

Minister's Quarterly Travel Expense Summary

Name: Honourable Claire Trevena

Quarter: 2018 January to March

Portfolio: Transportation & Infrastructure

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 1,381.88

Other Travel in Province: \$ 3,048.86

Out of Country Travel: \$ -

Out of Province Travel: \$ 856.17

Total travel expenses paid this quarter: \$ 5,286.91

Travel expenses fiscal year-to-date: \$ 23,908.20

*Paid over the
phone Nov 21.*



INVOICE

Charge To: Min of Transportation and Infrastructure
Deputy Minister's Office
PO Box 9055 Stn Prov Govt
Victoria BC V8W 9EZ

Attention: Jacqueline Chapotelle

Invoice No. Government Financial Services
Invoice Date 15/10/2017
Print Date 16/10/2017
Account No. Government Financial Services
GST Reg. R102 3210165

For services provided from: 01/10/2017
To: 15/10/2017

Terms: Due and payable within 10 days of the invoice date.
A service charge of 2.00% per month will be charged on overdue accounts.

Document	Description	Passenger Name	Fare	GST	Total
4080961701	YWH/CXH Oct 11 2017 FLT: 716 <small>Government Financial Services</small>	ALISMA PERRY	\$300.00	\$15.00	\$315.00
4080961702	YWH/CXH Oct 11 2017 FLT: 716	CLAIRE TREVENA	\$300.00	\$15.00	\$315.00
Page Total			\$600.00	\$30.00	\$630.00

Chapotelle, Jacqueline TRAN:EX

From: passengerservices@helijet.com
Sent: Tuesday, October 3, 2017 6:07 PM
To: Chapotelle, Jacqueline TRAN:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Government Financial Services

Name

Claire Trevena

Booking

Government Financial Services

Wednesday, October 11, 2017

716

12:25 Victoria Harbour

13:00 Vancouver Harbour

35 minutes

Confirmed

2 Passengers - Full-Fare

· Alisma Perry, Female

· Claire Trevena, Female

[Add to Calendar](#)

Invoice #213401

FARE-YWH-Full_Winter17-18 \$600.00

+ GST \$30.00

Billing \$600.00

Taxes \$30.00

Grand Total \$630.00

QUICK TICKET

SUBJECT TO TERMS AND CONDITIONS ON REVERSE
PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME ALISMA PERRY		DATE OCT. 11, 2017	
FROM VICT.	FLIGHT NO.	CLASS Y	TIME 12 30
TO VANC.	ACCOUNT NO.		
SIGNATURE AUTHORIZING CHARGES <i>Alisma Perry</i>		RESERVATION REFERENCE NO.	

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS
1.800.665.4354

PLEASE CHECK-IN 20 MINUTES PRIOR TO DEPARTURE

Government Financial Services

Government
Financial
Services

ISSUED BY

Helijet

GST # R102320165

QUICK TICKET

SUBJECT TO TERMS AND CONDITIONS ON REVERSE
PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME Claire Trevena		DATE 11 oct 17	
FROM Vic	FLIGHT NO.	CLASS Y	TIME
TO Van	ACCOUNT NO.		
SIGNATURE AUTHORIZING CHARGES <i>Claire Trevena</i>		RESERVATION REFERENCE NO.	

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS
1.800.665.4354

PLEASE CHECK-IN 20 MINUTES PRIOR TO DEPARTURE

Government Financial Services

Government
Financial
Services

ISSUED BY

Helijet

GST # R102320165



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127843

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06

Personal Information

Audited by PL Feb 05-18

Notes for Travel Voucher (Restricted Use) E127843 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2017/12/20 13:54:42	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	2017-12-10: Victoria-Vancouver, personal vehicle 116km; hotel stay 1 of 2 nights; dinner 2017-12-11: Vancouver, hotel stay 2 of 2 nights; break, lunch dinner 2017-12-12: Vancouver-Victoria, personal vehicle 116km 2017-12-13: break, lunch dinner 2017-12-14: Victoria-Quadra; break, lunch dinner (Note; ferry will not be included in this travel voucher as per Minister Instruction)

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Vancouver, BC
Security Concern

G.S.T. / H.S.T. Registration
Business Information

*
Hon Claire Trevena ✓
Personal Information

Room : 0802
Folio # :
Invoice # :
Cashier # : 4859
Page # : 1 of 1
Personal Information

Arrival : 12-10-17
Departure : 12-12-17
Personal Information

Date	Description	Additional Information	Charges	Credits
12-10-17	Room Charge - Provincial Govt		✓ 129.00	
12-10-17	Destination Marketing Fee		1.67	
12-10-17	Hotel Room Tax		14.✓ 14.37	
12-10-17	Room GST	Personal Information	6.53	
12-10-17	Parking		✓ 48.80	
12-10-17	Parking - Tax		10.25	
12-10-17	Parking - GST		2.95	
12-11-17	Room Charge - Provincial Govt		✓ 129.00	
12-11-17	Destination Marketing Fee		1.67	
12-11-17	Hotel Room Tax		14.37	
12-11-17	Room GST	Personal Information	6.53	
12-11-17	Parking		✓ 48.80	
12-11-17	Parking - Tax		10.25	
12-11-17	Parking - GST		2.95	
12-12-17	Visa	Government Financial Services		427.14
Total			427.14	427.14
Balance Due			✓ 0.00	

