

Minister's Quarterly Travel Expense Summary

Name: Honourable Claire Trevena

Quarter: 2018 April to June

Portfolio: Transportation & Infrastructure

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 2,055.51

Other Travel in Province: \$ 5,098.63

Out of Country Travel: \$ -

Out of Province Travel: \$ 2,452.28

Total travel expenses paid this quarter: \$ 9,606.42

Travel expenses fiscal year-to-date: \$ 9,606.42

TH19EXEPALI



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128407

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 2018/03/20		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 2018 01/28	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination Victoria-Ottawa	Start 0800	End 2015	Km	Cost 0.00	918.02	Cost
							Lodging Costs
							Cost
							Describe
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 918.02	38. \$ 0.00	39. \$ 0.00
				40. \$ 0.00	Claim Total \$ 918.02		
48. Client Code 034 034 034 034	49. Resp. 55001 55001	50. Service Line 60410 60410	51. STOB 5702 5713	52. Project 55MTVNC 55MTVNC 5500102		45. Supplier Code Government Financial Services	
						Amount \$ 0.00 \$ 918.02	
Less Travel Advance 034							
						54. \$ 918.02	
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

Personal Information

Audited by PL Apr 12-18

Notes for Travel Voucher (Restricted Use) E128407 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/03/20 13:38:08	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	2018/01/28 Victoria to Ottawa Air Canada Flight \$918.02 (\$855.02 flight + \$63.00 seat selection) - This voucher is In addition to Control No.E128088.

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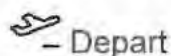
Booking Confirmation

Government Financial Services

Booking Reference:

Date of issue: 10 Jan, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.



Economy Tango

Sunday
29 Jan, 2018

08:00
Victoria
Victoria Intl. (YYJ), BC



08:27
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

AC8056

0hr27
Economy W
Operated by: Air Canada Express -
Jazz | Q400
Air Canada Bistro

Layover in Vancouver

0hr58

Sunday
28 Jan, 2018

09:25
Vancouver
Vancouver Intl. (YVR), BC
Terminal M



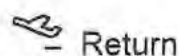
16:58
Ottawa
Ottawa Intl. (YOW), ON

AC340

4hr33
Economy W
Operated by: Air Canada | A321-200 |
Wi-Fi
Air Canada Bistro

Total duration

5hr58



Economy Tango

Tuesday
30 Jan, 2018

18:00
Ottawa
Ottawa Intl. (YOW), ON



19:06
Toronto
Pearson Intl. (YYZ), ON
Terminal 1

AC463

1hr06
Economy K
Operated by: Air Canada | E190 | Wi-Fi
Air Canada Bistro

Layover in Toronto

1hr09

Tuesday
30 Jan, 2018

20:15
Toronto
Pearson Intl. (YYZ), ON
Terminal 1



22:28
Victoria
Victoria Intl. (YYJ), BC

AC1683

5hr13
Economy K
Operated by: Air Canada | A319-100 |
Wi-Fi
Air Canada Bistro

Total duration

7hr28

! AC1683 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.



aeroplan

TD® Aeroplan® Visa Infinite®

Personal Information

STATEMENT DATE: February 08, 2018

3 OF 4



PREVIOUS STATEMENT: January 08, 2018

Personal Information

CLAIRE TREVENA

Government Financial Services

Personal Information

JAN 10	JAN 11	AIR CAN* 0142188401694 AIRCANADA.CO	\$63.00
JAN 10	JAN 11	AIR CAN* 0142188401694 AIRCANADA.CO	\$855.02

Personal Information

AIR
CANADA
Flight
to Ottawa
Meeting of
Minister J

Passengers

 **Derrick Harder**

Ticket Number
0142188404529

Seats Personal Information
AC8056
AC340
AC463
AC1683



Purchase summary

Comparable charge for flight for Minister Trevena
below/see credit card statement

Government Financial Services

1 adult

Amount paid: \$918.02

Tax information

GST/HST no. 10009-2287 RT0001
\$42.26
GST/HST no. 10009-2287 RT0001
\$3.51



Base Fare - Depart - Economy Tango
Base Fare - Return - Economy Tango
Surcharges

518.00
192.00
46.00



Goods and Services Tax - Canada no. 100092287 RT0001
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)
Air Travellers Security Charge
Airport Improvement Fee - Canada

39.26
3.51
14.25
42.00

Total airfare and taxes before options

\$855.02



Derrick Harder
Personal Information

10.00
20.00
10.00
20.00

Goods and Services Tax - Canada no. 100092287 RT0001

3.00

Total with options and seat selection fee:

\$918.02

GRAND TOTAL (Canadian dollars)

\$918.02



Check-in and boarding gate deadlines

Within Canada

90

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

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.

15

minutes

Boarding gate deadline

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

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



Travel Voucher (Restricted Use)

F128478

Name	Employee ID	Phone Number
Trevena, Claire	Personal Information	(250) 387-1978
Client Organization	Job Title	Travel Group Code
Transportation and Infrastructure		4

5. Date Completed 2018/03/27	6. Fiscal Year 2018	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial		Headquarters Victoria

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	Describe
2018										
03/04	Quadra-Victoria	1500	2000	290	153.70		36.00			
03/05	Victoria	0800	1900		0.00		61.00			
03/06	Victoria	0730	2100		0.00		48.50			
03/07	Victoria	0700	2200		0.00		61.00			
03/08	Victoria-Quadra	0800	1800	290	153.70		48.50			
					36.	37.	38.	39.	40.	
TOTALS OF COLUMNS					\$ 307.40	\$ 0.00	\$ 255.00	\$ 0.00	\$ 0.00	Claim Total
										\$ 562.40

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
034	55001	60410	5702	55MTVNC	Government Financial Services	\$ 0.00
034	55001	60410	5701 = 5702	55MTVNC		\$ 307.40
034	55001	60410	5750	55MTCCA		\$ 255.00
034						
Less Travel Advance						
034						

AMOUNT DUE TO EMPLOYEE

54.	\$ 562.40
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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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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06

Audited by PL Apr 12-18

Notes for Travel Voucher (Restricted Use) E128478 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/03/27 13:44:19	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	2018-03-04; dinner; personal vehicle from Quadra to Victoria (290km) 2018-03-05 breakfast, lunch, dinner 2018-03-06 lunch, dinner 2018-03-07 breakfast, lunch, dinner 2018-03-08 lunch, dinner; personal vehicle from Victoria to Quadra(290km);

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Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128479

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Client Organization Transportation and Infrastructure		Job Title		Travel Group Code 4	
5. Date Completed 2018/03/27		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
	Destination	Start	End	Km	Cost
2018					
03/11	Quadra-Victoria	1500	2000	290	153.70
03/12	Victoria	0830	2200		0.00
03/13	Victoria	0830	2130		0.00
03/14	Victoria	0800	1930		0.00
03/15	Victoria-Vancouv (AC)	0830	2230		0.00
03/16	Vanc-Campb River (PC)	0800	1830		0.00
PCARD					
				20. & 21. Meals	22. Lodging Costs
				Cost	Cost
				36.00 CCA	
				61.00 CCA	
				61.00 CCA	
				61.00 CCA	
				61.00 PD	169.88
				39.50 PD	
TOTALS OF COLUMNS				36. \$ 153.70	37. \$ 0.00
				38. \$ 319.50	39. \$ 169.88
				40. \$ 0.00	Claim Total \$ 643.08
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
034	55001	60410	5702	55MTVNC	Government Financial Services
034	55001	60410	5704	55MTVNC	
034	55001	60410	5750	55MTCCA	
034	55001	60410	5751	55MTCCA	
Less Travel Advance					Amount
034					\$ 270.38 \$ 0.00
					\$ 153.70
					\$ 219.00 \$ 319.50
					\$ 169.88
AMOUNT DUE TO EMPLOYEE					54. \$ 643.08
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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				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

