

This form must be used for all out-of-province travel requests. It may, at the discretion of ministries, be used for in-province travel requests

COLUMBIA	It may, at the discret	tion of ministrie	es, be used for in-p	rovince trave	el requests.	ESTIMATED CO	STS (IN CAN. \$)
The Best Place on Earth	Out-of-Provi	ince 🗙	Out-of-Canada	In-Pro	vince	Transportation	5,000
MINISTRY / ENTITY / CORPORATE	NAME (IF CONTRACTOR)				VOTE	Meals	
Government Communi	cations and Public Engage	ment					4,500
EMPLOYEE NAME					EMPLOYEE ID.	Lodging	
Marlene Behrens						Overtime	
POSITION				BARGAINING	UNIT / GROUP NO.	Fees	
Director of Events						Other	1,000
BRANCH / LOCATION / REGION							
DATE DEPARTING	DATE RETURNING	NO. OF WORK	DAYS AWAY	ESTIMATED	OVERTIME CLAIM		
YYYY / MM / DD	YYYY/MM/DD 2023/06/07				HOURS		
IDENTITY OF ORGANIZATION (OT	HER THAN PROV. OF B.C.) PAYING ANY OF	F THE COSTS					
N / A, OR:						SUB TOTAL	
DESTINATIONS						Less Costs paid by others	
						TOTAL COSTS	
METHOD OF TRAVEL					SIGNATURES		
Air			Refer to		4 Policy 1 and 10.4.4 EASE SIGN ONE BOX		thorities.
PURPOSE OF TRAVEL			DIRECTOR				
Give details of event to be attention benefits to Ministry, etc.	nded, project name / number, progran	n involved,	APPROV	ED	NOT APPROV		DATE SIGNED (YYY / MM / DD
			ASSISTANT DEPUTY		NOT APPROV	ED	DATE SIGNED
							(YYY / MM / DD
			DEPUTY MINISTER APPROV	FD	NOT APPROV	FD	DATE SIGNED
							YYYY/MM/DD
			MINISTER				
EMPLOYEE'S SIGNATURE		TE SIGNED 'Y / MM / DD	APPROV	ED	NOT APPROV		DATE SIGNED (YYY / MM / DD
Mahizata							

FIN 99/WEB Rev. 2008/10/08

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Purpose of Travel – include a clear statement of the reason for the proposed travel.

Estimated Costs (in Can. \$) – provide an approximate calculation of the total costs to be incurred.

Approval Authorities – required by CPPM 10.3.4 policy 1 (per TB Directive 4/04):

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Request for Expense Reimbursement



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COLUMBIA The Best Place on Earth	It may, at the discret			rovince trave	el requests.	ESTIMATED CO	STS (IN CAN. \$)
	Out-of-Prov	ince 🗙	Out-of-Canada	In-Prov		Transportation	6,000
MINISTRY / ENTITY / CORPORATE	E NAME (IF CONTRACTOR)				VOTE	Meals	
Government Commun	ications and Public Engage	ment					4,500
EMPLOYEE NAME					EMPLOYEE ID.	Lodging	
Marlene Behrens						Overtime	
POSITION				BARGAINING	UNIT / GROUP NO.	Fees	
Director of Events						Other	1,000
BRANCH / LOCATION / REGION						· · · · · · · · · · · · · · · · · · ·	
DATE DEPARTING	DATE RETURNING	NO. OF WORK	DAYS AWAY	ESTIMATED C	OVERTIME CLAIM		
YYYY / MM / DD	2023/06/07				HOURS		
IDENTITY OF ORGANIZATION (OT	HER THAN PROV. OF B.C.) PAYING ANY O	F THE COSTS				SUB TOTAL	
DESTINATIONS						Less Costs paid by others	
						TOTAL COSTS	
METHOD OF TRAVEL					SIGNATURES		
Air			Refer to 0		4 Policy 1 and 10.4.4 EASE SIGN ONE BOX		uthorities.
PURPOSE OF TRAVEL	anded project name / number program	ninvolvod	DIRECTOR APPROV	ED	NOT APPROV	ED	DATE SIGNED
benefits to Ministry, etc.	ended, project name / number, prograr	n involved,	APPROV	ED	NOT APPROV		YYYY / MM / DD
			ASSISTANT DEPUTY	MINISTER			
			APPROV	ED	NOT APPROV		DATE SIGNED YYYY / MM / DD
			DEPUTY MINISTER				
			APPROV	ED	NOT APPROV		DATE SIGNED YYYY / MM / DD
			MINISTER				
EMPLOYEE'S SIGNATURE	YYY	TE SIGNED YY / MM / DD	APPROV	ED	NOT APPROV		DATE SIGNED YYYY / MM / DD
Materization	-						