GST Summary

Room : 13.06
F&B : 0.00
Other : 5.90
Total : 18.96

HST Summary

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128087

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Name Trevena, Claire				Employee ID Personal Information		Phone Number (250) 387-1978	
Client Organization Transportation and Infrastructure				Job Title		Travel Group Code 4	
5. Date Completed 2018/02/09		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial				Headquarters Victoria	
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
2018	Destination	Start	End	Km	Cost		Cost
01/22	Quad-Victoria	1600	2100	290	153.70		36.00
01/23	Victoria	0800	1900		0.00		61.00
01/24	Victoria	0800	1900		0.00		61.00
01/25	Victoria-Quad	0800	1800	290	153.70		39.50
							22. Lodging Costs
							20. & 21. Miscellaneous
							Cost
							Describe
TOTALS OF COLUMNS				36. \$ 307.40	37. \$ 0.00	38. \$ 197.50	39. \$ 0.00
							40. \$ 0.00
							Claim Total \$ 504.90
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project		45. Supplier Code Government Financial Services	
034	55001	60410	5701	55MTVNC		Amount Personal Information	
034	55001	60410	5701	55MTVNC		\$ 307.40	
034	55001	60410	5750	55MTCCA		\$ 197.50	
Less Travel Advance							
034							
AMOUNT DUE TO EMPLOYEE							54. \$ 504.90
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
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57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

Notes for Travel Voucher (Restricted Use) E128087 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/02/09 14:19:52	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	01/22 - Travel Quad to Victoria 290km; dinner 01/23 - Victoria; breakfast, lunch, dinner 01/24 - Victoria; breakfast, lunch, dinner 01/25 - Travel from Victoria to Quad 290km; breakfast, lunch

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Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128088

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12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use	19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs
	Destination	Start	End	Km	Cost	Cost	Cost
2018							
01/28	Victoria-Ottawa (AC)	0700	2300		0.00	* 48.50	* 222.11
01/29	Ottawa	0700	2100		0.00	* 36.00	* 222.11
01/30	Ottawa-Victoria (AC)	0700	2000		0.00	* 61.00	
01/31	Victoria-Quadra	0800	1900		0.00	39.50 CCA	
*PCARD							
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 35.00	38. \$ 185.00	39. \$ 444.22
							40. \$ 112.86
							Claim Total \$ 777.08
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project		45. Supplier Code	
034	55001	60410	5705	5500102		Government Financial Services*	
034	55001	60410	5750	55MTCCA		Personal Information	
034	55001	60410	5702	55MTVNC		\$ 624.72	
034	55001	60410	5751	55MTCCA		\$ 39.50	
Less Travel Advance							
034							
						54. \$ 777.08	
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1 note(s) returned.

Created On	Author	Note
2018/02/09 15:49:55	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	01/28 Victoria to Ottawa; taxi airport to hotel 35.00; hotel 444.22; lunch, dinner 01/29 Ottawa; dinner 01/30 Ottawa to Victoria; car rental 77.65 and gas 35.21 (total 112.86); break, lunch, dinner 01/31 Victoria Quadra; breakfast, lunch

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Government Financial Services

1031	TREVENA/CLAIR ✓	189.00	01/30/18	13:22
ROOM	NAME	RATE	DEPART	TIME
NDBG	XXX		01/28/18	22:41
TYPE	11111		ARRIVE	TIME
36		Government Financial Services		

ROOM CLERK	ADDRESS
---------------	---------

RWD#:

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
01/28	ROOM 1031, 1 ✓	✓ 189.00		
01/28	ROOM HST 1031, 1	24.57	A	
01/28	MAT 1031, 1	7.56	J	
01/28	MAT HST 1031, 1	.98	L	
01/29	ROOM 1031, 1	✓ 189.00		
01/29	ROOM HST 1031, 1	24.57	A	
01/29	MAT 1031, 1	7.56	J	
01/29	MAT HST 1031, 1	.98	L	
01/30	CCARD-VS	Government Financial Services	444.22	
PAYMENT RECEIVED BY: VISA				

.00

Business Information

	DESCRIPTION		TAXED AMOUNT	TAX
HST	(ALMNOP)			51.10
	NET CHARGES	TAX	CREDITS	FOLIO
	393.12	51.10	444.22	.00

Husky



Want great rewards? Visit myHuskyRewards.ca

North Campbell River Mohawk\ -bol
1838 Island Highway North
Campbell River BC
(778) 346-2484
GST# 818455693
Retailer ID 4963419
Retailer ID 4963419
Rct:74283 1010-3
Batch:3299-72

CAA - BC
Government Financial Services

Congratulations!
You are earning more
CAA\$ as a subscriber

2018/01/31 18:57:57

Pump# 3
Regular \$35.21 ✓
26.692 L @ \$1.319/L
AMOUNT \$35.21
GST(Inc Pump) \$1.68

Pre Auth Completion
VISA
Government Financial Services

EXP: **/**
Date: 01/31/2018
Time: 18:57:57
AUTHCODE:088141 101003EC
S679001001018 00 000

Approved

Personal Information

PLEASE TELL US
HOW WE DID?
myHusky.ca/feedback

BLUELINE

Job #

RECEIPT FOR CAB FARE

Amount

\$35.00 ✓

Date

01/28/18

From

To

Cab No.

