其记入本卡帐户。

I ACKNOWLEDGE SATISFACTORY RECEIPT OF RELATIVE GOODS/SERVICES.

上海世茂国际广场有限责任公司, 作为上海世茂皇家艾美酒店的业主

s.15

NAME	Mr. Tim Rennebe	rg				
ROOM N	s.15	PAX	1			
ARR.	2019/11/13	DEP.	2019/11/15			
DATE	DETAIL	ROOM No.	CIIARGES	CREDIT	EXPLANATION	1
11/13	ROOM CHARGE	s.15	26, 820			
11/14	ROOM CHARGE		26, 820			
,	noon onnion		20, 620			

GRAND TOTAL (CONSUMPTION TAX 53,640 4,840) (LOCAL TAX 400)

> ISSUED NO.

SIGNATURE

RECEIPT 2019/11/15 111501102913 NAME Mr. Tim Renneberg 印紙税申告納 **AMOUNT** ¥53,640-付につき 芝 税務署承認済 In Payment of ROOM CHARGE s.15

The above sum was received by us.

「クレシット売上票(外貨)」G加盟店名 MERCHANT ボディークラー・ファント 03-3582-0111 端末番号 TERM No 49336-560-32609 ご利用日 DATE 19/11/15 07:29:24 伝票番号 SLIP No 43846 会員No s.22 承認番号 APP CODE USZ4UO 取引内容 | 支払区分 | 取扱区分 ポラドウ合 売上 カート 会社 CARD Co ヒザ / パメター Mark up\* 一括 有効期限 EXP DATE 21/10 110 Currency 3.50 CAD 金額 AMOUNT 売上金額 LOCAL CURRENCY ¥53,640 通貨レート exchange RATE CAD1=JPY78.4682 \*Including 3.50% mark up. 外資金額 TRANSACTION CURRENCY CAD 683,59 Currency Conversion for this transaction is performed by Global Blue and is based on the Global Blue reference rate of today (www.global-blue.com), RENNEBERG TIMOTHY. s.22 \$815063 CO 保員: お客様控え 売場: SALES COUNTER CUSTOMERS COPY

Renneberg , Mr. Tim

s.22

Confirmation Number: \$.22

Room Number: S.15

Room Type: No. of Guests: 1

Organization: Govt CDA - Provinical

BC Government Rate

Group:

					огоир.	
TAX ID	ARRIV 11/07/2		DEPARTURE 11/08/2019	RATE PLAN GP9		PGH TAX ID 829158542RT0001
Date	CODE	DESCRIPTION		COMMENT		AMOUNT (CAD)
11/07/2019 11/07/2019 11/07/2019 11/07/2019 11/07/2019 11/08/2019	0010 0195 0194 0190 0196 9105	Room Charge Room GST Provincial Room Municipal Room Destination Mark Master Card ****	Tax keting Fee		Sub-Total: Total Tax: Total Payments:	139.00 7.02 11.23 4.21 1.39 (162.85) 139.00 23.85 (162.85)
SIGNATURE /				Date /	Total Due:	0.00

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

Page 29 of 41

Withheld pursuant to/removed as

s.15

# Purdy, Sandra FLNR:EX

From:

s.15

Sent:

October 16, 2019 9:09 AM

To:

Purdy, Sandra FLNR:EX

Subject:

Your Reservation Confirmation froi<sup>\$.15</sup>

on 11/07/2019



s.15

#### **Guest Details**

Name Address Renneberg, Mr. Tim

Loyalty Number Loyalty Level Rewards Program Rewards Number

Guest Alias

E-mail sandra.purdy@gov.bc.ca

Rewards Number

Reservation Information

**Confirmation Number** 

s.15; s.22

**Date Reserved** 

10/16/2019 Renneberg, Mr. Tim

Name Status

Reserved

Channel

**Hospitality Management Solution** 

Organization

Govt CDA - Provinical BC Government Rate

Group Booking Agency

Booking Agency Promotion Promotion Name

Stay Details

Check-In Check-Out 11/07/2019 Thursday 11/08/2019 Friday Average Nightly Rate Total Amount

139.00 CAD 162.85 CAD

 Nights
 1

 Adults
 1

 Children
 0

Additional Guests Share Guests

Charge Summary

Rate Govt CDA - Provinical BC Government Rate
Room Type Deluxe Queen

 Total Rate
 139.00 CAD

 Total Taxes and Fees
 23.85 CAD

 Total Amount
 162.85 CAD

Stay Segments

Thursday, 11/07/2019

Rate PlanGovt CDA - Provinical BC Government Rate

Total Rate Amount

139.00 CAD

Nights1

Room TypeDeluxe Queen

Nightly Rate

139.00 CAD

Policy Description

Credit Card Guarantee

Reservation must be cancelled 1 day prior to arrival before 4pm to avoid 1 night's penalty charge.

Check-In Time

3:00pm

Check-Out Time

11:00am

Billing Information

**Guarantee Method Name** 

Credit Card Guarantee

**Card Type** 

MASTER CARD

1

Card Number Expiration Date YELLOW CAB #96 1421 SIMON ROAD V8X3G9 VICTORIA BC 23783316 GH2378331601

\*\*\*

**PURCHASE** 

\*\*\*\*

11-15-2019

13:50:39

s 22

Operator: 096 Trace # 88 Inv. # 096

Auth # 0119: N

RRN 001016004

Purchase Tip Total

\$70.20

\$70.20

(001) APPROVED-THANK YOU

Retain this copy for your records Customer copy

YELLOW CAB MAIN OFFICE 817 FISGARD STREET VICTORIA, BC V8W 1R9 TEL: 250-381-2222



# **Booking Confirmation**

Booking Reference

Date of issue: 16 Oct, 2019

This is your official ltinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice. Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.



Economy - Basic

Thursday 07 Nov. 2019

20:10 Victoria Victoria Int. (YYJ), BC



Vancouver Vancouver Int. (YVR), BC



0hr31 Economy T Operated by: Air Canada Express -Jazz | De Havilland Dash 8-400

(1) Economy Basic is a restricted fare

# Passengers



<sup>^</sup> Timothy Renneberg

Seats AC8086 -

**Ticket Number** 

0142120950305



## Purchase summary

MasterCard S.22		1 adult
Amount paid: \$173,38  Tax information		
GST no. 10009-2287 RT0001 \$8.26	Base Fare	131.00
	Surcharges	12.00
	Goods and Services Tax - Canada - 100092287 RT0001	8.26
	Air Travellers Security Charge - Canada	7.12
	Airport Improvement Fee - Canada	15.00
	Total airfare and taxes before options	<sup>5</sup> 173 <sup>38</sup>
	GRAND TOTAL (Canadian dollars)	<sup>5</sup> 173 <sup>38</sup>



## Check-in and boarding gate deadlines

#### Within Canada



#### Recommended check-in time

he times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security



#### Check-in and baggage drop-off deadline

our boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.



