

TRAVEL AUTHORIZATION

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.

☐ Out-of-Province ☒ Out-of-Canada ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

Government Communications and Public Engagement

EMPLOYEE NAME

Marlene Behrens

POSITION

Director of Events

BRANCH / LOCATION / REGION

DATE DEPARTING

YYYY / MM / DD

DATE RETURNING

YYYY / MM / DD

2023/06/07

NO. OF WORKDAYS AWAY

ESTIMATED OVERTIME CLAIM

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☐ N / A, OR:

DESTINATIONS

METHOD OF TRAVEL

Air

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.

PLEASE SIGN ONE BOX ONLY

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ESTIMATED COSTS (IN CAN. \$)

Transportation 5,000

Meals

Lodging 4,500

Overtime

Fees

Other 1,000

SUB TOTAL

Less Costs
paid by others

TOTAL COSTS

Reset Form

Instructions for the *Travel Authorization Form (FIN 099)*

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

The employee requesting reimbursement for out-of-province or out-of-Canada travel will attach copies 1 and 2 of the approved TB/FIN 99 to their travel claim.

TRAVEL AUTHORIZATION

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.

☐ Out-of-Province ☒ Out-of-Canada ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

Government Communications and Public Engagement

EMPLOYEE NAME

Marlene Behrens

POSITION

Director of Events

BRANCH / LOCATION / REGION

DATE DEPARTING

YYYY / MM / DD

DATE RETURNING

YYYY / MM / DD

2023/06/07

NO. OF WORKDAYS AWAY

ESTIMATED OVERTIME CLAIM

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☐ N / A, OR:

DESTINATIONS

METHOD OF TRAVEL

Air

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD



SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.

PLEASE SIGN ONE BOX ONLY

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ESTIMATED COSTS (IN CAN. \$)

Transportation 6,000

Meals

Lodging 4,500

Overtime

Fees

Other 1,000

SUB TOTAL

Less Costs
paid by others

TOTAL COSTS

Reset Form

Instructions for the *Travel Authorization Form (FIN 099)*

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

The employee requesting reimbursement for out-of-province or out-of-Canada travel will attach copies 1 and 2 of the approved TB/FIN 99 to their travel claim.

TRAVEL AUTHORIZATION

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.

☐ Out-of-Province ☒ Out-of-Canada ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

Government Communications and Public Engagement

EMPLOYEE NAME

Marlene Behrens

POSITION

Director events

BRANCH / LOCATION / REGION

DATE DEPARTING

YYYY / MM / DD

2023/04/15

DATE RETURNING

YYYY / MM / DD

2023/04/26

NO. OF WORKDAYS AWAY

8

ESTIMATED OVERTIME CLAIM

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☐ N / A, OR:

DESTINATIONS

Japan, South Korea, Philippines

METHOD OF TRAVEL

Air

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

Advance for the Premier's mission to Asia. Project # 5143074.

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

2023/03/07

SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.

PLEASE SIGN ONE BOX ONLY

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

2023/03/03

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ESTIMATED COSTS (IN CAN. \$)

Transportation 6,150

Meals 2,204

Lodging 3,768

Overtime

Fees

Other taxi, etc. 1,050

SUB TOTAL 13,172

Less Costs
paid by others

TOTAL COSTS 13,172

Reset Form

Instructions for the *Travel Authorization Form (FIN 099)*

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

The employee requesting reimbursement for out-of-province or out-of-Canada travel will attach copies 1 and 2 of the approved TB/FIN 99 to their travel claim.

TRAVEL AUTHORIZATION

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.

☐ Out-of-Province ☒ Out-of-Canada ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

Government Communications and Public Engagement

EMPLOYEE NAME

Marlene Behrens

POSITION

Director of Events

BARGAINING UNIT / GROUP NO.

Group 2

BRANCH / LOCATION / REGION

DATE DEPARTING

YYYY / MM / DD

2023/04/14

DATE RETURNING

YYYY / MM / DD

2023/04/26

NO. OF WORKDAYS AWAY

8

ESTIMATED OVERTIME CLAIM

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☐ N / A, OR:

DESTINATIONS

Japan, South Korea, Singapore

METHOD OF TRAVEL

Air

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

Advance for the Premier's mission to Asia. Project # 5143074.

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

2023/04/03

SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.

PLEASE SIGN ONE BOX ONLY

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ESTIMATED COSTS (IN CAN. \$)

Transportation 6,150

Meals 2,204

Lodging 3,768

Overtime

Fees

Other taxi, etc. 1,050

SUB TOTAL 13,172

Less Costs
paid by others

TOTAL COSTS 13,172

Reset Form

Instructions for the *Travel Authorization Form (FIN 099)*

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

The employee requesting reimbursement for out-of-province or out-of-Canada travel will attach copies 1 and 2 of the approved TB/FIN 99 to their travel claim.

TRAVEL AUTHORIZATION

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.