Driver

H.S.T. Included in meter fare



Budget Rent A Car of Victoria Ltd.

Renter: TREVENA, CLAIRE FELICITY ✓

BCD Number: A162000

Company: BC GOVERNMENT

Credit Card: VISA Government Financial Services

Vehicle Rented:

Owner: b/Devon Transport

Unit #: 818862

Model: Impala

Time Out: 30 Jan 2018 22:53

Licence: ET843D

Time In: 31 Jan 2018 18:00

Km Out: 14181

Location In: Campbell River SRnew

Km In: 14484

Km Driven: 303

Rental Rate Used: BCG AP 2016 - A

Vehicle Class: Intermediate

Km Charge: 0.05 per Km

Drop Charge: 28.00

Period	From	To	Amount	Km Cap	Type
Day	1	End	30.95	200	Regular
Hour	25	End	15.50	0	Regular
Week	1	End	184.15	1400	Regular

Daily Rate is based on a 24 hour day minimum day charge.

Rates do not include fuel or refueling charge plus surcharge and applicable taxes (currently 2.990 per litre).

Location Fee: 13.64% subject to taxes

VLF/ERF: 1.99 (Per Day) subject to taxes and Location Fee

GST: 5% PST: 7% PVRT: 1.50 per Day

Vehicle Not allowed to Travel to Alaska, Mexico & Yukon

Vehicle is allowed to travel within British Columbia and Washington. Travel to Alberta, Oregon and California is subject to additional charges. Travel outside of the areas listed will result in a \$.50/KM charge for total KM's driven.

For Road Assistance, call 250-953-5300

Contract close subject to final audit.

Remarks:

/Estimated Charges: \$290.79 X_____

Renter is fully responsible for vehicle until vehicle is checked in and inspected by Budget staff.

Charges:

Item	Unit	Qty	Charge	GST	PST	PVRT	Billed To
Drop Charge-Campbell Rive	Flat	1	500.00	25.00	35.00	0.00	FORCED CHA
Location Fee	Flat	1	76.38	Incl.	Incl.	0.00	FORCED CHA
Location Recovery Fee	13.64	1	68.90	3.45	4.82	0.00	
Vehicle Rental	Day	1	30.95	1.62	2.17	1.50	
Drop Charge	Flat	1	28.00	1.40	1.96	0.00	
Kilometer Charge	Km	103	5.15	0.26	0.36	0.00	
Location Fee	13.64	1	3.82	0.19	0.27	0.00	
Location Fee	13.64	1	-68.20	-3.41	-4.77	0.00	FORCED CHA
Location Fee	Flat	1	-68.90	-3.45	-4.82	0.00	
Drop Charge	Flat	1	-500.00	-25.00	-35.00	0.00	FORCED CHA

All the following Debit/Credit transactions are in Canadian Dollars (CAD\$) unless otherwise indicated.

Payments & Refunds

Total: 77.65

Type	Date	Amount	Exchange	Amount	Location
VISA	01 Feb 2018 10:20			119.18	A-07 YYJ Admin
✓ Government Financial Services					
VISA	01 Feb 2018 10:22			35.64	A-07 YYJ Admin
✓ Government Financial Services					
VISA	02 Feb 2018 09:09			-77.17	A-07 YYJ Admin
✓ Government Financial Services					

Amount Owing

Net Charges & Taxes:	✓ 77.65
Net Payment & Refunds:	✓ 77.65



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128124

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Trevena, Claire				Employee ID Personal Information		Phone Number (250) 387-1978	
Client Organization Transportation and Infrastructure				Job Title		Travel Group Code 4	
5. Date Completed 2018/02/16		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial				Headquarters Victoria	
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Cost
2018							
02/04	Home - Vic	1600	2000	290	153.70		36.00
02/05	Vic	0830	1800		0.00		61.00
02/06	Vic	0830	1800		0.00		61.00
02/07	Vic	0830	1800		0.00		61.00
02/08	Vic - Home	0830	1800	290	153.70	115.00	39.50
						*Experience Card	
TOTALS OF COLUMNS				36.	37.	38.	39.
				\$ 307.40	\$ 115.00	\$ 258.50	\$ 0.00
							40.
							\$ 0.00
							Claim Total
							\$ 680.90
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount	
034	55001	60410	5702	55MTVNC	Government Financial Services	Personal Information	
034	55001	60410	5750	55MTCCA		\$ 364.90	
034	55001	60410	5702	5500102		\$ 258.50	
034						\$ 57.50	
Less Travel Advance							
034							
AMOUNT DUE TO EMPLOYEE							54.
							\$ 680.90
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06*02/08 Ferry Experience Card split between 5702
5500102 and 5702 MTVNC

Audited by PL Feb 19-18

Notes for Travel Voucher (Restricted Use) E128124 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/02/16 15:23:37	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Feb 4/18 : (Full-BL) Drove 290km Home - Victoria. Feb 5/18 : (Full) Feb 6/18 : (Full) Feb 7/18 : (Full) Feb 8/18 : (Full-D) Drove 290km Vic - Home, with Ministry stops in Nanaimo, and Courtenay. \$115.00 BC Ferries Experience card top up.