#### Boarding gate deadline

ent at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline. 20 minutes.



#### Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max, size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max, size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

#### Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

#### Victoria (YYJ) > Vancouver (YVR)

1 bag

Including taxes

\$ 31.50 CAD

\$ 52.50 CAD

Including taxes

2nd bag

Max. weight per bag. 23.0 kg (50.0 lb)

Max, dimensions per bag 158.0 cm (62.0 in)

\* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21,00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
   View the additional checked baggage policy of Air Canada's codeshare and interline partners.



# **Booking Confirmation**

Booking Reference:

Date of issue: 23 Sep. 2019

This is your official funerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of consage and applicable tariffs, that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, used disclosed and transferred. We also invite you to view Air Canada > Privacy Policy directly.



# Premium Economy (lowest)

Friday 08 Nov. 2019 11:50

Vancouver Vancouver Int. (YVR), BC Terminal M



16:00 + 1 day **Shanghai** Pudong Int. (PVG), CN Terminal 2



12hr10 Premium Economy N Operated by: Air Canada | 789 Meal

## Passengers

n Timothy John Renneberg

Ticket Number

s.22

Air Canada - Aeroplan

s.22

#### **Travel Options**

Regular meal

Seats

AC025 S.22

# Purchase summary

s.22

Amount paid \$1201.91 **Tax information**GST no. 10009-2287 RT0001
\$1.00

	1 adult
pho Air Transportation Charges	
Base Fare	985.00
Surcharges	15,00
Carrier Surcharge - Canada	155.00
Goods and Services Tax - Canada - 100092287 RT0001	1.00
Air Travellers Security Charge - Canada	25.91
Airport Improvement Fee - Canada	20.00
Total airfare and taxes before options	\$1201 <sup>91</sup>
GRAND TOTAL (Canadian dollars)	\$1201 <sup>91</sup>



### Air ticket issue confirmation

#### Dear passenger,

Your ticket has been issued. The order No. is1019092401470627!

Please arrive at the airport at least 2 hours before your flight is due to depart or according to the time given by the airline. Present your passport or valid ID at the check-in counter.

To protect the interests of the card holder and prevent counterfeit trade, we may at any time require passengers to provide the bank card used for online ticket payment and the passport or ID of the bank card holder. If the above items are not provided, we reserve the right to cancel the order or refuse boarding for any passengers on the order.

Visit http://ca.ceair.com/en/manage-booking.html (http://ca.ceair.com/en/manage-booking.html) to use our check-in service to choose your preferred seat, change or cancel tickets, or print an electronic travel itinerary.

Visithttp://ca.ceair.com/en/content/information/baggage/baggage-allowance

(http://ca.ceair.com/en/content/information/baggage/baggage-allowance)to view baggage information.

#### Passenger Information

Ticket No.	Passenger type	Passenger name	ID No.	
s.22	Adult	RENNEBERG/TIMOTHYS.22	GC049216	

#### Itinerary

Passenger Name	Flight No.	DEP City	ARR City	Departure Time (Local Time)	Class	Baggage Weight
RENNEBERG/TIMOTHYS.22	s.22	SHANGHAI (SHANGHAI HONGQIAO APT T1)	TOKYO (TOKYO HANEDA I)	2019-11-13 09:40	Economy Class R	2 PC

Order Detail

Flight Passage	Flight No.	DEP City	ARR City	Departure Time	Arrival Time	Class	Baggage Weight
	MU537	SHANGHAI (SHANGHAI HONGQIAO APT T1)	TOKYO (TOKYO HANEDA I)	2019-11-13 09:40	2019-11-13 13:30	Economy Class R	2PC

#### Refund/Change rules

Maximum Stay is 12month(s). Passenger tickets are non-endorsable; When changing tickets within the validity period, a fee of CAD56.00 will be charged ,Should there be a change in the season (e.g. from an off season to a shoulder season, or peak season, and visa versa), or in the days of the week (e.g. from weekdays to weekends, and visa versa) when the ticket date is changed, the transportation fee shall be recalculated, with the price difference paid along with the date changing fee. For change of seats within the same class, if there is a difference between the applicable prices before and after the ticket change, the difference shall be made up. Deficit in the transportation fee shall be made up, whereas the surplus shall not be returned; a fee of CAD94.00 will be charged as refund fee. Application for the refund of tickets shall be submitted within thirteen months of the first transportation date (where the first leg of the journey is not used, from the date the passenger ticket is issued), China Eastern Airlines will not accept applications exceeding the time limit.

Total Amount: 568.4 CAD

The order information about amount only includes the ticket price (excluding fees for rescheduling and upgrading).

If you change your trip, please take the actual amount as final!

Adult \* 1

Ticket fares:493 CAD Tax & Fees 75.4 CAD

#### Restrictions:

Passenger tickets are valid for 12 months. Passenger tickets shall be used in sequence. If a reserved seat is not taken or the passenger fails to travel according to the flight schedule, connecting flights and return flights will be canceled. (if a flight segment is occupied, the remaining segments cannot be refunded)

#### Notice:

- 1. Please arrive at the airport at least 2 hours before your flight is due to depart or according to the time given by the airline. Present your passport or valid ID at the check-in counter.
- 2. if you need a free ride certificate or flight delay certificate, please call China Eastern AirlinesCanada customer service line:1-888-358-1582Or global customer service center:0086-21-95530, Or visit:http://ca.ceair.com/en/flight-proof.html)
- 3. To protect your passenger rights and interests, please read the airline carrier transportation conditions carefully.
- 4. Your flight times are subject to change, please pay attention to flight updates or download the latest itinerary to check the details of your journey.
- 5. The order information about amount only includes the ticket price (excluding fees for rescheduling and upgrading). If you change your trip, please take the actual amount as final!
- 6.If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

Si l'embarquement vous est refusé ou si vos bagages sont perdus ou endommagés, vous pourriez avoir droit au titre du Règlement sur la protection des passagers aériens, à certains avantages au titre des normes de traitement applicables et à une indemnité. Pour de plus amples renseignements sur vos droits, veuillez communiquer avec votre transporteur aérien ou visiter le site Web de l'Office des transports du Canada.

