Confirmation

Expense report number ER22807379 for 647.00 has been submitted to KLOTZ, PETER P for approval.

Expense Report ER22807379

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	HENRY, BONNIE s.22	Report Submit Date	21-JUL- 2020
E Dates		Attachments	None
Expense Dates	31-MAR- 2020 - 04-		Add
	JUL-2020	Is this claim for expenses while on Travel Status?	Yes
Cost Center	66L50		Yes
Purpose	Vancouver	Report Total	647.00
	travel for		CAD
	meetings	Reimbursement Amount	647.00
Approver	KLOTZ,		CAD
	PETER P		
Original Receipts Status	Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0] business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	 Reimbursable Amount (CAD)	1
31-Mar-2020	49.00 CAD		Vancouver for COVID- 19 media announcement leaving home before 6:30am and returning after 6:30pm.		49.00	

					Total	647.00	
04-Jul-2020	22.00 CAD	Meal/Per Diem	Breakfast while on travel status starting July 2nd and ending after 10am.			22.00	To Mark
16-Jun-2020	282.00 CAD	Accommodation	Vancouver for COVID- 19 media announcement and other meetings leaving home Thursday and returning Saturday.	•		282.00	
02-Jul-2020	98.00 CAD	Meal/Per Diem	Vancouver for COVID- 19 media announcements and other meetings, leaving home approx. 7:00am Thursday and returning Saturday morning			98.00	
16-Jun-2020	147.00 CAD	Meal/Per Diem	Vancouver for COVID- 19 media announcements and other meetings leaving home approx. 7am Tuesday and returning after 6:00pm Thursday.			147.00	
03-Apr-2020	49.00 CAD	Meal/Per Diem	Vancouver for COVID- 19 media announcement leaving home before 6:30am and returning after 6:30pm.			49.00	

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s.15

Room

Folio#

Invoice # Cashier #

s.22

Page #

: 1 of 1

 $\sqrt{}$

Dr Bonnie Henry

s.22

Arrival

06-16-20

Departure

06-18-20

Date	Description	Additional Information		Charges	Credits
06-16-20	Room Charge			120.00	
06-16-20	Destination Marketing Fee			1.55	
06-16-20	Room GST			6.08	
06-16-20	Room Tax			13.37	
06-17-20	Room Charge			120.00	
06-17-20	Destination Marketing Fee			1.55	
06-17-20	Room GST			6.08	
06-17-20	Room Tax			13.37	
06-18-20	Visa				282.00
		XXXXXXXXXXXXXXX ^{s.22}	XX/XX		202.00
		Total		282.00	282.00
		Balance Due		0.00	
GST Sum	mary HST Summa	ry			

GST Summar	Y	HST Summary	
Room:	12.16	Room:	0.00
F&B:	0.00	F&B:	0.00
Other:	0.00	Other:	0.00
Total:	12.16	Total:	0.00

Room

s.15

Folio#

.

Invoice # Cashier #

s.22

Page #

: 1 of 1

Dr Bonnie Henry

s.22

Arrival

06-16-20

Departure

06-18-20

Date	Description	Additional Information	THE RESERVE OF	Charges	Credits
06-16-20	In Room Dining	Room# ^{s.15} : CHECK#s.: Split into 1.23 (35.00%) ar		29.89	***
06-17-20	In Room Dining	Room# s.15 : CHECK# s. Split into 1.23 (35.00%) ar	22 1.89	29.89	
06-18-20	Visa	XXXXXXXXXXXXXXXS.22	xx/xx		59.78
	× ×	Total		59.78	59.78
		Balance Due		0.00	

GST Summary HST Summary Room: 0.00 Room: 0.00 F&B: F&B: 2.46 0.00 Other: Other: 0.00 0.00 Total: 2.46 Total: 0.00

Confirmation

Expense report number ER22796786 for 1,482.91 has been submitted to BOYCHUK, DAVE C for approval.

Expense Report ER22796786

✓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	HENRY, BONNIE	Report Submit Date	24-MAR- 2020
Expense Dates	s.22 03-MAR- 2020 - 21-	Attachments	None Add
	MAR- 2020	Is this claim for expenses while on Travel Status?	Yes Yes
Cost Center	66L50 Travel for	Report Total	1,482.91 CAD
Purpose	meetings related to COVID	Reimbursement Amount	1,482.91 CAD
Approver	воусник,		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0] Business Expenses

DAVE C

Original Receipts Status Required

Cash Expenses

Date	Receipt Amount Expense Type	Justification	Original Receipt Receipt Required Missing	Reimbursable Amount (CAD) Details
03-Mar-2020	30.00 CAD Meal/Per Diem	Breakfast and lunch while on travel status for COVID related meetings and media starting before 6:30am		30.00