Personal Information

Audited by PL Apr 12-18

Notes for Travel Voucher (Restricted Use) E128479 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/03/27 14:26:24	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	2018-03-11 dinner, personal vehicle Quadra-Victoria 2018-03-12 breakfast, lunch dinner, Victoria 2018-03-13 breakfast, lunch dinner, Victoria 2018-03-14 breakfast, lunch dinner, Victoria 2018-03-15 breakfast, lunch dinner, Victoria-Vancouver, Vancouver Hotel \$169.88 2018-03-16 breakfast, lunch; Vancouver-Quadra (did not use personal vehicle)

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Security Concern

Security Concern

Richmond, BC
Security Concern

Ms Claire Trevena
201 PARLIMENT BUILDINGS
VICTORIA, BC, V8V 1X4
Canada

Page Number : 1
Guest Number :
Folio ID :
Arrive Date : 15-MAR-18 22:19
Depart Date : 16-MAR-18 12:00
No. Of Guest : 1
Room Number : 711
Club Account : Security Concern

Business Information

Tax ID :

Date	Reference	Description	Charges (CAD)	Credits (CAD)
15-MAR-18	RT711	Room Charge	145.00	
15-MAR-18	RT711	11% AHRT	15.95	
15-MAR-18	RT711	Room GST	7.25	
15-MAR-18	RT711	Destination Mktg Fee	1.45	
15-MAR-18	RT711	HRT 11% On The DMF	0.16	
15-MAR-18	RT711	GST 5% On The DMF	0.07	
16-MAR-18	VI	Visa-2173		-169.88
		Government Financial Services		

Date	Code	Authorized
15-MAR-18	05208I	195.75

** Total	169.88	-169.88
*** Balance	-0.00	

I agreed to pay all room & incidental charges.

Personal Information

Continued on the next page



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128616

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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 2018/04/20		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 2018 03/21 03/22 03/23	17. Places Travelled		18. Personal Vehicle Use		19. Other Transport Costs
	Destination	Start	End	Km	Cost
	Quadra-Victoria	0900	2000		0.00
	Victoria-Nanaimo	0800	1900	112	59.36
	Nanaimo-Quadra (Ferry)	0800	1300	183	96.99
20. & 21. Meals					
	Cost	22. Lodging Costs	20. & 21. Miscellaneous		
	48.50 CQA	218.75	Cost Personal	Describe	
	61.00 PD		250.57	Car rental and gas	
	27.00 PD				
03/23 x ref (E128618)					
TOTALS OF COLUMNS			36. \$ 156.35	37. \$ 0.00	38. \$ 136.50
			39. \$ 218.75	40. \$ 250.57	Claim Total
48. Client Code 034 034 034 034	49. Resp. 55001 55001 55001 55001	50. Service Line 60410 60410 60410 60410	51. STOB 5701=\$702 5750 5702 Personal Information	52. Project 55MTVNC 55MTCCA 5500102	45. Supplier Code Government Financial Services
				Amount Personal Information	
				\$ 250.57	
				\$ 48.50	
				\$ 463.10	
Less Travel Advance 034					
AMOUNT DUE TO EMPLOYEE					
54. \$ 762.17 Personal Information					
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 0		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

03/22 Hotel includes parking of \$9.45

Audited by PL Apr 25-18

Notes for Travel Voucher (Restricted Use) E128616 for Trevena, Claire

2 note(s) returned.

Created On	Author	Note
2018/04/20 12:34:24	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	03/21 Quadra to Victoria; lunch, dinner; car rental \$350.00, gas \$29.60 03/22 Victoria-Nanaimo; 112km personal vehicle; breakfast, lunch, dinner; Nanaimo hotel 03/23 Nanaimo-Quadra; 183km personal vehicle; breakfast
2018/04/20 13:07:30	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	03/21 Quadra to Victoria; lunch, dinner; \$350.00 car rental, \$29.60 gas 03/22 Victoria to Nanaimo; 112km personal vehicle, breakfast, lunch, dinner; Nanaimo hotel 03/23 Nanaimo to Quadra; 183km personal vehicle, breakfast

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Devon Transport Ltd. (An Independent Budget System Sub Licensee)

Renter: TREVENA, CLAIRE

BCD Number: A162000

Company: NDP CAUCUS

Credit Card: VISA Government Financial Services

Rental Rate Used: PRG-CAM-16 - A

Vehicle Class: Intermediate

Km Charge: 0.10 per Km

Drop Charge: 149.00

Period	From	To	Amount	Km Cap	Type
Day	1	End	41.79	200	Regular
Week	1	End	248.35	1400	Regular
Hour	25	End	20.91	0	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 \$4.00 per litre).

Must be Provincial Govt employee or authorized representative

Location Fee: 9.9% subject to taxes

VLF/ERF: 3.79 (Per Day) subject to taxes and Location Fee

Contract close subject to final vehicle inspection

Rented In Campbell River

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

Maximum 5000 kilometers per rental. Excess mileage will be charged.**Rates are applicable within BC****Customer is responsible to advise Budget of all toll crossings. All unreported crossings will be subject to an administration fee of \$25.00****Accidents must be reported to Budget within 24 hours.****Contract close subject to final audit.****Remarks:**

/Estimated Charges: \$46.81 OW TO VIC

Vehicle Rented:

Owner: a/Devon Transport

Unit #: 816835

Class: Intermediate

Time Out: 21 Mar 2018 10:24

Licence: EB159P

Time In: 21 Mar 2018 13:00

Km Out: 29484

Location Out: Campbell River Shoppers Row

Km In: 29749

Location In: Z-Victoria Downtown

Km Driven: 265

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

Item	Unit	Qty	Total:	Charge	GST	PST	PVRT	Billed To
Drop Charge	Flat	1	149.00	7.45	10.43	0.00		
Vehicle Rental	Day	1	41.79	2.09	2.93	0.00		
Location Fee	9.9 %	1	14.75	0.74	1.03	0.00		
Kilometer Charge	Km	65	6.50	0.33	0.46	0.00		
Location Fee	9.9 %	1	0.64	0.03	0.04	0.00		
Location Fee (Manual)	Flat	1	-15.39	-0.77	-1.08	0.00		

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

Payments & Refunds

Total: 220.97

Type	Date	Amount	Exchange	Amount	Location
VISA	21 Mar 2018 15:52			220.97	CAMSR
Government Financial Services					

Amount Owing

Net Charges & Taxes:

220.97

Net Payment & Refunds:

220.97

TRANSACTION RECORD

ESSO

7 ELEVEN STORE 37898
3201 DOUGLAS
VICTORIA, BC V8Z 3K8

ESSO EXPRESS PAY

2018-03-21 13:19:51

TRANS #: 217047
STATION#: 00302481
GST #: R119335453

PUMP 4
DEGLR \$ 29.60
21.000L AT \$1.409/L

GST INCLUDED \$ 1.41
TOTAL : CAD\$ 29.60 ✓

TYPE: PURCHASE

UISA
Government Financial Services

INVOICE NO: UMN74681
AUTH: 04714I-F

UISA CREDIT
A0000000031010
8000000000
7800

01 APPROVED - TH
ANK YOU 027

VERIFIED BY PIN

Personal Information

THE CARD BALANCE
SHOWN DOES NOT
INCLUDE ANY
TRANSACTIONS OR
REDEMPTIONS
COMPLETED WITHIN THE
LAST 72 HOURS.