For detail information of Guidelines for Passenger and Baggage Protection on China-Canada flights: https://ca.ceair.com/newCMS/ca/en/content/en\_Header/headerBottom/service/Infomation/ticket/201907/t20190715\_9232.html (https://ca.ceair.com/newCMS/ca/en/content/en\_Header/headerBottom/service/Infomation/ticket/201907/t20190715\_9232.html)



## **Booking Confirmation**

## Booking Reference<sup>\$.22</sup>

Date of issue: 23 Sep, 2019

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Economy - Flex

Friday 15 Nov. 2019

18:30 Tokyo Narita(NRT), JP



10:10 Vancouver Vancouver Int. (YVR), BC Terminal M



8hr40 Economy V Operated by: Air Canada | 789

### Passengers

n Timothy John Renneberg

**Ticket Number** 

s.22

Air Canada - Aeroplan

s.22

### **Travel Options**

14 Regular meal

Seats AC004 S.22

## Purchase summary

s.22

Amount paid \$1596 46

	1 adult
Air Transportunan Charges	
Base Fare	1260.00
Carrier Surcharge - Canada	172.09
Taxes fous and unerges	
Passenger Service Facility Charge - Japan	25,69
Passenger Security Service Charge - Japan	6.39
inlernational Tourist Tax – Japan	12.29
Total airfare and taxes before options	<sup>\$</sup> 1476 <sup>46</sup>
Sinst subrotion	
Timothy John Renneberg	
AC004: 18A - Preferred Seat (Window)	120.00
Total with options and seat selection fee.	\$1596 <sup>46</sup>

GRAND TOTAL (Canadian dollars)

\$159646



## **Booking Confirmation**

Booking Reference: \$.22

Date of issue: 16 Oct, 2019

This is your official fitnerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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#### Economy - Flex

Friday 15 Nov. 2019

12:10 Vancouver Vancouver Int. (YVR). BC



12:39 Victoria Victoria Int. (YYJ), BC



0hr29 Economy A Operated by: Air Canada Express -Jazz | De Havilland Dash 8-400

## Passengers

A Timothy Renneberg

Ticket Number

s.22

Air Canada - Aeroplan s.22

s.22

Seats

AC8065 S.22



### Purchase summary

Amount paid: \$194.38 Tax information GST no. 10009-2287 RT0001 \$9.26

Base Fare - Economy - Ftex Surcharges Taxes, fees and charges Goods and Services Tax - Canada - 100092287 RT0001 Air Travellers Security Charge - Canada

Airport Improvement Fee - Canada 5.00 Total airfare and taxes before options \$19438

GRAND TOTAL (Canadian dollars) \$19438

1 adult

161 00

12.00

9.26



### Check-in and boarding gate deadlines

#### Within Canada



#### Recommended check-in time

times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.



#### Check-in and baggage drop-off deadline

our boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight



#### Boarding gate deadline

be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline. 20 minutes



#### Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max, size: 23 x 40 x 55 cm; [9 x 15.5 x 21.5 in]) and 1 personal item (max, size: 16 x 33 x 43 cm; [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted, See our complete carry-on baggage policy.

#### Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

#### Vancouver (YVR) > Victoria (YYJ)

1ª bag

Complimentary

2nd bag

\$ 52.50 CAD

Including taxes

Max, weight per bag: 23.0 kg (50.0 lb)

Max, dimensions per bag 158.0 cm (62.0 in)

\* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees, For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

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C	OLU	M	BIA	

## TRAVEL AUTHORIZATION

BRITISH COLUMBIA	This form mu It may, at the discret	ist be used for	all out-of-province	travel reque	ests.		
The Best Place on Earth	Out-of-Provi		Out-of-Canada			ESTIMATED	COSTS (IN CAN. \$)
MINISTRY/ENTITY/CORPORATE NA		nce 🔼	Out-of-Canada	In-Pro	VOTE	Transportat	3,400
Ministry of Earnets I and	ds, Natural Resource Ope	rations and	Daviden		10.2	Meals	412
	is, Natural Resource Ope	rations and	Rurai Developi	ment		Lodging	2,000
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Tim Renneberg					164416		
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Senior Ministerial Assista	ant					Other	WARRANCE WARRANCE BARRIES AND ADDRESS OF THE PARTY OF THE
BRANCH/LOCATION/REGION				1			
Minister's Office							
DATE DEPARTING YYYY/MM/DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKE	DAYS AWAY	ESTIMATED O	OVERTIME CLAIM		
2019/11/08	2019/11/15		5		HOURS		
IDENTITY OF ORGANIZATION (OTHER	R THAN PROV. OF B.C.) PAYING ANY OF	THE COSTS		<u> </u>			
N/A, OR:						SUB TOTAL	5,812
DESTINATIONS						Less Costs paid by other	pre
China, Japan						TOTAL COS	
METHOD OF TRAVEL		**************************************	1		SIGNATURES		
Air			Refer to	CPPM 10.3.	4 Policy 1 and 10.4.4 EASE SIGN ONE BOX	for approva	authorities.
PURPOSE OF TRAVEL	ed, project name / number, program	involved	DIRECTOR	ED	NOT APPROV		
benefits to Ministry, etc.			APPROVI	ED	NOI APPHOV	EU	DATE SIGNED YYYY / MM / DD
Trade Mission Japan & 0	China November 8th-15th	2019				1	
			ASSISTANT DEPUTY	LILLIANDARO	İ		**************************************
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1, ~!		10/07	KID				2019/10/07
FIN 99/WEB Rev. 2008/10/08	Originator completes and forwards returns the original to the originator	a copy to imple. The originator	ediate supervisor for r-attaches the origina	approval(s).	If travel is approved, to their travel vouche	he supervisor r.	r retains a copy and

Reset Form

 From:
 Hemlock Printers

 To:
 Pike, Shannon FLNR:EX

Subject: New orders.17 at Queen"s Printer

Date: Monday, October 7, 2019 4:09:08 PM

Dear Shannon,

Thank you for your order.

Your order number is: s.17

The product(s) you ordered are:

	Item #	Product Name	Quantity	Total Price
5	s.17	Translated Ministry Cards - Diane Nicholls	100 Items	\$162.65

Subtotal Price:	\$162.65
Shipping and Handling:	\$5.00
Tax:	\$20.12
Total Price:	\$187.77

## Payment Details: Credit Card

If you have any question or concern regarding this order please reply to this email (OnlineServices@hemlock.com).

## Regards,

The Queen's Printer team.

 From:
 Passenger Services

 To:
 Pike, Shannon FLNR:EX

Subject: Thank you for choosing to take off with Helijet!

Date: Tuesday, October 22, 2019 12:48:43 PM



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!