Production *** Copyright © Government of British Columbia

Personal Information

Personal Information

Subject: BC Ferries Experience

Online Purchase Receipt

From: mycard@bcferries.com (mycard@bcferries.com)
Personal Information**To:****Date:** Tuesday, February 13, 2018 7:30 PM

Personal Information

BRITISH COLUMBIA FERRY SERVICES Customer Receipt

This receipt confirms your purchase of products that have been added to your BC Ferries Experience Card. Thank you for your purchase.

Customer Name: Claire Trevena

Response Code: 01/027

Terminal ID: 66376373

Receipt Reference Number:

Personal Information

Purchase Date: 13 February, 2018 19:29 Pacific Time

Products added to BC Ferries Experience Card Number

Personal Information

Product

Total Value

Stored Value - Vehicle and/or Passenger Savings	\$115.00
---	----------

GRAND TOTAL: \$115.00

SPLIT between 5702 5500102 and 5702 55MTVNC

The grand total of \$115.00 was charged to:

Government Financial Services

Transaction Confirmation Number: 074871

This is a no reply email. To contact us, please call a BC Ferries customer service agent at 1-888-BCFERRY (1-888-223-3779) or write to us at:

British Columbia Ferry Services Inc.,
Customer Service Centre,
Suite 500 - 1321 Blanshard Street,
Victoria, BC, V8W 0B7

IMGS004 -- THE IMAGE DISPLAY WINDOW

Ing Stats

Next

Prev

Enlarge

Print

Electronic
Ticket

AIR CANADA

2189147555

ENDORSEMENTS / RESTRICTIONS
CAD865.00 NONREF - AC ONLYT/NONREF/CHGFEE -BG AC

ORIGIN / DESTINATION
YBL/YYT - SITI

TAMPA RES INSTANT TKT CAD

PASSENGER NAME
TREVENA/CLAIRE MS

DATE OF ISSUE
23Jan18

ISSUED IN EXCHANGE FOR
AC014218840169491234

NOT TRANSFERABLE

TAMPA, FL

1099317

Q/R	FROM	CARRIER	FLIGHT	CLASS	DATE	TIME	STATUS	FARE BASIS	TICKET DESIGNATOR	NOT VALID BEFORE	NOT VALID AFTER	ALLOS
X	CAMPBELL RIVER/YBL	AC	6585	V	28Jan18	08:10:00	OK	V32LCTG		23Jan18	23Jan19	
	TO VANCOUVER/YVR	AC	0340	V	28Jan18	09:25:00	OK	V32LCTG		23Jan18	23Jan19	
X	TO OTTAWA/YOW	AC	0458	K	30Jan18	18:00:00	OK	K14U8CTG		23Jan18	23Jan19	
	TO TORONTO/YYZ	AC	1683	K	30Jan18	20:15:00	OK	K14U8CTG		23Jan18	23Jan19	
	TO VICTORIA/YYT											

FARE
CAD 156.00

FARE CALCULATION
28TAN18YBL AC X/YVR AC YOW

EQUIV. FARE PAID
G3.51RC31.00SQ

TAX
XG 7.25

TAX

TAX

Government Financial Services

Change \$105.00 CAD ✓

Fee \$100.00 GST \$5.00 ✓

Jan 23, 2018

Government Financial Services

OR192.00CAD912.00

END ROE1.00

PD14.25CA39.

TOTAL FARE
CAD 163.25

ADCO 163.25

014/

014 2189147555 0

DO NOT MARK OR WRITE IN THE WHITE AREA ABOVE

SUE INFO
0142188401694YOW10TAN1862990292

ISSUE CH
014

COMMISSION
0.00

TAX

CONF RATE
0.00

Done.

Image

PCARD - 5713 TRIP
TO OTTAWA



Remainder of fligh was put on the Minister's own card will claim on E128407 for
\$918.02

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC463	Ottawa (YOW)	Toronto Pearson (YYZ)	E90	Economy Tango (K)	Confirmed
	Tue 30-Jan 2018 18:00	Tue 30-Jan 2018 19:06 - TERMINAL T1			

Seat number(s) requested: Personal Information

AC1683	Toronto Pearson (YYZ)	Victoria (YYJ)	319	Economy Tango (K)	Confirmed
Operated by:	Tue 30-Jan 2018	Tue 30-Jan 2018			
Air Canada rouge	20:15 - TERMINAL T1	22:28			

Seat number(s) requested: Personal Information

Passenger Information

Passenger: 1 Ms Claire Trevena
Ticket number: 014 2189 149222-223

Purchase Summary

Passenger: 1 Ticket number 014 2189 149222-223

Date of issue	23-Jan 2018
Fare Amount in Canadian dollars: <i>(including navigational & other charges)</i>	1,069.00
Taxes, Fees & Charges	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	7.85
Combined Taxes *see fare calculation below (XT)	4.52
Total Fare in Canadian dollars:	169.37A
Options	
Seat Fee(s) in Canadian dollars	10.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	0.50
Seat Fee(s) in Canadian dollars	20.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	1.00

Ticket particularities:
CAD1023.00 NONREF - AC
ONLYT/NONREF/CHGFEE -BG:AC
*Fare calculation:
28JAN18YBL AC X/YVR AC X/YTO Q23.00AC YOW R831.00AC X/YTO AC



Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada,
Please bring your itinerary-receipt to the airport.

