

**Confirmation**

Expense report number ER22926014 was previously submitted for approval.

Expense Report ER22926014

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	09-APR-2021
Expense Dates	01-APR-2021 - 08-APR-2021	Attachments	None
Cost Center	66L50	Is this claim for expenses while on Travel Status?	Yes Yes
Purpose	Covid-19 Media Avails	Report Total	753.49 CAD
Approver	KLOTZ, PETER P	Reimbursement Amount	753.49 CAD
Original Receipts Status	Required		

Expense Lines **Expense Allocations** **Weekly Summary** **Approval Notes [2]**
business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (CAD)	Details
01-Apr-2021	36.50 CAD	Meal/Per Diem	L & D per diem as flight from Vic to Van landed at 9:10am with overnight stay required due to late in-person meetings			36.50	

02-Apr-2021	22.00 CAD	Meal/Per Diem	Breakfast only per diem as flight from Van to Vic departed at 7:45am			22.00	
02-Apr-2021	186.83 CAD	Accommodation	Hotel accomodation as overnight stay was required due to late in-person meetings on April 1			186.83	
06-Apr-2021	36.50 CAD	Meal/Per Diem	L & D per diem as flight from Vic to Van landed at 9:10am with overnight stay required due to all day in-person meetings in Vancouver on April 7			36.50	
07-Apr-2021	49.00 CAD	Meal/Per Diem	Full day per diem rate as a second night stay in Van was required due to all day in-person meetings in Vancouver			49.00	
08-Apr-2021	49.00 CAD	Meal/Per Diem	Full day per diem rate as flight from Van to Vic as travel ended after 6pm			49.00	
08-Apr-2021	373.66 CAD	Accommodation	Hotel accomodation as overnight stay for two nights was required due to all day meetings on April 7 and media avail on April 8			373.66	
Total						753.49	

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Sullivan, Michelle A HLTH:EX

From: passengerservices@helijet.com
Sent: March 23, 2021 9:27 AM
To: Halicki, Ashley HLTH:EX
Subject: Thank you for choosing to take off with Helijet!

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



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.17
	Name	Bonnie Dr Henry
	Company	Min Of Health

Booking s.17

Thursday, April 1, 2021

704

08:35 Victoria Harbour (Downtown)

09:10 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice #549272

FARE-YWH-FULL_2020 \$357.14

+ GST \$17.86

Billing \$357.14

Taxes \$17.86

Grand Total \$375.00

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

Bonnie Dr Henry, s.22

[Add to Calendar](#)

s.15

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

COVID-19

All Flights Are Operated by Sikorsky S76 Helicopters with a 12 passenger capacity.

COVID-19 Safety Protocols including mandatory masks, temperature and health checks are in place.

Please read your confirmation for more COVID-19 information.

Booking s.17

Friday, April 2, 2021

703

07:45 Vancouver Harbour (Downtown)

08:20 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Bonnie Dr Henry s.22

[Add to Calendar](#)

Invoice #549273

FARE-YWH-OffPeak_2020 \$247.62

+ GST \$12.38

Billing \$247.62

Taxes \$12.38

Grand Total \$260.00

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

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s.15

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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 a Helijet Agent, consult Helijet [Passenger Rights, Tariff & Travel Information](#) or visit [the Canadian Transportation Agency's website](#).

GST#:
R102320165

COVID-19 Information:

For your ongoing safety and security, Helijet is pleased to meet or exceed any applicable federal, provincial or municipal public health regulations. See in-terminal signage or helijet.com for details of Helijet's enhanced Covid-19 procedures and protocols.

Please note the following COVID-19 protocols required of all passengers booked on Helijet scheduled flights in order to board a flight.

- If you are feeling unwell you are asked to stay home and rebook your trip for another time when you are verified Covid-free by a doctor.

- All travellers*, over 2 years of age, to wear a non-medical face mask, over their mouth and nose, at all times at Helijet terminals, during the check-in and the boarding process, and for the duration of their flight. Failure to wear a mask may result in being denied boarding on this and future flights.**

- On arrival at the terminal, all passengers will undergo a temperature check by a Helijet team member using a handheld thermometer reading on the forehead. Glasses must be removed, and headwear may need to be adjusted (private screening is available upon request). You will not be able to proceed if, after two readings, your temperature is at or above 38 degrees* - the threshold set by Transport Canada.