Tuesday, October 22, 2019	Invoice s.17								
719	FARE-YWH-OffPe	eak_Winter2019	\$238.09						
14:10 Vancouver Harbour (Downtown)	+ GST		\$11.90						
14:45 Victoria Harbour (Downtown)	Billing		\$238.09						
35 minutes	Taxes		\$11.90						
Confirmed	<b>Grand Total</b>		\$249.99						
1 Passengers - Off-Peak	Mastercard		\$249.99						
. Diane Nicholls, Female	Date / Time	October 22, 2019 @ 12:47:11 P	M						
	Summary	s.17							
Add to Calendar	Expiration	11 / 2020							
	Authorization	028098							
	Fully Changeab to departure.	Fully Changeable / Refundable up to 5pm the day prio to departure.							

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)

#### THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention. If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

#### GST#:

R102320165

#### Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

#### Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

#### Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

#### Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

#### Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo

#### BC

#### Parking:

Free Parking (7 days maximum) is included with tickets purchased on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

#### Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

#### Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

#### Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Please visit <a href="http://www.catsa-acsta.gc.ca/">http://www.catsa-acsta.gc.ca/</a> for information on how to "Pack Smart" and avoid delays

#### Baggage Liability:

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

#### Transportation upon arrival:

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

#### Accessibility:

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

#### Pets on Helijet:

Due to the configuration and space of the helicopter, Helijet does not accept the carriage of any animals in the passenger cabin nor cargo hold, including Special Assistance Animals. Please visit our website for details.

#### Weather Conditions:.

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

#### Reservations:

Reservations are required for all flights and may be booked online at <a href="https://www.helijet.com">www.helijet.com</a> or by calling 1.800.665.4354 (within North America).

## Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

 From:
 Passenger Services

 To:
 Pike, Shannon FLNR:EX

Subject: Thank you for choosing to take off with Helijet!

Date: Tuesday, January 14, 2020 4:08:54 PM



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!



Invoice S.17						
FARE-YWH-FULL	_Winter2019	\$333.33				
+ GST		\$16.67				
Billing		\$333.33				
Taxes		\$16.67				
Grand Total		\$350.00				
Mastercard		\$350.00				
Date / Time	October 22, 2019 @ 7:19:37 AM					
Summary	s.17					
Expiration	11 / 2020					
Authorization	077302					
Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.						
	FARE-YWH-FULL + GST  Billing Taxes Grand Total  Mastercard Date / Time Summary Expiration Authorization  Helijet fares are	FARE-YWH-FULL_Winter2019  + GST  Billing  Taxes  Grand Total  Mastercard  Date / Time October 22, 2019 @ 7:19:37 AM  Summary S.17  Expiration 11 / 2020  Authorization 077302  Helijet fares are fully Changeable / Refundable				

result in a non-refundable cancellation fee equal to the value of the one-way travel.

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#### GST#:

R102320165

#### Passenger Travel Information:

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#### Payment:

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Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo

#### BC

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#### Aircraft Type:

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## Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com



# Natural Resource Sector EMPLOYEE REIMBURSEMENT OF EXPENSES

(for non-payroll related expenses)

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## Heart Pharmacy Fairfield 1594 FAIRFIELD RD VICTORIA 250-598-9232

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48,00 NE
sub-total 59.31
GST. R101730877 .02
TOTAL: -> 59.33
MASTERCARD 59.33
CHANGE DUE .00

Follow us @rxvictoria and facebook.com/heartpharmacies!

RECEIPT:520690 STORE: 67 REG.:04
s.22



PHARMACARE RECFIPT 0 10936
RxH: S.22 OCT 21/2019 DUR:
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### PROFILES

Thank Yo 380-7122 637 #106137243

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PARLIAMENT MEWS V8 57
VICTORIA BC
22002568
QC2200256801

#### SALE

10-15-2019 s.22

12:28:00 C

Name: NICHOLLS/DIANE
A0000(80041010
Mastercard

Trace # 319003 Inv # 197 Auth # 013114 RRN

RRN 001032003

Sale

\$39.13

TOTAL

\$39.13

00 APPROVED-THANK YOU

Retain this copy for your records Customer copy CITS V SERVICE (CANADA) LTD 999 BROADMAY W UNIT 250 VANCOUVER, BC

Term ID: M2922961

## Purchase

s.22

Chequing

INTERAC

Entry Kethod: C

Total:

189.65

2019/10/22

11:22:01

Seq #:

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Appr Code:

149292

Resp Code: 00/001

Interac AGGWQQG2771010 D3 09 7E 39 81 90 71 79 B2 80 68 80 00 F8 60

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## APPROVED Thank You

Customer Copy

\*presspost\*\*\*\*\*\*

Name I Nom

Diane Nicholls

4s.22

F6. Confirmation de la livration canadaport ca or 1 888 550-8133 pertescanada ca ou 1-888 550-6533

PG 465 255 270 CA

Name | North Climete V

Visa Cent broadway

Customer No. | N' du client

PULL HERE TO REMOVE THE CUSTOMER RECEIPT TIREZ ICI POUR ENLEVER CE RECU DU CLIENT

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RECEIPT ---REGU----

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Visa photo Fee

Confirmation

Expense report number ER22770090 was previously submitted for approval.

#### Expense Report ER22770090

TIP Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

#### **Submission Instructions**

The following are instructions on what to do with expense report envelopes and receipts:

- \* the expense report envelope must include your receipts and other supporting documents. On the outside of the envelope print your name, employee number, date, and expense report number. The expense report envelope and its contents must be filed at the location designated by your senior financial officer.
- \* your Expense Authority will be notified requesting approval for this expense report. After your Expense Authority approves this expense report, you will be notified. This expense report will be paid within 3 working days after it is approved by your Expense Authority.
- \* the expense report envelope and its contents are subject to post payment audit. These must be forwarded upon request to the Corporate Compliance and Controls Monitoring Branch for verification. Your Expense Authority may be contacted for clarification or verification purposes regarding your expense report envelope.
- \* at your option, print this page from your browser and insert into the expense report envelope.

