

RE: Media Request - The Breaker News - COP26 travel

From: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
To: Karn, David GCPE:EX <David.Karn@gov.bc.ca>
Cc: Brandt, Alissa GCPE:EX <Alissa.Brandt@gov.bc.ca>, Corns, Paul GCPE:EX <Paul.1.Corns@gov.bc.ca>, Duffus, Robert GCPE:EX <Robert.Duffus@gov.bc.ca>, Hewitt, Jeremy ENV:EX <Jeremy.Hewitt@gov.bc.ca>, Pollard, Desmond ENV:EX <Desmond.Pollard@gov.bc.ca>, Lo, Reamick ENV:EX <Reamick.Lo@gov.bc.ca>
Sent: October 5, 2021 8:48:35 AM PDT

Approved thank you!

From: Karn, David GCPE:EX <David.Karn@gov.bc.ca>

Sent: October 5, 2021 8:46 AM

To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>

Cc: Brandt, Alissa GCPE:EX <Alissa.Brandt@gov.bc.ca>; Corns, Paul GCPE:EX <Paul.1.Corns@gov.bc.ca>; Duffus, Robert GCPE:EX <Robert.Duffus@gov.bc.ca>; Hewitt, Jeremy ENV:EX <Jeremy.Hewitt@gov.bc.ca>; Pollard, Desmond ENV:EX <Desmond.Pollard@gov.bc.ca>; Lo, Reamick ENV:EX <Reamick.Lo@gov.bc.ca>

Subject: Media Request - The Breaker News - COP26 travel

Kelly,

With approved lines used yesterday.

Reporter

Bob Mackin, Reporter

The Breaker News

bob@thebreaker.news

604-982-9130 c: 604-724-5604

Deadline ASAP

Request

Regarding the upcoming UN climate change conference in Glasgow, is Minister Heyman leading a delegation to the event?

How many staff members will be traveling to Glasgow -- what are the numbers of people and budgets approved under the government's policy for "Minister out-of-province/country travel" (10.4.4), which includes the Minister, Parliamentary Secretary, DM and Minister's office staff?

Will the Ministry be funding the travel expenses of any contractors or NGOs?

Recommendation

- We recognize the significance of COP26 at this time. We are all feeling the impacts of climate change.
- Our priority is making sure that we can share and learn from all participating jurisdictions.
- We will have more to say about provincial participation in the days ahead.

David Karn

Ministry of Environment

M 250-213-3760

RE: Media request - The Breaker News - COP26

From: Karn, David GCPE:EX <David.Karn@gov.bc.ca>
To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Sent: October 15, 2021 9:10:04 AM PDT
thanks

From: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Sent: October 15, 2021 9:09 AM
To: Karn, David GCPE:EX <David.Karn@gov.bc.ca>; Brandt, Alissa GCPE:EX <Alissa.Brandt@gov.bc.ca>
Cc: Hewitt, Jeremy ENV:EX <Jeremy.Hewitt@gov.bc.ca>; Pollard, Desmond ENV:EX <Desmond.Pollard@gov.bc.ca>; Corns, Paul GCPE:EX <Paul.1.Corns@gov.bc.ca>; Lo, Reamick ENV:EX <Reamick.Lo@gov.bc.ca>
Subject: Re: Media request - The Breaker News - COP26
Yes. Good to go.

From: Karn, David GCPE:EX <David.Karn@gov.bc.ca>
Sent: Friday, October 15, 2021 9:09:04 AM
To: Brandt, Alissa GCPE:EX <Alissa.Brandt@gov.bc.ca>; Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Cc: Hewitt, Jeremy ENV:EX <Jeremy.Hewitt@gov.bc.ca>; Pollard, Desmond ENV:EX <Desmond.Pollard@gov.bc.ca>; Corns, Paul GCPE:EX <Paul.1.Corns@gov.bc.ca>; Lo, Reamick ENV:EX <Reamick.Lo@gov.bc.ca>
Subject: RE: Media request - The Breaker News - COP26
Are we keeping this line: Final costs will be released after all expenses are tabulated.

From: Brandt, Alissa GCPE:EX <Alissa.Brandt@gov.bc.ca>
Sent: October 14, 2021 5:31 PM
To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>; Karn, David GCPE:EX <David.Karn@gov.bc.ca>
Cc: Hewitt, Jeremy ENV:EX <Jeremy.Hewitt@gov.bc.ca>; Pollard, Desmond ENV:EX <Desmond.Pollard@gov.bc.ca>; Corns, Paul GCPE:EX <Paul.1.Corns@gov.bc.ca>; Lo, Reamick ENV:EX <Reamick.Lo@gov.bc.ca>
Subject: RE: Media request - The Breaker News - COP26
I think we should still keep the point about final costs being released at some point....

From: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Sent: October 14, 2021 17:27
To: Karn, David GCPE:EX <David.Karn@gov.bc.ca>
Cc: Hewitt, Jeremy ENV:EX <Jeremy.Hewitt@gov.bc.ca>; Pollard, Desmond ENV:EX <Desmond.Pollard@gov.bc.ca>; Brandt, Alissa GCPE:EX <Alissa.Brandt@gov.bc.ca>; Corns, Paul GCPE:EX <Paul.1.Corns@gov.bc.ca>; Lo, Reamick ENV:EX <Reamick.Lo@gov.bc.ca>
Subject: Re: Media request - The Breaker News - COP26
A couple edits below.

From: Karn, David GCPE:EX <David.Karn@gov.bc.ca>
Sent: Thursday, October 14, 2021 12:58 PM
To: Sather, Kelly ENV:EX
Cc: Hewitt, Jeremy ENV:EX; Pollard, Desmond ENV:EX; Brandt, Alissa GCPE:EX; Corns, Paul GCPE:EX; Lo, Reamick ENV:EX
Subject: Media request - The Breaker News - COP26
Kelly,
Approved by Jeremy Hewitt.
Reporter
Bob Mackin, The Breaker News
bob@thebreaker.news
604-982-9130 c: 604-724-5604
Deadline ASAP

Request

It's been a week now.

Attendance at COP26 is not as simple as taking the next Helijet from Victoria to Vancouver. So accreditation, transportation and accommodation arrangements must have been handled weeks, if not months, ago. Not to

mention travel insurance and pandemic travel protocols and the government policy handbook on travel.
How many elected and appointed officials are going from the B.C. government?
What about any contractors or NGOs funded by the B.C. government?
What is the approved budget?

Recommendation

The B.C. delegation consists of Minister George Heyman, Climate Action Secretariat Assistant Deputy Minister Jeremy Hewitt and one support staff.

No contractors or NGOs are being funded by the province to attend.

The trip is funded out of the ministry budget.

Previous Response:

- We recognize the significance of COP26 at this time. We are all feeling the impacts of climate change.
- Our priority is making sure that we can share and learn from all participating jurisdictions.
- We will have more to say about provincial participation in the days ahead.

Fwd: media request - UN climate change conference

From: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
To: Brandt, Alissa GCPE:EX <Alissa.Brandt@gov.bc.ca>
Sent: October 15, 2021 10:04:41 AM PDT
From: Karn, David GCPE:EX <David.Karn@gov.bc.ca>
Sent: Friday, October 15, 2021 10:00:14 AM
To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Subject: Fwd: media request - UN climate change conference

David Karn

Begin forwarded message:

From: Bob Mackin <bob@thebreaker.news>
Date: October 15, 2021 at 9:29:13 AM PDT
To: "Karn, David GCPE:EX" <David.Karn@gov.bc.ca>
Subject: Re: media request - UN climate change conference

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

Hi David,

I am not interested in final costs, because I know final costs are the end result and, therefore, impossible to calculate before the trip has even commenced.

I made it clear that I wanted the dollar amounts for the **approved budgets**.

Oxford defines budget as: the money that is available to a person or an organization and a plan of how it will be spent over a period of time

The government's own policy and procedure manual includes a chapter on travel and the requirements for approved budgets, prior to travel. For your reference, I have copied the relevant portions below.

What is the approved budget for the delegation led by Minister Heyman?

Are any other ministers or department heads going? What about from BC Hydro?

Sincerely,

Bob Mackin

<https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/travel>

10.3.2 Travel Approval

1. The means of travel chosen needs to be operationally feasible, cost effective and consider travel methods that will mitigate the production of greenhouse gas emissions. Government employees are eligible for reimbursement of travel expenses when:
 - trip approval is obtained (from the employee's Expense Authority) before travel expenses are incurred;
 - the expenses are paid by the employee while on travel status* or away from headquarters**;
 - claims are reasonable, properly reported and comply with established rates and allowances.

*Group I, II and III employees are on travel status when absent from their designated headquarters on approved government business. This does not apply to employees who are temporarily reassigned or on field status, or on board and lodging status.

**An employee's headquarters is their usual work place or normal point of assembly and the area within a 32 kilometre radius. If necessary, the director must designate a headquarters for their staff, and can also approve changes to their staff's assigned headquarters as changes in operational conditions warrant. The designation for directors and executive directors are made by the assistant deputy minister of the program area. The executive financial officer must make designations for assistant deputy ministers.

The terms "travel status" and "headquarters" are not used in reference to Group IV travel policy. Travel policy applies to Group IV during the period an official is away from home to discharge official duties.

2. Reimbursement claims require approval by the appropriate Expense Authority before they can be paid. (see Procedure Requirements - C.1.4, C.1.5)
3. Management has the right to designate an employee's (other than officials) mode of transportation and manner of accommodation. Other considerations must include:
 - the cost and efficiency of alternative transportation modes (i.e., time required to reach the destination and lost productivity);
 - additional travel costs (accommodation, meals, taxi, vehicle rentals, overtime) associated with each alternative; and
 - travel arrangements that mitigate the production of greenhouse gas emissions.
4. Government employees required to resource cabinet and government caucus meetings are eligible for reimbursement of expenses.

Procedure Requirements - C.2

10.3.3 Combining Personal Travel

1. Travel that combines government and personal business must be reimbursed at the lesser of
 - actual transportation expenses; or
 - an estimate of the minimum acceptable expenses that would have been incurred if the personal travel had not taken place.
2. Additional expenses arising from personal extensions to business travel are the employee's responsibility.
3. Expenses for an employee's spouse or family members are not reimbursable, except:
 - when a spouse is formally representing the government and a written invitation has been issued to the spouse (see also 10.4.4 and C.14.3);
 - travel is to a pre-retirement seminar or awards function; or
 - the employee is relocating (for details refer to Administration, Relocation).
4. Employees must not claim any optional payments or surcharges related to carbon offset programs administered by travel service providers.

10.3.4 Out-of-Province/Country Travel

1. Staff (and contractor) out-of-province and out-of-country travel, including complete plans to combine personal travel, requires prior approval of the respective director (Treasury Board Directive 4/04). Approvals for directors and executive directors

are made by the assistant deputy minister of the program area. The executive financial officer must make approvals for assistant deputy ministers. Refer to [C.2](#) for staff approval procedures and to [10.4.4](#) for approval requirements for ministers, parliamentary secretaries, deputy ministers and ministers' office staff.

2. For out-of-province accommodation a reasonable amount must be established considering business requirements and federal accommodation rates. For out-of-country or U.S. accommodation, employees will be reimbursed for actual commercial accommodation expenses for the travel location up to those rates established by the federal government through their standing offer arrangements for accommodation. (Refer to this [federal accommodation site](#) for rate information).
3. For travel in the U.S. the Group I meal rate, Group II or III per diem allowance, or Group IV meal allowance must be the amount claimed for BC in U.S. currency (as required by [PSA Policy Statement 17. Travel, Appendix 1 sec. 8. \(1\) \(PDF\)](#)), which will be converted to Canadian dollars, including claims for partial day travel. Meals received without charge or paid for from public funds cannot be claimed.
4. For other foreign locations (as required by [PSA Policy Statement 17. Travel, Appendix 1 sec. 9\) \(PDF\)](#)), meal rates for full days must be calculated using the "Meal Total" rate published by the federal Foreign Affairs Department. This is then grossed up for incidental amounts as specified in the PSA table at Appendix 1 sec 9. (1).

For partial days or for situations where meals are received without charge or paid with other public funds, the related individual meals (using the federal Foreign Affairs Department rates) must be deducted from the full day rates calculated above. Where the individual meal rates are not published, refer to the percentages to deduct from the calculated full day rate specified in the PSA table at Appendix 1 sec 9. (2).

Procedure Requirements -- [C.1.6](#) (iExpenses & foreign exchange); [C.2](#) (Approval Requirements); [C.11](#) (Miscellaneous Foreign Travel Expenses)

On Fri, Oct 15, 2021 at 9:11 AM Karn, David GCPE:EX <David.Karn@gov.bc.ca> wrote:

Bob, thanks for your patience.

Please attribute to the Ministry.

The B.C delegation consists of Minister George Heyman, Climate Action Secretariat Assistant Deputy Minister Jeremy Hewitt and one support staff.

No contractors or NGOs are being funded by the province to attend.

The trip is funded out of the ministry budget. Final costs will be released after all expenses are tabulated.

From: Bob Mackin <bob@thebreaker.news>

Sent: October 13, 2021 7:57 AM

To: Karn, David GCPE:EX <David.Karn@gov.bc.ca>

Subject: Re: media request - UN climate change conference

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

Hi David,

It's been a week now.

Attendance at COP26 is not as simple as taking the next Helijet from Victoria to Vancouver. So accreditation, transportation and accommodation arrangements must have been handled weeks, if not months, ago. Not to mention travel insurance and pandemic travel protocols and the government policy handbook on travel.

How many elected and appointed officials are going from the B.C. government?

What about any contractors or NGOs funded by the B.C. government?

What is the approved budget?

Sincerely,

Bob Mackin

On Tue, Oct 5, 2021 at 8:55 AM Karn, David GCPE:EX <David.Karn@gov.bc.ca> wrote:

Bob, please attribute to the Ministry of Environment and Climate Change Strategy.

- We recognize the significance of COP26 at this time. We are all feeling the impacts of climate change.
- Our priority is making sure that we can share and learn from all participating jurisdictions.
- We will have more to say about provincial participation in the days ahead.

From: Bob Mackin <bob@thebreaker.news>

Sent: October 5, 2021 8:24 AM

To: Karn, David GCPE:EX <David.Karn@gov.bc.ca>; Duffus, Robert GCPE:EX <Robert.Duffus@gov.bc.ca>

Subject: media request - UN climate change conference

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

Hello,

Regarding the upcoming UN climate change conference in Glasgow, is Minister Heyman leading a delegation to the event?

How many staff members will be traveling to Glasgow -- what are the numbers of people and budgets approved under the government's policy for "Minister out-of-province/country travel" (10.4.4), which includes the Minister, Parliamentary Secretary, DM and Minister's office staff?

Will the Ministry be funding the travel expenses of any contractors or NGOs?

Sincerely,

Bob Mackin

reporter, theBreaker.news

604-982-9130

--

Read [theBreaker.news](#)

[Listen to the Podcast on TuneIn, Apple Podcasts and Spotify](#)

[Subscribe to the newsletter](#)

--

Read [theBreaker.news](#)

[Listen to the Podcast on TuneIn, Apple Podcasts and Spotify](#)

[Subscribe to the newsletter](#)

--

Read [theBreaker.news](#)

[Listen to the Podcast on TuneIn, Apple Podcasts and Spotify](#)

[Subscribe to the newsletter](#)

RE: ENV Follow-up Media Request: COP 26

From: Brandt, Alissa GCPE:EX <Alissa.Brandt@gov.bc.ca>
To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>, Karn, David GCPE:EX <David.Karn@gov.bc.ca>
Cc: Corns, Paul GCPE:EX <Paul.1.Corns@gov.bc.ca>, Duffus, Robert GCPE:EX <Robert.Duffus@gov.bc.ca>, Hewitt, Jeremy ENV:EX <Jeremy.Hewitt@gov.bc.ca>, Pollard, Desmond ENV:EX <Desmond.Pollard@gov.bc.ca>
Sent: October 20, 2021 12:19:31 PM PDT

I'm good with that approach.

From: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>

Sent: October 19, 2021 19:03

To: Karn, David GCPE:EX <David.Karn@gov.bc.ca>

Cc: Brandt, Alissa GCPE:EX <Alissa.Brandt@gov.bc.ca>; Corns, Paul GCPE:EX <Paul.1.Corns@gov.bc.ca>; Duffus, Robert GCPE:EX <Robert.Duffus@gov.bc.ca>; Hewitt, Jeremy ENV:EX <Jeremy.Hewitt@gov.bc.ca>; Pollard, Desmond ENV:EX <Desmond.Pollard@gov.bc.ca>

Subject: RE: ENV Follow-up Media Request: COP 26

You can say no other ministers or staff are attending – as we told Bob last week, if he were paying attention – and you can direct him to BC Hydro because we don't do media request on their behalf. Otherwise I'm fine with repeating what he told him already, and I'll let Alissa jump in with any other comments.

From: Karn, David GCPE:EX <David.Karn@gov.bc.ca>

Sent: October 19, 2021 4:46 PM

To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>

Cc: Brandt, Alissa GCPE:EX <Alissa.Brandt@gov.bc.ca>; Corns, Paul GCPE:EX <Paul.1.Corns@gov.bc.ca>; Duffus, Robert GCPE:EX <Robert.Duffus@gov.bc.ca>; Hewitt, Jeremy ENV:EX <Jeremy.Hewitt@gov.bc.ca>; Pollard, Desmond ENV:EX <Desmond.Pollard@gov.bc.ca>

Subject: ENV Follow-up Media Request: COP 26

Kelly,

Recommend using the previous response.

Reporter

Bob Mackin, The Breaker News

bob@thebreaker.news

Deadline ASAP

Request

I am not interested in final costs, because I know final costs are the end result and, therefore, impossible to calculate before the trip has even commenced.

I made it clear that I wanted the dollar amounts for the approved budgets.

Oxford defines budget as: the money that is available to a person or an organization and a plan of how it will be spent over a period of time

The government's own policy and procedure manual includes a chapter on travel and the requirements for approved budgets, prior to travel. For your reference, I have copied the relevant portions below.

What is the approved budget for the delegation led by Minister Heyman?

Are any other ministers or department heads going? What about from BC Hydro?

Recommendation

No contractors or NGOs are being funded by the province to attend.

The trip is funded out of the ministry budget. Final costs will be released after all expenses are tabulated.

Background

This is a follow-up to a media request from October 13, 2021.

REQUEST:

It's been a week now.

Attendance at COP26 is not as simple as taking the next Helijet from Victoria to Vancouver. So accreditation, transportation and accommodation arrangements must have been handled weeks, if not months, ago. Not to mention travel insurance and pandemic travel protocols and the government policy handbook on travel.

How many elected and appointed officials are going from the B.C. government?

What about any contractors or NGOs funded by the B.C. government?

What is the approved budget?

RESPONSE:

Provided Statement

The B.C delegation consists of Minister George Heyman, Climate Action Secretariat Assistant Deputy Minister Jeremy Hewitt and one support staff.

No contractors or NGOs are being funded by the province to attend.

The trip is funded out of the ministry budget. Final costs will be released after all expenses are tabulated.

FW: ENV Follow-up Media Request: COP 26

From: Brandt, Alissa GCPE:EX <Alissa.Brandt@gov.bc.ca>
To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Sent: October 20, 2021 2:51:24 PM PDT

From: Alissa Brandt <Alissa.Brandt@gov.bc.ca>
Sent: October 20, 2021 14:35
To: Brandt, Alissa GCPE:EX <Alissa.Brandt@gov.bc.ca>
Subject: ENV Follow-up Media Request: COP 26

Reporter

Bob Mackin, Reporter
The Breaker News
bob@thebreaker.news
604-982-9130 c: 604-724-5604

Deadline ASAP

Request

as previously stated, I asked for the approved budget. I know you are an intelligent person who knows the difference between budget (which is known internally) vs. costs (which aren't known until the expenditures occur).

Just to be crystal clear, I asked for the budget for the trip and supplied chapter and verse the relevant government policy manual sections.

Please get me the budget dollar figure, thank-you!

Recommendation

Background

This is a follow-up to a media request from October 15, 2021.

REQUEST:

I am not interested in final costs, because I know final costs are the end result and, therefore, impossible to calculate before the trip has even commenced.

I made it clear that I wanted the dollar amounts for the approved budgets.

Oxford defines budget as: the money that is available to a person or an organization and a plan of how it will be spent over a period of time

The government's own policy and procedure manual includes a chapter on travel and the requirements for approved budgets, prior to travel. For your reference, I have copied the relevant portions below.

What is the approved budget for the delegation led by Minister Heyman?

Are any other ministers or department heads going? What about from BC Hydro?

RESPONSE:

Provided Statement

The B.C delegation consists of Minister George Heyman, Climate Action Secretariat Assistant Deputy Minister Jeremy Hewitt and one support staff.

No contractors or NGOs are being funded by the province to attend.

The trip is funded out of the ministry budget. Final costs will be released after all expenses are tabulated.

Recommend you contact BC Hydro as we don't speak for them.

Approval needed: HRENYKA s.17 03NOV21 Standard Register

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Sent: November 4, 2021 9:51:26 AM PDT
Attachments: Your Radox Health Scotland order is now complete, Shoppers - coffee cream receipt.pdf, 247 COVID Testing invoice.pdf, You paid an invoice! (s.22), Air Canada Refund - GEORGE HEYMAN - - s.22 .pdf, Air Canada Refund - KELLY SATHER - - s.22 .pdf, Staples - folder receipts.pdf, Pharmasave - Hand sanitizer receipt.pdf, Booking confirmation - Reference: s.22 - The s s.15 Copy of HRENYKA s.17 03NOV21 STANDARD REGISTER.xlsx

Hi Kelly,

Please see attached a copy of my standard register and purchase receipts for October 2021. Can you please let me know if approved?

Thank you!

Alyssa Hrenyk

Administrative Coordinator to
The Honourable George Heyman,
Minister of Environment and Climate Change Strategy
and Minister Responsible for TransLink

s.17 | Alyssa.Hrenyk@gov.bc.ca

Your Randox Health Scotland order is now complete

From: Randox Health | Scotland | COVID-19 Booking <noreply@randoxhealth.com>
To: Alyssa.Hrenyk@gov.bc.ca, Hrenyk, Alyssa ENV:EX
<Alyssa.Hrenyk@gov.bc.ca>
Sent: October 27, 2021 9:59:17 AM PDT
Attachments: Terms_and_conditions_SARs_COV-2_PCR_OCT21.pdf

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

Thanks for shopping with us

Hi Alyssa,

We have finished processing your order.

[Order^{s.22}] (27/10/2021)

Product	Quantity	Price
Covid-19 Express PCR Test Express Appointment Date: 07/11/2021 Time: 8:00 am Service: Express RT-PCR (Results within 1-3 Hours) Location: Glasgow City Centre Category: Departing from the UK First Name: George Last Name: Heyman s.22 Flight/coach/vessel number: British Airways 1479	1	£80.00

Gender: ^{s.22}		
Ethnicity: ^{s.22}		
Subtotal:		£80. 00
Payment method:		Cred it Card via Opa yo
Total:		£80. 00

Billing address

Government of British Columbia

Alyssa Hrenyk

501 Belleville Street

Victoria BC V8W 9E2

Canada

1-250-883-1146

Alyssa.Hrenyk@gov.bc.ca

Thanks for shopping with us.



^{s.22}



RANDOX STANDARD TERMS AND CONDITIONS FOR SARS COV-2 PCR, ANTIGEN AND ANTIBODY TESTING

A HOME TESTING

(including Return packages, Rapid Antigen Packs AND click and collect variations)

B IN-CLINIC TESTING

(including Antibody appointment variations)

C PRIVACY POLICY

D REFUND AND CANCELLATION POLICY

A HOME TESTING

1. WHO WE ARE

Randox Health London Ltd, a company registered in England under company number 9102173 with registered office at 5 Finsbury House, 23 Finsbury Circus, London, EC2M 7EA.

Randox Health London Ltd is a government approved private provider of Covid-19 testing. Randox Health London Ltd will appoint our partner laboratory Randox Laboratories Limited t/as RCLS, a company registered in Northern Ireland under company number NI015738, whose registered office address is Ardmore, 55 Diamond Road, Crumlin, Co. Antrim, BT29 4QY to assist with our engagement and warrants that they will be held to the same accountability.

If you have ordered via booking.randox.ie, then Randox Teoranta, Company address An Clochan Liath, Co Dún Na Ngall, Co Donegal, Ireland are the legal entity to which you are contracted with, and any references to Randox Health in these terms include Randox Teoranta, subject to your method of booking.

2. SCOPE OF OUR ENGAGEMENT

2.1 Purpose: To determine the presence of COVID-19 virus including various strains/variants in a correctly, properly returned and intact swab sample if using the Home Sample Collection Kit or scanned if using the Randox CertiFly Antigen test kit.

2.2 Product: The contract of sale relates to the provision of a Randox PCR Home Sample Collection Kit, or Randox CertiFly Antigen test kit. The PCR Home Sample Collection Kit and the Antigen test kit are medical diagnostic products which is prescribed by Government in line with Covid-19 Travel Restrictions.

2.3 “You” are the customer and have either accessed our website, entered one of our clinics or called our telephone number and you intend to place or have placed an order for our Product.

2.4 Home: Refers to the location that you choose to take the Randox PCR Home Sample Collection kit or the Randox CertiFly Antigen test kit.

2.5 Unless otherwise specified, Randox PCR Home Sample Collection kits are for use in the UK only.

2.6 These terms and conditions along with our Privacy policy will apply to our engagement. If there is any conflict between these Terms and any terms or conditions found elsewhere on our website, or in any written or verbal communication between you and us, these Terms will prevail.

2.7 By purchasing our Product you are giving Randox Health and its partner laboratories Randox Clinic Laboratory Services, and international partner clinics or sampling sites (section 13) your informed consent to perform the tests you have ordered where required or relevant. Our engagement may be facilitated by third party subcontractors, servants, or agents, professionally trained who will abide by your strict protocols, health and safety and privacy requirements.

2.8 Our Product is offered subject to availability at the time of booking. Randox Health reserves the right to cancel, reschedule appointments or deliveries. Randox is not obliged to offer refunds due to the lawful reasons noted below, but will exercise sole discretion on reimbursement, subject to extenuating circumstances.

2.9 Please note that Randox does not arrange collection from your address. If you are purchasing a PCR Home Sample Collection kit, it is your obligation to arrange for the PCR Home Sample Collection kit to be returned to Randox to fit your time scale. Such time scale or time frame is your prerogative, and not the obligation of Randox.

2.10 Time is not of the essence in this contract and Randox do not accept any responsibility or liability for any losses arising if the test result is not provided to you within your required timescale, which may have been stipulated by third parties. Please note any such time frames are subject to privity of contract, between you and the third party, and to which Randox are therefore not bound. Randox will use its reasonable endeavours to perform its obligations detailed below as soon as practically possible.

2.11 For the return of the PCR Home Sample Collection kits Randox recommends the use of our Drop boxes if they are available to you. Please do not leave samples unattended in the vicinity of a drop box if the drop box is full. Randox may suggest some recommended courier services from time to time, to assist you with returning your Sample to Randox, but please note that this is by way of a gesture of goodwill. These couriers are not acting as employees, servants, or agents of Randox, and as such, do not have any actual or ostensible authority on behalf of Randox, nor will vicarious liability for their actions attach to Randox. Randox will not be held responsible for their service with regard to the delivery of Samples to Randox on your behalf.

2.12 Failure to comply with any of your obligations in this agreement is an anticipatory breach, inter alia. It will render performance of Randox obligations under contract impossible and you are therefore committing a repudiatory breach. In such circumstances, Randox is entitled to accept your repudiation and choose to be no

longer bound by the contract and relinquish all and any liability that Randox may have had to you in relation to our Product.

3. OBLIGATION OF YOU THE CUSTOMER

3.1 Provision of Sample by you for testing by Randox (PCR only):

The sample must be taken by you in line with our operating procedures as detailed in the instructions provided to you and within the PCR Home Sample Collection kit. This includes requirement for both throat and nasal swab. If, for any reason, you are not able to provide a sample as per the procedure we cannot guarantee that the sample provided will be suitable for analysis and a valid result forthcoming and Randox accepts no responsibility for losses arising in such circumstances. The customer is fully responsible for ensuring full adherence to the procedure.

3.1.1 In order to meet these requirements you must follow the instruction supplied within the PCR Home Sample Collection kits.

3.1.2 Intended use of the PCR Home Sample Collection Kits

3.1.2.1. The COVID-19 Screening Sample Collection Kit is intended for use in the collection and transport of nose and throat swab to be analysed by Randox Laboratories for the detection of the 2019-Novel Coronavirus (SARS-CoV-2).

3.1.3 Sample Registration Guidelines:

3.1.3.1 It is crucial that you register your URN at www.randoxhealth.com/register-kit, once you have completed the swabbing procedure. This registration process is essential, as without it, Randox will not be able to provide you with results. You will not be able to receive your results if you have not registered your URN online.

3.1.3.1.1 You are fully responsible for ensuring all information provided on the registration is correct,

3.1.3.1.2 Randox hold no liability for incorrect submission of information when registration occurs, nor guarantee ability to change information should this be requested nor are liable if incorrect information affects customer requirements.

3.1.4 Return guidelines for PCR Home Sample Collection kits:

3.1.4.1 By submitting a sample to our laboratory, you are consenting to the testing of that sample

3.1.4.2 Randox recommends that you use your nearest Randox Drop Box. If this drop box is full, please do not leave the item in its vicinity. Please either return to the Randox drop box after a collection time, or use an alternative courier service. Randox or may suggest a number of reputable couriers to assist the customer in fulfilling their obligation of getting the test to Randox within the required time frame, this is done as a gesture of goodwill to you, but ultimately it is the obligation of the customer to ensure the test gets to Randox in good time

3.1.4.3 If you choose an alternative courier, please arrange delivery via courier of your completed kit to the address printed on the UN3373 Return Envelope

3.1.4.3.1 Please ensure your chosen courier is able to handle biological samples according to UN3373 requirements. We recommend you select a tracked service.

3.1.4.4 It is your obligation to ensure that the sample is returned to Randox in good order, with sufficient time for Randox to be able to test the sample and provide you with result. Randox will aim to provide results in 24Hrs once sample is received at our Laboratory in Northern Ireland. This time frame is subject to change, and is approximate only, noting the above provision that time is not of the essence.

3.1.5 This agreement dictates the terms regarding the agreement. Randox are not bound to adhere to any time frames that you require or may be set by a third party

3.1.6 Should Covid 19 restrictions be in place in your area when you are seeking to return a sample to Randox, if you are not legally able to travel, you must ensure that the sample is delivered by an alternative means. This is not the responsibility of Randox and no liability will attach in this regard.

3.2 Provision of Sample by you for Testing using Randox CertiFly Antigen test kits:

The sample must be taken by you in line with our operating procedures as detailed in the instructions provided to you within the kit. This includes nasal swab. If, for any reason, you are not able to provide a sample as per the procedure we cannot guarantee that the sample provided will be suitable for analysis and a valid result forthcoming and Randox accepts no responsibility for losses arising in such circumstances

3.2.1 In order to meet these requirements, you must follow the instruction supplied with your Randox CertiFly Insert Antigen testing kits, as well as downloading "Randox CertiFly" app from from iOS App Store or Android App Store and install it on your device.

3.2.2 Customers are responsible for making sure the Randox CertiFly app is compatible with their device. After installing Randox CertiFly application, an user account has to be created. The customer is responsible for this.

3.2.3 Customers must read and follow the instructions from Acon Flowflex SARS-CoV-2 antigen Rapid test for self-testing that is included in the Antigen Test kit

3.2.4 Customers must follow the instructions provided when using the Randox CertiFly app fully. This includes submitting a photo of the Antigen test (post swabbing) to Randox CertiFly app of the Antigen result within the specific 15–30-minute window indicated in the Acon Flowflex instructions

3.2.5 For Antigen Testing using the Randox CertiFly app, it is the customers obligation to ensure that the sample is scanned clearly into the app, with sufficient time for your result to be determined and provided with a certificate

3.3 Randox is not a travel agent and does not provide travel advice. It is your obligation to establish the requirements for travel for your journey. Different countries have different requirements. Randox are not liable for any losses arising because you have not met your travel requirements, or If those requirements change after the date of order you have not met your travel requirements, or if those requirements change after the date of order.

4. OBLIGATIONS OF RANDOX

4.1 Testing:

For PCR samples Randox will make every reasonable endeavour to analyse your sample and to provide you with a results report. However, on rare occasions, anomalies can occur during laboratory analysis, for example, issues with sample collection or processing errors. Randox Health will endeavour to identify and correct any such issue. Additional samples may be required, if remaining sample is insufficient for repeat analysis. And as a consequence, results/reports may be delayed. Randox will not be held accountable or liable for delays with testing that is outside of their control. For Antigen samples (Randox CertiFly Antigen test kit) you are responsible for testing and further use of the Randox CertiFly App. Randox will not be held accountable or liable for any delays with testing.

4.2 Results:

4.2.1 For PCR samples, following receipt of your sample, we will make every reasonable endeavour to provide your test results within a reasonable timeframe following our laboratory receiving your sample. Delivery dates for test results are approximate only and Randox will not be held liable for any delay in delivery, particularly in light of global shortages in raw materials and the unprecedented level of demand for our Product in the current challenging circumstance, as well as subject to further terms in this agreement. You acknowledge that you will receive your results to the email address provided by you when registering your URN. It is your responsibility to ensure that Randox Health has the correct information pertaining to your email address. Randox Health are not responsible if there is a delay in delivery of results if you have made an error in the email address spelling, nor are Randox health responsible should your service provider block delivery attempts by Randox Health with your results. You are responsible for ensuring email communication is accepted from Randox/ Randox Health.

4.2.2 For Randox CertiFly Antigen kits

4.2.2.1 Visual results will be available within 15-30minutes of use of the Antigen test kit if instructions provided in the test kits have been followed

4.2.2.2 For a certificate of result, the results will be provided within a reasonable timeframe following in-app submission of the photo of the Randox CertiFly Antigen test (once testing has occurred) and following correct adherence to the instructions provided on the CertiFly Antigen App.

4.2.2.2.1 You acknowledge that you will receive your results to the email address provided by you when creating a profile in Randox CertiFly app. The result certificate will also be shared in Randox CertiFly app.

4.2.2.2.2 It is your responsibility to ensure that Randox Health has the correct information pertaining to your email address. Randox Health hold no liability nor are responsible should the email provided by you be incorrect or there is a delay / block by your email provider regarding your receipt by the results. If results are not received, Randox are not responsible for this (change), as you are responsible for following the instructions provided on the Randox CertiFly App and within the Randox CertiFly Antigen test kits

4.3 Refunds and Cancellation Policy:

Due to the proficiency of our product dispatch, our logistical response to orders is instantaneous. Once an order is placed, things are set in motion which cannot be undone, and the order shall be delivered accordingly.

Randox is unable to offer refunds for the following reasons:

4.3.1. The products are not suitable for return due to health protection or hygiene reasons, as per Article 28(3) (a) of the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 ("2013 Regs")

4.3.2. It is a government requirement to meet UKAS accreditation to ensure full chain of custody of samples is traceable. Each product is personalised with a unique reference number for the purposes of the testing process and further personalised with unique booking reference numbers due to government requirements for passenger locator forms. The kit is therefore exempt from refunds as per Article 28(3)(b).

4.3.3. Depending on the shelf life of the subject kit, the test kits are liable to deteriorate or expire rapidly and therefore they are exempt from returns under Article 28(1)(c) of the 2013 Regs

4.3.4. Following government advice, on a zero-tolerance approach to fraud, criminal activity, and breaches of Covid restrictions and in the interests of Public Health Protection

4.3.5 In cases of Force Majeure as detailed in section 9 of this agreement

4.3.6 The products are a prescribed Medical Diagnostic Product, not a service, for use by the customer to facilitate their passenger transport requirements and therefore exempt from a right to cancel.

5. RESTRICTIONS

Randox does not condone or encourage any breach of Covid 19 restrictions. You must consider the current legislated position in your area at the time of booking. It is your responsibility to ensure that your Obligations under contract as listed above are not in breach of local laws or restrictions. Randox will not be held liable should any restrictions apply to you and you are unable to meet your obligations, this applies in circumstances where these restrictions change after the date of booking the Product, rendering you unable to perform your obligations.

If due to Covid 19 restrictions, you are not able to travel to return your sample to one of the Randox Drop Boxes or other return means provided as a gesture of Goodwill, then it is your obligation to arrange an alternative means for the sample to be returned to Randox to meet your timeframe.

Any individual under the age of 18 should be accompanied and supervised by an adult to assist with using the Home Test Kit or attending an appointment.

6. LIABILITY

Nothing in these terms or conditions excludes or limits the liability of Randox as follows: – 1) for death or personal injury caused by our negligence, or 2) under section 2 of the Consumer Protection Act 1987, or 3) for fraud or fraudulent misrepresentation, or 4) by the conditions implied under section 12 of the Sale of Goods Act 1979 or 5) by the conditions implied under section 2 of the Supply of Goods and Services Act 1982. Randox shall not be liable to you for any loss of profit, loss of business, loss of opportunity, loss of goodwill, or any claims for direct or indirect compensation whatsoever, which may arise out of, or in connection with, the use of the goods or services provided. Where you are being provided with these goods and services as a consumer, our total liability in contract, tort, misrepresentation or otherwise; arising in connection with the performance of these conditions, shall be limited to losses which are a foreseeable consequence of the failure to comply with these terms and conditions only. Different limitations may apply where you have ordered testing kits for resale to third parties, or are otherwise operating as a business, and these terms are without prejudice to any separate terms that apply in that context, which would have been communicated to you at the point of sale.

Any time frames alluded to above are approximate only and subject to change. Time is not of the essence in this contract and Randox do not accept any responsibility or liability for losses arising as a result of any delay, if the test result is not provided to you within your required timescale as may be set by you or any third party. Without prejudice to the generality of the foregoing, this limitation is to include claims for losses where you have been unable to travel or work.

Randox will not be held liable for any losses arising as a result of your failure to adhere to your obligations or follow instructions as set out in this contract

7. PERSONAL INFORMATION

Please see our Privacy Policy, <https://www.randoxhealth.com/covid-19-privacy-policy/>, for information regarding how we collect and process personal information.

8. YOUR SAMPLE

By agreeing to these Terms & Conditions, you are providing Randox with consent to test a sample that you have provided for the detection of SARS-CoV-2. For PCR this may be completed using a multitude of scientific methodologies, for further improvements of COVID specific testing systems and for the detection of mutations and Variants of concerns (VOCs). For PCR samples, Randox aims and expects to securely and safely destroy all samples once all testing has been completed. It is not possible to return your sample to you. For Antigen tests, you are expected to securely and safely dispose of your sample once a successful scan has been completed following instructions provided.

9. FORCE MAJEURE

Randox shall not be held liable for any failure to perform its obligations under this contract, if it is prevented or delayed in performing those obligations by an event of force majeure, without prejudice to the generality of the foregoing, such events may include the following:

- 9.1** Adverse events (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods);
- 9.2** war, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilisation, requisition, or embargo;
- 9.3** rebellion, revolution, insurrection, or military or usurped power, or civil war;
- 9.4** contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly;
- 9.5** riot, commotion, strikes, go slows, lock outs or disorder, unless solely restricted to employees of the Supplier or of his Subcontractors; or
- 9.6** acts or threats of terrorism.
- 9.7** Supply or delivery restrictions arising as a result of governmental Pandemic response.
- 9.8** Any supply/delivery limitations arising out of an Act of Government, or with respect to any border travel, customs delay or trade restrictions arising as a result of Brexit.
- 9.9** Any changes in Government Policy that has impacted on your travel plans.

10. SEVERABILITY AND RECTIFICATION

The unenforceability or invalidity of any clause in this Agreement whether in whole or in part, shall not have an impact on the enforceability or validity of any other clause. Any unenforceable or invalid clause shall be regarded as removed from this Agreement to the extent of its unenforceability and invalidity at the finding of a competent Court.

In case of any mistake in this Agreement, including any error, ambiguity, illegality, contradiction or omission, this Agreement shall be interpreted as if such mistake were rectified in a manner which implements the intent of the parties as nearly as possible as effects substantial fairness, considering all pertinent circumstances.

11. CONFIDENTIALITY

Aside from any legal obligations to the contrary, or disclosure of results by you to third parties, the nature of this transaction and agreement is strictly private and confidential. Any disclosure by you to non-permitted third parties, on any platform, regarding the dealings of the parties to this agreement, or the agreement terms itself, will be considered a breach of this clause. In such an event, Randox reserves the right to enforce the terms of this agreement to the full extent of the Law against you, should it be deemed necessary by Randox. Such proceedings may include claims for defamation, injunctive relief and pursuit of damages and reasonable legal costs associated, in the event of a legal basis for a claim arising

12. GOVERNING LAWS AND JURISDICTION

The governing laws of this agreement are the Jurisdiction where the Contract was deemed to be performed

13. RETURN TRAVEL PACKAGE VARIATIONS

This provision is relevant only if you have ordered a Return Travel Package.

13.1 All International travel voucher codes are non-refundable, non-transferable as they are personalized to the customer, specific to the customer's chosen country and, therefore cannot be refunded or redeemed in other countries outside the chosen package ordered by the customer.

13.2 Entry requirements differ from country to country and may be subject to change with very little notice so please check the UK government site regularly before your travel.

13.3 Each passenger is responsible for checking and conforming with the entry and exit requirements at their arrival and return destinations. Please be aware that if you fail to comply with these requirements you may not be able to travel or be allowed to enter your destination

13.4 The international testing services referenced on this page are performed by a third party international partner clinic and are not being advertised by Radox as a testing service performed by Radox

13.5 Radox is not responsible for the quality, timing or results of any third-party testing performed by international partner clinics and any impact this may have on your ability to travel. Opening hours and locations of the test clinics are not the responsibility of Radox. Customers should pay close attention to the opening hours of the clinics and ensure tests are arranged according to clinic opening hours and the relevant return to the UK travel window for the chosen country

13.6 Where an online booking or notification of appointment is required in order to redeem an international test voucher code while abroad through our international partner clinics, we strongly advise customers to arrange this prior to travelling to their destination

13.7 Test dates and times are the responsibility of the traveler and Radox is not responsible if the customer decides to attend a test outside the relevant UK travel window.

13.8 Radox do not accept any responsibility or liability for losses arising as a result of any delay from the third-party testing provider, if the test result is not provided to you within your required timescale as may be set by you or any third party.

13.9 Customers should direct all communication regarding their International test performed by the International partner clinic while abroad directly to their chosen International partner clinic.

13.10 In the event of an unclear or VOID test or any confirmation retests alerted to the customer by the International partner clinic, the customer should communicate directly with and discuss with the International partner clinic. Radox hold no liability for an unclear or VOID test and cannot offer assistance if this occurs.

13.11 In the event of a positive test the customer should refer to local government guidelines of the country where the customer is situated.

13.12 Possession of a test certificate to enable travel back to the UK is the responsibility of the customer. Radox cannot reproduce any test certificates produced by our third-party International partner clinic. Radox cannot assist you should you lose your test certificate

14. CLICK AND COLLECT VARIATIONS

14.1 Due to the proficiency of our stock management systems, stock allocation is instantaneous and cannot be undone and the kits are allocated accordingly to the specific customer account. As booking reference numbers are provided with the order confirmation for any arrival kits within click and collect purchases, cancellation of day 2 or day 8 orders through click and collect is not possible.

14.2 Once the Products are in the customers possession Radox reserves the right to rely on 4.3 above.

15. CertiFly Variations

This provision is relevant only if you have ordered an Radox CertiFly Antigen test kit or Rapid Antigen pack to be used in conjunction with the Radox CertiFly app.

15.1 The Radox CertiFly App must be downloaded by the customer if customer wishes to generate a result certificate. It is the customers responsibility to ensure that their device is suitable for use of the CertiFly app.

15.2. The customer is responsible for carrying out the Radox CertiFly Antigen testing and ensuring the CertiFly app instructions are followed correctly. Radox do not accept any responsibility or liability for losses arising as a result of any delay in the certification being provided

15.3. Radox CertiFly samples are not to be sent to Radox health for testing. These are self-administered Tests. Certificates for results can only be provided if the customer uses the CertiFly app.

15.4. Each passenger is responsible for checking and conforming with the entry and exit requirements at their arrival and return destinations. Please be aware that if you fail to comply with these requirements you may not be able to travel or be allowed to enter your destination

15.5. The customer is responsible for ensuring the country/ location certificate is suitable for travel in line with the entry /exit requirements at their arrival and return destinations. Radox are not responsible for this.

15.6. You are responsible for completing all profile registration requirements on the CertiFly app. The customer is responsible for reviewing and confirming all information is correct.

Radox cannot amend or change and information the customer has provided into the CertiFly app.

15.7. Randox do not accept any responsibility for losses arising should the test result not be provided to you within your required timescale.

15.8. In the event of an unclear or VOID test result the customer must carry out another test at their own cost. Randox hold no liability for an unclear or VOID test and do not offer assistance if this occurs.

15.9 In the event of a positive test the customer should refer to local government guidelines of the country where the customer is situated

B IN-CLINIC

1. Who We Are

Randox Health London Ltd, a company registered in England under company number 9102173 with registered office at 5 Finsbury House, 23 Finsbury Circus, London, EC2M 7EA

Randox Health London Ltd is an approved end to end Sars Cov2 service provider, and carries on the business of providing clinical testing services and has entered into an agreement with you, the customer, to provide such Services. Randox Health London Ltd will appoint our partner laboratory Randox Laboratories Limited t/ as Randox Clinical Laboratory Services, a company registered in Northern Ireland under company number NI015738, whose registered office address is Ardmore, 55 Diamond Road, Crumlin, Co. Antrim, BT29 4QY to assist with the provision of the Services and warrants that they will be held to the same accountability

If you have ordered via booking.randox.ie, then Randox Teoranta, Company address An Clochan Liath, Co Duhn Na Ngall, Co Donegal, Ireland are the legal entity to which you are contracted, and any references to Randox Health in these terms include Randox Teoranta, subject to your method of booking.

2. Service

"You" are the customer and have either accessed our website, entered one of our clinics or called our telephone number and intends to place or has placed an order for our Service.

Throughout our service, website and during any telephone call or written correspondence between you and us these terms and conditions along with our Privacy policy will apply. If there is any conflict between these Terms and any terms or conditions found elsewhere on our website, or in any written or verbal communication between you and us, these Terms will prevail.

Services are offered subject to availability at the times of booking. Randox Health reserves the right to cancel or reschedule appointments, but will endeavour to accommodate the client, where possible.

3. Restrictions

Randox personnel can only conduct sample collections on individuals aged 18 and over. Persons under the age of 18 must be accompanied by a parent or legal guardian who will be required, under supervision and instruction, to do the sample collection on the minor.

4. Sample Collection

Your sample will be collected by one of our certified healthcare professionals. The sample must be taken in line with our operating procedures which includes both throat and nasal swab. If, for any reason, you are not able to provide a sample as per the procedure we cannot guarantee that the sample provided will be suitable for analysis and a valid result forthcoming.

5. Testing

Randox will make every reasonable endeavour to analyse your sample and to provide you with a results report. However, on rare occasions, anomalies can occur during laboratory analysis, for example, issues with sample

collection or processing errors. Randox Health will endeavour to identify and correct any such issue. Additional samples may be required, if remaining sample is insufficient for repeat analysis. And as a consequence results/ reports may be delayed. Randox will not be held accountable or liable for delays.

6. Results Delivery

Following receipt of your sample, we will make every reasonable endeavour to provide your results within a reasonable timeframe following our laboratory receiving your sample. Delivery dates for test results are approximate only and Randox will not be held liable for any delay in delivery, particularly in light of global shortages in raw materials and the unprecedented level of demand for our services in the current challenging circumstance.

You acknowledge that you will receive your results to the email address provided by you when booking your test. It is your responsibility to ensure that Randox Health has the correct information pertaining to your email address. Randox Health are not responsible if there is a delay in delivery of results if you have made an error in the email address spelling, nor are Randox health responsible should your service provider block delivery attempts by Randox Health with your results. You are responsible for ensuring email communication is accepted from Randox/ Randox Health

7. Purpose

To determine the presence of COVID-19 virus including various strains/variants in a correctly, properly returned and intact swab sample, using the sample collection kit provided.

8. Refunds

Randox are unable to offer you a refund if you are arriving into the UK. Due to UK government covid travel restrictions and departmental guidance, we are legally unable to offer you a refund once you have been provided with a Passenger locator form booking reference number. If you are departing from the UK and you cancel your appointment with more than 24 hrs notice, then Randox shall consider your refund request.

9. Liability

Nothing in these terms or conditions excludes or limits the liability of Randox as follows: – 1) for death or personal injury caused by our negligence, or 2) under section 2 of the Consumer Protection Act 1987, or 3) for fraud or fraudulent misrepresentation, or 4) by the conditions implied under section 12 of the Sale of Goods Act 1979 or 5) by the conditions implied under section 2 of the Supply of Goods and Services Act 1982. Randox shall not be liable to you for any loss of profit, loss of business, loss of opportunity, loss of goodwill, or any claims for indirect compensation whatsoever, which may arise out of, or in connection with, the use of the goods or services provided. Where you are being provided with these goods and services as a consumer, our total liability in contract, tort, misrepresentation or otherwise; arising in connection with the performance of these conditions, shall be limited to losses which are a foreseeable consequence of the failure to comply with these terms and conditions only. Different limitations may apply where you have ordered testing kits for resale to third parties, or are otherwise operating as a business, and these terms are without prejudice to any separate terms that apply in that context, which would have been communicated to you at the point of sale.

Any time frames alluded to in your dealings with Randox are approximate only and subject to change. Time is not of the essence in this contract and Randox do not accept any responsibility or liability for losses arising as a result of any delay, if the test result is not provided to you within your required timescale as may be set by you or any third party. Without prejudice to the generality of the foregoing, this limitation is to include claims for losses or consequential losses where you have been unable to travel or work.

10. Your Sample

By agreeing to these Terms & Conditions, you are providing Randox with consent to test a sample that you have provided for the detection of SARS-CoV-2. This may be completed using a multitude of scientific methodologies, for further improvements of COVID specific testing systems and for the detection of mutations and Variants of concerns (VOCs). Randox aims and expects to securely and safely destroy all samples once all testing has been completed. It is not possible to return your sample to you.

If your result is positive, the information that you provide us with will be reported to PHE by our testing laboratory, as per their legal requirements.

For details on how and why your information is collected and processed, please see our Privacy Policy at the following Link <https://www.randoxhealth.com/covid-19-privacy-policy/>

11. Force Majeure

Randox shall not be held liable for any failure to perform its obligations under this contract, if it is prevented or delayed in performing those obligations by an event of force majeure, without prejudice to the generality of the foregoing, such events may include the following:

- Adverse events and Weather events (such as, but not limited to, fires, earthquakes, explosions, drought, tidal waves and floods);
- War, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilisation, requisition, or embargo;
- Rebellion, revolution, insurrection, or military or usurped power, or civil war;
- Contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly;
- Riot, commotion, strikes, go slows, lock outs or disorder, unless solely restricted to employees of the Supplier or of his Subcontractors; or
- Acts or threats of terrorism.
- Supply or delivery restrictions arising as a result of governmental Pandemic response.
- Any supply/delivery limitations arising out of an Act of Government, or with respect to any border travel, customs delay or trade restrictions arising as a result of Brexit.

12. Severability

The unenforceability or invalidity of any clause in this Agreement whether in whole or in part, shall not have an impact on the enforceability or validity of any other clause. Any unenforceable or invalid clause shall be regarded as removed from this Agreement to the extent of its unenforceability and invalidity at the finding of a competent Court.

13. Confidentiality

Aside from any legal obligations to the contrary, or disclosure of results by you to third parties, the nature of this transaction and agreement is strictly private and confidential. Any disclosure by you to non-permitted third parties, on any platform, regarding the dealings of the parties to this agreement, or the agreement terms itself, will be considered a breach of this clause. In such an event, Randox reserves the right to enforce the terms of this agreement to the full extent of the Law against you, should it be deemed necessary by Randox. Such proceedings may include claims for defamation, injunctive relief and pursuit of damages and reasonable legal costs associated, in the event of a legal basis for a claim arising.

14. Governing Laws

The governing laws of this agreement are the Jurisdiction where the Contract was deemed to be performed.

15. ANTIBODY APPOINTMENT VARIATIONS

Restrictions:

Antibody samples can only be taken from individuals aged 18 and over

Sample Collection:

Antibody samples are blood samples collected using a lancet and finger prick blood draw. The sample must be taken in line with the operating procedure. If for any reason you cannot provide a sufficient sample as per the procedure, Randox cannot guarantee that the sample will be suitable for analysis. Additional Sample may be required if sample is insufficient for analysis. As a result the reports and results outcome may be affected by this.

The sample collection method requires a small volume of blood drawn from the customers finger. Slight discomfort may be experienced for a few days around the blood draw area as a result.

Purpose:

To determine the presence of COVID-19 Antibodies in a correctly, properly returned and intact (finger prick) whole blood sample, using the sample collection kit provided

Your Sample:

By agreeing to these Terms & Conditions, you are providing Randox with consent to test a sample that you have provided for the detection of SARS-COV-2 Antibodies. This may be completed using a multitude of scientific methodologies, for further improvements of COVID specific testing systems and for the detection of mutations and Variants of concerns (VOCs). Randox aims and expects to securely and safely destroy all samples once all testing has been completed. It is not possible to return your sample to you

C PRIVACY POLICY

As updated August 2021.

Who We Are

Randox Health London Ltd, a company registered in England under company number 9102173 with registered office at 5 Finsbury House, 23 Finsbury Circus, London, EC2M 7EA

Randox Health London Ltd is a government approved private provider of Covid-19 testing. Randox Health London Ltd will appoint our partner laboratory Randox Laboratories Limited t/as RCLS, a company registered in Northern Ireland under company number NI015738, whose registered office address is Ardmore, 55 Diamond Road, Crumlin, Co. Antrim, BT29 4QY to assist with our engagement and warrants that they will be held to the same accountability

Randox Labs is registered with the Information Commissioner's Office (ICO) under registration number Z7894954 and Randox Health is registered with the ICO under registration number ZB042217.

As a customer of Randox, we will collect what is known as personal data about you. Personal data is information from which you, as an individual, can be identified. This policy outlines how the relevant Randox company you interact with will use, store and protect any personal data that you provide or that we otherwise hold about you when using Randox COVID-19 testing.

A separate privacy policy applies in respect of other personal data which Randox Health may collect or otherwise hold about you in connection with other goods and services we provide or receive, and where you are a Randox Health customer for anything other than COVID-19 testing, which is available here: <https://healthchecks.randoxhealth.com/our-policies/>.

Where you are an NHS worker, or have otherwise obtained your COVID-19 test through the NHS, the relevant Randox company collecting your personal data and providing the testing is Randox Labs. Randox Labs acts as what is called a processor of personal data on behalf of the UK Department of Health and Social Care (the DOH). This means that the DOH is the organisation that decides the purposes for which your personal data is used and the way in which it is processed, and Randox Labs acts on its behalf, and in accordance with its instructions, as a service provider. The relevant DOH privacy policy is available here: <https://www.gov.uk/government/organisations/department-of-health-and-social-care/about/personalinformation-charter>.

