

Minister's Quarterly Travel Expense Summary

Name: Honourable Claire Trevena

Quarter: 2018 Oct to Dec

Portfolio: Transportation & Infrastructure

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 2,571.00

Other Travel in Province: \$ 10,603.08

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 13,174.08

Travel expenses fiscal year-to-date: \$ 29,876.43



Control No.

E129637

| | | |
|-----------------------------------|----------------------|--------------------------|
| 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 2018/09/10 | 6. Fiscal Year 2019 | 7. Special Cheque Issue | 8. Cheque Stub Information |
|--|-------------------------------|--------------------------------|-----------------------------------|

| | | | |
|-------------------------------|--------------------------------------|--|--------------------------|
| 2018/09/10 | 2019 | | |
| 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 | Describe |
| 2018 | | | | | | | Personal Information | | | |
| 07/29 | CR > Kam (AC) | 1200 | 2130 | 122 | 65.88 | | 36.00 | | | |
| 07/30 | Kam > Nelson | 0700 | 1900 | | 0.00 | | 36.00 | 156.60 | | |
| 07/31 | Castlegar > CR (AC) | 0800 | 1700 | | 0.00 | Personal | 27.00 | 166.75 | 20.00 | taxi |
| 08/22 | CR > Van (Ferry) | 1200 | 1700 | 186 | 100.44 | 174.95 | 48.50 | 386.57 | 62.00 | parking |
| 08/23 | Van | 0800 | 1700 | | 0.00 | | 61.00 | 386.57 | 62.00 | parking |
| 08/24 | Van | 0800 | 1700 | | 0.00 | Personal | 27.00 | Personal Information | | |
| 08/27 | Van > CR (Ferry) | 1200 | 1700 | 186 | 100.44 | 174.95 | | | | |
| | *PCARD | | | | | | | | | |

| | | | | | | | |
|-------------------|--|------------------|---------------------------------------|---------------|-------------------|---------------------------------------|-------------|
| TOTALS OF COLUMNS | | 36. \$ 266.76 | 37. \$ 166.90 Personal Information | 38. \$ 235.50 | 39. \$ 1096.49 | 40. \$ 144.00 Personal Information | Claim Total |
|-------------------|--|------------------|---------------------------------------|---------------|-------------------|---------------------------------------|-------------|

| 48. | Client Code | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | 45. Supplier Code | Amount |
|-----|-------------|-----------|------------------|----------|-----------------|-------------------|--------------------------------|
| | 034 | 55001 | 60410 | 5702 | 55MTCCA 5500102 | 2713187 | \$1909.65 Personal Information |
| | 034 | 55001 | 60410 | 5751 | 55MTCCA | 2713187 | |
| | 034 | 55001 | 60410 | 5750 | 55MTCCA | 2713187 | |
| | 034 | 55001 | 60410 | 6501 | 55MTCCA | 2713187 | |

| | | | | | | |
|---------------------|--|--|--|--|--|---------|
| Less Travel Advance | | | | | | 2713187 |
| 034 | | | | | | 2713187 |

| | | | |
|--|--|----------------------|------------|
| | | 54. | \$ 1909.65 |
| | | 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 | 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) E129637 for Trevena, Claire

1 note(s) returned.

| Created On | Author | Note |
|---------------------|--|---|
| 2018/09/10 11:54:34 | Waters, Leah (IDIR\WATERS) Leah.Waters@gov.bc.ca | 07 29: CR to Com (Personal Vehicle Use 122KM), Fly AC: Com > Kam, dinner 07 30: Kam, Hotel (Security Concern out: 07-30), dinner 07 31: Nelson > Castlegar, Breakfast, Hotel Security Nelson in: 07-30, out: 07-31), Fly C AC: Castlegar > CR, Airport shuttle in CR 08 22: Drive CR> Van (personal vehicle use 186km), lunch, dinner, ferry to Horseshoe Bay, Van 08 23: Van, per diem 08 24: Van, breakfast, hotel Security Concern 08-22, out 08-24) 08 27: Ferry from Van to Nanaimo |

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Kamloops

Claire/Minister Trevena ✓

Po Box 9055 Stn Prov Govt

Victoria BC V8W9E2

Room: 301

Room Type: Personal Information

Number of Guests: 1 ✓

Rate: \$135.00

Clerk: JPA

Personal Information

Arrive: 29Jul18

Time: 08:46PM

Depart: 30Jul18

Time: 06:58AM

Folio Number

Date

Description

Charges

Credits

29Jul18

Room Charge
Business Information

135.00

29Jul18

6.75

29Jul18

Occupancy Sales Tax

10.80

29Jul18

City Tax

4.05

30Jul18

✓ Wire Transfer

156.60 ✓

Balance: 0.00 ✓

Security Concern

Security Concern

✓

Nelson, BC

Security Concern

Business Information

07/31/2018 07:57 AM

Registered To:

Trevena, Claire

Personal Information

Personal Information

Room # 120-A

Conf

Government Financial Information

Arrival

07/30/18

Departure

07/31/18

Room Type
Guests

Personal Information

1 / 0

Payment
AcctVisa/Master
Government Financial Information

| Posting Date | Oper | AcctCode | Description | From | Reference | Amount |
|--------------|--------|----------|-------------------|------|-----------|----------|
| 07/30/18 | leslie | RC | ROOM CHRG REVENUE | | | \$145.00 |
| 07/30/18 | leslie | 9 | AHRT | | | \$2.90 |
| 07/30/18 | leslie | 91 | PST ON ROOM | | | \$11.60 |
| 07/30/18 | leslie | 92 | GST ON ROOM | | | \$7.25 |
| 07/31/18 | jheyen | 1VS | PAYMENT VISA | | | \$166.75 |

Balance Due \$0.00

Security
ConcernSA CREDIT
7: A0000000031010
R: 80 80 00 80 00
78 00

00 - APPROVED - 001

MOUNT \$166

Government
Financial
InformationBatch #: 013
7/31/18
PPR CODE: 010301
REF#: 0000
SEQ: 01300100
07:

SALE

Security Concern

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

Signature

dinner 29/7

" 30/7

breakfast 31/7

Mileage

→ shuttle for
airport \$22

AIRPORT
Com or Return
122 KM.

29th + 31st

✓

✓

287 TAXI #3
1500 ISLAND HIGHWA V9W2E5
CAMPBELL RIVEBC
23243337
GH2324333701

PURCHASE



07-31-2018

18:41:02

Government Financial Information

RF

Exp Date **/**

Card Type VI

Name:

A0000000031010

VISA CREDIT

Trace # 1304

Inv. # 1808

Auth # 030401

RRN 00168700

Purchase

Personal Information

\$20.00



(001) APPROVED-THANK YOU

Retain this copy for your
records

Customer copy



To
Horseshoe Bay



LANE 08

RECEIPT - PLEASE RETAIN

PURCHASE 2018/08/22 ✓

| | | |
|-------|----------------|-------|
| ✓ 20' | Undersize Vehi | 57.50 |
| 1 | Adult | 17.20 |
| 1 | BC Senior | 0.00 |
| 1 | Port Fee Adul | 0.25 |

Total 74.95

Visa Government Financial Information 74.95 ✓

AUTH 007621 66279102 0010011500 S
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY

NAN 22 Aug 2018 11:53:59



SEE REVERSE SIDE OF TICKET

To
Tsawwassen
Nanaimo (Duke Pt)



LANE 29

RECEIPT - PLEASE RETAIN

PURCHASE 2018/08/27 ✓
RESERVATION-R1245
CONF: B181092693
RES: 1

| | | |
|-----|----------------|-------|
| ✓ 1 | Reservation Pr | 17.00 |
| 20' | Undersize Vehi | 57.50 |
| 1 | Adult | 17.20 |
| 1 | BC Senior | 0.00 |
| 1 | Port Fee Adul | 0.25 |

Total 91.95

Prepayment 17.00

Visa Government Financial 74.95

AUTH 007621 66279102 0010011500 S
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY

TSA 27 Aug 2018 11:46:53



SEE REVERSE SIDE OF TICKET

Vancouver

22 - lunch ✓

wed dinner

ferry

mileage 186km ✓

1st 23 p.d ✓

fr 25 break (o) ✓

Mon ferry (incl) ✓
parking

+ 2 nights hotel

2 per

Wanouver
la Street
sh Columbia

Room : 0611
 Folio # : Personal Information
 Invoice # :
 Cashier # : 137
 Page # : 1 of 1

Vancouver, BC Security Concern
 Security Concern
 Business Information

*
Ms Claire Trevena
 Personal Information

Arrival : 08-22-18
 Departure : 08-24-18

| Date | Description | Additional Information | Charges | Credits |
|--------------------|-------------------------------|----------------------------------|---------------|---------------|
| 08-22-18 | Room Charge - Provincial Govt | | ✓ 329.00 | |
| 08-22-18 | Destination Marketing Fee | | 4.25 | |
| 08-22-18 | Hotel Room Tax | | 36.66 | |
| 08-22-18 | Room GST | Personal Information | 16.66 | |
| 08-23-18 | Parking | | ✓ 48.80 | |
| 08-23-18 | Parking - Tax | | ✓ 10.25 | |
| 08-23-18 | Parking - GST | | ✓ 2.95 | |
| 08-23-18 | Room Charge - Provincial Govt | | 329.00 | |
| 08-23-18 | Destination Marketing Fee | | 4.25 | |
| 08-23-18 | Hotel Room Tax | | 36.66 | |
| 08-23-18 | Room GST | Personal Information | 16.66 | |
| 08-23-18 | Parking | | ✓ 48.80 | |
| 08-23-18 | Parking - Tax | | 10.25 | |
| 08-23-18 | Parking - GST | Government Financial Information | 2.95 | |
| 08-24-18 | Visa | | | 897.14 |
| Total | | | 897.14 | 897.14 |
| Balance Due | | | 0.00 | |