#### **General Information**

Name **NICHOLLS**, Report Submit Date 20-DEC-DIANES.22 2019 s.22 Attachments View Expense Dates 22-OCT-Add... 2019 - 16-NOV-Is this claim for expenses while on Travel Status? Yes 2019 Report Total 3,057.69 Cost Center 7189A CAD Purpose Asia Trade Reimbursement Amount 3,057.69 Mission CAD expenses Approver **DOHAN**, **TRISHA** Original Receipts Status Required

Expense Lines Expense Allocations Weekly Summary Approval Notes [4] Business Expenses

#### **Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required		
22-Oct-2019	16.45 CAD	Tablic Transp.	Travel to Vancouver to procure business visa from Chinese Visa Centre.	•	16.45	
22-Oct-2019	13.60 CAD	Public Transp.	Travel back to helijet		13.60	

			for return flight from Vancouver.	•			
07-Nov-2019	221.43 CAD	Accommodation	Hotel in Richmond night before flight to China.	•	22	1.43	
07-Nov-2019	30.50 CAD	Meal/Per Diem	Meal while traveling		3	0.50	
07-Nov-2019	59.30 CAD	Public Transp.	Travel to airport from office.	•	<b>•</b> 5	9.30	
08-Nov-2019	51.50 CAD	Meal/Per Diem	Meals while traveling. Purchased food for meals while in flight as airline does not accommodate food allergies sufficiently.		5	1.50	
08-Nov-2019	63.00 CAD	Air you paid	seat upgrade to ticket	•	6	3.00	
10-Nov-2019	1,053.55 CAD	Accommodation	Accommodation in China. Amount is in Canadian currency.	•	1,05	3.55	
10-Nov-2019	155.09 CAD	Miscellaneous	Per Diem for Meals while traveling in China. Breakfast and Lunch. Exchanged using Oanda currency converter and table found in foreign travel guide as per Min of Finance.	•	<b>•</b>	55.09	TH!
11-Nov-2019	114.10 CAD	Miscellaneous	Per Diem for Meals while traveling in China. Lunch. Exchanged using Oanda currency converter and table found in foreign travel guide as per Min of Finance.	•		4.10	
12-Nov-2019	138.09 CAD	Miscellaneous	Per Diem for Meals while traveling in China. Dinner. Exchanged using Oanda currency converter and table found in foreign travel guide as per Min of Finance.	•	<b>1</b> 3	88.09	
13-Nov-2019	112.61 CAD	Miscellaneous	Per Diem for Meals while traveling in Japan. Lunch. Exchanged using Oanda currency converter and table found in foreign	•	<b>1</b> 11	2.61	==

			travel guide as per Min of Finance.				
15-Nov-2019	112.61 CAD	Miscellaneous	Per Diem for Meals while traveling in Japan. Lunch. Exchanged using Oanda currency converter and table found in foreign travel guide as per Min of Finance.	•	•	112.61	
15-Nov-2019	683.59 CAD	Accommodation	Accommodation while in Tokyo, Japan for Trade Mission. Amount is in Canadian currency.	•		683.59	
15-Nov-2019	64.00 CAD	Public Transp.	Travel from airport to home	•		64.00	
14-Nov-2019	55.66 CAD	Miscellaneous	Incidentals	~		55.66	
16-Nov-2019	112.61 CAD	Miscellaneous	Per Diems for day lost due to international dateline crossing.	•		112.61	
					Total	3,057.69	

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# FLIGHT CENTRE®

Address:1406 Blanshard St Victoria British Columbia V8W 2J2

Phone:250 361 3582 Fax:250 361 1416

24/7 Emergency Assist: Toll Free North America: 1 844 8735491 Collect Call: +1 416 9796799

FLIGHT CENTRE TRAVEL GROUP (CANADA) INC. dba Flight Centre

CPBC #45785 TICO#4671384 | OPC#702971 | GST #899450480 RT0001 | QST #1217890167 TQ0001

Printed Date: 01/11/2019 01:59 PM

Shannon Pike 305-780 Blanshard St Victoria BC V8W 2H1

## **Invoice**

Invoice No: s.22

Issue date: 01/11/2019 12:54 PM

Ref Booking:s.22

## Name(s) as per official travel documents

#### DIANE NICHOLLS

#### Details

Date of travel: Friday November 8, 2019

No. of travellers:

Origin: Victoria (YYJ)

Destination: Shanghai Pudong International Apt (PVG)

#### Air: Air Canada (AC)

Airline	Flight No.	Departing On	Arriving On	Origin	Destination
Air Canada ( AC )	8060	Friday November 8, 2019 10:05 AM Cabin Class: W	Friday November 8, 2019 10:36 AM	Victoria (YYJ)	Vancouver ( YVR )
Operated By /AIR C	ANADA EX	(PRESS - JAZZ			
Air Canada ( AC )	25	Friday November 8, 2019 11:50 AM Cabin Class: W	Saturday November 9, 2019 04:00 PM	Vancouver (YVR)	Shanghai Pudong International Apt ( PVG)
China Eastern Air ( MU)	537	Wednesday November 13, 2019 09:40 AM <b>Cabin Class:</b> R	Wednesday November 13, 2019 01:30 PM	Shanghai ( SHA )	Tokyo Haneda Apt ( HND )
Air Canada ( AC )	4	Friday November 15, 2019 06:30 PM Cabin Class: A	Friday November 15, 2019 10:10 AM	Tokyo Narita Apt ( NRT)	Vancouver ( YVR )
Air Canada ( AC )	8065	Friday November 15, 2019 12:10 PM Cabin Class: A	Friday November 15, 2019 12:39 PM	Vancouver ( YVR )	Victoria (YYJ)

#### Operated By /AIR CANADA EXPRESS - JAZZ

Trip Type: Multi City
Flight Centre Confirmation #: DOBFMD

Airfare (adult): 1 adult(s). \$1,504.34pp. plus taxes & surcharges of \$492.41pp. Total

\$1,996.75pp.

Date/ Time Changes: 50 CAD plus difference in fare/taxes.

Cancellation Before Departure: 400 CAD

Cancellation After Departure: NON REFUNDABLE

Nominated Calculation Currency: CAD

This is not an E-ticket. Please check your flight plan for flight details.

Total air price: \$1,996.75

#### Activities:

Name of Tour: SEAT SELECTION

Description: COMFORT FARE FOR YYJ-YVR FLIGHTS

Start date: Friday November 8, 2019

Departing: Victoria (YYJ)

Traveller(s): 1 adult(s) at \$34.00 each

Comments: Additional fees and government charges may apply (these could include gratuities,

tips,local payments, trip kitty's or food funds etc).

Nominated Calculation Currency: CAD

Total activity price: \$34.00

#### Insurance: Manulife

Type: Manulife

Policy: Premium Protection Plan
Policy Purchase Date: Thursday October 10, 2019
Policy Effective Date: Thursday October 10, 2019

Number of Insured: 1

Insurance amount prior

to departure(pp): \$1,000.00

Deductible: \$0.00

Departure date: Friday November 8, 2019 Return date: Friday November 15, 2019

Deductible (Child): \$0.00

Traveller(s): 1 Adult at \$121.00

Comments: Insurance policy is refundable within 48 hours of purchase. After this time, any

insurance policy purchased is 100% non refundable. Please note, it is your responsibility to read the travel insurance policy document given to you at the time of purchase. Exclusions due to pre-existing conditions may be applicable as it

relates your Trip Cancellation/Interruption and Emergency Medical coverage.

Please see the policy for more information.