Where you have obtained your COVID-19 test privately, then the relevant controller of personal data (i.e. the organisation that decides the purposes for which and the way in which your personal data is dealt with) will be Randox Health.

Unless indicated otherwise, this policy sets out how Randox will use, store and protect any personal data we collect or generate about you for both private tests and public tests.

This version three of this policy was last updated on 9 August 2021. Historic versions of this policy can be obtained by contacting us.

What Personal Data Do We Collect or Hold About You

We will collect personal data as part of our online testing kit registration process. Registration is essential for all testing and reporting of results to proceed, and it is essential that you complete these details, and confirm your acceptance of this policy, personally.

The information we collect during registration includes:

- The unique registration number (URN) on your test kit (it is very important that this is recorded correctly to ensure that your sample is correctly matched to your online registration);
- Your name;
- Your date of birth;
- Your gender;
- Your email address (it is very important that this is recorded correctly so that your results are sent to the right email address);
- Your country / nationality;
- Your telephone number;
- The date your sample was collected;
- Your full home address (including postcode);
- Your national insurance number (optional); and
- Your NHS / employee number (if applicable).
- Your Vaccination Status

We will not collect any information which we, or relevant third parties, do not need.

Once your swab sample has been returned to us, and it has been tested for COVID-19, our systems will automatically generate a report which shows our findings (the Report). This Report will include some of the personal details that you have provided to us about yourself. We will also hold this information in a centralised database.

Please note that there are limitations inherent in the sample collection and testing process, which are explained in our terms and conditions here: <https://www.randoxhealth.com/covid-19-terms-and-conditions>, and in the test instructions that were provided to you when you received your test kit.

It is important that the personal data we hold about you is accurate and current, and we cannot be held responsible for incorrect data that is provided by you. Please keep us informed if your personal data changes during your relationship with us.

If you fail to properly provide all requested data or provide incorrect data we may be unable to provide testing or notify you of your results. There is also a risk that third parties could be inadvertently provided with your data if, for example, you have not correctly entered your email address, or your email servers are compromised.

How Do We Use That Information?

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data on one or more of the following grounds:

Where we need to perform the contract that we have entered into with you (in the case of Randox Health in respect of private tests).

Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests

Where we need to comply with a legal obligation (including the terms of our contract with the DOH, in the case of Randox Labs in respect of NHS tests).

We do not rely on consent as a basis for processing your personal data, unless you have requested a private COVID-19 test from Randox Health, in which case you may withdraw your consent to processing at any time by contacting us using the details below. Any payments made for testing are non-refundable, as explained in our terms and conditions here: <https://www.randoxhealth.com/covid-19-terms-and-conditions>.

Where we are using your personal data that identifies your health data, we are doing that either on the basis of your explicit consent, your vital interests, for public interest, medical diagnostic reasons or preventative or occupational health reasons.

Generally, Randox will use the data you provide to test your swab samples for COVID-19 and notify the results to you as the registered user of the kit via the Report. A copy of the Report will be sent by email to the email address you provided to us when you signed up through our registration portal.

After your sample has been posted to us, please make sure to regularly check your emails (including any junk or spam folder) for any email attaching the Report. Please note that we are not responsible for the security of any domains in respect of email addresses you have given us. If you believe you have received a Report in error, please contact us at covid19@randoxhealth.com immediately.

Additional information, including home address, is necessary for notifying the relevant public health or other Government authorities of the results of your test, if we are requested to do so.

Personal data required for COVID-19 testing (including test results) is held on controlled computer systems. Currently, our registration portal is securely maintained on Microsoft Azure via Microsoft's UK-based servers in accordance with their standard terms and privacy policy, which are available at: <https://www.microsoft.com/enie/trust-center/product-overview>.

As a controller or processor of personal data, Randox and its affiliated companies must process your information fairly and lawfully. We will also process your data in accordance with the instructions of the DOH and the terms of our contract, in the case of Randox Labs.

We also collect, use and share Aggregated Data for any purpose. Aggregated Data could be derived from your data but is not considered personal data as this it will not directly or indirectly reveal your identity.

We will not use any personal data that we collect for marketing purposes unless you have separately signed up to receive marketing communications from us.

Who Do We Share It With?

Randox will not generally share personal data about you with other organisations or people, unless permitted or required by law, you have provided consent, or a third party is required to perform our obligations of contract (in such circumstances, the third party will be bound by similar data protection requirements). Nor do we transfer your personal data outside of the UK.

That said, please note that your data (including your test results) may be available to other companies within the Randox groups of companies, to Microsoft (who host our registration platform, as noted above) and to relevant health or other governmental authorities for the purposes of, among other things, contact tracing and infection control.

We may also share your data with third parties to whom we may choose to sell, transfer or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy policy.

Where possible, we require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and we only permit them to process your personal data for specified purposes and in accordance with our instructions.

In respect of NHS testing results, please note Randox Labs acts as a processor on behalf of the DOH, so has no control over what the DOH chooses to do with your personal data or who it is shared with by DOH.

D REFUND AND CANCELLATION POLICY

A HOME TEST KITS

Refunds and Cancellation Policy:

Due to the proficiency of our product dispatch, our logistical response to orders is instantaneous. Once an order is placed, things are set in motion which cannot be undone and the order shall be delivered accordingly.

Radox is unable to offer refunds for the following reasons:

- The products are not suitable for return due to health protection or hygiene reasons, as per Article 28(3)(a) of the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 ("2013 Regs")
- It is a government requirement to meet UKAS accreditation to ensure full chain of custody of samples is traceable. Each test Kit is personalised with a unique reference number for the purposes of the testing process and further personalised with unique booking reference numbers due to government requirements for passenger locator forms. The kit is therefore exempt from refunds as per Article 28(3)(b).
- Depending on the shelf life of the subject kit, the test kits may be liable to deteriorate or expire rapidly and therefore they are exempt from returns under Article 28(1)(c) of the 2013 Regs.
- The test kits are a prescribed Medical Diagnostic Product, not a service, for use by the customer to facilitate their passenger transport requirements and therefore exempt from a right to cancel.
- Following government advice, on a zero-tolerance approach to fraud, criminal activity, and breaches of Covid restrictions
- In the interests of Public Health Protection
- In cases of Force Majeure as detailed in these terms.

B Home Test kits- Click and Collect

Due to the proficiency of our stock management systems, stock allocation is instantaneous and cannot be undone and the kits are allocated accordingly to the specific customer account. As booking reference numbers are provided with the order confirmation for any arrival kits within click and collect purchases, cancellation of day 2 or day 8 orders through click and collect is not possible.

Once the Products are in the customers possession Radox reserves the right to rely on 4.3 above.

C IN-CLINIC APPOINTMENTS

Radox are unable to offer you a refund if you are arriving into the UK. Due to UK government covid travel restrictions and departmental guidance, we are legally unable to offer you a refund once you have been provided with a Passenger locator form booking reference number.

if you are departing from the UK AND you cancel your appointment with more than 24 hrs notice, then Radox shall consider your refund request.

D – ANTIGEN VOUCHERS

Radox are unable to offer you a refund as all International travel voucher codes are non-transferable as they are personalized to the customer, specific to the customer's chosen country and, therefore cannot be refunded or redeemed in other countries outside the chosen package ordered by the customer

Refunds

1. Current Terms and Conditions guide the application of refunds. Refunds are positively assessed for:

a. Outbound Home Sample Collection Kits. When:

- (1) Kits have not been delivered within target timelines. (will aim to rectify by arranging an appointment at one of the Randox testing sites).
- (2) Kits have not been delivered as per original order within target timelines (ie missing product – will aim to rectify or arrange alternative appointment at one of Randox testing sites).
- (3) Kits have been delivered with components missing (ie missing components – will aim to rectify or arrange alternative appointment at one of Randox testing sites).
- (4) Kits have not been delivered as per original order within target timelines (ie incorrect product – will aim to rectify or arrange alternative appointment at one of Randox testing sites)
- (5) Acceptance of an error by Randox in the order process/duplicate order processed.

b. Returning Samples to Randox using Randox Drop Boxes. In cases where samples are not accessioned in the laboratory/ misplaced between drop box and laboratory (Randox assigned courier). Will aim to rectify or arrange alternative appointment and subsequent retest at one of Randox testing sites.

c. Clinic/Test Centre Appointments. When:

- (1) Cancellations are made for Predeparture testing, with over 24 hours notice.
- (2) Samples are not accessioned within the laboratory.

d. Provision of Results. When:

- (1) The timeframe between confirmed sample receipt and sample result is unacceptably delayed impacting the customer. Will aim to rectify or arrange alternative appointment and subsequent retest at one of Randox testing sites.
- (2) An incorrect result has been provided or a result recalled impacting the customer. Will aim to rectify or arrange alternative appointment and subsequent retest at one of Randox testing sites.

e. Additional Consideration. Additional latitude for refunds, beyond the published Terms and Conditions, is available and cleared by management on a case-by-case basis in order to maintain goodwill or in perceived circumstances of unfairness.



SHOPPERS
DRUG MART

AAMEAY PHARMACY LTD
1212 DOUGLAS STREET, VICTORIA, BC, V8T 4L2
250-381-4321

Oct 19, 2021 8:17 AM
0221 1032 276114 400032 3
DAIRYLAND CREA 2.49 N 2.49 S
SUBTOTAL: 2.49

1 Item 012 TOTAL: \$2.49
MASTERCARD 2.49

WITH YOUR PC OPTIMUM CARD
YOU COULD HAVE EARNED THESE POINTS:30

77387 3864 RT0001



9990202211032002761144

TELL US HOW WE DID TODAY! VISIT

www.surveysdm.com OR CALL

1-800-701-9163. WIN 1 of 2 MONTHLY

PRIZES OF 1 MILLION PC OPTIMUM POINTS

OR \$1000 IN GIFT CARDS. SEE

www.surveysdm.com FOR FULL

CONTEST RULES.

Certificate Number:02229238-2951522

Retain Receipt for return within 30 days.

Visit shoppersdrugmart.ca for exclusions.

TYPE : PURCHASE

ACCT : MASTERCARD \$ 2.49

CARD NUMBER: S.17

DATE/TIME: 21/10/19 08:17:33

REFERENCE #: 66476622 0018480080 C

AUTHOR. #: 023031

Mastercard

A0000000041010 0000008000 E800

01/027 APPROVED - THANK YOU

-- IMPORTANT --

Retain This Copy For Your Records

*** CUSTOMER COPY ***



247Testing.ca
info@247testing.ca
GST/HST: 763476942

Invoice s.22

Issue date
Oct 18, 2021

On-site Testing Service

Name: George Heyman
s.22

Name: Kelly Sather
s.22

Address: Legislative Assembly – 501 Belleville Street
Test Date: Tuesday, October 26th
Test Time: 5:00-6:00 PM
Phone: s.17

Thank you for choosing 247testing.ca. Please let us know if we can ever be of further assistance.

Cancellations of confirmed appointment by way of payment will be subject to a \$60 administrative and services fee.

Please note that our PCR tests are all done using nasal swabs which are more comfortable in administration and broadly accepted for travel. In the case a nasopharyngeal is required please request before payment.

While we'll do everything we can to accommodate appointment times, and other requests, however due to a variety of factors out of our controls we cannot guarantee you will receive your COVID test result by a specific time. We are thus unable to accept responsibility or liability if you are denied boarding your flight or entry to your connecting or final destination. While rare, in the case your result comes back inconclusive or otherwise showing any result other than negative, we'll advise you of the outcome as soon as possible as well as any potential retesting options if required and any associated costs.

Bill To

Alyssa Hrenyk
alyssa.hrenyk@gov.bc.ca

Invoice Details

PDF created October 18, 2021
\$627.90

Payment

Due October 18, 2021
\$627.90

Item	Quantity	Price	Amount
PCR - Victoria	2	\$299.00	\$598.00
Subtotal			\$598.00
GST			\$29.90

Total Due **\$627.90**

s.22

Pay online

To pay your invoice go to s.22

Or open your camera on your mobile device, and place the code on the left within the camera's view.

Page 1 of 1

You paid an invoice! ^{s.22}

From: 247Testing.ca <messenger@messaging.squareup.com>
To: alyssa.hrenyk@gov.bc.ca, Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Sent: October 18, 2021 2:12:03 PM PDT

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



247Testing.ca

Invoice Paid

\$627.90

Paid on October 18, 2021

On-site Testing Service

Invoice ^{s.22}

October 18, 2021

Customer

Alyssa Hrenyk

alyssa.hrenyk@gov.bc.ca

Message

Name: George Heyman

DOB: ^{s.22}

Name: Kelly Sather

DOB: ^{s.22}

Address: Legislative Assembly – 501 Belleville Street

Test Date: Tuesday, October 26th

Test Time: 5:00-6:00 PM

Phone: s.17

Thank you for choosing 247testing.ca. Please let us know if we can ever be of further assistance.

Cancellations of confirmed appointment by way of payment will be subject to a \$60 administrative and services fee.

Please note that our PCR tests are all done using nasal swabs which are more comfortable in administration and broadly accepted for travel. In the case a nasopharyngeal is required please request before payment.

While we'll do everything we can to accommodate appointment times, and other requests, however due to a variety of factors out of our controls we cannot guarantee you will receive your COVID test result by a specific time. We are thus unable to accept responsibility or liability if you are denied boarding your flight or entry to your connecting or final destination. While rare, in the case your result comes back inconclusive or otherwise showing any result other than negative, we'll advise you of the outcome as soon as possible as well as any potential retesting options if required and any associated costs.

Invoice summary	
PCR - Victoria	\$598.00
(\$299.00 ea.) x 2	
<hr/>	
Subtotal	\$598.00
GST	\$29.90
<hr/>	
Total Paid	\$627.90

Mastercard s.17

10/18/21,
2:11 PM

247Testing.ca

info@247testing.ca

GST/HST: 763476942

© 2021 Square, Inc.

[Square Privacy Policy](#) | [Security](#)



Passenger / Passager: Heyman George (ADT)
Booking Reference / Numéro de réservation: s.22

Ticket number / Numéro de billet: s.22

Air Canada Call Centre / Centre d'appel Air Canada,
1-888-247-2262
Issuing date / Date de délivrance: 14 Oct 21/14 oct. 21

REFUND NOTICE / AVIS DE REMBOURSEMENT

EMD Refund Information / Renseignement sur le remboursement

Coupon: s.22	From:	To:
Coupon	De	À

RESIDUAL VALUE FOR REFUNDABLE BALANCE

Refund Details / Détail sur le remboursement

Fare Paid	0.00 CAD	Refund Amount	CCCA	13.30 CAD
Tarif payé		Montant du remboursement	s.17	
Fare Used	0.00 CAD	Original TKT Nb / Numéro	s.22	
Portion du tarif utilisé		original du billet		
Fare Refunded	0.00 CAD			
Tarif remboursé				
Taxes Refunded				
Taxes remboursées				
Air Passenger Duty-United Kingdom	10.23 CAD			
Taxe passager douanes-Royaume Uni				
Exceptional Regulatory Charge - United Kingdom	0.50 CAD			
Droit réglementaire exceptionnel – Royaume-Uni				
Passenger Service Charge - United Kingdom	2.57 CAD			
Redevance services passagers - Royaume-Uni				
Net Total	13.30 CAD			
Total net				

Passenger / Passager: Sather Kelly (ADT)
Booking Reference / Numéro de réservation: s.22

Ticket number / Numéro de billet: s.22

Air Canada Call Centre / Centre d'appel Air Canada,
1-888-247-2262
Issuing date / Date de délivrance: 14 Oct 21/14 oct. 21

REFUND NOTICE / AVIS DE REMBOURSEMENT

EMD Refund Information / Renseignement sur le remboursement

Coupon: s.22	From:	To:
Coupon	De	À

RESIDUAL VALUE FOR REFUNDABLE BALANCE

Refund Details / Détail sur le remboursement

Fare Paid	0.00 CAD	Refund Amount	CCCA	11.32 CAD
Tarif payé		Montant du remboursement	s.17	
Fare Used	0.00 CAD	Original TKT Nb / Numéro	s.22	
Portion du tarif utilisé		original du billet		
Fare Refunded	0.00 CAD			
Tarif remboursé				
Taxes Refunded				
Taxes remboursées				
Air Passenger Duty-United Kingdom	7.98 CAD			
Taxe passager douanes-Royaume Uni				
Exceptional Regulatory Charge - United Kingdom	0.80 CAD			
Droit réglementaire exceptionnel – Royaume-Uni				
Passenger Service Charge - United Kingdom	2.54 CAD			
Redevance services passagers - Royaume-Uni				
Net Total	11.32 CAD			
Total net				

STAPLES Canada
Store # 64
Victoria, BC V8X3W3
(250) 383-8178

Sale 00090 7 001 47270
0064 10/27/21 05:20

2012956
1 2PKT FOLDER LETTER 2.79B
065479098002
1 2PKT FOLDER LETTER 2.79B
065479098002
1 PRES FOLDERS 6.99B
718103160148
1 PRES FOLDERS 6.99B
718103160148
Subtotal 19.56
PST 7.00% 1.37
GST 5.00% 0.98
Total \$21.91
MasterCard 21.91

TRANSACTION RECORD

s.17 \$21.91
Mastercard C Purchase
Authorization Number 033971
0010013070 47270 66278932
10/27/21 17:20:40
01/027 APPROVED - THANK YCU
Mastercard A0000000041010
0000008000 E800

Thank you for shopping at STAPLES!

Share your feedback for a chance to
win a \$1,000 Staples Gift Card!

Text STAPLES64 to 20200

OR

Visit staples.ca/survey/64

Std msg & data rates may apply.

For contest rules or contact info
go to help.staples.ca.

GST No. 126152586

*** CARDHOLDER COPY ***

Any opened headphones, earphones, and
earbuds cannot be returned at any time.

Join a live Spotlight virtual
event / workshop today!

staples.ca/spotlight

-virtualevents/InStoreR

Learn more about Staples Studio Coworking
studio.staples.ca



00641027214727001

LIVE WELL WITH

PHARMASAVE®

PHARMASAVE

230 MENZIES ST
VICTORIA, B.C.
383-7196

Oct28,2021 01:01 PM ID:03 C2IB 00133

PURELL H/SANI ORIG 59ML 2.99 PG

Item#:290296

PURELL ALDE 59ML 2.49 PG

Item#:856328

Subtotal 5.48

PST Taxable .38

GST Taxable .27

Total 6.13

MasterCard 6.13

Earn Points and Save
with Pharmasave Rewards
See Cashier for Details

TYPE: PURCHASE

ACCT: MASTERCARD \$ 6.13

CARD NUMBER : s.17
DATE/TIME : 10/28/2021 01:01:48 PM
REFERENCE # : 65308305 0016230860 C
AUTH # : 033300

Mastercard

A0000000041010
0000008000E800

01 APPROVED - THANK YOU 027

IMPORTANT - retain this copy for your
records

*** CUSTOMER COPY ***

GST #R104120050

THANKS

Returns accepted with receipt
within 15 days of purchase.
Exceptions include but are not limited to:
prescriptions, personal care products and
clothing/fashion.
See Store for further details.

Visit our Website at
www.pharmasavejamesbay.com

Like us on Facebook

Bring your own Bag.
New Victoria bylaw effective July1,2018
See Cashier for details!

From : s.15 <no-reply@availpro.com>
To: George Heyman <alyssa.hrenyk@gov.bc.ca>, Hrenyk, Alyssa ENV:EX
<Alyssa.Hrenyk@gov.bc.ca>
Sent: October 21, 2021 9:14:44 AM PDT

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

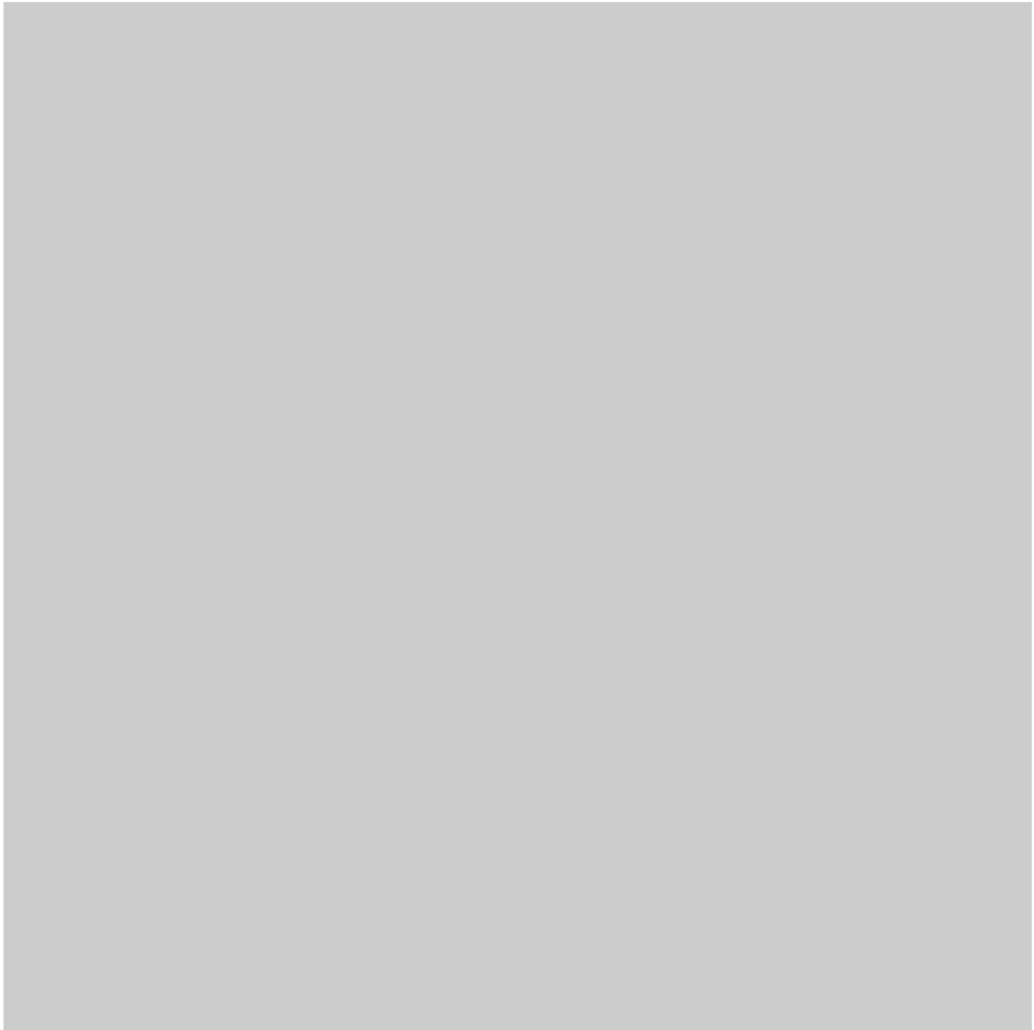
Your booking is confirmed

Reference s.22

Dear Mr. George Heyman,

Thank you for choosing s.15 for your stay from Friday, October 29, 2021 to Saturday, October 30, 2021. We look forward to welcoming you for your stay.

s.15



Hotel information

s.15

[Send email to hotel](#)

Phone: [s.15](#)

[Visit website](#)

[Get directions](#)

Train -1 minute to Glasgow Queen Street Station; 5 minutes to Glasgow Central Station.

Underground - 5 minutes to Buchanan Street.

Airport - easily accessible by shuttle bus or taxi

Guest name	George Heyman
Number of guests	1 adult
Your booking	1 night, 1 room

Check-in (from 15:00)

Friday, October 29, 2021

Check-out (until 11:00)

Saturday, October 30, 2021

Total price

£ 325

Booking details

1 x ^{s.1} Queen

£ 325

Room only

PrePaid Rate

Night 1 : Friday, October 29, 2021

£ 325

Price of the booking

£ 325

Total amount to be paid

£ 325

Payment

Deposit amount

£ 325

Special requests

Please combine with the booking under the name Jeremy HewittGeorge Heyman

Cancellation Policy

^{s.1} Queen

As soon as the booking is made, 100% of the booking amount is charged and non-refundable. If cancelled on arrival day or in the event of a no-show, 100% of the booking amount is charged and non-refundable.

Special sales and cancellation terms and conditions

You have reserved our prepaid non-refundable and non-transferable rate. However, if you are unable to fulfil your reservation due to government-imposed travel bans either in the country of departure or in the UK, we can transfer your booking to another suitable date at no extra cost. In order to avoid credit card fraud, guests are required to present the credit card used for the reservation payment and valid government-issued photo identification during check-in (the address provided at the reservation must

match with the card holder address - the hotel reserves the right to decline the check in for failure to comply with these requirements). If the guest is using a corporate or third-party credit card, (Not traveling with the guest) an authorization form must be signed by the card holder, also a copy of the credit card and a Valid Government Issued ID must be provided; the hotel reserves the right to decline the check in for failure to comply with these requirements. CHILDREN Children under the age of 12 can stay free of charge at any of our hotels when sharing a room with a paying adult (where a suitable room is available). Availability of suitable rooms is limited, and portable beds may need to be used where such accommodation is sought for three occupants. The hotel concerned will determine whether a room is suitable for the purpose of this offer. Portable beds are chargeable at a small fee, if a child is over 12 years old and features as a third occupant. Children (under the age of 18) can stay only if accompanied by a parent or a guardian. We request that children do not provide personal information, and should we receive it, we reserve the right to delete it. Our Guide to Health & Safety When staying with us, you will notice that we have made a number of changes to ensure your health, safety, and wellbeing, including: • Reception and lobby have been reconfigured so that appropriate spacing can be maintained between guests and our teams. • Social distance markers have been put in place, with protective shields installed at check in with reception desks • Enhanced cleaning procedures with all surfaces frequently disinfected and high-touch areas such as door handles and light switches regularly wiped For our latest guidelines, protocols and FAQs, please click here

Modify / Cancel this booking

Pin code: s.15

Your rooms

1 x s. Queen

1 x Double bed - 2 people

Our largest room, named after the size of the bed, not the stateroom in Buckingham Palace.

- Room size: 13-14 sq metres
- Queen bed: bespoke and hand-crafted
- Air conditioning: Individual digital temperature control
- En-suite shower room with glass partitions
- 40" HD Samsung TV
- Sky TV: complete Sky package including all Sports and Movie channels
- Complimentary toiletries
- Free Wi-Fi service
- Hairdryer

Services

No smoking - Air conditioning - Soundproofed - Hair dryer - Shower - Flatscreen TV - Wireless Internet access

Traveller(s)

s Queen - 1

Mr. George Heyman

Your rate

You have reserved our Advance Purchase rate which is non refundable and non transferable. Your card will then be charged for the full amount of your stay.

Booking date: Thursday, October 21, 2021 5:14 PM

You received this email because you have made a reservation at : **s.15**

The hotel, as data controller, collects and processes personal data for the purposes of bookings and guests' management, billings and payments, marketing actions and satisfaction enquiries. The data are intended to the hotel and its service providers. You have a right to interrogate, to access, to rectify and to object to the processing by writing to the hotel at the following address:

s.15

For more information, please read the hotel privacy policy.

(Web host CNIL declaration n°1372618)

RE: Approval needed: HRENYKA s.17 03NOV21 Standard Register

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Sent: November 4, 2021 9:53:13 AM PDT
Attachments: Copy of HRENYKA s.17 03NOV21 STANDARD REGISTER.xlsx

Attached! Do you want a pdf instead?

From: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Sent: November 4, 2021 9:53 AM
To: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Subject: Re: Approval needed: HRENYKA s.17 03NOV21 Standard Register
Wow lots of stuff going on this month. I'm just seeing receipts in this email?

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Sent: Thursday, November 4, 2021 4:51:26 PM
To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Subject: Approval needed: HRENYKA s.17 03NOV21 Standard Register

Hi Kelly,

Please see attached a copy of my standard register and purchase receipts for October 2021. Can you please let me know if approved?

Thank you!

Alyssa Hrenyk

Administrative Coordinator to
The Honourable George Heyman,
Minister of Environment and Climate Change Strategy
and Minister Responsible for TransLink
s.17 | Alyssa.Hrenyk@gov.bc.ca

CARDHOLDER INSTRUCTIONS

IMPORTANT:

DO NOT ADD OR DELETE COLUMNS OR ROWS WITHIN THIS WORKBOOK.

WHEN COPYING AND PASTING FROM ANY SOURCE, ALWAYS "PASTE AS VALUES" TO PRESERVE FORMATTING AND SECURITY FEATURES. WORKSHEETS WITH PINK & BLUE TABS ARE FOR CORPORATE SERVICES USE ONLY. DO NOT CHANGE OR DELETE.

STATEMENT

THE STATEMENT WORKSHEET CONTAINS THE CARDHOLDER'S TRANSACTION DETAILS FOR THE PREVIOUS PURCHASE PERIOD.

REGISTER

THE REGISTER WORKSHEET CONTAINS ALL REQUIRED ENTRY FIELDS FOR EACH TRANSACTION

GENERAL CODING:

TO REDUCE REPETITIVE ENTRY, ENTER GENERAL CODING IN THE FIELDS PROVIDED.

THE ACCOUNT CODING FIELDS WILL AUTO-POPULATE. THE CARDHOLDER CAN THEN MANUALLY CHANGE / ENTER THE ACCOUNT CODING IN THE TRANSACTION LINE FIELDS.

TRANSACTION LINE ENTRIES:

- ENTER A DESCRIPTION OF SERVICES/GOODS PURCHASED (ALL CAPITAL TRANSACTIONS REQUIRE A WORK IN PROGRESS NUMBER).

- THE ACCOUNT CODING MUST BE ENTERED, INCLUDING THE CLIENT, RESPONSIBILITY CENTRE, SERVICES LINE, STOB AND PROJECT NUMBER; CONTACT YOUR SUPERVISOR, EXPENSE AUTHORITY OR FINANCIAL OFFICER FOR DETAILS.

- ENTER THE APPLICABLE TAXES RECORDED THE TRANSACTION RECEIPT.

THE TAX CALCULATOR MAY BE USED WHEN THE TAX SPECIFICS ARE KNOWN, SEE TAX CALCULATOR FOR DETAILS.
DO NOT APPLY BOTH THE PST AND GST BY DEFAULT.

ADDING TRANSACTION LINES FOR SPLIT CODING:

USING THE DROP DOWN MENU, ASSIGN A TRANSACTION NUMBER FOR EACH LINE.

SPLIT CODING REGISTERS - AVAILABLE UPON REQUEST

SPLIT TRANSACTIONS

FOR SPLIT TRANSACTIONS, REQUEST A SPLIT CODING REGISTER.

SELECT THE TRANSACTION LINE MORE THAN ONCE.

ADJUST THE TRANSACTION TOTALS UNTIL THE PINK "UNRECONCILED FIELD" TO THE RIGHT DISAPPEARS.

FOR EXAMPLE: FOR A TRANSACTION TOTALLING \$200, IF THE TRANSACTION IS BEING SPLIT EVENLY BETWEEN TWO ACCOUNTS, EACH LINE TOTAL WOULD NEED TO BE AMENDED TO \$100 EACH FOR THE UNRECONCILED FIELDS TO DISAPPEAR.

IMPORTANT: THE REGISTER IS INCOMPLETE UNTIL ALL TRANSACTION LINES ARE RECONCILED AND THE PINK "UNRECONCILED FIELDS" DISAPPEARS.

LOST RECEIPT FORM

THE LOST RECEIPT FORM IS REQUIRED WHEN NO RECEIPT WAS ISSUED OR THE RECEIPT HAS BEEN LOST.

TRANSACTION DROP DOWN MENU

- USE THE TRANSACTION DOWN MENU TO SELECT THE TRANSACTION NUMBER TO AUTOPOPULATE THE TRANSACTION DATE OF PURCHASE, SUPPLIER NAME AND AMOUNT.

TAX DROP DOWN MENU

- USE THE TAX DOWN MENU TO SELECT THE APPLICABLE TAXES.

THE TAX WILL AUTO-GENERATE BASED ON THE SELECTION.

DO NOT APPLY BOTH THE PST AND GST BY DEFAULT.

READ THE CONDITIONS IN WHICH TAX MAY BE APPLIED.

MULTIPLE LOST RECEIPTS

A LOST RECEIPT FORM IS REQUIRED FOR EACH LOST OR MISSING RECEIPT. WHEN MORE THAN ONE LOST RECEIPT FORM IS REQUIRED, RIGHT CLICK ON THE LOST RECEIPT FORM TAB, SELECT "MOVE OR COPY", SELECT THE "LOST RECEIPT FORM" SHEET, CHECK THE "CREATE A COPY" BOX AND SELECT OK. REPEAT AS NEEDED.

TAX CALCULATOR

TAX DROP DOWN MENU

- USE THE TAX DOWN MENU TO SELECT THE APPLICABLE TAXES.

THE TAX WILL AUTO-GENERATE BASED ON THE SELECTION.

DO NOT APPLY BOTH THE PST AND GST BY DEFAULT.

READ THE CONDITIONS IN WHICH TAX MAY BE APPLIED.

AMOUNT FIELDS

ENTER EITHER THE TRANSACTION TOTAL OR THE PRE-TAX AMOUNT TO VIEW THE RESULTS.

IF COPYING AND PASTING THE TAX RESULTS INTO THE REGISTER, REMEMBER TO ALWAYS PASTE AS VALUES ONLY.

FISCAL YEAR END INSTRUCTIONS:

IMPORTANT: GOODS AND SERVICES RECEIVED AFTER MARCH 31ST MUST BE CHARGED TO THE NEW FISCAL.

EXAMPLE: APRIL TRAINING PURCHASED IN MARCH.

USE THE DROP DOWN MENU FIELD TO THE RIGHT OF EACH TRANSACTION LINE AND SELECT "NEW FISCAL CHARGE" IF THE GOODS AND SERVICES WERE NOT RECEIVED BY MARCH 31ST.

THE DROP DOWN MENU FIELD WILL AUTO-SELECT "NEW FISCAL CHARGE" IF THE TRANSACTION DATE IS AFTER MARCH 31ST.

CARDHOLDERS MUST SUBMIT THEIR APRIL 3RD STATEMENT REGISTER BEFORE THE FISCAL YEAR END DEADLINE.

IMPORTANT: ALL REGISTERS NOT SUBMITTED IN TIME TO MEET FISCAL YEAR END DEADLINES WILL HAVE ALL REGISTER TRANSACTIONS RESELECTED TO "NEW FISCAL CHARGE".

LOST RECEIPT FORM

CARDHOLDER

HRENYK, ALYSSA

TRANSACTION

PURCHASE DESCRIPTION

DATE OF PURCHASE

SUPPLIER NAME

SUPPLIER ADDRESS

HOW RECEIPT WAS LOST

LOST RECEIPT FORM
WITH TAX CALCULATOR :
Do not include tax if applicable tax is unknown.

TAX

CLICK HERE TO
SELECT TAX
TYPE(S) FROM
DROP DOWN
MENU

PRE-TAX
AMOUNT

7% PST

5% GST

RECEIPT TOTAL

\$ - \$ - \$ - \$ -

FOR SPLIT CODING TRANSACTIONS, ENTER THE SPLIT TOTALS
BELOW TO CALCULATE THE DISTRIBUTION OF TAXES.
NOTE: SMALL CALCULATION VARIANCES MAY OCCUR.

			0.00
			0.00
			0.00
			0.00
			0.00
0.00	0.00	0.00	0.00

DO NOT CALCULATE TAX UNLESS YOU ARE CERTAIN OF THE APPLICABLE TAX. GST ONLY: FUEL/GASOLINE, VEHICLE WASH, PARKING, DRY CLEANING, COURIER CHARGES, GENERAL SERVICES.
PST AND GST: TELUS, ROGERS, GENERAL SUPPLIES & MATERIALS.
NO TAX: FERRY, APPLICABLE TAXES UNKNOWN

MULTIPLE LOST RECEIPTS: RIGHT CLICK ON THE "LOST RECEIPT FORM" WORKSHEET TAB BELOW. SELECT "MOVE OR COPY..." SELECT "MOVE TO END" AND CHECK THE "CREATE A COPY" BOX. SELECT **OK** TO CREATE A COPY OF THE LOST RECEIPT FORM.

**IMPORTANT: ALWAYS "PASTE AS VALUES"
IF COPING AND PASTING TO THE REGISTER.**

PROCESSING INSTRUCTIONS

IMPORTANT:

DO NOT ADD OR DELETE COLUMNS OR ROWS WITHIN THIS WORKBOOK TOOL.
WHEN COPYING AND PASTING FROM ANY SOURCE, ALWAYS "PASTE AS VALUES" TO PRESERVE FORMATTING AND SECURITY FEATURES.

MAKING A COPY OF A REGISTER EMAIL: WHEN A COPY OF THE REGISTER EMAIL IS REQUIRED FOR A BATCH (ADI JOURNAL VOUCHER AND MANUAL ENTRIES), FROM THE OUTLOOK FOLDER RIGHT CLICK ON THE REGISTER EMAIL, SELECT MOVE, THEN SELECT COPY TO FOLDER. FROM THE "COPY ITEMS" WINDOW, SELECT A FOLDER AND OK. A COPY OF THE REGISTER EMAIL WILL APPEAR IN THE SELECTED FOLDER.

ADI

THE ADI WORKSHEET CONTAINS THE REGISTER DATA WHICH CAN BE UPLOADED BY ADI JOURNAL VOUCHER.
COPY THE ADI DATA AND PASTE AS VALUES INTO AN ADI JOURNAL VOUCHER AND UPLOAD INTO ORACLE.
ENSURE THE REGISTER PACKAGE IS INCLUDED AS BACKUP FOR THE JOURNAL VOUCHER.
NOTE: SOME STOBS ARE EXCLUDED FROM UPLOAD AND MUST BE ENTERED MANUALLY.

MAN

THE MAN OR MANUAL REGISTER WORKSHEET IS FOR MANUAL ENTRIES FOR ALL EXCLUDED STOBS, INCLUDING CAPITAL (2000) AND TRAVEL (5700).
MANUALLY ENTER THE MAN OR MANUAL REGISTER DETAIL INTO ORACLE.
ENSURE THE REGISTER PACKAGE IS INCLUDED AS BACKUP FOR THE BATCH.

FOR ACCTS USE ONLY

GST ACCOUNT CODING IS AUTO GENERATED BASED ON THE CLIENT CODE, SEE CLIENT LIST WORKSHEET.

Upl	Cl	Rsp	Srv	STOB	Proj	Loc	Fut	Debit 30.53	Credit 30.53	Line Description	Messages
	* List - Text							* Number	* Number	Text	
O	048	29005	64000	8530	2900000	000000	0000		30.53	HRENYKA S.1 03NOV21 CLEARING ACCOUNT	
O	048	29005	64000	6531	2900000	000000	0000	2.49		HRENYKA 7 03NOV21; 19OCT21; SHOPPERSDRUGMART0221; COFFEE CREAM FOR THE OFFICE.	
O	048	29005	64000	6508	2900000	000000	0000	19.56		HRENYKA 7 03NOV21; 27OCT21; STAPLES STORE #64; FOLDERS FOR COP26 TRAVEL DOCUMENT	
O	048	29005	64000	6508	2900000	000000	0000	1.37		HRENYKA 7 03NOV21; PST; 27OCT21; STAPLES STORE #64; FOLDERS FOR COP26 TRAVEL DOC	
O	048	290CG	00000	1575	2900000	000000	0000	0.98		HRENYKA 7 03NOV21; GST; 27OCT21; STAPLES STORE #64; FOLDERS FOR COP26 TRAVEL DOC	
O	048	29005	64000	6508	2900000	000000	0000	5.48		HRENYKA 7 03NOV21; 28OCT21; PHARMASAVE JAMES BAY #; HAND SANITIZER FOR MINISTER	
O	048	29005	64000	6508	2900000	000000	0000	0.38		HRENYKA 7 03NOV21; PST; 28OCT21; PHARMASAVE JAMES BAY #; HAND SANITIZER FOR MINI	
O	048	290CG	00000	1575	2900000	000000	0000	0.27		HRENYKA 7 03NOV21; GST; 28OCT21; PHARMASAVE JAMES BAY #; HAND SANITIZER FOR MINI	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
41											
42											
43											
44											
45											
46											
47											
48											
49											
50											
51											
52											
53											
54											
55											
56											
57											
58											
59											
60											
61											
62											
63											
64											
65											
66											
67											
68											
69											
70											
71											
72											
73											
74											
75											
76											
77											
78											
79											
80											
81											
82											
83											
84											
85											
86											
87											
88											
89											
90											
91											
92											
93											
94											
95											
96											
97											
98											
99											

FOR ACCTS
USE ONLY

All Pre-paid (1890-96), Capital (2000), Travel (STOB 57XX, excluding 5715) and info coded transactions must be entered manually, even when accrued.

CARDHOLDER NAME:	HRENYK, ALYSSA	STATEMENT DATE (DD-MMM-YYYY):	3-Nov-21		CLIENT	RESP	SERVICE LINE	STOB	PROJ	TOTAL STATEMENT AMOUNT
CARDHOLDER EMAIL:	Alyssa.Hrenyk@gov.bc.ca	LAST FOUR DIGITS OF CARD #:	s.17	CLEARING ACCOUNT:	048	29005	64000	8530	2900000	\$ 1,939.74
BRANCH/REPORTING UNIT:	30017 ENVIRONMENT-1069	SUPPLIER # (BMO)	s.22	GENERAL CODING:						TO REDUCE REPETITIVE ENTRY, ENTER GENERAL CODING HERE.
INVOICE NUMBER:	HRENYKA s.17 03NOV21	MINISTRY:	ENVIRONMENT AND CLIMATE CHANGE STRATEGY					THE ACCOUNT CODING FIELDS BELOW WILL THEN AUTO-POPULATE. THEN MANUALLY CHANGE / ENTER CODING FIELDS BELOW AS NEEDED.		

CARDHOLDER (QUALIFIED RECEIVER) EMAIL CERTIFICATION:

I certify the goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e. goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

EXPENSE AUTHORITY EMAIL CERTIFICATION: (POLICY SUPPORTS ELECTRONIC CERTIFICATION)

Certified that the amount to be paid is correct, is a proper charge against an appropriation which I have been delegated authority, is in accordance with appropriate statute or other authority for payment and/or contract, the payment complies with all relevant statutes, regulations, Treasury Board directives, other executive orders and central agency and ministry policy, there are sufficient funds in the budget, and where applicable, that the work has been performed, goods supplied, the service rendered and/or conditions met.

WMB ONLY - CREW MEMBER NAMES (enter here):													
TRANS #	DATE	PURCHASED FROM (Supplier Name)	DESCRIPTION OF SERVICE/GOODS PURCHASED	CLIENT	RESP CENTRE	SERVICE LINE	STOB	PROJECT #	PRE TAX AMOUNT \$1,909.84	7% PST AMOUNT	5% GST AMOUNT \$29.90	RECEIPT TOTAL \$1,939.74	SPECIAL INSTRUCTIONS - LIMITED USE TRAVELLING EMPLOYEE FULL NAME (FOR ALL STOB 57XX, except 5715) AND PROGRAM INFO CODES ONLY
1	26-Jul-21	AIR CAN s.22	AIR CANADA REFUND FOR FLIGHT CHANGES TO COP26 FOR MINISTER	048	29005	64000	5706	2900000	(13.30)			(13.30)	GEORGE HEYMAN
2	29-Jul-21	AIR CAN s.22	AIR CANADA REFUND FOR FLIGHT CHANGES TO COP26 FOR KELLY SATHER.	048	29005	64000	5706	2900000	(11.32)			(11.32)	KELLY SATHER
3	14-Oct-21	AIR CAN s.22	FLIGHT CHANGES FOR MINISTER HEYMAN (CANCELLED LONDON	048	29005	64000	5706	2900000	627.98			627.98	GEORGE HEYMAN
4	18-Oct-21	SQ 247TESTING.CA	PCR TESTING REQUIRED FOR ENTRY INTO COP26 FOR MINISTER HEYMAN	048	29005	64000	5706	2900000	598.00		29.90	627.90	GEORGE HEYMAN AND KELLY SATHER
5	21-Oct-21	s.15	BOOKING AN ADDITIONAL NIGHT SO THE MINISTER WAS ABLE TO CHECK-IN	048	29005	64000	5706	2900000	568.35			568.35	GEORGE HEYMAN
6	27-Oct-21	WWW.RANDOX.COM	PCR TEST BOOKED IN GLASGOW FOR MINISTER HEYMAN'S RETURN FLIGHT	048	29005	64000	5706	2900000	140.13			140.13	GEORGE HEYMAN

PST %GST %

5.00



CARDHOLDER NAME:	HRENYK, ALYSSA	STATEMENT DATE (DD-MMM-YYYY):	3-Nov-21	V21.02.21	CLIENT	RESP	SERVICE LINE	STOB	PROJ	TOTAL STATEMENT AMOUNT
CARDHOLDER EMAIL:	Alyssa.Hrenyk@gov.bc.ca	LAST FOUR DIGITS OF CARD #:	s.17	CLEARING ACCOUNT:	048	29005	64000	8530	2900000	\$1,970.27
BRANCH/REPORTING UNIT:	30017 ENVIRONMENT-1069	SUPPLIER # (BMO)	s.22	GENERAL CODING:						TO REDUCE REPETITIVE ENTRY, ENTER GENERAL CODING HERE.
INVOICE NUMBER:	HRENYKA s.17 03NOV21	MINISTRY:	ENVIRONMENT AND CLIMATE CHANGE STRATEGY				THE ACCOUNT CODING FIELDS BELOW WILL THEN AUTO-POPULATE. MANUALLY EDIT CODING FIELDS BELOW AS NEEDED.			

CARDHOLDER (QUALIFIED RECEIVER) EMAIL CERTIFICATION:	EXPENSE AUTHORITY EMAIL CERTIFICATION: (POLICY SUPPORTS ELECTRONIC CERTIFICATION)
I certify the goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e. goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).	Certified that the amount to be paid is correct, is a proper charge against an appropriation which I have been delegated authority, is in accordance with appropriate statute or other authority for payment and/or contract, the payment complies with all relevant statutes, regulations, Treasury Board directives, other executive orders and central agency and ministry policy, there are sufficient funds in the budget, and where applicable, that the work has been performed, goods supplied, the service rendered and/or conditions met.

WMB ONLY - CREW MEMBER NAMES (enter here):														
TRANS #	DATE	PURCHASED FROM (Supplier Name)	DESCRIPTION OF SERVICE/GOODS PURCHASED	CLIENT	RESP CENTRE	SERVICE LINE	STOB	PROJECT #	PRE TAX AMOUNT \$1,937.37	7% PST AMOUNT \$1.75	5% GST AMOUNT \$31.15	RECEIPT TOTAL \$1,970.27	SPECIAL INSTRUCTIONS - LIMITED USE TRAVELLING EMPLOYEE FULL NAME (FOR ALL STOB 57XX, except 5715) AND PROGRAM INFO CODES ONLY	
1	26-Jul-21	AIR CAN s.22	Air Canada refund for flight changes to COP26 for Minister George Heyman.	048	29005	64000	5706	2900000	(13.30)			(13.30)	George Heyman	
2	29-Jul-21	AIR CAN s.22	Air Canada refund for flight changes to COP26 for Kelly Sather.	048	29005	64000	5706	2900000	(11.32)			(11.32)	Kelly Sather	
3	14-Oct-21	AIR CAN s.22	Flight changes for Minister Heyman (cancelled London portion of the trip).	048	29005	64000	5706	2900000	627.98			627.98	George Heyman	
4	18-Oct-21	SQ 247TESTING.CA	PCR testing required for entry into COP26 for Minister Heyman and Kelly Sather.	048	29005	64000	5706	2900000	598.00		29.90	627.90	George Heyman and Kelly Sather	5.00
5	19-Oct-21	SHOPPERSDRUGMART0221	Coffee cream for the office.	048	29005	64000	6531	2900000	2.49			2.49		
6	21-Oct-21	s.15	Booking an additional night so the Minister was able to check-in upon arrival.	048	29005	64000	5706	2900000	568.35			568.35	George Heyman	
7	27-Oct-21	STAPLES STORE #64	Folders for COP26 travel documents.	048	29005	64000	6508	2900000	19.56	1.37	0.98	21.91		7.00 5.01
8	28-Oct-21	PHARMASAVE JAMES BAY #	Hand sanitizer for Minister Heyman for COP26 travel.	048	29005	64000	6508	2900000	5.48	0.38	0.27	6.13		6.93 4.93
9	27-Oct-21	WWW.RANDOX.COM	PCR test booked in Glasgow for Minister Heyman's return flight to Canada.	048	29005	64000	5706	2900000	140.13			140.13	George Heyman	

Detail Billing Report

Transaction Total : \$ 1,970.27

Transaction Count : 9

Organization:ENVIRONMENT AND CLIMATE CHANGE STRATEGY
Intermediate: ENVIRONMENT AND CLIMATE CHANGE STRATEGY
Report to: 30017 ENVIRONMENT-1069

Reporting Period: 04Oct2021 Thru 03Nov2021

Proprietary and Confidential
TxnDailyVolume.rod

Note: (e) = Tax is estimated using information provided from the transaction and is for information purpose only

Name:	HRENYK, ALYSSA	Statement Date:	03Nov2021	New Account Balance :	1,970.27
Account #:	s.17			Rewards Earned:	
Currency:	CANADIAN DOLLAR				

	Tran Date	Description	Transaction Amount
1	26Jul2021	Air Can s.22	-13.30
2	29Jul2021	Air Can s.22	-11.32
3	14Oct2021	Air Can s.22	627.98
4	18Oct2021	Sq 247testing.Ca	627.90
5	19Oct2021	Shoppersdrugmart0221	2.49
6	21Oct2021	s.15	568.35
7	27Oct2021	Staples Store #64	21.91
8	28Oct2021	Pharmasave James Bay #	6.13
9	27Oct2021	Www.Randox.Com	140.13

TAX CALCULATOR : <i>(for receipts without the tax breakdown)</i> CLICK HERE TO SELECT TAX TYPE(S) FROM DROP DOWN MENT			CLICK HERE TO SELECT TAX TYPE(S) FROM DROP DOWN MENU
PRE-TAX AMOUNT	7% PST	5% GST	ENTER RECEIPT TOTAL HERE
0.00	0.00	0.00	0.00
ENTER PRE-TAX AMOUNT HERE	7% PST	5% GST	RECEIPT TOTAL
0.00	0.00	0.00	0.00
DO NOT CALCULATE TAX UNLESS YOU ARE CERTAIN OF THE APPLICABLE TAX. GST ONLY: FUEL/GASOLINE, VEHICLE WASH, PARKING, DRY CLEANING, COURIER CHARGES, GENERAL SERVICES. PST AND GST: TELUS, ROGERS, GENERAL SUPPLIES & MATERIALS. NO TAX: FERRY, APPLICABLE TAXES UNKNOWN			
IMPORTANT: ALWAYS "PASTE AS VALUES" IF COPING AND PASTING TO THE REGISTER.			

PST % GST %

SPLIT AMOUNT TAX CALCULATOR: ENTER PST, GST AND RECEIPT TOTAL IN FIRST LINE BELOW. ENTER THE SPLIT OUT AMOUNTS TO CALCULATE THE TAX FOR EACH LINE			
PRE-TAX AMOUNT	ENTER PST TOTAL HERE	ENTER GST TOTAL HERE	ENTER RECEIPT TOTAL HERE
0.00	0.00	0.00	0.00
ENTER THE SPLIT TOTALS BELOW TO CALCULATE THE DISTRIBUTION OF TAXES. NOTE: SMALL CALCULATION VARIANCES MAY OCCUR.			
			0.00
			0.00
			0.00
			0.00
			0.00
0.00	0.00	0.00	0.00

PST % GST %

FW: Approval needed: AHRENYK Standard Register

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX <FINFSAMINOFF@gov.bc.ca>
Sent: October 4, 2021 4:19:56 PM PDT
Attachments: Copy of HRENYKA s.17 03OCT21 STANDARD REGISTER.xlsx, Air Canada - 27 Oct 2021: Victoria - London (Booking Reference:s.22) - Your booking has been modified, Refund Receipt/Reçu de remboursement :s.22 Air Canada - 17 Jan 2022: Vancouver - Prince George (Booking Reference: s.22), Your booking is confirmed:s.22 for 2021-09-29

Please see attached my completed standard register and below for approval from Kelly Sather.

Thank you!

Alyssa Hrenyk

Administrative Coordinator to
The Honourable George Heyman,
Minister of Environment and Climate Change Strategy
and Minister Responsible for TransLink
s.17 | Alyssa.Hrenyk@gov.bc.ca

From: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Sent: October 4, 2021 4:06 PM
To: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Subject: RE: Approval needed: AHRENYK Standard Register
Approved, thank you!

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Sent: October 4, 2021 4:02 PM
To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Subject: Approval needed: AHRENYK Standard Register

Hi Kelly,

I'm seeking your approval for my attached completed standard register. Included in the chargers are those related to rebooking MGH's UK flights and his flight to PG for Natural Resources Forum.

Thank you!

Alyssa Hrenyk

Administrative Coordinator to
The Honourable George Heyman,
Minister of Environment and Climate Change Strategy
and Minister Responsible for TransLink
s.17 | Alyssa.Hrenyk@gov.bc.ca

CARDHOLDER INSTRUCTIONS

IMPORTANT:

DO NOT ADD OR DELETE COLUMNS OR ROWS WITHIN THIS WORKBOOK.

WHEN COPYING AND PASTING FROM ANY SOURCE, ALWAYS "PASTE AS VALUES" TO PRESERVE FORMATTING AND SECURITY FEATURES. WORKSHEETS WITH PINK & BLUE TABS ARE FOR CORPORATE SERVICES USE ONLY. DO NOT CHANGE OR DELETE.

STATEMENT

THE STATEMENT WORKSHEET CONTAINS THE CARDHOLDER'S TRANSACTION DETAILS FOR THE PREVIOUS PURCHASE PERIOD.

REGISTER

THE REGISTER WORKSHEET CONTAINS ALL REQUIRED ENTRY FIELDS FOR EACH TRANSACTION

GENERAL CODING:

TO REDUCE REPETITIVE ENTRY, ENTER GENERAL CODING IN THE FIELDS PROVIDED.

THE ACCOUNT CODING FIELDS WILL AUTO-POPULATE. THE CARDHOLDER CAN THEN MANUALLY CHANGE / ENTER THE ACCOUNT CODING IN THE TRANSACTION LINE FIELDS.

TRANSACTION LINE ENTRIES:

- ENTER A DESCRIPTION OF SERVICES/GOODS PURCHASED (ALL CAPITAL TRANSACTIONS REQUIRE A WORK IN PROGRESS NUMBER).

- THE ACCOUNT CODING MUST BE ENTERED, INCLUDING THE CLIENT, RESPONSIBILITY CENTRE, SERVICES LINE, STOB AND PROJECT NUMBER; CONTACT YOUR SUPERVISOR, EXPENSE AUTHORITY OR FINANCIAL OFFICER FOR DETAILS.

- ENTER THE APPLICABLE TAXES RECORDED THE TRANSACTION RECEIPT.

THE TAX CALCULATOR MAY BE USED WHEN THE TAX SPECIFICS ARE KNOWN, SEE TAX CALCULATOR FOR DETAILS.
DO NOT APPLY BOTH THE PST AND GST BY DEFAULT.