FIN 99/WEB Rev. 2008/10/08

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BRITISH
Columbia
The Best Place on Earth

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COLUMBIA The Best Place on Earth	it may, at t	ne discretion of m		,		el requests.	ESTIMATED	COSTS (IN CAN. \$)
		it-of-Province	×o	ut-of-Canada	In-Pro	vince	Transporta		6,150
MINISTRY / ENTITY / CORPORATE	NAME (IF CONTRACTOR)					VOTE	· ·		2,204
Government Communi	cations and Public I	Engagement					Meals		3,768
EMPLOYEE NAME						EMPLOYEE ID.	Lodging		3,700
Marlene Behrens		DID					Overtime		
					D 4 D 6 H 1 H 1 H		Fees		
POSITION					BARGAINING	UNIT / GROUP NO.	Other tax	i, etc.	1,050
Director events					Group 2				
BRANCH / LOCATION / REGION									
DATE DEPARTING	DATE RETURNING	NO OF	WORKDA	VS AWAY	ESTIMATED	OVERTIME CLAIM			
YYYY/MM/DD	YYYY/MM/D		WORKDA		LOTIMATED				
2023/04/15	2023/04/2	6		8		HOURS			
IDENTITY OF ORGANIZATION (OT	HER THAN PROV. OF B.C.) PAY	ING ANY OF THE CO	STS				· · · · · · · · · · · · · · · · · · ·		
N/A, OR:							SUB TOTAL		13,172
DESTINATIONS							Less Costs paid by oth	1	
							paid by oth	ers	
Japan, South Korea, P	hilippines						TOTAL CO	STS	13,172
METHOD OF TRAVEL						SIGNATURES			
Air				Refer to		.4 Policy 1 and 10.4.4 EASE SIGN ONE BOX		al authori	ties.
PURPOSE OF TRAVEL				DIRECTOR	F L	EASE SIGN ONE BO	N ONLI		
Give details of event to be atte benefits to Ministry, etc.	nded, project name / numb	er, program involve	ed,	APPRO	/ED	NOT APPROV	ED		SIGNED / MM / DD
Advance for the Premi	er's mission to Asia	Project #							
5143074.									
				ASSISTANT DEPUTY					
				APPRO	VED	NOT APPROV	ED		SIGNED / MM / DD
				1.0 11		-		2023/	03/03
				/ 000	Math			2023/	55/05
			_	DEPUTY MINISTER	VED	NOT APPROV	ED	DATE	SIGNED
									/ MM / DD
			ŀ	MINISTER					
EMPLOYEE'S SIGNATURE		DATE SIGNE YYYY / MM / D		APPRO	/ED	NOT APPROV	ED		SIGNED / MM / DD
Matilian								(111)	
<i>""</i>		2023/03/	07						

FIN 99/WEB Rev. 2008/10/08

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		of-Province	X Out-of-Canada	In-Prov		Transportation	n 6,150
MINISTRY / ENTITY / CORPORATE	NAME (IF CONTRACTOR)				VOTE	Meals	2,204
Government Communi	cations and Public Er	ngagement					3,768
EMPLOYEE NAME					EMPLOYEE ID.	Lodging	
Marlene Behrens						Overtime	
POSITION				BARGAINING	UNIT / GROUP NO.	Fees	
Director of Events				Group 2		_{Other} taxi, e	etc. 1,050
BRANCH / LOCATION / REGION						·	
DATE DEPARTING	DATE RETURNING	NO. OF V	VORKDAYS AWAY	ESTIMATED C	VERTIME CLAIM		
2023/04/14	2023/04/26		8		HOURS		
IDENTITY OF ORGANIZATION (OT	HER THAN PROV. OF B.C.) PAYING	G ANY OF THE COS	TS			· · · · · · · · · · · · · · · · · · ·	
N / A, OR:						SUB TOTAL	13,172
DESTINATIONS						Less Costs paid by others	3
Japan, South Korea, S	ingapore					TOTAL COSTS	s 13,172
METHOD OF TRAVEL					SIGNATURES	<u> </u>	
Air			Refer to		4 Policy 1 and 10.4.4 EASE SIGN ONE BO		authorities.
PURPOSE OF TRAVEL Give details of event to be atte	nded, project name / number.	program involved	DIRECTOR	ED	NOT APPROV	/ED	DATE SIGNED
benefits to Ministry, etc.			,				YYYY / MM / DD
Advance for the Premi 5143074.	er's mission to Asia. F	Project #					
			ASSISTANT DEPUTY	MINISTER			
			APPROV	ED	NOT APPROV	ED	DATE SIGNED YYYY / MM / DD
			DEPUTY MINISTER				
			APPROV	ED	NOT APPROV	ED	DATE SIGNED YYYY / MM / DD
			Maller	Math		2	023/04/03
EMPLOYEE'S SIGNATURE		DATE OLONES	MINISTER	50			
		DATE SIGNED YYYY / MM / DI		ED	NOT APPROV	ED	DATE SIGNED YYYY / MM / DD
Muhizator		2023/04/0	3				