RECONCILIATION ID:
UMN718032113182553

-- IMPORTANT --
RETAIN THIS COPY
FOR YOUR RECORDS

- CUSTOMER'S COPY -

Mrs Claire TREVENA
PO Box 9055 Str Prov Govt
VICTORIA BC V8W9E2
CANADA

Invoice

Invoice date **3/23/2018** ✓
Invoice number Personal Information
Our reference
GST Number Business Information

Guest **Mrs Claire TREVENA** Arrival **3/22/2018** Departure **3/23/2018** Room **0811**

Date	Description	Quantity	Unit Price	Total ()
3/22/2018	Parking 622044	1	9.00	9.00
3/22/2018	Parking Federal Tax GST 5%	1	0.45	0.45
3/22/2018	Room Charge	1	182.00	182.00
3/22/2018	GST Room Taxes 5%	1	9.10	9.10
3/22/2018	Provincial Hotel Tax 8%	1	14.56	14.56
3/22/2018	Municipal Room Tax 2%	1	3.64	3.64

Total invoice 218.75

3/23/2018 Visa -218.75
Total Paid -218.75
Total Due ✓ 0.00

Total GST 9.10

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X

TH19EXEPAL3



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128618

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16. Travel Dates 2018 03/23	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination Camp R-Quadra	Start 0800	End 1800	Km	Cost 0.00	115.00				
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 115.00	38. \$ 0.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 115.00
48. Client Code 034 034 034 034	49. Resp. 55001 55001	50. Service Line 60410 60410		51. STOB 57042 5702	52. Project 55MTVNC 5500102		45. Supplier Code Government Financial Services		Amount \$ 57.50 \$ 445.00 \$ 57.50	
Less Travel Advance 034										
AMOUNT DUE TO EMPLOYEE									54. \$ 115.00	
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			

FIN 10 (EFI-F0012 v2.6.1)

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

Personal Information

split between MTVNC

AND 5702 5500102

Audited by PL Apr 25-18

Notes for Travel Voucher (Restricted Use) E128618 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/04/20 13:21:03	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	03/23 BC Ferries Experience Card top-up

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Campbell River
To
Quadra Island



RECEIPT - PLEASE RETAIN

PURCHASE 2018/03/23

1	Stored Value	115.00
	Total	115.00

Visa
Government Financial Services 115.00

NUM 00/061 66277353 0010016070 S
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

Stored Value
Savings:VEH & PASS Savings
Balance:\$135.75

CARDHOLDER COPY

CAM 23 Mar 2018 13:29:59



1047028 745611

101821

SEE REVERSE SIDE OF TICKET



Control No.

E128620

Name	Employee ID	Phone Number
Trevena, Claire	Personal Information	(250) 387-1978
Client Organization	Job Title	Travel Group Code
Transportation and Infrastructure		4

5. Date Completed 2018/04/20	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.	17.	18.		19.	20. & 21.	22.	20. & 21.
Travel Dates	Places Travelled	Personal Vehicle Use		Other Transport	Meals	Lodging Costs	Miscellaneous
2018	Destination	Km	Cost	Costs	Cost	Cost	Describe
03/26	Quadra-Vancouver (PC)	0600	0.00	35.00	27.00	467.64	24.00 parking
03/26	Vancouver	0600	0.00	8.20		233.82	
03/27	Vancouver	0700	0.00		48.50	233.82	*Mar 26-29th
03/28	Vancouver-Quadra (PC)	0600	0.00	4.10	27.00		
*PCARD							

	36.	37.	38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 47.30	\$ 102.50	\$ 467.64	\$ 24.00	\$ 641.44

48.	Client Code	49.	Resp.	50.	Service Line	51.	STOB	52.	Project	45.	Supplier Code	Amount
	034		55001		60410		5701		55MTVNC		Government Financial Services	\$ 641.44
	034		55001		60410		5701		55MTVNC			
	034		55001		60410		5750		55MTCCA			
	034		55001		60410		5751		55MTCCA			

Less Travel Advance	034	
---------------------	-----	--

AMOUNT DUE TO EMPLOYEE

54.	\$ 641.44
-----	-----------

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) E128620 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/04/20 14:09:10	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	03/26 Quadra to Vancouver; taxi from YVR \$35.00 (tip not included on voucher); dinner; Vancouver hotel 2 nights; Campbell River airport parking \$24.00 03/26 Vancouver, Sea Bus \$8.20 (\$4.10 each ride) 03/27 breakfast, dinner 03/28 breakfast, Skytrain to YVR \$4.10

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Security Concern

Security Concern

Vancouver, BC Security Concern

Security Concern

Business Information

Ms Claire Trevena

Personal Information

Arrival : 03-26-18
Departure : 03-28-18
Security Concern

Room : 0551
Folio # : Personal Information
Invoice # :
Cashier # : 137
Page # : 1 of 1

Date	Description	Additional Information	Charges	Credits
03-26-18	Room Charge - Provincial Govt		199.00	
03-26-18	Destination Marketing Fee		2.57	
03-26-18	Hotel Room Tax		22.17	
03-26-18	Room GST		10.08	
03-27-18	Room Charge - Provincial Govt		199.00	
03-27-18	Destination Marketing Fee		2.57	
03-27-18	Hotel Room Tax		22.17	
03-27-18	Room GST	Government Financial Services	10.08	
03-28-18	Visa			467.64
Total			467.64	467.64
Balance Due			0.00	

GST Summary

Room : 20.16
F&B : 0.00
Other : 0.00
Total : 20.16

HST Summary

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

Security Concern

Security Concern

Security Concern

Personal Information

PLACE FACE UP ON DASH
Campbell River Airport

Expiration Date/Time

08:29 AM
MAR 29, 2018

Purchase Date/Time: 08:29am Mar 26, 2018 ✓
Total Due: \$24.00 Rate: Park for 3 Days
Total Paid: \$24.00 Payment Type: Card
Ticket #: 00003817
S/N #: 520116472557
Setting: Lot 501
Mach Name: Lot 501 - 1

Government Financial Services

Auth #: 016781

Thank you for parking at
Campbell River Airport
Questions? 250-923-5012

RECEIPT

Campbell River Airport

Expiration Date/Time: 08:29am Mar 29, 2018
Purchase Date/Time: 08:29am Mar 26, 2018

Total Due: \$24.00 Rate: Park for 3 Days
Total Paid: \$24.00 Payment Type: Card
Ticket #: 00003817
Setting: Lot 501
Mach Name: Lot 501 - 1

Government Financial Services

Auth #: 016781

RICHMOND TAXI #126
2440 SHELL RD V6X2P1
RICHMOND BC
23352799

|||| PURCHASE ||||

03-26-2018 11:40:39
Acct # Government Financial Services
Exp Date / / Card Type VI
Name: CLAIRE TREVENA
A0000000031010 VISA CREDIT

Trace # 080008 Operator 326
FB2335279901

Inv # 326
Auth # 011631 RRN 001404008

Purchase \$35.00 ✓
Tip Personal Information

Total

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

604-2721111

Hope you have a nice ride

Book online
www.Richmondtaxi.ca
Book your Taxi through
Smart Phone/Iphone/Android
Free App download
available

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
Consdale Quay
IVM0112
Mon 26 Mar 18 05:10PM ✓

Payment Type: VISA
Purchase: 2 Zone Ticket
Product Price: \$ 4.10 ✓

Compass Ticket #: *****
Credit Card #: *****
Auth #: 003571
Ref #: IV60002.MCJR
Receipt #: 24127
Card Entry: Chip
AID: A0000000031010
IVR: 8080003000
ISI: 7800

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
Waterfront Stn
IVM01113
Mon 26 Mar 18 11:43AM ✓

Payment Type: VISA
Purchase: 2 Zone Ticket
Product Price: \$ 4.10 ✓

Compass Ticket #: *****
Credit Card #: *****
Auth #: 095491
Ref #: I004592.33KFT
Receipt #: 173879
Card Entry: Chip
AID: A0000000031010
IVR: 8080003000
ISI: 7800

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
Waterfront Stn
IVM01112
Wed 28 Mar 18 10:47AM ✓

Payment Type: VISA
Purchase: 2 Zone Ticket
Product Price: \$ 4.10 ✓

Compass Ticket #: *****
Credit Card #: *****
Auth #: 097441
Ref #: I004582.3913F
Receipt #: 31076
Card Entry: Chip
AID: A0000000031010
IVR: 8080003000
ISI: 7800

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!