ADDING TRANSACTION LINES FOR SPLIT CODING:

USING THE DROP DOWN MENU, ASSIGN A TRANSACTION NUMBER FOR EACH LINE.

SPLIT CODING REGISTERS - AVAILABLE UPON REQUEST

SPLIT TRANSACTIONS

FOR SPLIT TRANSACTIONS, REQUEST A SPLIT CODING REGISTER.

SELECT THE TRANSACTION LINE MORE THAN ONCE.

ADJUST THE TRANSACTION TOTALS UNTIL THE PINK "UNRECONCILED FIELD" TO THE RIGHT DISAPPEARS.

FOR EXAMPLE: FOR A TRANSACTION TOTALLING \$200, IF THE TRANSACTION IS BEING SPLIT EVENLY BETWEEN TWO ACCOUNTS, EACH LINE TOTAL WOULD NEED TO BE AMENDED TO \$100 EACH FOR THE UNRECONCILED FIELDS TO DISAPPEAR.

IMPORTANT: THE REGISTER IS INCOMPLETE UNTIL ALL TRANSACTION LINES ARE RECONCILED AND THE PINK "UNRECONCILED FIELDS" DISAPPEARS.

LOST RECEIPT FORM

THE LOST RECEIPT FORM IS REQUIRED WHEN NO RECEIPT WAS ISSUED OR THE RECEIPT HAS BEEN LOST.

TRANSACTION DROP DOWN MENU

- USE THE TRANSACTION DOWN MENU TO SELECT THE TRANSACTION NUMBER TO AUTOPOPULATE THE TRANSACTION DATE OF PURCHASE, SUPPLIER NAME AND AMOUNT.

TAX DROP DOWN MENU

- USE THE TAX DOWN MENU TO SELECT THE APPLICABLE TAXES.

THE TAX WILL AUTO-GENERATE BASED ON THE SELECTION.

DO NOT APPLY BOTH THE PST AND GST BY DEFAULT.

READ THE CONDITIONS IN WHICH TAX MAY BE APPLIED.

MULTIPLE LOST RECEIPTS

A LOST RECEIPT FORM IS REQUIRED FOR EACH LOST OR MISSING RECEIPT. WHEN MORE THAN ONE LOST RECEIPT FORM IS REQUIRED, RIGHT CLICK ON THE LOST RECEIPT FORM TAB, SELECT "MOVE OR COPY", SELECT THE "LOST RECEIPT FORM" SHEET, CHECK THE "CREATE A COPY" BOX AND SELECT OK. REPEAT AS NEEDED.

TAX CALCULATOR

TAX DROP DOWN MENU

- USE THE TAX DOWN MENU TO SELECT THE APPLICABLE TAXES.

THE TAX WILL AUTO-GENERATE BASED ON THE SELECTION.

DO NOT APPLY BOTH THE PST AND GST BY DEFAULT.

READ THE CONDITIONS IN WHICH TAX MAY BE APPLIED.

AMOUNT FIELDS

ENTER EITHER THE TRANSACTION TOTAL OR THE PRE-TAX AMOUNT TO VIEW THE RESULTS.

IF COPYING AND PASTING THE TAX RESULTS INTO THE REGISTER, REMEMBER TO ALWAYS PASTE AS VALUES ONLY.

FISCAL YEAR END INSTRUCTIONS:

IMPORTANT: GOODS AND SERVICES RECEIVED AFTER MARCH 31ST MUST BE CHARGED TO THE NEW FISCAL.

EXAMPLE: APRIL TRAINING PURCHASED IN MARCH.

USE THE DROP DOWN MENU FIELD TO THE RIGHT OF EACH TRANSACTION LINE AND SELECT "NEW FISCAL CHARGE" IF THE GOODS AND SERVICES WERE NOT RECEIVED BY MARCH 31ST.

THE DROP DOWN MENU FIELD WILL AUTO-SELECT "NEW FISCAL CHARGE" IF THE TRANSACTION DATE IS AFTER MARCH 31ST.

CARDHOLDERS MUST SUBMIT THEIR APRIL 3RD STATEMENT REGISTER BEFORE THE FISCAL YEAR END DEADLINE.

IMPORTANT: ALL REGISTERS NOT SUBMITTED IN TIME TO MEET FISCAL YEAR END DEADLINES WILL HAVE ALL REGISTER TRANSACTIONS RESELECTED TO "NEW FISCAL CHARGE".

LOST RECEIPT FORM

CARDHOLDER

HRENYK, ALYSSA

TRANSACTION

PURCHASE DESCRIPTION

DATE OF PURCHASE

SUPPLIER NAME

SUPPLIER ADDRESS

HOW RECEIPT WAS LOST

LOST RECEIPT FORM
WITH TAX CALCULATOR :
Do not include tax if applicable tax is unknown.

TAX

CLICK HERE TO
SELECT TAX
TYPE(S) FROM
DROP DOWN
MENU

PRE-TAX
AMOUNT

7% PST

5% GST

RECEIPT TOTAL

\$

-

\$

-

\$

-

\$

-

FOR SPLIT CODING TRANSACTIONS, ENTER THE SPLIT TOTALS
BELOW TO CALCULATE THE DISTRIBUTION OF TAXES.
NOTE: SMALL CALCULATION VARIANCES MAY OCCUR.



			0.00
			0.00
			0.00
			0.00
			0.00
0.00	0.00	0.00	0.00

DO NOT CALCULATE TAX UNLESS YOU ARE CERTAIN OF THE APPLICABLE TAX. GST ONLY: FUEL/GASOLINE, VEHICLE WASH, PARKING, DRY CLEANING, COURIER CHARGES, GENERAL SERVICES.
PST AND GST: TELUS, ROGERS, GENERAL SUPPLIES & MATERIALS.
NO TAX: FERRY, APPLICABLE TAXES UNKNOWN

MULTIPLE LOST RECEIPTS: RIGHT CLICK ON THE "LOST RECEIPT FORM" WORKSHEET TAB BELOW. SELECT "MOVE OR COPY..." SELECT "MOVE TO END" AND CHECK THE "CREATE A COPY" BOX. SELECT **OK** TO CREATE A COPY OF THE LOST RECEIPT FORM.

**IMPORTANT: ALWAYS "PASTE AS VALUES"
IF COPING AND PASTING TO THE REGISTER.**

PROCESSING INSTRUCTIONS

IMPORTANT:

DO NOT ADD OR DELETE COLUMNS OR ROWS WITHIN THIS WORKBOOK TOOL.
WHEN COPYING AND PASTING FROM ANY SOURCE, ALWAYS "PASTE AS VALUES" TO PRESERVE FORMATTING AND SECURITY FEATURES.

MAKING A COPY OF A REGISTER EMAIL: WHEN A COPY OF THE REGISTER EMAIL IS REQUIRED FOR A BATCH (ADI JOURNAL VOUCHER AND MANUAL ENTRIES), FROM THE OUTLOOK FOLDER RIGHT CLICK ON THE REGISTER EMAIL, SELECT MOVE, THEN SELECT COPY TO FOLDER. FROM THE "COPY ITEMS" WINDOW, SELECT A FOLDER AND OK. A COPY OF THE REGISTER EMAIL WILL APPEAR IN THE SELECTED FOLDER.

ADI

THE ADI WORKSHEET CONTAINS THE REGISTER DATA WHICH CAN BE UPLOADED BY ADI JOURNAL VOUCHER.
COPY THE ADI DATA AND PASTE AS VALUES INTO AN ADI JOURNAL VOUCHER AND UPLOAD INTO ORACLE.
ENSURE THE REGISTER PACKAGE IS INCLUDED AS BACKUP FOR THE JOURNAL VOUCHER.
NOTE: SOME STOBS ARE EXCLUDED FROM UPLOAD AND MUST BE ENTERED MANUALLY.

MAN

THE MAN OR MANUAL REGISTER WORKSHEET IS FOR MANUAL ENTRIES FOR ALL EXCLUDED STOBS, INCLUDING CAPITAL (2000) AND TRAVEL (5700).
MANUALLY ENTER THE MAN OR MANUAL REGISTER DETAIL INTO ORACLE.
ENSURE THE REGISTER PACKAGE IS INCLUDED AS BACKUP FOR THE BATCH.

FOR ACCTS USE ONLY

GST ACCOUNT CODING IS AUTO GENERATED BASED ON THE CLIENT CODE, SEE CLIENT LIST WORKSHEET.

Upl	Cl	Rsp	Srv	STOB	Proj	Loc	Fut	Debit 0	Credit 0	Line Description	Messages
	* List - Text							* Number	* Number	Text	
1	048	29005	64000	8530	2900000	000000	0000			HRENYKA 03OCT21 CLEARING ACCOUNT	
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
41											
42											
43											
44											
45											
46											
47											
48											
49											
50											
51											
52											
53											
54											
55											
56											
57											
58											
59											
60											
61											
62											
63											
64											
65											
66											
67											
68											
69											
70											
71											
72											
73											
74											
75											
76											
77											
78											
79											
80											
81											
82											
83											
84											
85											
86											
87											
88											
89											
90											
91											
92											
93											
94											
95											
96											
97											
98											
99											



FOR ACCTS
USE ONLY

All Pre-paid (1890-96), Capital (2000), Travel (STOB 57XX, excluding 5715) and info coded transactions must be entered manually, even when accrued.

CARDHOLDER NAME:	HRENYK, ALYSSA	STATEMENT DATE (DD-MMM-YYYY):	3-Oct-21		CLIENT	RESP	SERVICE LINE	STOB	PROJ	TOTAL STATEMENT AMOUNT
CARDHOLDER EMAIL:	Alyssa.Hrenyk@gov.bc.ca	LAST FOUR DIGITS OF CARD #:	s.17	CLEARING ACCOUNT:	048	29005	64000	8530	2900000	\$ 639.64
BRANCH/REPORTING UNIT:	30017 ENVIRONMENT-1069	SUPPLIER # (BMO)	s.22	GENERAL CODING:						TO REDUCE REPETITIVE ENTRY, ENTER GENERAL CODING HERE.
INVOICE NUMBER:	HRENYKA s.17 03OCT21	MINISTRY:	ENVIRONMENT AND CLIMATE CHANGE STRATEGY					THE ACCOUNT CODING FIELDS BELOW WILL THEN AUTO-POPULATE. THEN MANUALLY CHANGE / ENTER CODING FIELDS BELOW AS NEEDED.		

CARDHOLDER (QUALIFIED RECEIVER) EMAIL CERTIFICATION:	EXPENSE AUTHORITY EMAIL CERTIFICATION: (POLICY SUPPORTS ELECTRONIC CERTIFICATION)
I certify the goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e. goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).	Certified that the amount to be paid is correct, is a proper charge against an appropriation which I have been delegated authority, is in accordance with appropriate statute or other authority for payment and/or contract, the payment complies with all relevant statutes, regulations, Treasury Board directives, other executive orders and central agency and ministry policy, there are sufficient funds in the budget, and where applicable, that the work has been performed, goods supplied, the service rendered and/or conditions met.

WMB ONLY - CREW MEMBER NAMES (enter here):													
TRANS #	DATE	PURCHASED FROM (Supplier Name)	DESCRIPTION OF SERVICE/GOODS PURCHASED	CLIENT	RESP CENTRE	SERVICE LINE	STOB	PROJECT #	PRE TAX AMOUNT \$639.64	7% PST AMOUNT	5% GST AMOUNT	RECEIPT TOTAL \$639.64	SPECIAL INSTRUCTIONS - LIMITED USE TRAVELLING EMPLOYEE FULL NAME (FOR ALL STOB 57XX, except 5715) AND PROGRAM INFO CODES ONLY
1	17-Sep-21	AIR CAN s.22	FLIGHT BOOKED FOR MINISTER HEYMAN'S PARTICIPATION IN THE	048	29005	64000	5712	2900000	670.16			670.16	MINISTER GEORGE HEYMAN
2	26-Jul-21	AIR CAN s.22	AIR CANADA REFUND FOR A FLIGHT CHANGE (TO THE UK FOR COP26).	048	29005	64000	5714	2900000	(52.01)			(52.01)	MINISTER GEORGE HEYMAN
3	22-Sep-21	AIR CAN s.22	AIR PASSENGER DUTY FOR FLIGHT CHANGE (TO THE UK FOR COP26).	048	29005	64000	5714	2900000	4.49			4.49	MINISTER GEORGE HEYMAN
4	29-Sep-21	BCF-RBI ONLINE BOOKING	RESERVATION FOR BC FERRIES - TRAVEL BACK TO CONSTITUENCY.	048	29005	64000	5701	29MTVNC	17.00			17.00	MINISTER GEORGE HEYMAN

PST %GST %



CARDHOLDER NAME:	HRENYK, ALYSSA	STATEMENT DATE (DD-MMM-YYYY):	3-Oct-21	V21.02.21	CLIENT	RESP	SERVICE LINE	STOB	PROJ	TOTAL STATEMENT AMOUNT
CARDHOLDER EMAIL:	Alyssa.Hrenyk@gov.bc.ca	LAST FOUR DIGITS OF CARD #:	s.17	CLEARING ACCOUNT:	048	29005	64000	8530	2900000	\$639.64
BRANCH/REPORTING UNIT:	30017 ENVIRONMENT-1069	SUPPLIER # (BMO)	s.22	GENERAL CODING:						TO REDUCE REPETITIVE ENTRY, ENTER GENERAL CODING HERE.
INVOICE NUMBER:	HRENYKA s.17_ 03OCT21	MINISTRY:	ENVIRONMENT AND CLIMATE CHANGE STRATEGY				THE ACCOUNT CODING FIELDS BELOW WILL THEN AUTO-POPULATE. MANUALLY EDIT CODING FIELDS BELOW AS NEEDED.			

CARDHOLDER (QUALIFIED RECEIVER) EMAIL CERTIFICATION:	EXPENSE AUTHORITY EMAIL CERTIFICATION: (POLICY SUPPORTS ELECTRONIC CERTIFICATION)
I certify the goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e. goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).	Certified that the amount to be paid is correct, is a proper charge against an appropriation which I have been delegated authority, is in accordance with appropriate statute or other authority for payment and/or contract, the payment complies with all relevant statutes, regulations, Treasury Board directives, other executive orders and central agency and ministry policy, there are sufficient funds in the budget, and where applicable, that the work has been performed, goods supplied, the service rendered and/or conditions met.

WMB ONLY - CREW MEMBER NAMES (enter here):													
TRANS #	DATE	PURCHASED FROM (Supplier Name)	DESCRIPTION OF SERVICE/GOODS PURCHASED	CLIENT	RESP CENTRE	SERVICE LINE	STOB	PROJECT #	PRE TAX AMOUNT \$639.64	7% PST AMOUNT	5% GST AMOUNT	RECEIPT TOTAL \$639.64	SPECIAL INSTRUCTIONS - LIMITED USE TRAVELLING EMPLOYEE FULL NAME (FOR ALL STOB 57XX, except 5715) AND PROGRAM INFO CODES ONLY
1	17-Sep-21	AIR CAN s.22	Flight booked for Minister Heyman's participation in the Natural Resources Forum.	048	29005	64000	5712	2900000	670.16			670.16	Minister George Heyman
2	26-Jul-21	AIR CAN s.22	Air Canada refund for a flight change (to the UK for COP26).	048	29005	64000	5714	2900000	(52.01)			(52.01)	Minister George Heyman
3	22-Sep-21	AIR CAN s.22	Air passenger duty for flight change (to the UK for COP26).	048	29005	64000	5714	2900000	4.49			4.49	Minister George Heyman
4	29-Sep-21	BCF-RBI ONLINE BOOKING	Reservation for BC Ferries - travel back to constituency.	048	29005	64000	5701	29MTVNC	17.00			17.00	Minister George Heyman

PST % GST %

Detail Billing Report

Transaction Total : \$ 639.64

Transaction Count : 4

Organization:ENVIRONMENT AND CLIMATE CHANGE STRATEGY
Intermediate: ENVIRONMENT AND CLIMATE CHANGE STRATEGY
Report to: 30017 ENVIRONMENT-1069

Reporting Period: 04Sep2021 Thru 03Oct2021

Proprietary and Confidential
TxnDailyVolume.rod

Note: (e) = Tax is estimated using information provided from the transaction and is for information purpose only

Name:	HRENYK, ALYSSA				
Account #:	s.17	Statement Date:	03Oct2021	New Account Balance :	639.64
Currency:	CANADIAN DOLLAR			Rewards Earned:	

	Tran Date	Description	Transaction Amount
1	17Sep2021	Air Can s.22	670.16
2	26Jul2021	Air Can s.22	-52.01
3	22Sep2021	Air Can s.22	4.49
4	29Sep2021	Bcf-Rbi Online Booking	17.00

TAX CALCULATOR : <i>(for receipts without the tax breakdown)</i> CLICK HERE TO SELECT TAX TYPE(S) FROM DROP DOWN MENT			CLICK HERE TO SELECT TAX TYPE(S) FROM DROP DOWN MENU
PRE-TAX AMOUNT	7% PST	5% GST	ENTER RECEIPT TOTAL HERE
0.00	0.00	0.00	0.00
ENTER PRE-TAX AMOUNT HERE	7% PST	5% GST	RECEIPT TOTAL
0.00	0.00	0.00	0.00
DO NOT CALCULATE TAX UNLESS YOU ARE CERTAIN OF THE APPLICABLE TAX. GST ONLY: FUEL/GASOLINE, VEHICLE WASH, PARKING, DRY CLEANING, COURIER CHARGES, GENERAL SERVICES. PST AND GST: TELUS, ROGERS, GENERAL SUPPLIES & MATERIALS. NO TAX: FERRY, APPLICABLE TAXES UNKNOWN			
IMPORTANT: ALWAYS "PASTE AS VALUES" IF COPING AND PASTING TO THE REGISTER.			

PST % GST %

SPLIT AMOUNT TAX CALCULATOR: ENTER PST, GST AND RECEIPT TOTAL IN FIRST LINE BELOW. ENTER THE SPLIT OUT AMOUNTS TO CALCULATE THE TAX FOR EACH LINE			
PRE-TAX AMOUNT	ENTER PST TOTAL HERE	ENTER GST TOTAL HERE	ENTER RECEIPT TOTAL HERE
0.00	0.00	0.00	0.00
ENTER THE SPLIT TOTALS BELOW TO CALCULATE THE DISTRIBUTION OF TAXES. NOTE: SMALL CALCULATION VARIANCES MAY OCCUR.			
			0.00
			0.00
			0.00
			0.00
			0.00
0.00	0.00	0.00	0.00

PST % GST %

Air Canada - 27 Oct 2021: Victoria - London (Booking Reference: s.22) - Your booking has been modified

From: Air Canada <confirmation@aircanada.ca>
To: alyssa.hrenyk@gov.bc.ca, Hrenyk, Alyssa ENV:EX
<Alyssa.Hrenyk@gov.bc.ca>
Sent: September 22, 2021 2:17:57 PM PDT
Attachments: Air_Canada_Booking_Confirmation_s.22.pdf

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

Booking Confirmation

Booking Reference: s.22

Date of issue: 26 Jul, 2021

Select Seats

eUpgrade

Check in

Manage my booking

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. 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.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures, please visit our COVID-19 information hub [Opens in a new window](#).

IMPORTANT: Entry requirements

- **Travelling (or returning) to Canada from another country:** travellers **must** register with ArriveCAN [Opens in a new window](#), get a pre-departure COVID-19 test, and participate in the mandatory testing and quarantine requirements upon arrival. Fully vaccinated travellers will not be required to stay at a government-authorized hotel while awaiting their on-arrival test result if they meet all of the required criteria. For more information, visit our entry requirements page [Opens in a new window](#).
- **Travelling (or returning) to U.S. or international destinations:** Make sure to review the government entry requirements [Opens in a new window](#) prior to travel.

Passengers

George Heyman

Seats

Ticket number
s.22

AC806 s.22
2

Air Canada -
Aeroplan:
s.22

AC860
BA147
9
AC861

Flight 1

Premium Economy (lowest)			
Wednesday 27 Oct, 2021	14:30 Victoria Victoria Int. (YYJ) British Columbia		15:01 Vancouver Vancouver Int. (YVR), Terminal M
	0hr31 AC8062 Operated by: Air Canada Express - Jazz De Havilland Dash 8-400		
	AC8062: You will be seated in Economy Class.		
Wednesday 27 Oct, 2021	18:05 Vancouver Vancouver Int. (YVR), Terminal M	+ 1 day 11:05 London Heathrow (LHR), Terminal 2	
	9hr00 AC860 Operated by: Air Canada 787-9 Wi-Fi Breakfast, Meal		

Flight 2










Premium Economy (lowest)			
Sunday 07 Nov, 2021	09:55 Glasgow Glasgow Int. (GLA), Terminal M		11:30 London Heathrow (LHR), Terminal 5
	1hr35 BA1479 Operated by: British Airways 319		
	BA1479: You will be seated in Economy Class.		
	BA1479: For important information regarding the conditions of carriage on British Airways, please visit britishairways.com .		
Sunday 07 Nov, 2021	14:30 London Heathrow (LHR), Terminal 2	15:55 Vancouver Vancouver Int. (YVR), Terminal M	
	9hr25 AC861 Operated by: Air Canada 787-9 Wi-Fi Meal, Snack		

Purchase summary

Your refund

1 adult Your additional charges

1 adult

 Air transportation charges	0.00	 Air transportation charges	0.00
 Taxes, fees and charges	52.01	 Taxes, fees and charges	4.49
Subtotal	52.01	Subtotal	4.49
 Travel Options	0.00	 Change Fee	Waived
 Seat selection	0.00	 Travel Options	0.00
TOTAL REFUND	\$52⁰¹	 Seat selection	0.00
		TOTAL CHARGES	\$4⁴⁹

Your refund

A total of **\$52.01 CAD** will be refunded to your original form of payment. A refund receipt will be emailed to the address provided on the next page. Refund items will appear on your statement as separate transactions.

Your additional charges

An additional charge of **\$4.49 CAD** applies. A payment card will be required at time of purchase. Additional charges and change fees will appear on your statement as separate transactions.

Change Fees charged in relation to Canadian domestic flights which are subject to GST/HST include the GST/HST. Change Fees charged in relation to flights in Canada originating from Quebec which are subject to the GST and the QST, include the GST and the QST. Change Fees charged in relation to flights originating in Canada with a destination to the United States (except Hawaii) and subject to the GST, include the GST. If you require a receipt with a tax breakdown, to please contact Air Canada's Call Centre.

Baggage allowance

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. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.






If your itinerary includes a codeshare flight or a flight operated by another airline, you will be subject to the carry-on baggage rules of the other airline.

Checked baggage

Please see below for details on the bags you plan on checking at the baggage counter.



Victoria (YYJ) > London (LHR)

 1st bag Complimentary	 2nd bag Complimentary	Max. weight per bag: 23 kg (50 lb) Max. dimensions per bag: 158 cm (62 in)
 Glasgow (GLA) > Vancouver (YVR)		
 1st bag Complimentary	 2nd bag Complimentary	Max. weight per bag: 23 kg (50 lb) Max. dimensions per bag: 158 cm (62 in)

* 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.

Baggage Allowance for Aeroplan Elite Status and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz) or Air Canada Rouge. Please make sure your Aeroplan Elite Status level is valid at check-in.

	Economy Class	Premium Economy	Business Class
Aeroplan Super Elite, 75K, 50K and 35K	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)
Aeroplan 25K	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 32 kg (70 lb)

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.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.



Air Canada applies travel document and animal entry and exit requirements contained in IATA's Travel Information Manual, available on the IATA Travel Centre website.

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit aircanada.com.

Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal information you provide, please view our [Privacy Policy](#).

Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary Alberta, T2K 6J7

Booking Confirmation

Booking Reference: **s.22**

Date of issue: 26 Jul, 2021

This is your official 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 Opens in a new window 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.

For the well-being of all customers and employees, we are temporarily adjusting our on-board service as a health and safety measure in response to COVID-19. Unfortunately, we will not be able to accommodate any special meal requests. Learn more Opens in a new window.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website Opens in a new window or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy Opens in a new window directly.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit our COVID-19 information hub Opens in a new window.

IMPORTANT: Entry requirements

- **Travelling (or returning) to Canada from another country:** travellers **must** register with ArriveCAN Opens in a new window, get a pre-departure COVID-19 test, and participate in the mandatory testing and quarantine requirements upon arrival. Fully vaccinated travellers will not be required to stay at a government-authorized hotel while awaiting their on-arrival test result if they meet all of the required criteria. For more information visit the entry requirements page.
- **Travelling (or returning) to U.S. or international destinations:** Make sure to review the government entry requirements Opens in a new window prior to travel.



Flight 1

Premium Economy (lowest)

Wednesday
27 Oct, 2021

14:30
Victoria
Victoria Int. (YYJ),
British Columbia



15:01
Vancouver
Vancouver Int. (YVR),
Terminal M

 **AC8062**

0hr31
Premium Economy B
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

! **AC8062:** You will be seated in Economy Class.

Wednesday
27 Oct, 2021

18:05
Vancouver
Vancouver Int. (YVR),
Terminal M



11:05 **+1 day**
London
Heathrow (LHR),
Terminal 2

 **AC860**

9hr00
Premium Economy N
Operated by: Air Canada | 787-9 | 
Wi-Fi
Breakfast, Meal



Flight 2

Premium Economy (lowest)

Sunday
07 Nov, 2021

09:55
Glasgow
Glasgow Int.(GLA),
Terminal M



11:30
London
Heathrow (LHR),
Terminal 5

 **BA1479**

1hr35
Economy B
Operated by: British Airways | 319

! **BA1479:** You will be seated in Economy Class.

Sunday
07 Nov, 2021

14:30
London
Heathrow(LHR),
Terminal 2



15:55
Vancouver
Vancouver Int. (YVR),
Terminal M

 **AC861**

9hr25
Premium Economy N
Operated by: Air Canada | 787-9 | 
Wi-Fi
Meal, Snack

Passengers

<div><div><div></div></div><div>George Heyman</div></div> <div><div>Ticket number</div><div>s.22</div></div> <div><div>Air Canada - Aeroplan</div><div>s.22</div></div>	<div>Seats</div> <div><div>AC8062</div><div>s.22</div></div> <div><div>AC860</div><div></div></div> <div><div>BA1479</div><div></div></div> <div><div>AC861</div><div></div></div>
---	--

Purchase summary

<div>Your refund</div> <div>1 adult</div>	<div>Your additional charges</div> <div>1 adult</div>
<div><div><div></div></div>Air transportation charges</div> <div>Base fare</div> <div>0.00</div>	<div><div><div></div></div>Air transportation charges</div> <div>Base fare</div> <div>0.00</div>
<div><div><div></div></div>Taxes, Fees and Charges</div> <div>Harmonized Sales Tax - Canada - s.22</div> <div>0.78</div> <div>Exceptional Regulatory Charge - United Kingdom</div> <div>15.16</div> <div>Airport Improvement Fee - Canada</div> <div>16.00</div> <div>Passenger Service Charge - United Kingdom</div> <div>19.57</div> <div>Goods and Services Tax - Canada - s.22</div> <div>0.50</div> <div>Subtotal</div> <div>52.01</div>	<div><div><div></div></div>Taxes, Fees and Charges</div> <div>Air Passenger Duty-United Kingdom</div> <div>4.49</div> <div>Subtotal</div> <div>4.49</div> <div>Change Fee</div> <div>Waived</div> <div>George Heyman (ADT)</div> <div>0.00</div>
<div><div><div></div></div>Travel Options</div> <div>0.00</div>	<div><div><div></div></div>Travel Options</div> <div>0.00</div>
<div><div><div></div></div>Seat selection</div> <div>0.00</div>	<div><div><div></div></div>Seat selection</div> <div>0.00</div>
<div>TOTAL REFUND</div> <div>\$52.01</div>	<div>TOTAL CHARGES</div> <div>\$4.49</div>

<div>Your refund</div> <div>A total of \$52.01 CAD will be refunded to your original form of payment. A refund receipt will be emailed to the address provided on the next page. Refund items will appear on your statement as separate transactions.</div>	<div>Your additional charges</div> <div>An additional charge of \$4.49 CAD applies. A payment card will be required at time of purchase. Additional charges and change fees will appear on your statement as separate transactions.</div> <div>Change Fees charged in relation to Canadian domestic flights which are subject to GST/HST, include the GST/HST. Change Fees charged in relation to flights in Canada originating from Quebec which are subject to the GST and the QST, include the GST and the QST. Change Fees charged in relation to flights originating in Canada with a destination to the United States (except Hawaii) and subject to the GST, include the GST. If you require a receipt with a tax breakdown, to please contact Air Canada's Call Centre.</div>
---	---

Check-in and boarding gate deadlines

<div>Within Canada</div> <div>90 minutes</div>	<div>To/From the U.S.</div> <div>120 minutes²</div>	<div>International¹ (including Mexico and the Caribbean)</div> <div>180 minutes</div>	<div>When to arrive at the airport</div> <div>You should arrive no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.</div>
<div>45 minutes³</div>	<div>60 minutes</div>	<div>60 minutes</div>	<div>Check-in and baggage drop-off deadline</div> <div>You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.</div>
<div>30 minutes</div>	<div>30 minutes</div>	<div>45 minutes</div>	<div>Boarding gate deadline</div> <div>This is the latest you should be at the departure gate, ready for boarding.</div>
<div>15 minutes</div>	<div>15 minutes</div>	<div>30 minutes</div>	<div>Boarding gate closes</div> <div>Arriving after this time will result in reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.</div>

1. From Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel) - Recommended check-in time: 180 minutes. Check-in and baggage drop-off deadline: 60 minutes. Boarding gate deadline: 30 minutes.
2. From Cairo (Egypt) - Recommended check-in time: 240 minutes. Check-in and baggage drop-off deadline: 60 minutes. Boarding gate deadline: 30 minutes.
3. For Toronto-Pearson Airport (YYZ) or Montreal-Trudeau Airport (YUL) - Recommended arrival time: 180 minutes.
3. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Baggage allowance

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. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

If your itinerary includes a codeshare flight or a flight operated by another airline, you will be subject to the carry-on baggage rules of the other airline.



Checked baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Victoria (YYJ) > London (LHR)

 1st bag Complimentary	 2nd bag Complimentary	Max. weight per bag: 23 kg (50 lb) Max. dimensions per bag: 158 cm (62 in)
--	--	---

Glasgow (GLA) > Vancouver (YVR)

 1st bag Complimentary	 2nd bag Complimentary	Max. weight per bag: 23 kg (50 lb) Max. dimensions per bag: 158 cm (62 in)
--	--	---

* 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.

Baggage Allowance for Aeroplan Elite Status and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz) or Air Canada Rouge. Please make sure your Aeroplan Elite Status level is valid at check-in.

	Economy Class	Premium Economy	Business Class
Aeroplan Super Elite, 75K, 50K and 35K	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)
Aeroplan 25K	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 32 kg (70 lb)

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.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Premium Economy (lowest)

Changes

Flight 1

- **Before departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- **After departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.

Cancellations

- Tickets are refundable against **\$300** fee per adult. Child/Infant discount may apply. **Tickets are non-transferrable.**
- **Partially used tickets** may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
- **Cancellations** can be made up to 45 minutes prior to departure. **Exception:** Aeroplan flight rewards must be cancelled no later than 2 hours before departure.
- Find out more about Air Canada's refund services.

Minimum stay

- There is no maximum or minimum day stay associated with this fare.

Maximum stay

- There is no maximum or minimum day stay associated with this fare.

Aeroplan

See how many Aeroplan points you will earn on your Air Canada operated flight based on your fare type and Aeroplan Elite Status.

Premium Economy (lowest)

Changes

Flight 2

- **Before departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- **After departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.

Cancellations

- Tickets are refundable against **\$300** fee per adult. Child/Infant discount may apply. **Tickets are non-transferrable.**
- **Partially used tickets** may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
- **Cancellations** can be made up to 45 minutes prior to departure. **Exception:** Aeroplan flight rewards must be cancelled no later than 2 hours before departure.
- Find out more about Air Canada's refund services.

Minimum stay

- There is no maximum or minimum day stay associated with this fare.

Maximum stay

- There is no maximum or minimum day stay associated with this fare.

Aeroplan

See how many Aeroplan points you will earn on your Air Canada operated flight based on your fare type and Aeroplan Elite Status.

Please notify us immediately if you do not plan on taking your scheduled flight(s). If you are unable to change or cancel your booking online, you can reach Air Canada Reservations at 1-888-247-2262 (view international and other numbers). If you do not show up for your flight, the rest of your itinerary will automatically be cancelled.

Disclaimer: The fare rules displayed above are for adult passengers only. Different rules may apply for children and infant passengers.

General conditions of carriage

1. 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.
2. 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/region 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 airline's 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

Air Passenger Protection Regulations Notice:

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 Regulation*. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's General Conditions of Carriage and Tariffs.



Canada, U.S.: 1 (888) 247-2262



AIR CANADA

A STAR ALLIANCE MEMBER 

Refund Receipt/Reçu de remboursement : s.22

From: Air Canada <noreply@aircanada.ca>
To: ALYSSA.HRENYK@GOV.BC.CA, Hrenyk, Alyssa ENV:EX
<Alyssa.Hrenyk@gov.bc.ca>
Sent: September 22, 2021 2:17:46 PM PDT
Attachments: GEORGE HEYMAN - - s.22 .pdf

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



REFUND RECEIPT REÇU DE REMBOURSEMENT

Your refund is confirmed! You can find your refund information below. However, your payment card company may take one or two billing statements to add the credit to your account.

Votre remboursement est confirmé! Vous trouverez les renseignements concernant ce remboursement ci-dessous. Toutefois, la société émettrice de votre carte de paiement peut prendre une ou deux périodes de facturation pour ajouter le crédit à votre compte.

If you have any questions or concerns, please contact us right away. We'll be happy to assist you in any way we can.

Pour toute question ou préoccupation, communiquez avec nous immédiatement. Nous serons heureux de vous aider de toutes les manières possibles

We hope to see you on board soon!


Nous espérons vous accueillir à bord bientôt!


QUESTIONS?

CONTACT US / NOUS JOINDRE



Flight Info & Reservations
Renseignements sur les vols et réservations
1-888-247-2262

 Air Canada
aircanada.com/contact
aircanada.com/nousjoindre

 Aeroplan/Aérop
aeroplan.com
1-800-361-5373

To make sure you receive email updates about your trips, please add confirmation@aircanada.ca to your address book's safe sender list. We've sent you this email about an Air Canada product or service that you've requested — this is not a promotional email. Your privacy is very important to us. To see how we're protecting your personal information, please take a look at our Privacy Policy.

Pour avoir la certitude de recevoir les courriels de mise à jour sur vos voyages, ajoutez l'adresse confirmation@aircanada.ca à la liste des expéditeurs sûrs de votre carnet d'adresses. Nous vous avons envoyé ce courriel au sujet d'un produit ou service d'Air Canada que vous avez demandé. Ceci n'est pas un courriel promotionnel. La protection de vos renseignements personnels est très importante pour nous. Pour savoir comment nous les protégeons, consultez notre Politique sur la protection des renseignements personnels.

Please do **not** reply to this email — we're sorry, but because it's an automated email, it does not accept replies. If you received this message in error, please call us at 1-888-247-2262.

Ne répondez **pas** à ce courriel, s'il vous plaît — nous sommes désolés, mais comme il s'agit d'un courriel automatisé, il n'est pas possible d'y répondre. Si vous avez reçu ce message par erreur, appelez-nous au 1 888 247-2262.

Passenger / Passager: Heyman George (ADT)
 Booking Reference / Numéro de réservation: s.22

Ticket number / Numéro de billet: s.22

Air Canada Call Centre / Centre d'appel Air Canada,
 1-888-247-2262
 Issuing date / Date de délivrance: 22 Sep 21/22 sept. 21

REFUND NOTICE / AVIS DE REMBOURSEMENT

EMD Refund Information / Renseignement sur le remboursement

Coupon: s.22	From:	To:
Coupon	De	À

RESIDUAL VALUE FOR REFUNDABLE BALANCE

Refund Details / Détail sur le remboursement

Fare Paid	0.00 CAD	Refund Amount	CCCA	52.01 CAD
Tarif payé		Montant du remboursement	s.17	
Fare Used	0.00 CAD	Original TKT Nb / Numéro	s.22	
Portion du tarif utilisé		original du billet		
<hr/>				
Fare Refunded	0.00 CAD			
Tarif remboursé				
Taxes Refunded				
Taxes remboursées				
Harmonized Sales Tax - Canada - 100092287 RT0001	0.78 CAD			
Taxe de vente harmonisée - Canada - 100092287 RT0001				
Exceptional Regulatory Charge - United Kingdom	15.16 CAD			
Droit réglementaire exceptionnel – Royaume-Uni				
Airport Improvement Fee - Canada	16.00 CAD			
Frais d'améliorations aéroportuaires - Canada				
Passenger Service Charge - United Kingdom	19.57 CAD			
Redevance services passagers - Royaume-Uni				
Goods and Services Tax - Canada - 100092287 RT0001	0.50 CAD			
Taxe sur les produits et services - Canada - 100092287 RT0001				
<hr/>				
Net Total	52.01 CAD			
Total net				

Air Canada - 17 Jan 2022: Vancouver - Prince George (Booking Reference: s.22)

From: Air Canada <confirmation@aircanada.ca>
To: alyssa.hrenyk@gov.bc.ca, Hrenyk, Alyssa ENV:EX
<Alyssa.Hrenyk@gov.bc.ca>
Sent: September 17, 2021 9:20:18 AM PDT
Attachments: Air_Canada_Booking_Confirmation_s.22 .pdf

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

Booking Confirmation

Booking Reference: s.22

Date of issue: 17 Sep, 2021

Select Seats

eUpgrade

Check in

Manage my booking

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. 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.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures, please visit our COVID-19 information hub [Opens in a new window](#).

IMPORTANT: Entry requirements

- **Travelling (or returning) to Canada from another country:** travellers **must** register with ArriveCAN [Opens in a new window](#), get a pre-departure COVID-19 test, and participate in the mandatory testing and quarantine requirements upon arrival. Fully vaccinated travellers will not be required to stay at a government-authorized hotel while awaiting their on-arrival test result if they meet all of the required criteria. For more information, visit our entry requirements page [Opens in a new window](#).
- **Travelling (or returning) to U.S. or international destinations:** Make sure to review the government entry requirements [Opens in a new window](#) prior to travel.

Passengers

George Heyman

Ticket number
s.22

Air Canada -
Aeroplan:
s.22

Seats

AC834 s.22
7

AC834
4



Depart

Economy - Comfort			
Monday 17 Jan, 2022	17:25 Vancouver Vancouver Int. (YVR), Terminal M		18:41 Prince George (YXS) British Columbia
	 1hr16 AC8347	Operated by: Air Canada Express - Jazz De Havilland Dash 8-400	

Return

Economy - Comfort			
Friday 21 Jan, 2022	10:40 Prince George (YXS) British Columbia		11:59 Vancouver Vancouver Int. (YVR), Terminal M
	 1hr19 AC8344	Operated by: Air Canada Express - Jazz De Havilland Dash 8-400	

Purchase summary

MasterCard s.17 Amount paid: \$670.16 Tax information GST no. 10009-2287 RT0001 \$31.91 Full details can be found in your attached Itinerary/Receipt.		1 adult
	Air transportation charges	594.00
	Taxes, fees and charges	76.16
GRAND TOTAL (Canadian dollars)		\$670¹⁶





Baggage allowance

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. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it 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.

Vancouver (YVR) > Prince George (YXS)		
 1st bag Complimentary	 2nd bag \$ 0.00 CAD Including taxes	Max. weight per bag: 23 kg (50 lb) Max. dimensions per bag: 158 cm (62 in)
Prince George (YXS) > Vancouver (YVR)		
 1st bag Complimentary	 2nd bag \$ 0.00 CAD Including taxes	Max. weight per bag: 23 kg (50 lb) Max. dimensions per bag: 158 cm (62 in)

* 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.

Baggage Allowance for Aeroplan Elite Status and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz) or Air Canada Rouge. Please make sure your Aeroplan Elite Status level is valid at check-in.

	Economy Class	Premium Economy	Business Class
Aeroplan Super Elite, 75K, 50K and 35K	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)
Aeroplan 25K	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 32 kg (70 lb)

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.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Air Passenger Protection Regulations Notice:

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 Regulation*. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's General Conditions of Carriage and Tariffs.



Canada, U.S.: 1 (888) 247-2262



Air Canada applies travel document and animal entry and exit requirements contained in IATA's Travel Information Manual, available on the IATA Travel Centre website.

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit aircanada.com.

Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal information you provide, please view our [Privacy Policy](#).

Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary Alberta, T2K 6J7



Booking Confirmation

Booking Reference: s.22

Date of issue: 17 Sep, 2021

This is your official 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 Opens in a new window 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.

For the well-being of all customers and employees, we are temporarily adjusting our on-board service as a health and safety measure in response to COVID-19. Unfortunately, we will not be able to accommodate any special meal requests. Learn more Opens in a new window.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website Opens in a new window or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy Opens in a new window directly.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit our COVID-19 information hub Opens in a new window.

IMPORTANT: Entry requirements

- **Travelling (or returning) to Canada from another country:** travellers must register with ArriveCAN Opens in a new window, get a pre-departure COVID-19 test, and participate in the mandatory testing and quarantine requirements upon arrival. Fully vaccinated travellers will not be required to stay at a government-authorized hotel while awaiting their on-arrival test result if they meet all of the required criteria. For more information visit the entry requirements page.
- **Travelling (or returning) to U.S. or international destinations:** Make sure to review the government entry requirements Opens in a new window prior to travel.



Depart

Economy - Comfort

Monday 17 Jan, 2022	17:25 Vancouver Vancouver Int. (YVR), Terminal M		18:41 Prince George (YXS), British Columbia	 AC8347	1hr16 Economy L Operated by: Air Canada Express - Jazz De Havilland Dash 8-400
------------------------	--	--	---	------------	---



Return

Economy - Comfort

Friday 21 Jan, 2022	10:40 Prince George (YXS), British Columbia		11:59 Vancouver Vancouver Int. (YVR), Terminal M	 AC8344	1hr19 Economy L Operated by: Air Canada Express - Jazz De Havilland Dash 8-400
------------------------	---	--	--	------------	---

Passengers



George Heyman

Seats

Ticket number
s.22

AC8347 s.2
AC8344 2

Air Canada - Aeroplan
s.22



Purchase summary

MasterCard
***** 17
Amount paid: \$670.16
Tax information
GST no. 10009-2287 RT0001 \$31.91

1 adult



Air transportation charges

Base fare - Depart Economy - Comfort	281.00
Base fare - Return Economy - Comfort	281.00
Carrier surcharges	32.00



Taxes, fees and charges

Air Travellers Security Charge - Canada	14.25
Goods and Services Tax - Canada - 100092287 RT0001	31.91
Airport Improvement Fee - Canada	30.00
Total before options (per passenger)	\$670¹⁶
GRAND TOTAL (Canadian dollars)	\$670¹⁶



Check-in and boarding gate deadlines

Within Canada

90

minutes

When to arrive at the airport

You should arrive no later than the time indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45

minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

30

minutes

Boarding gate deadline

This is the latest you should be at the departure gate, ready for boarding.

15

minutes

Boarding gate closes

Arriving after this time will result in reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Baggage allowance



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. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it 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.

Vancouver (YVR) > Prince George (YXS)		
 1st bag Complimentary	 2nd bag \$ 0.00 CAD Including taxes	Max. weight per bag: 23 kg (50 lb) Max. dimensions per bag: 158 cm (62 in)

Prince George (YXS) > Vancouver (YVR)		
 1st bag Complimentary	 2nd bag \$ 0.00 CAD Including taxes	Max. weight per bag: 23 kg (50 lb) Max. dimensions per bag: 158 cm (62 in)

* 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.

Baggage Allowance for Aeroplan Elite Status and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz) or Air Canada Rouge. Please make sure your Aeroplan Elite Status level is valid at check-in.

	Economy Class	Premium Economy	Business Class
Aeroplan Super Elite, 75K, 50K and 35K	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)
Aeroplan 25K	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 32 kg (70 lb)

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.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Economy - Comfort

Changes

Departing flight

- **Before departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- **After departure of first flight**
 - Ticket reissue is not allowed.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.

Cancellations

- Tickets are **fully refundable** but are **non-transferable**.
- **Partially used tickets** may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
- **Cancellations** can be made up to 45 minutes prior to departure. **Exception:** Aeroplan flight rewards must be cancelled no later than 2 hours before departure.
- Find out more about Air Canada's refund services.

Minimum stay

- There is no maximum or minimum day stay associated with this fare.

Maximum stay

- There is no maximum or minimum day stay associated with this fare.

Aeroplan

- 115% Aeroplan points
- The equivalent in Status Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Economy - Comfort

Changes

Return flight

- **Before departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- **After departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.

Cancellations

- Tickets are **fully refundable** but are **non-transferable**.
- **Partially used tickets** may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
- **Cancellations** can be made up to 45 minutes prior to departure. **Exception:** Aeroplan flight rewards must be cancelled no later than 2 hours before departure.
- Find out more about Air Canada's refund services.

Minimum stay

- There is no maximum or minimum day stay associated with this fare.

Maximum stay

- There is no maximum or minimum day stay associated with this fare.

Aeroplan

- 115% Aeroplan points
- The equivalent in Status Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Please notify us immediately if you do not plan on taking your scheduled flight(s). If you are unable to change or cancel your booking online, you can reach Air Canada Reservations at 1-888-247-2262 (view international and other numbers). If you do not show up for your flight, the rest of your itinerary will automatically be cancelled.

Disclaimer: The fare rules displayed above are for adult passengers only. Different rules may apply for children and infant passengers.

General conditions of carriage

1. 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.
2. 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/region 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 airline's 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

Air Passenger Protection Regulations Notice:

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 Regulation*. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's General Conditions of Carriage and Tariffs.



Canada, U.S.: 1 (888) 247-2262



AIR CANADA

A STAR ALLIANCE MEMBER 

Your booking is confirmed: ^{s.22}

for 2021-09-29

From: British Columbia Ferry Services Inc. <no_reply@bcferries.com>
To: alyssa.hrenyk@gov.bc.ca, Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Sent: September 29, 2021 3:13:09 PM PDT

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



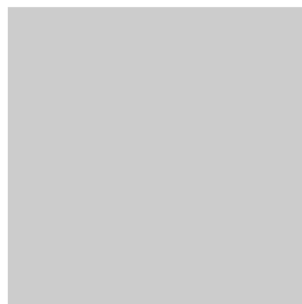
George your booking is now confirmed.

[View or edit your booking\(s\)](#)

Please review your itinerary below to confirm your details and note the check-in time for your sailing.

This is a transactional or informational email that contains important details that BC Ferries must communicate to you in order to provide the best possible service. This is not a promotional email. Please do not respond to this email.

BOOKING CONFIRMATION



Booking reference:
^{s.22}

Date issued: 29/Sep/2021 3:11:45 PM
Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

George Heyman

-
-
-

^{s.22}

Provide booking reference number to ticket agent

DEPARTS	TIME/DATE
Victoria (Swartz Bay)	08:00 PM 29/Sep/2021
ARRIVES	TIME/DATE
Vancouver (Tsawwassen)	09:35 PM 29/Sep/2021

Fare type: Reservation Only

Ferry: Coastal Celebration

Fare Information		
1x	20 ft. (6.10 m) Under height passenger vehicle	\$59.20
1x	12+ years	\$17.50
	Reservation fee due now, fares due at terminal	\$17.00
	Total	\$93.70
	Amount paid	\$17.00
Due at terminal:		\$76.70

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.

Arrive at the terminal 30 to 60 minutes prior to scheduled departure



What you need to redeem your booking

The ticket agent will ask for your booking reference number or the phone number you used to make the booking. Government-approved photo ID is needed for proof of age as applicable (e.g. BC Seniors).

Bookings will not be honoured and travel will be based on order of arrival at the terminal if you:

- arrive after the booking check-in has closed, 30 minutes prior to the scheduled departure;
- arrive before the booking check-in has opened, more than 60 minutes prior to the scheduled departure.

If your ferry travel is part of a vacation package, you will need to present your ferry travel voucher to the ticket agent when you arrive at the terminal. Tour operators are required to present ferry travel vouchers for all tour members.

Vehicle type and size

Your booking will only be honoured for the vehicle type and size you reserved.

If your reserved vehicle height differs at check-in, your booking will not be honoured. If your reserved vehicle length differs by more than 5 feet (1.5 metres) at check-in, your booking will not be honoured. To make changes to your booking, [access your BC Ferries account online](#).

Booking cancellations and changes to ferry travel

Changes to your booking can be made up to one hour prior to your scheduled departure, subject to the terms and conditions of the fare purchased and applicable fees. Check [BC Ferries' Cancellation/Change policies](#) for details.

Sailing cancellations

If you check-in at the terminal and the sailing is then cancelled, we will make every effort to load you on the next available sailing where space is available.

Customers with a booking on the next scheduled departure will be loaded in advance of customers from the cancelled sailing. If we are unable to load you on the next available sailing, you will be loaded in order of arrival at the terminal.

If you choose not to travel, your fares and any reservation fees will automatically refund to your original form of payment. We will also refund any changes made at check-in, which a ticket agent must process at the terminal. [View more information about sailing cancellations](#).

Conditions of Carriage/Rules & Requirements

By purchasing a booking, you acknowledge your acceptance of [BC Ferries' Conditions of Carriage and Rules & Requirements](#) (available upon request at any terminal, any ferry, or at BC Ferries' head office).

Reservation, change and cancellation fees

- Reservation only: \$17 reservation fee applied to booking
- Prepaid: \$10 reservation fee when booked more than 7 days in advance or \$17 when booked within 7 days.
- Saver: Pay in full when you book. Changing your booking may result in a price difference. \$20 cancellation fee, cancel up to 11:59 pm the day before departure.
- A \$5 change fee applies each time you change your reservation date, time or sailing, up to one hour before booked departure.

Note: Reservation and change fees are non-refundable.

Health and safety

To support the health and wellness of our customers and employees, all BC Ferries vessels and terminals are smoke and vape-free environments. BC Ferries has a zero tolerance policy for passengers under the influence of drugs or alcohol and any unacceptable conduct that can be associated with impairment. The consumption of drugs and alcohol on BC Ferries' vessels and at its terminals is prohibited. We all deserve to feel safe and respected—violence and foul language will not be tolerated and may result in denial of service.

Masks mandatory indoors onboard ferries and at terminals

All passengers must wear non-medical masks or face coverings when indoors on board ferries and at terminals. Exceptions include:

- When inside a vehicle
- When consuming food or drinks in designated areas
- Children under 12 years of age
- Medical condition or disability that inhibits the ability to wear a mask*
- Persons unable to place or remove a mask without assistance
- BC Ferries employees working behind a physical barrier or within employee only areas, provided physical distancing is maintained.

* In the event that a passenger cannot wear a mask or face covering due to medical reasons, BC Ferries may require passengers to present documentation from a healthcare professional. This is a new Transport Canada requirement for ferry operators across Canada.

Passengers are reminded to respect physical distance while wearing a mask.

Transport Canada safety regulation

In accordance with Transport Canada safety regulations passengers must exit their vehicle on any closed lower deck on a ferry that is underway. A closed vehicle deck is a space that is closed at both ends with limited side openings. Exception: ferries in service on the Vancouver (Horseshoe Bay) – Sunshine Coast (Langdale) route.

During boarding, passengers should advise the Chief Steward of any serious medical conditions. BC Ferries staff are trained in emergency first aid; however, there are no qualified medical personnel on board.

Loading

Your booking will hold a space for you on your reserved sailing. The specific placement of your vehicle on board the ferry is not guaranteed. If you have any special requirements for your sailing, please arrive early and advise the ticket agent when you check in—we will do our best to accommodate your request based on deck space availability and traffic volumes. If we are unable to meet your request, you will have the option to travel on the next available sailing where your request can be accommodated.

Follow us on Twitter [@BCFerries](https://twitter.com/BCFerries) for service updates.



RECEIPT – PLEASE RETAIN

Date issued:	29/Sep/2021 3:11:42 PM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	s.22
GST number:	894623206
Purchase amount:	\$17.00
Card type:	MasterCard
Card ending:	s.17
Authorization #:	016561

British Columbia Ferry Services Inc.
Customer Service Centre
Suite 500 – 1321 Blanshard Street, Victoria BC, V8W 0B7
1-888-BC-FERRY (1-888-223-3779)

bcferries.com

Copyright © 2021 British Columbia Ferry Services Inc.

FW: Per Diems: Glasgow

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>, Heyman, George ENV:EX <George.Heyman@gov.bc.ca>
Sent: October 28, 2021 1:15:51 PM PDT
Attachments: SATHER, KELLY GLASGOW, SCOTLAND OCT 29-NOV 7, 2021.pdf, HEYMAN, GEORGE GLASGOW, SCOTLAND Oct 29-Nov 8, 2021.pdf

From: Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>
Sent: October 28, 2021 12:55 PM
To: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Subject: Per Diems: Glasgow

Hi Alyssa,

I have completed the per diem allowances for Minister Heyman and Kelly's trip to Glasgow (attached).

Debra

Debra Janke
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: 778 698-8564 Fax: (250) 356-7326
Email: Debra.Janke@gov.bc.ca
Website: <http://www.min.fin.gov.bc.ca>
Serving all Ministers' Offices and the Office of the Premier

PER DIEM RATES- Glasgow, United Kingdom

Kelly Sather Oct 29-Nov 7, 2021

	Glasgow
CURRENCY	GBP
PER DIEM	80.64
INCIDENTALS	24.20
TOTAL	104.84

AMOUNTS TO BE DEDUCTED FROM ABOVE FOR MEALS NOT TAKEN OR MEALS PROVIDED AT PUBLIC EXPENSE: * = Reasonable and justifiable expenses. Receipts required

	Glasgow
BREAKFAST	16.44
LUNCH	27.76
DINNER	36.44

Note: The maximum hotel rates that are listed (to be used as a guideline):

LOCATION	AMOUNT
Glasgow	\$175.00 USD

OUT-OF-CANADA GUIDELINES

Travel Out of Canada

The Ministry of Finance processes all out-of-Canada travel expenses. Information regarding travel to various locations around the world (e.g., passport requirements, embassy listings, etc.) is available on the U.S. Government Foreign Affairs site ([Welcome to Travel.State.Gov](http://Welcome.to.Travel.State.Gov)). Out-of-Canada travel pre-approval is required by the Office of the Premier. Ministers' offices must contact MOSS, Ministry of Finance to obtain the foreign per diem allowances for each country prior to the trip. If private accommodation or personal vehicle use allowances will be claimed the rates must be requested prior to the trip.