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The Best Place on Earth		-Province	X Out-of-Canada	In-Prov	vince	Transportation	5,000
MINISTRY / ENTITY / CORPORATE N	NAME (IF CONTRACTOR)				VOTE	Meals	2,500
Government Communic	ations and Public Eng	gagement					4,500
EMPLOYEE NAME					EMPLOYEE ID.	Lodging	
Marlene Behrens					s.22	Overtime	
POSITION				BARGAINING	UNIT / GROUP NO.	Fees	
Director of Events				Group 2		_{Other} taxi, et	<u>ic</u> 1,000
BRANCH / LOCATION / REGION		VC	DID				
DATE DEPARTING	DATE RETURNING	NO. OF W	ORKDAYS AWAY	ESTIMATED 0	OVERTIME CLAIM		
2023/05/26	2023/06/07		8		HOURS		
IDENTITY OF ORGANIZATION (OTH	ER THAN PROV. OF B.C.) PAYING	ANY OF THE COST	S				
N / A, OR:						SUB TOTAL	13,000
DESTINATIONS						Less Costs paid by others	
Japan, South Korea, Sir	ngapore					TOTAL COSTS	13,000
METHOD OF TRAVEL					SIGNATURES		
Air			Refer to		4 Policy 1 and 10.4.4 EASE SIGN ONE BOX		thorities.
PURPOSE OF TRAVEL Give details of event to be atten	ded_project_pame / number_p	rogram involved	DIRECTOR	/ED	NOT APPROV	FD	DATE SIGNED
benefits to Ministry, etc.	ded, project name / nambel, p	rogram involved,		20	Nor Arthov		YYYY / MM / DD
Project # 5143074 Premier's Mission to As	ia						
			ASSISTANT DEPUTY	MINISTER			
			APPROV	/ED	NOT APPROV		DATE SIGNED (YYY / MM / DD
			DEPUTY MINISTER				
			APPROV	/ED	NOT APPROV		DATE SIGNED (YYY / MM / DD,
			Malle	Matti)23/05/01
			MINISTER				
EMPLOYEE'S SIGNATURE		DATE SIGNED YYYY / MM / DD	APPROV	/ED	NOT APPROV		DATE SIGNED (YYY / MM / DD
Makizeta		2023/05/01					

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COLUMBIA	It may, at th	le discretion of mi	inistries, be used for	in-province tra	avel requests.	ESTIMATED COST	TS (IN CAN. S)
The Best Place on Earth	Out	of-Province	X Out-of-Canada	a 🗌 In-P	rovince	Transportation	5,200
MINISTRY / ENTITY / CORPORATE N	AME (IF CONTRACTOR)				VOTE		2,500
Government Communica	ations and Public E	Engagement				Meals	4,500
EMPLOYEE NAME					EMPLOYEE ID.	Lodging	4,500
Marlene Behrens					s.22	Overtime	
						Fees	
POSITION				BARGAINI	NG UNIT / GROUP NO.	_{Other} taxi, etc	1,000
Director of Events		OID		Group	2		
BRANCH / LOCATION / REGION	V						
DATE DEPARTING	DATE RETURNING	NO. OF V	WORKDAYS AWAY	ESTIMATE	D OVERTIME CLAIM		
YYYY / MM / DD	YYYY/MM/DD			LOTIMATE	D OVERTIME CEAM		
2023/05/26	2023/06/07	7	8		HOURS		
IDENTITY OF ORGANIZATION (OTHE	R THAN PROV. OF B.C.) PAY	NG ANY OF THE COS	STS				
N/A, OR:						SUB TOTAL	13,200
DESTINATIONS						Less Costs paid by others	
						paid by others	
Japan, South Korea, Sin	igapore					TOTAL COSTS	13,200
METHOD OF TRAVEL					SIGNATURES	•	
Air			Refe		.3.4 Policy 1 and 10.4.4 PLEASE SIGN ONE BO		orities.
PURPOSE OF TRAVEL			DIRECTOR		LEASE SIGN ONE BO		
Give details of event to be attend benefits to Ministry, etc.	led, project name / numbe	r, program involved	i, AP	PROVED	NOT APPROV		ATE SIGNED 'YY / MM / DD
JEDI Project # 5143074							
Premier's Mission to Asi	а						
				PUTY MINISTER			
			AP	PROVED	NOT APPROV		ATE SIGNED 'YY / MM / DD
						I	
			DEPUTY MINIS	rer Proved	NOT APPROV	(ED D	ATE SIGNED
							YY / MM / DD
			Mal	lellatt			
			MINISTER				
EMPLOYEE'S SIGNATURE		DATE SIGNED) AP	PROVED	NOT APPROV		ATE SIGNED
M. LD.L		YYYY/MM/DI				ŶŶ	YY / MM / DD
Mahizeta							
					1	1	