PREMIUM PROTECTION PLAN

Plan Description

The Manulife Premium Protection Plan is designed for residents of Canada who:

a) are covered with a government health insurance plan for the policy duration;

b) are age 74 or younger (at the time of purchasing the policy);

c) are travelling for a maximum of 30 days inclusive of any extension (including the

date you leave on your trip and including the date you return home);

- d) are listed as Insured Person(s) on the confirmation of coverage and
- e) purchased the plan within 72 hours of making a deposit or initial payment on the trip travel arrangements.

Coverage includes Trip Cancellation and Trip Interruption, Travel Disruption, Emergency Medical, Baggage Loss, Damage and Delay and Travel Accident. These benefits provide coverage for ACCIDENTS, INJURIES, UNEXPECTED ILLNESSES AND OTHER UNFORESEEN EVENTS that occur during the policy period unless the event or situation causing your claim is specifically excluded in the section WHAT DOES THIS POLICY NOT COVER?

- · Family Rates available up to age 60
- No Medical Questionnaire required
- Cancel for Any Reason Benefit 80% of Non-refundable amounts 7 days or more prior to departure, 80% of Non-refundable amounts capped at \$2500, 6 days to 24 hours prior to departure.

This is a general summary only. For a full listing of benefits please read the policy as limitations and exclusions apply.

**Benefit Summary** 

Trip Cancellation Sum Insured

Trip Interruption Unlimited

Emergency Medical Up to \$10,000,000

Baggage Loss or Damage Up to \$1,500

Baggage Delay Up to \$750

Flight Accident Up to \$250,000

Travel Accident Up to \$50,000

In the event of an emergency after your departure, you must contact Active Care Management, our Assistance Centre Provider immediately:

1-855-297-4374 toll-free from the USA and Canada.

1-519-251-1584 collect where available.

Nominated Calculation Currency: CAD

Total insurance price: \$0.00

### → Change

Date Requested: Friday November 1, 2019

Apply To: Air

Change Type: Modification

Description:

Comments: Changed Victoria-Vancouver segment (only) to depart 7 November at 705PM.

Nominated Calculation Currency: CAD

Total change price: \$819.75

## Visas & Passport

Nationality	Destination Country	Visa Transit Country Required	Visa Required	Maximum Stay Permitted
Canadian (CA)	China (CN)	Yes		
Canadian (CA)	Japan (JP)	No		No visa is required for a stay of up to 90 days

#### Notes:

## Obtaining Visas Are the Customer Responsibility Passport Must Be Valid For 6 Months After Departure From Destination

It is your responsibility to have a valid passport, visa and/or other travel documentation. A passport is the only reliable and universally accepted travel and identification document. Using other documentation may result in delays or being denied boarding.

- Change of length of stay may result in a change of documentation needed to travel.
- Any Visa advice provided to you is dependent on the accuracy of the information provided by you. Visa advice is current but can change prior to your intended travel date.
- Verification of documentation requirements must be done when travel date nears.
- Failure to provide the required documents may result in being denied boarding privileges by the carrier or relevant authorities, without further recourse or the possibility of a refund.
- Cruise passengers must present a valid passport, regardless of the entry requirements for their country of embarkation.
- To re-enter Canada; non Canadian passport holders will need to provide proof of valid Canadian Permanent Residency, a valid Canadian visa or proof of outbound ticket within visa exception allowance.
- Citizens from countries other than the United States (U.S.) who do not need a visa to enter Canada will need to obtain an eTA before flying to Canada. Travellers do not need an eTA when entering Canada by land or sea.
- Immigration authorities have the sole discretion to deny entry even when the relevant documentation is provided. A Traveller with criminal history may be denied entry.
- We recommend that you inquire with the Consular Affairs Bureau for Canadians Abroad or review online the Essential Information for Canadian Travellers Guide at travel.gc.ca to satisfy personal requirements.
- For some countries, international health certificates and vaccinations are required.
- Some countries require travellers to be issued a special international driver's permit and/or international proof of insurance.

For domestic flights: all passengers must be in possession of government-issued photo identification. Children under 16 should carry proof of identity, if no photo ID is available.

#### Cancellation and Amendment Fees

Cancellation Fees - Per Passenger, Per Booking (in addition to the supplier and airline cancellation fees\*)

All Destinations - \$200.00

Amendment Fees - Per Passenger, Per Booking (in addition to the supplier and airline amendment fees\*)

Canada - \$25.00

Rest of the World - \$75.00

Flight Centre Cancellation and Amendment Fees vary when an Captains Package is purchased. Please refer to your captains package conditions if purchased. \* See above for supplier and airline cancellation fees

#### Thank You

Thank you for allowing me the opportunity to assist with your travel plans. If you have any questions do not hesitate to contact me.

Regards,

Rachael Shilling

Email: rachael.shilling@flightcentre.ca

Phone: 250 361 3582

Total Price including surcharges, taxes and fees:\$2,850.50

Ex GST/HST/QST GST

GST/HST QST

Total

Amount: \$2,850.50 \$0.00 \$0.00 \$2,850.50

This document will be a tax invoice for GST/HST/QST when full payment is made.

## Statement of Account - Booking

Date	Details	Received From	Payment Type	Debit	Credit	Balance Outstanding
Friday November 1, 2019			s.22	\$2,850.50	\$0	\$2,850.50
Wednesday October 9, 2019	PAID	SHANNON PIKE	Manual Credit s.22	\$0	\$2,030.75	\$819.75
Friday November 1, 2019	Change fee	Stacey Begon	Manual Credit s.22	\$0	\$819.75	\$0.00

Balance Outstanding - Bookings.22

\$0.00

#### **BOOKING TERMS AND CONDITIONS**

The purchase of your travel booking constitutes a contractual agreement between the traveler(s), customer(s), and/or purchaser(s), (collectively as "You" and "Traveler"), and Flight Centre Travel Group (Canada) Inc. dba Flight Centre and for leisure customers of Flight Centre Business Travel ("Flight Centre", "We", "Us") pursuant to the following terms and conditions ("Booking Terms and Conditions"):

#### AGENCY

Flight Centre acts as a travel agent only. Many, if not all, of the services that make up your travel booking are provided by independent third-party travel suppliers including without limitation, hotels, airlines, car rentals ("Travel Suppliers"). Payment of your travel booking to us, as the agent of the Travel Supplier, binds you to the terms and conditions of the Travel Suppliers, and:

- If for any reason, any Travel Supplier is unable to provide the services for which you have contracted, your remedy lies against the Travel Supplier, and not against us.
- We do not represent that any travel products or services will be suitable for you and we do not accept legal liability or responsibility for any services of a Travel Supplier that does not meet your expectations.
- We rely on the information that is provided by the Travel Suppliers to assist you to make an informed decision, but we cannot guarantee the accuracy in respect thereof.