Allowable Expenses – original receipts are required

Ministers and ministers' staff travelling outside Canada can claim reimbursement for reasonable expenses incurred which relate directly to foreign travel as follows:

- Car rental insurance (e.g., personal accident insurance and collision damage waiver).
Note: CDW is automatically provided when an employee uses their Corporate Travel Card to pay for the rental vehicle so the employee should decline the CDW offered by the rental company
- visa(s) and passport(s)
- inoculation(s)
- Traveller's cheques (attach proof of purchase and claim in the "Miscellaneous" column of the travel voucher). American Express Corporate Travel Card holders can obtain no-fee travellers cheques at any American Express office and various banking institutions
- bottled water
- preventative medication (e.g., malaria tablets)
- Premiums for additional medical insurance to provide coverage equivalent to that available under the B.C. Medical Plan in B.C. If you travel outside the province on business, it is

recommended you purchase additional medical coverage, as the existing coverage through MSA will only cover the equivalent of the B.C. rates. For instance, the rate in B.C. for a hospital room is \$75.00 per day. Many countries (e.g., U.S.) charge much more than that. As well there is a lifetime maximum for the generic MSA coverage. It is recommended that you use Pacific Blue Cross, as they will waive the Third Party Liability, meaning they will not exhaust any existing plans before coverage is applied. Your lifetime maximum with MSA would not be used up if you had Pacific Blue Cross additional travel coverage. Information is available on the Internet at <http://www.pac.bluecross.ca>. Refer to the section on travel plans in the site index. Yearly rates are available for frequent travellers. The website allows you to plan and estimate what is best for you. Employees are to pay for this personally and submit the claim for reimbursement on their travel voucher

- additional dry cleaning/laundry costs which are incurred as a direct result of foreign conditions
- additional baggage insurance
- other directly related travel cost

During the Trip

Ministers and staff are encouraged to maintain a daily log of expenses incurred for business purposes. The daily log will make the claim for reimbursement much easier to complete. **NOTE:** Do not pay for travel expenses for other employees.

Completing the Travel

Once the trip is complete, the final step is for the traveller to claim for reimbursement of business related travel expenses. When the travel voucher is ready to be completed, please contact MOSS, Ministry of Finance and if required, MOSS will meet with you and assist in completing the travel voucher.

To complete the travel voucher, the following items should be considered:

- Each page of the travel voucher should have only one country (one currency) listed; meals should be based on the per diem allowances that were provided by MOSS prior to the trip. Please contact MOSS to confirm the per diem allowances provided prior to the trip have not changed;
- conference registration for ministers and their staff should be claimed as indicated in the Minister's Offices Guidelines;
- actual transportation expenses (receipts required), business telephone calls, cables, telegrams, faxes, accommodation expenses, laundry/dry-cleaning costs which are incurred as a direct result of foreign conditions which may have been incurred may be claimed;
- In order to ensure timely reimbursement of expenses, documentation (flimsies, receipts, flight coupons/copy of air invoices) supporting the claim should be included where reasonably practical. A detailed description must be given of the nature and purpose of the expenditure; airfare should have been charged to your Business Travel Account (BTA);
- Accommodation may be direct billed by Minister's only, however, it is recommended that they avoid direct billings whenever possible because personal costs may need to be reimbursed and taxes split, etc. The traveller is responsible for verifying accuracy of hotel folios prior to check out. Ensure personal charges are not claimed on travel vouchers or are included in the direct billing from the hotel.
- Travel across the international dateline will make you lose a day upon departure and gain a day when returning (e.g., depart Canada November 1, arrive in Tokyo November 3). When claiming per diem allowances claim the day of return twice (e.g., leave Tokyo November 10, arrive in Canada November 10, therefore, per diems should be claimed twice for November 10).

Exchange Rates

There are several options available for determining the exchange rate utilized on the travel voucher. Please provide backup or indicate what method was used on the travel voucher.

- Call CIBC, main branch, at 1-800-465-2422 to obtain the selling rate for each foreign currency;
- Call Bank of Canada at 1-800-303-1282 for historical exchange rates not available through CIBC;
- Historical currencies are available on the Internet at <http://www.oanda.com/converter/fxhistory> (this is the preferred option). The generally accepted exchange rate applied is the typical credit card rate, which is the Interbank Rate + 2%;
- Actual exchange rates charged on supporting documentation (e.g., credit card statements, currency exchange slips) should be used, if available. Several rates in one currency should be averaged.

FOR FURTHER INFORMATION PLEASE CONTACT:

Minister's Office Support Services (MOSS)
MINISTRY OF FINANCE
PO BOX 9415 STN PROV GOVT
3RD FL 617 GOVERNMENT ST
VICTORIA BC V8W 9V1

PER DIEM RATES- Glasgow, United Kingdom

George Heyman Oct 29-Nov 8, 2021

	Glasgow
CURRENCY	GBP
PER DIEM	80.64
INCIDENTALS	24.20
TOTAL	104.84

AMOUNTS TO BE DEDUCTED FROM ABOVE FOR MEALS NOT TAKEN OR MEALS PROVIDED AT PUBLIC EXPENSE: * = Reasonable and justifiable expenses. Receipts required

	Glasgow
BREAKFAST	16.44
LUNCH	27.76
DINNER	36.44

Note: The maximum hotel rates that are listed (to be used as a guideline):

LOCATION	AMOUNT
Glasgow	\$175.00 USD

OUT-OF-CANADA GUIDELINES

Travel Out of Canada

The Ministry of Finance processes all out-of-Canada travel expenses. Information regarding travel to various locations around the world (e.g., passport requirements, embassy listings, etc.) is available on the U.S. Government Foreign Affairs site ([Welcome to Travel.State.Gov](https://www.travel.state.gov)). Out-of-Canada travel pre-approval is required by the Office of the Premier. Ministers' offices must contact MOSS, Ministry of Finance to obtain the foreign per diem allowances for each country prior to the trip. If private accommodation or personal vehicle use allowances will be claimed the rates must be requested prior to the trip.

Allowable Expenses – original receipts are required

Ministers and ministers' staff travelling outside Canada can claim reimbursement for reasonable expenses incurred which relate directly to foreign travel as follows:

- Car rental insurance (e.g., personal accident insurance and collision damage waiver).
Note: CDW is automatically provided when an employee uses their Corporate Travel Card to pay for the rental vehicle so the employee should decline the CDW offered by the rental company
- visa(s) and passport(s)
- inoculation(s)
- Traveller's cheques (attach proof of purchase and claim in the "Miscellaneous" column of the travel voucher). American Express Corporate Travel Card holders can obtain no-fee travellers cheques at any American Express office and various banking institutions
- bottled water
- preventative medication (e.g., malaria tablets)
- Premiums for additional medical insurance to provide coverage equivalent to that available under the B.C. Medical Plan in B.C. If you travel outside the province on business, it is

recommended you purchase additional medical coverage, as the existing coverage through MSA will only cover the equivalent of the B.C. rates. For instance, the rate in B.C. for a hospital room is \$75.00 per day. Many countries (e.g., U.S.) charge much more than that. As well there is a lifetime maximum for the generic MSA coverage. It is recommended that you use Pacific Blue Cross, as they will waive the Third Party Liability, meaning they will not exhaust any existing plans before coverage is applied. Your lifetime maximum with MSA would not be used up if you had Pacific Blue Cross additional travel coverage. Information is available on the Internet at <http://www.pac.bluecross.ca>. Refer to the section on travel plans in the site index. Yearly rates are available for frequent travellers. The website allows you to plan and estimate what is best for you. Employees are to pay for this personally and submit the claim for reimbursement on their travel voucher

- additional dry cleaning/laundry costs which are incurred as a direct result of foreign conditions
- additional baggage insurance
- other directly related travel cost

During the Trip

Ministers and staff are encouraged to maintain a daily log of expenses incurred for business purposes. The daily log will make the claim for reimbursement much easier to complete. **NOTE:** Do not pay for travel expenses for other employees.

Completing the Travel

Once the trip is complete, the final step is for the traveller to claim for reimbursement of business related travel expenses. When the travel voucher is ready to be completed, please contact MOSS, Ministry of Finance and if required, MOSS will meet with you and assist in completing the travel voucher.

To complete the travel voucher, the following items should be considered:

- Each page of the travel voucher should have only one country (one currency) listed; meals should be based on the per diem allowances that were provided by MOSS prior to the trip. Please contact MOSS to confirm the per diem allowances provided prior to the trip have not changed;
- conference registration for ministers and their staff should be claimed as indicated in the Minister's Offices Guidelines;
- actual transportation expenses (receipts required), business telephone calls, cables, telegrams, faxes, accommodation expenses, laundry/dry-cleaning costs which are incurred as a direct result of foreign conditions which may have been incurred may be claimed;
- In order to ensure timely reimbursement of expenses, documentation (flimsies, receipts, flight coupons/copy of air invoices) supporting the claim should be included where reasonably practical. A detailed description must be given of the nature and purpose of the expenditure; airfare should have been charged to your Business Travel Account (BTA);
- Accommodation may be direct billed by Minister's only, however, it is recommended that they avoid direct billings whenever possible because personal costs may need to be reimbursed and taxes split, etc. The traveller is responsible for verifying accuracy of hotel folios prior to check out. Ensure personal charges are not claimed on travel vouchers or are included in the direct billing from the hotel.
- Travel across the international dateline will make you lose a day upon departure and gain a day when returning (e.g., depart Canada November 1, arrive in Tokyo November 3). When claiming per diem allowances claim the day of return twice (e.g., leave Tokyo November 10, arrive in Canada November 10, therefore, per diems should be claimed twice for November 10).

Exchange Rates

There are several options available for determining the exchange rate utilized on the travel voucher. Please provide backup or indicate what method was used on the travel voucher.

- Call CIBC, main branch, at 1-800-465-2422 to obtain the selling rate for each foreign currency;
- Call Bank of Canada at 1-800-303-1282 for historical exchange rates not available through CIBC;
- Historical currencies are available on the Internet at <http://www.oanda.com/converter/fxhistory> (this is the preferred option). The generally accepted exchange rate applied is the typical credit card rate, which is the Interbank Rate + 2%;
- Actual exchange rates charged on supporting documentation (e.g., credit card statements, currency exchange slips) should be used, if available. Several rates in one currency should be averaged.

FOR FURTHER INFORMATION PLEASE CONTACT:

Minister's Office Support Services (MOSS)
MINISTRY OF FINANCE
PO BOX 9415 STN PROV GOVT
3RD FL 617 GOVERNMENT ST
VICTORIA BC V8W 9V1

FW: Approval needed: Car Service - Recommendations?

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
To: Cleaver, Sheila C FIN:EX <Sheila.Cleaver@gov.bc.ca>
Cc: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>, Heyman, George ENV:EX <George.Heyman@gov.bc.ca>
Sent: November 3, 2021 3:03:33 PM PDT

Hi Sheila,
Please see Minister Heyman's approval for this limit increase below.
Thank you!

Alyssa Hrenyk

Administrative Coordinator to
The Honourable George Heyman,
Minister of Environment and Climate Change Strategy
and Minister Responsible for TransLink
s.17 | Alyssa.Hrenyk@gov.bc.ca

From: Heyman, George ENV:EX <George.Heyman@gov.bc.ca>
Sent: November 3, 2021 3:02 PM
To: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Subject: Re: Approval needed: Car Service - Recommendations?
Approved

Sent from my iPhone

On Nov 3, 2021, at 9:39 PM, Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca> wrote:

Hi Minister,
Do you approve of an increase to Kelly Sather's travel card to allow for a £260 ATM withdrawal in Glasgow for tomorrow morning's car service, as part of your COP26 itinerary?
Thank you,

Alyssa Hrenyk

Administrative Coordinator to
The Honourable George Heyman,
Minister of Environment and Climate Change Strategy
and Minister Responsible for TransLink
s.17 | Alyssa.Hrenyk@gov.bc.ca

From: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Sent: November 3, 2021 2:29 PM
To: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Subject: Re: Car Service - Recommendations?
Yes thanks Alyssa. Approved. Thanks for facilitating this.

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Sent: Wednesday, November 3, 2021 9:27:56 PM
To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Subject: FW: Car Service - Recommendations?

Hi Kelly,
Can you please approve an increase to your travel card to allow for a withdrawal of £260 (about \$450 CAD) for tomorrow's car service to the COP26 site visit?
Thank you,

Alyssa Hrenyk

Administrative Coordinator to
The Honourable George Heyman,

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: November 3, 2021 2:26 PM

To: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>

Subject: FW: Car Service - Recommendations?

Please find the confirmation below.

Thank you,

Cheryl

Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: s.15

Sent: October 26, 2021 5:55 PM

To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Subject: RE: Car Service - Recommendations?

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

Good morning, Cheryl.

I have just contacted Ian and can confirm that he can indeed supply you with a receipt for the journey.

I have informed him of the pickup time of 8.45am, to be confirmed at the time of booking.

If you require any further information or assistance, please do not hesitate to contact us.

Kind Regards,

Charlie Novello

Duty Manager

s.15

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: 27 October 2021 00:36

To: s.15

Subject: RE: Car Service - Recommendations?

Thank you for your recommendation. This may be a great option for us, provided we can still receive a receipt for the payment. Are you able to inquire if a receipt would be made available?

Departure would be approximately 8:45am, we can confirm that upon final booking.

Thank you,

Cheryl

Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: s.15

Sent: October 25, 2021 11:33 PM

To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Subject: RE: Car Service - Recommendations?

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

Good morning, Cheryl.

Thank you for contacting s.15

I have made enquiries with Glasgow Taxis and they may not be open to such a long trip.

We have contacted this morning a driver who has regularly picked up at the hotel over the years who would be willing to chauffeur the guests at a cost of £260.

s.21

Is this suitable for you? Do you have an approximate time of departure?

Kind Regards,
Charlie Novello
Duty Manager
s.15

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: 26 October 2021 00:35

To: s.15

Subject: Car Service - Recommendations?

Good morning,

Our guests staying with you for the first week of November will be requiring a car service on November 4th, for a 3-4 hour return trip to Bo'ness to the hydrogen train site.

Do you have recommendations for a car service, taxi or Uber to use for this trip? It will only be for 3 passengers. We were not sure if local taxi/uber drivers would leave the city limits or be open to such a long trip.

Thank you,

Cheryl


Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

**Approval Needed: BANK OF MONTREAL (MASTERCARD) HRENYKA s.17
03AUG21 \$9,071.37 STANDARD REGISTER**

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
To: Pollard, Desmond ENV:EX <Desmond.Pollard@gov.bc.ca>
Sent: August 10, 2021 11:02:58 AM PDT
Attachments: Air Canada - 29 Oct 2021: Vancouver - Glasgow (Booking Reference: s.22),  Thanks! Your booking is confirmed at s.15, PO Authorization for COP26 Travel.pdf, Air Canada - 29 Oct 2021: Victoria - Glasgow (Booking Reference: s.22), Copy of HRENYKA s.17 03AUG21 STANDARD REGISTER.xlsx

Hi Desmond,

In Kelly's absence, could you please review and approve the attached? It is my purchase card standard register for July and includes transactions related to Minister Heyman's and Kelly's travel to Glasgow for COP26 (PO travel approval also attached).

Thank you,

Alyssa Hrenyk

Administrative Coordinator to
The Honourable George Heyman,
Minister of Environment and Climate Change Strategy
and Minister Responsible for TransLink
s.17 | Alyssa.Hrenyk@gov.bc.ca

From: Cleaver, Sheila C FIN:EX <Sheila.Cleaver@gov.bc.ca>

Sent: August 4, 2021 3:11 PM

To: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>

Subject: BANK OF MONTREAL (MASTERCARD) HRENYKA s.17 03AUG21 \$9,071.37 STANDARD REGISTER

From: Air Canada <confirmation@aircanada.ca>
To: alyssa.hrenyk@gov.bc.ca, Hrenyk, Alyssa ENV:EX
<Alyssa.Hrenyk@gov.bc.ca>
Sent: July 26, 2021 2:52:36 PM PDT
Attachments: Air_Canada_Booking_Confirmation_s.22 .pdf

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

Booking Confirmation

Booking Reference: s.22 Date of issue: 26 Jul, 2021

Select Seats	eUpgrade
Check in	Manage my booking

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. 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.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit our COVID-19 information hub.

IMPORTANT: Entry requirements

- **Travelling (or returning) to Canada from another country:** travellers **must** register with ArriveCAN , get a pre-departure COVID-19 test, and participate in the mandatory testing and quarantine requirements upon arrival. For more information, visit the entry requirements page.
- **Travelling (or returning) to U.S. or international destinations:** Make sure to review the government entry requirements prior to travel.

Passengers

George Heymar	Seats
Ticket number	AC114 s.22 AC856

s.22
Air Canada -
Aeroplan:
s.22

BA148
2
BA147
9
AC861

s.22

Depart

Premium Economy (lowest)

Friday
29
Oct,
2021

11:00

Vancouver

Vancouver Int.
(YVR),
Terminal M

18:24

Toronto

Toronto-Pearson Int.
(YYZ),
Terminal 1

4hr24

AC114
Operated by: Air Canada | A321-200 |
Wi-Fi
Food for purchase on board

AC114: You will be seated
in Economy Class.

Friday
29
Oct,
2021

20:40

Toronto

Toronto-Pearson
Int. (YYZ),
Terminal 1

+ 1 day

08:35

London

Heathrow (LHR),
Terminal 2

6hr55

AC856
Operated by: Air Canada | 777-300ER |
Wi-Fi
Breakfast, Meal

Saturday
30
Oct,
2021

12:15

London

Heathrow (LHR),
Terminal 5

13:40

Glasgow

Glasgow Int. (GLA),
Terminal M

1hr25

BA1482
Operated by: British Airways | 320

BA1482: You will be
seated in Economy Class.

BA1482: For important
information regarding the
conditions of carriage on British
Airways, please visit
britishairways.com.

Return

Premium Economy (lowest)

Sunday
07 Nov,
2021

09:15

Glasgow

Glasgow Int. (GLA),
Terminal M

10:50


London


Heathrow (LHR),
Terminal 5

 **BA147**
9

1hr35

Operated by: British Airways | 32N

 **BA1479:** You will be seated in
Economy Class.

 **BA1479:** For important information
regarding the conditions of carriage on
British Airways, please visit
britishairways.com.

Sunday
07 Nov, 2021

14:30


London

Heathrow
(LHR),
Terminal 2

16:00

Vancouver

Vancouver Int.
(YVR),
Terminal M

 **AC86**
1

9hr30

Operated by: Air Canada | 787-9 | 
Wi-Fi
Meal, Snack

Purchase summary

MasterCard

s.17

Amount paid: \$2898.68

Tax information


GST no. 10009-2287 RT0001 \$1.25

GST/HST no. 10009-2287 RT0001 \$0.78

Full details can be found in your attached
Itinerary/Receipt.

1 adult

 Air transportation charges 2399.00

 Taxes, fees and charges 499.68

GRAND TOTAL (Canadian dollars) \$2898⁶⁸

Baggage allowance

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. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it 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.

Vancouver (YVR) > Glasgow (GLA)

1st bag
Complimentary

2nd bag
Complimentary

Max. weight per bag:
23 kg (50 lb)

Max. dimensions per bag:
158 cm (62 in)

Glasgow (GLA) > Vancouver (YVR)

1st bag
Complimentary

2nd bag
Complimentary

Max. weight per bag:
23 kg (50 lb)

Max. dimensions per bag:
158 cm (62 in)

* 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.

Baggage Allowance for Aeroplan Elite Status and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz) or Air Canada Rouge. Please make sure your Aeroplan Elite Status level is valid at check-in.

	Economy Class	Premium Economy	Business Class
Aeroplan Super Elite, 75K, 50K and 35K	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)
Aeroplan 25K	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 32 kg (70 lb)

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.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Air Passenger Protection Regulations Notice:

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 Regulation*. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's General Conditions of Carriage and Tariffs.

Canada, U.S.: 1 (888) 247-2262



Air Canada applies travel document and animal entry and exit requirements contained in IATA's Travel Information Manual, available on the IATA Travel Centre website.

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit aircanada.com.

Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal information you provide, please view our [Privacy Policy](#).

Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary Alberta, T2K 6J7

Booking Confirmation

Booking Reference: **s.22**

Date of issue: 26 Jul, 2021

This is your official 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.

For the well-being of all customers and employees, we are temporarily adjusting our on-board service as a health and safety measure in response to COVID-19. Unfortunately, we will not be able to accommodate any special meal requests. Learn more.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit our COVID-19 information hub.







IMPORTANT: Entry requirements

- **Travelling (or returning) to Canada from another country:** travellers **must** register with ArriveCAN, get a pre-departure COVID-19 test, and participate in the mandatory testing and quarantine requirements upon arrival. For more information, visit the entry requirements page.
- **Travelling (or returning) to U.S. or international destinations:** Make sure to review the government entry requirements prior to travel.




– Depart

Premium Economy (lowest)


<p>Friday 29 Oct, 2021</p>	<p>11:00 Vancouver Vancouver Int. (YVR), Terminal M</p>		<p>18:24 Toronto Toronto-Pearson Int. (YYZ), Terminal 1</p>	<p> AC114</p>	<p>4hr24 Economy B Operated by: Air Canada A321-200 Wi-Fi Food for purchase on board</p>
<p>! AC114: You will be seated in Economy Class.</p>					
<p>Friday 29 Oct, 2021</p>	<p>20:40 Toronto Toronto-Pearson Int. (YYZ), Terminal 1</p>		<p>08:35 <small>+1 day</small> London Heathrow (LHR), Terminal 2</p>	<p> AC856</p>	<p>6hr55 Premium Economy E Operated by: Air Canada 777-300ER Wi-Fi Breakfast, Meal</p>
<p>Saturday 30 Oct, 2021</p>	<p>12:15 London Heathrow(LHR), Terminal 5</p>		<p>13:40 Glasgow Glasgow Int. (GLA), Terminal M</p>	<p> BA1482</p>	<p>1hr25 Economy B Operated by: British Airways 320</p>
<p>! BA1482: You will be seated in Economy Class.</p>					

Sunday
07 Nov, 2021

09:15
Glasgow
Glasgow Int.(GLA),
Terminal M



10:50
London
Heathrow (LHR),
Terminal 5


BA1479

1hr35
Economy B
Operated by: British Airways | 32N


 **BA1479:** You will be seated in Economy Class.


Sunday
07 Nov, 2021

14:30
London
Heathrow(LHR),
Terminal 2



16:00
Vancouver
Vancouver Int. (YVR),
Terminal M


AC861

9hr30
Premium Economy N
Operated by: Air Canada | 787-9 | 
Wi-Fi
Meal, Snack

Passengers



 **George Heyman**

Ticket number
s.22
Air Canada - Aeroplan
s.22

Seats
AC114 s.22
AC856
BA1482
BA1479
AC861

Purchase summary

MasterCard
s 17
Amount paid: \$2898.68
Tax information
GST no. 10009-2287 RT0001 \$1.25
GST/HST no. 10009-2287 RT0001 \$0.78

	1 adult
 Air transportation charges	
Base fare	1828.99
Carrier surcharges	570.01
 Taxes, fees and charges	
Air Travellers Security Charge - Canada	25.91
Goods and Services Tax - Canada - 100092287 RT0001	1.25
Harmonized Sales Tax - Canada - 100092287 RT0001	0.78
Airport Improvement Fee - Canada	31.00
Air Passenger Duty-United Kingdom	311.04
Exceptional Regulatory Charge - United Kingdom	30.76
Passenger Service Charge - United Kingdom	98.94
Total before options (per passenger)	\$2898⁶⁸
GRAND TOTAL (Canadian dollars)	\$2898⁶⁸



Check-in and boarding gate deadlines

Within Canada	To/From the U.S.	International ¹ (including Mexico and the Caribbean)
---------------	------------------	---

90 minutes	120 minutes	120 minutes
---------------	----------------	----------------

Recommended check-in time
You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45 minutes ²	60 minutes	60 minutes
----------------------------	---------------	---------------

Check-in and baggage drop-off deadline
You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

30 minutes	30 minutes	30 minutes
---------------	---------------	---------------

Boarding gate deadline
You must be present at the boarding gate before it closes.

1. From Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel) - Recommended check-in time: 180 minutes. Check-in and baggage drop-off deadline: 60 minutes. Boarding gate deadline: 30 minutes.
From Cairo (Egypt) - Recommended check-in time: 240 minutes. Check-in and baggage drop-off deadline: 60 minutes. Boarding gate deadline: 30 minutes.
2. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Baggage allowance



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. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it 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.

Vancouver (YVR) > Glasgow (GLA)		
 1st bag Complimentary	 2nd bag Complimentary	Max. weight per bag: 23 kg (50 lb) Max. dimensions per bag: 158 cm (62 in)

Glasgow (GLA) > Vancouver (YVR)		
 1st bag Complimentary	 2nd bag Complimentary	Max. weight per bag: 23 kg (50 lb) Max. dimensions per bag: 158 cm (62 in)

* 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.

Baggage Allowance for Aeroplan Elite Status and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz) or Air Canada Rouge. Please make sure your Aeroplan Elite Status level is valid at check-in.

	Economy Class	Premium Economy	Business Class
Aeroplan Super Elite, 75K, 50K and 35K	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)
Aeroplan 25K	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 32 kg (70 lb)

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.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Premium Economy (lowest)

Changes

Departing flight

- **Before departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- **After departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.

Cancellations

- Tickets are refundable against **\$300** fee per adult. Child/Infant discount may apply. **Tickets are non-transferrable.**
- **Partially used tickets** may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
- **Cancellations** can be made up to 45 minutes prior to departure. **Exception:** Aeroplan flight rewards must be cancelled no later than 2 hours before departure.
- Find out more about Air Canada's refund services.

Minimum stay

- Travel must commence after: **Sunday 31 Oct, 2021** from GLA (GLASGOW)

Maximum stay

- Travel must commence before: **Saturday 29 Oct, 2022** from GLA (GLASGOW)

Aeroplan

- 125% Aeroplan points
- The equivalent in Status Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Premium Economy (lowest)

Changes

Return flight

- **Before departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- **After departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.

Cancellations

- Tickets are refundable against **\$300** fee per adult. Child/Infant discount may apply. **Tickets are non-transferrable.**
- **Partially used tickets** may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
- **Cancellations** can be made up to 45 minutes prior to departure. **Exception:** Aeroplan flight rewards must be cancelled no later than 2 hours before departure.
- Find out more about Air Canada's refund services.

Minimum stay

- Travel must commence after: **Sunday 31 Oct, 2021** from GLA (GLASGOW)

Maximum stay

- Travel must commence before: **Saturday 29 Oct, 2022** from GLA (GLASGOW)

Aeroplan

- 125% Aeroplan points
- The equivalent in Status Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Please notify us immediately if you do not plan on taking your scheduled flight(s). If you are unable to change or cancel your booking online, you can reach Air Canada Reservations at 1-888-247-2262 (view international and other numbers). If you do not show up for your flight, the rest of your itinerary will automatically be cancelled.

Disclaimer: The fare rules displayed above are for adult passengers only. Different rules may apply for children and infant passengers.

General conditions of carriage

1. 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.
2. 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/region 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 airline's 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

Air Passenger Protection Regulations Notice:

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 Regulation*. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's General Conditions of Carriage and Tariffs.



Canada, U.S.: 1 (888) 247-2262



AIR CANADA




A STAR ALLIANCE MEMBER 

Thanks! Your booking is confirmed at ^{s.15}

From: ^{s.15} <customer.service@booking.com>
To: alyssa.hrenyk@gov.bc.ca, Hrenyk, Alyssa ENV:EX
<Alyssa.Hrenyk@gov.bc.ca>
Sent: July 21, 2021 3:07:58 PM PDT
Attachments: ATT00001.png, ATT00003.png, ATT00006.png, ATT00004.png,
ATT00002.png, ATT00005

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

Thanks George! **Your booking in Glasgow is confirmed.**

-  ^{s.15} is expecting you on **30 October**
-  Your **payment** will be handled by ^{s.15} The '**Payment**' section below has more details
-  Make changes to your booking or ask the property a question in just a few clicks
Easily make changes online to all your bookings by [creating a password](#).



Travel support

Get the information needed before traveling to a destination as touristic travel may not be allowed. In the case your travel plans change and you wish to modify your booking, check your options to manage the reservation by clicking the link below.

[Make changes to your booking](#)

^{s.15}

Email property

^{s.15}



[Get the print version](#)

Your reservation

8 nights, 1 room

Check-in Saturday 30 October 2021 (2:30 PM - 9:30 PM)**Check-out** Sunday 7 November 2021 (7:00 AM - 11:00 AM)**Booking number** s.22**PIN code** s.22**Rentalcars.com voucher** 5%
Check your inbox for your voucher**Booked by** George Heyman (alyssa.hrenyk@gov.bc.ca)**Superior Double Room** **£1,373.33****12.50 % VAT is included.** **£171.67****Total price** **£1,545**

Please note: additional supplements (e.g. extra bed) are not added to this total.

The total price shown is the amount you will pay to the property. Booking.com does not charge guests any reservation, administration or other fees.

If you don't show up or if you cancel applicable taxes may still be charged by the property.

Is everything correct?

You can always view or change your booking online - no registration required.

- [Review our online security tips](#)
- [Edit guest details](#)
- [Contact the property](#)
- [Request early check-in or late check-out](#)
- [Cancel your booking](#)

Room details

Guest name George Heyman [Edit guest name](#)**Maximum capacity** 2 adults**Meal plan** There is no meal option with this room.**Prepayment** You will be charged a prepayment of the total price at any time.

Cancellation policy

Please note, if cancelled, modified or in case of no-show, the total price of the reservation will be charged.

Cancellation cost

- Until 21 July 2021 23:07 [BST]: £1,545

Cancel your booking

This booking is non-refundable. Changing the dates of your stay is not possible.

Important information

Smoking is only permitted in the garden. It is strictly forbidden in the rooms.

Late check-in after 22:00 is available on request and prior to arrival at extra cost of GBP 10 per booking. No check-ins can be accommodated after midnight.

Due to Coronavirus (COVID-19), please ensure that you are only booking this property following the local government guidelines of the destination, including but not limited to the purpose of travel, and maximum allowed group size.

In accordance with government guidelines to minimise transmission of the Coronavirus (COVID-19), this property may request additional documentation from guests to validate identity, travel itinerary and other relevant information, during dates where such guidelines exist.

In response to Coronavirus (COVID-19), additional safety and sanitation measures are in effect at this property.

Food & beverage services at this property may be limited or unavailable due to Coronavirus (COVID-19).

Due to Coronavirus (COVID-19), this property has reduced reception and service operating hours.

Due to Coronavirus (COVID-19), this property adheres to strict physical distancing measures.

Due to Coronavirus (COVID-19), wearing a face mask is mandatory in all indoor common areas.

Guests are required to show a photo identification and credit card upon check-in. Please note that all Special Requests are subject to availability and additional charges may apply.

Please inform ^{s.15} in advance of your expected arrival time. You can use the Special Requests box when booking, or contact the property directly with the contact details provided in your confirmation.

Payment

You have now confirmed and guaranteed your reservation by credit card.

All payments are to be made at the property during your stay, unless otherwise stated in the [policies](#).

This accommodation provider accepts the following forms of payment:

American Express, Visa, Euro/Mastercard, Maestro, UnionPay credit card

[Change credit card details](#)

Booking conditions

Cancellation policy	Please note, if cancelled, modified or in case of no-show, the total price of the reservation will be charged.
----------------------------	--

Guest parking	Free private parking is possible on site (reservation is not needed).
----------------------	---

Internet	WiFi is available in all areas and is free of charge.
-----------------	---

Need help with your reservation?

Contact the property	s.15
-----------------------------	------

Manage your booking	You can make changes , cancel or upgrade your reservation online anytime.
----------------------------	---

Travel with peace of mind

Find information about travelling safely in our [Safety resource centre](#)

Find more [local emergency phone numbers](#) to help give you complete peace of mind during your stay in United Kingdom.

Your reservation is processed by Booking.com in accordance with the Booking.com privacy policy. When communicating with your booked accommodation via Booking.com you agree with the processing of the communications as set out in the Booking.com [privacy policy](#).

Copyright © 1996–2021 Booking.com. All rights reserved.

Page 122 of 150 to/à Page 123 of 150

Withheld pursuant to/removed as

s.15



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)

Environment and Climate Change Strategy

EMPLOYEE NAME

George Heyman

POSITION

Minister

BRANCH / LOCATION / REGION

Minister's Office

DATE DEPARTING
YYYY / MM / DD
2021/10/30

DATE RETURNING
YYYY / MM / DD
2021/11/07

NO. OF WORKDAYS AWAY
6

ESTIMATED OVERTIME CLAIM
HOURS

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

☐ N/A, OR:

DESTINATIONS

Glasgow, UK

METHOD OF TRAVEL

Air travel

PURPOSE OF TRAVEL

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

To participate in the UN Climate Change Conference of the Parties (COP26) which was rescheduled from 2020 due to COVID-19 pandemic.

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

July 22/21

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

2021/07/22

FIN 99/WEB Rev. 2008/10/08

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

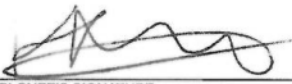
Reset Form

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)				VOTE		
Environment and Climate Change Strategy						
EMPLOYEE NAME				EMPLOYEE ID.		
Kelly Sather				s.22		
POSITION				BARGAINING UNIT / GROUP NO.		
Senior Ministerial Advisor						
BRANCH / LOCATION / REGION						
Minister's Office						
DATE DEPARTING YYYY / MM / DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKDAYS AWAY	ESTIMATED OVERTIME CLAIM HOURS			
2021/10/30	2021/11/07	6				
IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS						
<input type="checkbox"/> N/A, OR:						
DESTINATIONS						
Glasgow, UK						
METHOD OF TRAVEL				SIGNATURES		
Air travel				Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities. PLEASE SIGN ONE BOX ONLY		
PURPOSE OF TRAVEL Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc. To support the Minister at the UN Climate Change Conference of the Parties (COP26) which was rescheduled from 2020 due to COVID-19 pandemic.				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			
			2021/07/22			
MINISTER						
APPROVED		NOT APPROVED	DATE SIGNED YYYY / MM / DD			
			July 22, 2021			

EMPLOYEE'S SIGNATURE		DATE SIGNED YYYY / MM / DD	
		July 22/21	

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

Reset Form

From: Air Canada <confirmation@aircanada.ca>
To: alyssa.hrenyk@gov.bc.ca, Hrenyk, Alyssa ENV:EX
<Alyssa.Hrenyk@gov.bc.ca>
Sent: July 29, 2021 2:50:00 PM PDT
Attachments: Air_Canada_Booking_Confirmation_s.22 .pdf

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

Booking Confirmation

Booking Reference: s.22 Date of issue: 29 Jul, 2021

Select Seats eUpgrade
Check in Manage my booking

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. 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.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit our COVID-19 information hub.

IMPORTANT: Entry requirements

- **Travelling (or returning) to Canada from another country:** travellers **must** register with ArriveCAN , get a pre-departure COVID-19 test, and participate in the mandatory testing and quarantine requirements upon arrival. For more information, visit the entry requirements page.
- **Travelling (or returning) to U.S. or international destinations:** Make sure to review the government entry requirements prior to travel.

Passengers

**Kelly
Sather**

Ticket number
s.22

Seats
AC192 s.22
AC856
BA148
2
BA147
9
AC861
AC816
7

Depart

Premium Economy (flexible)

Friday
29
Oct,
2021

11:35

Victoria

Victoria Int. (YYJ)
British Columbia

19:02

Toronto

Toronto-Pearson
Int. (YYZ),
Terminal 1

4hr27

AC18
Operated by: Air Canada | 737 MAX

92 Food for purchase on board

AC192: You will be
seated in Economy Class.

Friday
29
Oct,
2021

20:40

Toronto

Toronto-Pearson
Int. (YYZ),
Terminal 1

+ 1 day

08:35

London

Heathrow (LHR),
Terminal 2

6hr55

AC8
Operated by: Air Canada | 777-300ER
| Wi-Fi

56 Breakfast, Meal

Saturday
30
Oct,
2021

12:15

London

Heathrow (LHR),
Terminal 5

13:40

Glasgow

Glasgow Int. (GLA),
Terminal M

1hr25

BA148
Operated by: British Airways | 320

BA1482: You will be
seated in Economy
Class.

BA1482: For important
information regarding the
conditions of carriage on British
Airways, please visit
britishairways.com.

Return

Premium Economy (lowest)

Sunday
28 Nov,
2021

09:15

Glasgow

Glasgow Int. (GLA),
Terminal M

10:50


London


Heathrow (LHR) ,
Terminal 5

 **BA147**
9

1hr35

Operated by: British Airways | 32N

 **BA1479:** You will be seated in
Economy Class.

 **BA1479:** For important information
regarding the conditions of carriage on
British Airways, please visit
britishairways.com.

Sunday
28 Nov, 2021

14:30

London

Heathrow
(LHR),
Terminal 2

16:00

Vancouver

Vancouver Int.
(YVR) ,
Terminal M

 9hr30

AC86
1 Operated by: Air Canada | 787-9 | 
Wi-Fi
Meal, Snack

Sunday
28 Nov, 2021

18:05

Vancouver

Vancouver Int.
(YVR),
Terminal M


18:35

Victoria

Victoria Int. (YYJ)
British Columbia

 0hr30

AC816
7 Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

 **AC8167:** You will be
seated in Economy
Class.

Purchase summary

MasterCard
s.17

Amount paid: \$3426.30

Tax information


GST no. 10009-2287 RT0001 \$0.75

GST/HST no. 10009-2287 RT0001
\$0.78

1 adult

 Air transportation charges

2934.00

 Taxes, fees and charges

492.30

Full details can be found in your attached Itinerary/Receipt.

GRAND TOTAL (Canadian dollars)

\$3426³⁰

Baggage allowance

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. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it 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.

Victoria (YYJ) > Glasgow (GLA)

1st bag
Complimentary

2nd bag
Complimentary

Max. weight per bag:
23 kg (50 lb)

Max. dimensions per bag:
158 cm (62 in)

Glasgow (GLA) > Victoria (YYJ)

1st bag
Complimentary

2nd bag
Complimentary

Max. weight per bag:
23 kg (50 lb)

Max. dimensions per bag:
158 cm (62 in)

* 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.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Air Passenger Protection Regulations Notice:

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 Regulation*. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's General Conditions of Carriage and Tariffs.

 Canada, U.S.: 1 (888) 247-2262



Air Canada applies travel document and animal entry and exit requirements contained in IATA's Travel Information Manual, available on the IATA Travel Centre website.

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit aircanada.com.

Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal information you provide, please view our [Privacy Policy](#).

Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary Alberta, T2K 6J7



Booking Confirmation

Booking Reference: **s.22**

Date of issue: 29 Jul, 2021

This is your official 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.

For the well-being of all customers and employees, we are temporarily adjusting our on-board service as a health and safety measure in response to COVID-19. Unfortunately, we will not be able to accommodate any special meal requests. Learn more.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit our COVID-19 information hub.

IMPORTANT: Entry requirements








- **Travelling (or returning) to Canada from another country:** travellers **must** register with ArriveCAN, get a pre-departure COVID-19 test, and participate in the mandatory testing and quarantine requirements upon arrival. For more information, visit the entry requirements page.
- **Travelling (or returning) to U.S. or international destinations:** Make sure to review the government entry requirements prior to travel.




– Depart

Premium Economy (flexible)

Friday 29 Oct, 2021	11:35 Victoria Victoria Int. (YYJ), British Columbia		19:02 Toronto Toronto-Pearson Int. (YYZ), Terminal 1	 AC192	4hr27 Economy B Operated by: Air Canada 737 MAX 8 Food for purchase on board
! AC192: You will be seated in Economy Class.					
Friday 29 Oct, 2021	20:40 Toronto Toronto-Pearson Int. (YYZ), Terminal 1		08:35 <small>+1 day</small> London Heathrow (LHR), Terminal 2	 AC856	6hr55 Premium Economy O Operated by: Air Canada 777-300ER Wi-Fi Breakfast, Meal
Saturday 30 Oct, 2021	12:15 London Heathrow(LHR), Terminal 5		13:40 Glasgow Glasgow Int. (GLA), Terminal M	 BA1482	1hr25 Economy O Operated by: British Airways 320
! BA1482: You will be seated in Economy Class.					

Sunday 28 Nov, 2021	09:15 Glasgow Glasgow Int.(GLA), Terminal M		10:50 London Heathrow (LHR), Terminal 5	 BA1479	1hr35 Economy O Operated by: British Airways 32N
! BA1479: You will be seated in Economy Class.					
Sunday 28 Nov, 2021	14:30 London Heathrow(LHR), Terminal 2		16:00 Vancouver Vancouver Int. (YVR), Terminal M	 AC861	9hr30 Premium Economy N Operated by: Air Canada 787-9  Wi-Fi Meal, Snack
Sunday 28 Nov, 2021	18:05 Vancouver Vancouver Int. (YVR), Terminal M		18:35 Victoria Victoria Int. (YYJ), British Columbia	 AC8167	0hr30 Economy B Operated by: Air Canada Express - Jazz De Havilland Dash 8-400
! AC8167: You will be seated in Economy Class.					

Passengers

 Kelly Sather	Seats
Ticket number	AC192 s.22
s.22	AC856
	BA1482
	BA1479
	AC861
	AC8167



Purchase summary

MasterCard
s 17
Amount paid: \$3426.30
Tax information
GST no. 10009-2287 RT0001 \$0.75
GST/HST no. 10009-2287 RT0001 \$0.78

	1 adult
Air transportation charges	
Base fare	2363.98
Carrier surcharges	570.02
Taxes, fees and charges	
Air Travellers Security Charge - Canada	25.91
Goods and Services Tax - Canada - 100092287 RT0001	0.75
Harmonized Sales Tax - Canada - 100092287 RT0001	0.78
Airport Improvement Fee - Canada	21.00
Air Passenger Duty-United Kingdom	313.23
Exceptional Regulatory Charge - United Kingdom	30.98
Passenger Service Charge - United Kingdom	99.65
Total before options (per passenger)	\$3426 ³⁰
GRAND TOTAL (Canadian dollars)	\$3426 ³⁰



Check-in and boarding gate deadlines

Within Canada To/From the U.S. International¹
(including Mexico and the Caribbean)

90 minutes 120 minutes 120 minutes

Recommended check-in time
You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45 minutes² 60 minutes 60 minutes

Check-in and baggage drop-off deadline
You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

30 minutes 30 minutes 30 minutes

Boarding gate deadline
You must be present at the boarding gate before it closes.

1. From Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel) - Recommended check-in time: 180 minutes. Check-in and baggage drop-off deadline: 60 minutes. Boarding gate deadline: 30 minutes.
From Cairo (Egypt) - Recommended check-in time: 240 minutes. Check-in and baggage drop-off deadline: 60 minutes. Boarding gate deadline: 30 minutes.
2. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Baggage allowance



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. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it 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.

Victoria (YYJ) > Glasgow (GLA)		
 1st bag Complimentary	 2nd bag Complimentary	Max. weight per bag: 23 kg (50 lb) Max. dimensions per bag: 158 cm (62 in)

Glasgow (GLA) > Victoria (YYJ)		
 1st bag Complimentary	 2nd bag Complimentary	Max. weight per bag: 23 kg (50 lb) Max. dimensions per bag: 158 cm (62 in)

* 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.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Premium Economy (flexible)

Changes

Departing flight

- **Before departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- **After departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.

Cancellations

- Tickets are refundable against **\$300** fee per adult. Child/Infant discount may apply. **Tickets are non-transferrable.**
- **Partially used tickets** may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
- **Cancellations** can be made up to 45 minutes prior to departure. **Exception:** Aeroplan flight rewards must be cancelled no later than 2 hours before departure.
- Find out more about Air Canada's refund services.

Minimum stay

- Travel must commence after: **Sunday 31 Oct, 2021** from GLA (GLASGOW)

Maximum stay

- Travel must commence before: **Saturday 29 Oct, 2022** from GLA (GLASGOW)

Aeroplan

- 125% Aeroplan points
- The equivalent in Status Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Premium Economy (lowest)

Changes

Return flight

- **Before departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- **After departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.

Cancellations

- Tickets are refundable against **\$300** fee per adult. Child/Infant discount may apply. **Tickets are non-transferrable.**
- **Partially used tickets** may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
- **Cancellations** can be made up to 45 minutes prior to departure. **Exception:** Aeroplan flight rewards must be cancelled no later than 2 hours before departure.
- Find out more about Air Canada's refund services.

Minimum stay

- Travel must commence after: **Sunday 31 Oct, 2021** from GLA (GLASGOW)

Maximum stay

- Travel must commence before: **Saturday 29 Oct, 2022** from GLA (GLASGOW)

Aeroplan

- 125% Aeroplan points
- The equivalent in Status Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Please notify us immediately if you do not plan on taking your scheduled flight(s). If you are unable to change or cancel your booking online, you can reach Air Canada Reservations at 1-888-247-2262 (view international and other numbers). If you do not show up for your flight, the rest of your itinerary will automatically be cancelled.

Disclaimer: The fare rules displayed above are for adult passengers only. Different rules may apply for children and infant passengers.

General conditions of carriage

1. 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.
2. 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/region 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 airline's 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

Air Passenger Protection Regulations Notice:

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 Regulation*. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's General Conditions of Carriage and Tariffs.



Canada, U.S.: 1 (888) 247-2262



AIR CANADA

A STAR ALLIANCE MEMBER 

CARDHOLDER INSTRUCTIONS

IMPORTANT:

DO NOT ADD OR DELETE COLUMNS OR ROWS WITHIN THIS WORKBOOK.
WHEN COPYING AND PASTING FROM ANY SOURCE, ALWAYS "PASTE AS VALUES" TO PRESERVE FORMATTING AND SECURITY FEATURES.
WORKSHEETS WITH PINK & BLUE TABS ARE FOR CORPORATE SERVICES USE ONLY. DO NOT CHANGE OR DELETE.

STATEMENT

THE STATEMENT WORKSHEET CONTAINS THE CARDHOLDER'S TRANSACTION DETAILS FOR THE PREVIOUS PURCHASE PERIOD.

REGISTER

THE REGISTER WORKSHEET CONTAINS ALL REQUIRED ENTRY FIELDS FOR EACH TRANSACTION

GENERAL CODING:

TO REDUCE REPETITIVE ENTRY, ENTER GENERAL CODING IN THE FIELDS PROVIDED.
 THE ACCOUNT CODING FIELDS WILL AUTO-POPULATE. THE CARDHOLDER CAN THEN MANUALLY CHANGE / ENTER THE ACCOUNT CODING IN THE TRANSACTION LINE FIELDS.

TRANSACTION LINE ENTRIES:

- ENTER A DESCRIPTION OF SERVICES/GOODS PURCHASED (ALL CAPITAL TRANSACTIONS REQUIRE A WORK IN PROGRESS NUMBER).
- THE ACCOUNT CODING MUST BE ENTERED, INCLUDING THE CLIENT, RESPONSIBILITY CENTRE, SERVICES LINE, STOB AND PROJECT NUMBER; CONTACT YOUR SUPERVISOR, EXPENSE AUTHORITY OR FINANCIAL OFFICER FOR DETAILS.
- ENTER THE APPLICABLE TAXES RECORDED THE TRANSACTION RECEIPT.
 THE TAX CALCULATOR MAY BE USED WHEN THE TAX SPECIFICS ARE KNOWN, SEE TAX CALCULATOR FOR DETAILS.
 DO NOT APPLY BOTH THE PST AND GST BY DEFAULT.

ADDING TRANSACTION LINES FOR SPLIT CODING:

USING THE DROP DOWN MENU, ASSIGN A TRANSACTION NUMBER FOR EACH LINE.

SPLIT CODING REGISTERS - AVAILABLE UPON REQUEST

SPLIT TRANSACTIONS

FOR SPLIT TRANSACTIONS, REQUEST A SPLIT CODING REGISTER.

SELECT THE TRANSACTION LINE MORE THAN ONCE.

ADJUST THE TRANSACTION TOTALS UNTIL THE PINK "UNRECONCILED FIELD" TO THE RIGHT DISAPPEARS.

FOR EXAMPLE: FOR A TRANSACTION TOTALLING \$200, IF THE TRANSACTION IS BEING SPLIT EVENLY BETWEEN TWO ACCOUNTS, EACH LINE TOTAL WOULD NEED TO BE AMENDED TO \$100 EACH FOR THE UNRECONCILED FIELDS TO DISAPPEAR.

IMPORTANT: THE REGISTER IS INCOMPLETE UNTIL ALL TRANSACTION LINES ARE RECONCILED AND THE PINK "UNRECONCILED FIELDS" DISAPPEARS.

LOST RECEIPT FORM

THE LOST RECEIPT FORM IS REQUIRED WHEN NO RECEIPT WAS ISSUED OR THE RECEIPT HAS BEEN LOST.

TRANSACTION DROP DOWN MENU

- USE THE TRANSACTION DOWN MENU TO SELECT THE TRANSACTION NUMBER TO AUTOPOPULATE THE TRANSACTION DATE OF PURCHASE, SUPPLIER NAME AND AMOUNT.

TAX DROP DOWN MENU

- USE THE TAX DOWN MENU TO SELECT THE APPLICABLE TAXES.
 THE TAX WILL AUTO-GENERATE BASED ON THE SELECTION.
 DO NOT APPLY BOTH THE PST AND GST BY DEFAULT.
 READ THE CONDITIONS IN WHICH TAX MAY BE APPLIED.

MULTIPLE LOST RECEIPTS

A LOST RECEIPT FORM IS REQUIRED FOR EACH LOST OR MISSING RECEIPT. WHEN MORE THAN ONE LOST RECEIPT FORM IS REQUIRED, RIGHT CLICK ON THE LOST RECEIPT FORM TAB, SELECT "MOVE OR COPY", SELECT THE "LOST RECEIPT FORM" SHEET, CHECK THE "CREATE A COPY" BOX AND SELECT OK. REPEAT AS NEEDED.

TAX CALCULATOR

TAX DROP DOWN MENU

- USE THE TAX DOWN MENU TO SELECT THE APPLICABLE TAXES.
 THE TAX WILL AUTO-GENERATE BASED ON THE SELECTION.
 DO NOT APPLY BOTH THE PST AND GST BY DEFAULT.
 READ THE CONDITIONS IN WHICH TAX MAY BE APPLIED.

AMOUNT FIELDS

ENTER EITHER THE TRANSACTION TOTAL OR THE PRE-TAX AMOUNT TO VIEW THE RESULTS.

IF COPYING AND PASTING THE TAX RESULTS INTO THE REGISTER, REMEMBER TO ALWAYS PASTE AS VALUES ONLY.

FISCAL YEAR END INSTRUCTIONS:

IMPORTANT: GOODS AND SERVICES RECEIVED AFTER MARCH 31ST MUST BE CHARGED TO THE NEW FISCAL.

EXAMPLE: APRIL TRAINING PURCHASED IN MARCH.

USE THE DROP DOWN MENU FIELD TO THE RIGHT OF EACH TRANSACTION LINE AND SELECT "NEW FISCAL CHARGE" IF THE GOODS AND SERVICES WERE NOT RECEIVED BY MARCH 31ST.

THE DROP DOWN MENU FIELD WILL AUTO-SELECT "NEW FISCAL CHARGE" IF THE TRANSACTION DATE IS AFTER MARCH 31ST.

CARDHOLDERS MUST SUMBIT THEIR APRIL 3RD STATEMENT REGISTER BEFORE THE FISCAL YEAR END DEADLINE.

IMPORTANT: ALL REGISTERS NOT SUBMITTED IN TIME TO MEET FISCAL YEAR END DEADLINES WILL HAVE ALL REGISTER TRANSACTIONS RESELECTED TO "NEW FISCAL CHARGE".

LOST RECEIPT FORM

CARDHOLDER

HRENYK, ALYSSA

TRANSACTION

PURCHASE DESCRIPTION

DATE OF PURCHASE

SUPPLIER NAME

SUPPLIER ADDRESS

HOW RECEIPT WAS LOST

LOST RECEIPT FORM
WITH TAX CALCULATOR :
Do not include tax if applicable tax is unknown.

TAX

CLICK HERE TO
SELECT TAX
TYPE(S) FROM
DROP DOWN
MENU

PRE-TAX
AMOUNT

7% PST

5% GST

RECEIPT TOTAL

\$

-

\$

-

\$

-

\$

-

FOR SPLIT CODING TRANSACTIONS, ENTER THE SPLIT TOTALS
BELOW TO CALCULATE THE DISTRIBUTION OF TAXES.
NOTE: SMALL CALCULATION VARIANCES MAY OCCUR.



0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

DO NOT CALCULATE TAX UNLESS YOU ARE CERTAIN OF THE APPLICABLE TAX. GST ONLY: FUEL/GASOLINE, VEHICLE WASH, PARKING, DRY CLEANING, COURIER CHARGES, GENERAL SERVICES.
PST AND GST: TELUS, ROGERS, GENERAL SUPPLIES & MATERIALS.
NO TAX: FERRY, APPLICABLE TAXES UNKNOWN

MULTIPLE LOST RECEIPTS: RIGHT CLICK ON THE "LOST RECEIPT FORM" WORKSHEET TAB BELOW. SELECT "MOVE OR COPY..." SELECT "MOVE TO END" AND CHECK THE "CREATE A COPY" BOX. SELECT **OK** TO CREATE A COPY OF THE LOST RECEIPT FORM.

**IMPORTANT: ALWAYS "PASTE AS VALUES"
IF COPING AND PASTING TO THE REGISTER.**

PROCESSING INSTRUCTIONS

IMPORTANT:

DO NOT ADD OR DELETE COLUMNS OR ROWS WITHIN THIS WORKBOOK TOOL.
WHEN COPYING AND PASTING FROM ANY SOURCE, ALWAYS "PASTE AS VALUES" TO PRESERVE FORMATTING AND SECURITY FEATURES.

MAKING A COPY OF A REGISTER EMAIL: WHEN A COPY OF THE REGISTER EMAIL IS REQUIRED FOR A BATCH (ADI JOURNAL VOUCHER AND MANUAL ENTRIES), FROM THE OUTLOOK FOLDER RIGHT CLICK ON THE REGISTER EMAIL, SELECT MOVE, THEN SELECT COPY TO FOLDER. FROM THE "COPY ITEMS" WINDOW, SELECT A FOLDER AND OK. A COPY OF THE REGISTER EMAIL WILL APPEAR IN THE SELECTED FOLDER.

ADI

THE ADI WORKSHEET CONTAINS THE REGISTER DATA WHICH CAN BE UPLOADED BY ADI JOURNAL VOUCHER.
COPY THE ADI DATA AND PASTE AS VALUES INTO AN ADI JOURNAL VOUCHER AND UPLOAD INTO ORACLE.
ENSURE THE REGISTER PACKAGE IS INCLUDED AS BACKUP FOR THE JOURNAL VOUCHER.
NOTE: SOME STOBS ARE EXCLUDED FROM UPLOAD AND MUST BE ENTERED MANUALLY.

MAN

THE MAN OR MANUAL REGISTER WORKSHEET IS FOR MANUAL ENTRIES FOR ALL EXCLUDED STOBS, INCLUDING CAPITAL (2000) AND TRAVEL (5700).
MANUALLY ENTER THE MAN OR MANUAL REGISTER DETAIL INTO ORACLE.
ENSURE THE REGISTER PACKAGE IS INCLUDED AS BACKUP FOR THE BATCH.

FOR ACCTS USE ONLY

GST ACCOUNT CODING IS AUTO GENERATED BASED ON THE CLIENT CODE, SEE CLIENT LIST WORKSHEET.