GST Summary

Room : 33.32
 F&B : 0.00
 Other : 5.90
 Total : 39.22

HST Summary

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

Security Concern

Security Concern

Security Concern

Security Concern

TH19EXEPAL24



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129728

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 2018/09/21 | 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

| 17. Places Travelled | | | | | | | | | | 18. Personal Vehicle Use | | 19. Other Transport Costs | 20. & 21. Meals | | 22. Lodging Costs | 20. & 21. Miscellaneous | | |
|----------------------|----------------------|-------|------|----------------------|--------|--|--|--------|--|--------------------------|--|---------------------------|-----------------|--|-------------------|-------------------------|----------|------------------|
| Travel Dates | Destination | Start | End | Km | Cost | | | | | | | | | | | Cost | Describe | |
| 2018 | CR > Vic | 0800 | 1700 | 290 | 156.60 | | | | | | | | | | | | | |
| 09/04 | Vic | 0900 | 1700 | | 0.00 | | | | | | | | | | | | | |
| 09/05 | Vic | 0900 | 1700 | 290 | 156.60 | | | | | | | | | | | | | |
| 09/06 | Vic | 0900 | 1700 | | 0.00 | | | | | | | | | | | | | |
| 09/09 | Vic > CR -Whistler | 1200 | 1900 | Personal Information | | | | 155.25 | | | | | | | | | 31.50 | Parking |
| 09/10 | CR > Whistler (UBCM) | 0900 | 1900 | 273 | 147.42 | | | | | | | | | | | | 31.50 | Parking |
| 09/11 | Whistler (UBCM) | 0800 | 2000 | | 0.00 | | | | | | | | | | | | 31.50 | Parking |
| 09/12 | Whistler (UBCM) | 0730 | 1900 | | 0.00 | | | | | | | | | | | | 31.50 | Parking |
| 09/13 | Whistler (UBCM) | 0730 | 1900 | | 0.00 | | | | | | | | | | | | | |
| 09/14 | Whistler > CR | 0900 | 1700 | 273 | 147.42 | | | 74.95 | | | | | | | | | 31.50 | Parking at Hotel |

| | | | | | | |
|--------------------------|-------------------------|-------------------------|----------------------------------|-----------------------|-------------------------|--|
| TOTALS OF COLUMNS | 36. \$ 608.04 | 37. \$ 230.20 | 38. \$ 397.00 Personal | 39. \$ 0.00 | 40. \$ 215.00 | Claim Total Personal Information |
|--------------------------|-------------------------|-------------------------|----------------------------------|-----------------------|-------------------------|--|

| 48. Client Code | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | 45. Supplier Code | Amount |
|-----------------|-----------|------------------|----------|-------------|----------------------------------|-----------|
| 034 | 55001 | 60410 | 5702 | 55MTCCA | 55MTVNC | \$ 313.20 |
| 034 | 55001 | 60410 | 5702 | 55MTCCA | Government Financial Information | \$ 158.00 |
| 034 | 55001 | 60410 | 5702 | 5500102 | | \$ 979.04 |

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

AMOUNT DUE TO EMPLOYEE

54. \$ 1450.24
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 | 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 Oct 02-18

Notes for Travel Voucher (Restricted Use) E129728 for Trevena, Claire

1 note(s) returned.

| Created On | Author | Note |
|---------------------|---|---|
| 2018/09/21 11:09:36 | Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca | 09/04: Quadra > Vic, personal vehicle use @ 290KM, lunch and dinner 09/05: Victoria, lunch and dinner 09/06: Victoria > Quadra, personal vehicle use @ 290KM, per diem 09/09: CR > Whistler (UBCM), personal vehicle use @ 273KM, ferry, lunch and dinner 09/10: Whistler (UBCM), lunch 09/11: Whistler (UBCM), breakfast 09/12: Whistler (UBCM), breakfast and dinner 09/13: Whistler (UBCM), breakfast and dinner 09/14: Whistler > CR, personal vehicle use @ 273KM, ferry, parking at hotel |

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Hotel on PCARD parking paid for on
personal credit card

Security Concern

Security Concern

Whistler, BC
Canada
Security Concern

Claire Trevena
Personal Information

Page Number : 1
Guest Number :
Folio ID : A
09-SEP-18 18:55
14-SEP-18 09:28
2
755
SPG - A5744

Invoice Nbr

Government Financial
Information

Tax Invoice

Tax ID :
Security Concern

| Date | Reference | Description | Charges (CAD) | Credits (CAD) |
|-----------|-----------|-------------------------------|---------------|---------------|
| 09-SEP-18 | DEPOSIT | Deposit, Government Financial | | -274.85 |
| 09-SEP-18 | DEPOSIT | Deposit-Information | | -1099.40 |
| 09-SEP-18 | RT755 | Room Charge | 289.00 | |
| 09-SEP-18 | RT755 | Room PST 8% | 23.12 | |
| 09-SEP-18 | RT755 | Room GST 5% | 14.45 | |
| 09-SEP-18 | RT755 | MRDT 2% | 5.78 | |
| 09-SEP-18 | RT755 | Parking - Self | 30.00 | |
| 09-SEP-18 | RT755 | Parking GST 5% | 1.50 | |
| 10-SEP-18 | RT755 | Room Charge | 239.00 | |
| 10-SEP-18 | RT755 | Room PST 8% | 19.12 | |
| 10-SEP-18 | RT755 | Room GST 5% | 11.95 | |
| 10-SEP-18 | RT755 | MRDT 2% | 4.78 | |
| 10-SEP-18 | RT755 | Parking - Self | 30.00 | |
| 10-SEP-18 | RT755 | Parking GST 5% | 1.50 | |
| 11-SEP-18 | RT755 | Room Charge | 239.00 | |
| 11-SEP-18 | RT755 | Room PST 8% | 19.12 | |
| 11-SEP-18 | RT755 | Room GST 5% | 11.95 | |
| 11-SEP-18 | RT755 | MRDT 2% | 4.78 | |