Control No.

E128638

Name	Employee ID	Phone Number
Trevena, Claire	Personal Information	(250) 387-1978
Client Organization	Job Title	Travel Group Code
Transportation and Infrastructure		4

5. Date Completed 2018/04/23	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial		Headquarters Victoria

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
2018	Destination	Start	End	Km	Cost		Cost		Cost	Describe
04/02(PC)	Camp R-Van-Smith(AC)	0900	2300		0.00	13.20	48.50	168.15	32.00	Parking
04/03	Smither-PrGeorge	0700	2300		0.00		48.50	149.64		
04/04	Pr George-DawCrk	0700	2300		0.00		48.50	187.50		
04/05	DC-FrtStJohn-Van (AC)	0700	2300		0.00		61.00	268.29		
04/06	Vanc-Campbell R (PC)	0700	1000		0.00		27.00			
*PCARD										

Apr 02-06, 2018

	36.	37.	38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 13.20	\$ 233.50	\$ 773.58	\$ 32.00	\$ 1052.28

48.	Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
	034	55001	60410	5701	55MTVNC	5500102 Government Financial Services	\$ 1052.28 Personal Information
	034	55001	60410	5750	55MTCCA		
	034	55001	60410	5751	55MMTCC		
	034	55001	60410	5701	55MTVNC		

Less Travel Advance					
034					

	AMOUNT DUE TO EMPLOYEE	54.	\$ 1052.28
--	------------------------	-----	------------

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) E128638 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/04/23 14:12:34	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	04/02 Campbell River - Vancouver - Smithers; Campbell River airport parking (04/02-06); Vancouver Skytrain (\$9.10+\$4.10=\$13.20); lunch, dinner; hotel in Smithers 04/03 Smithers - Prince George; hotel in Prince George; breakfast and dinner 04/04 Prince George - Dawson Creek; hotel in Dawson Creek, breakfast, dinner 04/05 Dawson Creek - Fort St. John - Vancouver; hotel in Vancouver; breakfast, lunch, dinner 04/06 Vancouver-Campbell River; breakfast

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PLACE FACE UP ON DASH
Campbell River Airport

Expiration Date/Time

11:55 AM
APR 06, 2018

Purchase Date/Time: 11:55am Apr 02, 2018 ✓
Total Due: \$32.00 Rate: Park For 4 Days
Total Paid: \$32.00 Payment Type: Card
Ticket #: 00003869
S/N #: 52016472557
Setting: Lot 501
Mach Name: Lot 501 - 1

Government Financial Services

Auth #: 061741

Thank you for parking at
Campbell River Airport
Questions? 250-923-5012

RECEIPT

Campbell River Airport

Expiration Date/Time: 11:55am Apr 06, 2018
Purchase Date/Time: 11:55am Apr 02, 2018

Total Due: \$32.00 Rate: Park For 4 Days
Total Paid: \$32.00 Payment Type: Card
Ticket #: 00003869
Setting: Lot 501
Mach Name: Lot 501 - 1

Government Financial Services

Auth #: 061741

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
980-CANADA LINE
YVR-Airport Stn
TVM73114
Mon 02 Apr 18 01:26PM ✓

Payment Type: VISA
Purchase: 2 Zone Ticket with YVR
Product Price: \$ 9.10 ✓

Compass Ticket #-
**** Government Financial Services

Credit Card #:

Auth #: 080101
Ref #: TVVD9A2JZ9X4
Receipt #: 6940

Card Entry: Chip
AID: A0000000031010
TVR: 8080008000
IS1: 7800

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
980-CANADA LINE
Vancouver City Centre Stn
TVMB1111
Mon 02 Apr 18 04:07PM ✓

Payment Type: VISA
Purchase: 2 Zone Ticket
Product Price: \$ 4.10 ✓

Compass Ticket #-
**** Government Financial Services

Credit Card #:

Auth #: 021691
Ref #: TUC7A72JZKEW
Receipt #: 220444

Card Entry: Chip
AID: A0000000031010
TVR: 8080008000
IS1: 7800

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

Smithers, BC Security ConcernBusiness Information

04/03/2018 08:02 AM

Registered To:Trevena, Claire ✓
Office of the Minister
Parliament Buildings
Victoria, BC V8W 9E2

(250) 387-1978

Room # 205-A**Conf #**
Arrival ✓ 04/02/18
Departure 04/03/18Personal Information**Room Type**
Guests 1 / 0Personal Information**Payment**
AcctGovernment Financial Services

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
04/02/18	Zak	RC	ROOM CHRG REVENUE			\$144.95
04/02/18	Zak	9	GST			\$7.25
04/02/18	Zak	91	PST			\$11.60
04/02/18	Zak	92	MRDT			\$4.35
04/03/18	Rogelio	VISA	Payment Visa			✓ \$168.15-
Balance Due						✓ \$0.00

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE DUE PORTION OF THIS INVOICE. IF THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES TO BE PERSONALLY LIABLE FOR PAYMENT

OF THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES.

X _____
GUEST SIGNATURE

Business Information

Signature

Security Concern

Security Concern

Security Concern Prince George, BC

04.04.18

Claire Trevena ✓ Personal Information	Folio No.	: 7817	Room No.	: 285
	A/R Number	:	Arrival	: ✓ 03.04.18
	Group Code	:	Departure	: 04.04.18 Personal Information
	Company	: STATE GOV'T BWS	Conf. No.	:
	Wyndham Rewards	:	Rate Code	: RROD
	Invoice No.	:	Page No.	: 1 of 1

Date	Description	Charges	Credits
03.04.18	Room Charge	129.00	
03.04.18	PST Room Tax 8%	10.32	
03.04.18	Room Tax	3.87	
03.04.18	GST Room Tax 5%	6.45	
04.04.18	Visa Government Financial Services		149.64
Total		149.64	✓ 149.64
Balance		✓ 0.00	

Guest Signature: _____
Security Concern

Room : 0743
Folio # :
Invoice # :
Cashier # : 225708
Page # : 1 of 1

Security Concern
Security Concern
Richmond, BC, Security Concern

G.S.T. REGISTRATION Business Information

Govt BC

Ms Claire Trevena ✓

Personal Information

Arrival : 04-05-18
Departure : 04-06-18

Security Concern

Date	Description	Additional Information	Charges	Credits
04-05-18	Room Charge		229.00	
04-05-18	Destination Marketing Fee		2.29	
04-05-18	Municipal Room tax		6.94	
04-05-18	Provincial Room tax		18.50	
04-05-18	Room GST	Government Financial Services	11.56	
04-06-18	Visa			268.29
Total			✓ 268.29	268.29
Balance Due			✓ 0.00	