Upl	Cl	Rsp	Srv	STOB	Proj	Loc	Fut	Debit 0	Credit 0	Line Description	Messages
	* List - Text							* Number	* Number	Text	
1	048	29005	64000	8530	2900000	000000	0000			HRENYKA S 1 03AUG21 CLEARING ACCOUNT	
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
41											
42											
43											
44											
45											
46											
47											
48											
49											
50											
51											
52											
53											
54											
55											
56											
57											
58											
59											
60											
61											
62											
63											
64											
65											
66											
67											
68											
69											
70											
71											
72											
73											
74											
75											
76											
77											
78											
79											
80											
81											
82											
83											
84											
85											
86											
87											
88											
89											
90											
91											
92											
93											
94											
95											
96											
97											
98											
99											

FOR ACCTS
USE ONLY

All Pre-paid (1890-96), Capital (2000), Travel (STOB 57XX, excluding 5715) and info coded transactions must be entered manually, even when accrued.

CARDHOLDER NAME:	HRENYK, ALYSSA	STATEMENT DATE (DD-MMM-YYYY):	3-Aug-21		CLIENT	RESP	SERVICE LINE	STOB	PROJ	TOTAL STATEMENT AMOUNT
CARDHOLDER EMAIL:	Alyssa.Hrenyk@gov.bc.ca	LAST FOUR DIGITS OF CARD #:	s.17	CLEARING ACCOUNT:	048	29005	64000	8530	2900000	\$ 9,071.37
BRANCH/REPORTING UNIT:	30017 ENVIRONMENT-1069	SUPPLIER # (BMO)	s.22	GENERAL CODING:						TO REDUCE REPETITIVE ENTRY, ENTER GENERAL CODING HERE.
INVOICE NUMBER:	HRENYKA s.17 03AUG21	MINISTRY:	ENVIRONMENT AND CLIMATE CHANGE STRATEGY					THE ACCOUNT CODING FIELDS BELOW WILL THEN AUTO-POPULATE. THEN MANUALLY CHANGE / ENTER CODING FIELDS BELOW AS NEEDED.		

CARDHOLDER (QUALIFIED RECEIVER) EMAIL CERTIFICATION:

I certify the goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e. goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).

EXPENSE AUTHORITY EMAIL CERTIFICATION: (POLICY SUPPORTS ELECTRONIC CERTIFICATION)

Certified that the amount to be paid is correct, is a proper charge against an appropriation which I have been delegated authority, is in accordance with appropriate statute or other authority for payment and/or contract, the payment complies with all relevant statutes, regulations, Treasury Board directives, other executive orders and central agency and ministry policy, there are sufficient funds in the budget, and where applicable, that the work has been performed, goods supplied, the service rendered and/or conditions met.

WMB ONLY - CREW MEMBER NAMES (enter here):													
TRANS #	DATE	PURCHASED FROM (Supplier Name)	DESCRIPTION OF SERVICE/GOODS PURCHASED	CLIENT	RESP CENTRE	SERVICE LINE	STOB	PROJECT #	PRE TAX AMOUNT \$9,071.37	7% PST AMOUNT	5% GST AMOUNT	RECEIPT TOTAL \$9,071.37	SPECIAL INSTRUCTIONS - LIMITED USE TRAVELLING EMPLOYEE FULL NAME (FOR ALL STOB 57XX, except 5715) AND PROGRAM INFO CODES ONLY
1	22-Jul-21	s.15	HOTEL IN GLASGOW UK FOR COP26.	048	29005	64000	5714	2900000	2,746.39			2,746.39	MINISTER GEORGE HEYMAN
2	26-Jul-21	AIR CAN s.22	ROUND-TRIP FLIGHT TO THE UK TO ATTEND COP26.	048	29005	64000	5714	2900000	2,898.68			2,898.68	MINISTER GEORGE HEYMAN
3	29-Jul-21	AIR CAN s.22	ROUND-TRIP FLIGHT FOR KELLY SATHER TO SUPPORT MINISTER	048	29005	64000	5714	2900000	3,426.30			3,426.30	KELLY SATHER

PST %GST %

CARDHOLDER NAME:	HRENYK, ALYSSA	STATEMENT DATE (DD-MMM-YYYY):	3-Aug-21	V21.02.21	CLIENT	RESP	SERVICE LINE	STOB	PROJ	TOTAL STATEMENT AMOUNT
CARDHOLDER EMAIL:	Alyssa.Hrenyk@gov.bc.ca	LAST FOUR DIGITS OF CARD #:	s.17	CLEARING ACCOUNT:	048	29005	64000	8530	2900000	\$9,071.37
BRANCH/REPORTING UNIT:	30017 ENVIRONMENT-1069	SUPPLIER # (BMO)	s.22	GENERAL CODING:						TO REDUCE REPETITIVE ENTRY, ENTER GENERAL CODING HERE.
INVOICE NUMBER:	HRENYKA s.17 03AUG21	MINISTRY:	ENVIRONMENT AND CLIMATE CHANGE STRATEGY				THE ACCOUNT CODING FIELDS BELOW WILL THEN AUTO-POPULATE. MANUALLY EDIT CODING FIELDS BELOW AS NEEDED.			

CARDHOLDER (QUALIFIED RECEIVER) EMAIL CERTIFICATION:	EXPENSE AUTHORITY EMAIL CERTIFICATION: (POLICY SUPPORTS ELECTRONIC CERTIFICATION)
I certify the goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e. goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).	Certified that the amount to be paid is correct, is a proper charge against an appropriation which I have been delegated authority, is in accordance with appropriate statute or other authority for payment and/or contract, the payment complies with all relevant statutes, regulations, Treasury Board directives, other executive orders and central agency and ministry policy, there are sufficient funds in the budget, and where applicable, that the work has been performed, goods supplied, the service rendered and/or conditions met.

WMB ONLY - CREW MEMBER NAMES (enter here):													
TRANS #	DATE	PURCHASED FROM (Supplier Name)	DESCRIPTION OF SERVICE/GOODS PURCHASED	CLIENT	RESP CENTRE	SERVICE LINE	STOB	PROJECT #	PRE TAX AMOUNT \$9,071.37	7% PST AMOUNT	5% GST AMOUNT	RECEIPT TOTAL \$9,071.37	SPECIAL INSTRUCTIONS - LIMITED USE TRAVELLING EMPLOYEE FULL NAME (FOR ALL STOB 57XX, except 5715) AND PROGRAM INFO CODES ONLY
1	22-Jul-21	s.15	Hotel in Glasgow UK for COP26.	048	29005	64000	5714	2900000	2,746.39			2,746.39	Minister George Heyman
2	26-Jul-21	AIR CAN s.22	Round-trip flight to the UK to attend COP26.	048	29005	64000	5714	2900000	2,898.68			2,898.68	Minister George Heyman
3	29-Jul-21	AIR CAN s.22	Round-trip flight for Kelly Sather to support Minister Heyman at COP26 in the UK.	048	29005	64000	5714	2900000	3,426.30			3,426.30	Kelly Sather

PST %

GST %

RUN DATE: 04Aug2021

Detail Billing Report

Transaction Total : \$ 9,071.37

Transaction Count : 3

Organization:ENVIRONMENT AND CLIMATE CHANGE STRATEGY
Intermediate: ENVIRONMENT AND CLIMATE CHANGE STRATEGY
Report to: 30017 ENVIRONMENT-1069

Reporting Period: 04Jul2021 Thru 03Aug2021

Proprietary and Confidential
TxnDailyVolume.rod

Note: (e) = Tax is estimated using information provided from the transaction and is for information purpose only

Name:	HRENYK, ALYSSA				
Account #:	s 17	Statement Date:	03Aug2021	New Account Balance :	9,071.37
Currency:	CANADIAN DOLLAR			Rewards Earned:	

	Tran Date	Description	Transaction Amount
1	22Jul2021	s.15	2,746.39
2	26Jul2021	Air Can s.22	2,898.68
3	29Jul2021	Air Can s.22	3,426.30

TAX CALCULATOR : <i>(for receipts without the tax breakdown)</i> CLICK HERE TO SELECT TAX TYPE(S) FROM DROP DOWN MENT			CLICK HERE TO SELECT TAX TYPE(S) FROM DROP DOWN MENU
PRE-TAX AMOUNT	7% PST	5% GST	ENTER RECEIPT TOTAL HERE
0.00	0.00	0.00	0.00
ENTER PRE-TAX AMOUNT HERE	7% PST	5% GST	RECEIPT TOTAL
0.00	0.00	0.00	0.00
DO NOT CALCULATE TAX UNLESS YOU ARE CERTAIN OF THE APPLICABLE TAX. GST ONLY: FUEL/GASOLINE, VEHICLE WASH, PARKING, DRY CLEANING, COURIER CHARGES, GENERAL SERVICES. PST AND GST: TELUS, ROGERS, GENERAL SUPPLIES & MATERIALS. NO TAX: FERRY, APPLICABLE TAXES UNKNOWN			
IMPORTANT: ALWAYS "PASTE AS VALUES" IF COPING AND PASTING TO THE REGISTER.			

PST % GST %

SPLIT AMOUNT TAX CALCULATOR: ENTER PST, GST AND RECEIPT TOTAL IN FIRST LINE BELOW. ENTER THE SPLIT OUT AMOUNTS TO CALCULATE THE TAX FOR EACH LINE			
PRE-TAX AMOUNT	ENTER PST TOTAL HERE	ENTER GST TOTAL HERE	ENTER RECEIPT TOTAL HERE
0.00	0.00	0.00	0.00
ENTER THE SPLIT TOTALS BELOW TO CALCULATE THE DISTRIBUTION OF TAXES. NOTE: SMALL CALCULATION VARIANCES MAY OCCUR.			
			0.00
			0.00
			0.00
			0.00
			0.00
0.00	0.00	0.00	0.00

PST % GST %

Re: Car Service - Recommendations?

From: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
To: Cleaver, Sheila C FIN:EX <Sheila.Cleaver@gov.bc.ca>
Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>, Lozano, Rebeca FIN:EX <Rebeca.Lozano@gov.bc.ca>
Sent: November 3, 2021 3:03:35 PM PDT

Thanks very much Sheila!!

From: Cleaver, Sheila C FIN:EX <Sheila.Cleaver@gov.bc.ca>
Sent: Wednesday, November 3, 2021 10:03:05 PM
To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>; Lozano, Rebeca FIN:EX <Rebeca.Lozano@gov.bc.ca>
Subject: RE: Car Service - Recommendations?

Hi Kelly,

I've just gotten off the phone with BMO and they have increased the cash withdrawal amount on your BMO Travel card to \$500.00.

You can use your card at any ATM machine and withdraw up to \$500.00.

Thank You.

Sheila Cleaver

Corporate CardCoordinator-Purchase Card/Travel Card/BTA
Min of Finance, Minister's Offices and the Office of the Premier
3rd Fl. 617 Government St. Victoria, BC V8W 9V1
Phone# (778) 698-8586

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Sent: November 3, 2021 2:34 PM
To: Cleaver, Sheila C FIN:EX <Sheila.Cleaver@gov.bc.ca>
Cc: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Subject: FW: Car Service - Recommendations?

Hi Sheila,

As discussed, Minister George Heyman, Senior Ministerial Advisor Kelly Sather, and Assistant Deputy Minister Jeremy Hewitt will be doing a site visit as part of their COP26 itinerary on Thursday, November 4th 10:00 AM (Glasgow time). The drive is about 75 minutes from their hotel.

ADM Jeremy Hewitt's office has arranged for a car service through s.15 (the hotel they are staying at). Below is confirmation that the car service has requested a cash payment of £260 (about \$450 CAD).

This email is to request an increase to Kelly Sather's travel card to allow for a cash advance withdrawal via ATM in Glasgow. Kelly is aware and approves of this request (below).

Thanks so much,

Alyssa Hrenyk

Administrative Coordinator to
The Honourable George Heyman,
Minister of Environment and Climate Change Strategy
and Minister Responsible for TransLink
s.17 | Alyssa.Hrenyk@gov.bc.ca

From: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Sent: November 3, 2021 2:29 PM
To: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Subject: Re: Car Service - Recommendations?

Yes thanks Alyssa. Approved. Thanks for facilitating this.

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Sent: Wednesday, November 3, 2021 9:27:56 PM
To: Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>
Subject: FW: Car Service - Recommendations?

Hi Kelly,

Can you please approve an increase to your travel card to allow for a withdrawal of £260 (about \$450 CAD) for tomorrow's car service to the COP26 site visit?

Thank you,

Alyssa Hrenyk

Administrative Coordinator to
The Honourable George Heyman,
Minister of Environment and Climate Change Strategy
and Minister Responsible for TransLink

s.17 | Alyssa.Hrenyk@gov.bc.ca

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: November 3, 2021 2:26 PM
To: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Subject: FW: Car Service - Recommendations?

Please find the confirmation below.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: s.15
Sent: October 26, 2021 5:55 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Car Service - Recommendations?

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

Good morning, Cheryl.

I have just contacted Ian and can confirm that he can indeed supply you with a receipt for the journey.

I have informed him of the pickup time of 8.45am, to be confirmed at the time of booking.

If you require any further information or assistance, please do not hesitate to contact us.

Kind Regards,
Charlie Novello
Duty Manager

s.15

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: 27 October 2021 00:36
To: s.15
Subject: RE: Car Service - Recommendations?

Thank you for your recommendation. This may be a great option for us, provided we can still receive a receipt for the payment. Are you able to inquire if a receipt would be made available?

Departure would be approximately 8:45am, we can confirm that upon final booking.

Thank you,
Cheryl

Cheryl Tromp
Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: s.15
Sent: October 25, 2021 11:33 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Car Service - Recommendations?

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

Good morning, Cheryl.

Thank you for contacting s.15

I have made enquiries with Glasgow Taxis and they may not be open to such a long trip.

We have contacted this morning a driver who has regularly picked up at the hotel over the years who would be willing to chauffeur the guests at a cost of £260.

s.21

Is this suitable for you? Do you have an approximate time of departure?

Kind Regards,

Charlie Novello
Duty Manager

s.15

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: 26 October 2021 00:35
To: s.15
Subject: Car Service - Recommendations?

Good morning,

Our guests staying with you for the first week of November will be requiring a car service on November 4th, for a 3-4 hour return trip to Bo'ness to the hydrogen train site.

Do you have recommendations for a car service, taxi or Uber to use for this trip? It will only be for 3 passengers. We were not sure if local taxi/uber drivers would leave the city limits or be open to such a long trip.

Thank you,
Cheryl

Cheryl Tromp
Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

From: Paolo Oliveros <poliveros@dt.com>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: September 20, 2021 4:39:58 PM PDT
Attachments: image003.gif, image009.png, image007.png, image134486.png, image008.gif, image006.gif, image002.gif



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

Hi Cheryl,



Glad to be able to help.




Please see below options with premium economy.

Please let me know if you have questions.

AIR							
	Flight Number AC8062	Class: M- Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: Stops: 0
AIR							
	Flight Number LH0493	Class: E- Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55A M	Type: Airbus A350-900 Jet Operated By: Flying Time: Stops: 0
AIR							
	Flight Number LH0974	Class: Y- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Flying Time: Stops: 0
AIR							
	Flight Number LH0975	Class: Y- Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 20 Nov 06:00A M	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sat 20 Nov 08:55A M	Type: Airbus A319 Jet Operated By: Flying Time: Stops: 0

							Stops:	0
AIR								
		Flight Number LH0492	Class: N-Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sat 20 Nov 10:20A M	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 20 Nov 11:25A M	Type: Boeing 747 400 Operated By: Lufthansa Flying Time: 10h5m Stops: 0
AIR								
		Flight Number AC8157	Class: Q-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 20 Nov 01:10PM	Destination: Victoria, BC	Arriving: Sat 20 Nov 01:39PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operate d By: Jazz Flying Time: 30m Stops: 0
Fare			CAD 1999.00					
Taxes			CAD 1002.28					
Security Charge			CAD 25.91					
GST			CAD 0.75					
Total			CAD 3001.28					

AIR								
	Flight Number AC8556	Class: B-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 03:55PM	Destination: Calgary, AB	Arriving: Sat 30 Oct 06:16PM	Type: Operated By: Flying Time: Stops:	Canadair Regional Jet /Air Canada Express - Jazz 1h21m 0
AIR								
	Flight Number AC0850	Class: N-Premium Economy	From: Calgary, AB	Leaving: Sat 30 Oct 07:25PM	Destination: Heathrow, London, United Kingdom - Terminal 2	Arriving: Sun 31 Oct 10:10AM	Type: Operated By: Flying Time: Stops:	Boeing 787-9 Dreamliner Air Canada 8h45m 0
AIR								
	Flight Number BA1494	Class: O-Economy	From: Heathrow, London, United Kingdom - Terminal 5	Leaving: Sun 31 Oct 08:30PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 10:00PM	Type: Operated By: Flying Time: Stops:	Airbus A319 Jet British Airways 1h30m 0
AIR								

	Flight Number BA1479	Class: O-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 20 Nov 10:00A M	Destination: Heathrow, London, United Kingdom - Terminal 5	Arriving: Sat 20 Nov 11:35A M	Type: Airbus A320 Operated By: British Airways Flying Time: 1h35m Stops: 0
AIR							
	Flight Number AC0861	Class: N-Premium Economy	From: Heathrow, London, United Kingdom - Terminal 2	Leaving: Sat 20 Nov 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 20 Nov 03:55PM	Type: Boeing 787-9 Dreamliner Operated By: Air Canada Flying Time: 9h30m Stops: 0
AIR							
	Flight Number AC8169	Class: B-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 20 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sat 20 Nov 07:59PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 30m Stops: 0
Fare			CAD 1749.00				
Taxes			CAD 1050.28				
Security Charge			CAD 25.91				
GST			CAD 0.75				
Total			CAD 2799.28				

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: Monday, September 20, 2021 4:13 PM

To: Paolo Oliveros <poliveros@dt.com>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

My boss has a slightly different itinerary so I will be booking separately from Kellie. If you can please provide options for flying out Saturday, October 30, and returning November 20 it would be appreciated. For the flights with long durations over 4 hours, please provide premium economy options as well.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: September 20, 2021 2:57 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Are they coming back on Nov 11 or 12?

Do you know, see flight options below.

K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 20, 2021 2:10 PM
To: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

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






Hi Kellie,

Hope this email finds you well and keeping safe.


Please find options below and let me know if you have questions.

These are all on economy fare.


Fares are not guaranteed until ticketed.


AIR							
	Flight Number AC8150	Class: T-Economy	From: Victoria, BC	Leaving: Sun 31 Oct 09:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 09:51AM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: T-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 02:40PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Mon 01 Nov 08:25AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h45m Stops: 0
AIR							
	Flight Number LH0960	Class: T-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Mon 01 Nov 10:40AM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Mon 01 Nov 11:45AM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0975	Class: T-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Thu 11 Nov 06:00AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Thu 11 Nov 08:55AM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
	Flight Number LH0492	Class: T-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Thu 11 Nov 10:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Thu 11 Nov 11:25AM	Type: Boeing 747 400 Operated By: Lufthansa Flying Time: 10h5m Stops: 0
AIR							
	Flight Number AC8157	Class: T-Economy	From: Vancouver, BC - Main Terminal	Leaving: Thu 11 Nov 01:05PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 01:35PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 30m Stops: 0
Fare		CAD 1049.00					


Taxes	CAD 740.96
Security Charge	CAD 25.91
GST	CAD 0.75
Total	CAD 1789.96


AIR							
	Flight Number DL6908	Class: V-Economy	From: Victoria, BC	Leaving: Sun 31 Oct 10:00AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 10:33AM	Type: Dehavilland Dash 8-400 Turboprop /Westjet Encore Operated By: Flying Time: 33m Stops: 0

AIR							
	Flight Number DL9369	Class: V-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 04:30PM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Mon 01 Nov 10:05AM	Type: Airbus A330-300 KLM Royal Dutch Airlines Operated By: Flying Time: 9h35m Stops: 0

AIR							
	Flight Number DL9635	Class: V-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Mon 01 Nov 04:05PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Mon 01 Nov 04:35PM	Type: Embraer 190 Jet /KLM Cityhopper Operated By: Flying Time: 1h30m Stops: 0

AIR							
	Flight Number DL9538	Class: X-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Thu 11 Nov 06:05AM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Thu 11 Nov 08:45AM	Type: Boeing 737 KLM Royal Dutch Airlines Operated By: Flying Time: 1h40m Stops: 0

AIR							
	Flight Number DL9397	Class: X-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Thu 11 Nov 12:25PM	Destination: Calgary, AB	Arriving: Thu 11 Nov 01:45PM	Type: Airbus A330-300 KLM Royal Dutch Airlines Operated By: Flying Time: 9h20m Stops: 0

AIR							
	Flight Number DL6888	Class: X-Economy	From: Calgary, AB	Leaving: Thu 11 Nov 03:40PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 04:40PM	Type: Dehavilland Dash 8-400 Turboprop /Westjet Encore Operated By:

								Flying Time:	2h
								Stops:	0
Fare		CAD 479.00							
Taxes		CAD 704.42							
Security Charge		CAD 25.91							
GST		CAD 0.75							
Total		CAD 1183.42							

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: September 20, 2021 1:32 PM
To: Account Management ON <AccountManagement_ON@dt.com>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hello,

I am forwarding the request below.

Thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: O'Brien, Kellie ENV:EX
Sent: September 20, 2021 10:25 AM
To: 'Christine.ward@visiontravel.ca' <Christine.ward@visiontravel.ca>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Hi Christine,

I was provided with your information from a former colleague.

I am looking for assistance in booking 2 flights to Glasgow from Victoria, BC – they will be leaving on Oct 31st (or the day before) and returning on Nov 11th. Return times may vary between the two. I have copied my colleague, Cheryl who can advise on her bosses plans.

Are you able to provide flight options for there and back to me ASAP.

Many thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

From: Paolo Oliveros <poliveros@dt.com>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: September 21, 2021 12:13:29 PM PDT
Attachments: image002.gif, image004.png, image006.gif, image573405.png, image005.png, image003.gif, image001.gif

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

Hi Cheryl,

No worries. There is no Lufthansa return on the 14th.

I will find other options.

Kind regards,

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Tuesday, September 21, 2021 11:58 AM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

Thank you for these options. Jeremy has indicated he prefers the Air Canada/Lufthansa selection of the flights Victoria-Glasgow

And my apologies for another request but our plans are still fluctuating, dates aren't set yet. Jeremy is now looking at returning on Nov 14.

If you can please send return options for that date it would be appreciated. Preference to avoid 6am departure times if possible.

Can you let me know what change fees would be incurred if we need to change the return flight after its booked?

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>**Sent:** September 20, 2021 4:40 PM**To:** Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>**Subject:** RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP





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

Hi Cheryl,




Glad to be able to help.




Please see below options with premium economy.

Please let me know if you have questions.

AIR							
	Flight Number AC8062	Class: M-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops: 0
AIR							
	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0975	Class: Y-Economy	From: Glasgow, United Kingdom -	Leaving: Sat 20 Nov	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sat 20 Nov	Type: Airbus A319 Jet Operated By: Lufthansa

			Main Terminal	06:00A M		08:55A M	Flying Time: Stops:	1h55m 0
AIR								
 Lufthansa	Flight Number LH0492	Class: N-Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sat 20 Nov 10:20A M	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 20 Nov 11:25A M	Type: Operated By: Flying Time: Stops:	Boeing 747 400 Lufthansa 10h5m 0
AIR								
 AIR CANADA	Flight Number AC8157	Class: Q-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 20 Nov 01:10PM	Destination: Victoria, BC	Arriving: Sat 20 Nov 01:39PM	Type: Operated By: Flying Time: Stops:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz 30m 0
Fare			CAD 1999.00					
Taxes			CAD 1002.28					
Security Charge			CAD 25.91					
GST			CAD 0.75					
Total			CAD 3001.28					

AIR								
 AIR CANADA	Flight Number AC8556	Class: B-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 03:55PM	Destination: Calgary, AB	Arriving: Sat 30 Oct 06:16PM	Type: Operated By: Flying Time: Stops:	Canadair Regional Jet /Air Canada Express - Jazz 1h21m 0
AIR								
 AIR CANADA	Flight Number AC0850	Class: N-Premium Economy	From: Calgary, AB	Leaving: Sat 30 Oct 07:25PM	Destination: Heathrow, London, United Kingdom - Terminal 2	Arriving: Sun 31 Oct 10:10A M	Type: Operated By: Flying Time: Stops:	Boeing 787-9 Dreamliner Air Canada 8h45m 0
AIR								
 BRITISH AIRWAYS	Flight Number BA1494	Class: O-Economy	From: Heathrow, London, United Kingdom - Terminal 5	Leaving: Sun 31 Oct 08:30PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 10:00PM	Type: Operated By: Flying Time: Stops:	Airbus A319 Jet British Airways 1h30m 0
AIR								

	Flight Number BA1479	Class: O-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 20 Nov 10:00A M	Destination: Heathrow, London, United Kingdom - Terminal 5	Arriving: Sat 20 Nov 11:35A M	Type: Airbus A320 Operated By: British Airways Flying Time: 1h35m Stops: 0
AIR							
	Flight Number AC0861	Class: N-Premium Economy	From: Heathrow, London, United Kingdom - Terminal 2	Leaving: Sat 20 Nov 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 20 Nov 03:55PM	Type: Boeing 787-9 Dreamliner Operated By: Air Canada Flying Time: 9h30m Stops: 0
AIR							
	Flight Number AC8169	Class: B-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 20 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sat 20 Nov 07:59PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 30m Stops: 0
Fare			CAD 1749.00				
Taxes			CAD 1050.28				
Security Charge			CAD 25.91				
GST			CAD 0.75				
Total			CAD 2799.28				

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: Monday, September 20, 2021 4:13 PM

To: Paolo Oliveros <poliveros@dt.com>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

My boss has a slightly different itinerary so I will be booking separately from Kellie. If you can please provide options for flying out Saturday, October 30, and returning November 20 it would be appreciated. For the flights with long durations over 4 hours, please provide premium economy options as well.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: September 20, 2021 2:57 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Are they coming back on Nov 11 or 12?

Do you know, see flight options below.

K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 20, 2021 2:10 PM
To: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

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



Hi Kellie,

Hope this email finds you well and keeping safe.


Please find options below and let me know if you have questions.

These are all on economy fare.


Fares are not guaranteed until ticketed.


AIR							
	Flight Number AC8150	Class: T- Economy	From: Victoria, BC	Leaving: Sun 31 Oct 09:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 09:51AM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: T- Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 02:40PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Mon 01 Nov 08:25AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h45m Stops: 0
AIR							
	Flight Number LH0960	Class: T- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Mon 01 Nov 10:40AM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Mon 01 Nov 11:45AM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0975	Class: T- Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Thu 11 Nov 06:00AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Thu 11 Nov 08:55AM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
	Flight Number LH0492	Class: T- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Thu 11 Nov 10:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Thu 11 Nov 11:25AM	Type: Boeing 747 400 Operated By: Lufthansa Flying Time: 10h5m Stops: 0
AIR							
	Flight Number AC8157	Class: T- Economy	From: Vancouver, BC - Main Terminal	Leaving: Thu 11 Nov 01:05PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 01:35PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 30m Stops: 0
Fare		CAD 1049.00					


Taxes	CAD 740.96
Security Charge	CAD 25.91
GST	CAD 0.75
Total	CAD 1789.96


AIR							
	Flight Number DL6908	Class: V-Economy	From: Victoria, BC	Leaving: Sun 31 Oct 10:00AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 10:33AM	Type: Dehavilland Dash 8-400 Turboprop /Westjet Encore Operated By: Flying Time: 33m Stops: 0

AIR							
	Flight Number DL9369	Class: V-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 04:30PM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Mon 01 Nov 10:05AM	Type: Airbus A330-300 KLM Royal Dutch Airlines Operated By: Flying Time: 9h35m Stops: 0

AIR							
	Flight Number DL9635	Class: V-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Mon 01 Nov 04:05PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Mon 01 Nov 04:35PM	Type: Embraer 190 Jet /KLM Cityhopper Operated By: Flying Time: 1h30m Stops: 0

AIR							
	Flight Number DL9538	Class: X-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Thu 11 Nov 06:05AM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Thu 11 Nov 08:45AM	Type: Boeing 737 KLM Royal Dutch Airlines Operated By: Flying Time: 1h40m Stops: 0

AIR							
	Flight Number DL9397	Class: X-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Thu 11 Nov 12:25PM	Destination: Calgary, AB	Arriving: Thu 11 Nov 01:45PM	Type: Airbus A330-300 KLM Royal Dutch Airlines Operated By: Flying Time: 9h20m Stops: 0

AIR							
	Flight Number DL6888	Class: X-Economy	From: Calgary, AB	Leaving: Thu 11 Nov 03:40PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 04:40PM	Type: Dehavilland Dash 8-400 Turboprop /Westjet Encore Operated By:

							Flying Time:	2h
							Stops:	0
Fare		CAD 479.00						
Taxes		CAD 704.42						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 1183.42						

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: September 20, 2021 1:32 PM
To: Account Management ON <AccountManagement_ON@dt.com>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hello,

I am forwarding the request below.

Thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: O'Brien, Kellie ENV:EX
Sent: September 20, 2021 10:25 AM
To: 'Christine.ward@visiontravel.ca' <Christine.ward@visiontravel.ca>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Hi Christine,

I was provided with your information from a former colleague.

I am looking for assistance in booking 2 flights to Glasgow from Victoria, BC – they will be leaving on Oct 31st (or the day before) and returning on Nov 11th. Return times may vary between the two. I have copied my colleague, Cheryl who can advise on her bosses plans.

Are you able to provide flight options for there and back to me ASAP.

Many thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP





From: Paolo Oliveros <poliveros@dt.com>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: September 22, 2021 10:09:23 AM PDT
Attachments: image003.png, image005.png, image006.gif, image831521.png, image004.gif, image001.gif, image002.gif




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

Hi Cheryl,




Please find below. There is a flight on the 14th with an extra stop Glasgow-Frankfurt-Munich-Vancouver-Victoria.

Then I included the return on the 13th.

AIR							
	Flight Number AC8062	Class: M-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops: 0
AIR							
	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0961	Class: B-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sun 14 Nov 09:05AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 14 Nov 12:00PM	Type: Airbus A320 Jet Sharklets Operated By: Lufthansa Flying Time: 1h55m

							Stops:	0
AIR								
 Lufthansa	Flight Number LH0106	Class: B-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 14 Nov 01:15PM	Destination: Munich, Germany - Terminal 2	Arriving: Sun 14 Nov 02:10PM	Type: Operated By: Flying Time: Stops:	Airbus A320 Jet Sharklets Lufthansa 55m 0
AIR								
 Lufthansa	Flight Number LH0476	Class: B-Economy	From: Munich, Germany - Terminal 2	Leaving: Sun 14 Nov 03:55PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 14 Nov 05:20PM	Type: Operated By: Flying Time: Stops:	Airbus A350-900 Jet Lufthansa 10h25m 0
AIR								
 AIR CANADA	Flight Number AC8169	Class: B-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 14 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sun 14 Nov 07:59PM	Type: Operated By: Flying Time: Stops:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz 29m 0
Fare		CAD 2671.00						
Taxes		CAD 811.90						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 3482.90						

AIR								
 AIR CANADA	Flight Number AC8062	Class: M-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Operated By: Flying Time: Stops:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz 31m 0
AIR								
 Lufthansa	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Operated By:	Airbus A350-900 Jet Lufthansa

							Flying Time:	9h40m
							Stops:	0
AIR								
 Lufthansa	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Operated By: Flying Time: Stops:	Airbus A319 Jet Lufthansa 2h5m 0
AIR								
 Lufthansa	Flight Number LH0961	Class: Y-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 13 Nov 09:05AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sat 13 Nov 12:00PM	Type: Operated By: Flying Time: Stops:	Embraer 190 Jet Lufthansa Cityline 1h55m 0
AIR								
 Lufthansa	Flight Number LH6792	Class: N-Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sat 13 Nov 01:30PM	Destination: Calgary, AB	Arriving: Sat 13 Nov 02:55PM	Type: Operated By: Flying Time: Stops:	Boeing 787-9 Dreamliner Air Canada 9h25m 0
AIR								
AIR CANADA 	Flight Number AC0221	Class: Q-Economy	From: Calgary, AB	Leaving: Sat 13 Nov 05:25PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 13 Nov 06:00PM	Type: Operated By: Flying Time: Stops:	Boeing 737max 8 Passenger Air Canada 1h35m 0
AIR								
AIR CANADA 	Flight Number AC8169	Class: Q-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 13 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sat 13 Nov 07:59PM	Type: Operated By: Flying Time: Stops:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz 29m 0
Fare			CAD 1999.00					
Taxes			CAD 1003.77					
Security Charge			CAD 25.91					
GST			CAD 0.75					
Total			CAD 3002.77					

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Wednesday, September 22, 2021 9:52 AM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Thank you. Is there a Lufthansa return on the 13th or 15th?

All the best,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 21, 2021 12:13 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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

Hi Cheryl,

No worries. There is no Lufthansa return on the 14th.

I will find other options.

Kind regards,

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Tuesday, September 21, 2021 11:58 AM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

Thank you for these options. Jeremy has indicated he prefers the Air Canada/Lufthansa selection of the flights Victoria-Glasgow

And my apologies for another request but our plans are still fluctuating, dates aren't set yet. Jeremy is now looking at returning on Nov 14.

If you can please send return options for that date it would be appreciated. Preference to avoid 6am departure times if possible.

Can you let me know what change fees would be incurred if we need to change the return flight after its booked?

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 20, 2021 4:40 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP


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



Hi Cheryl,





Glad to be able to help.

Please see below options with premium economy.

Please let me know if you have questions.

AIR							
	Flight Number AC8062	Class: M- Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop

							Operated By:	/Air Canada Express - Jazz
							Flying Time:	31m
							Stops:	0
AIR								
 Lufthansa	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Operated By: Flying Time: Stops:	Airbus A350-900 Jet Lufthansa 9h40m 0
AIR								
 Lufthansa	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Operated By: Flying Time: Stops:	Airbus A319 Jet Lufthansa 2h5m 0
AIR								
 Lufthansa	Flight Number LH0975	Class: Y-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 20 Nov 06:00AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sat 20 Nov 08:55AM	Type: Operated By: Flying Time: Stops:	Airbus A319 Jet Lufthansa 1h55m 0
AIR								
 Lufthansa	Flight Number LH0492	Class: N-Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sat 20 Nov 10:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 20 Nov 11:25AM	Type: Operated By: Flying Time: Stops:	Boeing 747 400 Lufthansa 10h5m 0
AIR								
AIR CANADA 	Flight Number AC8157	Class: Q-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 20 Nov 01:10PM	Destination: Victoria, BC	Arriving: Sat 20 Nov 01:39PM	Type: Operated By: Flying Time: Stops:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz 30m 0
Fare			CAD 1999.00					
Taxes			CAD 1002.28					
Security Charge			CAD 25.91					
GST			CAD 0.75					
Total			CAD 3001.28					

AIR								
	Flight Number AC8556	Class: B-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 03:55PM	Destination: Calgary, AB	Arriving: Sat 30 Oct 06:16PM	Type: Canadair Regional Jet /Air Canada Express - Jazz	Operated By: Jazz
							Flying Time: 1h21m	Stops: 0
AIR								
	Flight Number AC0850	Class: N-Premium Economy	From: Calgary, AB	Leaving: Sat 30 Oct 07:25PM	Destination: Heathrow, London, United Kingdom - Terminal 2	Arriving: Sun 31 Oct 10:10AM	Type: Boeing 787-9 Dreamliner	Operated By: Air Canada
							Flying Time: 8h45m	Stops: 0
AIR								
	Flight Number BA1494	Class: O-Economy	From: Heathrow, London, United Kingdom - Terminal 5	Leaving: Sun 31 Oct 08:30PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 10:00PM	Type: Airbus A319 Jet	Operated By: British Airways
							Flying Time: 1h30m	Stops: 0
AIR								
	Flight Number BA1479	Class: O-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 20 Nov 10:00AM	Destination: Heathrow, London, United Kingdom - Terminal 5	Arriving: Sat 20 Nov 11:35AM	Type: Airbus A320	Operated By: British Airways
							Flying Time: 1h35m	Stops: 0
AIR								
	Flight Number AC0861	Class: N-Premium Economy	From: Heathrow, London, United Kingdom - Terminal 2	Leaving: Sat 20 Nov 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 20 Nov 03:55PM	Type: Boeing 787-9 Dreamliner	Operated By: Air Canada
							Flying Time: 9h30m	Stops: 0
AIR								
	Flight Number AC8169	Class: B-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 20 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sat 20 Nov 07:59PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz	Operated By: Jazz
							Flying Time: 30m	Stops: 0
Fare		CAD 1749.00						
Taxes		CAD 1050.28						

Security Charge	CAD 25.91
GST	CAD 0.75
Total	CAD 2799.28

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Monday, September 20, 2021 4:13 PM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

My boss has a slightly different itinerary so I will be booking separately from Kellie. If you can please provide options for flying out Saturday, October 30, and returning November 20 it would be appreciated. For the flights with long durations over 4 hours, please provide premium economy options as well.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: September 20, 2021 2:57 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Are they coming back on Nov 11 or 12?

Do you know, see flight options below.

K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine



This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: Paolo Oliveros <poliveros@dt.com>

Sent: September 20, 2021 2:10 PM

To: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>

Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

Importance: High

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

Hi Kellie,




Hope this email finds you well and keeping safe.

Please find options below and let me know if you have questions.





These are all on economy fare.

Fares are not guaranteed until ticketed.

AIR							
	Flight Number AC8150	Class: T-Economy	From: Victoria, BC	Leaving: Sun 31 Oct 09:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 09:51AM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: T-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 02:40PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Mon 01 Nov 08:25AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h45m Stops: 0
AIR							
	Flight Number LH0960	Class: T-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Mon 01 Nov 10:40AM	Destination: Glasgow, United Kingdom -	Arriving: Mon 01 Nov 11:45AM	Type: Airbus A319 Jet Operated By: Lufthansa

					Main Terminal		Flying Time: 2h5m Stops: 0
AIR							
 Lufthansa	Flight Number LH0975	Class: T-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Thu 11 Nov 06:00AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Thu 11 Nov 08:55AM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
 Lufthansa	Flight Number LH0492	Class: T-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Thu 11 Nov 10:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Thu 11 Nov 11:25AM	Type: Boeing 747 400 Operated By: Lufthansa Flying Time: 10h5m Stops: 0
AIR							
AIR CANADA 	Flight Number AC8157	Class: T-Economy	From: Vancouver, BC - Main Terminal	Leaving: Thu 11 Nov 01:05PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 01:35PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 30m Stops: 0
Fare		CAD 1049.00					
Taxes		CAD 740.96					
Security Charge		CAD 25.91					
GST		CAD 0.75					
Total		CAD 1789.96					

AIR							
 DELTA	Flight Number DL6908	Class: V-Economy	From: Victoria, BC	Leaving: Sun 31 Oct 10:00AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 10:33AM	Type: Dehavilland Dash 8-400 Turboprop /Westjet Encore Operated By: Flying Time: 33m Stops: 0
AIR							
 DELTA	Flight Number DL9369	Class: V-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 04:30PM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Mon 01 Nov 10:05AM	Type: Airbus A330-300 KLM Royal Dutch Airlines Operated By: Flying Time: 9h35m Stops: 0
AIR							

	Flight Number DL9635	Class: V-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Mon 01 Nov 04:05PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Mon 01 Nov 04:35PM	Type: Embraer 190 Jet /KLM Cityhopper Operated By: Flying Time: 1h30m Stops: 0
AIR							
	Flight Number DL9538	Class: X-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Thu 11 Nov 06:05AM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Thu 11 Nov 08:45AM	Type: Boeing 737 KLM Royal Dutch Airlines Operated By: Flying Time: 1h40m Stops: 0
AIR							
	Flight Number DL9397	Class: X-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Thu 11 Nov 12:25PM	Destination: Calgary, AB	Arriving: Thu 11 Nov 01:45PM	Type: Airbus A330-300 KLM Royal Dutch Airlines Operated By: Flying Time: 9h20m Stops: 0
AIR							
	Flight Number DL6888	Class: X-Economy	From: Calgary, AB	Leaving: Thu 11 Nov 03:40PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 04:40PM	Type: Dehavilland Dash 8-400 Turboprop /Westjet Encore Operated By: Flying Time: 2h Stops: 0
Fare		CAD 479.00					
Taxes		CAD 704.42					
Security Charge		CAD 25.91					
GST		CAD 0.75					
Total		CAD 1183.42					

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248

2

Visit us: www.dt.ca



From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: September 20, 2021 1:32 PM
To: Account Management ON <AccountManagement_ON@dt.com>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hello,

I am forwarding the request below.

Thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: O'Brien, Kellie ENV:EX
Sent: September 20, 2021 10:25 AM
To: 'Christine.ward@visiontravel.ca' <Christine.ward@visiontravel.ca>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Hi Christine,

I was provided with your information from a former colleague.

I am looking for assistance in booking 2 flights to Glasgow from Victoria, BC – they will be leaving on Oct 31st (or the day before) and returning on Nov 11th. Return times may vary between the two. I have copied my colleague, Cheryl who can advise on her bosses plans.

Are you able to provide flight options for there and back to me ASAP.

Many thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

From: Paolo Oliveros <poliveros@dt.com>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: September 22, 2021 1:58:36 PM PDT
Attachments: image004.gif, image002.gif, image006.gif, image005.png, image267695.png, image003.png, image001.gif

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

You are welcome Cheryl.

There is no change fee to make any changes but you are correct there may be a difference in fare.

Kind regards,

P

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Wednesday, September 22, 2021 1:47 PM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Thank you!

Once booked, what are the change fees if a flight needs to be rescheduled (+ any increase of fare of course)?

All the best,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 22, 2021 10:09 AM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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

Hi Cheryl,





Please find below. There is a flight on the 14th with an extra stop Glasgow-Frankfurt-Munich-Vancouver-Victoria.

Then I included the return on the 13th.

AIR							
	Flight Number AC8062	Class: M-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops: 0
AIR							
	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0961	Class: B-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sun 14 Nov 09:05AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 14 Nov 12:00PM	Type: Airbus A320 Jet Sharklets Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
	Flight Number LH0106	Class: B-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 14 Nov 01:15PM	Destination: Munich, Germany - Terminal 2	Arriving: Sun 14 Nov 02:10PM	Type: Airbus A320 Jet Sharklets Operated By: Lufthansa Flying Time: 55m

							Stops:	0
AIR								
	Flight Number LH0476	Class: B-Economy	From: Munich, Germany - Terminal 2	Leaving: Sun 14 Nov 03:55PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 14 Nov 05:20PM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 10h25m Stops:	
AIR								
	Flight Number AC8169	Class: B-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 14 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sun 14 Nov 07:59PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 29m Stops:	
Fare		CAD 2671.00						
Taxes		CAD 811.90						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 3482.90						

AIR								
	Flight Number AC8062	Class: M-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Operated By: Flying Time: Stops:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz 31m 0
AIR								
	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Operated By: Flying Time: Stops:	Airbus A350-900 Jet Lufthansa 9h40m 0
AIR								
	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Operated By: Flying Time:	Airbus A319 Jet Lufthansa 2h5m

							Stops:	0
AIR								
	Flight Number LH0961	Class: Y-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 13 Nov 09:05A M	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sat 13 Nov 12:00PM	Type: Embraer 190 Jet Operated By: Lufthansa Cityline Flying Time: 1h55m Stops:	0
AIR								
	Flight Number LH6792	Class: N-Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sat 13 Nov 01:30PM	Destination: Calgary, AB	Arriving: Sat 13 Nov 02:55PM	Type: Boeing 787-9 Dreamliner Operated By: Air Canada Flying Time: 9h25m Stops:	0
AIR								
	Flight Number AC0221	Class: Q-Economy	From: Calgary, AB	Leaving: Sat 13 Nov 05:25PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 13 Nov 06:00PM	Type: Boeing 737max 8 Passenger Operated By: Air Canada Flying Time: 1h35m Stops:	0
AIR								
	Flight Number AC8169	Class: Q-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 13 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sat 13 Nov 07:59PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 29m Stops:	0
Fare		CAD 1999.00						
Taxes		CAD 1003.77						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 3002.77						

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Wednesday, September 22, 2021 9:52 AM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Thank you. Is there a Lufthansa return on the 13th or 15th?

All the best,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 21, 2021 12:13 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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

Hi Cheryl,

No worries. There is no Lufthansa return on the 14th.

I will find other options.

Kind regards,

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Tuesday, September 21, 2021 11:58 AM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

Thank you for these options. Jeremy has indicated he prefers the Air Canada/Lufthansa selection of the flights Victoria-Glasgow

And my apologies for another request but our plans are still fluctuating, dates aren't set yet. Jeremy is now looking at returning on Nov 14.

If you can please send return options for that date it would be appreciated. Preference to avoid 6am departure times if possible.

Can you let me know what change fees would be incurred if we need to change the return flight after its booked?

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>

Sent: September 20, 2021 4:40 PM

To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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





Hi Cheryl,


Glad to be able to help.






Please see below options with premium economy.

Please let me know if you have questions.

AIR								
	Flight Number AC8062	Class: M-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Operated By: Flying Time: Stops:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz 31m 0
AIR								
	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Operated By:	Airbus A350-900 Jet Lufthansa

							Flying Time:	9h40m
							Stops:	0
AIR								
					Destination:		Type:	Airbus A319 Jet
 Lufthansa	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Operated By:	Lufthansa
							Flying Time:	2h5m
							Stops:	0
AIR								
			From:	Leaving:	Destination:	Arriving:	Type:	Airbus A319 Jet
 Lufthansa	Flight Number LH0975	Class: Y-Economy	Glasgow, United Kingdom - Main Terminal	Sat 20 Nov 06:00A M	Frankfurt, Germany - Terminal 1	Sat 20 Nov 08:55A M	Operated By:	Lufthansa
							Flying Time:	1h55m
							Stops:	0
AIR								
		Class:	From:	Leaving:	Destination:	Arriving:	Type:	Boeing 747 400
 Lufthansa	Flight Number LH0492	N-Premium Economy	Frankfurt, Germany - Terminal 1	Sat 20 Nov 10:20A M	Vancouver, BC - Main Terminal	Sat 20 Nov 11:25A M	Operated By:	Lufthansa
							Flying Time:	10h5m
							Stops:	0
AIR								
		Class:	From:	Leaving:	Destination:	Arriving:	Type:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz
AIR CANADA 	Flight Number AC8157	Q-Economy	Vancouver, BC - Main Terminal	Sat 20 Nov 01:10PM	Victoria, BC	Sat 20 Nov 01:39PM	Operate d By:	Jazz
							Flying Time:	30m
							Stops:	0
Fare		CAD 1999.00						
Taxes		CAD 1002.28						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 3001.28						

AIR								
AIR CANADA 	Flight Number	Class:	From:	Leaving:	Destination:	Arriving:	Type:	Canadair Regional Jet /Air Canada Express - Jazz
	AC8556	B-Economy	Victoria, BC	Sat 30 Oct 03:55PM	Calgary, AB	Sat 30 Oct 06:16PM	Operated By:	
							Flying Time:	1h21m
							Stops:	0
AIR								

	Flight Number AC0850	Class: N- Premium Economy	From: Calgary, AB	Leaving: Sat 30 Oct 07:25PM	Destination: Heathrow, London, United Kingdom - Terminal 2	Arriving: Sun 31 Oct 10:10A M	Type: Operated By: Flying Time: Stops:	Boeing 787-9 Dreamliner Air Canada 8h45m 0
AIR								
	Flight Number BA1494	Class: O- Economy	From: Heathrow, London, United Kingdom - Terminal 5	Leaving: Sun 31 Oct 08:30PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 10:00PM	Type: Operated By: Flying Time: Stops:	Airbus A319 Jet British Airways 1h30m 0
AIR								
	Flight Number BA1479	Class: O- Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 20 Nov 10:00A M	Destination: Heathrow, London, United Kingdom - Terminal 5	Arriving: Sat 20 Nov 11:35A M	Type: Operated By: Flying Time: Stops:	Airbus A320 British Airways 1h35m 0
AIR								
	Flight Number AC0861	Class: N- Premium Economy	From: Heathrow, London, United Kingdom - Terminal 2	Leaving: Sat 20 Nov 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 20 Nov 03:55PM	Type: Operated By: Flying Time: Stops:	Boeing 787-9 Dreamliner Air Canada 9h30m 0
AIR								
	Flight Number AC8169	Class: B- Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 20 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sat 20 Nov 07:59PM	Type: Operated By: Flying Time: Stops:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz 30m 0
Fare		CAD 1749.00						
Taxes		CAD 1050.28						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 2799.28						

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Monday, September 20, 2021 4:13 PM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

My boss has a slightly different itinerary so I will be booking separately from Kellie. If you can please provide options for flying out Saturday, October 30, and returning November 20 it would be appreciated. For the flights with long durations over 4 hours, please provide premium economy options as well.

Thank you,
Cheryl

Cheryl Tromp
Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: September 20, 2021 2:57 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Are they coming back on Nov 11 or 12?

Do you know, see flight options below.

K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 20, 2021 2:10 PM

To: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>

Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

Importance: High

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





Hi Kellie,

Hope this email finds you well and keeping safe.

Please find options below and let me know if you have questions.


These are all on economy fare.

Fares are not guaranteed until ticketed.

AIR							
	Flight Number AC8150	Class: T-Economy	From: Victoria, BC	Leaving: Sun 31 Oct 09:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 09:51AM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: T-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 02:40PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Mon 01 Nov 08:25AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h45m Stops: 0
AIR							
	Flight Number LH0960	Class: T-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Mon 01 Nov 10:40AM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Mon 01 Nov 11:45AM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0975	Class: T-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Thu 11 Nov 06:00AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Thu 11 Nov 08:55AM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							

	Flight Number LH0492	Class: T-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Thu 11 Nov 10:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Thu 11 Nov 11:25AM	Type: Boeing 747 400 Operated By: Lufthansa Flying Time: 10h5m Stops: 0
AIR							
	Flight Number AC8157	Class: T-Economy	From: Vancouver, BC - Main Terminal	Leaving: Thu 11 Nov 01:05PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 01:35PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 30m Stops: 0
Fare		CAD 1049.00					
Taxes		CAD 740.96					
Security Charge		CAD 25.91					
GST		CAD 0.75					
Total		CAD 1789.96					

AIR							
	Flight Number DL6908	Class: V-Economy	From: Victoria, BC	Leaving: Sun 31 Oct 10:00AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 10:33AM	Type: Dehavilland Dash 8-400 Turboprop /Westjet Encore Operated By: Encore Flying Time: 33m Stops: 0
AIR							
	Flight Number DL9369	Class: V-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 04:30PM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Mon 01 Nov 10:05AM	Type: Airbus A330-300 KLM Royal Dutch Airlines Operated By: Airlines Flying Time: 9h35m Stops: 0
AIR							
	Flight Number DL9635	Class: V-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Mon 01 Nov 04:05PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Mon 01 Nov 04:35PM	Type: Embraer 190 Jet /KLM Cityhopper Operated By: Cityhopper Flying Time: 1h30m Stops: 0
AIR							
	Flight Number DL9538	Class: X-Economy	From: Glasgow, United Kingdom -	Leaving: Thu 11 Nov 06:05AM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Thu 11 Nov 08:45AM	Type: Boeing 737 KLM Royal Dutch Airlines Operated By: Airlines

			Main Terminal				Flying Time:	1h40m
							Stops:	0
AIR								
	Flight Number DL9397	Class: X-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Thu 11 Nov 12:25PM	Destination: Calgary, AB	Arriving: Thu 11 Nov 01:45PM	Type: Operated By: Flying Time:	Airbus A330-300 KLM Royal Dutch Airlines 9h20m
							Stops:	0
AIR								
	Flight Number DL6888	Class: X-Economy	From: Calgary, AB	Leaving: Thu 11 Nov 03:40PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 04:40PM	Type: Operated By: Flying Time:	Dehavilland Dash 8-400 Turboprop /Westjet Encore 2h
							Stops:	0
Fare			CAD 479.00					
Taxes			CAD 704.42					
Security Charge			CAD 25.91					
GST			CAD 0.75					
Total			CAD 1183.42					

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>

Sent: September 20, 2021 1:32 PM

To: Account Management ON <AccountManagement_ON@dt.com>

Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

Importance: High

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hello,

I am forwarding the request below.

Thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: O'Brien, Kellie ENV:EX
Sent: September 20, 2021 10:25 AM
To: 'Christine.ward@visiontravel.ca' <Christine.ward@visiontravel.ca>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Hi Christine,

I was provided with your information from a former colleague.

I am looking for assistance in booking 2 flights to Glasgow from Victoria, BC – they will be leaving on Oct 31st (or the day before) and returning on Nov 11th. Return times may vary between the two. I have copied my colleague, Cheryl who can advise on her bosses plans.

Are you able to provide flight options for there and back to me ASAP.

Many thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP





From: Paolo Oliveros <poliveros@dt.com>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: September 27, 2021 2:22:10 PM PDT
Attachments: image002.gif, image006.gif, image004.gif, image005.png, image117644.png, image001.gif, image003.png




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

Good afternoon Cheryl,

Please find below, just give it a quick second look, make sure everything is correct.

Kindly advise the traveler's date of birth and the credit card to use. You can call me at number below.

AIR							
	Flight Number AC8062	Class: Q- Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operate d By: Jazz Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: N- Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55A M	Type: Airbus A350-900 Jet Operate d By: Lufthansa Flying Time: 9h40m Stops: 0
AIR							
	Flight Number LH0974	Class: Y- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operate d By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0961	Class: Y- Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sun 14 Nov 09:05A M	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 14 Nov 12:00PM	Type: Airbus A320 Jet Sharklets Operate d By: Lufthansa Flying Time: 1h55m Stops: 0

AIR							
 Lufthansa	Flight Number LH0106	Class: Y- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 14 Nov 01:15PM	Destination: Munich, Germany - Terminal 2	Arriving: Sun 14 Nov 02:10PM	Type: Airbus A320 Jet Sharklets Operate d By: Lufthansa Flying Time: 55m Stops: 0
AIR							
 Lufthansa	Flight Number LH0476	Class: G- Premium Economy	From: Munich, Germany - Terminal 2	Leaving: Sun 14 Nov 03:55PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 14 Nov 05:20PM	Type: Airbus A350-900 Jet Operate d By: Lufthansa Flying Time: 10h25m Stops: 0
AIR							
AIR CANADA 	Flight Number AC8169	Class: B- Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 14 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sun 14 Nov 07:59PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operate d By: Flying Time: 29m Stops: 0
Fare		CAD 2271.00					
Taxes		CAD 1024.79					
Security Charge		CAD 25.91					
GST		CAD 0.75					
Total		CAD 3295.79					

Kind regards,

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca

Travel Intelligence: Know Before You Go [click here](#)



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: Monday, September 27, 2021 2:07 PM

To: Paolo Oliveros <poliveros@dt.com>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

We would like to book the first option, returning on September 14.
FYI Jeremy's Aeroplan/loyalty program number is s.22

Please let me know what information you all require to complete the booking.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 22, 2021 10:09 AM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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

Hi Cheryl,







Please find below. There is a flight on the 14th with an extra stop Glasgow-Frankfurt-Munich-Vancouver-Victoria.

Then I included the return on the 13th.