Continued on the next page

Security Concern

Security Concern

Whistler, BC Security Concern
Canada
Security Concern

Claire Trevena
Personal Information

Page Number
Guest Number
Folio ID

: 2
: Personal Information
: A
09-SEP-18
14-SEP-18
2
755
SPG - A5744

Invoice Nbr

Government Financial
Information

| Date | Reference | Description | Charges (CAD) | Credits (CAD) |
|-----------|----------------------------------|----------------|---------------|---------------|
| 11-SEP-18 | RT755 | Parking - Self | ✓ 30.00 | |
| 11-SEP-18 | RT755 | Parking GST 5% | ✓ 1.50 | |
| 12-SEP-18 | RT755 | Room Charge | 239.00 | |
| 12-SEP-18 | RT755 | Room PST 8% | 19.12 | |
| 12-SEP-18 | RT755 | Room GST 5% | 11.95 | |
| 12-SEP-18 | RT755 | MRDT 2% | 4.78 | |
| 12-SEP-18 | RT755 | Parking - Self | ✓ 30.00 | |
| 12-SEP-18 | RT755 | Parking GST 5% | ✓ 1.50 | |
| 13-SEP-18 | RT755 | Room Charge | 239.00 | |
| 13-SEP-18 | RT755 | Room PST 8% | 19.12 | |
| 13-SEP-18 | RT755 | Room GST 5% | 11.95 | |
| 13-SEP-18 | RT755 | MRDT 2% | 4.78 | |
| 13-SEP-18 | RT755 | Parking - Self | ✓ 30.00 | |
| 13-SEP-18 | RT755 | Parking GST 5% | ✓ 1.50 | |
| 14-SEP-18 | Government Financial Information | | | -215.00 |

For Authorization Purpose Only
Government Financial Information

| Date | Code | Authorized |
|-----------|--------|------------|
| 09-SEP-18 | 00433I | 70.75 |
| 09-SEP-18 | 05095I | 29.25 |
| 09-SEP-18 | 06502I | 100 |
| 12-SEP-18 | | |

Continued on the next page

Security Concern

Security Concern

Whistler, BC Security Concern
Canada
Security Concern

Claire Trevena
Personal Information

| | | | | |
|--------------|---|----------------------|-------------|----------------------------------|
| Page Number | : | 3 | Invoice Nbr | Government Financial Information |
| Guest Number | : | Personal Information | | |
| Folio ID | : | A | | |
| | | 09-SEP-18 | 18:55 | |
| | | 14-SEP-18 | 09:28 | |
| | | 2 | | |
| | | 755 | | |
| | | SPG - A5744 | | |

084611 100

| | | |
|-------------|---------|----------|
| ** Total | 1589.25 | -1589.25 |
| *** Balance | -0.00 | |

\$1374.25 on pcards \$215 00 paid for by the Minister

Security Concern

Security Concern

EXPENSE SUMMARY REPORT

Currency: CAD

Security Concern

9/9 mileage 273k-
Ferry 155.25

lunch & dinner

10/9 lunch

11/9 breakfast

12/9 bkfst & dinner

13/9 " "

14/9 bkfst & lunch

Ferry 2

Mileage 273k

+ hotel parking

Security Concern

1/9 Mileage
lunch & dinner

2/9 " "

6/9 b.l.d.
mileage

Horseshoe Bay
To
Nanaimo (Dep. Bay)


121 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 03

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/14

| | | |
|-----|----------------|-------|
| 20' | Undersize Vehi | 57.50 |
| 1 | Adult | 17.20 |
| 1 | Port Fee Adul | 0.25 |

Total 74.95

Government Financial Information

74.95

AUTH 050881 66280698 0010016628 S
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

To
Horseshoe Bay


121 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 03

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/09

| | | |
|-----|----------------|-------|
| 20' | Undersize Vehi | 57.50 |
| 1 | Adult | 17.20 |
| 1 | Priority Loadi | 80.30 |
| 1 | Port Fee Adul | 0.25 |

Total 155.25

Government Financial Information

155.25

AUTH 056731 66279102 0010011938 S
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
HSB 14 Sep 2018 13:18:36


1003054 089617
104229

SEE REVERSE SIDE OF TICKET

CARDHOLDER COPY
NAN 09 Sep 2018 13:55:22


1001011 196781
94069

SEE REVERSE SIDE OF TICKET



Control No.