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		t-of-Province	× Out	t-of-Canada	In-Pro		. Transportat	on6,0	000
MINISTRY / ENTITY / CORPORATE N	NAME (IF CONTRACTOR)					VOTE	Meals		500
Government Communic	cations and Public E	Engagement							500
EMPLOYEE NAME						EMPLOYEE ID.	Lodging		
Marlene Behrens						s.22	Overtime		
POSITION					BARGAINING	UNIT / GROUP NO.	Fees		
Director of Events					Group 2		_{Other} taxi	, etc 1,t	000
BRANCH / LOCATION / REGION									
DATE DEPARTING	DATE RETURNING	NO. OF	- WORKDAYS	AWAY	ESTIMATED (OVERTIME CLAIM	· · · · · · · · · · · · · · · · · · ·		
YYYY / MM / DD	YYYY / MM / DD								
2023/05/26	2023/06/07		8			HOURS			
IDENTITY OF ORGANIZATION (OTH	ER THAN PROV. OF B.C.) PAYI	ING ANY OF THE CO	STS						
N / A, OR:							SUB TOTAL	14,0	000
DESTINATIONS							Less Costs paid by othe	rs	
Japan, South Korea, Si	ngapore						TOTAL COS	44.0	000
METHOD OF TRAVEL						SIGNATURES			
Air				Refer to		4 Policy 1 and 10.4.4 EASE SIGN ONE BO		authorities.	
PURPOSE OF TRAVEL	· · · · · · · ·			RECTOR					
Give details of event to be atten benefits to Ministry, etc.	ided, project name / numbe	er, program involve	ed,	APPROV	ED	NOT APPROV	ED	DATE SIGNED YYYY / MM / DD	
JEDI Project # 5143074									
Premier's Mission to As	ia								
			A	SSISTANT DEPUTY		NOT APPROV	ED	DATE SIGNED	
								YYYY / MM / DD	
			Di	EPUTY MINISTER					
				APPROV	'ED	NOT APPROV	ED	DATE SIGNED YYYY / MM / DD	
				holla	Math			2023/05/03	3
			M	INISTER					
EMPLOYEE'S SIGNATURE		DATE SIGNE YYYY / MM / D	D	APPROV	ΈD	NOT APPROV	ED	DATE SIGNED YYYY / MM / DD	
Mahizeta		2023/05/0	03						

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Request for Expense Reimbursement

From:	Behrens, Marlene GCPE:EX
То:	GCPE Travel Requests GCPE:EX
Subject:	RE: Travel authorization - Asia advance
Date:	March 7, 2023 6:35:20 PM
Attachments:	Marlene Behrens TA for Asia Spring 2023 Mission Advance.pdf

Hi Kayli,

Apologies for the delay- form attached with signature here.

Thanks,

Marlène Behrens I Events & Corporate Planning B.C. Government Communications and Public Engagement <u>Marlene.behrens@gov.bc.ca</u> | cell: 778-584-1253 | Pronouns: she/her/hers

From: GCPE Travel Requests GCPE:EX <GCPETravel@gov.bc.ca> Sent: March 6, 2023 9:26 AM To: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca> Cc: GCPE Travel Requests GCPE:EX <GCPETravel@gov.bc.ca> Subject: FW: Travel authorization - Asia advance

Good morning Marlene,

Can I please ask you to also sign and date the form? Krista had trouble getting the date, but I was able to add. I can do the same for you if needed. Signature can be digital, that's totally fine.