It is possible that flight times, accommodations, and or other travel services booked may change even after the booking is completed and full payment is received. It is recommended that you familiarize yourself with the terms and conditions of the Travel Suppliers by referring to their brochures or websites. Please ensure that we have your current contact information so that we can notify you of such changes before your departure date and also while in destination. Any personalized travel requests are subject to availability and (e.g. seat or room allocation) cannot be guaranteed.

#### PRICE, AVAILABILITY AND INCREASES

Prices and availability quoted are subject to change (at the sole discretion of our Travel Suppliers and are due to space sellout/demand) at any time until full payment has been received and tickets have been issued. If the total price of the travel services is increased and the cumulative increase, except any increase resulting from an increase in retail sales tax or federal goods and services tax, is more than seven percent, you have the right to cancel the contract and obtain a full refund. Please note that all airfares and tour operator rates are subject to change without notice if full payment for booking has not been received. Flight Centre does not warrant that prices will not change until booking is paid in full and an increase must be borne and paid for upon demand either by Flight Centre, the airline, the tour operator or the Travel Supplier. In addition, please note:

• The number of nights of travel packages is based on travel dates and not the number of nights of accommodation.

Additional airport and/or hotel and/or car rental fees and government taxes (other than sales tax) may not be included in your purchase. These
are frequently collected at destination. Seat selection and resort stays may also incur fees.

#### **DEPOSITS AND FINAL PAYMENTS**

All deposits are non-refundable. Final payment is required no less than 60 days prior to departure unless otherwise stated. Some airfares or services must be paid in full at the time of booking. If final payment dates are missed itinerary will be cancelled and deposits forfeited.

#### CREDIT CARD CHARGEBACK

If for any reason, any Travel Supplier is unable to provide the services for which you have contracted, your remedy lies against the Travel Supplier, and not against Flight Centre and in the event that payment has been made to Flight Centre by credit card, you agree that you will not seek to chargeback your payment to Flight Centre. If the credit card is passed through to the Travel Supplier and you seek to chargeback your payment from the Travel Supplier, you agree to be held liable and indemnify Flight Centre against this chargeback from Travel Supplier, including without limitation any air debit memos charged to Flight Centre. If Flight Centre incurs any costs, including but not limited to legal fees to recover any payments charged back by your credit card company, you agree that you will be liable for those costs. If your credit card as the form of payment is declined, you guarantee that you will settle any amounts owing to Flight Centre via another payment method immediately. In addition, if your credit card is declined, you understand that no rates or space can be held, and no portion of your travel booking will be confirmed until which time full payment is received.

#### TRAVEL DOCUMENTATION

It is your responsibility to have a valid passport, visa and/or other travel documentation. A passport is the only reliable and universally accepted travel and identification document. Using other documentation such as travel documents or refugee status cards may result in delays or being denied boarding. We will assume that all travelers on the booking have valid Canadian passports, if this is not the case, you are required to let us know. Any fines, penalties, payments or expenditures incurred as a result of such documents not meeting the requirements of those authorities will be your sole responsibility. Please note the following requirements:

- Change of length of stay may result in a change of documentation needed to travel.
- Any visa advice provided to you is dependent on the accuracy of the information provided by you. Visa advice is current but can change prior to your intended travel date.
- Verification of documentation requirements must be done when travel date nears.
- Failure to provide the required documents may result in being denied boarding privileges by the carrier or relevant authorities, without further recourse or the possibility of a refund.
- Cruise passengers must present a valid passport, regardless of the entry requirements for their country of embarkation.
- To re-enter Canada; non-Canadian passport holders will need to provide proof of valid Canadian Permanent Residency, a valid Canadian visa or proof of outbound ticket within visa exception allowance. Citizens from countries other than the United States (U.S.) who do not need a visa to enter Canada will need to obtain an ETA before flying into Canada. Travelers do not need an ETA when entering Canada by land or sea.
- Immigration authorities have the sole discretion to deny entry even when the relevant documentation is provided. A Traveler with criminal history may be denied entry.
- We recommend that you inquire with the Consular Affairs Bureau for Canadians Abroad or review online the Essential Information for Canadian Travelers Guide at voyage.gc.ca to satisfy personal requirements.
- For some countries, international health certificates and vaccinations are required. In some cases, failure to present required vaccination documentation (e.g. Yellow Fever vaccination) may result in you being denied entry into a country. We recommend that you consult with your local doctor, travel medical service or specialist vaccination clinic before commencing your travel. General health advice for the destination you wish to visit is also available on the Government of Canada Travel and Tourism at <a href="https://travel.gc.ca/">https://travel.gc.ca/</a>
- Some countries require travelers to be issued a special international driver's permit and/or international proof of insurance.
- For domestic flights: all passengers must be in possession of government-issued photo identification. Children under 16 should carry proof of identity, if no photo ID is available.

#### TRAVEL PROTECTION

For your protection, we recommend that you purchase trip cancellation and travel accident protection. However, no representation or description of the protection made by Flight Centre to you, constitutes a binding assurance or promise about the protection. Flight Centre is not an insurance company and has no responsibility for the submission, payment or adjustment of any insurance claims. Any claims that may fall under the relevant travel protection policy must be submitted to the insurance company identified in the policy.

#### CANCELLATIONS, CHANGES AND EXCHANGES

Please be aware that, in the main, flight and travel bookings are non-refundable and non-reroutable. Any changes or amendments to itinerary or passenger(s) details are either not permitted or will incur a penalty from the airline, Travel Supplier, or Flight Centre as prescribed from time to time. Please see Invoice and Itinerary for penalty details. By acknowledging and accepting these Booking Terms and Conditions, Flight Centre is hereby authorized by you to seek to recover any refunds/credits that may be available from any airline and other Travel Suppliers from time to time. Airline tickets are generally non-refundable once travel has commenced. If you cancel or change any flight segment or portion of your travel booking, you must advise the Travel Supplier prior to the time of the initial departure of travel booking or you will lose the value of the remaining portion of your purchase. Any amendments to quantity of passengers is subject to occupancy change costs levied by the Travel Suppliers.

#### RECONFIRMING FLIGHT TIMES AND CHECK-IN

It is your responsibility to confirm your flight departure times at least 24 hours prior to departure. Some airlines will have schedule changes and your flight times may differ to what is stated on your Itinerary. We recommend that you reconfirm your onward and return flights at least 3 days prior to each journey. Flight Centre is not responsible for schedule changes.

All passengers are asked to check in at least 2 hours for domestic and 3 hours for international prior to the scheduled time of departure of their flight due to enhanced security measures. We recommend online check-in available with most airlines at least 12 hours prior to departure and for most cruises, at least 72 hours. Please note that all travelers must be present with their boarding documents, passport and visas necessary for the destination. Any passenger arriving late for check-in will be denied boarding.