Government Financial Services

Main Contact Information

Booking reference

Name: Ms Claire Trevena ✓
E-mail: JACQUELINE.CHAPOTELLE@GOV.BC.CA
Payment: Government Financial Services

Customer Care
Air Canada Reservations
1-888-247-2262

Air Canada Flight Information
1-888-422-7533
[International Reservations](#)

Alert me of flight changes
[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC6597	Campbell River (YBL)	Vancouver (YVR)	BEH	Economy Tango (H)	Confirmed
<i>Operated by:</i>	Sun 28-Jan 2018	Sun 28-Jan 2018			
<i>Central Mountain Air</i>	11:05	11:50 - TERMINAL M -MAIN			
AC114	Vancouver (YVR)	Toronto Pearson (YYZ)	321	Economy Tango (H)	Confirmed
	Sun 28-Jan 2018 12:30 - TERMINAL M -MAIN	Sun 28-Jan 2018 19:54 - TERMINAL T1			
AC466	Toronto Pearson (YYZ)	Ottawa (YOW)	E90	Economy Tango (H)	Confirmed
	Sun 28-Jan 2018 21:10 - TERMINAL T1	Sun 28-Jan 2018 22:09			

TH18EXEPAL55



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128152

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Trevena, Claire				Employee ID Personal Information		Phone Number (250) 387-1978	
Client Organization Transportation and Infrastructure				Job Title		Travel Group Code 4	
5. Date Completed 2018/02/20		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial				Headquarters Victoria	
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Cost
2018	Home - Vic	1700	2100	290	153.70		36.00 CCA
02/12	Vic	0800	1930		0.00		61.00 CCA
02/13	Vic	0800	2100		0.00		61.00 CCA
02/14	Vic - Van (Ferry)	0800	2000	31	16.43	72.50	61.00 PD
02/15	Van	0800	1100		0.00		27.00 PD
02/16	Van - Vic (Ferry)	1530	1930	31	16.43	155.00	
02/18							
TOTALS OF COLUMNS				36. \$ 186.56	37. \$ 227.50	38. \$ 246.00	39. \$ 222.07
							40. \$ 0.00
							Claim Total \$ 882.13
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount	
034	55001	60410	5702	55MTVNC	Government Financial Services	\$ 153.70	\$ 414.06
034	55001	60410	5750	55MTCCA		\$ 158.00	\$ 246.00
034	55001	60410	5701	5500102		\$ 570.43	\$ 222.07
Less Travel Advance							
034							
AMOUNT DUE TO EMPLOYEE						54. \$ 882.13	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06

Audited by PL Mar 06-18

Notes for Travel Voucher (Restricted Use) E128152 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/02/21 09:36:01	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Feb 12: (Full-BL) 290KM Quadra Island -> Victoria. Feb 13: (Full) Feb 14: (Full) Feb 15: (Full) 31KM Legislature -> Ferry. \$72.50 Ferry. \$189.00+tax Security Concern Vancouver. Feb 16: (Full-LD) Personal Accommodation for the weekend. Feb 18: (No Meals) \$155.00 Ferry. 31KM Ferry -> Legislature.

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E128152

Security Concern

Room : 0561
 Folio # :
 Invoice # :
 Cashier # : 10021
 Page # : 1 of 1

Vancouver, BC Security Concern
 Security Concern

G.S.T. / H.S.T. Registration Business Information

Ms Claire Trevena ✓
 Unknown

Arrival : 02-15-18 ✓
 Departure : 02-16-18
 Security Concern

Date	Description	Additional Information	Charges	Credits
02-15-18	Room Charge - Provincial Govt		189.00	
02-15-18	Destination Marketing Fee		2.44	
02-15-18	Hotel Room Tax		21.06	
02-15-18	Room GST	Government Financial Services	9.57	
02-16-18	Visa			222.07
Total			✓ 222.07	222.07
Balance Due			✓ 0.00	

GST Summary

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

Security Concern

HST Summary

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

Security Concern

Security Concern

12/2 dinner
13-15 per d
16 breakfast

12/2 mileage Quadra-Vict

15/2 ferry to Vancouver

18/2 " " Victoria

16/2 hotel Vancouver

Tsawwassen
To
Swartz Bay
BC Ferries
Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 44

RECEIPT - PLEASE RETAIN

PURCHASE 2018/02/18

✓ 1 Priority Load 82.50
20' Undersize Vehi 57.50
1 Adult 17.20
Fuel Rebate 2.20-

Total 155.00
Government Financial Services

155.00

AUTH 040881 66277656 0010014030 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