		49.00 CAD Meal/Per Diem 30.00 CAD Meal/Per Diem	and ending after 4pm. Full day per diem while on travel status for COVID related meetings and media starting before 6:30am and ending next day. Breakfast and lunch		49.00	
			while on travel status for COVID related meetings and media starting previous day and ending approx. 4:30pm		50.00	
	06-Mar-2020 2	269.08 CAD Accommodation	Hotel while on travel status for COVID related meetings and media both Friday/Saturday	•	269.08	
	10-Mar-2020	49.00 CAD Meal/Per Diem	Full day per diem while on travel status for COVID related meetings and media starting before 6:30am and ending after6:30pm.	*	49.00	
*	18-Mar-2020 1	147.00 CAD Meal/Per Diem	Full day per diem while on travel status for COVID related meetings and media starting before 6:30am Wednesday and ending Saturday		147.00	
	21-Mar-2020	30.00 CAD Meal/Per Diem	Breakfast and lunch while on travel status for COVID related meetings and media starting Wednesday and ending approx. 4:30pm.		30.00	
	13-Mar-2020	49.00 CAD Meal/Per Diem	Full day per diem while on travel status for COVID related meetings and media starting 7:00am and ending next day.		49.00	
	14-Mar-2020	30.00 CAD Meal/Per Diem	Breakfast and lunch while on travel status for COVID related meetings and media starting previous day and ending approx. 4:30pm		30.00	
	13-Mar-2020 2	261.67 CAD Accommodation			261.67	

status for COVID
related meetings and
media Friday/Saturday

18-Mar-2020 538.16 CAD Accommodation
Hotel while on travel
status for COVID
related meetings and
media starting
Wednesday, ending
Saturday.

538.16

Total 1,482.91

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Room : s.15

Folio#

Invoice #

Cashier# : s.22

Page # : 1 of 1

Dr Bonnie Henry

ON Canada Arrival

03-06-20

Departure

03-07-20

0.00

Date	Description	Additional Information		Charges	Credits
03-06-20	Room Charge - Provincial Gov			229.00	
03-06-20	Destination Marketing Fee			2.96	
03-06-20	Hotel Room Tax			25.52	
03-06-20	Room GST			11.60	
03-07-20	Visa	XXXXXXXXXXXXXXXXS.22	XX/XX	,	269.08
		Total		269.08	269.08

Balance Due

HST Summary GST Summary 0.00 Room: 11.60 Room: F&B: 0.00 F&B: 0.00 Other: 0.00 Other: 0.00 0.00 11.60 Total: Total:

Room : s.15 Folio # : s.22

Folio # Invoice #

s.22

Cashier # Page #

1 of 1

Dr Bonnie Henry

ON Canada Arrival

03-13-20

Departure

03-14-20

0.00

Date	Description	Carlotte Contract	Additional Information		Charges	Credits
03-13-20	s.15	Dinner	Room# s.15 : CHECK# s.22	2	27.85	
03-13-20	Room Charge	- Provincial G	ovt		199.00	
03-13-20	Destination Ma	arketing Fee			2.57	
03-13-20	Hotel Room Ta	ax			22.17	
03-13-20	Room GST				10.08	
03-14-20	Visa		XXXXXXXXXXXXXXS.22	XX/XX		261.67
			Total		261.67	261.67

Balance Due

HST Summary GST Summary Room: 10.08 Room: 0.00 F&B: 0.00 F&B: 0.00 Other: 0.00 0.00 Other: Total: 10.08 Total: 0.00

s.15 Room s.22 Folio# Invoice #

Cashier #

s.22

Page #

: 1 of 1

Govt BC

Dr Bonnie Henry

ON Canada Arrival

03-18-20

03-21-20 Departure

Date	Description	Additional Information	Charges	Credits
03-18-20	In Room Dining	Room# s.15 : CHECK# s.22	28.88	
03-19-20	Room Charge - Provincial Go	ovt	229.00	*
03-19-20	Destination Marketing Fee		2.96	
03-19-20	Hotel Room Tax		25.52	
03-19-20	Room GST		11.60	
03-20-20	In Room Dining	Room# s.15 : CHECK# s.22	26.04	
03-20-20	In Room Dining	Room# : CHECK#	79.09	
03-20-20	Room Charge - Provincial Go	ovt	229.00	
03-20-20	Destination Marketing Fee		2.96	
3-20-20	Hotel Room Tax		25.52	
03-20-20	Room GST		11.60	
3-20-20	In Room Dining - Adjustment	ts \$.22	-22.04	
3-21-20	In Room Dining	Room# s.15 : CHECK#s.22	33.02	
03-21-20	In Room Dining - Adjustment	ts s.15	-8.25	
03-21-20	Visa	XXXXXXXXXXXXXS.22	XX/XX	674.90
		Total	674.90	674.90
*		Balance Due	0.00	-in room
GST Sum Room :	mary HST Summa 23.20 Room :	0.00		- In room

0.00

0.00

0.00

s.15

F&B:

Other:

Total:

F&B:

Other:

Total:

7.78

0.00

30.98



HENRY BONNIE

FLEX ECONOMY/ECONOMIQUE FLEX ETKTs.22

Flight/Vol

Date

From/De

AC 8056 04FEB/FEV VICTORIA

Boarding Time/Heure d'embarquement 09:45 Gate/Porte

Frequent Flyer/Voyageur assidu s.17; s.22

Destination

VANCOUVER

Y Flight/Vol

> AC 8056 VANCOUVER

ZONE 1

Cabin/Cabine

Seat/Place

Departure Time/Heure de depart 10:15

Airline Use/A usage interne 0069 YYJ810358

Boarding Pass | Carte d'accès à bord



kemarks/Observations ACMM



A STAR ALLIANCE MEMBER MEMBRE DU RÉSEAU STAR ALLIANCE

Confirmation

Expense report number ER22787250 was previously submitted for approval.

Expense Report ER22787250

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

Submission Instructions

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- * at your option, print this page from your browser and insert into the expense report envelope.

General Information

Name HENI BON	NIE	26-FEB- 2020
s.22	Attachments	None
Expense Dates 04-F		Add
) - 19-	
FEB-	2020 Is this claim for expenses while on Travel Status?	Yes Yes
Cost Center 66L5	Report Total	377.07
Purpose Trav	el to	CAD
for	Reimbursement Amount	377.07 CAD
Approver YE,	AO	
Original Receipts Status Requ		

Expense Lines Business Expen	Expense Allocations ses	Weekly Summary	Approval Notes [0]

Cash Expenses

Date	Receipt Amount Expens	e Type Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	
04-Feb-2020	222.07 CAD Accomm	odation Hotel stay while in Vancouver for meeting on both Fel 4th & 5th	•		222.07	
04-Feb-2020	36.50 CAD Meal/Pe	Diem Lunch and Dinner			36.50	

		while on travel status for meetings starting at approx. 8am and ending next day.			[H]
08-Feb-2020	36.50 CAD Meal/Per Diem	Lunch & Dinner while on travel status starting at 10:30am and ending after 6pm		36.50	
11-Feb-2020	30.00 CAD Meal/Per Diem	Breakfast & Lunch while on travel status for meetings starting 6:30am and ending at 6pm		30.00	
14-Feb-2020	22.00 CAD Meal/Per Diem	Lunch while on travel status for meetings starting 7:30am and ending after 5pm.		22.00	
19-Feb-2020	30.00 CAD Meal/Per Diem	Breakfast & Lunch while on travel status starting before 7am and ending at 6pm		30.00	
			Total	377.07	

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Thompson, Laurel HLTH:EX

From:

Passenger Services < Passenger Services@helijet.com>

Sent: To: January 30, 2020 10:13 AM Thompson, Laurel HLTH:EX

Subject:

Thank you for choosing to take off with Helijet!



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!

Customer Information		
Account	Customer #	s.22
	Name	Bonnie Dr Henry
	Company	Min Of Health

Booking # <mark>s.17; s.22</mark>		
Tuesday, February 4, 2020	Invoice #511297	/
_access to the first to the second second second	FARE-YWH-FULL_2020	\$357.14
704 07:50 Victoria Harbour (Downtown)	+ GST	\$17.86
08:25 Vancouver Harbour (Downtown)	Billing	\$357.14
35 minutes	Taxes	\$17.86
Confirmed	Grand Total	\$375.00
1 Passengers - Full-Fare	Helijet fares are fully Changeable / Reday prior to departure.	efundable up to 5pm the
. Bonnie Dr Henry, Female	After 5pm all next-day travel is non-re	
Add to Calendar	changeable for same-day travel. Any a non-refundable cancellation fee eq	

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)

Tuesday, February 4, 2020	Invoice #511298	
ruesuay, residary 4, 2020	**************************************	
727	FARE-YWH-FULL_2020	\$357.14
17:10 Vancouver Harbour (Downtown)	+ GST	\$17.86
17:45 Victoria Harbour (Downtown)		
,	Billing	\$357.14
35 minutes	Taxes	\$17.86
	Grand Total	\$375.00
Confirmed		
	Helijet fares are fully Changeable / Re	fundable up to 5pm the
1 Passengers - Full-Fare	Helijet fares are fully Changeable / Reday prior to departure.	fundable up to 5pm the
1 Passengers - Full-Fare Bonnie Dr Henry, Female	day prior to departure.	
. Bonnie Dr Henry, Female	day prior to departure. After 5pm all next-day travel is non-re	fundable and only
. Bonnie Dr Henry, Female	day prior to departure.	fundable and only ancellations will result in
. Bonnie Dr Henry, Female	day prior to departure. After 5pm all next-day travel is non-rechangeable for same-day travel. Any canon-refundable cancellation fee equone-way travel. Failure to change 1 hour prior or check.	fundable and only ancellations will result in al to the value of the
. Bonnie Dr Henry, Female	day prior to departure. After 5pm all next-day travel is non-rechangeable for same-day travel. Any canon-refundable cancellation fee equone-way travel. Failure to change 1 hour prior or checken	fundable and only ancellations will result in al to the value of the k-in 20 minutes prior to
	day prior to departure. After 5pm all next-day travel is non-rechangeable for same-day travel. Any canon-refundable cancellation fee equone-way travel. Failure to change 1 hour prior or check.	fundable and only ancellations will result in al to the value of the k-in 20 minutes prior to

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.