☐ Out-of-Province ☒ Out-of-Canada ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

Government Communications and Public Engagement

EMPLOYEE NAME

Marlene Behrens

POSITION

Director of Events

BRANCH / LOCATION / REGION

VOID

DATE DEPARTING

YYYY / MM / DD

2023/05/26

DATE RETURNING

YYYY / MM / DD

2023/06/07

NO. OF WORKDAYS AWAY

8

ESTIMATED OVERTIME CLAIM

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☐ N / A, OR:

DESTINATIONS

Japan, South Korea, Singapore

METHOD OF TRAVEL

Air

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

Project # 5143074

Premier's Mission to Asia

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

2023/05/01

SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.

PLEASE SIGN ONE BOX ONLY

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

2023/05/01

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ESTIMATED COSTS (IN CAN. \$)

Transportation 5,000

Meals 2,500

Lodging 4,500

Overtime

Fees

Other taxi, etc 1,000

SUB TOTAL 13,000

Less Costs paid by others

TOTAL COSTS 13,000

Reset Form

Instructions for the *Travel Authorization Form (FIN 099)*

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

The employee requesting reimbursement for out-of-province or out-of-Canada travel will attach copies 1 and 2 of the approved TB/FIN 99 to their travel claim.

TRAVEL AUTHORIZATION

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.

☐ Out-of-Province ☒ Out-of-Canada ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

Government Communications and Public Engagement

EMPLOYEE NAME

Marlene Behrens

POSITION

Director of Events

BRANCH / LOCATION / REGION

VOID

BARGAINING UNIT / GROUP NO.

Group 2

DATE DEPARTING

YYYY / MM / DD

2023/05/26

DATE RETURNING

YYYY / MM / DD

2023/06/07

NO. OF WORKDAYS AWAY

8

ESTIMATED OVERTIME CLAIM

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☐ N / A, OR:

DESTINATIONS

Japan, South Korea, Singapore

METHOD OF TRAVEL

Air

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

JEDI Project # 5143074

Premier's Mission to Asia

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

[Signature]

SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.

PLEASE SIGN ONE BOX ONLY

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ESTIMATED COSTS (IN CAN. \$)

Transportation 5,200

Meals 2,500

Lodging 4,500

Overtime

Fees

Other taxi, etc 1,000

SUB TOTAL 13,200

Less Costs
paid by others

TOTAL COSTS 13,200

Reset Form

Instructions for the *Travel Authorization Form (FIN 099)*

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

The employee requesting reimbursement for out-of-province or out-of-Canada travel will attach copies 1 and 2 of the approved TB/FIN 99 to their travel claim.

TRAVEL AUTHORIZATION

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.

☐ Out-of-Province ☒ Out-of-Canada ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

Government Communications and Public Engagement

VOTE

EMPLOYEE NAME

Marlene Behrens

EMPLOYEE ID.

s.22

POSITION

Director of Events

BARGAINING UNIT / GROUP NO.

Group 2

BRANCH / LOCATION / REGION

DATE DEPARTING

YYYY / MM / DD

2023/05/26

DATE RETURNING

YYYY / MM / DD

2023/06/07

NO. OF WORKDAYS AWAY

8

ESTIMATED OVERTIME CLAIM

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☐ N / A, OR:

DESTINATIONS

Japan, South Korea, Singapore

METHOD OF TRAVEL

Air

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

JEDI Project # 5143074

Premier's Mission to Asia

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

2023/05/03

SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.

PLEASE SIGN ONE BOX ONLY

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

2023/05/03

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ESTIMATED COSTS (IN CAN. \$)

Transportation 6,000

Meals 2,500

Lodging 4,500

Overtime

Fees

Other taxi, etc 1,000

SUB TOTAL 14,000

Less Costs paid by others

TOTAL COSTS 14,000

Reset Form

Instructions for the *Travel Authorization Form (FIN 099)*

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

The employee requesting reimbursement for out-of-province or out-of-Canada travel will attach copies 1 and 2 of the approved TB/FIN 99 to their travel claim.

From: Behrens, Marlene GCPE:EX
To: 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 | Events & Corporate Planning
B.C. Government Communications and Public Engagement
Marlene.behrens@gov.bc.ca | 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 <Krista.Janssen@gov.bc.ca>
Sent: March 6, 2023 9:08 AM
To: GCPE Travel Requests GCPE:EX <GCPETravel@gov.bc.ca>
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 <GCPETravel@gov.bc.ca>
Sent: March 3, 2023 5:58 PM
To: Janssen, Krista GCPE:EX <Krista.Janssen@gov.bc.ca>
Cc: GCPE Travel Requests GCPE:EX <GCPETravel@gov.bc.ca>
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

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

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

Government confidentiality and privilege requirements apply to this message and any attachments. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use is strictly prohibited. If you are not the intended recipient, please notify the sender immediately, and delete this message and any attachments from both your inbox and deleted items folder. Thank You.