Also, I'm hoping you can give me some ideas of the itinerary if possible so I can start putting some reservations together for you. Whatever info you can provide would be helpful.

Thanks!

Kayli Rider (she/her) Financial Services Coordinator Budgets & Financial Services Branch Government Communications and Public Engagement 250.940.8684

Grateful to be living, learning and working on the traditional territory of the Lekwungen peoples

From: Janssen, Krista GCPE:EX <<u>Krista.Janssen@gov.bc.ca</u>> Sent: March 6, 2023 9:08 AM To: GCPE Travel Requests GCPE:EX <<u>GCPETravel@gov.bc.ca</u>> Subject: RE: Travel authorization - Asia advance HI Kayli,

It wasn't allowing me to enter a date on the form, just a signature. Is this something you can add in. It is signed and looks like Marie approved it on March 3.

Thanks,

Krista Executive Administrative Assistant to Sage Aaron Desk:236-478-3735 Cell: 250-880-5855

From: GCPE Travel Requests GCPE:EX <<u>GCPETravel@gov.bc.ca</u>> Sent: March 3, 2023 5:58 PM To: Janssen, Krista GCPE:EX <<u>Krista.Janssen@gov.bc.ca</u>> Cc: GCPE Travel Requests GCPE:EX <<u>GCPETravel@gov.bc.ca</u>> Subject: FW: Travel authorization - Asia advance

Hi Krista,

Can I please ask you to help with getting Marie's signature and approval date on this form? Either digital or physical is fine, just need it to be on the form itself.

Thanks so much!

Kayli Rider (she/her) Financial Services Coordinator Budgets & Financial Services Branch Government Communications and Public Engagement 250.940.8684

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From: Della Mattia, Marie GCPE:EX <<u>Marie.DellaMattia@gov.bc.ca</u>
Sent: March 3, 2023 4:12 PM
To: Behrens, Marlene GCPE:EX <<u>Marlene.Behrens@gov.bc.ca</u>>; GCPE Travel Requests GCPE:EX <<u>GCPETravel@gov.bc.ca</u>>
Cc: Devereux, Rick GCPE:EX <<u>Rick.Devereux@gov.bc.ca</u>>
Subject: Re: Travel authorization - Asia advance

Approved

Thanks! Marie

Marie Della Mattia she/her Deputy Minister Government Communications and Public Engagement Phone: (250) 886-3455

We live and work on the land of the ləkʷəŋən People, known today as the Esquimalt and Songhees Nations

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From: "Behrens, Marlene GCPE:EX" <<u>Marlene.Behrens@gov.bc.ca</u>>
Date: Friday, March 3, 2023 at 4:08 PM
To: "GCPE Travel Requests GCPE:EX" <<u>GCPETravel@gov.bc.ca</u>>, "Della Mattia, Marie GCPE:EX" <<u>Marie.DellaMattia@gov.bc.ca</u>>
Cc: Rick Devereux <<u>Rick.Devereux@gov.bc.ca</u>>
Subject: Travel authorization - Asia advance

Hi,

Please find attached my TA for advancing the Premier's mission to Asia this Spring. I'm including Marie here as I believe her authorization is required.

Please let me know if any additional information or approvals are needed.

Thank you,

Marlène Behrens I Events & Corporate Planning B.C. Government Communications and Public Engagement <u>Marlene.behrens@gov.bc.ca</u> | cell: 778-584-1253 | Pronouns: she/her/hers Kayli Rider (she/her) Financial Services Coordinator Budgets & Financial Services Branch Government Communications and Public Engagement 250.940.8684

Grateful to be living, learning and working on the traditional territory of the Lekwungen peoples

From: Sheila McPhail <smcphail@Maritimetravel.ca>
Sent: Wednesday, May 3, 2023 11:23 AM
To: Rider, Kayli E GCPE:EX <Kayli.Rider@gov.bc.ca>
Subject: RE: Marlene Behrens flights

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

I tried, but the airlines can change their pricing at any time. I'm sorry, but... Thank You Sheila McPhail

Dir 778 279 2752 Expert Advice | Personal Attention | Peace of Mind | Convenience and Time Savings | Trust

From: Rider, Kayli E GCPE:EX <<u>Kayli.Rider@gov.bc.ca</u>> Sent: Wednesday, May 3, 2023 11:22 AM To: Sheila McPhail <<u>smcphail@Maritimetravel.ca</u>> Subject: [EXTERNAL] RE: Marlene Behrens flights

Hi Sheila,

Wasn't this held at that price until 3pm today?