Passenger: Henry Bonnie Dr (ADT)

Booking Reference: s.22

Ticket number: \$.22

Air Canada Reservations, 1-888-247-2262

Issuing date: Feb-04, 2020

ELECTRONIC TICKET RECEIPT

This is your Itinerary/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.

NOTE: You may be receiving this Itinerary Electronic Ticket Receipt due to a change in your itinerary. Please contact the Air Canada Contact Centre immediately if you have any questions concerning any schedule change.

From	То	Flight	Departure	Arrival
VICTORIA, Victoria Intl (YYJ)	VANCOUVER, International (YVR) Terminal: M	AC8056	09:00 Tuesday 04 Feb 2020	09:31 Tuesday 04 Feb 2020
Fare: Flex, M Fare basis: M0ZLAFL Booking status: OK Frequent flyer number: s.17; s.22	Operated by: AIR CANADA EXPRES Aircraft type: De Havilland Dhc-8 400 Number of stops: 0			: Economy on: 00:31

OK = Confirmed

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. 23 x 40 x 55 cm [9 x 15.5 x 21.5]) and 1 personal item (max. size: 16x 33 x43 cm [6 x 13 x17 in]). Your carry-on baggage must be light enough that you can store 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.

YYJYVR

1st Checked Bag:

Free of Charge

UPTO50LB 23KG AND62LI 158LCM

Name of the carrier whose baggage rules apply: AIR CANADA

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.

Currency

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.

Stopovers

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.

Page 16 of 35 HTH-2020-04188

View Air Canada's checked baggage policy

View the checked baggage policies of Air Canada's codeshare and interline partners

Baggage Allowance for Altitude and Star Alliance Members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges

Frequent Flyer Status	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100k,	3 bags	3 bags	3 bags
Elite 75k, Elite 50k & Elite 35k	32kg (70lb)	32kg (70lb)	32kg (70lb)
Altitude Prestige 25k	2 bags	2 bags	3 bags
	23kg (50lb)	23kg (50lb)	32kg (70lb)
Star Alliance Gold	As per fare paid + 1	As per fare paid + 1	As per fare paid + 1
	additional bag	additional bag	additional bag
	23kg (50lb)	23kg (50lb)	32kg (70lb)
Star Alliance Silver	As per fare paid	As per fare paid	As per far paid
	23kg (50lb)	23kg (50lb)	32kg (70lb)

Fare rules Summary

Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance. Tickets are non transferable.

Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.

Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional terms and conditions related to seat selection.

FARE DETAILS

Form of payment:	s.22	Air Transportation Charges:	CAD 361.00
Endorsements:	AC ONLY/NONREF/CHGE FEE	Taxes, Fees and Charges: Air Travellers Security Charge - Canada(CA)	CAD 7.12
	-BG AC	Goods and Services Tax - Canada - 100092287 RT0001(XG)	CAD 19.16
	*1	Airport Improvement Fee - Canada(SQ)	CAD 15.00
	×	Total Amount:	CAD 402.28

GENERAL CONDITIONS OF CARRIAGE

You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available
for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may
result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding
compensation.

Within Canada

When you should check in: 90 minutes Check-in / baggage drop-off ends: 45 minutes

Boarding Gate Deadline: 15 minutes

To/From the US

When you should check in: 120 minutes Check-in / baggage drop-off ends: 60 minutes

Boarding Gate Deadline: 15 minutes

International (including Mexico and the Caribbean)

When you should check in: 120 minutes Check-in / baggage drop-off ends: 60 minutes

Boarding Gate Deadline: 15 minutes

From Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel)

When you should check in: 180 minutes Check-in / baggage drop-off ends: 60 minutes

Boarding Gate Deadline: 30 minutes

- Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
- 3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
- 4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
- 5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.

6. Dangerous goods

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.

7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.

8. International travel

Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country on your itinerary. Please refer to the Travel Documents page on our website for more information.

9. In-flight health

Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying. Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International

Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.

10. Schedules and timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

11. Overbooking notice

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airlines choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.

NOTICE: SOLD SUBJECT TO APPLICABLE TARIFFS

Schedule and Itinerary Changes

- Please contact the Air Canada Contact Centre immediately if you have any questions concerning any schedule change.
- Any changes made to Air Canada bookings may affect other travel services you may have booked/reserved (i.e. car and/or hotel reservations). It is your responsibility to verify whether or not other travel services are affected as a result of such changes.
- If the flight for which you have a confirmed upgrade has been cancelled and we were not able to rebook you in the Business
 Class cabin, any eUpgrade Credits or frequent flyer miles/points that were used for the initial upgrade will be returned to your
 account.
- You can change your new seat assignment on aircanada.com. If you wish to change your new flight, please contact the Air Canada Contact Centre.