GST Summary

Room : 11.56
F&B : 0.00
Other : 0.00
Total : 11.56

Security Concern

TH19EXEPAL3



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128640

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 2018/04/23		6. Fiscal Year 2019		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							
04/08	Home-Victoria	1400	1900	290	156.60		36.00
04/09	Victoria	0800	2130		0.00		48.50
04/10	Victoria	0800	2130		0.00		48.50
04/11	Victoria	0800	2130		0.00		61.00
04/12	Victoria-Home	0800	1830	290	156.60		61.00
							22. Lodging Costs
							Cost
							Describe
TOTALS OF COLUMNS					36. \$ 313.20	37. \$ 0.00	38. \$ 255.00
						39. \$ 0.00	40. \$ 0.00
							Claim Total \$ 568.20
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code Government Financial Services		Amount
034	55001	60410	5701	55MTVNC			313.20
034	55001	60410	5750	55MTCCA			361.70
034							255.00
034							206.50
Less Travel Advance							
034							
							54. \$ 568.20
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

Audited by PL Apr 25-17

Notes for Travel Voucher (Restricted Use) E128640 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/04/23 14:31:49	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	04/08 Drive personal vehicle from Home to Victoria 290km; dinner 04/09 breakfast, dinner 04/10 breakfast, dinner 04/11 breakfast, lunch, dinner 04/12 breakfast, lunch, dinner 04/08 Drive personal vehicle from Victoria to Home 290km; breakfast, lunch, dinner

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Control No.

E128641

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 2018/04/23	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial	Headquarters Victoria	

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	Describe
2018										
04/15	Home-Victoria	1500	1930	290	156.60		36.00			
04/16	Victoria	0830	1930		0.00		61.00			
04/17	Victoria	0830	2130		0.00		61.00			
04/18	Victoria	0830	2130		0.00		48.50			
04/19	Victoria-Home	0830	1800	290	156.60		61.00			

	36.	37.	38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 313.20	\$ 0.00	\$ 267.50	\$ 0.00	\$ 0.00	\$ 580.70

48.	Client Code	49. Resp.	50. Service Line	51. STOB	52.	Project	45. Supplier Code	Amount
	034	55001	60410	5701		55MTVNC	Government Financial Services	\$ 313.20
	034	55001	60410	5750		55MTCCA		\$ 267.50
	034							
	034							

034	
Less Travel Advance	
034	

AMOUNT DUE TO EMPLOYEE

54.	\$ 580.70
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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) E128641 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/04/23 14:48:55	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	04/15 drive personal vehicle from home to Victoria 290km; dinner 04/16 Victoria; breakfast, lunch, dinner 04/17 Victoria; breakfast, lunch, dinner 04/18 Victoria; breakfast, dinner 04/19 drive personal vehicle from Victoria to home 290km; breakfast, lunch, dinner

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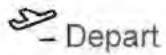
Booking Confirmation

Booking Reference:

Government Financial Services

Date of issue: 08 Mar, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.



Depart

Economy Tango

Thursday
15 Mar, 201820:40
Victoria
Victoria Intl. (YYJ), BC21:07
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

AC8080

0hr27
Economy M
Operated by: Air Canada Express -
Jazz | Q400

Passengers

Claire TrevenaTicket Number
0142191483243Seats
AC8080 Personal Information **Derrick Harder**Ticket Number
0142191483244Seats
AC8080



Purchase summary

Government Financial Services

2 adults

Amount paid: \$560.96

Tax information

GST/HST no. 10009-2287 RT0001
\$26.72



Base Fare

223.00

Surcharges

12.00



Goods and Services Tax - Canada no. 100092287 RT0001

12.86

Air Travellers Security Charge

7.12

Airport Improvement Fee - Canada

15.00

Total airfare and taxes before options (per passenger)

\$269.98

Number of passengers

X 2

Total

\$539.96



Claire Trevena

AC8080 Personal Information

10.00

Derrick Harder

AC8080 Personal Information

10.00

Goods and Services Tax - Canada no. 100092287 RT0001

1.00

Total with options and seat selection fee

\$560.96

GRAND TOTAL (Canadian dollars)

\$560.96



Check-in and boarding gate deadlines

Within Canada

90

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

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.

15

minutes

Boarding gate deadline

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

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



Reservation Confirmation

Your reservation is now confirmed

Reservation Number:

*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	16 Mar 2018	16:45 - VANCOUVER - SOUTH	17:30 - 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
13 March 2018	jacqueline chapotelle	\$168.24	MASTERCARD		Government Financial Services	

Tax Registration: 121386296 RT0001



Booking.com

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.

Jackson, Lindsey B TRAN:EX

From: Pacific Coastal Airlines Reservations <reserve@pacificcoastal.com>
Sent: Thursday, March 22, 2018 11:23 AM
To: Jackson, Lindsey B TRAN:EX
Subject: Pacific Coastal Airlines - Reservation Personal Information
Attachments: Itin5192023_180322182326326.pdf



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	\$393.69	\$19.70	\$413.39	\$413.39	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P701	26 Mar 2018	09:15 - CAMPBELL RIVER	09:25 - COMOX	SAAB 340A	CONFIRMED
1	8P701	26 Mar 2018	09:40 - COMOX	10:15 - VANCOUVER - SOUTH	SAAB 340A	CONFIRMED
2	8P713	28 Mar 2018	16:45 - VANCOUVER - SOUTH	17:30 - 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 - YBL	\$8.25	\$0.41	\$8.66
1	TREVENA, CLAIRE	ENCORE FARE	\$160.00	\$8.00	\$168.00
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	Shop (0) - 1st Checked Bag	\$0.00	\$0.00	\$0.00
1	TREVENA, CLAIRE	Carbon Surcharge	\$4.10	\$0.21	\$4.31
2	TREVENA, CLAIRE	AIF - YVR	\$5.00	\$0.25	\$5.25
2	TREVENA, CLAIRE	ENCORE FARE	\$160.00	\$8.00	\$168.00
2	TREVENA, CLAIRE	Security Surcharge	\$7.12	\$0.36	\$7.48
2	TREVENA, CLAIRE	Fuel Surcharge	\$6.00	\$0.30	\$6.30
2	TREVENA, CLAIRE	Nav Canada Fee	\$13.00	\$0.65	\$13.65
2	TREVENA, CLAIRE	Shop (1) - 1st Checked Bag	\$0.00	\$0.00	\$0.00
2	TREVENA, CLAIRE	Carbon Surcharge	\$4.10	\$0.21	\$4.31
Total			\$393.69	\$19.70	\$413.39

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
22 March 2018	Lindsey Jackson	\$413.39	MASTERCARD		Government Financial Services	

Tax Registration: 121386296 RT0001



Fare Terms and Conditions

Encore Fare & QuikPass Encore

- 100% non-refundable.
- **Cancellations:**
 - Encore Fare: No cancellation fee, 100% refundable if cancelled at least 2 hours prior to flight departure. Refunds to be requested through Pacific Coastal Airlines; please call 1.800.663.2872 or email us at refunds@pacificcoastal.com
 - QuikPass Encore: No cancellation fee, 100% refundable to QuikPass account if cancelled at least 2 hours prior to flight departure.
- **Changes:**
 - Encore Fare: Fees do not apply, fare difference may apply.