Thanks!

Kayli Rider (she/her) Financial Services Coordinator Budgets & Financial Services Branch Government Communications and Public Engagement 250.940.8684

Grateful to be living, learning and working on the traditional territory of the Lekwungen peoples

From: Sheila McPhail <<u>smcphail@Maritimetravel.ca</u>> Sent: Wednesday, May 3, 2023 11:15 AM To: Rider, Kayli E GCPE:EX <<u>Kayli.Rider@gov.bc.ca</u>> Subject: RE: Marlene Behrens flights

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

Hi Kayli

You're going to hate me but the economy fare has gone up for UA... \$1339. And premium economy is now \$4730. Thank You

Sheila McPhail

Dir 778 279 2752

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From: Rider, Kayli E GCPE:EX <<u>Kayli.Rider@gov.bc.ca</u>> Sent: Wednesday, May 3, 2023 11:07 AM To: Sheila McPhail <<u>smcphail@Maritimetravel.ca</u>> Subject: [EXTERNAL] RE: Marlene Behrens flights

Good morning Sheila,

We'd like to go ahead and book the flights as follows:

Option #1 \$3113 premium NH 115E 26MAY VANCOUVER-HANEDA 445P 650P+ Plus: CHG/CXL: Chg fee \$0, non-refundable(CXL fee), fare difference may apply.

Option #2 \$358 KE2106K 31MAY HANEDA-SEOUL, GIMPO 920A 1145A Econo: CHG/CXL: Chg fee JPY 8000, JPY 10000 non-refundable, fare difference may apply.

Option #3 \$910 SQ 611Y 03JUN SEOUL S KOREA-SINGAPORE 1120A 450P Econo: CHG/CXL: Chg fee \$0, \$50 USD non-refundable, fare difference may apply.

Option #4Econo \$655UA2A 07JUN SINGAPORE-SAN FRANSISCO845A 905A

UA2051B 07JUN SAN FRANSISCO-VANCOUVER 1045A 108P Econo: CHG/CXL: Chg fee \$199 USD, non-refundable, fare difference may apply.

Please include the purchase of s.22on the Singapore-San Fran flight. If possible s.22s.22Please let me know if you have any questions, and let me know when you're
ready for me to call with payment info.

Thanks so much for all of your help!

Kayli Rider (she/her) Financial Services Coordinator Budgets & Financial Services Branch Government Communications and Public Engagement 250.940.8684

Grateful to be living, learning and working on the traditional territory of the Lekwungen peoples

From: Sheila McPhail <<u>smcphail@Maritimetravel.ca</u>> Sent: Tuesday, May 2, 2023 2:26 PM To: Rider, Kayli E GCPE:EX <<u>Kayli.Rider@gov.bc.ca</u>> Subject: RE: Marlene Behrens flights

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

Hi Kayli

Yes, to purchase economy on the UA segments the cost would be \$655 + \$95 CAD **s.22** . That does not include the San Fran to Vancouver seat. No, we can't make a seat reservation until the ticket is issued. I may need to purchase the seat on the UA website, this is what I mean by may need to purchase in USD. They price would be similar, once it showed up on your card.

Yes, the price difference is roughly \$4000. Thank You

Sheila McPhail

Dir 778 279 2752

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From: Rider, Kayli E GCPE:EX <<u>Kayli.Rider@gov.bc.ca</u>> Sent: Tuesday, May 2, 2023 2:22 PM To: Sheila McPhail <<u>smcphail@Maritimetravel.ca</u>> Subject: [EXTERNAL] RE: Marlene Behrens flights Hi Sheila,

So the total for the return would be \$655 + \$95s.22 — either USD or CAD, right? The price difference for Prem Econ for this flight is about \$4,000? Just wanting to confirm my understanding before submitting updated request.

Also, is **s**.22 purchase also a reservation that can be held, same as the ticket itself, until we get our approval update?

Thanks again!

Kayli Rider (she/her) Financial Services Coordinator Budgets & Financial Services Branch Government Communications and Public Engagement 250.940.8684

Grateful to be living, learning and working on the traditional territory of the Lekwungen peoples

From: Sheila McPhail <<u>smcphail@Maritimetravel.ca</u>> Sent: Tuesday, May 2, 2023 2:18 PM To: Rider, Kayli E GCPE:EX <<u>Kayli.Rider@gov.bc.ca</u>> Subject: RE: Marlene Behrens flights

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

Hi Kayli

The system wouldn't give me the s.22 on the UA segment. But I just looked it up again, & it gives me \$95CAD but it may need to be purchased in USD.