#### **BAGGAGE ALLOWANCES AND RESTRICTIONS**

Be aware that not all air carriers have the same baggage allowance policy and therefore it is important to check the policy before preparing for your trip. Weight, excess and piece limitations as well as baggage fees can vary from one air carrier to the next.

#### RESPONSIBILITY

We always do our best to make sure your travel arrangements are satisfactory. However, Flight Centre and its employees, shareholders, subsidiaries, affiliates, officers, directors, successors, agents, and assigns do not own or operate any entity which provides goods and services for your travel including without limitation, accommodation, airline, vessel, motor coach, or other transportation companies, guides or guide services, local ground operators, providers or organizers of optional excursions, food service providers, etc. All such persons and entities are independent contractors and are in no way affiliated to Flight Centre or any of Flight Centre's affiliated entities.

#### LIABILITY

Flight Centre is not liable for any negligent or willful act or failure to act of any Travel Supplier or of any third party. In addition and without limitation, Flight Centre is not responsible for any injury, loss, death, inconvenience, delay, or damage to person or property in connection with the provision of any goods or services whether resulting from, but not limited to, acts of God or force majeure, illness, disease, acts of war or civil unrest, insurrection or revolt, animals, strikes or other labor activities, criminal or terrorist activities of any kind, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation, or for any failure of any transportation mechanism to arrive or depart on time. Also be advised that certain foreign facilities such as air-conditioning systems in public places, hotels and motor coaches may not be up to Canadian standards. If due to weather, flight schedules or other uncontrollable factors you are required to spend additional night(s), you will be responsible for your own hotel, transfers and meal costs. Baggage is entirely at owner's risk. You may see the name Flight Centre affixed to motor vehicles, on signs around the hotel or elsewhere. This use of our name is purely for reasons of identification and does not denote ownership, supervision, or control by Flight Centre in any way. The prices of these tours are based on rates in effect (including foreign exchange rates) at the time of printing and are subject to change without notice. Under circumstances where liability cannot be excluded, such liability is limited to the value of the purchased travel arrangements. You specifically agree that Flight Centre is not liable for any consequential loss or damage.

#### TRAVELLING WITH CHILDREN

Whether travelling alone or accompanied by an adult, each child must travel with his/her own travel documents, a passport and appropriate visa, plus supporting documentation: i.e. birth certificate showing the names of both parents and/or legal documents pertaining to custody.

- An adult travelling with minor children is strongly advised to hold a notarized letter of travel consent signed by other parent(s) or guardian(s) with legal custody. The letter must include the signor's address, phone details, authorization to travel, the destination and length of stay.
- If a parent/guardian is divorced or deceased, a custody document or death certificate is recommended.

- For unaccompanied minors travelling please provide the details of the person who is responsible for meeting the minor at the destination to your travel agent and the airline.
- It is your responsibility to obtain all documents including those for infants and children, as required by relevant government authorities of the country you are visiting.
- Some countries have very specific regulations regarding cases where both parents are not travelling with a child. We recommend you obtain information from the consulate of destination.
- Further information regarding children and travel is available with the Government of Canada Travel and Tourism at https://travel.gc.ca/

### NOTICE TO TRAVELERS

Travelers should be aware that different living standards and practices may exist outside of Canada including but not limited to: provision of utilities, e.g. Water and electricity; accommodations; services of all kinds; food; food preparation and water quality, and therefore:

- Flight Centre shall not be held responsible for any loss, damage, illness or injury resulting from different living standards. Keep the state of the local economy and the country's level of development in mind.
- The quality of hotels advertised by our Travel Suppliers has been rated in accordance with the normal standard of the destination and could be different from the standard of Canadian hotels. There is no international standard and they can vary greatly.
- Hotel ratings also vary between one Travel Supplier than another for the same product. We recommend that you inform yourself on the amenities
  and reviews of accommodations before deciding.
- Service may be interrupted at any time for renovations, maintenance, or construction. Flight Centre is an agent only and cannot be held responsible for quality or interruptions of service.
- Do ask questions and research on your own to ensure that are you are prepared for every eventuality.
- It is possible that you will encounter minor difficulties that are sometimes unavoidable and uncontrollable. Please initially attempt to address the situation locally directly with Travel Supplier(s) and then contact your consultant.
- Cruise lines generally collect pre-paid gratuities at time of check-in and possibly fuel surcharge. Please refer to your cruise documentation or
  inquire with your travel consultant.
- Many independent Travel Suppliers require the presentation of a major credit card at the commencement of service to cover any additional
  incidentals and/or for potential damages. It is recommended that there is \$1000.00 of available funds on the credit card.

#### PRIVACY POLICY

Flight Centre is committed to protecting the privacy of its clients. Flight Centre collects personal information for the purposes outlined in <a href="https://www.flightcentre.ca/info/privacy">https://www.flightcentre.ca/info/privacy</a>, the paramount reason of which is to deliver and provide various travel services and products. Flight Centre will also provide personal information to trusted third parties Flight Centre contracts with. These third parties may get in touch with you in order to enhance the quality of service you receive from us. By agreeing to these terms, you agree that we may use and disclose your personal information in the ways set out above and in our privacy policy.

#### ELECTRONIC OR HANDWRITTEN SIGNATURE

Both parties agree that you may acknowledge and agree to these Booking Terms and Condition: (i) electronically; (ii) by handwritten signature; (iii) by any other electronic means, including without limitation acknowledgement via email acceptance of these Booking Terms and Conditions; or (iv) by your implied consent deemed via your actions which shall include without limitation the payment of the Invoice and/ or your use of the Services provided by Flight Centre or any other Travel Supplier related to your booking. All such means will be deemed to constitute effective acknowledgement and execution of this Agreement and shall be sufficient to bind the parties to the terms and conditions of this Agreement.

#### GOVERNING LAW

This Agreement is governed by and is to be construed and interpreted in accordance with the Laws of the Province of British Columbia and the Laws of Canada applicable in that Province. The parties submit to the exclusive jurisdiction of the Courts of Vancouver, British Columbia to resolve any disputes which may arise in relation to this Agreement and/or sale in general by Flight Centre to the client.

We strongly recommend that you re-confirm your flights at least 24 hours prior to departure time

### Acknowledgement:

I acknowledge as set out above, in addition to any actions I may take to construe implied consent, that by signing this Invoice by hand or electronically that I have read, understood and agreed (on behalf of myself and all travelers included in this booking) to be bound by the terms and conditions of this Invoice including without limitation the Booking Terms and Conditions.				
Signature:				
oignature.	Daled.			