CONDITIONS OF CONTRACT AND OTHER IMPORTANT NOTICES

PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THEREOF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER.

Air Passenger Protection Regulations Notice (for flights to, from and within Canada, including connecting flights):

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.

Pursuant to these regulations, general terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage must be provided by your carrier. For Air Canada, this information can be found in Air Canadas General Conditions of Carriage and Tariffs.

NOTICE of Liability Limitations

The Montreal Convention or the Warsaw Convention system may be applicable to your journey and these Conventions govern and may limit the liability of air carriers for death or bodily injury, for loss of or damage to baggage, and for delay.

Where the Montreal Convention applies, the limits of liability are as follows:

- 1. There are no financial limits in respect of death or bodily injury.
- 2. In respect of destruction, loss of, or damage or delay to baggage, 1,288 Special Drawing Rights (approximately \$2,400 CAD)

- per passenger in most cases.
- For damage occasioned by delay to your journey, 5,346 Special Drawing Rights (approximately \$9,800 CAD) per passenger in most cases

Where the Warsaw Convention system applies, the following limits of liability may apply:

- 1. 16,600 Special Drawing Rights (approximately EUR 20,000; US \$20,000) in respect of death or bodily injury if the Hague Protocol to the Convention applies, or 8,300 Special Drawing Rights (approximately EUR 10,000; US \$10,000) if only the Warsaw Convention applies. Many carriers have voluntarily waived these limits in their entirety, and US regulations require that, for journeys to, from or with an agreed stopping place in the US, the limit may not be less than US \$75,000.
- 2. 17 Special Drawing Rights (approximately EUR 20; US \$20) per kg for loss of or damage or delay to checked baggage and 332 Special Drawing Rights (approximately EUR 400; US \$400) for unchecked baggage.
- 3. The carrier may also be liable for damage occasioned by delay.

Where neither the Montreal Convention nor the Warsaw Convention system applies: For travel wholly between points in Canada, the liability limit for loss or delay of, or damage to baggage is 1,288 Special Drawing Rights (approximately \$2,400 CAD) per passenger.

Further information may be obtained from Air Canada as to the limits applicable to your journey. If your journey involves carriage by different carriers, you should contact each carrier for information on the applicable limits of liability.

Regardless of which Convention applies to your journey, you may benefit from a higher limit of liability for loss of, damage or delay to baggage by making at check-in a special declaration of the value of your baggage and paying any supplementary fee that may apply. Alternatively, if the value of your baggage exceeds the applicable limit of liability, you should fully insure it before you travel.

Time limit for action: Any action in court to claim damages must be brought within two years from the date of arrival of the aircraft, or from the date on which the aircraft ought to have arrived. Baggage claims: Written notice to the carrier must be made within 7 days of the receipt of checked baggage in the case of damage, and, in the case of delay, within 21 days from the date on which it was placed at the disposal of the passenger.

Notice of Contract Terms Incorporated by Reference

- Your contract of carriage with the carrier that provides you with carriage by air, whether international, domestic or a domestic
 portion of an international journey is subject to this notice; to any notice or receipt of the carrier; and to the carriers individual
 terms and conditions (Conditions), related rules, regulations and policies (Regulations) and any applicable tariffs.
- If your carriage is by more than one carrier, different Conditions, Regulations and any applicable tariffs may apply for each carrier.
- The Conditions, Regulations and any applicable tariffs of each carrier are, by this notice, incorporated by reference into and made part of your contract of carriage.
- 4. The Conditions may include, but are not restricted to:
 - o Conditions and limits on the carriers liability for the bodily injury or death of passengers.
 - Conditions and limits on the carriers liability for the loss of, damage to or delay of goods and baggage, including fragile or perishable goods.
 - o Rules for declaring a higher value for baggage and for paying any supplementary fee that may apply.
 - Application of the carriers Conditions and limits of liability to the acts of the carriers agents, servants and representatives, including any person providing either equipment or services to the carrier.
 - o Claims restrictions, including time limits by which passengers must file claims or bring actions against the carrier.
 - Rules about reconfirmations or reservations; check in times; the use, duration and validity of air transportation services;
 and the carriers right to refuse carriage.
 - o Rights of the carrier and limits on the carriers liability for delay or failure to perform a service, including schedule changes, substitution of alternative carriers or aircraft and re-routing, and, when required by applicable law, the obligation of the carrier to notify passengers of the identity of the operating carrier or substituted aircraft.
 - Rights of the carrier to refuse carriage to passengers who fail to comply with applicable laws or who fail to present all necessary travel documents.
- 5. You can obtain more information about your contract of carriage, and find out how to request a copy, at places where transportation on the carrier is sold. Many carriers also have this information on their websites. When required by applicable law, you have the right to inspect the full text of your contract of carriage at the carriers airport and sales offices, and upon request, to receive a copy by mail or other delivery service from each carrier free of charge.
- 6. If a carrier sells air transportation services or checks baggage specifying carriage on another carrier, it does so only as agent for the other carrier.