- All passengers will also be subject to a health check questionnaire. Failure to respond, or answers confirming symptoms will result in denied boarding on flights for at least 14 days.

- Please allow sufficient time at the terminal to complete the above processes. Flights will not be delayed for passengers who do not arrive in time to complete the temperature and health check prior to check-in and boarding.

** If you cannot wear a face covering or mask for medical or health reasons, or have a medical reason for elevated body temperature (unrelated to COVID-19), please advise a Helijet agent in advance, and you must provide a medical certificate signed by a medical professional confirming the conditions preventing adherence to the requirement. Please ask a Helijet agent for details*

****A non-medical mask or face covering with an exhalation valve or vent, a non-medical mask or face covering made with mesh or lace fabric, a neck gaiter, a bandana, a scarf, or a face shield **are not acceptable** as they don't protect others from COVID-19 and don't limit the spread of the virus.**

Passenger Rights & Travel Information:

For detailed information regarding Helijet [Passenger Rights, Tariff & Travel Information](#) visit helijet.com or call Helijet Reservations 1.800.665.4354

Aircraft:

Scheduled flights are operated by Sikorsky S-76 helicopters, with capacity of up to 12 passengers plus two crew members.

Terminals:

Helijet scheduled flights operate from four terminals; [Victoria Harbour Heliport, Vancouver Harbour Heliport, Vancouver International Airport - Richmond, Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre](#). Please ensure you are aware of your flight departure/arrival locations;

Parking:

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

Transportation upon arrival:

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

Passenger Check-in :

Between Vancouver Harbour or Vancouver Airport and Victoria Harbour or Nanaimo Harbour; passengers must check-in for all flights at least 20 minutes prior to scheduled departure times. When flight boarding commences, seats may be forfeited. Failure to check-in may result in a no-show penalty & any onward/return flights may be cancelled.

Please note above COVID-19 protocols and ensure you arrive at the terminal in time to complete the temperature and health check prior to check-in and boarding.

While waiting to board the flight, passengers are welcome to enjoy the amenities available at Helijet terminals including; complimentary snacks & beverages, telephones, newspapers, televisions, business workstations & wi-fi access.

Travel Identification :

To conform to Transport Canada regulations, all passengers 18 years and older must present valid Government issued photo ID (Passport, Drivers License & Provincial ID Card) at check-in for all Helijet flights.

Service Charges :

Service charges may apply for refund requests after travel, changes to form of payment after travel, changes to reservations (subject to individual fare rules) and for copies of receipts or invoices.

Weather Conditions:.

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

Animals on Helijet :

For the comfort and well-being of passengers and their pets, Helijet does not accept the carriage of pets in the passenger cabin nor cargo hold. The hold is not pressurized or sound-proofed like the passenger cabin and is therefore very noisy and not climate controlled.

In addition, Helijet does not transport Pet Store animals of any variety, nor do we transport laboratory/medical animals.

Due to the configuration and space of the helicopters, Helijet also does not carry Special Assistance Animals of any kind.

If you have a Special Assistance Animal, a Helijet Reservations Agent will be happy to recommend alternative carriers.

Baggage :

Personal Baggage Allowances may vary depending on the route and aircraft type. We recommend confirming restrictions before packing for travel to ensure your check-in experience is as quick as possible.

For scheduled flights operated by Sikorsky S-76 aircraft baggage limit is 2 pieces per person totalling 50 lbs / 22.6 kgs, no cabin baggage is allowed. Excess baggage will be accepted on a space available basis only.

Find more baggage information at Helijet [Passenger Rights, Tariff & Travel Information](#) online.

Restricted Articles :

Due to Transport Canada regulations some items may be restricted from travel and/or considered *Dangerous Goods* due to their physical or chemical properties. Please check before packing to ensure all belongings will travel with you on your journey. Some of the items not permitted to be carried in the cabin are; firearms, sharp cutting objects, sporting equipment, restraining devices, power tools or some liquids, aerosols, and gels

Visit Transport Canada's "[Prohibited Items List](#)" for further information.

Baggage Liability :

As noted in Rule 120 of the Helijet Local Domestic Tariff, the liability for the loss of and/or damage to any personal property, including baggage or goods is limited to an amount equal to the value of such luggage or goods which shall not exceed \$500(CAD) per passenger.

Reservations:

Reservations are required for all flights and may be booked online at www.helijet.com or by calling 1.800.665.4354 (within North America).

Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com