E129774

| | | |
|-----------------------------------|----------------------|--------------------------|
| 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 2018/09/27 | | 6. Fiscal Year 2019 | | 7. Special Cheque Issue | | | 8. Cheque Stub Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------------------------|--------------------------------------|------------------|--------------------------|--------------|----------------------------------|---------------------------------------|----------------------|-------------------------|---------------------------------------|----------------------|--|--|--------------------------|--|---------------------------|-----------------|-------------------|-------------------------|--|--|--------------------------|-------|-----|----|------|--|------|--|------|----------|------|--|--|--|--|--|--|--|--|--|--|-------|--------------|------|------|-----|-------|--|-------|-------|--|--|-------|------------------|------|------|--|------|------|-------|-------|--------|--|-------|-----------------------|------|------|--|------|--|--|-------|--------|--|-------|----------|------|------|--|------|--|--|-------|--|--|-------|------------------|------|------|--|------|---|-------|-------|--|--|--|--|--|--|--|--|--|--|--|--|-------------------------------------|-------------------|--|--|--|--|--------------|--------------|---------------------------------------|---------------|--------------|-------------------------------------|-----------------|--|-----------|------------------|----------|-------------|-------------------|--|--------|--|--|-----|--|-------|-------|------|---------|----------------------------------|--|----------------------|--|--|-----|--|-------|-------|------|---------|--|--|-----------|--|--|-----|--|-------|-------|------|---------|--|--|-----------|--|--|-----|--|--|--|--|--|--|--|-----------|--|--|---------------------|--|--|--|--|--|--|--|--|--|--|-----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---------------------------------------|--|--|--|--|--|--|--|--|--|--|------------------------|--|--|--|--|--|--|--|--|--|--|------------|--|--|--|--|--|--|--|--|--|--|-------------|--|--|--|--|--|--|--|--|--|--|------------|---|--|--|--|--|--|--|--|--|--|-------------|---|--|--|--|--|--|--|--|--|--|------------|--|--|--|--|--|--|--|--|--|--|-------------|
| Type of Travel In Province | | 14. Reason for Travel Ministerial | | | | | Headquarters Victoria | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th>20. & 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th></th> <th>Destination (Ferry)&(AC)</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th></th> <th>Cost</th> <th></th> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>2018</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>09/16</td> <td>CR > Kelowna</td> <td>1600</td> <td>2000</td> <td>122</td> <td>65.88</td> <td></td> <td>18.25</td> <td>16.00</td> <td></td> <td></td> </tr> <tr> <td>09/17</td> <td>Kel > Clearwater</td> <td>0730</td> <td>1930</td> <td></td> <td>0.00</td> <td>Taxi</td> <td>42.20</td> <td>48.50</td> <td>255.20</td> <td></td> </tr> <tr> <td>09/18</td> <td>Clearwater > Vic(PCI)</td> <td>0730</td> <td>1900</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>36.00</td> <td>126.50</td> <td></td> </tr> <tr> <td>09/19</td> <td>Victoria</td> <td>0900</td> <td>1600</td> <td></td> <td>0.00</td> <td></td> <td></td> <td>61.00</td> <td></td> <td></td> </tr> <tr> <td>09/20</td> <td>Vic > CR (Ferry)</td> <td>0900</td> <td>1600</td> <td></td> <td>0.00</td> <td>✓</td> <td>18.25</td> <td>39.50</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>✓ 95.60 Car Rental & Gas (National)</td> </tr> <tr> <td colspan="5">TOTALS OF COLUMNS</td> <td>36. \$ 65.88</td> <td>37. \$ 78.70</td> <td>38. \$ 221.00 Personal Information</td> <td>39. \$ 381.70</td> <td>40. \$ 95.60</td> <td>Claim Total Personal Information</td> </tr> <tr> <td colspan="2">48. Client Code</td> <td>49. Resp.</td> <td>50. Service Line</td> <td>51. STOB</td> <td>52. Project</td> <td colspan="2">45. Supplier Code</td> <td colspan="3">Amount</td> </tr> <tr> <td colspan="2">034</td> <td>55001</td> <td>60410</td> <td>5702</td> <td>55MTCCA</td> <td colspan="2">Government Financial Information</td> <td colspan="3">Personal Information</td> </tr> <tr> <td colspan="2">034</td> <td>55001</td> <td>60410</td> <td>5702</td> <td>55MTVNC</td> <td colspan="2"></td> <td colspan="3">\$ 136.50</td> </tr> <tr> <td colspan="2">034</td> <td>55001</td> <td>60410</td> <td>5702</td> <td>5500102</td> <td colspan="2"></td> <td colspan="3">\$ 113.85</td> </tr> <tr> <td colspan="2">034</td> <td></td> <td></td> <td></td> <td></td> <td colspan="2"></td> <td colspan="3">\$ 592.53</td> </tr> <tr> <td colspan="10">Less Travel Advance</td> <td></td> </tr> <tr> <td colspan="10">034</td> <td></td> </tr> <tr> <td colspan="10"></td> <td>54. \$ 842.88 Personal Information</td> </tr> <tr> <td colspan="10">45. Employee Signature (See Audit Trail)</td> <td>AMOUNT DUE TO EMPLOYEE</td> </tr> <tr> <td colspan="10">- 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.