China departing flights only

1. Passenger notifications

In the event that a flight is delayed, cancelled or diverted due to an unforeseen problem, we will make every effort to keep you well informed at the airport and onboard the affected aircraft. Based on the information we have, we will promptly provide

timely updates, within 30 minutes of becoming aware of such a cancellation, delay or diversion, and explain the reason for the delay, cancellation or diversion through various methods, such as:

- o onboard/gate announcements
- o our Flight Status tool on our website
- o the airport Flight Information Display Systems
- o calling Air Canada Reservations

You may also register for our <u>Flight Notification Service</u> to receive delay or cancellation information or gate change details for your flight.

2. Flight delays and cancellations

If you are affected by a situation that causes a delay or flight cancellation, we provide the details of how Air Canada will assist you.

3. Response plan for Tarmac Delays

Our contingency plan for lengthy tarmac delays at Chinese airports is intended to provide you with information regarding Air Canadas policies and procedures for handling your travel on our airline in the event of a lengthy ground delay, while you are onboard our aircraft at a Chinese airport.



Room : s.15

Folio # : s.22

Invoice # : S.22

Page # : 1 of 1

Dr Bonnie Henry

ON Canada Arrival

02-04-20

Departure

02-05-20

Date	Descriptio	n	Additional Information	STATE OF THE STATE OF THE STAT	Charges	Credits
02-04-20	Room Char	ge - Provincial Gov	rt		189.00	
02-04-20	Destination	Marketing Fee			2.44	F
02-04-20	Hotel Room	Tax			21.06	
02-04-20	Room GST				9.57	
02-05-20	Visa		XXXXXXXXXXXXXXXX ^{s.22}	XX/XX	0.01	222.07
		771	Total		222.07	222.07
			Balance Due		0.00	
GST Sum	nmary	HST Summar	v			
Room:	9.57	Room :	0.00			
F&B:	0.00	F&B:	0.00			
Other:	0.00	Other:	0.00			
Total:	9.57	Total:	0.00			



RECEIPT OT VALID FOR TRAVE msLink nomber City Centre 451111 17 Jan 20 08:35AM ment Type: chase: \$60 Stored Va iduct Price: 5 60 mpass Card #: edit Card #: 051 th #: TUC7A74TX\ 3263 f #: ceipt #: ird Entry: 10:A0000000031010 CI PR:0080008000

tain for your record iew TransLink Policie at www.translink.ca

Thank You!

KIMBER CABS LTD.

The Kinder Cab Company ...

DISPATCH: (604) 488-8888 GST # R130324882 GST INCLUDED

CAB #				
DATE:	50	12 MM	<u></u>	19
AMOU	1 \$	35	1	W
CUSTOMER): 			
FROM:	14	R_		
s.15 TO:_				
DRIVER:	2	IR3	IT	
DRIVER SIG	-	1		-

Bluebird Cabs Ltd.

250-382-2222

1-800-665-7055

SERVING GREATER VICTORIA SINCE 1946 250-382-3611

i1:F800

ACCOUNTS

Date ///4/20

Amount \$ 15.

From 1515BLANSWAR

\$ 1.

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390

38

Fare includes G.S.T.

G.S.T. #

Download our App to book and track your cab on your phone!



YELLOW	CAB
VANCOUVER, B.C.	, CANADA

604 681-1111

DATE /7/19/18

RECEIVED FROM

\$ 10-00

FROM

) (

0

DRIVER

Serving you since 192

AIRPORT SERVICE • 24 Hour Courier • Serving you since 1921
AT A PAYPHONE? CALL: 1-800-898-TAXI(8294) NO COINS NEEDED

GST INCLUDED
TTY LINE (hearing impaired) 604 258-47473 of 35 HTH-2020-04188

Confirmation

Expense report number ER22779649 for 2,233.62 has been submitted to YE, XIBIAO for approval.

Expense Report ER22779649

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	HENRY, BONNIE	Report Submit Date	03-FEB- 2020
Expense Dates	s.22 12-DEC- 2019 -	Attachments	None Add
	01-FEB- 2020	Is this claim for expenses while on Travel Status?	Yes Yes
Cost Center	66L50	Report Total	2,233.62 CAD
Purpose	Travel for multiple meetings	Reimbursement Amount	2,233.62 CAD
Approver	YE, XIBIAO		
Original Receipts Status	Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0] Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Reimbursable Amount (CAD)	
12-Dec-2019	98.00 CAD	Meal/Per Diem	Full per diem while on travel status for meetings starting before 7am on the 12th and ending the night of the 13th.		98.00	