AIR							
	Flight Number AC8062	Class: M-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55A M	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops: 0
AIR							

 Lufthansa	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
 Lufthansa	Flight Number LH0961	Class: B-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sun 14 Nov 09:05AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 14 Nov 12:00PM	Type: Airbus A320 Jet Sharklets Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
 Lufthansa	Flight Number LH0106	Class: B-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 14 Nov 01:15PM	Destination: Munich, Germany - Terminal 2	Arriving: Sun 14 Nov 02:10PM	Type: Airbus A320 Jet Sharklets Operated By: Lufthansa Flying Time: 55m Stops: 0
AIR							
 Lufthansa	Flight Number LH0476	Class: B-Economy	From: Munich, Germany - Terminal 2	Leaving: Sun 14 Nov 03:55PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 14 Nov 05:20PM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 10h25m Stops: 0
AIR							
AIR CANADA 	Flight Number AC8169	Class: B-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 14 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sun 14 Nov 07:59PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 29m Stops: 0
Fare		CAD 2671.00					
Taxes		CAD 811.90					
Security Charge		CAD 25.91					
GST		CAD 0.75					
Total		CAD 3482.90					

AIR

	Flight Number AC8062	Class: M-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops: 0
AIR							
	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0961	Class: Y-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 13 Nov 09:05AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sat 13 Nov 12:00PM	Type: Embraer 190 Jet Operated By: Lufthansa Cityline Flying Time: 1h55m Stops: 0
AIR							
	Flight Number LH6792	Class: N-Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sat 13 Nov 01:30PM	Destination: Calgary, AB	Arriving: Sat 13 Nov 02:55PM	Type: Boeing 787-9 Dreamliner Operated By: Air Canada Flying Time: 9h25m Stops: 0
AIR							
	Flight Number AC0221	Class: Q-Economy	From: Calgary, AB	Leaving: Sat 13 Nov 05:25PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 13 Nov 06:00PM	Type: Boeing 737max 8 Passenger Operated By: Air Canada Flying Time: 1h35m Stops: 0
AIR							
	Flight Number AC8169	Class: Q-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 13 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sat 13 Nov 07:59PM	Type: Dehavilland Dash 8-400 Turboprop

							Operate d By:	/Air Canada Express - Jazz
							Flying Time:	29m
							Stops:	0
Fare		CAD 1999.00						
Taxes		CAD 1003.77						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 3002.77						

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Wednesday, September 22, 2021 9:52 AM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Thank you. Is there a Lufthansa return on the 13th or 15th?

All the best,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 21, 2021 12:13 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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

Hi Cheryl,

No worries. There is no Lufthansa return on the 14th.

I will find other options.

Kind regards,

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248

2

Visit us: www.dt.ca



Direct Travel

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: Tuesday, September 21, 2021 11:58 AM

To: Paolo Oliveros <poliveros@dt.com>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

Thank you for these options. Jeremy has indicated he prefers the Air Canada/Lufthansa selection of the flights Victoria-Glasgow

And my apologies for another request but our plans are still fluctuating, dates aren't set yet. Jeremy is now looking at returning on Nov 14.

If you can please send return options for that date it would be appreciated. Preference to avoid 6am departure times if possible.

Can you let me know what change fees would be incurred if we need to change the return flight after its booked?

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>

Sent: September 20, 2021 4:40 PM

To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP



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

Hi Cheryl,

Glad to be able to help.

Please see below options with premium economy.

Please let me know if you have questions.

AIR							
	Flight Number AC8062	Class: M-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops: 0
AIR							
	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0975	Class: Y-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 20 Nov 06:00AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sat 20 Nov 08:55AM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
	Flight Number LH0492	Class: N-Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sat 20 Nov 10:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 20 Nov 11:25AM	Type: Boeing 747 400 Operated By: Lufthansa Flying Time: 10h5m Stops: 0
AIR							
	Flight Number AC8157	Class: Q-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 20 Nov 01:10PM	Destination: Victoria, BC	Arriving: Sat 20 Nov 01:39PM	Type: Dehavilland Dash 8-400 Turboprop

							Operate d By:	/Air Canada Express - Jazz
							Flying Time:	30m
							Stops:	0
Fare			CAD 1999.00					
Taxes			CAD 1002.28					
Security Charge			CAD 25.91					
GST			CAD 0.75					
Total			CAD 3001.28					

AIR								
<div><div>AIR CANADA</div><div></div></div>	<div>Flight Number</div> AC8556	<div>Class:</div> B-Economy	<div>From:</div> Victoria, BC	<div>Leaving:</div> Sat 30 Oct 03:55PM	<div>Destination:</div> Calgary, AB	<div>Arriving:</div> Sat 30 Oct 06:16PM	<div>Type:</div> <div>Operated By:</div> <div>Flying Time:</div> <div>Stops:</div>	<div>Canadair Regional Jet /Air Canada Express - Jazz</div> <div>1h21m</div> <div>0</div>
AIR								
<div><div>AIR CANADA</div><div></div></div>	<div>Flight Number</div> AC0850	<div>Class:</div> N-Premium Economy	<div>From:</div> Calgary, AB	<div>Leaving:</div> Sat 30 Oct 07:25PM	<div>Destination:</div> Heathrow, London, United Kingdom - Terminal 2	<div>Arriving:</div> Sun 31 Oct 10:10AM	<div>Type:</div> <div>Operated By:</div> <div>Flying Time:</div> <div>Stops:</div>	<div>Boeing 787-9 Dreamliner</div> <div>Air Canada</div> <div>8h45m</div> <div>0</div>
AIR								
<div><div>BRITISH AIRWAYS</div><div></div></div>	<div>Flight Number</div> BA1494	<div>Class:</div> O-Economy	<div>From:</div> Heathrow, London, United Kingdom - Terminal 5	<div>Leaving:</div> Sun 31 Oct 08:30PM	<div>Destination:</div> Glasgow, United Kingdom - Main Terminal	<div>Arriving:</div> Sun 31 Oct 10:00PM	<div>Type:</div> <div>Operated By:</div> <div>Flying Time:</div> <div>Stops:</div>	<div>Airbus A319 Jet</div> <div>British Airways</div> <div>1h30m</div> <div>0</div>
AIR								
<div><div>BRITISH AIRWAYS</div><div></div></div>	<div>Flight Number</div> BA1479	<div>Class:</div> O-Economy	<div>From:</div> Glasgow, United Kingdom - Main Terminal	<div>Leaving:</div> Sat 20 Nov 10:00AM	<div>Destination:</div> Heathrow, London, United Kingdom - Terminal 5	<div>Arriving:</div> Sat 20 Nov 11:35AM	<div>Type:</div> <div>Operated By:</div> <div>Flying Time:</div> <div>Stops:</div>	<div>Airbus A320</div> <div>British Airways</div> <div>1h35m</div> <div>0</div>
AIR								
<div><div>AIR CANADA</div><div></div></div>	<div>Flight Number</div> AC0861	<div>Class:</div> N-Premium Economy	<div>From:</div> Heathrow, London, United Kingdom - Terminal 2	<div>Leaving:</div> Sat 20 Nov 02:30PM	<div>Destination:</div> Vancouver, BC - Main Terminal	<div>Arriving:</div> Sat 20 Nov 03:55PM	<div>Type:</div> <div>Operated By:</div> <div>Flying Time:</div>	<div>Boeing 787-9 Dreamliner</div> <div>Air Canada</div> <div>9h30m</div>

							Stops:	0
AIR								
	Flight Number	Class:	From:	Leaving:	Destination:	Arriving:	Type:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz
	AC8169	B-Economy	Vancouver, BC - Main Terminal	Sat 20 Nov 07:30PM	Victoria, BC	Sat 20 Nov 07:59PM	Operated By:	
							Flying Time:	30m
							Stops:	0
Fare		CAD 1749.00						
Taxes		CAD 1050.28						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 2799.28						

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Monday, September 20, 2021 4:13 PM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

My boss has a slightly different itinerary so I will be booking separately from Kellie. If you can please provide options for flying out Saturday, October 30, and returning November 20 it would be appreciated. For the flights with long durations over 4 hours, please provide premium economy options as well.

Thank you,
Cheryl

Cheryl Tromp
Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: September 20, 2021 2:57 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Are they coming back on Nov 11 or 12?

Do you know, see flight options below.

K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 20, 2021 2:10 PM
To: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

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


Hi Kellie,






Hope this email finds you well and keeping safe.


Please find options below and let me know if you have questions.

These are all on economy fare.

Fares are not guaranteed until ticketed.

AIR								
	Flight Number AC8150	Class: T- Economy	From: Victoria, BC	Leaving: Sun 31 Oct 09:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 09:51AM	Type:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz
							Operate d By:	
							Flying Time:	31m
							Stops:	0
AIR								

 Lufthansa	Flight Number LH0493	Class: T- Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 02:40PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Mon 01 Nov 08:25AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h45m Stops: 0
AIR							
 Lufthansa	Flight Number LH0960	Class: T- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Mon 01 Nov 10:40AM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Mon 01 Nov 11:45AM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
 Lufthansa	Flight Number LH0975	Class: T- Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Thu 11 Nov 06:00AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Thu 11 Nov 08:55AM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
 Lufthansa	Flight Number LH0492	Class: T- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Thu 11 Nov 10:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Thu 11 Nov 11:25AM	Type: Boeing 747 400 Operated By: Lufthansa Flying Time: 10h5m Stops: 0
AIR							
AIR CANADA 	Flight Number AC8157	Class: T- Economy	From: Vancouver, BC - Main Terminal	Leaving: Thu 11 Nov 01:05PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 01:35PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 30m Stops: 0
Fare		CAD 1049.00					
Taxes		CAD 740.96					
Security Charge		CAD 25.91					
GST		CAD 0.75					
Total		CAD 1789.96					

AIR							
 DELTA	Flight Number DL6908	Class: V- Economy	From: Victoria, BC	Leaving: Sun 31 Oct 10:00AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 10:33AM	Type: Dehavilland Dash 8-400 Turboprop /Westjet Encore Operated By: Encore

							Flying Time:	33m
							Stops:	0
AIR								
	Flight Number DL9369	Class: V-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 04:30PM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Mon 01 Nov 10:05AM	Type: Operate d By: Flying Time: Stops:	Airbus A330-300 KLM Royal Dutch Airlines 9h35m 0
AIR								
	Flight Number DL9635	Class: V-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Mon 01 Nov 04:05PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Mon 01 Nov 04:35PM	Type: Operate d By: Flying Time: Stops:	Embraer 190 Jet /KLM Cityhopper 1h30m 0
AIR								
	Flight Number DL9538	Class: X-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Thu 11 Nov 06:05AM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Thu 11 Nov 08:45AM	Type: Operate d By: Flying Time: Stops:	Boeing 737 KLM Royal Dutch Airlines 1h40m 0
AIR								
	Flight Number DL9397	Class: X-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Thu 11 Nov 12:25PM	Destination: Calgary, AB	Arriving: Thu 11 Nov 01:45PM	Type: Operate d By: Flying Time: Stops:	Airbus A330-300 KLM Royal Dutch Airlines 9h20m 0
AIR								
	Flight Number DL6888	Class: X-Economy	From: Calgary, AB	Leaving: Thu 11 Nov 03:40PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 04:40PM	Type: Operate d By: Flying Time: Stops:	Dehavilland Dash 8-400 Turboprop /Westjet Encore 2h 0
Fare		CAD 479.00						
Taxes		CAD 704.42						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 1183.42						

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: September 20, 2021 1:32 PM
To: Account Management ON <AccountManagement_ON@dt.com>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hello,

I am forwarding the request below.

Thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: O'Brien, Kellie ENV:EX
Sent: September 20, 2021 10:25 AM
To: 'Christine.ward@visiontravel.ca' <Christine.ward@visiontravel.ca>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Hi Christine,

I was provided with your information from a former colleague.

I am looking for assistance in booking 2 flights to Glasgow from Victoria, BC – they will be leaving on Oct 31st (or the

day before) and returning on Nov 11th. Return times may vary between the two. I have copied my colleague, Cheryl who can advise on her bosses plans.

Are you able to provide flight options for there and back to me ASAP.

Many thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

From: Paolo Oliveros <poliveros@dt.com>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: September 29, 2021 2:54:53 PM PDT
Attachments: image002.gif, image004.gif, image006.gif, image005.png, image003.gif, image154192.png, image001.png

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

Hi Cheryl,

Airports in Germany like Frankfurt and Munich does not require covid-19 tests if just transiting.

But it would help if the traveler has vaccination documentation.

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca

[Travel Intelligence: Know Before You Go click here](#)



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Wednesday, September 29, 2021 2:41 PM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

My apologies on the delay, I meant to send you an update. I am still waiting for the final approval by our finance team before we can book these.

Do you know of any restrictions that may come into place once landing in the UK after a layover in Germany?

Thank you,
Cheryl

Cheryl Tromp
Executive Administrative Assistant

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 29, 2021 2:24 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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

Hi Cheryl,

I was wondering if you received my email the other day.

Regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca
Travel Intelligence: Know Before You Go [click here](#)




From: Paolo Oliveros
Sent: Monday, September 27, 2021 2:22 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

Good afternoon Cheryl,

Please find below, just give it a quick second look, make sure everything is correct.

Kindly advise the traveler's date of birth and the credit card to use. You can call me at number below.

AIR								
	Flight Number AC8062	Class: Q- Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz
							Operate d By:	
							Flying Time:	31m
							Stops:	0

AIR							
 Lufthansa	Flight Number LH0493	Class: N- Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55A M	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops: 0
AIR							
 Lufthansa	Flight Number LH0974	Class: Y- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
 Lufthansa	Flight Number LH0961	Class: Y- Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sun 14 Nov 09:05A M	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 14 Nov 12:00PM	Type: Airbus A320 Jet Sharklets Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
 Lufthansa	Flight Number LH0106	Class: Y- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 14 Nov 01:15PM	Destination: Munich, Germany - Terminal 2	Arriving: Sun 14 Nov 02:10PM	Type: Airbus A320 Jet Sharklets Operated By: Lufthansa Flying Time: 55m Stops: 0
AIR							
 Lufthansa	Flight Number LH0476	Class: G- Premium Economy	From: Munich, Germany - Terminal 2	Leaving: Sun 14 Nov 03:55PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 14 Nov 05:20PM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 10h25m Stops: 0
AIR							
AIR CANADA 	Flight Number AC8169	Class: B- Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 14 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sun 14 Nov 07:59PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 29m Stops: 0
Fare		CAD 2271.00					
Taxes		CAD 1024.79					

Security Charge	CAD 25.91
GST	CAD 0.75
Total	CAD 3295.79

Kind regards,

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca
Travel Intelligence: Know Before You Go [click here](#)



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Monday, September 27, 2021 2:07 PM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

We would like to book the first option, returning on September 14.
FYI Jeremy's Aeroplan/loyalty program number is s.22

Please let me know what information you all require to complete the booking.

Thank you,
Cheryl

Cheryl Tromp
Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 22, 2021 10:09 AM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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





Hi Cheryl,




Please find below. There is a flight on the 14th with an extra stop Glasgow-Frankfurt-Munich-Vancouver-Victoria.

Then I included the return on the 13th.

AIR							
	Flight Number AC8062	Class: M- Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operate d By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: E- Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55A M	Type: Airbus A350-900 Jet Operate d By: Lufthansa Flying Time: 9h40m Stops: 0
AIR							
	Flight Number LH0974	Class: Y- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0961	Class: B- Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sun 14 Nov 09:05A M	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 14 Nov 12:00PM	Type: Airbus A320 Jet Sharklets Operate d By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
	Flight Number LH0106	Class: B- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 14 Nov 01:15PM	Destination: Munich, Germany - Terminal 2	Arriving: Sun 14 Nov 02:10PM	Type: Airbus A320 Jet Sharklets Operate d By: Lufthansa Flying Time: 55m Stops: 0
AIR							
	Flight Number LH0476	Class: B- Economy	From: Munich, Germany - Terminal 2	Leaving: Sun 14 Nov 03:55PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 14 Nov 05:20PM	Type: Airbus A350-900 Jet Operate d By: Lufthansa Flying Time: 10h25m

						Stops:		0
AIR								
	Flight Number AC8169	Class: B- Econom y	From: Vancouver, BC - Main Terminal	Leaving: Sun 14 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sun 14 Nov 07:59PM	Type:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz
							Operate d By:	
							Flying Time:	29m
							Stops:	0
Fare		CAD 2671.00						
Taxes		CAD 811.90						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 3482.90						

AIR								
	Flight Number AC8062	Class: M-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Operated By: Flying Time: Stops:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz 31m 0
AIR								
	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Operated By: Flying Time: Stops:	Airbus A350-900 Jet Lufthansa 9h40m 0
AIR								
	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Operated By: Flying Time: Stops:	Airbus A319 Jet Lufthansa 2h5m 0
AIR								
	Flight Number LH0961	Class: Y-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 13 Nov 09:05AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sat 13 Nov 12:00PM	Type: Operated By: Flying Time: Stops:	Embraer 190 Jet Lufthansa Cityline 1h55m 0

AIR							
 Lufthansa	Flight Number LH6792	Class: N- Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sat 13 Nov 01:30PM	Destination: Calgary, AB	Arriving: Sat 13 Nov 02:55PM	Type: Boeing 787-9 Operated By: Dreamliner Flying Time: Air Canada Stops: 9h25m 0
AIR							
 AIR CANADA	Flight Number AC0221	Class: Q- Economy	From: Calgary, AB	Leaving: Sat 13 Nov 05:25PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 13 Nov 06:00PM	Type: Boeing 737max 8 Operated By: Passenger Flying Time: Air Canada Stops: 1h35m 0
AIR							
 AIR CANADA	Flight Number AC8169	Class: Q- Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 13 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sat 13 Nov 07:59PM	Type: De Havilland Operated By: Dash 8-400 Flying Time: Turboprop /Air Canada Stops: Express - Jazz 29m 0
Fare		CAD 1999.00					
Taxes		CAD 1003.77					
Security Charge		CAD 25.91					
GST		CAD 0.75					
Total		CAD 3002.77					

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248

2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: Wednesday, September 22, 2021 9:52 AM

To: Paolo Oliveros <poliveros@dt.com>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Thank you. Is there a Lufthansa return on the 13th or 15th?

All the best,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 21, 2021 12:13 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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

Hi Cheryl,

No worries. There is no Lufthansa return on the 14th.

I will find other options.

Kind regards,

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Tuesday, September 21, 2021 11:58 AM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

Thank you for these options. Jeremy has indicated he prefers the Air Canada/Lufthansa selection of the flights Victoria-Glasgow

And my apologies for another request but our plans are still fluctuating, dates aren't set yet. Jeremy is now looking at returning on Nov 14.

If you can please send return options for that date it would be appreciated. Preference to avoid 6am departure times if possible.

Can you let me know what change fees would be incurred if we need to change the return flight after its booked?

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 20, 2021 4:40 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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




Hi Cheryl,


Glad to be able to help.

Please see below options with premium economy.

Please let me know if you have questions.

AIR								
<div><div>AIR CANADA</div><div></div></div>	<div>Flight Number</div> <div>AC8062</div>	<div>Class:</div> <div>M-Economy</div>	<div>From:</div> <div>Victoria, BC</div>	<div>Leaving:</div> <div>Sat 30 Oct 02:30PM</div>	<div>Destination:</div> <div>Vancouver, BC - Main Terminal</div>	<div>Arriving:</div> <div>Sat 30 Oct 03:01PM</div>	<div>Type:</div> <div>Operated By:</div> <div>Flying Time:</div> <div>Stops:</div>	<div>Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz</div> <div>31m</div> <div>0</div>
AIR								
<div><div></div><div>Lufthansa</div></div>	<div>Flight Number</div> <div>LH0493</div>	<div>Class:</div> <div>E-Premium Economy</div>	<div>From:</div> <div>Vancouver, BC - Main Terminal</div>	<div>Leaving:</div> <div>Sat 30 Oct 04:15PM</div>	<div>Destination:</div> <div>Frankfurt, Germany - Terminal 1</div>	<div>Arriving:</div> <div>Sun 31 Oct 09:55AM</div>	<div>Type:</div> <div>Operated By:</div> <div>Flying Time:</div> <div>Stops:</div>	<div>Airbus A350-900 Jet</div> <div>Lufthansa</div> <div>9h40m</div> <div>0</div>
AIR								
<div><div></div><div>Lufthansa</div></div>	<div>Flight Number</div> <div>LH0974</div>	<div>Class:</div> <div>Y-Economy</div>	<div>From:</div> <div>Frankfurt, Germany - Terminal 1</div>	<div>Leaving:</div> <div>Sun 31 Oct 02:00PM</div>	<div>Destination:</div> <div>Glasgow, United Kingdom -</div>	<div>Arriving:</div> <div>Sun 31 Oct 03:05PM</div>	<div>Type:</div> <div>Operated By:</div>	<div>Airbus A319 Jet</div> <div>Lufthansa</div>

					Main Terminal		Flying Time: 2h5m Stops: 0
AIR							
 Lufthansa	Flight Number LH0975	Class: Y-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 20 Nov 06:00A M	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sat 20 Nov 08:55A M	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
 Lufthansa	Flight Number LH0492	Class: N-Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sat 20 Nov 10:20A M	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 20 Nov 11:25A M	Type: Boeing 747 400 Operated By: Lufthansa Flying Time: 10h5m Stops: 0
AIR							
AIR CANADA 	Flight Number AC8157	Class: Q-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 20 Nov 01:10PM	Destination: Victoria, BC	Arriving: Sat 20 Nov 01:39PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 30m Stops: 0
Fare		CAD 1999.00					
Taxes		CAD 1002.28					
Security Charge		CAD 25.91					
GST		CAD 0.75					
Total		CAD 3001.28					

AIR							
AIR CANADA 	Flight Number AC8556	Class: B-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 03:55PM	Destination: Calgary, AB	Arriving: Sat 30 Oct 06:16PM	Type: Canadair Regional Jet /Air Canada Express - Jazz Operated By: Jazz Flying Time: 1h21m Stops: 0
AIR							
AIR CANADA 	Flight Number AC0850	Class: N-Premium Economy	From: Calgary, AB	Leaving: Sat 30 Oct 07:25PM	Destination: Heathrow, London, United Kingdom - Terminal 2	Arriving: Sun 31 Oct 10:10A M	Type: Boeing 787-9 Dreamliner Operated By: Air Canada Flying Time: 8h45m Stops: 0
AIR							

	Flight Number BA1494	Class: O-Economy	From: Heathrow, London, United Kingdom - Terminal 5	Leaving: Sun 31 Oct 08:30PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 10:00PM	Type: Airbus A319 Jet Operated By: British Airways Flying Time: 1h30m Stops: 0
AIR							
	Flight Number BA1479	Class: O-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 20 Nov 10:00AM	Destination: Heathrow, London, United Kingdom - Terminal 5	Arriving: Sat 20 Nov 11:35AM	Type: Airbus A320 Operated By: British Airways Flying Time: 1h35m Stops: 0
AIR							
	Flight Number AC0861	Class: N-Premium Economy	From: Heathrow, London, United Kingdom - Terminal 2	Leaving: Sat 20 Nov 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 20 Nov 03:55PM	Type: Boeing 787-9 Dreamliner Operated By: Air Canada Flying Time: 9h30m Stops: 0
AIR							
	Flight Number AC8169	Class: B-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 20 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sat 20 Nov 07:59PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 30m Stops: 0
Fare			CAD 1749.00				
Taxes			CAD 1050.28				
Security Charge			CAD 25.91				
GST			CAD 0.75				
Total			CAD 2799.28				

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Monday, September 20, 2021 4:13 PM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

My boss has a slightly different itinerary so I will be booking separately from Kellie. If you can please provide options for flying out Saturday, October 30, and returning November 20 it would be appreciated. For the flights with long durations over 4 hours, please provide premium economy options as well.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: September 20, 2021 2:57 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Are they coming back on Nov 11 or 12?

Do you know, see flight options below.

K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 20, 2021 2:10 PM
To: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

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

Hi Kellie,

Hope this email finds you well and keeping safe.






Please find options below and let me know if you have questions.


These are all on economy fare.

Fares are not guaranteed until ticketed.

AIR							
	Flight Number AC8150	Class: T- Economy	From: Victoria, BC	Leaving: Sun 31 Oct 09:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 09:51AM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operate d By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: T- Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 02:40PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Mon 01 Nov 08:25AM	Type: Airbus A350-900 Jet Operate d By: Lufthansa Flying Time: 9h45m Stops: 0
AIR							
	Flight Number LH0960	Class: T- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Mon 01 Nov 10:40AM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Mon 01 Nov 11:45AM	Type: Airbus A319 Jet Operate d By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0975	Class: T- Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Thu 11 Nov 06:00AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Thu 11 Nov 08:55AM	Type: Airbus A319 Jet Operate d By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
	Flight Number LH0492	Class: T- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Thu 11 Nov 10:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Thu 11 Nov 11:25AM	Type: Boeing 747 400 Operate d By: Lufthansa Flying Time: 10h5m Stops: 0
AIR							
	Flight Number AC8157	Class: T-	From: Vancouver,	Leaving: Thu 11	Destination: Victoria, BC	Arriving: Thu 11	Type: Dehavilland Dash 8-400 Turboprop

		Economy	BC - Main Terminal	Nov 01:05PM		Nov 01:35PM	Operated By:	/Air Canada Express - Jazz
							Flying Time:	30m
							Stops:	0
Fare			CAD 1049.00					
Taxes			CAD 740.96					
Security Charge			CAD 25.91					
GST			CAD 0.75					
Total			CAD 1789.96					

AIR								
	Flight Number DL6908	Class: V-Economy	From: Victoria, BC	Leaving: Sun 31 Oct 10:00AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 10:33AM	Type: Dehavilland Dash 8-400 Turboprop /Westjet Encore	Operated By: Flying Time: Stops:
							33m	0
AIR								
	Flight Number DL9369	Class: V-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 04:30PM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Mon 01 Nov 10:05AM	Type: Airbus A330-300 KLM Royal Dutch Airlines	Operated By: Flying Time: Stops:
							9h35m	0
AIR								
	Flight Number DL9635	Class: V-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Mon 01 Nov 04:05PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Mon 01 Nov 04:35PM	Type: Embraer 190 Jet /KLM Cityhopper	Operated By: Flying Time: Stops:
							1h30m	0
AIR								
	Flight Number DL9538	Class: X-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Thu 11 Nov 06:05AM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Thu 11 Nov 08:45AM	Type: Boeing 737 KLM Royal Dutch Airlines	Operated By: Flying Time: Stops:
							1h40m	0
AIR								
	Flight Number DL9397	Class: X-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Thu 11 Nov 12:25PM	Destination: Calgary, AB	Arriving: Thu 11 Nov 01:45PM	Type: Airbus A330-300 KLM Royal Dutch Airlines	Operated By: Flying Time:
							9h20m	

							Stops:	0
AIR								
	Flight Number DL6888	Class: X-Economy	From: Calgary, AB	Leaving: Thu 11 Nov 03:40PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 04:40PM	Type: Operated By: Flying Time: Stops:	Dehavilland Dash 8-400 Turboprop /Westjet Encore 2h 0
Fare		CAD 479.00						
Taxes		CAD 704.42						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 1183.42						

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: September 20, 2021 1:32 PM
To: Account Management ON <AccountManagement_ON@dt.com>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hello,

I am forwarding the request below.

Thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: O'Brien, Kellie ENV:EX
Sent: September 20, 2021 10:25 AM
To: 'Christine.ward@visiontravel.ca' <Christine.ward@visiontravel.ca>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Hi Christine,

I was provided with your information from a former colleague.

I am looking for assistance in booking 2 flights to Glasgow from Victoria, BC – they will be leaving on Oct 31st (or the day before) and returning on Nov 11th. Return times may vary between the two. I have copied my colleague, Cheryl who can advise on her bosses plans.

Are you able to provide flight options for there and back to me ASAP.

Many thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

From: Paolo Oliveros <poliveros@dt.com>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: October 4, 2021 3:25:43 PM PDT
Attachments: image006.gif, image004.gif, image003628.png, image003.gif, image005.png, image001.png, image002.gif

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

Yes I can certainly add his Aeroplan. 😊

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca

Travel Intelligence: Know Before You Go click here



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Monday, October 4, 2021 3:01 PM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

Here is the information, as shown on his passport:

Given Names: Jeremy^{s.22}
Surname: Hewitt

He also inquired about the loyalty program, are we able to book the flights under his number? ^{s.22}

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Tromp, Cheryl ENV:EX
Sent: September 29, 2021 2:41 PM

To: 'Paolo Oliveros' <poliveros@dt.com>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

Hi Paolo,

My apologies on the delay, I meant to send you an update. I am still waiting for the final approval by our finance team before we can book these.

Do you know of any restrictions that may come into place once landing in the UK after a layover in Germany?

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>

Sent: September 29, 2021 2:24 PM

To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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

Hi Cheryl,

I was wondering if you received my email the other day.

Regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca

[Travel Intelligence: Know Before You Go click here](#)



From: Paolo Oliveros

Sent: Monday, September 27, 2021 2:22 PM



To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>


Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

Good afternoon Cheryl,

Please find below, just give it a quick second look, make sure everything is correct.

Kindly advise the traveler's date of birth and the credit card to use. You can call me at number below.

AIR							
	Flight Number AC8062	Class: Q-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: N-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops: 0
AIR							
	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0961	Class: Y-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sun 14 Nov 09:05AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 14 Nov 12:00PM	Type: Airbus A320 Jet Sharklets Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
	Flight Number LH0106	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 14 Nov 01:15PM	Destination: Munich, Germany - Terminal 2	Arriving: Sun 14 Nov 02:10PM	Type: Airbus A320 Jet Sharklets Operated By: Lufthansa Flying Time: 55m Stops: 0
AIR							
	Flight Number LH0476	Class: G-Premium Economy	From: Munich, Germany - Terminal 2	Leaving: Sun 14 Nov 03:55PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 14 Nov 05:20PM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 10h25m

						Stops:		0	
AIR									
<div>AIR CANADA </div>		Flight Number AC8169	Class: B- Econom y	From: Vancouver, BC - Main Terminal	Leaving: Sun 14 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sun 14 Nov 07:59PM	Type:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz
								Operate d By:	
								Flying Time:	29m
								Stops:	0
Fare			CAD 2271.00						
Taxes			CAD 1024.79						
Security Charge			CAD 25.91						
GST			CAD 0.75						
Total			CAD 3295.79						

Kind regards,

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca
Travel Intelligence: Know Before You Go click here



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Monday, September 27, 2021 2:07 PM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

We would like to book the first option, returning on September 14.
FYI Jeremy's Aeroplan/loyalty program number is s.22

Please let me know what information you all require to complete the booking.

Thank you,
Cheryl

Cheryl Tromp
Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy





From: Paolo Oliveros <poliveros@dt.com>
Sent: September 22, 2021 10:09 AM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP




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

Hi Cheryl,






Please find below. There is a flight on the 14th with an extra stop Glasgow-Frankfurt-Munich-Vancouver-Victoria.

Then I included the return on the 13th.

AIR							
	Flight Number AC8062	Class: M-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops: 0
AIR							
	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0961	Class: B-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sun 14 Nov 09:05AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 14 Nov 12:00PM	Type: Airbus A320 Jet Sharklets Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							

 Lufthansa	Flight Number LH0106	Class: B- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 14 Nov 01:15PM	Destination: Munich, Germany - Terminal 2	Arriving: Sun 14 Nov 02:10PM	Type: Airbus A320 Jet Sharklets Operated By: Lufthansa Flying Time: 55m Stops: 0
AIR							
 Lufthansa	Flight Number LH0476	Class: B- Economy	From: Munich, Germany - Terminal 2	Leaving: Sun 14 Nov 03:55PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 14 Nov 05:20PM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 10h25m Stops: 0
AIR							
AIR CANADA 	Flight Number AC8169	Class: B- Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 14 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sun 14 Nov 07:59PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 29m Stops: 0
Fare		CAD 2671.00					
Taxes		CAD 811.90					
Security Charge		CAD 25.91					
GST		CAD 0.75					
Total		CAD 3482.90					

AIR							
AIR CANADA 	Flight Number AC8062	Class: M- Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 31m Stops: 0
AIR							
 Lufthansa	Flight Number LH0493	Class: E- Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55A M	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops: 0

AIR								
 Lufthansa	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0	
AIR								
 Lufthansa	Flight Number LH0961	Class: Y-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 13 Nov 09:05AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sat 13 Nov 12:00PM	Type: Embraer 190 Jet Operated By: Lufthansa Cityline Flying Time: 1h55m Stops: 0	
AIR								
 Lufthansa	Flight Number LH6792	Class: N-Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sat 13 Nov 01:30PM	Destination: Calgary, AB	Arriving: Sat 13 Nov 02:55PM	Type: Boeing 787-9 Dreamliner Operated By: Air Canada Flying Time: 9h25m Stops: 0	
AIR								
 AIR CANADA	Flight Number AC0221	Class: Q-Economy	From: Calgary, AB	Leaving: Sat 13 Nov 05:25PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 13 Nov 06:00PM	Type: Boeing 737max 8 Passenger Operated By: Air Canada Flying Time: 1h35m Stops: 0	
AIR								
 AIR CANADA	Flight Number AC8169	Class: Q-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 13 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sat 13 Nov 07:59PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 29m Stops: 0	
Fare		CAD 1999.00						
Taxes		CAD 1003.77						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 3002.77						

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Wednesday, September 22, 2021 9:52 AM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Thank you. Is there a Lufthansa return on the 13th or 15th?

All the best,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 21, 2021 12:13 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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

Hi Cheryl,

No worries. There is no Lufthansa return on the 14th.

I will find other options.

Kind regards,

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Tuesday, September 21, 2021 11:58 AM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

Thank you for these options. Jeremy has indicated he prefers the Air Canada/Lufthansa selection of the flights Victoria-Glasgow

And my apologies for another request but our plans are still fluctuating, dates aren't set yet. Jeremy is now looking at returning on Nov 14.

If you can please send return options for that date it would be appreciated. Preference to avoid 6am departure times if possible.

Can you let me know what change fees would be incurred if we need to change the return flight after its booked?

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 20, 2021 4:40 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP


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





Hi Cheryl,


Glad to be able to help.





Please see below options with premium economy.

Please let me know if you have questions.

AIR								
	Flight Number AC8062	Class: M- Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz
							Operate d By:	
							Flying Time:	31m

							Stops:	0
AIR								
 Lufthansa	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops:	0
AIR								
 Lufthansa	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops:	0
AIR								
 Lufthansa	Flight Number LH0975	Class: Y-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 20 Nov 06:00AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sat 20 Nov 08:55AM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 1h55m Stops:	0
AIR								
 Lufthansa	Flight Number LH0492	Class: N-Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sat 20 Nov 10:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 20 Nov 11:25AM	Type: Boeing 747 400 Operated By: Lufthansa Flying Time: 10h5m Stops:	0
AIR								
 AIR CANADA	Flight Number AC8157	Class: Q-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 20 Nov 01:10PM	Destination: Victoria, BC	Arriving: Sat 20 Nov 01:39PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 30m Stops:	0
Fare		CAD 1999.00						
Taxes		CAD 1002.28						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 3001.28						

AIR							
AIR CANADA 	Flight Number AC8556	Class: B-	From: Victoria, BC	Leaving: Sat 30	Destination: Calgary, AB	Arriving: Sat 30	Type: Canadair Regional Jet

		Economy		Oct 03:55PM		Oct 06:16PM	Operated By:	/Air Canada Express - Jazz
							Flying Time:	1h21m
							Stops:	0
AIR								
	Flight Number AC0850	Class: N-Premium Economy	From: Calgary, AB	Leaving: Sat 30 Oct 07:25PM	Destination: Heathrow, London, United Kingdom - Terminal 2	Arriving: Sun 31 Oct 10:10AM	Type: Boeing 787-9 Dreamliner Operated By: Air Canada Flying Time: 8h45m Stops:	0
AIR								
	Flight Number BA1494	Class: O-Economy	From: Heathrow, London, United Kingdom - Terminal 5	Leaving: Sun 31 Oct 08:30PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 10:00PM	Type: Airbus A319 Jet Operated By: British Airways Flying Time: 1h30m Stops:	0
AIR								
	Flight Number BA1479	Class: O-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 20 Nov 10:00AM	Destination: Heathrow, London, United Kingdom - Terminal 5	Arriving: Sat 20 Nov 11:35AM	Type: Airbus A320 Operated By: British Airways Flying Time: 1h35m Stops:	0
AIR								
	Flight Number AC0861	Class: N-Premium Economy	From: Heathrow, London, United Kingdom - Terminal 2	Leaving: Sat 20 Nov 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 20 Nov 03:55PM	Type: Boeing 787-9 Dreamliner Operated By: Air Canada Flying Time: 9h30m Stops:	0
AIR								
	Flight Number AC8169	Class: B-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 20 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sat 20 Nov 07:59PM	Type: Dehavilland Dash 8-400 Turboprop Operated By: /Air Canada Express - Jazz Flying Time: 30m Stops:	0
Fare		CAD 1749.00						
Taxes		CAD 1050.28						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 2799.28						

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: Monday, September 20, 2021 4:13 PM

To: Paolo Oliveros <poliveros@dt.com>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

My boss has a slightly different itinerary so I will be booking separately from Kellie. If you can please provide options for flying out Saturday, October 30, and returning November 20 it would be appreciated. For the flights with long durations over 4 hours, please provide premium economy options as well.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>

Sent: September 20, 2021 2:57 PM

To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

Importance: High

Are they coming back on Nov 11 or 12?

Do you know, see flight options below.

K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy

C: s.17

E: Kellie.O'Brien@gov.bc.ca

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 20, 2021 2:10 PM
To: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

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

Hi Kellie,




Hope this email finds you well and keeping safe.




Please find options below and let me know if you have questions.

These are all on economy fare.

Fares are not guaranteed until ticketed.

AIR							
	Flight Number AC8150	Class: T-Economy	From: Victoria, BC	Leaving: Sun 31 Oct 09:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 09:51AM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: T-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 02:40PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Mon 01 Nov 08:25AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h45m Stops: 0
AIR							
	Flight Number LH0960	Class: T-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Mon 01 Nov 10:40AM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Mon 01 Nov 11:45AM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							

 Lufthansa	Flight Number LH0975	Class: T-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Thu 11 Nov 06:00AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Thu 11 Nov 08:55AM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
 Lufthansa	Flight Number LH0492	Class: T-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Thu 11 Nov 10:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Thu 11 Nov 11:25AM	Type: Boeing 747 400 Operated By: Lufthansa Flying Time: 10h5m Stops: 0
AIR							
AIR CANADA 	Flight Number AC8157	Class: T-Economy	From: Vancouver, BC - Main Terminal	Leaving: Thu 11 Nov 01:05PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 01:35PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operate d By: Flying Time: 30m Stops: 0
Fare		CAD 1049.00					
Taxes		CAD 740.96					
Security Charge		CAD 25.91					
GST		CAD 0.75					
Total		CAD 1789.96					

AIR							
 DELTA	Flight Number DL6908	Class: V-Economy	From: Victoria, BC	Leaving: Sun 31 Oct 10:00AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 10:33AM	Type: Dehavilland Dash 8-400 Turboprop /Westjet Encore Operate d By: Flying Time: 33m Stops: 0
AIR							
 DELTA	Flight Number DL9369	Class: V-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 04:30PM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Mon 01 Nov 10:05AM	Type: Airbus A330-300 KLM Royal Dutch Airlines Operate d By: Flying Time: 9h35m Stops: 0
AIR							
 DELTA	Flight Number DL9635	Class: V-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Mon 01 Nov 04:05PM	Destination: Glasgow, United Kingdom -	Arriving: Mon 01 Nov 04:35PM	Type: Embraer 190 Jet /KLM Cityhopper Operate d By:

					Main Terminal		Flying Time:	1h30m
							Stops:	0
AIR								
	Flight Number DL9538	Class: X-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Thu 11 Nov 06:05AM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Thu 11 Nov 08:45AM	Type: Operate d By: Flying Time: Stops:	Boeing 737 KLM Royal Dutch Airlines 1h40m 0
AIR								
	Flight Number DL9397	Class: X-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Thu 11 Nov 12:25PM	Destination: Calgary, AB	Arriving: Thu 11 Nov 01:45PM	Type: Operate d By: Flying Time: Stops:	Airbus A330-300 KLM Royal Dutch Airlines 9h20m 0
AIR								
	Flight Number DL6888	Class: X-Economy	From: Calgary, AB	Leaving: Thu 11 Nov 03:40PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 04:40PM	Type: Operate d By: Flying Time: Stops:	Dehavilland Dash 8-400 Turboprop /Westjet Encore 2h 0
Fare		CAD 479.00						
Taxes		CAD 704.42						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 1183.42						

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248

2

Visit us: www.dt.ca



From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>

Sent: September 20, 2021 1:32 PM

To: Account Management ON <AccountManagement_ON@dt.com>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hello,

I am forwarding the request below.

Thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: O'Brien, Kellie ENV:EX
Sent: September 20, 2021 10:25 AM
To: 'Christine.ward@visiontravel.ca' <Christine.ward@visiontravel.ca>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Hi Christine,

I was provided with your information from a former colleague.

I am looking for assistance in booking 2 flights to Glasgow from Victoria, BC – they will be leaving on Oct 31st (or the day before) and returning on Nov 11th. Return times may vary between the two. I have copied my colleague, Cheryl who can advise on her bosses plans.

Are you able to provide flight options for there and back to me ASAP.

Many thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

From: Paolo Oliveros <poliveros@dt.com>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: October 4, 2021 4:32:39 PM PDT
Attachments: image002.gif, image004.gif, image006.gif, image678291.png, image005.png, image003.gif, image001.png

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

Hi Cheryll,

I just wanted to let you know that the fare went up.
It is 3846.53 CAD

Kind regards,

Paoloi

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca

[Travel Intelligence: Know Before You Go click here](#)



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Monday, October 4, 2021 3:47 PM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

Alexandra will be calling shortly to pay, if you can email the receipt to both myself and her once complete it would be appreciated.

Alexandra.Weynerowski@gov.bc.ca

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>
Sent: October 4, 2021 3:26 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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

Yes I can certainly add his Aeroplan. 😊

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca
Travel Intelligence: Know Before You Go click here



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Monday, October 4, 2021 3:01 PM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

Here is the information, as shown on his passport:

Given Names: Jeremy s.22
Surname: Hewitt

He also inquired about the loyalty program, are we able to book the flights under his number? s.22

Thank you,
Cheryl

Cheryl Tromp
Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Tromp, Cheryl ENV:EX
Sent: September 29, 2021 2:41 PM
To: 'Paolo Oliveros' <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

Hi Paolo,

My apologies on the delay, I meant to send you an update. I am still waiting for the final approval by our finance team before we can book these.

Do you know of any restrictions that may come into place once landing in the UK after a layover in Germany?

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>

Sent: September 29, 2021 2:24 PM

To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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

Hi Cheryl,

I was wondering if you received my email the other day.

Regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca

Travel Intelligence: Know Before You Go [click here](#)



From: Paolo Oliveros

Sent: Monday, September 27, 2021 2:22 PM



To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

Good afternoon Cheryl,

Please find below, just give it a quick second look, make sure everything is correct.

Kindly advise the traveler's date of birth and the credit card to use. You can call me at number below.

AIR							
	Flight Number AC8062	Class: Q- Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: N- Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55A M	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops: 0
AIR							
	Flight Number LH0974	Class: Y- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0961	Class: Y- Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sun 14 Nov 09:05A M	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 14 Nov 12:00PM	Type: Airbus A320 Jet Sharklets Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
	Flight Number LH0106	Class: Y- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 14 Nov 01:15PM	Destination: Munich, Germany - Terminal 2	Arriving: Sun 14 Nov 02:10PM	Type: Airbus A320 Jet Sharklets Operated By: Lufthansa Flying Time: 55m Stops: 0
AIR							
	Flight Number LH0476	Class: G- Premium Economy	From: Munich, Germany - Terminal 2	Leaving: Sun 14 Nov 03:55PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 14 Nov 05:20PM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 10h25m Stops: 0
AIR							

AIR CANADA 	Flight Number	Class:	From:	Leaving:	Destination:	Arriving:	Type:
	AC8169	B-Economy	Vancouver, BC - Main Terminal	Sun 14 Nov 07:30PM	Victoria, BC	Sun 14 Nov 07:59PM	Dash 8-400 Turboprop /Air Canada Express - Jazz
							Operated By:
							Jazz
							Flying Time:
							29m
							Stops:
							0
Fare		CAD 2271.00					
Taxes		CAD 1024.79					
Security Charge		CAD 25.91					
GST		CAD 0.75					
Total		CAD 3295.79					

Kind regards,

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca

Travel Intelligence: Know Before You Go [click here](#)



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: Monday, September 27, 2021 2:07 PM

To: Paolo Oliveros <poliveros@dt.com>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

We would like to book the first option, returning on September 14.

FYI Jeremy's Aeroplan/loyalty program number is s.22

Please let me know what information you all require to complete the booking.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>

Sent: September 22, 2021 10:09 AM

To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>






Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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

Hi Cheryl,





Please find below. There is a flight on the 14th with an extra stop Glasgow-Frankfurt-Munich-Vancouver-Victoria.

Then I included the return on the 13th.

AIR							
	Flight Number AC8062	Class: M-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: Stops: 0
AIR							
	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Airbus A350-900 Jet Operated By: Flying Time: Stops: 0
AIR							
	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Flying Time: Stops: 0
AIR							
	Flight Number LH0961	Class: B-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sun 14 Nov 09:05AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 14 Nov 12:00PM	Type: Airbus A320 Jet Sharklets Operated By: Flying Time: Stops: 0
AIR							
	Flight Number LH0106	Class: B-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 14 Nov 01:15PM	Destination: Munich, Germany - Terminal 2	Arriving: Sun 14 Nov 02:10PM	Type: Airbus A320 Jet Sharklets Operated By: Lufthansa

							Flying Time:	55m
							Stops:	0
AIR								
							Type:	Airbus A350-900 Jet
	Flight Number LH0476	Class: B-Economy	From: Munich, Germany - Terminal 2	Leaving: Sun 14 Nov 03:55PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 14 Nov 05:20PM	Operated By:	Lufthansa
							Flying Time:	10h25m
							Stops:	0
AIR								
							Type:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz
	Flight Number AC8169	Class: B-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 14 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sun 14 Nov 07:59PM	Operated By:	
							Flying Time:	29m
							Stops:	0
Fare		CAD 2671.00						
Taxes		CAD 811.90						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 3482.90						

AIR								
	Flight Number AC8062	Class: M-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Operated By: Flying Time: Stops:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz 31m 0
AIR								
	Flight Number LH0493	Class: E-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Operated By: Flying Time: Stops:	Airbus A350-900 Jet Lufthansa 9h40m 0
AIR								
	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom -	Arriving: Sun 31 Oct 03:05PM	Type: Operated By:	Airbus A319 Jet Lufthansa

					Main Terminal		Flying Time: 2h5m Stops: 0
AIR							
 Lufthansa	Flight Number LH0961	Class: Y-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 13 Nov 09:05A M	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sat 13 Nov 12:00PM	Type: Embraer 190 Jet Operated By: Lufth Cityline Flying Time: 1h55m Stops: 0
AIR							
 Lufthansa	Flight Number LH6792	Class: N-Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sat 13 Nov 01:30PM	Destination: Calgary, AB	Arriving: Sat 13 Nov 02:55PM	Type: Boeing 787-9 Dreamliner Operated By: Air Canada Flying Time: 9h25m Stops: 0
AIR							
AIR CANADA 	Flight Number AC0221	Class: Q-Economy	From: Calgary, AB	Leaving: Sat 13 Nov 05:25PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 13 Nov 06:00PM	Type: Boeing 737max 8 Passenger Operated By: Air Canada Flying Time: 1h35m Stops: 0
AIR							
AIR CANADA 	Flight Number AC8169	Class: Q-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 13 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sat 13 Nov 07:59PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 29m Stops: 0
Fare		CAD 1999.00					
Taxes		CAD 1003.77					
Security Charge		CAD 25.91					
GST		CAD 0.75					
Total		CAD 3002.77					

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Wednesday, September 22, 2021 9:52 AM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Thank you. Is there a Lufthansa return on the 13th or 15th?

All the best,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 21, 2021 12:13 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

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

Hi Cheryl,

No worries. There is no Lufthansa return on the 14th.

I will find other options.

Kind regards,

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Tuesday, September 21, 2021 11:58 AM

To: Paolo Oliveros <poliveros@dt.com>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

Thank you for these options. Jeremy has indicated he prefers the Air Canada/Lufthansa selection of the flights Victoria-Glasgow

And my apologies for another request but our plans are still fluctuating, dates aren't set yet. Jeremy is now looking at returning on Nov 14.

If you can please send return options for that date it would be appreciated. Preference to avoid 6am departure times if possible.

Can you let me know what change fees would be incurred if we need to change the return flight after its booked?

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>

Sent: September 20, 2021 4:40 PM

To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP


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






Hi Cheryl,


Glad to be able to help.






Please see below options with premium economy.

Please let me know if you have questions.

AIR								
AIR CANADA 	Flight Number AC8062	Class: M- Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type:	Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz
							Operate d By:	
							Flying Time:	31m
							Stops:	0
AIR								

 Lufthansa	Flight Number LH0493	Class: E- Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops: 0
AIR							
 Lufthansa	Flight Number LH0974	Class: Y- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
 Lufthansa	Flight Number LH0975	Class: Y- Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 20 Nov 06:00AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sat 20 Nov 08:55AM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 1h55m Stops: 0
AIR							
 Lufthansa	Flight Number LH0492	Class: N- Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sat 20 Nov 10:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 20 Nov 11:25AM	Type: Boeing 747 400 Operated By: Lufthansa Flying Time: 10h5m Stops: 0
AIR							
AIR CANADA 	Flight Number AC8157	Class: Q- Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 20 Nov 01:10PM	Destination: Victoria, BC	Arriving: Sat 20 Nov 01:39PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 30m Stops: 0
Fare		CAD 1999.00					
Taxes		CAD 1002.28					
Security Charge		CAD 25.91					
GST		CAD 0.75					
Total		CAD 3001.28					

AIR							
AIR CANADA 	Flight Number AC8556	Class: B- Economy	From: Victoria, BC	Leaving: Sat 30 Oct 03:55PM	Destination: Calgary, AB	Arriving: Sat 30 Oct 06:16PM	Type: Canadair Regional Jet /Air Canada Express - Jazz Operated By: Jazz

							Flying Time:	1h21m
							Stops:	0
AIR								
							Type:	Boeing 787-9
AIR CANADA 	Flight Number AC0850	Class: N-Premium Economy	From: Calgary, AB	Leaving: Sat 30 Oct 07:25PM	Destination: Heathrow, London, United Kingdom - Terminal 2	Arriving: Sun 31 Oct 10:10AM	Operated By:	Dreamliner
							Flying Time:	Air Canada
							Stops:	8h45m
								0
AIR								
							Type:	Airbus A319 Jet
BRITISH AIRWAYS 	Flight Number BA1494	Class: O-Economy	From: Heathrow, London, United Kingdom - Terminal 5	Leaving: Sun 31 Oct 08:30PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 10:00PM	Operated By:	British Airways
							Flying Time:	1h30m
							Stops:	0
AIR								
							Type:	Airbus A320
BRITISH AIRWAYS 	Flight Number BA1479	Class: O-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Sat 20 Nov 10:00AM	Destination: Heathrow, London, United Kingdom - Terminal 5	Arriving: Sat 20 Nov 11:35AM	Operated By:	British Airways
							Flying Time:	1h35m
							Stops:	0
AIR								
							Type:	Boeing 787-9
AIR CANADA 	Flight Number AC0861	Class: N-Premium Economy	From: Heathrow, London, United Kingdom - Terminal 2	Leaving: Sat 20 Nov 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 20 Nov 03:55PM	Operated By:	Dreamliner
							Flying Time:	Air Canada
							Stops:	9h30m
								0
AIR								
							Type:	Dehavilland Dash 8-400
AIR CANADA 	Flight Number AC8169	Class: B-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 20 Nov 07:30PM	Destination: Victoria, BC	Arriving: Sat 20 Nov 07:59PM	Operated By:	Turboprop /Air Canada Express - Jazz
							Flying Time:	30m
							Stops:	0
Fare		CAD 1749.00						
Taxes		CAD 1050.28						
Security Charge		CAD 25.91						
GST		CAD 0.75						
Total		CAD 2799.28						

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Monday, September 20, 2021 4:13 PM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

My boss has a slightly different itinerary so I will be booking separately from Kellie. If you can please provide options for flying out Saturday, October 30, and returning November 20 it would be appreciated. For the flights with long durations over 4 hours, please provide premium economy options as well.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: September 20, 2021 2:57 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Are they coming back on Nov 11 or 12?

Do you know, see flight options below.

K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: Paolo Oliveros <poliveros@dt.com>
Sent: September 20, 2021 2:10 PM
To: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

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





Hi Kellie,

Hope this email finds you well and keeping safe.

Please find options below and let me know if you have questions.

These are all on economy fare.

Fares are not guaranteed until ticketed.

AIR							
	Flight Number AC8150	Class: T- Economy	From: Victoria, BC	Leaving: Sun 31 Oct 09:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 09:51AM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operate d By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: T- Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 02:40PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Mon 01 Nov 08:25AM	Type: Airbus A350-900 Jet Operate d By: Lufthansa Flying Time: 9h45m Stops: 0
AIR							
	Flight Number LH0960	Class: T- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Mon 01 Nov 10:40AM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Mon 01 Nov 11:45AM	Type: Airbus A319 Jet Operate d By: Lufthansa Flying Time: 2h5m Stops: 0
AIR							
	Flight Number LH0975	Class: T- Economy	From: Glasgow, United Kingdom -	Leaving: Thu 11 Nov 06:00AM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Thu 11 Nov 08:55AM	Type: Airbus A319 Jet Operate d By: Lufthansa

			Main Terminal				Flying Time: 1h55m Stops: 0
AIR							
 Lufthansa	Flight Number LH0492	Class: T-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Thu 11 Nov 10:20AM	Destination: Vancouver, BC - Main Terminal	Arriving: Thu 11 Nov 11:25AM	Type: Boeing 747 400 Operated By: Lufthansa Flying Time: 10h5m Stops: 0
AIR							
 AIR CANADA	Flight Number AC8157	Class: T-Economy	From: Vancouver, BC - Main Terminal	Leaving: Thu 11 Nov 01:05PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 01:35PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Jazz Flying Time: 30m Stops: 0
Fare			CAD 1049.00				
Taxes			CAD 740.96				
Security Charge			CAD 25.91				
GST			CAD 0.75				
Total			CAD 1789.96				

AIR							
 DELTA	Flight Number DL6908	Class: V-Economy	From: Victoria, BC	Leaving: Sun 31 Oct 10:00AM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 31 Oct 10:33AM	Type: Dehavilland Dash 8-400 Turboprop /Westjet Encore Operated By: Encore Flying Time: 33m Stops: 0
AIR							
 DELTA	Flight Number DL9369	Class: V-Economy	From: Vancouver, BC - Main Terminal	Leaving: Sun 31 Oct 04:30PM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Mon 01 Nov 10:05AM	Type: Airbus A330-300 KLM Royal Dutch Airlines Operated By: KLM Royal Dutch Airlines Flying Time: 9h35m Stops: 0
AIR							
 DELTA	Flight Number DL9635	Class: V-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Mon 01 Nov 04:05PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Mon 01 Nov 04:35PM	Type: Embraer 190 Jet /KLM Cityhopper Operated By: KLM Cityhopper Flying Time: 1h30m Stops: 0
AIR							

	Flight Number DL9538	Class: X-Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Thu 11 Nov 06:05AM	Destination: Schiphol, Amsterdam, Netherlands	Arriving: Thu 11 Nov 08:45AM	Type: Boeing 737 Operated By: KLM Royal Dutch Airlines Flying Time: 1h40m Stops: 0
AIR							
	Flight Number DL9397	Class: X-Economy	From: Schiphol, Amsterdam, Netherlands	Leaving: Thu 11 Nov 12:25PM	Destination: Calgary, AB	Arriving: Thu 11 Nov 01:45PM	Type: Airbus A330-300 Operated By: KLM Royal Dutch Airlines Flying Time: 9h20m Stops: 0
AIR							
	Flight Number DL6888	Class: X-Economy	From: Calgary, AB	Leaving: Thu 11 Nov 03:40PM	Destination: Victoria, BC	Arriving: Thu 11 Nov 04:40PM	Type: Dehavilland Dash 8-400 Turboprop Operated By: Westjet Encore Flying Time: 2h Stops: 0
Fare			CAD 479.00				
Taxes			CAD 704.42				
Security Charge			CAD 25.91				
GST			CAD 0.75				
Total			CAD 1183.42				

Kind regards,

Paolo

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca



From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: September 20, 2021 1:32 PM
To: Account Management ON <AccountManagement_ON@dt.com>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: FW: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hello,

I am forwarding the request below.

Thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: O'Brien, Kellie ENV:EX
Sent: September 20, 2021 10:25 AM
To: 'Christine.ward@visiontravel.ca' <Christine.ward@visiontravel.ca>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: Travel Assistance Required (Victoria BC to Glasgow, return) ASAP
Importance: High

Hi Christine,

I was provided with your information from a former colleague.

I am looking for assistance in booking 2 flights to Glasgow from Victoria, BC – they will be leaving on Oct 31st (or the day before) and returning on Nov 11th. Return times may vary between the two. I have copied my colleague, Cheryl who can advise on her bosses plans.

Are you able to provide flight options for there and back to me ASAP.

Many thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

FW: Car Service + Hotels

From: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
To: Meadows, Jennifer L ENV:EX <Jennifer.Meadows@gov.bc.ca>
Cc: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>, Moran, Jennifer ENV:EX <Jennifer.L.Moran@gov.bc.ca>, Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>
Sent: October 5, 2021 4:44:03 PM PDT

Hi Jennifer,

Just a heads up that the JERI team let us know that they are planning to cancel the car service and hotel rooms by end of day today.

From: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>

Sent: October 4, 2021 3:25 PM

To: Meadows, Jennifer L ENV:EX <Jennifer.Meadows@gov.bc.ca>

Cc: Moran, Jennifer ENV:EX <Jennifer.L.Moran@gov.bc.ca>; Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>; Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>

Subject: FW: Car Service + Hotels

Hi Jennifer,

Please note the question below about car service in Glasgow; the missions team is asking if the MO would like to keep the booking in place. If ENV is interested they will transfer the cost. The car service is currently booked for the 1-3rd.

The car service we were planning to use is called: Glasgow Luxury Transfer (booking@glasgowluxurytransfer.co.uk)

- The cost for 3-day program with 3 cars was £2,965
- Three cars are Mercedes: Mercedes S-class 4 passengers, Mercedes v-class & Vito 7 passengers each.

There is more to discuss as a team regarding logistics given changes to the delegation; but this one has some urgency according to JERI.

Thanks,
Avril

From: Marino, Gianfranco JERI:EX <Gianfranco.Marino@gov.bc.ca>

Sent: October 4, 2021 2:52 PM

To: Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>; Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>

Subject: Car Service + Hotels

Hi,

So official word came down about the mission.

JERI still have a car service and hotel rooms reserved for Glasgow. Both can be transferred to the ENV delegation; however, we will need to know as soon as possible. Eric mentioned that we would cancel the car service tomorrow if the ENV does not want it.

The car service in Glasgow is nearly impossible to get right now, so if there's a possibility that MGH would want this, please let me know so we can have that conversation with Eric/Flavia before they cancel.

I thought ENV had already booked hotels in Glasgow but if not, we can transfer the rooms that JERI was holding.

Many thanks,
Gianfranco

Locator: s.22

From: poliveros@dt.com
To: CHERYL.TROMP@GOV.BC.CA,
ALEXANDRA.WEYNEROWSKI@GOV.BC.CA, POLIVEROS@DT.COM,
Weynerowski, Alexandra ENV:EX <Alexandra.Weynerowski@gov.bc.ca>,
Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: October 5, 2021 9:19:48 AM PDT
Attachments: Detailed Itin and Invoice Email - PDF - s.22 - October 30 2021
s.22 E-Ticket Receipt 1 - s.22 - October 30 2021
s.22 COVIDArriveCAdocument.pdf

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

Vision Travel DT Ontario-West Inc
1303 Homer Street
Vancouver
BC V6B 5M9
604-661-4932
866-324-5764

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: s.22
Issued: 05 October 2021

Agency Ref.: s.22
Sales Person: Paolo Oliveros

Customer Number: s.22
Customer Ref.: N/A

MINISTRY OF ENVIRONMENT
3800 WESBROOK MALL
VANCOUVER, BC, V6S 2L9

Passenger(s) HEWITT/JEREMY
: s.22

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

Important COVID Information Related To Your Travels:

Please [click here](#) upon receipt of your itinerary for important COVID-related traveller information including COVID vaccination/test/quarantine requirements, transit restrictions, etc. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements could change.

Protective face coverings may be required at various stages of travel. Travellers are responsible to familiarize themselves with requirements for their airlines, airports and destination cities.

Use ArriveCAN to enter Canada:

Use [ArriveCAN](#) to provide mandatory travel information required for entry into Canada.

Baggage/Check-in Information:

Click [Here](#) for Baggage Information. Click [Here](#) for Check-in Information.

Your invoice and itinerary are attached.



Vision Travel DT Ontario-West Inc
1303 Homer Street
Vancouver
BC V6B 5M9
604-661-4932
866-324-5764

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: s.22
Issued: 05 October 2021

Agency Ref.: s.22
Sales Person: Paolo Oliveros

Customer Number: s.22
Customer Ref.: N/A

MINISTRY OF ENVIRONMENT
3800 WESBROOK MALL
VANCOUVER, BC, V6S 2L9

Passenger(s): HEWITT/JEREMY s.22

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

Important COVID Information Related To Your Travels:

Please [click here](#) upon receipt of your itinerary for important COVID-related traveller information including COVID vaccination/test/quarantine requirements, transit restrictions, etc. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements could change.

Protective face coverings may be required at various stages of travel. Travellers are responsible to familiarize themselves with requirements for their airlines, airports and destination cities.

Use ArriveCAN to enter Canada:

Use [ArriveCAN](#) to provide mandatory travel information required for entry into Canada.

Baggage/Check-in Information:

Click [Here](#) for Baggage Information. Click [Here](#) for Check-in Information.

AIR - Saturday, October 30 2021		Add To Calendar	
Air Canada Flight AC8062 Economy Class			
Depart	Victoria, British Columbia Weather Victoria International Airport 02:30 PM Saturday, October 30 2021	Arrive	Vancouver, British Columbia Weather Vancouver International, MAIN TERMINAL 03:01 PM Saturday, October 30 2021
Duration:	0 hour(s) and 31 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: s.22		
Equipment:	De Havilland Dash 8-400 Turboprop		
Operated By:	/AIR CANADA EXPRESS - JAZZ OPERATED BY /AIR CANADA EXPRESS - JAZZ		
FF Number:	s.22 - HEWITT/JEREMY s.22 - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH /AIR CANADA EXPRESS - JAZZ		

AIR - Saturday, October 30 2021		Add To Calendar	
Lufthansa Flight LH493 Premium Economy Class			
Depart	Vancouver, British Columbia Weather Vancouver International, MAIN 04:15 PM Saturday, October 30 2021	Arrive	Frankfurt, Germany Weather Frankfurt International Airport, TERMINAL 1 09:55 AM Sunday, October 31 2021
Duration:	9 hour(s) and 40 minute(s) Non-stop		
Status:	Confirmed - Lufthansa Booking Reference: s.22		
Meal:	Refreshment, Meal		
Equipment:	Airbus Industrie A350-900		
FF Number:	s.22 - HEWITT/JEREMY s.22 - please reconfirm at check-in		
Online Check In:	Available 23 hours prior - click here		
Canada Consulate Registration:	Keep connected to Canada in case of an emergency abroad by Registering using the following Link: click here		
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH LUFTHANSA		

AIR - Sunday, October 31 2021		Add To Calendar	
Lufthansa Flight LH974 Economy Class			
Depart	Frankfurt, Germany Weather Frankfurt International Airport, 1 02:00 PM Sunday, October 31 2021	Arrive	Glasgow, United Kingdom Weather Glasgow International Airport, MAIN TERMINAL 03:05 PM Sunday, October 31 2021
Duration:	2 hour(s) and 5 minute(s) Non-stop		
Status:	Confirmed - Lufthansa Booking Reference: s.22		
Meal:	Refreshment, Food and Beverages for Purchase		
Equipment:	Airbus Industrie A319		
FF Number:	s.22 - HEWITT/JEREMY s.22 - please reconfirm at check-in		
Online Check In:	Available 23 hours prior - click here		
Canada Consulate Registration:	Keep connected to Canada in case of an emergency abroad by Registering using the following Link: click here		
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH LUFTHANSA		

AIR - Sunday, November 14 2021				Add To Calendar
Lufthansa Flight LH961 Economy Class				
Depart	Glasgow, United Kingdom Weather	Arrive	Frankfurt, Germany Weather	
	Glasgow International Airport, MAIN 09:05 AM Sunday, November 14 2021		Frankfurt International Airport, TERMINAL 1 12:00 PM Sunday, November 14 2021	
Duration:	1 hour(s) and 55 minute(s) Non-stop			
Status:	Confirmed - Lufthansa Booking Reference: s.22			
Meal:	Refreshment, Food and Beverages for Purchase			
Equipment:	Airbus Industrie A320			
FF Number:	s.22 - HEWITT/JEREMY s.22 - please reconfirm at check-in			
Online Check In:	Available 23 hours prior - click here			
Canada Consulate Registration:	Keep connected to Canada in case of an emergency abroad by Registering using the following Link: click here			
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH LUFTHANSA			

AIR - Sunday, November 14 2021				Add To Calendar
Lufthansa Flight LH106 Economy Class				
Depart	Frankfurt, Germany Weather	Arrive	Munich, Germany Weather	
	Frankfurt International Airport, 1 01:15 PM Sunday, November 14 2021		Munich International Airport, TERMINAL 2 02:10 PM Sunday, November 14 2021	
Duration:	0 hour(s) and 55 minute(s) Non-stop			
Status:	Confirmed - Lufthansa Booking Reference: s.22			
Meal:	Refreshment			
Equipment:	Airbus Industrie A320			
FF Number:	s.22 - HEWITT/JEREMY s.22 - please reconfirm at check-in			
Online Check In:	Available 23 hours prior - click here			
Canada Consulate Registration:	Keep connected to Canada in case of an emergency abroad by Registering using the following Link: click here			
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH LUFTHANSA			

AIR - Sunday, November 14 2021				Add To Calendar
Lufthansa Flight LH476 Premium Economy Class				
Depart	Munich, Germany Weather	Arrive	Vancouver, British Columbia Weather	
	Munich International Airport, 2 03:55 PM Sunday, November 14 2021		Vancouver International, MAIN TERMINAL 05:20 PM Sunday, November 14 2021	
Duration:	10 hour(s) and 25 minute(s) Non-stop			
Status:	Confirmed - Lufthansa Booking Reference: s.22			
Meal:	Refreshment, Meal			
Equipment:	Airbus Industrie A350-900			
FF Number:	s.22 - HEWITT/JEREMY s.22 - please reconfirm at check-in			
Online Check In:	Available 23 hours prior - click here			
Canada Consulate Registration:	Keep connected to Canada in case of an emergency abroad by Registering using the following Link: click here			
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH LUFTHANSA			

AIR - Sunday, November 14 2021				Add To Calendar	
Air Canada Flight AC8169 Economy Class					
Depart	Vancouver, British Columbia	Weather	Arrive	Victoria, British Columbia	Weather
	Vancouver International, MAIN			Victoria International Airport	
	07:30 PM Sunday, November 14 2021			07:59 PM Sunday, November 14 2021	
Duration:	0 hour(s) and 29 minute(s) Non-stop				
Status:	Confirmed - Air Canada Booking Reference: s.22				
Equipment:	De Havilland Dash 8-400 Turboprop				
Operated By:	/AIR CANADA EXPRESS - JAZZ				
	OPERATED BY /AIR CANADA EXPRESS - JAZZ				
FF Number:	s.22 - HEWITT/JEREMY s.22 - please reconfirm at check-in				
Online Check In:	Available 24 hours prior - click here				
Remarks:	PLEASE CHECK IN WITH /AIR CANADA EXPRESS - JAZZ				

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Lufthansa	s.22	2828.00	1046.85	0.75	0.00	3875.60
HEWITT JEREMY	s.22					Billed to:
					s.17	
Service Fee	s.22	37.00	0.00	1.85	0.00	38.85
HEWITT JEREMY	s.22					Billed to:
					s.17	
Totals:		2865.00	1046.85	2.60	0.00	3914.45
Total Credit Card Billing:						3914.45
Balance Due:						0.00

Remarks
<p>FILE BOOKED BY CHERYL TROMP</p> <p>** SPECIFIC CHANGE / PENALTY PROVISIONS FOR THIS FARE **</p> <p>PLEASE CHECK IN 3 HOURS PRIOR TO DEPARTURE</p> <p>*****</p> <p>EFFECTIVE 10 NOVEMBER, 2016, CANADAS ENTRY REQUIREMENTS HAVE CHANGED FOR NON CANADIAN PASSPORT TRAVELERS.</p> <p>PLS VISIT TRAVEL.GC.CA/TRAVELLING/DOCUMENTS/DUAL-CITIZENSHIP</p> <p>FOR FULL DETAILS FOR ABOUT THE ELECTRONIC TRAVEL AUTHORIZATION-ETA TRAVEL DOCUMENTATION - A VALID CANADIAN PASSPORT IS REQUIRED.</p> <p>PASSPORTS, AND IF REQUIRE, MOST VISAS, SHOULD BE VALID FOR AT LEAST 6 MONTHS BEYOND DATE OF SCHEDULED RETURN. ENSURE THERE ARE TWO BLANK PAGES IN YOUR PASSPORT SO THAT ANY REQUIRED VISAS OR PERMITS CAN BE ATTACHED.</p> <p>TRAVEL OUTSIDE CANADA REQUIRES INFANTS AND CHILDREN TO HAVE THEIR OWN PASSPORT, AND IF REQUIRED, VISAS.</p> <p>A VALID CANADIAN PASSPORT OR CANADIAN RESIDENT CARD WILL BE REQUIRED FOR RE-ENTRY INTO CANADA.</p> <p>VISAS - TRAVELERS ARE RESPONSIBLE FOR SECURING AND FULFILLING VISA AND PASSPORT REQUIRES TO ENTER/EXIT A COUNTRY. FOR DETAILS ON COUNTRY SPECIFIC REQUIREMENTS, PLEASE VISIT CIBTS WEB SITE AT WWW.CIBTVISAS.CA/VISION</p> <p>IF YOU ARE TRAVELLING UNDER A NON-CANADIAN PASSPORT PLEASE ADVISE YOUR TRAVEL ADVISOR AS YOU MAY HAVE DIFFERENT REQUIREMENTS. FOR NON-CANADIAN PASSPORTS, PLEASE VISIT</p> <p>NOTE - ENTRY TO ANOTHER COUNTRY MAY BE REFUSED EVEN IF THE</p>

REQUIRED INFORMATION AND TRAVEL DOCUMENTS ARE COMPLETE.
--FOR REQUIRED VACCINATIONS AND TRAVEL HEALTH--
--INFORMATION VISIT WWW.PHAC-ASPC.GC.CA
ON YOUR RETURN TO CANADA DUTY FREE ALCOHOL MUST BE PLACED
IN CHECKED LUGGAGE WHEN CONNECTING DOMESTICALLY AS
LIQUIDS OVER 100ML NOT ALLOWED THROUGH SECURITY

24 HOUR EMERGENCY TRAVEL ASSISTANCE

OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY
A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE
WITHIN NORTH AMERICA - CALL 1-888-700-6063
OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263
EMAIL D24CAN@DT.COM
PLEASE QUOTE ACCESS CODE 7RI0

RECOMMENDED CHECK-IN TIME IS AT LEAST 3 HOURS PRIOR
TO DEPARTURE. TIMES VARY BY AIRLINE AND DESTINATION
AFTER CHECK-IN YOU MUST BE AVAILABLE AT THE BOARDING
GATE AT LEAST 60 MINUTES PRIOR TO DEPARTURE OR YOU
MAY BE DENIED BOARDING.
THESE TIMES MAY VARY WITH AIRLINE AND AIRPORT.
PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED
PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE/ARRIVAL
INFORMATION ARE SUBJECT TO CHANGE. PLEASE CHECK
MONITORS AT THE AIRPORT. PLEASE CHECK ALL FLIGHT TIME
IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH
THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGE
MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE.

ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS
CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO
WWW.CATSA.GC.CA

---AIRPORT SECURITY REVISIONS---

BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT
RESTRICTIONS VARY BETWEEN AIRLINES.
VISIT THE AIRLINES WEBSITE TO SEE THE
THE EXACT BAGGAGE RESTRICTIONS AND FEES.
MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING
WWW.DT.CA/BAGGAGE/
THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE
PHOTO ID REQUIRED FOR CHECK IN.
BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.
YOUR AIRLINE FILE NUMBER IS 2GB29H

....
FOR MORE INFORMATION ON CANADAS CANNABIS ACT EFFECTIVE
17 OCTOBER 2018 AND HOW IT RELATES TO TRAVEL PLANS
TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL
SERVICE FEE CUSTOMER REFERENCE*DIRECT TRAVEL



Vision Travel DT Ontario-West Inc
1303 Homer Street
Vancouver
BC V6B 5M9
604-661-4932
866-324-5764
GST Reg: 723782728 RT 0001

www.dt.ca

E-Ticket Receipt

Ticket Number: s.22 Issuing Airline: AC Issued: 05Oct21
Invoice: s.22 Agency Ref.: s.22 Customer Number: s.22
Sales Person: Paolo Oliveros IATA Number: 61905115 Customer Ref.: N/A

MINISTRY OF ENVIRONMENT
3800 WESBROOK MALL
VANCOUVER, BC, V6S 2L9

Passenger(s): HEWITT/JEREMY s.22

AIR - Saturday, October 30 2021			
Air Canada Flight AC8062 Economy Class - Seat Assigned at Check-in			
Depart	Victoria, British Columbia Victoria International Airport 02:30 PM Saturday, October 30 2021	Arrive	Vancouver, British Columbia Vancouver International, MAIN TERMINAL 03:01 PM Saturday, October 30 2021
Duration:	0 hour(s) and 31 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: s.22		
Equipment:	De Havilland Dash 8-400 Turboprop		
Operated By:	/AIR CANADA EXPRESS - JAZZ OPERATED BY /AIR CANADA EXPRESS - JAZZ		
FF Number:	s.22 - HEWITT/JEREMY s.22 - please reconfirm at check-in		
Online Check In:	Available 24 hours prior		
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH /AIR CANADA EXPRESS - JAZZ		
Fare Basis:	GFF1E/CORP		
Not Valid Before:	30Oct		
Not Valid After:	30Oct		

AIR - Saturday, October 30 2021**Lufthansa Flight LH493 Premium Economy Class - Seat Assigned at Check-in**

Depart	Vancouver, British Columbia Vancouver International, MAIN 04:15 PM Saturday, October 30 2021	Arrive	Frankfurt, Germany Frankfurt International Airport, TERMINAL 1 09:55 AM Sunday, October 31 2021
Duration:	9 hour(s) and 40 minute(s) Non-stop		
Status:	Confirmed - Lufthansa Booking Reference: s.22		
Meal:	Refreshment, Meal		
Equipment:	Airbus Industrie A350-900		
FF Number:	s.22 - HEWITT/JEREMY s.22 - please reconfirm at check-in		
Online Check In:	Available 23 hours prior		
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH LUFTHANSA		
Fare Basis:	GFF1E/CORP		
Not Valid Before:	30Oct		
Not Valid After:	30Oct		

AIR - Sunday, October 31 2021**Lufthansa Flight LH974 Economy Class - Seat Assigned at Check-in**

Depart	Frankfurt, Germany Frankfurt International Airport, 1 02:00 PM Sunday, October 31 2021	Arrive	Glasgow, United Kingdom Glasgow International Airport, MAIN TERMINAL 03:05 PM Sunday, October 31 2021
Duration:	2 hour(s) and 5 minute(s) Non-stop		
Status:	Confirmed - Lufthansa Booking Reference: s.22		
Meal:	Refreshment, Food and Beverages for Purchase		
Equipment:	Airbus Industrie A319		
FF Number:	s.22 - HEWITT/JEREMY s.22 - please reconfirm at check-in		
Online Check In:	Available 23 hours prior		
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH LUFTHANSA		
Fare Basis:	GFF1E/CORP		
Not Valid Before:	31Oct		
Not Valid After:	31Oct		

AIR - Sunday, November 14 2021**Lufthansa Flight LH961 Economy Class - Seat Assigned at Check-in**

Depart	Glasgow, United Kingdom Glasgow International Airport, MAIN 09:05 AM Sunday, November 14 2021	Arrive	Frankfurt, Germany Frankfurt International Airport, TERMINAL 1 12:00 PM Sunday, November 14 2021
Duration:	1 hour(s) and 55 minute(s) Non-stop		
Status:	Confirmed - Lufthansa Booking Reference: s.22		
Meal:	Refreshment, Food and Beverages for Purchase		
Equipment:	Airbus Industrie A320		
FF Number:	s.22 - HEWITT/JEREMY s.22 - please reconfirm at check-in		
Online Check In:	Available 23 hours prior		
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH LUFTHANSA		
Fare Basis:	GFF1E/CORP		
Not Valid Before:	14Nov		
Not Valid After:	14Nov		

AIR - Sunday, November 14 2021**Lufthansa Flight LH106 Economy Class - Seat Assigned at Check-in**

Depart	Frankfurt, Germany Frankfurt International Airport, 1 01:15 PM Sunday, November 14 2021	Arrive	Munich, Germany Munich International Airport, TERMINAL 2 02:10 PM Sunday, November 14 2021
Duration:	0 hour(s) and 55 minute(s) Non-stop		
Status:	Confirmed - Lufthansa Booking Reference: s.22		
Meal:	Refreshment		
Equipment:	Airbus Industrie A320		
FF Number:	s.22 - HEWITT/JEREMY s.22 - please reconfirm at check-in		
Online Check In:	Available 23 hours prior		
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH LUFTHANSA		
Fare Basis:	GFF1E/CORP		
Not Valid Before:	14Nov		
Not Valid After:	14Nov		

AIR - Sunday, November 14 2021**Lufthansa Flight LH476 Premium Economy Class - Seat Assigned at Check-in**

Depart	Munich, Germany Munich International Airport, 2 03:55 PM Sunday, November 14 2021	Arrive	Vancouver, British Columbia Vancouver International, MAIN TERMINAL 05:20 PM Sunday, November 14 2021
Duration:	10 hour(s) and 25 minute(s) Non-stop		
Status:	Confirmed - Lufthansa Booking Reference: s.22		
Meal:	Refreshment, Meal		
Equipment:	Airbus Industrie A350-900		
FF Number:	s.22 - HEWITT/JEREMY s.22 - please reconfirm at check-in		
Online Check In:	Available 23 hours prior		
Remarks:	SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH LUFTHANSA		
Fare Basis:	GFF1E/CORP		
Not Valid Before:	14Nov		
Not Valid After:	14Nov		

AIR - Sunday, November 14 2021**Air Canada Flight AC8169 Economy Class - Seat Assigned at Check-in**

Depart	Vancouver, British Columbia Vancouver International, MAIN 07:30 PM Sunday, November 14 2021	Arrive	Victoria, British Columbia Victoria International Airport 07:59 PM Sunday, November 14 2021
Duration:	0 hour(s) and 29 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: s.22		
Equipment:	De Havilland Dash 8-400 Turboprop		
Operated By:	/AIR CANADA EXPRESS - JAZZ OPERATED BY /AIR CANADA EXPRESS - JAZZ		
FF Number:	s.22 - HEWITT/JEREMY s.22 - please reconfirm at check-in		
Online Check In:	Available 24 hours prior		
Remarks:	PLEASE CHECK IN WITH /AIR CANADA EXPRESS - JAZZ		
Fare Basis:	GFF1E/CORP		
Not Valid Before:	14Nov		
Not Valid After:	14Nov		

Fare	
Form of payment:	Credit Card s.17
Endorsements / restrictions:	s.22 GOVERNMENT OF BRITISH/COLUMBIA
Fare calculation:	FARE CAD2828.00 TOTAL CAD3875.60 FARE CALCULATION YYJ AC X/YVR LH X/FRA LH GLA Q YVRGLA11.90 1110.19LH X/FRA LH X /MUC LH X/YVR AC YYJ Q MUCYYJ11.90 1110.19NUC2244.18END ROE1.26 0181 TAX BREAKDOWN TAX 540.00YQ TAX 29.00YR TAX 25.91CA TAX 15.00SQ TAX 0.75XG TAX 14.59DE TAX 32.02RD TAX 56.35RA TAX 308.48GB TAX 25.50UB ENDORSEMENT s.22 GOVERNMENT OF BRITISH/COLUMBIA
Fare:	CAD 2828.00
Equivalent amount paid:	

Positive identification required for airport check in

Notice:

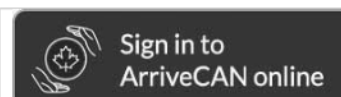
Transportation and other services provided by the carrier are subject to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the travel agent or issuing carrier to obtain a copy prior to the commencement of your trip.

If the passenger journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable. This convention governs and on most cases limits the liability of carriers for death or personal injury and in respect of loss of, or damage to baggage.



Use ArriveCAN to enter Canada

Use ArriveCAN to provide mandatory travel information required for entry into Canada



Keeping Canadians safe

As part of Canada's efforts to reduce the spread of COVID-19 and prevent importation, all travellers are required to provide contact and quarantine information upon and after entry into Canada. This information is crucial to Canada's response to COVID-19.

As of **November 21, 2020**, travellers to Canada will be required to submit information digitally.

This is a significant step in stopping the spread of COVID-19 by sharing traveller information quickly and securely with:

- provinces and territories so that they can contact travellers for public health follow-up
- law enforcement to verify compliance with the [mandatory isolation order](#)

Submitting information digitally will also:

- help travellers reduce their processing time at the border
- limit physical contact between travellers and:
 - Canada border services officers
 - Public Health Agency of Canada officers

Requirements for travellers entering Canada by air

As of November 21, 2020, if you're flying to Canada as your final destination, you must use ArriveCAN to submit your:

- travel and contact information
- quarantine plan (unless exempted under conditions set out in the [mandatory isolation order](#))
- COVID-19 symptom self-assessments

You **must**:

- submit your information before you board your flight to Canada



- be ready to show your ArriveCAN receipt when seeking entry into Canada a border services officer will verify that you have submitted your information digitally

If you don't submit your information through ArriveCAN, you may:

- face additional delays at the border for public health questioning
- be subject to enforcement action, which can range from verbal warnings to \$1,000 fines

Travellers entering Canada by land or sea

If you're travelling to Canada by land or sea, you're strongly encouraged to submit your travel information through ArriveCAN. This will speed up processing at the border and limit points of contact.

Show your ArriveCAN receipt to the border services officer.

Requirements for all travellers after they've entered Canada

As of November 21, 2020, **all travellers**, whether they travel by air, land or sea, must provide information after their entry into Canada.

You **must** use ArriveCAN or call 1-833-641-0343 to:

- confirm that you've arrived at the address you provided for your quarantine or isolation location within 48 hours of your entry into Canada
- complete daily COVID-19 symptom self-assessments during your quarantine period

You don't have to do this if you're exempted under conditions set out in the [mandatory isolation order](#).

Using ArriveCAN will save you time

- Complete mandatory reporting after your entry into Canada in seconds by using ArriveCAN.
- If you submit this information by calling the toll-free line, your submission will take approximately 5 minutes.

If you don't use ArriveCAN to provide your information before entering Canada, you can't use it to:

- confirm you've arrived at your quarantine or isolation location
- complete daily symptom self-assessments after you arrive in Canada

If you don't provide information digitally through ArriveCAN or the toll-free line after you've entered Canada:

- this may affect your non-compliance rating
- you may receive phone calls or public health follow-ups



Utilisez ArriveCAN pour entrer au Canada

Utilisez ArriveCAN pour transmettre les renseignements sur votre voyage qui sont requis pour votre entrée au Canada.



Disponible sur
App Store



DISPONIBLE SUR
Google Play



Se connecter à
ArriveCAN en ligne

Sécurité des Canadiens

Dans le cadre des efforts déployés par le Canada pour prévenir l'importation et réduire la propagation de la COVID-19, tous les voyageurs sont tenus de fournir certains renseignements sur leur quarantaine au moment de leur entrée au Canada et après celle-ci. Ces renseignements sont essentiels au plan d'intervention du Canada contre la COVID-19.

À compter du 21 novembre 2020, les voyageurs se rendant au Canada devront soumettre des renseignements par voie numérique.

Il s'agit d'une mesure importante pour freiner la propagation de la COVID-19, car elle permettra de transmettre rapidement et en toute sécurité les renseignements des voyageurs aux :

- provinces et aux territoires pour qu'ils puissent communiquer avec les voyageurs aux fins de suivi de la santé publique
- autorités chargées de l'application de la loi aux fins de vérification du respect du décret sur l'obligation de s'isoler

La soumission des renseignements par voie numérique contribuera également à :

- réduire le temps de traitement des voyageurs à la frontière
- limiter les contacts physiques entre les voyageurs et les
 - agents des services frontaliers du Canada
 - agents de l'Agence de la santé publique du Canada

Exigences pour les voyageurs qui entrent au Canada par voie aérienne

En date du 21 novembre 2020, si vous voyagez par avion et que votre destination finale est le Canada, vous devez utiliser ArriveCAN pour :

- fournir vos coordonnées et vos renseignements de voyage



- présenter votre plan de quarantaine (à moins d'être exempté selon les conditions établies dans le décret sur l'obligation de s'isoler)
- auto-évaluation des symptômes de COVID-19

Vous **devez** :

- fournir les renseignements demandés avant votre embarquement à bord de votre vol à destination du Canada
- être prêt à présenter votre reçu ArriveCAN pour pouvoir entrer au Canada
 - un agent des services frontaliers vérifiera que vous avez fourni vos renseignements numériquement

Si vous ne fournissez pas les renseignements demandés au moyen d'ArriveCAN, vous pourriez :

- être retardé à la frontière afin de répondre à des questions de santé publique
- vous exposer à des mesures d'application de la loi (pouvant aller de simples avertissements verbaux à des amendes de 1 000 \$)

Exceptions à l'obligation de transmettre les renseignements par voie numérique

Voyageurs qui entrent au Canada par voie terrestre ou maritime

Si vous voyagez à destination du Canada par voie terrestre ou maritime, vous êtes fortement encouragé à fournir vos renseignements de voyage au moyen d'ArriveCAN. Cela permettra d'accélérer les procédures à la frontière et de limiter les points de contact.

Il vous suffira de présenter votre reçu ArriveCAN à l'agent des services frontaliers.

Exigences pour tous les voyageurs après leur entrée au Canada

En date du 21 novembre 2020, **tous les voyageurs**, qu'ils arrivent par voie aérienne, terrestre ou maritime, doivent fournir certains renseignements après leur entrée au Canada.

Vous **devez** utiliser ArriveCAN ou appeler 1-833-641-0343 pour :

- confirmer que vous êtes arrivé au lieu de quarantaine ou d'isolement que vous avez indiqué dans les 48 heures après votre entrée au Canada
- remplir une auto-évaluation quotidienne des symptômes relatifs à la COVID-19 pendant votre période de quarantaine

Vous n'êtes pas obligé de le faire si vous êtes dispensé dans les conditions énoncées dans le décret relatif à l'obligation de s'isoler.



L'utilisation d'ArriveCAN vous fera gagner du temps

- Fournir les renseignements exigés après votre entrée au Canada se fait en quelques secondes au moyen d'ArriveCAN.
- Fournir ces renseignements en téléphonant à la ligne sans frais prend environ 5 minutes.

Si vous n'utilisez pas ArriveCAN pour fournir vos renseignements avant d'entrer au Canada, vous ne pouvez pas l'utiliser pour :

- confirmer que vous êtes arrivé à votre lieu de quarantaine ou d'isolement
- remplir une auto-évaluation quotidienne des symptômes après votre arrivée au Canada

Si vous ne fournissez pas vos renseignements par voie numérique au moyen d'ArriveCAN ou par téléphone au numéro sans frais après votre entrée au Canada vous risquez de :

- ne pas être jugé conforme de recevoir des appels téléphoniques
- faire l'objet d'un suivi de la santé publique

Utilisation d'ArriveCAN

Utilisez ArriveCAN pour transmettre vos renseignements facilement et en toute sécurité avant votre arrivée au Canada. ArriveCAN est disponible sous forme d'application mobile ou [vous pouvez vous connecter en ligne](#).

Que vous arriviez au Canada par voie aérienne, terrestre ou maritime, utilisez ArriveCAN pour :

- fournir les renseignements requis à votre sujet et sur les membres de votre famille avec qui vous voyagez
- répondre aux questions sur votre plan de quarantaine si vous n'êtes pas exempté des exigences de quarantaine
- obtenir la page de confirmation ArriveCAN à montrer aux agents des services frontaliers, ou en faire une capture d'écran ou l'imprimer si vous vous inscrivez en ligne
- effectuer des auto-évaluations des symptômes de la COVID-19

From: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Cc: Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>
Sent: October 19, 2021 3:21:52 PM PDT
Attachments: Stoica_Kelly Sather.pdf, s.15 Auth Form.docx

Forgot to cc you – sorry.

From: Nagel, Avril ENV:EX
Sent: October 19, 2021 3:21 PM
To: Meadows, Jennifer L ENV:EX <Jennifer.Meadows@gov.bc.ca>
Cc: Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>
Subject: FW:s.15 - Mission holds

Hi Jennifer,

Per request, the JERI room for November 2nd was transferred to Kelly Sather. Can you please work with MO to complete the attached?

Thanks,
Avril

From: Stoica, Flavia JERI:EX <Flavia.Stoica@gov.bc.ca>
Sent: October 19, 2021 9:38 AM
To: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
Cc: Marino, Gianfranco JERI:EX <Gianfranco.Marino@gov.bc.ca>; Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>; Ommundsen, Eric JERI:EX <Eric.Ommundsen@gov.bc.ca>
Subject: RE:s.15 - Mission holds

Hi Avril,

Please find attached booking confirmation and credit card authorization form for Kelly Sather. Please note that name changes are no longer allowed.

I will send the invoice under a separate email and copy our finance team so they can process the jv. Total for the JV will be \$630.73

Please let me know if you have any questions or if there's anything else I can help with.

Best,
Flavia

12 July 2021

Dear Ms Stoica,

We look forward to welcoming you to s.15

Reservation details:

Confirmation Number:	s.22
Guest Name:	Flavia Stoica
Room type:	Double
Arrival Date:	02 November 2021
Departure Date:	03 November 2021
Number of Nights:	1
Total Cost:	£365.00 (inclusive of VAT)
Breakfast:	Not Inclusive

Ms. Kelly Sather
Room type: Double room with window
Check in date: 02/11/21 from 3pm
Check out date: 03/11/21 11am
Nights: 1 night
Cost: £365 including VAT
Breakfast: Not included
Reservation number: s.22
Name of Booker: Flavia Stoica

About Your Booking

Check-in: from 3pm / **Check-out:** 11am

Earlier check-in and later check-out may be possible, but is not guaranteed and is subject to availability.
Please note that all s. Rooms and public areas are non-smoking, including e-cigarettes. A charge (£100 minimum) will be applied should you smoke or vape in your room.

s.15

For more information, please visit our website. Or if you require any further assistance prior to your arrival, please call us on s.15

Yours Sincerely,

s.15

s.15

Payment Authorisation Form

Hotel: s.15

Reference Number: s.22

Arrival Date: November 2, 2021

Number of Nights: 1

Room Type: Double room with window

Guest Name: Kelly Sather

Total Charges: GBP 365

Company/Travel Agent Name: Province of British Columbia

Address:
730-999 Canada Place
Vancouver, BC, V6C 3E1

Contact Name: Flavia Stoica

Tel: + 1 604 765 6623

Email Address: flavia.stoica@gov.b.ca

Accommodation: Yes

Breakfast: No

Postage: No

Special Request: No

Payment: This reservation has been made online by Flavia Stoica using payment card ending s.22 . (4 digits only) The card details on our reservation system will match the last four digits and expiry date in this email and can be used for payment.

Card Holder Name: Flavia Stoica

Card Type: Mastercard

Card Number: s.17

Expiry Date: 06/24

Invoice YES

Pre-Paid Rates: This card will be charged for all pre-paid reservations and policy will remain as non-refundable and non-amendable. In case of a no show, the total price of the reservation will be charged.

Flexible Rates: All flexible rates will be charged at 3pm on the day of arrival.

RE: Invoice and Itinerary for HEWITT/JEREMY s.22 | - 30October21 - Direct
Travel Locator: s.22

From: Paolo Oliveros <poliveros@dt.com>
 To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
 Sent: October 19, 2021 9:14:50 AM PDT
 Attachments: image001.gif, image002.gif, image588413.png




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

Good morning Cheryl,

s.22

Please find available flight for 15th

Total to change is just CAD 14.50

AIR							
	Flight Number AC8062	Class: B-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 31m Stops: 0
SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH /AIR CANADA EXPRESS - JAZZ							
AIR							
	Flight Number LH0493	Class: G-Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops: 0
SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH LUFTHANSA							
AIR							
	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0

SEAT SELECTION FOR THIS FLIGHT IS EITHER
BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY
PLEASE CHECK IN WITH LUFTHANSA

AIR

	Flight Number LH0961	Class: Y- Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Mon 15 Nov 09:05A M	Destination: Frankfurt, Germany - Terminal 1	Arriving: Mon 15 Nov 12:00PM	Type: Airbus A320neo Jet Operate d By: Lufthansa Flying Time: 1h55m Stops: 0
---	--------------------------------	--------------------------------	---	---	--	--	---

AIR

	Flight Number LH0470	Class: G- Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Mon 15 Nov 01:25PM	Destination: Lester B. Pearson, Toronto, ON - Terminal 1	Arriving: Mon 15 Nov 04:05PM	Type: Airbus A350-900 Jet Operate d By: Lufthansa Flying Time: 8h40m Stops: 0
---	--------------------------------	---	---	---	---	--	--

AIR

AIR CANADA 	Flight Number AC1135	Class: B- Economy	From: Lester B. Pearson, Toronto, ON - Terminal 1	Leaving: Mon 15 Nov 07:20PM	Destination: Victoria, BC	Arriving: Mon 15 Nov 09:31PM	Type: Airbus A220-300 Operate d By: Air Canada Flying Time: 5h11m Stops: 0
--	--------------------------------	--------------------------------	---	---	-------------------------------------	--	--

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca

Travel Intelligence: Know Before You Go [click here](#)



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: Monday, October 18, 2021 8:58 AM

To: Paolo Oliveros <poliveros@dt.com>

Subject: RE: Invoice and Itinerary for HEWITT/JEREMY s.22 | - 30October21 - Direct Travel Locator: s.22

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

If Jeremy were to return on Monday, Nov 15 instead of Nov 14, is there a more direct option (instead of the Frankfurt – Munich hop)?

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy


From: poliveros@dt.com <poliveros@dt.com>

Sent: October 5, 2021 9:20 AM

To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>; Weynerowski, Alexandra ENV:EX <Alexandra.Weynerowski@gov.bc.ca>; POLIVEROS@DT.COM

Subject: Invoice and Itinerary for HEWITT/JEREMY s.22 | - 30October21 - Direct Travel Locator: s.22

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



Vision Travel DT Ontario-West Inc
1303 Homer Street
Vancouver
BC V6B 5M9
604-661-4932
866-324-5764

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: s.22 _____
Issued: 05 October 2021

Agency Ref.: s.22 _____
Sales Person: Paolo Oliveros

Customer Number: s.22 _____
Customer Ref.: N/A

MINISTRY OF ENVIRONMENT
3800 WESBROOK MALL
VANCOUVER, BC, V6S 2L9

Passenger(s): HEWITT/JEREMY s.22 _____

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

Important COVID Information Related To Your Travels:

Please [click here](#) upon receipt of your itinerary for important COVID-related traveller information including COVID vaccination/test/quarantine requirements, transit restrictions, etc. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements could change.

Protective face coverings may be required at various stages of travel. Travellers are

responsible to familiarize themselves with requirements for their airlines, airports and destination cities.

Use ArriveCAN to enter Canada:

Use [ArriveCAN](#) to provide mandatory travel information required for entry into Canada.

Baggage/Check-in Information:

Click [Here](#) for Baggage Information. Click [Here](#) for Check-in Information.

Your invoice and itinerary are attached.

RE: s.15

- Mission holds

From: Stoica, Flavia JERI:EX <Flavia.Stoica@gov.bc.ca>
To: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
Cc: Marino, Gianfranco JERI:EX <Gianfranco.Marino@gov.bc.ca>, Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>, Ommundsen, Eric JERI:EX <Eric.Ommundsen@gov.bc.ca>
Sent: October 19, 2021 9:37:53 AM PDT
Attachments: Stoica_Kelly Sather.pdf, s.15 - Auth Form.docx

Hi Avril,

Please find attached booking confirmation and credit card authorization form for Kelly Sather. Please note that name changes are no longer allowed.

I will send the invoice under a separate email and copy our finance team so they can process the JV. Total for the JV will be \$630.73

Please let me know if you have any questions or if there's anything else I can help with.

Best,
Flavia

From: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
Sent: October 13, 2021 2:59 PM
To: Stoica, Flavia JERI:EX <Flavia.Stoica@gov.bc.ca>; Haney, Lee JERI:EX <Lee.Haney@gov.bc.ca>
Cc: Marino, Gianfranco JERI:EX <Gianfranco.Marino@gov.bc.ca>; Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>; Ommundsen, Eric JERI:EX <Eric.Ommundsen@gov.bc.ca>
Subject: RE: s.15 - Mission holds

Hi Flavia,

We don't require any other rooms.

Thanks,
Avril

From: Stoica, Flavia JERI:EX <Flavia.Stoica@gov.bc.ca>
Sent: October 13, 2021 2:57 PM
To: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>; Haney, Lee JERI:EX <Lee.Haney@gov.bc.ca>
Cc: Marino, Gianfranco JERI:EX <Gianfranco.Marino@gov.bc.ca>; Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>; Ommundsen, Eric JERI:EX <Eric.Ommundsen@gov.bc.ca>
Subject: RE: s.15 - Mission holds

Hi Avril,

I will reach out to the hotel and ask them to change one of the names to Kelly Sather – will ask them to give her the room with window. We will be in contact next week to arrange JV for the \$667.41.

Can you please confirm that you won't be needing any other rooms?

Best,
Flavia

From: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
Sent: October 13, 2021 2:51 PM

To: Stoica, Flavia JERI:EX <Flavia.Stoica@gov.bc.ca>; Haney, Lee JERI:EX <Lee.Haney@gov.bc.ca>
Cc: Marino, Gianfranco JERI:EX <Gianfranco.Marino@gov.bc.ca>; Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>
Subject: RE: s.15 - Mission holds

Hi Flavia,

Yes, please hold one room for Kelly Sather.

Thanks,
Avril

From: Nagel, Avril ENV:EX
Sent: October 13, 2021 2:37 PM
To: Stoica, Flavia JERI:EX <Flavia.Stoica@gov.bc.ca>; Haney, Lee JERI:EX <Lee.Haney@gov.bc.ca>
Cc: Marino, Gianfranco JERI:EX <Gianfranco.Marino@gov.bc.ca>
Subject: RE: s.15 - Mission holds

Thanks Flavia,

Have sent this info forward and will get back to you.

From: Stoica, Flavia JERI:EX <Flavia.Stoica@gov.bc.ca>
Sent: October 13, 2021 2:36 PM
To: Haney, Lee JERI:EX <Lee.Haney@gov.bc.ca>; Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
Cc: Marino, Gianfranco JERI:EX <Gianfranco.Marino@gov.bc.ca>
Subject: RE: s.15 - Mission holds

Hi again,

Sorry, forgot to mention – the price is: \$667.41.

Best,
Flavia

From: Stoica, Flavia JERI:EX
Sent: October 13, 2021 2:33 PM
To: Haney, Lee JERI:EX <Lee.Haney@gov.bc.ca>; Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
Cc: Marino, Gianfranco JERI:EX <Gianfranco.Marino@gov.bc.ca>
Subject: RE: s.15 - Mission holds

Hi Lee & Avril,

Unfortunately, s.15 is all sold out for the nights of the 3rd, 4th, 5th. Since I'm not sure what dates you're looking for, here's a link to the booking website^{s.15} - all bookings need to be made directly through the site.

Please confirm that you'd like one of our rooms transferred to Kelly Sather. We can start working on the JV in the next few days (room has been already paid).

Best,
Flavia

From: Haney, Lee JERI:EX <Lee.Haney@gov.bc.ca>
Sent: October 13, 2021 2:28 PM
To: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>; Stoica, Flavia JERI:EX <Flavia.Stoica@gov.bc.ca>

Cc: Marino, Gianfranco JERI:EX <Gianfranco.Marino@gov.bc.ca>

Subject: RE: s.15 - Mission holds

Thanks, Avril – Flavia would your team please look into this request for additional nights at s.15 ?

Much appreciated!

Lee Haney

Manager, Export Services | Trade and Industry Development

B.C. Ministry of Jobs, Economic Recovery and Innovation

W: 778-698-3496

C: 236-638-2446

From: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>

Sent: October 13, 2021 2:24 PM

To: Haney, Lee JERI:EX <Lee.Haney@gov.bc.ca>

Cc: Stoica, Flavia JERI:EX <Flavia.Stoica@gov.bc.ca>; Marino, Gianfranco JERI:EX <Gianfranco.Marino@gov.bc.ca>

Subject: RE: s.15 - Mission holds

Hi Lee,

We only require 1 room. If you are able to ask about additional nights at s.15 that would certainly be appreciated. We are trying to get the delegation at the same location.

Thanks,
Avril

From: Haney, Lee JERI:EX <Lee.Haney@gov.bc.ca>

Sent: October 13, 2021 1:20 PM

To: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>

Cc: Stoica, Flavia JERI:EX <Flavia.Stoica@gov.bc.ca>; Marino, Gianfranco JERI:EX <Gianfranco.Marino@gov.bc.ca>

Subject: RE: s.15 - Mission holds

Hi Avril,

Missions (CC'd Flavia) has several rooms still on hold for the night of Nov. 2 so it shouldn't be an issue to hold three for ENV – MGH, MA, and ADM. Is your delegation looking for more than one night?

Thanks!

Lee Haney

Manager, Export Services | Trade and Industry Development

B.C. Ministry of Jobs, Economic Recovery and Innovation

W: 778-698-3496

C: 236-638-2446

From: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>

Sent: October 13, 2021 1:07 PM

To: Haney, Lee JERI:EX <Lee.Haney@gov.bc.ca>

Subject: FW: s.15 - Mission holds

Hi Lee,

Can you please let me know if there are still hotel rooms available at s.15 ? If yes, we would like to keep one for Kelly Sather.

From: Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>

Sent: October 13, 2021 12:21 PM

To: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>

Subject: s.15 - Mission holds

Hi Avril,

Jeremy just asked if we can still get JERI's two nights at the s.15 I don't know the latest on this so can you please check in with JERI and confirm that yes please we would still like to hold 1 of those rooms for Kelly S?

Thanks!

Anika

12 July 2021

Dear Ms Stoica,

We look forward to welcoming you to s.15

Reservation details:

Confirmation Number: s.22
Guest Name: Flavia Stoica
Room type: Double
Arrival Date: 02 November 2021
Departure Date: 03 November 2021
Number of Nights: 1
Total Cost: £365.00 (inclusive of VAT)
Breakfast: Not Inclusive

Ms. Kelly Sather
Room type: Double room with window
Check in date: 02/11/21 from 3pm
Check out date: 03/11/21 11am
Nights: 1 night
Cost: £365 including VAT
Breakfast: Not included
Reservation number: s.22
Name of Booker: Flavia Stoica

About Your Booking

Check-in: from 3pm / **Check-out:** 11am

Earlier check-in and later check-out may be possible, but is not guaranteed and is subject to availability.
Please note that all s. Rooms and public areas are non-smoking, including e-cigarettes. A charge (£100 minimum) will be applied should you smoke or vape in your room.

s.15

k
.
!

For more information, please visit our website. Or if you require any further assistance prior to your arrival, please call us on s.15

Yours Sincerely,

s.15

s.15

Payment Authorisation Form

Hotel: s.15

Reference Number: s.22

Arrival Date: November 2, 2021

Number of Nights: 1

Room Type: Double room with window

Guest Name: Kelly Sather

Total Charges: GBP 365

Company/Travel Agent Name: Province of British Columbia

Address:

730-999 Canada Place
Vancouver, BC, V6C 3E1

Contact Name: Flavia Stoica

Tel: + 1 604 765 6623

Email Address: flavia.stoica@gov.b.ca

Accommodation: Yes

Breakfast: No

Postage: No

Special Request: No

Payment: This reservation has been made online by Flavia Stoica using payment card endings s.22 (4 digits only) The card details on our reservation system will match the last four digits and expiry date in this email and can be used for payment.

Card Holder Name: Flavia Stoica

Card Type: Mastercard

Card Number: s.17

Expiry Date: 06/24

Invoice YES

Pre-Paid Rates: This card will be charged for all pre-paid reservations and policy will remain as non-refundable and non-amendable. In case of a no show, the total price of the reservation will be charged.

Flexible Rates: All flexible rates will be charged at 3pm on the day of arrival.

COVID Test Inquiry - Victoria

From: 24/7 Testing <info@247testing.ca>
To: cheryl.tromp@gov.bc.ca, Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: October 20, 2021 5:03:13 PM PDT

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

Hi Jeremy,

As an on-site testing provider, **we come straight to you** to perform the test meaning you don't need to look for parking or wait in line at a walk-in clinic!

The process is **easy, straight forward** and **convenient**:

- A nurse will come and perform the test (~2min process)
- Once the test is completed, the nurse will deliver the test to the lab
- 24-36 hrs later the test results are received
- Cost is \$329/test + GST and must be paid in full to secure booking

If you'd like to move forward with a booking, please provide the following:

FIRST NAME:

LAST NAME:

DATE OF BIRTH:

ADDRESS:

DATE:

TIME: (2 hour window required)

PHONE:

Thanks for choosing 247testing.ca and please let us know if you have any questions!

Thanks,

Jade

RE: Travel/COP info

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Cc: Meadows, Jennifer L ENV:EX <Jennifer.Meadows@gov.bc.ca>, O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: October 20, 2021 12:01:04 PM PDT
Attachments: image001.png

Thanks so much for this!

MGH and Kelly have appointments with <https://247testing.ca/home>. Because we booked two tests, we got a lower price. I believe the price for one test is \$329+tax.

From what I can tell, fully vaccinated Canadians re-entering Canada have to provide a negative PCR COVID-19 test (rapid antigen tests will not be accepted), taken within 72 hours of the scheduled departure time of the flight to Canada.

Thank you so much for extending the hotel booking to Oct 29!! That's so helpful.

Alyssa

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: October 20, 2021 9:14 AM
To: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Cc: Meadows, Jennifer L ENV:EX <Jennifer.Meadows@gov.bc.ca>; O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Subject: RE: Travel/COP info

Thanks Alyssa! I noticed that article too, hopefully it will make the testing requirements much easier while they're there.

For the PCR test, unfortunately as Jeremy's flight isn't until October 30 he won't be able to be added to the appointment. Can you provide information on who you booked it with and cost, as we may opt for that option as well instead of travelling to a clinic.

Do you also have information on testing required for re-entry into Canada?

The hotel is not able to guarantee an early check in, but **they do have a room available on October 29 so I have asked to add that to our reservation.** Hopefully they can just move our reservation to one day earlier so there's no additional cost.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Sent: October 19, 2021 4:12 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>; O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Cc: Meadows, Jennifer L ENV:EX <Jennifer.Meadows@gov.bc.ca>; Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
Subject: RE: Travel/COP info

This is great, thank you so much! It looks like the LFD test access will be changing next week. Either way, I'll take care of it.

Thank you both SO much!
Alyssa

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: October 19, 2021 4:07 PM
To: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>; O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Cc: Meadows, Jennifer L ENV:EX <Jennifer.Meadows@gov.bc.ca>; Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
Subject: RE: Travel/COP info

Hi all,

My apologies for the delay in sending this update.

Reservation Information

		29-Oct	30-Oct	31-Oct	01-Nov	02-Nov	03-Nov	04-Nov	05-Nov	06-Nov	07-Nov
s.22	-										
Jeremy Hewitt		Requested	MGH	MGH	MGH	MGH	MGH	MGH	MGH	MGH	MGH
s.22	-										
Kevin Jardine				JH	JH	JH	JH	JH	JH	JH	JH

Reservation 1, under Jeremy Hewitt: October 30 – November 12

- MGH will take over this reservation from October 30 to Nov 8

Reservation 2, under Kevin Jardine: October 31 – November 12

- Jeremy will take over this reservation

I have emailed the hotel to ask about extending Jeremy's stay (reso 2) until November 15. Ideally we can apply the paid for, unused nights from reso 1 to pay for the additional days.

I have also requested an early check in on October 30th to accommodate the 8:30am flight arrival. Or, adding October 29th to the reservation (this seems less likely)

For the LFD tests, you need to be in the UK to request the free packets of 7 tests. I have at this time had a hotel staff order one for Jeremy, and requested a second to cover him for his time at COP. Please let me know you'd like to me to submit requests for packets for MGH and Kelly as well, or if you will be handling those.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
 Jeremy Hewitt, Assistant Deputy Minister
 Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Sent: October 19, 2021 3:05 PM
To: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>; Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel/COP info

Thanks, Kellie! Just flagging that I believe Kevin's booking was to be checked in on October 31 – we will need a check-in for either October 30 or October 29. Are you able to extend the booking?

Alyssa

From: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>
Sent: October 19, 2021 3:04 PM
To: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>; Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel/COP info

Hi Alyssa,

I know Cheryl is working on an overview and we are looking to have an email ready to go to s.15 by EOD. I don't think there are any concerns with MGH taking the Oct 30th reservation. So far, it looks like that will work and Jeremy can just take over Kevin's.