</td> <td>Print Name</td> </tr> <tr> <td colspan="10"></td> <td>Date Signed</td> </tr> <tr> <td colspan="10">56. Spending Authority Signature (See Audit Trail)</td> <td>Print Name</td> </tr> <tr> <td colspan="10">- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.</td> <td>Date Signed</td> </tr> <tr> <td colspan="10">57. Payment Authority Signature (See Audit Trail)</td> <td>Print Name</td> </tr> <tr> <td colspan="10">- Requisition for payment pursuant to section 32 of the Financial Administration Act</td> <td>Date Signed</td> </tr> </table> | | | | | | | | | | 16. Travel Dates | 17. Places Travelled | | | 18. Personal Vehicle Use | | 19. Other Transport Costs | 20. & 21. Meals | 22. Lodging Costs | 20. & 21. Miscellaneous | | | Destination (Ferry)&(AC) | Start | End | Km | Cost | | Cost | | Cost | Describe | 2018 | | | | | | | | | | | 09/16 | CR > Kelowna | 1600 | 2000 | 122 | 65.88 | | 18.25 | 16.00 | | | 09/17 | Kel > Clearwater | 0730 | 1930 | | 0.00 | Taxi | 42.20 | 48.50 | 255.20 | | 09/18 | Clearwater > Vic(PCI) | 0730 | 1900 | | 0.00 | | | 36.00 | 126.50 | | 09/19 | Victoria | 0900 | 1600 | | 0.00 | | | 61.00 | | | 09/20 | Vic > CR (Ferry) | 0900 | 1600 | | 0.00 | ✓ | 18.25 | 39.50 | | | | | | | | | | | | | ✓ 95.60 Car Rental & Gas (National) | TOTALS OF COLUMNS | | | | | 36. \$ 65.88 | 37. \$ 78.70 | 38. \$ 221.00 Personal Information | 39. \$ 381.70 | 40. \$ 95.60 | Claim Total Personal Information | 48. Client Code | | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | 45. Supplier Code | | Amount | | | 034 | | 55001 | 60410 | 5702 | 55MTCCA | Government Financial Information | | Personal Information | | | 034 | | 55001 | 60410 | 5702 | 55MTVNC | | | \$ 136.50 | | | 034 | | 55001 | 60410 | 5702 | 5500102 | | | \$ 113.85 | | | 034 | | | | | | | | \$ 592.53 | | | Less Travel Advance | | | | | | | | | | | 034 | | | | | | | | | | | | | | | | | | | | | 54. \$ 842.88 Personal Information | 45. Employee Signature (See Audit Trail) | | | | | | | | | | AMOUNT DUE TO EMPLOYEE | - 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) | | | | | | | | | | Print Name | - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | | | | | | | | | | Date Signed | 57. Payment Authority Signature (See Audit Trail) | | | | | | | | | | Print Name | - Requisition for payment pursuant to section 32 of the Financial Administration Act | | | | | | | | | | Date Signed |
| 16. Travel Dates | 17. Places Travelled | | | 18. Personal Vehicle Use | | 19. Other Transport Costs | 20. & 21. Meals | 22. Lodging Costs | 20. & 21. Miscellaneous | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Destination (Ferry)&(AC) | Start | End | Km | Cost | | Cost | | Cost | Describe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09/16 | CR > Kelowna | 1600 | 2000 | 122 | 65.88 | | 18.25 | 16.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09/17 | Kel > Clearwater | 0730 | 1930 | | 0.00 | Taxi | 42.20 | 48.50 | 255.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09/18 | Clearwater > Vic(PCI) | 0730 | 1900 | | 0.00 | | | 36.00 | 126.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09/19 | Victoria | 0900 | 1600 | | 0.00 | | | 61.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09/20 | Vic > CR (Ferry) | 0900 | 1600 | | 0.00 | ✓ | 18.25 | 39.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | ✓ 95.60 Car Rental & Gas (National) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS OF COLUMNS | | | | | 36. \$ 65.88 | 37. \$ 78.70 | 38. \$ 221.00 Personal Information | 39. \$ 381.70 | 40. \$ 95.60 | Claim Total Personal Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 48. Client Code | | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | 45. Supplier Code | | Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 034 | | 55001 | 60410 | 5702 | 55MTCCA | Government Financial Information | | Personal Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 034 | | 55001 | 60410 | 5702 | 55MTVNC | | | \$ 136.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 034 | | 55001 | 60410 | 5702 | 5500102 | | | \$ 113.85 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 034 | | | | | | | | \$ 592.53 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Less Travel Advance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 034 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 54. \$ 842.88 Personal Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 45. Employee Signature (See Audit Trail) | | | | | | | | | | AMOUNT DUE TO EMPLOYEE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - 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) | | | | | | | | | | Print Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | | | | | | | | | | Date Signed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 57. Payment Authority Signature (See Audit Trail) | | | | | | | | | | Print Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - Requisition for payment pursuant to section 32 of the Financial Administration Act | | | | | | | | | | Date Signed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Notes for Travel Voucher (Restricted Use) E129774 for Trevena, Claire