12-Dec-2019	303.45 CAD	Accommodation	Hotel while on travel status for meetings	~	303.45	72
17-Dec-2019	30.00 CAD	Meal/Per Diem	Per diem while on travel status starting the day before and ending approx. 5pm.		30.00	
16-Dec-2019	35.00 CAD	Public Transp.	Taxi from YVR airport to hotel.	~	35.00	
		r abile Transpi	Taxi from meeting to HeliJet	~	10.00	
16-Dec-2019	222.07 CAD	Accommodation	Hotel while on travel status for meetings.	~	222.07	[22] u.m
09-Jan-2020	22.00 CAD	Meal/Per Diem	Lunch while on travel status for meetings starting before 8am and ending around 2pm.		22.00	70
14-Jan-2020	28.50 CAD	Meal/Per Diem	Dinner while on travel status for meetings beginning at 2:15pm and ending Jan 17th.		28.50) and the second
15-Jan-2020	36.50 CAD		Breakfast & Dinner while on travel status starting Jan 14 and ending Jan 17th. Lunch provided by meeting this day.		36.50	
16-Jan-2020	49.00 CAD	I ICUI/ I CI DICIII	Full day per diem while on travel status for meetings beginning Jan 14 ending Jan 17.		49.00	200
17-Jan-2020	22.00 CAD	Meal/Per Diem	Breakfast while on travel status for meetings starting Jan 14 and ending approx. 5pm this date. Lunch was provided by meeting on this date.		22.00	
14-Jan-2020	15.00 CAD	Public Transp.	Taxi from work to HeliJet	~	15.00	- 40
15-Jan-2020	5.00 CAD	Public Transp.	Public transit day pass	~	5.00	[2]
20-Jan-2020	60.00 CAD	Public Transp.	Compass pass reload for travel on BCTransit while at meetings in Vancouver	•	60.00	100 m
14-Jan-2020	666.21 CAD	Accommodation	Hotel while on travel status for meetings beginning Jan 14 and ending Jan 17	•	666.21	
28-Jan-2020	49.00 CAD	Meal/Per Diem	Full day per diem while on travel status for meetings starting		49.00	[75]

			the day before and ending after 7pm				
31-Jan-2020	49.00 CAD	redyr er blem	Full day per diem while on travel status starting before 7am and ending next day.			49.00	
01-Feb-2020	30.00 CAD	riedi/rei Dieiii	Breakfast & Lunch while on travel status starting day before and ending after 4pm.			30.00	
27-Jan-2020	280.82 CAD	Accommodation	Hotel while on travel status for meetings	v		280.82	
31-Jan-2020	222.07 CAD	ACCOMMODAGION	Hotel while on travel status for meetings.	~		222.07	
					Total	2,233.62	

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Room : s.15 Folio # : s.22

Invoice #

s.22

Cashier # Page #

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Govt Bc

Dr Bonnie Henry 655 12th Ave W Arrival : 12-12-19 **Departure** : 12-13-19

Vancouver BC V5Z 4R4

Canada

Date	Description	Additional Information		Charges	Credits
12-12-19	s.15	Room# s.15 : CHECK# s.22		25.00	
12-12-19	Room Charge			259.00	
12-12-19	Destination Marketing Fee			2.59	
12-12-19	Municipal Room tax			7.85	
12-12-19	Provincial Room tax			20.93	
12-12-19	Room GST			13.08	
12-13-19	Visa	XXXXXXXXXXXXXXXXS.22	XX/XX		328.45
		Total		328.45	328.45

Balance Due

GST Summary

Room: 13.08 F&B: 0.95 Other: 0.00 Total: 14.03

s.15

0.00

Room : s.15 Folio # : s.22

Invoice #

Cashier # : s.22

Page # : 1 of 1

Dr Bonnie Henry 655 12th Ave W Vancouver BC V5Z 4R4 Canada Arrival

12-16-19

Departure :

12-17-19

Date	Description	Additional Information		Charges	Credits
12-16-19	Room Charge - Provincial Go	vt		189.00	
12-16-19	Destination Marketing Fee			2.44	
12-16-19	Hotel Room Tax			21.06	
12-16-19	Room GST			9.57	
12-17-19	Visa	XXXXXXXXXXXXXXXS ^{s.22}	XX/XX		222.07

Total 222.07 222.07

Balance Due 0.00

GST Summary HST Summary

Room: 9.57 Room: 0.00 F&B: 0.00 F&B: 0.00 Other: 0.00 Other: 0.00 Total: 9.57 Total: 0.00

Room : s.15

Folio#

Invoice #

Cashier# : s.22

Page # :

Ms Bonnie Henry

s.22

Arrival

01-14-20

1 of 1

Departure :