Thank You

Sheila McPhail

Dir 778 279 2752

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From: Rider, Kayli E GCPE:EX <<u>Kayli.Rider@gov.bc.ca</u>> Sent: Tuesday, May 2, 2023 2:10 PM To: Sheila McPhail <<u>smcphail@Maritimetravel.ca</u>> Subject: [EXTERNAL] RE: Marlene Behrens flights

Hi Sheila,

Just wanting to clarify the prices on the final flights from Singapore to Vancouver. From what I can see, it looks like Econ is \$655 total, and Prem Econ is \$4710. Is that correct? And you had mentioned something about an option to book Econ with s.22 on that flight. Is that available, and if so, what would be the cost?

Thanks so much!

Kayli Rider (she/her) Financial Services Coordinator Budgets & Financial Services Branch Government Communications and Public Engagement 250.940.8684

Grateful to be living, learning and working on the traditional territory of the Lekwungen peoples

From: Sheila McPhail <<u>smcphail@Maritimetravel.ca</u>> Sent: Tuesday, May 2, 2023 1:49 PM To: Rider, Kayli E GCPE:EX <<u>Kayli.Rider@gov.bc.ca</u>> Subject: FW: Marlene Behrens flights

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

Hi Kayli

Here is the comparison for the premium economy. Thank You

Sheila McPhail

Dir 778 279 2752

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From: Sheila McPhail
Sent: Tuesday, May 2, 2023 1:09 PM
To: Rider, Kayli E GCPE:EX <<u>Kayli.Rider@gov.bc.ca</u>>
Subject: Marlene Behrens flights

Hi Kali

I've rebooked Marlene's flights. The first flight has gone up as the original code is no longer available.

Let me know when you are ready.

Option #1\$3113 premium econo\$1132 econoNH 115E 26MAY VANCOUVER-HANEDA445P 650P+

Plus: CHG/CXL: Chg fee \$0, non-refundable(CXL fee), fare difference may apply. Econo: CHG/CXL: Chg fee <u>!non changeable!</u>, non-refundable, fare difference may apply.

Option #2 \$358 KE2106K 31MAY HANEDA-SEOUL, GIMPO 920A 1145A Econo: CHG/CXL: Chg fee JPY 8000, JPY 10000 non-refundable, fare difference may apply.

Option #3 \$910

SQ 611Y 03JUN SEOUL S KOREA-SINGAPORE 1120A 450P Econo: CHG/CXL: Chg fee \$0, \$50 USD non-refundable, fare difference may apply.

Option #4 Premium economy \$4710 Econo \$655 UA 2A 07JUN SINGAPORE-SAN FRANSISCO 845A 905A UA2051B 07JUN SAN FRANSISCO-VANCOUVER 1045A 108P Plus: CHG/CXL: Chg fee \$199 USD, non-refundable(CXL fee), fare difference may apply. Econo: CHG/CXL: Chg fee \$199 USD, non-refundable, fare difference may apply. Thank You

Thank You

Sheila McPhail

Dir 778 279 2752

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This form must be used for all out-of-province travel requests. It may, at the discretion of ministries, be used for in-province travel requests

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Marlene Behrens							Overtime	_	
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PURPOSE OF TRAVEL Give details of event to be attend	led, project name / numb	er, program involve	ed,	DIRECTOR APPROV	ED	NOT APPROV	ED	DATE S	
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FIN 99/WEB Rev. 2008/10/08

Originator completes and forwards a copy to immediate supervisor for approval(s). If travel is approved, the supervisor retains a copy and returns the original to the originator. The originator attaches the original and a copy to their travel voucher.

Every employee requesting approval for out-of-province and out-of-Canada travel will complete form TB/FIN 99 in full.

Purpose of Travel – include a clear statement of the reason for the proposed travel.

Estimated Costs (in Can. \$) – provide an approximate calculation of the total costs to be incurred.

Approval Authorities – required by CPPM 10.3.4 policy 1 (per TB Directive 4/04):

- approvals for staff are made by their respective director;
- approvals for directors and executive directors are made by the assistant deputy minister of the program area;
- approvals for assistant deputy ministers are made by the executive financial officer for the ministry;
- for approval requirements for ministers, parliamentary secretaries, deputy ministers and ministers' office staff, refer to CPPM 10.4.4.