1 note(s) returned.

| Created On | Author | Note |
|---------------------|---|--|
| 2018/09/27 10:02:57 | Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca | 09/16: CR > Kel, dinner, personal vehicle use @ 122KM, ferry, cab to hotel 09/17: Kelowna > Clearwater, breakfast, dinner, hotel 09/18: Clearwater > PG > Vic: dinner 09/19: Victoria, per diem 09/20: Vic > CR, breakfast, lunch, car rental, fuel, ferry |

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Kelowna, BC
Security Concern

Ms Claire Trevena ✓
0 PO Box 9055 Stn Prov Govt
0
Victoria BC V8W9E2
CANADA

Invoice

Invoice date 9/17/2018
Invoice number Government Financial
Our reference Information
Client Number Personal Information
GST Number Business Information

Guest **Ms Claire Trevena** Arrival ✓ 9/16/2018 Departure 9/17/2018 Room **444**

| Date | Description | Quantity | Unit Price | Total () |
|-----------|------------------------|----------|------------|----------|
| 9/16/2018 | Room Charge | ✓ 1 | 220.00 | 220.00 |
| 9/16/2018 | GST Room Taxes 5% | 1 | 11.00 | 11.00 |
| 9/16/2018 | Provincial Room Tax 8% | 1 | 17.60 | 17.60 |
| 9/16/2018 | Municipal Room Tax 3% | 1 | 6.60 | 6.60 |

| | | | |
|-----------|------|----------------------|------------------|
| 9/17/2018 | Visa | Total invoice | 255.20 |
| | | | -255.20 |
| | | Total Paid | ✓ -255.20 |
| | | Total Due | ✓ 0.00 |

Total GST
Total GST 11.00

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 _____

Security Concern

4B

Clearwater, British Columbia

Security Concern

4B

TREVENA CLAIRE ✓

0B

., BRITISH COLUMBIA

GOVERNMENT OF BC

4BRoom # 210 Invoice
Arrive 09/17/18 Depart 09/18/18

Government Financial
Information

| Date | Clerk | Department | Description | Reference | Amount |
|----------|-------|--------------|-------------------------------|-----------|-----------|
| 09/17/18 | GH | 2-Room Charg | Posted at check-in | | 110.00 |
| 09/17/18 | GH | 24-P.S.T. | On Room Charge | | 8.80 |
| 09/17/18 | GH | 23-MRDT 2% | On Room Charge | | 2.20 |
| 09/17/18 | GH | 92-Visa | | | -126.50 ✓ |
| | | | GST On Room Charge | | 5.504B |
| | | | Tax Reg. Business Information | | |

Security Concern

22123182
|||| PURCHASE ||||
09-17-2018 20:55:12
Acct # Government Financial C
Information
Exp Date 11/11 Card Type VI
Name: CLAIRE TREVENA
A0000000031010 VISA CREDIT
Trace # 530019
FS2212318201
Inv. # 31009
Auth # 053531 RRN 001332019
Total \$126.50 ✓
(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

Balance: 0.000B

4B

&10H&10Z&10U

Campbell River
To
Quadra Island



LANE 01

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/20

20' Undersize Vehi 20.65
1 Adult 8.90

Total 18.25
Government Financial Information 18.25

CHANGE DUE 0.00

Today's Savings 11.30

Stored Value
Savings:VEH & PASS Savings
Balance:\$5.20

Campbell River
To
Quadra Island

Personal Information



LANE 05

RECEIPT - PLEASE RETAIN

PURCHASE 2018/09/16

20' Undersize Vehi 20.65
1 Adult 8.90

Total 18.25
Government Financial Information 18.25

CHANGE DUE 0.00

Today's Savings 11.30

Stored Value
Savings:VEH & PASS Savings
Balance:\$34.40

CARDHOLDER COPY
CAM 16 Sep 2018 18:03:50



SEE REVERSE SIDE OF TICKET

Husky



Want great rewards? Visit myHuskyRewards.ca

North Campbell River Mohawk\ -bol
1830 Island Highway North
Campbell River BC
(778) 346-2404
GST# 818455693
Retailer ID 4963419
Retailer ID 4963419
Rct:02792 1018-8
Batch:3532-109

CAR - BC
Personal Information

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

2018/09/20 19:58:12

Pump# 8
Regular \$24.20
18.075 L @ \$1.339/L
AMOUNT \$24.20
GST(Inc Pump) \$1.15

Pre Auth Completion
VISA
Government Financial Information

Date: 09/20/2018
Time: 19:58:12
AUTHCODE:090851 101008EC
S819001001012 00 000

Approved

Personal Information

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

KELOWNA CABS CAR # 50-
5 3312 APPALOOSA R V1V2W5
KELOWNA BC
23239418
GH2323941801

PURCHASE

09-17-2018 00:35:33
Acct # Government Financial Information RF
Exp Date **/** Card Type VI
Name:
A0000000031010 VISA CREDIT

Trace # 1297
Inv. # 1453
Auth # 059521 RRN 001381061

Total \$42.20

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy



767 DOUGLAS STREET
VICTORIA, BC V8W2B4
Federal GST#: 889365821

Rental Agreement #:

Bill Ref #:

Invoice Date:

Account #:

Government Financial Information

Personal Information

✓ 21/09/2018

BILLING DETAIL

| Description | Qty/Per | Rate | Amount |
|------------------------|---------|-------|--------|
| TIME & DISTANCE | 1 DAY | 31.95 | 31.95 |
| EXCESS DISTANCE CHARGE | 304 DIS | 0.10 | 30.40 |

Subtotal 62.35

| | | | |
|----------------------------------|-------|------|------|
| PROV VEHICLE RENTAL TAX 1.50/DAY | 1 DAY | 1.50 | 1.50 |
| PROVINCIAL SALES TAX | PCT | 7.00 | 4.36 |
| GOODS AND SERVICES TAX | PCT | 5.00 | 3.19 |

