

McGregor, Cara GCPE:EX

From: McGregor, Cara GCPE:EX
Sent: August 3, 2018 4:55 PM
To: Carruthers, Dana GCPE:EX; Dalzell, Danielle GCPE:EX; Horlor, Shannon GCPE:EX; Jones, JJ GCPE:EX; Kouri, Rosa GCPE:EX; Thaw, Sara GCPE:EX
Cc: Richards, Erin PREM:EX; Aaron, Sage PREM:EX
Subject: Process update: Signoff on PO materials

Hi everyone,

Please note the following process updates for PO approvals:

- 1) Unless otherwise specified, the project lead is responsible for submitting materials to PO (after securing internal approvals).
- 2) Keep the subject line brief and focus on the action you need. E.g. FOR SIGNOFF: Topic, Date
- 3) Attach all files for your event/announcement. If extra documents are forthcoming, provide an ETA for when they'll be received.
- 4) Include your final deadline in the body of the email. (We are setting new benchmarks for deadlines — coming soon!)
- 5) Email the package to Sage Aaron, copying Erin Richards.
- 6) If the deadline is fast approaching and you haven't heard back, ping Erin Richards who can facilitate signoff at PO.

Thanks,
Cara

Cara McGregor

Executive Director | Cabinet Priorities | Government Communications and Public Engagement

Cara.McGregor@gov.bc.ca

McGregor, Cara GCPE:EX

From: McGregor, Cara GCPE:EX
Sent: August 9, 2018 7:23 AM
To: Thaw, Sara GCPE:EX
Cc: Brandt, Charisma L GCPE:EX
Subject: Re: Last minute help with booking travel

Hi Charisma,

Sarah's travel was requested by ADM Robb Gibbs. I approve the expense on that basis.

Cara McGregor

On Aug 8, 2018, at 11:01 PM, Thaw, Sara GCPE:EX <Sara.Thaw@gov.bc.ca> wrote:

Hi Charisma,

Can you help me book my travel from Vancouver to Kamloops tomorrow? There was a last-minute change of plans. I want to take the 12:50 flight from Vancouver to Kamloops. Return on Friday morning.

I'll cancel the Harbour Air flight.

Please give me a call to see if this is possible in the a.m.

Thank you, in advance, for prioritizing this request.

Warmly,
Sara Thaw
250-812-2016

Sent from my iPhone

On Aug 3, 2018, at 11:22 AM, Brandt, Charisma L GCPE:EX <Charisma.Brandt@gov.bc.ca> wrote:

Good morning ladies, here are your confirmations for your flights and hotels in Vancouver. Cara has kindly reserved the rooms under her personal card and I understand has arranged for each of you to pay for your own expenses while in Vancouver. I'll send a separate email with information on how to set up lexpenses for reimbursement if you haven't already done so.

Your flights are via Harbour Air, confirmations are in the attached email. Please arrive a half hour before departure. You won't need tickets for these flights as they are booked via our Turbobucks account.

Depart Victoria Aug 8 @ 2:30 pm

Depart Vancouver Aug 9 @ 9:00 am

Hotel: ^{s.15} **\$209 per room per night gov't rate**, 48 hours cancellation policy.

Please bring your government ID and proof of business travel.

Confirmation:

Rosa – ^{s.22}

Sara –

Cara - s.22

Please let me know if you need any changes made or if I can do anything else for you.

Thank you,

Charisma Brandt

Financial Services Coordinator

Government Communications and Public Engagement

778-698-3308

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