Jackson, Lindsey B TRAN:EX

From: Pacific Coastal Airlines Reservations <reserve@pacificcoastal.com>
Sent: Monday, March 26, 2018 3:04 PM
To: Jackson, Lindsey B TRAN:EX
Subject: Pacific Coastal Airlines - Reservation Personal Information
Attachments: Itin5194371_180326220331331.pdf



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	\$198.47	\$9.93	\$208.40	\$208.40	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P701	02 Apr 2018	09:15 - CAMPBELL RIVER	09:25 - COMOX	SAAB 340A	CONFIRMED
1	8P701	02 Apr 2018	09:40 - COMOX	10:15 - VANCOUVER - SOUTH	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 - YBL	\$8.25	\$0.41	\$8.66
1	TREVENA, CLAIRE	ENCORE FARE	\$160.00	\$8.00	\$168.00
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	Shop (0) - 1st Checked Bag	\$0.00	\$0.00	\$0.00
1	TREVENA, CLAIRE	Carbon Surcharge	\$4.10	\$0.21	\$4.31
Total			\$198.47	\$9.93	\$208.40

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
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Tax Registration: 121386296 RT0001



Fare Terms and Conditions

Encore Fare & QuikPass Encore

- 100% refundable.
- **Cancellations:**
 - Encore Fare: No cancellation fee, 100% refundable if cancelled at least 2 hours prior to flight departure. Refunds to be requested through Pacific Coastal Airlines; please call 1.800.663.2872 or email us at refunds@pacificcoastal.com
 - QuikPass Encore: No cancellation fee, 100% refundable to QuikPass account if cancelled at least 2 hours prior to flight departure.
- **Changes:**
 - Encore Fare: Fees do not apply, fare difference may apply.
 - QuikPass Encore: Fees do not apply, not subject to fare difference.
- **Name Changes:**
 - Encore Fare: Permitted, no charge.
 - QuikPass Encore: Permitted, no charge.
- **Same-Day Earlier Flight Change:** (must be done at check-in counter).
 - Encore Fare: Permitted, no charge.
 - QuikPass Encore: Permitted, no charge.
- **Checked Baggage Fees:**
 - Encore Fare: 1st Checked Piece = \$0.00 | 2nd Checked Piece = \$0.00 | 3rd or more and/or Overweight/ Oversized Checked Piece(s) = \$78.75.
 - QuikPass Encore: 1st Checked Piece = \$0.00 | 2nd Checked Piece = \$0.00 | 3rd or more and/or Overweight/ Oversized Checked Piece(s) = \$78.75.
- **2-Hour Policy:** Changes and/or cancellations must be made at least 2 hours prior to departure. Failure to do so will result in a forfeiture of payment for the applicable segment.

Checked Baggage Allowance

A checked bag is one (1) item, weighing up to a maximum of 50lbs (23kg) with maximum linear dimension of 62" (158 cm). Linear dimension is calculated by adding together the bags outside height, width and length. All wheels and handles should be included when measuring. Checked baggage fees may apply depending on the fare selecting at the time of booking.

We make every effort to ensure your luggage travels with you. However, there are times where we cannot accommodate all checked baggage due to payload restrictions. We trust our passengers will keep this in mind when packing, keeping important items with them in their carry-on (i.e medication, keys, etc.).

Pacific Coastal Airlines does not accept single checked bags exceeding 70lbs (except for large checked pets). An overweight item is a single piece of checked baggage between the weight of 51lbs and 70lbs. In addition, an oversized item will be any single piece exceeding 62" linear dimensions.

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference:

Government Financial Services

Name: Ms Claire Trevena
E-mail: LINDSEY.B.JACKSON@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](#)

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[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8564	Vancouver (YVR)	Smithers (YYD)	DH3	Economy Tango (M)	Confirmed
<i>Operated by:</i>	Mon 02-Apr 2018	Mon 02-Apr 2018			
<i>Air Canada Express-Jazz</i>	17:55 - TERMINAL M -MAIN	19:40			

Passenger Information

Passenger: 1 Ms Claire Trevena
Ticket number: 014 2192 366569

Purchase Summary

Passenger: 1 Ticket number 014 2192 366569

Date of issue

26-Mar 2018

Fare Amount in Canadian dollars:

530.90

(including navigational & other charges)

Taxes, Fees & Charges

Air Travellers Security Charge (CA)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	27.15
Airport Improvement Fee - Canada (SQ)	5.00

Total Fare in Canadian dollars: 570.17

Ticket particularities:

AC ONLYT/NONREF/CHGFEE -BG:AC

*Fare calculation:

02APR18YVR AC YYD Q84.90R446.00CAD530.90 END ROE1.00

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Information

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

Baggage Information for: Claire Trevena	
Air Canada baggage rules apply. For flight(s): AC8564	1st bag: 25.00 CAD + taxes* per direction 2nd bag: 35.00 CAD + taxes* per direction
Max. weight per bag: 23 KG (50 lb)	Max. linear dimensions: 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 bags 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 bag 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 bag 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.

Jackson, Lindsey B TRAN:EX

From: reserve@pacificcoastal.com
Sent: Tuesday, March 27, 2018 9:38 AM
To: Jackson, Lindsey B TRAN:EX
Subject: Pacific Coastal Airlines - Reservation Personal Information
Attachments: Itin5194371_180327163740340.pdf



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				\$0.00	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P701	02 Apr 2018	09:15 - CAMPBELL RIVER	09:25 - COMOX	SAAB 340A	CANCELLED
1	8P701	02 Apr 2018	09:40 - COMOX	10:15 - VANCOUVER - SOUTH	SAAB 340A	CANCELLED

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
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Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
26 March 2018	Lindsey Jackson	\$208.40	MASTERCARD		Government Financial Services	
27 March 2018	Lindsey Jackson	(\$208.40)	MASTERCARD			

Tax Registration: 121386296 RT0001





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
Email: lindsey.b.jackson@gov.bc.ca

Booking Reference: Government Financial Services
Personal Information

Flight Itinerary

Flight	From	To	Aircraft	Status
9M589	09:30 - Campbell River 02 Apr 2018	10:10 - Vancouver 02 Apr 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	Z - FLEX - Z	\$154.00	7.7000	7.7000	\$161.70
TREVENA,CLAIRE	ATSC	\$7.12	0.3600	0.3600	\$7.48
TREVENA,CLAIRE	Surcharge	\$12.00	0.6000	0.6000	\$12.60
Total		\$173.12	\$8.66	\$0.00	\$181.78

Payment Information

Date	Payer's Name	Payment Amount	Transaction Type
27 Mar 2018	Lindsey Jackson	\$181.78	MASTERCARD



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
Email: lindsey.b.jackson@gov.bc.ca

Booking Reference: Government Financial Services
Personal Information

Flight Itinerary

Flight	From	To	Aircraft	Status
9M587	12:45 - Campbell River 02 Apr 2018	13:25 - Vancouver 02 Apr 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	Z - FLEX - Z	\$154.00	7.7000	7.7000	\$161.70
TREVENA,CLAIRE	ATSC	\$7.12	0.3600	0.3600	\$7.48
TREVENA,CLAIRE	ROUTING - MODIFICATION	\$40.00	✓ 2.0000	2.0000	✓ \$42.00
TREVENA,CLAIRE	Surcharge	\$12.00	0.6000	0.6000	\$12.60
Total		\$213.12	\$10.66	\$0.00	\$223.78

Payment Information

Date	Payer's Name	Payment Amount	Transaction Type
27 Mar 2018	Lindsey Jackson	\$181.78	MASTERCARD
28 Mar 2018	CLAIRE TREVENA	\$42.00	MASTERCARD

Jackson, Lindsey B TRAN:EX

From: Pacific Coastal Airlines Reservations <reserve@pacificcoastal.com>
Sent: Thursday, March 29, 2018 12:28 PM
To: Jackson, Lindsey B TRAN:EX
Subject: Pacific Coastal Airlines - Reservation Personal Information
Attachments: Itin5196220_180329192737337.pdf