01-17-20

Canada

Date	Description	Additional Information		Charges	Credits
01-14-20	Room Charge - Provincial Govt			189.00	
01-14-20	Destination Marketing Fee			2.44	
01-14-20	Hotel Room Tax			21.06	
01-14-20	Room GST			9.57	
01-15-20	Room Charge - Provincial Govt			189.00	
01-15-20	Destination Marketing Fee			2.44	
01-15-20	Hotel Room Tax			21.06	
01-15-20	Room GST			9.57	
01-16-20	Room Charge - Provincial Govt			189.00	
01-16-20	Destination Marketing Fee			2.44	
01-16-20	Hotel Room Tax			21.06	
01-16-20	Room GST			9.57	
01-17-20	Visa	XXXXXXXXXXXXXXS.22	XX/XX		666.21
		Total		666.21	666.21
		Balance Due		0.00	

GST Summary		HST Summary		
Room:	28.71	Room:	0.00	
F&B:	0.00	F&B:	0.00	
Other:	0.00	Other:	0.00	
Total :	28.71	Total:	0.00	

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Withheld pursuant to/removed as

s.15 Room Folio# s.22 Invoice # s.22 Cashier #

Page # : 1 of 1

Dr Bonnie Henry

ON Canada

01-27-20 Arrival

Departure 01-28-20

Date	Description	Additional Information		Charges	Credits
01-27-20	In Room Dining	Room# s.15 : CHECK# s.22		35.44	
01-27-20	Room Charge - Provincial Gov	t		239.00	
01-27-20	Destination Marketing Fee			3.09	
01-27-20	Hotel Room Tax			26.63	
01-27-20	Room GST			12.10	
01-28-20	Visa	XXXXXXXXXXXXXXXX ^{s.22}	XX/XX		316.26
		Total		316.26	316.26
		Balance Due		0.00	

GST Summary HST Summary Room: 12.10 Room: 0.00 F&B: 1.69 F&B: 0.00 Other: Other: 0.00 0.00 Total: 13.79 Total: 0.00

Room s.15

Folio#

Invoice #

s.22

Cashier# Page #

1 of 1

Dr Bonnie Henry ON

Canada

Arrival

01-31-20

Departure

02-01-20

0.00

Date	Description	Additional Information	Charges	Credits
01-31-20	s.15	Room# s.15 : CHECK#;s.22	30.00	
01-31-20	Room Charge - Provincial	Govt	189.00	
01-31-20	Destination Marketing Fee		2.44	
01-31-20	Hotel Room Tax		21.06	
01-31-20	Room GST		9.57	
01-31-20	Visa			252.07
		Total	252.07	252.07

Balance Due

GST Summary		HST Summary		
Room:	9.57	Room:	0.00	
F&B:	0.00	F&B:	0.00	
Other:	0.00	Other:	0.00	
Total:	9.57	Total:	0.00	

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Withheld pursuant to/removed as

Thompson, Laurel HLTH:EX

From:

Thompson, Laurel HLTH:EX

Sent:

March 11, 2020 1:13 PM

To:

Ralph, Laura HLTH:EX

Subject:

RE: 3CMB Audit- HENRY, BONNIE - ER22779649

Attachments:

ER2277649 Bonnie Henry20200311.pdf

Hi Laura,

Please find attached receipts.

СРРМ	iExpense				
	Required Document	YES	NO	N/A	If you select "NO" or "N/A" pleas
All chapters	Invoice(s) and Receipt(s)	YES			
	Evidence of EA	YES			Xibiao Ye
	Evidence of QR	YES			Laurel Thompson
10 & 11 C & D	Travel Authorization Form (FIN 99) for out-of- country/province			N/A	Travel within Province
	Evidence of pre-approval for in-province travel over \$1,000, except for Deputy (review purpose only)			N/A	Dr. Henry is considered Deputy le for in province travel – she reports
	Pre-approval for deviation from approved accommodation rates (in excess of Corporate Supply Arrangement (CSA) limits)			N/A	Within Limits

Thank you,

Laurel Thompson | Executive Coordinator

Office of the Provincial Health Officer, Ministry of Health

From: Ralph, Laura HLTH:EX <Laura.Ralph@gov.bc.ca>

Sent: March 11, 2020 8:23 AM

To: Thompson, Laurel HLTH:EX < Laurel. Thompson@gov.bc.ca > Cc: Briggs, Richelle HLTH:EX < Richelle. Briggs@gov.bc.ca > Subject: FW: 3CMB Audit- HENRY, BONNIE - ER22779649

Importance: High

**** ATTN: this is a Corporate Compliance and Controls Monitoring branch AUDIT REQUEST from the Office of the Comptroller General (OCG). Please respond with the requested documents within 5 business days of receiving this request. *****

Hi Laurel,

I have a iExpense claim **ER22779649** for Dr. Henry which has been selected by Corporate Controls and Compliance Monitoring Branch (3CMB).

If you could please scan and email me the entire contents of the expense claim envelope, including evidence of travel pre-approval that would be greatly appreciated.

I've attached the checklist with regards to what documents are required.

Please let me know if you have any further questions. Thanks,

Laura

Laura Ralph

Signing Authority Coordinator - Ministry of Health Accounting Operations 2nd Floor – 1515 Blanshard Street Victoria, BC V8W 9P4 250-952-2022 Laura.Ralph@gov.bc.ca

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