Cheryl, any new updates you can share?

Thanks,
K

Kellie O'Brien (she/her) | Senior Executive Assistant to Kevin Jardine
Deputy Minister, Ministry of Environment and Climate Change Strategy
C: s.17
E: Kellie.O'Brien@gov.bc.ca



Where ideas work

This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Sent: October 19, 2021 1:54 PM
To: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>; Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Travel/COP info

Hi both,

Just checking in on this – is there anything else needed from me? Do you think it will be possible to extend the hotel booking so that Minister Heyman can be checked in by October 30 at 10am?

Thanks!
Alyssa

From: Hrenyk, Alyssa ENV:EX
Sent: October 19, 2021 10:33 AM
To: O'Brien, Kellie ENV:EX <Kellie.O'Brien@gov.bc.ca>; Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: Travel/COP info
Importance: High

Hey Kellie and Cheryl,

As promised, sending you the info that I have for COP travel in the hopes that we can sort it out together!

Here's arrival/departure info for MGH

Minister Heyman

<u>Arrival in UK</u>	October 30 at 8:30 AM local time.
	I believe that the original booking is for October 31 st arrival. We need to extend the booking to October 30 (with early check-in for 10:00 AM), or extend to October 29 , please.
<u>Departure from UK</u>	November 8 at 9:30 AM local time.

TRAVEL REQUIREMENTS:

For entry into Scotland	<p>Canada is not on the <u>'Red' list</u> of countries for entry into Scotland. Therefore, <u>fully vaccinated travellers only need to:</u></p> <ol style="list-style-type: none">1. Complete a <u>passenger locator form</u>. This needs to be completed within the 48 hours prior to arrival in Scotland.2. <u>Buy and take a single COVID-19 PCR test</u>. The test needs to be taken within two days of arrival in Scotland. While waiting for results, quarantining is not required. <p>These kits are purchased online in advance and are delivered directly to the hotel that guests are staying at. I believe the tests are self-administered and are managed by the hotel.</p> <p>If guests end up testing positive for COVID-19, then their quarantine will be completed at the hotel.</p>
For participation in COP-26	<p>Based on the document that Jennifer sent to our office (attached), participants are required to:</p> <ol style="list-style-type: none">1. <u>Declare vaccination status</u>.2. Provide a negative COVID-9 test result, taken 72 hours before departure to Scotland. <p>Minister Heyman and Kelly have PCR tests booked to take place in Minister Heyman's office (scheduled for Oct 26 at 5:00-6:00 PM). If Jeremy does not have a test booked and would like to join them, I am happy to add a third test to the appointment (I'd just send you the invoice for it).</p> 3. Undertake a self-administered Lateral Flow (LFD) test every day (at the hotel) and bring a negative result to the conference. <p>It looks to me like you can order a pack of 8 from the <u>Government of Scotland website</u> and it can be picked up at the <u>airport</u> (Glasgow Airport, PA3 2ST). I'm going to order 8 each for MGH and Kelly, and I think that's sufficient (I'm not sure how many Jeremy will need, but I'm guessing 8 is enough).</p> <p>These tests are only to be taken if participants are not experiencing symptoms of COVID-19. If symptoms arise, participants need to take a PCR test to access the conference.</p>

Let me know if you need anything else! Hoping we can get this sorted by end of day today.

Thank you!

Alyssa Hrenyk

Administrative Coordinator to
The Honourable George Heyman,
Minister of Environment and Climate Change Strategy
and Minister Responsible for TransLink

s.17 | Alyssa.Hrenyk@gov.bc.ca

You received a new invoice ^{s.22}

From: 247Testing.ca <messenger@messaging.squareup.com>
To: cheryl.tromp@gov.bc.ca, Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: October 21, 2021 2:45:45 PM PDT

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



247Testing.ca

New Invoice

\$345.45

Due on October 21, 2021

[Pay Invoice](#)

On-site Testing Service

Invoice ^{s.22}

October 21, 2021

Customer

Cheryl Tromp

Cheryl.Tromp@gov.bc.ca

Message

FIRST NAME: Jeremy

LAST NAME: Hewitt

DATE OF BIRTH: ^{s.22}

ADDRESS: 525 Superior Street, Victoria BC

DATE: October 28

TIME: 2:30-4:30pm
PHONE: 250-978-9822
TEST: PCR

Thank you for choosing 247testing.ca. Please let us know if we can ever be of further assistance.

Cancellations of confirmed appointment by way of payment will be subject to a \$60 administrative and services fee.

Please note that our PCR tests are all done using nasal swabs which are more comfortable in administration and broadly accepted for travel. In the case a nasopharyngeal is required please request before payment.

While we'll do everything we can to accommodate appointment times, and other requests, however due to a variety of factors out of our controls we cannot guarantee you will receive your COVID test result by a specific time. We are thus unable to accept responsibility or liability if you are denied boarding your flight or entry to your connecting or final destination. While rare, in the case your result comes back inconclusive or otherwise showing any result other than negative, we'll advise you of the outcome as soon as possible as well as any potential retesting options if required and any associated costs.

Invoice summary

PCR - Victoria	\$329.00
----------------	----------

Subtotal	\$329.00
----------	----------

GST	\$16.45
-----	---------

Total Due	\$345.45
------------------	-----------------

247Testing.ca
info@247testing.ca

GST/HST: 763476942

© 2021 Square, Inc.

[Square Privacy Policy](#) | [Security](#)



FW: Roaming Plans: Telus and Rogers

From: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: October 21, 2021 4:50:13 PM PDT

Think I shared this already but providing again in case needed. ☺

From: Marino, Gianfranco JERI:EX <Gianfranco.Marino@gov.bc.ca>
Sent: October 1, 2021 11:31 AM
To: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>; Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>
Subject: FW: Roaming Plans: Telus and Rogers

Hi,

Forwarding information on roaming plans for ENV delegation.

Many thanks,
Gianfranco

From: Ommundsen, Eric JERI:EX <Eric.Ommundsen@gov.bc.ca>
Sent: October 1, 2021 11:30 AM
To: Teramoto, Leslie JERI:EX <Leslie.Teramoto@gov.bc.ca>; Hoyle, William JERI:EX <William.Hoyle@gov.bc.ca>; Haney, Lee JERI:EX <Lee.Haney@gov.bc.ca>; Marino, Gianfranco JERI:EX <Gianfranco.Marino@gov.bc.ca>; Hamilton, Andrew C JERI:EX <Andrew.Hamilton@gov.bc.ca>
Subject: FW: Roaming Plans: Telus and Rogers

Hi team,

Packages for each delegation to consider – the person who manages payment on the account in their office will need to arrange to request it (we cannot do it); the individual user does not need to do it themselves. Please share the information in the email from Christine below with your contact.

The package should be added to go into effect before they depart, and covers 30 days. It is tied to their account, not their hardware, so doesn't matter when they switch devices as you likely know. The Rogers ones require several options to be selected if they wish to cover data / voice / text.

Leslie – I'd suggest for you, William and I that the following might be suitable; could Emily arrange as the account manager?

- Rogers Zone 2 100 minute talk / Zone 2 300 MB data / Text travel pack – total of \$97.50 per person.
- Start all Oct 25 as encompass 30 days

Eric

From: Chen, Christine JERI:EX <Christine.Chen@gov.bc.ca>
Sent: October 1, 2021 10:12 AM
To: Ommundsen, Eric JERI:EX <Eric.Ommundsen@gov.bc.ca>
Cc: Stoica, Flavia JERI:EX <Flavia.Stoica@gov.bc.ca>
Subject: Roaming Plans: Telus and Rogers

Hi Eric,

Please find the roaming packages available from Telus and Rogers. Either Telus or Rogers requires the account holder to contact them for adding the roaming plan.

Telus:

- Passport Essentials Europe \$60: 100 min, 200MB, 150 out & unlim. incoming text. Overage: 50¢/minute, \$5/30 texts \$5/30 MB
- Passport Essentials Europe \$90: 150 min, 400MB, 200 out & unlim. incoming text. Overage: 50¢/minute \$5/30 texts \$5/30 MB
- Passport Essentials Europe 150: 300 min, 800MB, unlimited text. Overage: 50¢/minute, 1000 tiers @ \$5 for 30 MB , PPU 17¢/MB rate applies

Rogers (one time 30 day packages, please add it before the travel dates to ensure within the 30 days):

- Travel packs are a one-time purchase and are valid for 30 days, including the date of purchase, after which time they will automatically expire. Minutes & talk overage rates are applicable for all call types including incoming calls, local calls, calls back to Canada and international calls. Any unused minutes, text messages, or data are lost after expiry.
- Your included text messages are worldwide (Canadian, American and international numbers). Received text messages are free. They do not include picture messages. If you send a picture message, you will be charged a pay per use rate.
- If no data travel package has been selected or if they do not want to use this feature, please have end users turn off the data roaming option on their device.
- Roaming options are not applicable while traveling on a cruise ship. Usage will be charged based on the applicable pay-per-use rates designated by the cruise liner
- Roaming options cover airtime & long-distance usage charges. Calls to 1-800, 1-888, 1-877 and 1-866 are not included. The local carrier may apply a Connection Fee. Charge will appear on the LD column of the invoice.
- Tech support number 1-514-734-7699 (Outside of Canada)

Zone 2 - Europe

Albania, Andorra, Armenia, Austria, Belarus, Belgium, Bosnia, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Faroe Islands, Finland, France, Germany, Gibraltar, Greece, Greenland, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, San Marino, Serbia, Slovakia, Slovenia, Spain, St.Pierre & Miquelon, Sweden, Switzerland, Turkey, Ukraine, United Kingdom

Travel pack	Cost	Includes	Overage
Zone 2 100 Minute Travel Pack	\$40	100 Minutes	80¢ per minute
Zone 2 200 Minute Travel Pack	\$80	200 Minutes	80¢ per minute
Zone 2 500 Minute Travel Pack	\$175	500 Minutes	35¢ per minute
Zone 2 300 MB Travel Pack	\$50	300 MB	30¢ per MB
Zone 2 600 MB Travel Pack	\$90	600 MB	30¢ per MB
Zone 2 1 GB Travel Pack	\$150	1 GB	30¢ per MB
Zone 2 1.5 GB Travel Pack	\$200	1.5 GB	30¢ per MB
Text Travel Pack – 200 SMS	\$7.50	200 SMS	3¢ per text message

Receipt for Travel Adapter

From: Hewitt, Jeremy ENV:EX <Jeremy.Hewitt@gov.bc.ca>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: October 23, 2021 4:15:52 PM PDT
Attachments: image0.jpeg

Hi Cheryl:

Could you process this for reimbursement please. No rush.

Thanks,



Jeremy

BEST BUY #10

The tech you need at the prices
you'll love.

3450 Uptown Boulevard, Saanich
Store Phone #: 250-419-7670
Geek Squad Precinct #: 250-419-6020
Geek Squad Toll Free: 1-800-GEEKSQUAD

Keep your receipt



Val #: 1362-1842-8761-6933

0010 004 0549 10/23/21 15:35 HARP

SALES

10394540 NS-MTA1875- 39.99
INSIGNIANS-MTA1875-C

SUBTOTAL 39.99
GST CA 2.00
PST BC 2.80

TOTAL 44.79

Transaction Record SALE

XXXXXXXXXXXX
Approved 037495

44.79

RE: Car Service - Recommendations?

From: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>, Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>
Sent: October 26, 2021 10:02:13 AM PDT

I recommend we book it and make sure that a receipt can be provided. The meeting is at 10 in Bo'ness and Google maps says it takes about an hour to get there via car so departure around 8:45am?

For your info we are hoping to book a bilateral with the Scottish government on site so if that happens the trip will be closer to 4 hours return.

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: October 26, 2021 9:05 AM
To: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>; Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>
Subject: FW: Car Service - Recommendations?

Hi Avril,

Here is the response re: car service for November 4th. Let me know your thoughts!

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: s.15
Sent: October 25, 2021 11:33 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Car Service - Recommendations?

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

Good morning, Cheryl.

Thank you for contacting s.15

I have made enquiries with Glasgow Taxis and they may not be open to such a long trip. We have contacted this morning a driver who has regularly picked up at the hotel over the years who would be willing to chauffeur the guests at a cost of £260.

s.21

Is this suitable for you? Do you have an approximate time of departure?

Kind Regards,

Charlie Novello

Duty Manager

s.15

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: 26 October 2021 00:35

To: s.15

Subject: Car Service - Recommendations?

Good morning,

Our guests staying with you for the first week of November will be requiring a car service on November 4th, for a 3-4 hour return trip to Bo'ness to the hydrogen train site.

Do you have recommendations for a car service, taxi or Uber to use for this trip? It will only be for 3 passengers. We were not sure if local taxi/uber drivers would leave the city limits or be open to such a long trip.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

RE: Car Service - Recommendations?

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
To: s.15
Cc: Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>
Sent: October 27, 2021 10:43:21 AM PDT

Thank you Charlie, greatly appreciated. If you can please book this for 8:45am, and if they need to adjust slightly they will let you know in advance.

One other question – is there any meeting space that we can book to use at the hotel, or recommendations of options nearby? A small boardroom/meeting room would be ideal. Specifically we're looking for October 31, 2:00-2:30 GMT at the moment, however there are other meetings as well we'll need a room for once the timing is confirmed.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: s.15
Sent: October 26, 2021 5:55 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Car Service - Recommendations?

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

Good morning, Cheryl.

I have just contacted Ian and can confirm that he can indeed supply you with a receipt for the journey.

I have informed him of the pickup time of 8.45am, to be confirmed at the time of booking.

If you require any further information or assistance, please do not hesitate to contact us.

Kind Regards,
Charlie Novello
Duty Manager

s.15

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: 27 October 2021 00:36
To: s.15
Subject: RE: Car Service - Recommendations?

Thank you for your recommendation. This may be a great option for us, provided we can still receive a receipt for the payment. Are you able to inquire if a receipt would be made available?

Departure would be approximately 8:45am, we can confirm that upon final booking.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: s.15

Sent: October 25, 2021 11:33 PM

To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Subject: RE: Car Service - Recommendations?

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

Good morning, Cheryl.

Thank you for contacting s.15 .

I have made enquiries with Glasgow Taxis and they may not be open to such a long trip.

We have contacted this morning a driver who has regularly picked up at the hotel over the years who would be willing to chauffeur the guests at a cost of £260.

s.21

Is this suitable for you? Do you have an approximate time of departure?

Kind Regards,

Charlie Novello
Duty Manager

s.15

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: 26 October 2021 00:35

To: s.15

Subject: Car Service - Recommendations?

Good morning,

Our guests staying with you for the first week of November will be requiring a car service on November 4th, for a 3-4 hour return trip to Bo'ness to the hydrogen train site.

Do you have recommendations for a car service, taxi or Uber to use for this trip? It will only be for 3 passengers. We were not sure if local taxi/uber drivers would leave the city limits or be open to such a long trip.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

RE: Car Service - Recommendations?

From: Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Cc: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
Sent: October 28, 2021 4:35:57 PM PDT

Let's suggest the café area then. Not ideal, but I don't think we'll get another space.

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: October 28, 2021 4:34 PM
To: Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>
Cc: Nagel, Avril ENV:EX <Avril.Nagel@gov.bc.ca>
Subject: FW: Car Service - Recommendations?

Unfortunately the hotel does not have any meeting rooms, or offer other suggestions.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: s.15
Sent: October 27, 2021 1:05 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Car Service - Recommendations?

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

Good evening

Thank you for your email

our hotel doesn't have any meeting rooms, we do have a small café area, but seating is unreserved

Kind regards

Gary

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: 27 October 2021 18:43
To: s.15
Cc: Sparling, Anika ENV:EX <Anika.Sparling@gov.bc.ca>
Subject: RE: Car Service - Recommendations?

Thank you Charlie, greatly appreciated. If you can please book this for 8:45am, and if they need to adjust slightly they will let you know in advance.

One other question – is there any meeting space that we can book to use at the hotel, or recommendations of options nearby? A small boardroom/meeting room would be ideal. Specifically we're looking for October 31, 2:00-2:30 GMT at the moment, however there are other meetings as well we'll need a room for once the timing is confirmed.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: s.15

Sent: October 26, 2021 5:55 PM

To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Subject: RE: Car Service - Recommendations?

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

Good morning, Cheryl.

I have just contacted Ian and can confirm that he can indeed supply you with a receipt for the journey.

I have informed him of the pickup time of 8.45am, to be confirmed at the time of booking.

If you require any further information or assistance, please do not hesitate to contact us.

Kind Regards,
Charlie Novello
Duty Manager

s.15

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: 27 October 2021 00:36

To: s.15

Subject: RE: Car Service - Recommendations?

Thank you for your recommendation. This may be a great option for us, provided we can still receive a receipt for the payment. Are you able to inquire if a receipt would be made available?

Departure would be approximately 8:45am, we can confirm that upon final booking.

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: s.15
Sent: October 25, 2021 11:33 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: RE: Car Service - Recommendations?

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

Good morning, Cheryl.

Thank you for contacting s.15

I have made enquiries with Glasgow Taxis and they may not be open to such a long trip. We have contacted this morning a driver who has regularly picked up at the hotel over the years who would be willing to chauffeur the guests at a cost of £260.

s.21

Is this suitable for you? Do you have an approximate time of departure?

Kind Regards,

Charlie Novello
Duty Manager

s.15

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: 26 October 2021 00:35
To: s.15
Subject: Car Service - Recommendations?

Good morning,

Our guests staying with you for the first week of November will be requiring a car service on November 4th, for a 3-4 hour return trip to Bo'ness to the hydrogen train site.

Do you have recommendations for a car service, taxi or Uber to use for this trip? It will only be for 3 passengers. We were not sure if local taxi/uber drivers would leave the city limits or be open to such a long trip.

Thank you,
Cheryl

Cheryl Tromp
Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

RE: Invoice and Itinerary for HEWITT/JEREMY s.22 - 30October21 - Direct Travel Locator:

From: Paolo Oliveros <poliveros@dt.com>
 To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
 Sent: October 29, 2021 9:02:27 AM PDT
 Attachments: image009414.jpg, image002.gif, image004.gif, image454654.jpg, image757555.png, image003.png, image001.gif

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





Hi Cheryl,


It would be better to keep the return as is.

The reason is if we re-route then we would have to reprice and will cost way more.

There are no returns available to reprice but below.

TO CHANGE IS CAD 8179.50

AIR							
	Flight Number AC8062	Class: Y-Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operated By: Flying Time: 31m Stops: 0
AIR							
	Flight Number LH0493	Class: P-Business	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55AM	Type: Airbus A350-900 Jet Operated By: Lufthansa Flying Time: 9h40m Stops: 0
AIR							
	Flight Number LH0974	Class: Y-Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Airbus A319 Jet Operated By: Lufthansa Flying Time: 2h5m Stops: 0
SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH LUFTHANSA							
AIR							
	Flight Number BA1479	Class: D-Business	From: Glasgow, United	Leaving: Sun 14 Nov	Destination: Heathrow, London,	Arriving: Sun 14 Nov	Type: Airbus A321neo Jet

			Kingdom - Main Terminal	09:55A M	United Kingdom - Terminal 5	11:30A M	Operate d By: Flying Time: Stops:	British Airways 1h35m 0
AIR								
	Flight Number AC0861	Class: J- Business	From: Heathrow, London, United Kingdom - Terminal 2	Leaving: Sun 14 Nov 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sun 14 Nov 03:55PM	Type: Operate d By: Flying Time: Stops:	Boeing 787-9 Dreamliner Air Canada 9h25m 0

On his return when he checks in, he can let them know that his final destination will now just be Vancouver.

Which is already included.

Please let me know if you have questions.

Kind regards

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com

Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca

Travel Intelligence: Know Before You Go [click here](#)



Effective 30 Oct 21

Vaccination Required for Travelling Within Canada

LEARN MORE



Official Government Details on Vaccinated Travellers Entering Canada

ACCESS NOW



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: Thursday, October 28, 2021 4:58 PM

To: Paolo Oliveros <poliveros@dt.com>

Subject: RE: Invoice and Itinerary for HEWITT/JEREMY s.22 | - 30October21 - Direct Travel Locator:

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

Thank you for sending over. New request for the return flight – Jeremy would like to land in Vancouver instead of Victoria on November 14.

Are you able to send options for that route instead?

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Paolo Oliveros <poliveros@dt.com>

Sent: October 19, 2021 9:15 AM

To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Subject: RE: Invoice and Itinerary for HEWITT/JEREMY s.22 | - 30October21 - Direct Travel Locator: s.22

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

Good morning Cheryl,

s.22

Please find available flight for 15th

Total to change is just CAD 14.50

AIR							
	Flight Number AC8062	Class: B- Economy	From: Victoria, BC	Leaving: Sat 30 Oct 02:30PM	Destination: Vancouver, BC - Main Terminal	Arriving: Sat 30 Oct 03:01PM	Type: Dehavilland Dash 8-400 Turboprop /Air Canada Express - Jazz Operate d By: Flying Time: 31m Stops: 0
SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH /AIR CANADA EXPRESS - JAZZ							
AIR							
	Flight Number LH0493	Class: G- Premium Economy	From: Vancouver, BC - Main Terminal	Leaving: Sat 30 Oct 04:15PM	Destination: Frankfurt, Germany - Terminal 1	Arriving: Sun 31 Oct 09:55A M	Type: Airbus A350-900 Jet Operate d By: Lufthansa

							Flying Time:	9h40m
							Stops:	0
SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH LUFTHANSA								
AIR								
 Lufthansa	Flight Number LH0974	Class: Y- Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Sun 31 Oct 02:00PM	Destination: Glasgow, United Kingdom - Main Terminal	Arriving: Sun 31 Oct 03:05PM	Type: Operated By: Flying Time: Stops:	Airbus A319 Jet Lufthansa 2h5m 0
SEAT SELECTION FOR THIS FLIGHT IS EITHER BY ONLINE CHECK IN OR AIRPORT CHECK IN ONLY PLEASE CHECK IN WITH LUFTHANSA								
AIR								
 Lufthansa	Flight Number LH0961	Class: Y- Economy	From: Glasgow, United Kingdom - Main Terminal	Leaving: Mon 15 Nov 09:05A M	Destination: Frankfurt, Germany - Terminal 1	Arriving: Mon 15 Nov 12:00PM	Type: Operated By: Flying Time: Stops:	Airbus A320neo Jet Lufthansa 1h55m 0
AIR								
 Lufthansa	Flight Number LH0470	Class: G- Premium Economy	From: Frankfurt, Germany - Terminal 1	Leaving: Mon 15 Nov 01:25PM	Destination: Lester B. Pearson, Toronto, ON - Terminal 1	Arriving: Mon 15 Nov 04:05PM	Type: Operated By: Flying Time: Stops:	Airbus A350-900 Jet Lufthansa 8h40m 0
AIR								
AIR CANADA 	Flight Number AC1135	Class: B- Economy	From: Lester B. Pearson, Toronto, ON - Terminal 1	Leaving: Mon 15 Nov 07:20PM	Destination: Victoria, BC	Arriving: Mon 15 Nov 09:31PM	Type: Operated By: Flying Time: Stops:	Airbus A220-300 Air Canada 5h11m 0

Paolo Oliveros, Corporate Travel Advisor

Office: 778-370-2482 Email: poliveros@dt.com
Toll-Free: 866-324-5764 Ext: 248
2

Visit us: www.dt.ca
[Travel Intelligence: Know Before You Go click here](#)



From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Monday, October 18, 2021 8:58 AM
To: Paolo Oliveros <poliveros@dt.com>
Subject: RE: Invoice and Itinerary for HEWITT/JEREMY s.22 | - 30October21 - Direct Travel Locator: s.22

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Hi Paolo,

If Jeremy were to return on Monday, Nov 15 instead of Nov 14, is there a more direct option (instead of the Frankfurt – Munich hop)?

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: poliveros@dt.com <poliveros@dt.com>
Sent: October 5, 2021 9:20 AM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>; Weynerowski, Alexandra ENV:EX <Alexandra.Weynerowski@gov.bc.ca>; POLIVEROS@DT.COM
Subject: Invoice and Itinerary for HEWITT/JEREMY s.22 | - 30October21 - Direct Travel Locator: s.22

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



Vision Travel DT Ontario-West Inc
1303 Homer Street
Vancouver
BC V6B 5M9
604-661-4932
866-324-5764

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: s.22
Issued: 05 October 2021

Agency Ref.: s.22
Sales Person: Paolo Oliveros

Customer Number: s.22
Customer Ref.: N/A

MINISTRY OF ENVIRONMENT
3800 WESBROOK MALL
VANCOUVER, BC, V6S 2L9

Passenger(s): HEWITT/JEREMY s.22

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

Important COVID Information Related To Your Travels:

Please [click here](#) upon receipt of your itinerary for important COVID-related traveller information including COVID vaccination/test/quarantine requirements, transit restrictions, etc. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements could change.

Protective face coverings may be required at various stages of travel. Travellers are responsible to familiarize themselves with requirements for their airlines, airports and destination cities.

Use ArriveCAN to enter Canada:

Use [ArriveCAN](#) to provide mandatory travel information required for entry into Canada.

Baggage/Check-in Information:

Click [Here](#) for Baggage Information. Click [Here](#) for Check-in Information.

Your invoice and itinerary are attached.

Re: COVID Test Inquiry - Victoria

From: 24/7 Testing <info@247testing.ca>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: October 30, 2021 8:07:42 AM PDT
Attachments: Hewitt, J.pdf

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

Please see attached. Apologies for the delay.

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Friday, October 29, 2021 4:44 PM
To: 24/7 Testing <info@247testing.ca>
Subject: RE: COVID Test Inquiry - Victoria

Good afternoon,

We just wanted to follow up on the test results. Are they still expected tonight?

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: Tromp, Cheryl ENV:EX
Sent: October 28, 2021 3:27 PM
To: 24/7 Testing <info@247testing.ca>
Subject: RE: COVID Test Inquiry - Victoria

Thank you for letting me know. If the results can be emailed directly to jeremy.hewitt@gov.bc.ca and cc'ed to me it would be appreciated.

If there's anyway (even for a fee) we can ensure the results are received tomorrow (Friday) evening it would give a great peace of mind, as the flight leaves Saturday midday.

All the best,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: 24/7 Testing <info@247testing.ca>
Sent: October 25, 2021 5:41 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: Re: COVID Test Inquiry - Victoria

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

There are no guarantees in testing in terms of when conclusive results will come through. If a test is completed before ~3pm on a weekday, results are sent through the following evening. We very rarely ever have any issues however, guaranteeing results isn't something labs, clinics, or services like ours are able to do (on that time frame).

We'd not be in business however if this wasn't a very consistent service measure for us to deliver against!

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Monday, October 25, 2021 3:19 PM
To: 24/7 Testing <info@247testing.ca>
Subject: RE: COVID Test Inquiry - Victoria

Good afternoon,

Just checking on one item – you mentioned the test will be send by Friday evening (following the Thursday test). Is that a guaranteed or predicted timeframe?

Thank you,
Cheryl

Cheryl Tromp
Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: 24/7 Testing <info@247testing.ca>
Sent: October 21, 2021 4:45 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: Re: COVID Test Inquiry - Victoria

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

We've let our nurse Sarah know, thank you.

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Thursday, October 21, 2021 4:43 PM
To: 24/7 Testing <info@247testing.ca>
Subject: RE: COVID Test Inquiry - Victoria

Thanks Jade, it has been paid.

When the staff member arrives, they will need to call me to be let into the building and onto our floor. My office number is 250-978-9822, and my cell is s.22

Thank you,
Cheryl

Cheryl Tromp
Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: 24/7 Testing <info@247testing.ca>
Sent: October 21, 2021 2:49 PM

To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: Re: COVID Test Inquiry - Victoria

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

Thank you – we have issued an invoice for Thursday Oct 28, so once paid, that confirms the appointment. You will receive results in the evening on Oct 29th.

Thanks,
Jade
247testing.ca

From: "Tromp, Cheryl ENV:EX"
Date: Thursday, October 21, 2021 at 12:54 PM
To: Jade Solacito
Subject: RE: COVID Test Inquiry - Victoria

FIRST NAME: Jeremy
LAST NAME: Hewitt
DATE OF BIRTH: s.22
ADDRESS: 525 Superior Street, Victoria BC
DATE: October 27 or 28 (leaving on international flight October 30th at 9am, requires results prior to then)
TIME: October 27 – 11:00am-1:00pm, October 28 - 2:30-4:30pm
PHONE: Please contact me for details, my office number is 250-978-9822

Thank you,
Cheryl

Cheryl Tromp
Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: 24/7 Testing <info@247testing.ca>
Sent: October 20, 2021 5:03 PM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Subject: COVID Test Inquiry - Victoria

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

Hi Jeremy,

As an on-site testing provider, **we come straight to you** to perform the test meaning you don't need to look for parking or wait in line at a walk-in clinic!

The process is **easy, straight forward** and **convenient**:

- A nurse will come and perform the test (~2min process)
- Once the test is completed, the nurse will deliver the test to the lab
- 24-36 hrs later the test results are received
- Cost is \$329/test + GST and must be paid in full to secure booking

If you'd like to move forward with a booking, please provide the following:

FIRST NAME:

LAST NAME:

DATE OF BIRTH:

ADDRESS:

DATE:

TIME: (2 hour window required)

PHONE:

Thanks for choosing 247testing.ca and please let us know if you have any questions!

Thanks,
Jade

Page 170 of 198

Withheld pursuant to/removed as

s.22

RE: !Urgent: Alternate Accommodation required

From: COP26 Accommodation GVA <COP26accommodation@mci-group.com>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>, COP26 Accommodation GVA <COP26accommodation@mci-group.com>
Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Sent: October 30, 2021 9:48:38 AM PDT
Attachments: image001.jpg

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

She is in the COP26 email address 😊
She will be in touch regarding the booking
Kind regards
Jodie

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Saturday, 30 October 2021 18:43
To: COP26 Accommodation GVA <COP26accommodation@mci-group.com>
Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Subject: RE: !Urgent: Alternate Accommodation required

Thank you for the quick reply Jodi. I believe you may have missed copying Sonia, if you can add her on we'll be in touch.

All the best,
Cheryl

Cheryl Tromp
Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: COP26 Accommodation GVA <COP26accommodation@mci-group.com>
Sent: October 30, 2021 9:39 AM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>; COP26 Accommodation GVA <COP26accommodation@mci-group.com>
Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Subject: RE: !Urgent: Alternate Accommodation required

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

Good evening,
Thank you for your email. MCI did not book this hotel, or have this property has part of our approved accommodation. We are sorry to hear you would like to move hotels.
We can offer rooms at the \$¹⁵ my colleague Sonia in copy can help.
With kind regards,
Jodie

Jodie Torriani, HMCC, CRME

Head of Global Hotel Procurement & Strategic Sourcing

COP26 Hotel Secretariat c/o MCI

Office Hours:

Monday to Friday (our offices are open remotely on regular business days with the exception of public holidays)

E: COP26accommodation@mci-group.com



The preceding e-mail message (including any attachments) contains information that may be confidential, or constitute non-public information. It is intended to be conveyed only to the designated recipient(s). If you are not an intended recipient of this message, please notify the sender by replying to this message and then delete it from your system. Use, dissemination, distribution, or reproduction of this message by unintended recipients is not authorized and may be unlawful.

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>

Sent: Saturday, 30 October 2021 18:29

To: COP26 Accommodation GVA <COP26accommodation@mci-group.com>

Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>

Subject: !Urgent: Alternate Accommodation required

Importance: High

Good afternoon,

We have had a member of our delegation arrive at ^{s.15}, which is one of your approved accommodations. Unfortunately due to the unsafe neighborhood they are not comfortable staying at this hotel. We urgently require an alternate option for them – any assistance you can provide would be greatly appreciated. We have located a room for them for this evening but **require a room in Glasgow for them from Oct 31 – Nov 8.**

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

RE: !Urgent: Alternate Accommodation required

From: COP26 Accommodation GVA <COP26accommodation@mci-group.com>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>, COP26 Accommodation GVA <COP26accommodation@mci-group.com>
Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Sent: October 30, 2021 9:38:47 AM PDT
Attachments: image001.jpg

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

Good evening,

Thank you for your email. MCI did not book this hotel, or have this property has part of our approved accommodation. We are sorry to hear you would like to move hotels.

We can offer rooms at the s.¹⁵ my colleague Sonia in copy can help.

With kind regards,

Jodie

Jodie Torriani, HMCC, CRME

Head of Global Hotel Procurement & Strategic Sourcing

COP26 Hotel Secretariat c/o MCI

Office Hours:

Monday to Friday (our offices are open remotely on regular business days with the exception of public holidays)

E: COP26accommodation@mci-group.com



The preceding e-mail message (including any attachments) contains information that may be confidential, or constitute non-public information. It is intended to be conveyed only to the designated recipient(s). If you are not an intended recipient of this message, please notify the sender by replying to this message and then delete it from your system. Use, dissemination, distribution, or reproduction of this message by unintended recipients is not authorized and may be unlawful.

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Saturday, 30 October 2021 18:29
To: COP26 Accommodation GVA <COP26accommodation@mci-group.com>
Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Subject: !Urgent: Alternate Accommodation required
Importance: High

Good afternoon,

We have had a member of our delegation arrive at s.¹⁵, which is one of your approved accommodations. Unfortunately due to the unsafe neighborhood they are not comfortable staying at this hotel. We urgently require an alternate option for them – any assistance you can provide would be greatly appreciated. We have located a room for them for this evening but **require a room in Glasgow for them from Oct 31 – Nov 8.**

Thank you,

Cheryl

Cheryl Tromp

Executive Administrative Assistant

Jeremy Hewitt, Assistant Deputy Minister

Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

COP26 - COP26-I/409 - Hotel invoice

From: COP26accommodation@mci-group.com
To: Cheryl.Tromp@gov.bc.ca, Tromp, Cheryl ENV:EX
<Cheryl.Tromp@gov.bc.ca>
Cc: Alyssa.Hrenyk@gov.bc.ca, Hrenyk, Alyssa ENV:EX
<Alyssa.Hrenyk@gov.bc.ca>
Sent: October 30, 2021 10:36:43 AM PDT
Attachments: Hotel invoice.pdf, ATT00001.png

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

Good afternoon Cheryl,

Thank you for contacting us.

We confirm that we have processed the booking at the ^{s.15} . Please provide us the name of the guest to update it in our system as soon as possible.

You will find enclosed the relevant invoice, which is to be paid upon receipt at the latest by **tomorrow October 31, 2021 before the check-in.**

Payment is required by credit card prior to arrival to confirm the booking and allow for check in - payment on-site is not possible.

Credit Card

[Access your online account >>](#)

Username:s.22

Password:

- Click on '**Pay balance**' under the financial summary section and follow the instruction as indicated in the system

Please note that the merchant name that would appear on your credit card statement would be "MCI Group Satigny CHE".

Terms & Conditions

Please click on the below link to access the full document.

[Terms and Conditions](#)

Kind regards,

COP26 Hotel Secretariat c/o MCI

Office Hours:

Monday to Friday (our offices are open remotely on regular business days except for public holidays)

E: COP26accommodation@mci-group.com



The preceding e-mail message (including any attachments) contains information that may be confidential, or constitute non-public information. It is intended to be conveyed only to the designated recipient(s). If you are not an intended recipient of this message, please notify the sender by replying to this message and then delete it from your system. Use, dissemination, distribution, or reproduction of this message by unintended recipients is not authorized and may be unlawful.

Mrs Cheryl TROMP
Ministry of Environment and Climate
Change Strategy
525 Superior Street
V8V 1T7 Victoria BC
CANADA

Geneva, 30 October 2021

MCI Suisse SA
9 Pre Bouvier
1242 Satigny
Switzerland

Tel: 41223399500
Email: cop26accommodation@mci-group.com
Website: www.mci.group.com

VAT REG NO: GB380595080

Registration No.: COP26-I/409

Invoice ^{s.22}

Registered Items	Quantity	Price p/unit	Amount to be paid
s.15			
1 double bed room with window single use (Full Deposit) 5 nights from 31.10.2021 to 05.11.2021	5	GBP 200.39	GBP 1,001.95
Total invoice amount		GBP	1,001.95
TOTAL PAID		GBP	0.00
OUTSTANDING TO MCI		GBP	1,001.95

Please indicate the following references in the purpose of payment: Cheryl Tromp - COP26-3134 or COP26-I/409

VAT	Excl. VAT	VAT Amount	Incl. VAT
12.50%	GBP 890.62	GBP 111.33	GBP 1,001.95
0.00%	GBP 0.00	GBP 0.00	GBP 0.00

All costs are to be borne by the ordering customer.

In accordance with DIRECTIVE 2011/7/EU, late payment interest will be charged in the amount of 8% above the European Bank's base reference rate.

Fw: Change - Hotel Reservations, November 2020 - November 2021

From: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: October 30, 2021 10:58:06 AM PDT
Attachments: George Heyman1.pdf, George Heyman2.pdf, Kelly Sather1.pdf, Kelly Sather2.pdf

Hey Cheryl! I found the old reservations. Kelly had planned to check into^{s.15} using the "Kelly Sather 1" and "Kelly Sather 2" reservations attached, but no one is currently using the "George Heyman1" and "George Heyman 2" reservations (for Nov 5-11).

Alyssa Hrenyk

Administrative Coordinator to
The Honourable George Heyman
Minister of Environment and Climate Change Strategy
s.17 | Alyssa.Hrenyk@gov.bc.ca

From: Gooderham, Coleen E FLNR:EX
Sent: Tuesday, January 12, 2021 11:26 AM
To: Hrenyk, Alyssa ENV:EX
Subject: FW: Change - Hotel Reservations, November 2020 - November 2021

Thank you
Coleen

From: Gooderham, Coleen E ENV:EX
Sent: June 15, 2020 12:22 PM
To: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Cc: Gooderham, Coleen E ENV:EX <Coleen.Gooderham@gov.bc.ca>
Subject: Change - Hotel Reservations, November 2020 - November 2021

Hi attached is the revised reservations. Please review and advise if anything is not correct.

Thank you

15 June 2020

Dear Mr Heyman,

We look forward to welcoming you to s.15

Reservation details:

Confirmation Number:	s.22
Guest Name:	George Heyman
Room type:	Inside Double
Arrival Date:	10 November 2021
Departure Date:	11 November 2021
Number of Nights:	1
Total Cost:	£155.00 (inclusive of VAT)
Breakfast:	Not Inclusive

About Your Booking

You have reserved our Advance Purchase rate which is non refundable and non transferable. Your card will then be charged for the full amount of your stay.

Check-in: from 3pm / **Check-out:** 11am

Earlier check-in and later check-out may be possible, but is not guaranteed and is subject to availability. Please note that all s. Rooms and public areas are non-smoking, including e-cigarettes. A charge (£100 minimum) will be applied should you smoke or vape in your room.

s.15

For more information, please visit our website. Or if you require any further assistance prior to your arrival, please call us on s.15

Yours Sincerely,

s.15

15 June 2020

Dear Mr Heyman,

We look forward to welcoming you to s.15

Reservation details:

Confirmation Number:	s.22
Guest Name:	George Heyman
Room type:	Inside Double
Arrival Date:	05 November 2021
Departure Date:	10 November 2021
Number of Nights:	5
Total Cost:	£775.00 (inclusive of VAT)
Breakfast:	Not Inclusive

About Your Booking

You have reserved our Advance Purchase rate which is non refundable and non transferable. Your card will then be charged for the full amount of your stay.

Check-in: from 3pm / **Check-out:** 11am

Earlier check-in and later check-out may be possible, but is not guaranteed and is subject to availability.

Please note that all s.1 Rooms and public areas are non-smoking, including e-cigarettes. A charge (£100 minimum) will be applied should you smoke or vape in your room.

s.15

For more information, please visit our website. Or if you require any further assistance prior to your arrival, please call us on s.15

Yours Sincerely,

s.15

15 June 2020

Dear MIS Sather,

We look forward to welcoming you to s.15 .

Reservation details:

Confirmation Number:	s.22
Guest Name:	Kelly Sather
Room type:	Inside Double
Arrival Date:	05 November 2021
Departure Date:	10 November 2021
Number of Nights:	5
Total Cost:	£775.00 (inclusive of VAT)
Breakfast:	Not Inclusive

About Your Booking

You have reserved our Advance Purchase rate which is non refundable and non transferable. Your card will then be charged for the full amount of your stay.

Check-in: from 3pm / **Check-out:** 11am

Earlier check-in and later check-out may be possible, but is not guaranteed and is subject to availability. Please note that all s. Rooms and public areas are non-smoking, including e-cigarettes. A charge (£100 minimum) will be applied should you smoke or vape in your room.

s.15

For more information, please visit our website. Or if you require any further assistance prior to your arrival, please call us on s.15

Yours Sincerely,

s.15

15 June 2020

Dear MIS Sather,

We look forward to welcoming you to s.15

Reservation details:

Confirmation Number:	s.22
Guest Name:	Kelly Sather
Room type:	Inside Double
Arrival Date:	10 November 2021
Departure Date:	11 November 2021
Number of Nights:	1
Total Cost:	£155.00 (inclusive of VAT)
Breakfast:	Not Inclusive

About Your Booking

You have reserved our Advance Purchase rate which is non refundable and non transferable. Your card will then be charged for the full amount of your stay.

Check-in: from 3pm / **Check-out:** 11am

Earlier check-in and later check-out may be possible, but is not guaranteed and is subject to availability. Please note that all s. Rooms and public areas are non-smoking, including e-cigarettes. A charge (£100 minimum) will be applied should you smoke or vape in your room.

s.15

For more information, please visit our website. Or if you require any further assistance prior to your arrival, please call us on s.15

Yours Sincerely,

s.15

RE: !Urgent: Alternate Accommodation required

From: COP26 Accommodation GVA <COP26accommodation@mci-group.com>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Sent: October 30, 2021 10:18:12 AM PDT
Attachments: image001.jpg

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

Good evening,

Thank you for your email and for your interest in booking accommodation.

We have rooms available at the s.15

- 1 double bed room with window single use (1 pax) – GBP 200.39 per room per night
- 1 double bed room without window single use (1 pax) – GBP 174.03 per room per night
- 2 twin beds room with window double use (2 pax) – GBP 205.66 per room per night

Payment is required by credit card prior to arrival to confirm the booking and allow for check in - payment on-site is not possible.

If you wish to proceed with the booking, please send us the following information:

Billing address:

Preferred room type you wish to book (as per above bullet points):

Number of rooms:

Check-in:

Check-out:

Please note that we work in first come first served basis. If your preferred room type is not available upon reply, we will try to accommodate the request in the available rooms.

Kind regards,

Sonia Pontes

Project Coordinator

COP26 Hotel Secretariat c/o MCI

Office Hours:

Monday to Friday (our offices are open remotely on regular business days with the exception of public holidays)

E: COP26accommodation@mci-group.com



The preceding e-mail message (including any attachments) contains information that may be confidential, or constitute non-public information. It is intended to be conveyed only to the designated recipient(s). If you are not an intended recipient of this message, please notify the sender by replying to this message and then delete it from your system. Use, dissemination, distribution, or reproduction of this message by unintended recipients is not authorized and may be unlawful.

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Saturday, 30 October 2021 18:29
To: COP26 Accommodation GVA <COP26accommodation@mci-group.com>
Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Subject: !Urgent: Alternate Accommodation required
Importance: High

Good afternoon,

We have had a member of our delegation arrive at s.15 , which is one of your approved accommodations. Unfortunately due to the unsafe neighborhood they are not comfortable staying at this hotel. We urgently require an alternate option for them – any assistance you can provide would be greatly appreciated. We have located a room for them for this evening but **require a room in Glasgow for them from Oct 31 – Nov 8.**

Thank you,
Cheryl

Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

From: COP26 Accommodation GVA <COP26accommodation@mci-group.com>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Sent: October 30, 2021 10:50:19 AM PDT
Attachments: image002.jpg, image003.png

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

Good evening.

We confirm the booking, and that Jeremy will be able to check in with his ID (booking reference: s.22
s.22

Kind regards,

Sonia Pontes

Project Coordinator

COP26 Hotel Secretariat c/o MCI

Office Hours:

Monday to Friday (our offices are open remotely on regular business days with the exception of public holidays)

E: COP26accommodation@mci-group.com



The preceding e-mail message (including any attachments) contains information that may be confidential, or constitute non-public information. It is intended to be conveyed only to the designated recipient(s). If you are not an intended recipient of this message, please notify the sender by replying to this message and then delete it from your system. Use, dissemination, distribution, or reproduction of this message by unintended recipients is not authorized and may be unlawful.

From: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: Saturday, 30 October 2021 19:45
To: COP26 Accommodation GVA <COP26accommodation@mci-group.com>
Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Subject: RE: COP26 - s.22 - Hotel invoice

Thank you for your quick assistance. I have paid the hotel invoice.

The guest checking in will be Jeremy Hewitt.

All the best,
Cheryl

Cheryl Tromp

From: COP26accommodation@mci-group.com <COP26accommodation@mci-group.com>
Sent: October 30, 2021 10:37 AM
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Cc: Hrenyk, Alyssa ENV:EX <Alyssa.Hrenyk@gov.bc.ca>
Subject: COP26 - s.22 - Hotel invoice

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

Good afternoon Cheryl,

Thank you for contacting us.

We confirm that we have processed the booking at the ^{s.15}
us the name of the guest to update it in our system as soon as possible.

Please provide

You will find enclosed the relevant invoice, which is to be paid upon receipt at the latest by **tomorrow October 31, 2021 before the check-in.**

Payment is required by credit card prior to arrival to confirm the booking and allow for check in - payment on-site is not possible.

Credit Card

[Access your online account >>](#)

Username: s.22

Password:

- Click on '**Pay balance**' under the financial summary section and follow the instruction as indicated in the system

Please note that the merchant name that would appear on your credit card statement would be "MCI Group Satigny CHE".

Terms & Conditions

Please click on the below link to access the full document.

Kind regards,

COP26 Hotel Secretariat c/o MCI

Office Hours:

Monday to Friday (our offices are open remotely on regular business days except for public holidays)

E: COP26accommodation@mci-group.com



The preceding e-mail message (including any attachments) contains information that may be confidential, or constitute non-public information. It is intended to be conveyed only to the designated recipient(s). If you are not an intended recipient of this message, please notify the sender by replying to this message and then delete it from your system. Use, dissemination, distribution, or reproduction of this message by unintended recipients is not authorized and may be unlawful.

Re: Hotel for Nov 13

From: Hewitt, Jeremy ENV:EX <Jeremy.Hewitt@gov.bc.ca>
To: Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: November 3, 2021 2:27:59 AM PDT
Let's do the s.15 . Thanks for this.

Jeremy

On Nov 2, 2021, at 11:21 PM, Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca> wrote:

Just wanted to check in on your preference as all the options I've found are similar in price and non refundable.

All s.15 hotels in Glasgow are currently full that evening at this time. I can certainly check back.

A few options:

- s.15 Executive room, \$446. Non refundable
- s.15 where you are currently staying is \$410. Non refundable
- s.15 , \$468. Non refundable
- s.15 , \$498. Non refundable

Let me know your thoughts. I can keep looking as well, didn't want to book you a room in murder central by mistake!

Thank you,
Cheryl

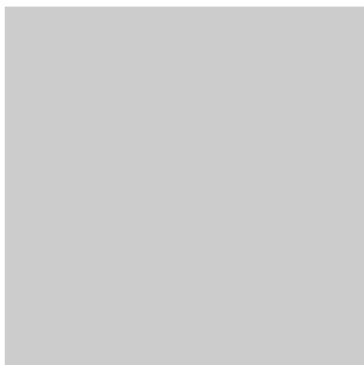
Cheryl Tromp

Executive Administrative Assistant
Jeremy Hewitt, Assistant Deputy Minister
Climate Action Secretariat | Ministry of Environment and Climate Change Strategy

Order ^{s.22} confirmed

From: TestnGo.co.uk <info@testngo.co.uk>
To: cheryl.tromp@gov.bc.ca, Tromp, Cheryl ENV:EX <Cheryl.Tromp@gov.bc.ca>
Sent: November 8, 2021 11:19:46 AM PST

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



ORDER ^{s.22}

Thank you for your purchase!

Hi Cheryl , Thank you for your order.

We are now getting your order ready for delivery.

IMPORTANT

If you have ordered and Day 2, Day 5, Day 8 you need to complete the following simple form now.

COMPLETE UK ARRIVAL FORM NOW

You will need to complete the UK Government's Passenger Locator Form available here:

UK GOVERNMENTS PASSENGER LOCATOR FORM

Your Passenger Locator Form Test Order Number Is:

s.22

If you have multiple tests on your order we have provided additional Test

Order Numbers below, for each additional test use the next number in the list.

For example:

The first test in your list should use the number we have provided above, the next test would use the next number shown below and then any additional tests take the next number down the list.

s.22

IMPORTANT

If you have ordered a **PCR Test** please start by using the link below for instructions and registration:

PCR TEST - START HERE

IMPORTANT

If you have ordered an **Antigen Test** please start by using the link below for instructions and registration:

ANTIGEN TEST - START HERE

View your order

or Visit our
store

Order summary



At Home PCR & Antigen Tests × 1

Fit to Fly PCR

£60.0

0

Subtotal **£60.00**

Shipping **£0.00**

Taxes **£0.00**

Total **£60.00 GBP**

Customer information

Shipping address

Jeremy Hewitt

s.15

United Kingdom

Billing address

Cheryl Tromp

525 Superior St

Victoria BC V8V 0C5

Canada

Shipping method

Free Next Day (Orders Before 3pm) *Fri Payment method

after 3pm & before 11am Sat delivered Pxdpay — **£60.00**

Mon. Sat & Sun Orders Delivered Tue

If you have any questions, reply to this email or contact us at info@testngo.co.uk

ID: 11653, Title: Travel Authorization - Hewitt - COP26**Approval Route:** Cheryl Tromp >> ADM Jeremy Hewitt >> DM Kevin Jardine or ADM Wes Boyd >> Cheryl Tromp**Assigned To:** Tromp, Cheryl ENV:EX **Rush:** No **Category:** Financial - Travel Authorization **Signature:** Deputy Minister**Branch:** DMO **Other Number:** **Link:****Due Date:** 10/6/2021 **Date Completed:** N/A **Date Initiated:** 9/29/2021

Title	Comments	Date
Boyd, Wes CSNR:EX [Assignee] approved the item and forwarded it to Tromp, Cheryl ENV:EX for action	all approved now	9/29/2021, 3:55:50 PM
Jardine, Kevin ENV:EX [Assignee] approved the item and forwarded it to Boyd, Wes CSNR:EX for action	Approved	9/29/2021, 12:43:57 PM
Boyd, Wes CSNR:EX [Assignee] approved the item and forwarded it to Jardine, Kevin ENV:EX for action	approved. Requires DM approval.	9/29/2021, 12:19:31 PM
Hewitt, Jeremy ENV:EX [Assignee] approved the item and forwarded it to Boyd, Wes CSNR:EX for action	Hi Wes. I'm not clear on process here - does this go to you for review/approval?	9/29/2021, 11:40:01 AM
Tromp, Cheryl ENV:EX [Assignee] approved the item and forwarded it to Hewitt, Jeremy ENV:EX for action	No Comment	9/29/2021, 10:22:44 AM
Tromp, Cheryl ENV:EX added a document: Estimate_Flights_COP26.pdf		9/29/2021, 10:21:13 AM
Tromp, Cheryl ENV:EX added a document: Travel Auth - HEWITT - COP26.pdf		9/29/2021, 10:21:13 AM
Tromp, Cheryl ENV:EX added a document: Hotel Confirmation_COP26.pdf		9/29/2021, 10:21:13 AM
Tromp, Cheryl ENV:EX created this item	For review and approval of travel costs to attend COP26. Currently calculated based on 10 working days, 6 personal - depending on final schedule working days may increase. (based on \$80.64 per diem meals and \$15 transit per working day). Please note accommodation was paid for in 2020 and transferred forward to new COP26 dates.	9/29/2021, 10:21:13 AM

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)

Ministry of Environment & Climate Change Strategy

VOTE

048

EMPLOYEE NAME

Jeremy Hewitt

EMPLOYEE ID.

s.22

POSITION

Assitant Deputy Minister

BARGAINING UNIT / GROUP NO.

Excluded/3

BRANCH / LOCATION / REGION

Climate Action Secretariat, Victoria, Vancouver Island South

DATE DEPARTING

YYYY / MM / DD

2021/10/30

DATE RETURNING

YYYY / MM / DD

2021/11/14

NO. OF WORKDAYS AWAY

10

ESTIMATED OVERTIME CLAIM

HOURS

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

☒ N / A, OR:

DESTINATIONS

Glasgow, Scotland for COP26 with Minister Heyman

METHOD OF TRAVEL

Plane, taxi, public transit

PURPOSE OF TRAVEL

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

Travel to COP26 in Glasgow, Scotland with Minister Heyman, attending meetings on behalf of Minister and speaking at events.

*please note lodging was paid for in 2020, and transferred forward to current dates.

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

Meals 806.40

Lodging 2665.00*

Overtime

Fees

Other

Taxi 250

Flight 3500

SUB TOTAL

0

Less Costs
paid by others

TOTAL COSTS 7221.40

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.

THANK YOU FOR
CHOOSING GLASGOW
AIRPORT TAXI SERVICES

From G A P

To CITY

Date 31/10/21

Plate £ 29-40

Fare A Byle

Sign A Byle

TO GET 20%* OFF YOUR
RETURN JOURNEY BOOK
YOUR TAXI IN ADVANCE
AND SHOW THIS CARD
TO YOUR DRIVER

Travelling to Glasgow Airport?
As the Airport's Official Taxi
Service, we drop you right
outside the terminal building.

0141 889 1813
glasgowairport.com/taxis

*Applies to fares above £15

YELLOW CAB #9
817 FISCARD STREET V8W1R9
VICTORIA BC
23767962
GH2376796201

PURCHASE

10-30-2021 13:19:42
Acct # S.22 RF
Card Type VI
A0000000031010 VISA CREDIT

Operator: 009
Trace # 569
Inv. # 009
Auth # 082708 RRN 001602006

Purchase	\$33.00
Tip	\$5.00
Total	\$38.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

*** PASSENGER COPY ***

Glasgow Taxis Ltd

0141 429 7070

Phone App Online

Mastercard

s.17

SALE

CONTACTLESS

Contactless

Please debit my
account

Fare: £8.80

TOTAL: £8.80

NO CARDHOLDER
VERIFICATION

Please keep receipt
for your records

PTID: 29992400

MID: ****86303

TID: ****2932

Date: 08/11/2021

Time: 17:55:49

Authcode: 06466X

AID: A00000000041010

APP Seq: 01

Powered by
Curb Mobility

*** PASSENGER COPY ***

Glasgow Taxis Ltd

0141 429 7070

Phone App Online

Mastercard

s.17

SHLE

CONTACTLESS

Contactless

Please debit my
account

Fare: £30.00

TOTAL: £30.00

NO CARDHOLDER
VERIFICATION

Please keep receipt
for your records

PTID: 32425867

MID: 86303

TID: 2932

Date: 14/11/2021

Time: 07:16:18

Authcode: 08552X

AID: A0000000041010

App Seq: 01

Powered by
Curb Mobility