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	\$195.22	\$9.77	\$204.99	\$204.99	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P701	06 Apr 2018	08:15 - VANCOUVER - SOUTH	09:00 - 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	ENCORE FARE	\$160.00	\$8.00	\$168.00
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	Shop (0) - 1st Checked Bag	\$0.00	\$0.00	\$0.00
1	TREVENA, CLAIRE	Carbon Surcharge	\$4.10	\$0.21	\$4.31
Total			\$195.22	\$9.77 ✓	\$204.99 ✓

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
29 March 2018	Lindsey Jackson	\$204.99	MASTERCARD		Government Financial Services	

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference:

Government Financial Services

Name: Ms Claire Trevena
E-mail: LINDSEY.B.JACKSON@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](#)

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Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8188	Ft. St. John (YXJ)	Vancouver (YVR)	DH4	Economy Tango (V)	Confirmed
<i>Operated by:</i>	Thu 05-Apr 2018	Thu 05-Apr 2018			
<i>Air Canada Express-Jazz</i>	20:40	22:24 - TERMINAL M -MAIN			
Seat number(s) requested:	Personal Information				

Passenger Information

Passenger: 1 Ms Claire Trevena
Ticket number: 014 2192 478663

Purchase Summary

Passenger: 1 Ticket number 014 2192 478663

Date of issue

28-Mar 2018

Fare Amount in Canadian dollars:

243.00

(including navigational & other charges)
Taxes, Fees & Charges

Air Travellers Security Charge (CA)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	13.41
Airport Improvement Fee - Canada (SQ)	18.00

Total Fare in Canadian dollars:

281.53

Options

Seat Fee(s) in Canadian dollars	15.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	0.75

Ticket particularities:

AC ONLY/NONREF/CHGFEE -BG:AC

***Fare calculation:**

05APR18YXJ AC YVR Q18.00R225.00CAD243.00 END ROE1.00

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Information

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



Control No.

E128670

Name	Employee ID	Phone Number
Trevena, Claire	Personal Information	(250) 387-1978
Client Organization	Job Title	Travel Group Code
Transportation and Infrastructure		4

5. Date Completed 2018/04/27	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial		Headquarters Victoria

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	Describe
2018										
04/22	Home - Victoria	1600	2000	290	156.60		36.00			
04/23	Victoria	0800	2100		0.00		61.00			
04/24	Victoria	0800	2100		0.00		61.00			
04/25	Victoria	0830	2000		0.00		48.50			
04/26	Victoria - Home	0830	1900	290	156.60		61.00			

	36.	37.	38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 313.20	\$ 0.00	\$ 267.50	\$ 0.00	\$ 0.00	\$ 580.70

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Government Financial Services	Amount
034	55001	60410	5701	55MTVNC		\$ 313.20
034	55001	60410	5750	55MTCCA		\$ 267.50
034						
034						

Less Travel Advance	034
---------------------	-----

AMOUNT DUE TO EMPLOYEE

54.	\$ 580.70
-----	-----------

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) E128670 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/04/27 10:58:36	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	04/22 Home to Victoria; personal vehicle 290km; dinner 04/23 Victoria; breakfast, lunch, dinner 04/24 Victoria; breakfast, lunch, dinner 04/25 Victoria; lunch, dinner 04/26 Victoria to Home; personal vehicle 290km; breakfast, lunch, dinner

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Control No.

E128740

Name	Employee ID	Phone Number
Trevena, Claire	Personal Information	(250) 387-1978
Client Organization	Job Title	Travel Group Code
Transportation and Infrastructure		4

5. Date Completed 2018/05/11	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial		Headquarters Victoria

[illegible]

	36.	37.	38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 66.96	\$ 95.00	\$ 75.50	\$ 376.04	\$ 0.00	\$ 613.50

48.	Client Code	49.	Resp.	50.	Service Line	51.	STOB	52.	Project	45.	Supplier Code	Amount
	034		55001		60410		5701	5705	55MTVNC		Government Financial Services	\$ 518.50
	034		55001		60410		5701	5702	55MTVNC			\$ 47.50
	034		55001		60410		5750	5702	MTCCA	5500102		\$ 47.50
	034		55001		60410		5751		MTCCA			\$ 376.00

Less Travel Advance	
---------------------	--

[illegible]

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) E128740 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/05/11 12:17:31	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	05/02 Drove personal vehicle from home to Comox Airport (62km), flew from to Comox to Winnipeg; topped up BC Ferries card (95.00); 2 nights at hotel in Winnipeg (376.04); lunch, dinner. 05/04 Flew from Winnipeg to Comox, then drove personal vehicle home (62km); lunch

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Security Concern

Room : 1011
Folio # :
Cashier # : 1050
Page # : 1 of 1

Security Concern

Winnipeg, MB, Canada
Security Concern

Business Information

*

Ms Claire Trevena ✓
Personal Information

Arrival : 05-02-18
Departure : 05-04-18
Security Concern

Date	Description	Additional Information	Charges	Credits
05-02-18	Room Charge		✓ 159.00	
05-02-18	Room PST		12.72	
05-02-18	Room GST		7.95	
05-02-18	Accommodation Tax		7.95	
05-02-18	Accommodation Tax - GST		0.40	
05-03-18	Room Charge		✓ 159.00	
05-03-18	Room PST		12.72	
05-03-18	Room GST		7.95	
05-03-18	Accommodation Tax		7.95	
05-03-18	Accommodation Tax - GST		0.40	
05-03-18	Visa			376.04
Total			376.04	376.04
Balance Due			0.00	✓

GST Summary

Room	15.90
F&B	0.00
Other	0.80
Total	16.70

Security Concern

Security Concern

Security Concern

Security Concern

Campbell River
To
Quadra Island



Victoria BC Canada V8W 8B7

RECEIPT - PLEASE RETAIN

PURCHASE 2018/05/04

1	Stored Value	95.00
---	--------------	-------

Government Financial Services	95.00
-------------------------------	-------

95.00

MUTH 897581 66277353 0010013228 5

01 APPROVED - THANK YOU 027

CHANGE DUE	0.00
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Stored Value

Savings:VEH & PASS Savings

Balance:\$105.45

Split \$47.50 MTVNC and \$47.50
5500102

2nd lunch

4th lunch

ferry top u

hotel

CARDHOLDER COPY

CAM 04 May 2018 17:56:59



1047029 088038

90542

SEE REVERSE SIDE OF TICKET

ardActivity/



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128809

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 2018/05/23	6. Fiscal Year 2019	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
	Destination	Start	End	Km	Cost
2018					
05/06	Home to Victoria	1600	2000	290	156.60
05/07	Victoria	0830	1830		0.00
05/08	Victoria	0830	2130		0.00
05/09	Victoria	0800	2200		0.00
05/10	Victoria	0830	1800		0.00
05/11	Victoria-Home (Ferry)	0800	1600	278	150.12
*Ferry on BC Ferry Experience Card					
TOTALS OF COLUMNS				36. \$ 306.72	37. \$ 0.00
				38. \$ 242.50	39. \$ 0.00
				40. \$ 0.00	Claim Total \$ 549.22
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
034	55001	60410	5701	55MTVNC	Government Financial Services
034	55001	60410	5750	55MTCCA	
034					
034					
Less Travel Advance					
034					
AMOUNT DUE TO EMPLOYEE					54. \$ 549.22
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) E128809 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/05/23 13:20:30	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	05/06 Home to Victoria; personal vehicle 290km; dinner 05/07 Victoria; breakfast, lunch, dinner 05/08 Victoria; dinner 05/09 Victoria; lunch, dinner 05/10 Victoria; breakfast, lunch, dinner 05/11 Victoria to Home via Salt Spring (MOTI event); personal vehicle 278km