Swartz Bay
To
Tsawwassen

BC Ferries
Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 06

RECEIPT - PLEASE RETAIN

PURCHASE 2018/02/15 ✓

✓ 20' Undersize Vehi 57.50
✓ 1 Adult 17.20
Fuel Rebate 2.20-

Total 72.50
Government Financial Services

72.50 ✓

AUTH 046631 66277637 0010016510 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
TSA 18 Feb 2018 15:51:39



1007082 870124
90440
SEE REVERSE SIDE OF TICKET

CARDHOLDER COPY
SWB 15 Feb 2018 18:31:56



1005032 637841
94186

SEE REVERSE SIDE OF TICKET

TH18EXEPAL55



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128254

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Trevena, Claire			Employee ID			Phone Number (250) 387-1978			
Client Organization Transportation and Infrastructure			Job Title			Travel Group Code 4			
5. Date Completed 2018/03/06		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information			
Type of Travel In Province		14. Reason for Travel Ministerial				Headquarters Victoria			
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2									
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous
	Destination	Start	End	Km	Cost		Cost		Cost
2018	Victoria	0800	1700		0.00		61.00		
02/19	Vic	0730	1700		0.00		61.00		
02/20	Vic	0830	2200		0.00		61.00		
02/21	Vic - Quadra	0800	2100	290	153.70		61.00		
02/22									
TOTALS OF COLUMNS				36. \$ 153.70	37. \$ 0.00	38. \$ 244.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 397.70
48. Client Code	49. Resp.	50. Service Line	51. STOB		52. Project	45. Supplier Code		Amount	
034	55001	60410	5702		55MTVNC	Government Financial Services		\$ 153.70	
034	55001	60410	5226		55MTCCA			\$ 244.00	
034									
034									
Less Travel Advance									
034									
								54. \$ 397.70	
AMOUNT DUE TO EMPLOYEE									
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					Print Name		Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					Print Name		Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.					Print Name		Date Signed		

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06

Audited by PL Mar 06-18

Notes for Travel Voucher (Restricted Use) E128254 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/03/06 10:07:36	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	02/19: Full. 02/20: Full. 02/21: Full. 02/22: Full. 290KM to Quadra Island.

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Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128259

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Trevena, Claire			Employee ID Personal Information			Phone Number (250) 387-1978		
Client Organization Transportation and Infrastructure			Job Title			Travel Group Code 4		
5. Date Completed 2018/03/06		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information		
Type of Travel In Province		14. Reason for Travel Ministerial				Headquarters Victoria		
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2								
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs
	Destination	Start	End	Km	Cost		Cost	
2018	Quadra - Vic	1500	1900	290	153.70		36.00 CCA	
02/25	Vic	0830	1800		0.00		61.00 CCA	
02/26	Vic	0830	2100		0.00		61.00 CCA	
02/27	Vic	0830	2100		0.00		61.00 CCA	
02/28	Vic	0830	2100		0.00		61.00 CCA	
03/01	Vic - Van (Ferry)	0830	2100	48	25.44	72.50	61.00 PD	111.87
03/02	Van - Vic	0630	1800	108	57.24	93.50	36.00 PD	
03/03	Vic - Quadra (Ferry)	1000	1200	290	153.70		12.50 CCA	
*03/01 Reservation for ferry put on PCAKD								
TOTALS OF COLUMNS					36. \$ 390.08	37. \$ 166.00	38. \$ 328.50	39. \$ 111.87
								40. \$ 0.00
								Claim Total \$ 996.45
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount	
034	55001	60410	5702	55MTVNC	Government Financial		\$ 307.40	\$ 556.88
034	55001	60410	5750	55MTCCA	Services		\$ 231.50	\$ 328.50
034	55001	60410	5751	55MTCCA				\$ 111.87
034	55001	60410	5701	5500102				\$ 457.55
Less Travel Advance								
034								
AMOUNT DUE TO EMPLOYEE								54. \$ 996.45
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.					Print Name		Date Signed	

Notes for Travel Voucher (Restricted Use) E128259 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/03/06 11:01:12	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Feb 25: Dinner. 290km Quadra - Vic. Feb 26: Full Feb 27: Full Feb 28: Full Mar 01: Full. 48km Vic. Security \$72.50 Ferry (reservation paid on Jacqueline's C.C.) \$111.87 @ Security Concern Mar 02: Dinner. 108km for meetings and Delta - Vic. \$93.50 Ferry. Mar 03: Breakfast. 290km Vic - Quadra.