Where approval is obtained, the immediate program area retains copy 3 (pink) and copies 1 (white) and 2 (canary) are returned to the originator.

Request for Expense Reimbursement

From:	Behrens, Marlene GCPE:EX
То:	Della Mattia, Marie GCPE:EX
Cc:	Abbott, Kyla GCPE:EX; Rider, Kayli E GCPE:EX
Subject:	RE: UPDATED TA- For approval
Date:	May 3, 2023 11:34:41 AM
Attachments:	UPDATED May 3 TA - Marlene Behrens Asia Spring Mission 2023.pdf FW Marlene Behrens flights.msg
Importance:	High

Hi again,

I'm so sorry, but the costs keep changing on these flights. We've revised the TA for an increased amount (\$6000)- attached here; it shouldn't go that high but we're building in a cushion in case it happens again so we don't have to send you another revised TA.

Please review and sign the attached TA. I've also included the email with the updated flight costs as an FYI.

Thank you and my apologies again!

Marlène Behrens I Director of Events B.C. Government Communications and Public Engagement <u>Marlene.behrens@gov.bc.ca</u> | cell: 778-584-1253 | Pronouns: she/her/hers

From: Behrens, Marlene GCPE:EX
Sent: Tuesday, May 2, 2023 5:25 PM
To: Della Mattia, Marie GCPE:EX <Marie.DellaMattia@gov.bc.ca>
Cc: Abbott, Kyla GCPE:EX <Kyla.Abbott@gov.bc.ca>; Rider, Kayli E GCPE:EX <Kayli.Rider@gov.bc.ca>
Subject: FW: UPDATED TA- For approval
Importance: High

Hi Marie and Kyla,

Please find attached my updated TA to account for the new flight costs, as per Kayli's email below.

Please confirm and return, and we can move forward with confirming the flights tomorrow morning.

Thank you for your help,

Marlène Behrens I Director of Events B.C. Government Communications and Public Engagement <u>Marlene.behrens@gov.bc.ca</u> | cell: 778-584-1253 | Pronouns: she/her/hers From: Rider, Kayli E GCPE:EX <<u>Kayli.Rider@gov.bc.ca</u>>
Sent: Tuesday, May 2, 2023 3:05 PM
To: Behrens, Marlene GCPE:EX <<u>Marlene.Behrens@gov.bc.ca</u>>
Cc: Abbott, Kyla GCPE:EX <<u>Kyla.Abbott@gov.bc.ca</u>>
Subject: UPDATED TA- For approval
Importance: High

Hi Marlene,

After speaking with the travel agent to arrange payment for flights as originally quoted for approval received yesterday, I was notified that not only had the booking reservation expired on Friday, but also that the cost of one of the international flights had not been included in the original quote provided.

Updated quotes are attached, and after conversation with the travel agent, we're requesting approval for a Premium Economy seat on the flight from Vancouver, as the Economy option does not allow for any changes, and would essentially be a throw-away ticket if any updates needed to be made.

We're also including the quote for including a \$95 fees.22 on the Economy flight home from Singapore to San Francisco. This would put your return ticket total at \$70 pre-tax, as opposed to the \$4,710 quoted for Premium Economy. Both return flight options allow for change.

Please review and sign the attached updated TA form, and forward to Marie and Kyla Abbott for Marie's updated approval.

Deadline for purchasing these updated tickets at new quoted rate is tomorrow at 3pm.

Please let me know if you have any questions, or need anything further.

Thanks!

Kayli Rider (she/her) Financial Services Coordinator Budgets & Financial Services Branch Government Communications and Public Engagement 250.940.8684

Grateful to be living, learning and working on the traditional territory of the Lekwungen peoples

From:	Behrens, Marlene GCPE:EX
To:	Della Mattia, Marie GCPE:EX
Cc:	Rider, Kayli E GCPE:EX
Subject:	TA- For approval
Date:	May 1, 2023 10:48:05 AM
Attachments:	Marlene Behrens TA for Asia Spring 2023 Mission.pdf

Hi Marie,

Attached, please find a TA for your signature and approval for my travel to Asia to support the Premier's mission.

I'm copying Kayli, so she can confirm my flights once approved.

Thank you,

Marlène Behrens I Director of Events B.C. Government Communications and Public Engagement <u>Marlene.behrens@gov.bc.ca</u> | cell: 778-584-1253 | Pronouns: she/her/hers