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TH19EXEPAL7



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128810

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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 2018/05/23		6. Fiscal Year 2019		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-Victoria	1600	2000	290	156.60		36.00
05/13	Victoria	0700	1900		0.00		48.50
05/14	Victoria	0800	2130		0.00		48.50
05/15	Victoria	0800	2130		0.00		48.50
05/16	Victoria	0800	1800	290	156.60		36.00
05/17	Victoria-Home						
							22. Lodging Costs
							Cost
							Describe
TOTALS OF COLUMNS				36. \$ 313.20		37. \$ 0.00	38. \$ 217.50
						39. \$ 0.00	40. \$ 0.00
						Claim Total \$ 530.70	
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project		45. Supplier Code	
034	55001	60410	5701	55MTVNC		Government Financial Services	
034	55001	60410	5750	55MTCCA			
034							
034							
Less Travel Advance							
034							
						54. \$ 530.70	
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

Audited by PL May 28-18

Notes for Travel Voucher (Restricted Use) E128810 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/05/23 13:35:40	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	05/13 Home-Victoria; personal vehicle 290km; dinner 05/14 Victoria; lunch, dinner 05/15 Victoria; lunch, dinner 05/16 Victoria; lunch, dinner 05/17 Victoria-Home; personal vehicle 290km; dinner

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AIR CANADA

Booking Confirmation

Government Financial Services

Booking Reference:

Date of issue: 24 Apr, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs 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.

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 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 in a new window directly.

✈ - Depart

Economy Latitude

Wednesday 02 May, 2018	11:45 Comox (YQQ), BC		12:21 Vancouver Vancouver Intl. (YVR), BC Terminal M	 AC8308	0hr36 Economy B Operated by: Air Canada Express - Jazz Dash 8-300
Layover in Vancouver					1hr34
Wednesday 02 May, 2018	13:55 Vancouver Vancouver Intl. (YVR), BC Terminal M		18:34 Winnipeg (YWG), MB	 AC8518	2hr39 Economy B Operated by: Air Canada Express - Jazz CRJ900 in a new window Wi-Fi in a new window
Total duration					4hr49

✈ - Return

Economy Latitude

Friday 04 May, 2018	19:10 Winnipeg (YWG), MB		20:05 Vancouver Vancouver Intl. (YVR), BC Terminal M	 AC8623	2hr55 Economy B Operated by: Air Canada Express - Jazz CRJ900 in a new window Wi-Fi in a new window
Layover in Vancouver					0hr45
Friday 04 May, 2018	20:50 Vancouver Vancouver Intl. (YVR), BC Terminal M		21:27 Comox (YQQ), BC	 AC8303	0hr37 Economy B Operated by: Air Canada Express - Jazz Dash 8-300
Total duration					4hr17

Passengers

 **Claire Trevena** ✓

Ticket Number
0142193771307

Seats

AC8308
AC8618
AC8623
AC8303

Personal Information

1/2 of flight was cancelled.
Took WestJet return



Purchase summary

Government Financial Services		1 adult
Tax information GST/HST no. 10009-2287 RT0001 \$63.91	 WestJet <small>WestJet Airline</small>	
	Base Fare - Depart - Economy Latitude	594.00
	Base Fare - Return - Economy Latitude	594.00
	Surcharges	46.00
	 Taxes and charges	
	Goods and Services Tax - Canada no. 100092287 RT0001	✓ 63.91
	Air Travellers Security Charge	14.25
	Airport Improvement Fee - Canada	30.00
	Total airfare and taxes before options	✓ \$1342 ¹⁶
	GRAND TOTAL (Canadian dollars)	✓ \$1342 ¹⁶



Check-in and boarding gate deadlines

Within Canada

90

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

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.

15

minutes

Boarding gate deadline

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

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

29 Apr. 25 Apr. 25 AIR CAN* 0142193771307 AIRCANADA.COM MB

681.58CR



eTicket Receipt

Prepared For
TREVENA/CLAIRE MRS ✓

RESERVATION CODE	Personal Information
ISSUE DATE	24Apr18
TICKET NUMBER	8382136118218
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
04May18	WESTJET WS 147	WINNIPEG MB, CANADA Time 2:30pm	EDMONTON INTL AB, CANADA Time 3:30pm	Personal Information Seat Number (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis LC03L Not Valid Before 04MAY18 Not Valid After 04MAY18
04May18	WESTJET WS 339	EDMONTON INTL AB, CANADA Time 4:20pm	COMOX BC, CANADA Time 4:57pm	Personal Information Seat Number (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis LC03L Not Valid Before 04MAY18 Not Valid After 04MAY18

Allowances

Baggage Allowance YWG to YQQ - 0 Pieces WESTJET Prices of additional baggage pieces: 1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters 2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC Carry On Allowances YWG to YEG , YEG to YQQ - 1 Piece (WS - WESTJET) Carry On Charges YWG to YEG , YEG to YQQ - (WS - WESTJET) - Carry-on fees unknown - contact carrier
--

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX Government Financial Services
-----------------	---

Fare Calculation Line	YWG WS X/YEA WS YQQ364.00CAD364.00END
Fare	CAD 364.00
Taxes/Fees/Carrier-Imposed Charges	CAD 23.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 19.71 XG8 (XG8)
	CAD 7.12 CA4 (CA4)
364.00 x 5% gst = 18.20	CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.25 XG9 (XG9)
Total Fare	CAD 440.08

Other Charges

SEAT ASSIGNMENT # 8381500771283 (YWG-YEG / QTY 1, YEG-YQQ / QTY 1)	CAD 20.00 ✓
Taxes	CAD 1.00 ✓
Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX Government Financial Services
Total	CAD 21.00
Total Fare and Other Charges	CAD 461.08 ✓

Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001 GST # 866112535

For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

At Westjet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E128878

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Client Organization Transportation and Infrastructure			Job Title			Travel Group Code 4				
5. Date Completed 2018/06/04		6. Fiscal Year 2019		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										
05/23	Home-Nan-Gabriel (Ferry)	0800	1900	350	* 189.00					
05/27	Home-Victoria	1600	2000	190	102.60		36.00			
05/28	Victoria	0830	2130		0.00		48.50			
05/29	Victoria	0730	2130		0.00		48.50			
05/30	Victoria	0730	2200		0.00		48.50			
05/31	Victoria-Home	0800	1830	190	102.60		48.50			
Personal Information										
TOTALS OF COLUMNS					36. \$ 394.20	37. \$ 0.00	38. \$ 230.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 624.20
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code Government Financial Services		Amount			
034	55001	60410	5701	55MTVNC			\$ 205.20			
034	55001	60410	5750	55MTCCA			\$ 230.00			
034	55001	60410	6501	5500102			* \$ 189.00			
Less Travel Advance										
034										
					AMOUNT DUE TO EMPLOYEE					
					54. \$ 624.20					
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) E128878 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2018/06/04 11:01:21	Jackson, Lindsey (IDIR\LINDJACK) Lindsey.B.Jackson@gov.bc.ca	05/23 Home-Nanaimo-Gabriola-Home, personal vehicle 350km. RC Ferry to/from Gabriola Personal Information 05/27 Home-Victoria, personal vehicle 190km; dinner 05/28 Victoria; lunch, dinner 05/29 Victoria; lunch, dinner 05/30 Victoria; lunch, dinner 05/31 Victoria-Home, personal vehicle 190km; lunch, dinner

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