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Delta, BC, Canada
Security Concern

Reservation
Vollan Folio
Company PO #

Personal Information

CLAIRE TREVENA
MINISTRY OF TRANSPORTATION
LEGISLATIVE BUILDING
VICTORIA,BC
CANADA
V8V 1X4

Guest Names:
CLAIRE TREVENA

From 3/1/2018 to 3/2/2018 Nights 1
Adults Desc 1 Children De 0

Agent: Agent Reference:

Room	Trans Date	Document	Trans Type	Description	Amount
224	3/1/2018	403264	Charge	Personal Information	99.00
224	3/2/2018	403290	Payment	Government Financial Services	-111.87

Hotel Room Tax 7.92
PST 0.00
GST 4.95
Liquor Tax 0.00
GST - Food 0.00

Total 0.00

Signature

Security Concern

Personal Information

Swartz Bay
To
Tsawwassen



LANE 01

RECEIPT - PLEASE RETAIN

PURCHASE 2018/03/01 ✓
RESERVATION-R1900
CONF: 1221783918
RES: 1

✓ 20'	Undersize Vehi	57.50
1	Adult	17.20
1	Reservation Pr	17.00
	Fuel Rebate	2.20-

Total	89.50
Prepayment	17.00
Government Financial Services	72.50
AUTH 039721 66277637 0010010300 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

CARDHOLDER COPY
SWB 01 Mar 2018 18:31:33



1005032 717772
97023
SEE REVERSE SIDE OF TICKET

Tsawwassen
To
Swartz Bay
BC Ferries

Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 45

RECEIPT - PLEASE RETAIN

PURCHASE 2018/03/02
RESERVATION-R1700
CONF: 261111895
RES: 1

1	Reservation Pr	21.00
20'	Undersize Vehi	57.50
1	Adult	17.20
	Fuel Rebate	2.20-

Total	93.50 ✓
Prepayment	21.00
Government Financial Services	72.50
AUTH 023721 66277656 0010014700 S	
01 APPROVED - THANK YOU 027	
CHANGE DUE	0.00

CARDHOLDER COPY
TSA 02 Mar 2018 15:57:47



1007052 5941640
102137
TICKET



INVOICE

Charge To: Min of Transportation and Infrastructure
Minister's Office
PO Box 9055 Stn Prov Govt
Victoria BC V8W 9EZ

Attention: Jacqueline Chapotelle

Invoice No. Government Financial Services
Invoice Date 31/01/2018
Print Date 31/01/2018
Account No. Government Financial Services

GST Reg. R102 3210165

paid over the phone Feb 5

For services provided from: 16/01/2018 To: 31/01/2018

Terms: Due and payable within 10 days of the invoice date.
A service charge of 2.00% per month will be charged on overdue accounts.

Document	Description	Passenger Name		Fare	GST	Total
4080961708	YWH/CXH Jan 16 2018 FLT: 710 BSBINV: Government Financial Services	DERRICK HARDER	✓	\$300.00	\$15.00	\$315.00
4080961709	CXH/YWH Jan 16 2018 FLT: 717 BSBINV: Services	DERRICK HARDER	✓	\$300.00	\$15.00	\$315.00
4080961710	YWH/CXH Jan 24 2018 FLT: 718 BSBINV:	CLAIRE TREVENA MTVNC	✓	\$300.00	\$15.00	\$315.00
4080961711	YWH/CXH Jan 24 2018 FLT: 718 BSBINV:	DERRICK HARDER	✓	\$300.00	\$15.00	\$315.00
4080961712	CXH/YWH Jan 24 2018 FLT: 725 BSBINV:	DERRICK HARDER	✓	\$309.52	\$15.48	\$325.00
4080961713	CXH/YWH Jan 24 2018 FLT: 725 BSBINV:	CLAIRE TREVENA MTVNC	✓	\$309.52	\$15.48	\$325.00
Page Total				\$1,819.04	\$90.96	\$1,910.00



Itinerary/Receipt

Your booking is confirmed.
Thank you for choosing Central Mountain Air.
Please bring a copy of this document to the airport

CMA Reservations
1-888-865-8585
reservations@flycma.com
www.flycma.com

Main Contact Information

Name: CLAIRE TREVENA ✓		Booking Reference:		Government Financial Services
Email:	jacqueline.chapotelle@gov.bc.ca	Personal Information		

Flight Itinerary

Flight	From	To	Aircraft	Status
9M598	18:45 - Vancouver 02 Mar 2018 ✓	19:25 - Campbell River 02 Mar 2018	Beech1900D	CONFIRMED

Name
TREVENA CLAIRE

*All charges and payments appear in: CAD

Purchase Summary

Passenger	Description	Amount	Tax 1	Tax 2	Total
TREVENA,CLAIRE	YVR - Vancouver AIF	\$5.00	0.2500	0.2500	\$5.25
TREVENA,CLAIRE	U - ECON - U	\$128.00	6.4000	6.4000	\$134.40
TREVENA,CLAIRE	ATSC	\$7.12	0.3600	0.3600	\$7.48
TREVENA,CLAIRE	Surcharge	\$12.00	0.6000	0.6000	\$12.60
Total		\$152.12	\$7.61	\$0.00	\$159.73 ✓

Payment Information

Date	Payer's Name	Payment Amount	Transaction Type
09 Feb 2018	Claire Trevena	\$159.73	MASTERCARD



Reservation Confirmation

Your reservation is now confirmed

Reservation Number:

Personal Information

*All charges and payments appear in: CAD

Passenger

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
TREVENA, CLAIRE	\$160.22	\$8.02	\$168.24	\$168.24	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P713	02 Mar 2018	16:00 - VANCOUVER - SOUTH	16:45 - CAMPBELL RIVER	SAAB 340A	CONFIRMED

8P flight numbers operated by Pacific Coastal Airlines.
Aircraft type and schedule subject to change without notice.

Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	TREVENA, CLAIRE	AIF - YVR	\$5.00	\$0.25	\$5.25
1	TREVENA, CLAIRE	CLASSIC FARE	\$125.00	\$6.25	\$131.25
1	TREVENA, CLAIRE	Security Surcharge	\$7.12	\$0.36	\$7.48
1	TREVENA, CLAIRE	Fuel Surcharge	\$6.00	\$0.30	\$6.30
1	TREVENA, CLAIRE	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	TREVENA, CLAIRE	Carbon Surcharge	\$4.10	\$0.21	\$4.31
Total			\$160.22	\$8.02	\$168.24

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
23 February 2018	jacqueline chapotelle	\$168.24	MASTERCARD		Government Financial Services	

Tax Registration: 121386296 RT0001



Fare Terms and Conditions

Classic Fare & QuikPass Classic

- 100% non-refundable.
- **Cancellations:**
 - Classic Fare: Subject to a cancellation fee of \$52.50, per direction, per passenger, with the remaining amount being held as a credit that may be used towards the purchase of any future travel. The credit will remain valid for one (1) year from the original date of purchase.
 - QuikPass Classic: Subject to a cancellation fee of \$52.50, per direction, per passenger, with the remaining amount returning to QuikPass account.



Your reservation has been completed!

Thank you for reserving online with BC Ferries. A copy of this reservation has also been emailed to you.

Need Help? Call Customer Care at:
1-888-223-3779

RESERVATION	DEPARTS	TIME / DATE	ARRIVES
Personal Information	VICTORIA Swartz Bay Terminal	7:00 PM Thursday March 1	VANCOUVER Tsawwassen Terminal
VEHICLE	Standard vehicle under 7Ft (2.13m) high		
VESSEL	Spirit of Vancouver Island		
DEPART	Swartz Bay	7:00 PM Thu Mar 1 2018	
ARRIVE	Tsawwassen	8:35 PM Thu Mar 1 2018	
		FARE INFORMATION	
		20' Standard vehicle under 7Ft (2.13m) high	\$55.80
		Personal Information	
		1 Reservation Fee *	\$17.00
		Total for this sailing	Personal Information
		Due at terminal: Personal Information	✓ Paid: \$17.00
		vehicle & passenger fares	reservation fee

Vehicle and Passenger fares will be collected at the terminal

Still unsure who is travelling with you? You can still add and pay for passengers at the terminal.

Total Paid: \$17.00
reservation fee

Visa We accept Visa, Mastercard and American Express. Debit is not accepted at this time.
Due to vessel substitutions vessel amenities cannot be guaranteed.

Arrive at the terminal 30-60 minutes before departure



Reservation Check-In Opens

Check-in opens 60 minutes prior to departure. Depending on schedules, you may not be able to check-in if you arrive more than 60 minutes early.

Reservation Check-In Closes

Reservation check-in must occur 30 minutes prior to scheduled departure. If not checked in by this time, the reservation will not be valid and you will travel standby (on next available sailing). Your reservation fee will not be refunded.

What you need to redeem your reservation

The ticket agent will ask for your reservation number or phone number used to make the booking.

Terms and Conditions

All reservations are booked for one vehicle and one driver.

Reservation fees and change fees are non-refundable.

Reservations will not be honoured and travel will revert to a first-come, first-served basis if you:

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

A reservation will only be honoured for the specific sailing you reserve and is valid only for the type and length of vehicle specified. If your reserved vehicle length differs by more than 5 feet (1.5 metres) at check-in, your reservation will not be honoured.

Vehicle length adjustments, sailing date and time changes can be made by accessing your account on line or by contacting our Customer Service Centre at 1-888-223-3779 in Canada and the USA, or 1-250-386-3431 outside Canada and the USA, on weekdays between 7:00 am and 8:00 pm and on weekends between 8:00 am and 6:00 pm Pacific Time.

Closed Vehicle Deck Access

In accordance with Transport Canada safety regulations, every passenger shall keep off a closed vehicle deck on a ferry that is underway. A 'closed vehicle deck' is a space that is enclosed at both ends with limited side openings.

Sailing Cancellations

If you check-in for your reservation and the sailing is cancelled, we will make every effort to load you on the next available sailing. Customers with a reservation 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, travel will revert to a first-come, first-served basis. If you choose not to travel, your fares will be fully refunded.

If your sailing is cancelled before you check-in, your reservation will be cancelled, your reservation fee will be refunded, and travel will revert to a first-come, first-served basis.

* Reservation and Change Fees

- \$10.00 reservation fee is applied to bookings made 7 days or more in advance of travel
- \$17.00 reservation fee is applied to bookings made less than 7 days up to day before travel
- \$21.00 reservation fee is applied to bookings made for same day travel
- \$5.00 change fee is incurred each time you make a change to your reservation date, time or sailing

Smoke-Free Environment

To support the health and wellness of our customers and employees, BC Ferries vessels and terminal properties will be smoke and vape-free environments as of January 22, 2018.