From: "Behrens, Marlene GCPE:EX" <Marlene.Behrens@gov.bc.ca>

Date: Friday, March 3, 2023 at 4:08 PM

To: "GCPE Travel Requests GCPE:EX" <GCPETravel@gov.bc.ca>, "Della Mattia, Marie GCPE:EX" <Marie.DellaMattia@gov.bc.ca>

Cc: Rick Devereux <Rick.Devereux@gov.bc.ca>

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 | Events & Corporate Planning

B.C. Government Communications and Public Engagement

Marlene.behrens@gov.bc.ca | cell: 778-584-1253 | Pronouns: she/her/hers

From: [Rider, Kayli E GCPE:EX](#)
To: [Behrens, Marlene GCPE:EX](#)
Subject: FW: Marlene Behrens flights
Date: May 3, 2023 11:25:59 AM

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 <Kayli.Rider@gov.bc.ca>
Sent: Wednesday, May 3, 2023 11:22 AM
To: Sheila McPhail <smcphail@Maritimetravel.ca>
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 <smcphail@Maritimetravel.ca>
Sent: Wednesday, May 3, 2023 11:15 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.

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

Expert Advice | Personal Attention | Peace of Mind | Convenience and Time Savings | Trust

From: Rider, Kayli E GCPE:EX <Kayli.Rider@gov.bc.ca>
Sent: Wednesday, May 3, 2023 11:07 AM
To: Sheila McPhail <smcphail@Maritimetravel.ca>
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 #4 Econo \$655

UA 2A 07JUN SINGAPORE-SAN FRANCISCO 845A 905A

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

Please include the purchase of s.22 ' on the Singapore-San Fran flight. If possible, s.22
s.22 . Please 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 <smcphail@Maritimetravel.ca>

Sent: Tuesday, May 2, 2023 2:26 PM

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.

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

Expert Advice | Personal Attention | Peace of Mind | Convenience and Time Savings | Trust

From: Rider, Kayli E GCPE:EX <Kayli.Rider@gov.bc.ca>

Sent: Tuesday, May 2, 2023 2:22 PM

To: Sheila McPhail <smcphail@Maritimetravel.ca>

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 <smcphail@Maritimetravel.ca>

Sent: Tuesday, May 2, 2023 2:18 PM

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.

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

Expert Advice | Personal Attention | Peace of Mind | Convenience and Time Savings | Trust

From: Rider, Kayli E GCPE:EX <Kayli.Rider@gov.bc.ca>

Sent: Tuesday, May 2, 2023 2:10 PM

To: Sheila McPhail <smcphail@Maritimetravel.ca>

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 <smcphail@Maritimetravel.ca>

Sent: Tuesday, May 2, 2023 1:49 PM

To: Rider, Kayli E GCPE:EX <Kayli.Rider@gov.bc.ca>

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

Expert Advice | Personal Attention | Peace of Mind | Convenience and Time Savings | Trust

From: Sheila McPhail

Sent: Tuesday, May 2, 2023 1:09 PM

To: Rider, Kayli E GCPE:EX <Kayli.Rider@gov.bc.ca>

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 econo
NH 115E 26MAY VANCOUVER-HANEDA	445P	650P+

Plus: CHG/CXL: Chg fee \$0, non-refundable(CXL fee), fare difference may apply.
Econo: CHG/CXL: Chg fee **!non changeable!**, 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 FRANCISCO 845A 905A
UA2051B 07JUN SAN FRANCISCO-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

Sheila McPhail

Dir 778 279 2752

Expert Advice | Personal Attention | Peace of Mind | Convenience and Time Savings | Trust

Please be cautious

This email was sent from outside of the Maritime Travel organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please be cautious

This email was sent from outside of the Maritime Travel organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please be cautious

This email was sent from outside of the Maritime Travel organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please be cautious

This email was sent from outside of the Maritime Travel organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

TRAVEL AUTHORIZATION

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.

☐ Out-of-Province ☒ Out-of-Canada ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

Government Communications and Public Engagement

EMPLOYEE NAME

Marlene Behrens

POSITION

Director events

BRANCH / LOCATION / REGION

DATE DEPARTING

YYYY / MM / DD

2023/04/15

DATE RETURNING

YYYY / MM / DD

2023/04/26

NO. OF WORKDAYS AWAY

8

ESTIMATED OVERTIME CLAIM

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☐ N / A, OR:

DESTINATIONS

Japan, South Korea, Philippines

METHOD OF TRAVEL

Air

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

Advance for the Premier's mission to Asia. Project # 5143074.

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

2023/03/07

SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.

PLEASE SIGN ONE BOX ONLY

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

2023/03/03

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ESTIMATED COSTS (IN CAN. \$)

Transportation 6,150

Meals 2,204

Lodging 3,768

Overtime

Fees

Other taxi, etc. 1,050

SUB TOTAL 13,172

Less Costs
paid by others

TOTAL COSTS 13,172

Reset Form

Instructions for the *Travel Authorization Form (FIN 099)*

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

The employee requesting reimbursement for out-of-province or out-of-Canada travel will attach copies 1 and 2 of the approved TB/FIN 99 to their travel claim.

From: [Behrens, Marlene GCPE:EX](#)
To: [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 | Director of Events
B.C. Government Communications and Public Engagement
Marlene.behrens@gov.bc.ca | 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 | Director of Events
B.C. Government Communications and Public Engagement
Marlene.behrens@gov.bc.ca | cell: 778-584-1253 | Pronouns: she/her/hers

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