Total Charges (CAD) 71.40

PAYMENTS

Payment Visa -71.40

Total Payments (CAD) -71.40

Amount Due (CAD) 0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g. sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

BILL TO

CLAIRE TREVENA
Personal Information

RENTAL INFORMATION

Date/Time Out 09/20/2018 15:38 ✓ **Date/Time In** 09/21/2018 10:45 ✓

Renter
TREVENA, CLAIRE

RENTAL VEHICLES

| Color | License | Model | Unit | Miles/Kms Out | In |
|---------|---------|---------|--------|------------------|--------|
| ✓ WHITE | 510NGS | ELANTRA | 7PQ1PV | 27,156 | 27,460 |

VIN: KMHD84LF9JU443691

CLAIM INFORMATION

Claim# / PO# / RO# **Insured**

Date of Loss **Type of Loss** **Type of Vehicle**

Repair Shop

Personal
Information

For Billing Inquiries / Payment Terms :

Tel#: 3145125000

Licensee: EMEA@ehi.com

Payment Due within days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing National Car Rental

Please Return This Portion With Remittance

Remit To :

600 CORPORATE PARK DR
CLAYTON, MO 63105-4204

Amount Due (CAD) 0

Paid By:

CLAIRE TREVENA
Personal Information

Account #

Rental Agreement
Government Financial
Information

Amount
0

GPBR
L281



Control No.

E129789

| | | |
|-----------------------------------|----------------------|--------------------------|
| 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 2018/10/01 | 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 | Describe |
| 2018 | | | | | | | | | | |
| 09/25 | CR to Van (PC) | 0900 | 2100 | | 0.00 | 51.00 | 48.50 Personal PD | 316.07 Personal Information | | |
| 09/26 | Van to Vic ((HA) | 0800 | 1700 | | 0.00 | (Taxi) | 61.00 Personal PD | | | |
| 09/27 | Vic to CR | 0800 | 1600 | | 0.00 | | 39.50 Personal -CCA | | 123.80 | Car Rental & Fuel (Budget) |
| *PCARD | | | | | | | | | | |

| | | | | | | |
|-------------------|----------------|-----------------|---------------------------|------------------|------------------|-------------------------------------|
| TOTALS OF COLUMNS | 36. \$ 0.00 | 37. \$ 51.00 | 38. \$ 149.00 Personal | 39. \$ 316.07 | 40. \$ 123.80 | Claim Total Personal Information |
|-------------------|----------------|-----------------|---------------------------|------------------|------------------|-------------------------------------|

| 48. | Client Code | 49. | Resp. | 50. | Service Line | 51. | STOB | 52. | Project | 45. | Supplier Code | Amount |
|-----|-------------|-----|-------|-----|--------------|-----|------|------|-----------------|-----|----------------------------------|------------------------|
| | 034 | | 55001 | | 60410 | | 5702 | 5750 | 55MTCCA | | Government Financial Information | \$ 39 50 -Personal |
| | 034 | | 55001 | | 60410 | | 5701 | 5702 | 55MTCCA 55MTVNC | | Information | \$ 123 80 -Information |
| | 034 | | 55001 | | 60410 | | 6501 | 5702 | 55MTCCA 5500102 | | | \$ 476 57 |

[illegible]

| | | |
|--|------------------------|---------------------------------------|
| | AMOUNT DUE TO EMPLOYEE | 54. \$ 639.87 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 | 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) E129789 for Trevena, Claire

1 note(s) returned.

| Created On | Author | Note |
|---------------------|---|---|
| 2018/10/01 11:47:17 | Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca | 09/25: Cab (CR to Airport, 22.50 minus tip), Cab (Van Airport to Hotel, 34.72 minus tip), dinner 09/26: Per diem, Hotel @ 316.07 09/27: Breakfast, lunch, car rental @ 99.55, Fuel @ 24.25 |

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TUES cab
lunch &
dinner

weds per diem

Thurs breakfast
lunch
car rental
gas

RICHMOND TAXI #73
2440 SHELL RD V6X2P1
RICHMOND BC
20123299
QB2012329901

SALE

09-25-2018 ✓ 11:14:26
Acct # Government Financial ✓ RF
Exp Date **/** Card Type VI
Name: /
A0000000031010
VISA CREDIT

Trace # 720005 Operator 173
Inv. # 173
Auth # 027841 RRN 001173005

Sale Tip ✓ \$31.00
Personal Information

TOTAL

+++++
00 APPROVED-THANK YOU
+++++

Retain this copy for your
records
Customer copy

287 TAXI #5
1500 ISLAND HIGHWAY V9W2E5
CAMPBELL RIVEBC
23243345
GH2324334501

**** PURCHASE ****

09-25-2018 ✓ 08:42:13
Acct # Government Financial ✓ RF
Card Type VI
Name:
A0000000031010 VISA CREDIT

Trace # 114
Inv. # 155
Auth # 063901 RRN 001738003

Purchase \$20.00 ✓
Tip
Personal Information

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

***** COPY *****

North Campbell River Mohawk\bol
1830 Island Highway North
Campbell River BC
(778) 346-2404
GST# 818455693
Retailer ID 4963419
Retailer ID 4963419
Rct:03733 1010-8
Batch:3539-100

CAA - BC
Personal Information

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

2018/09/27 18:51:43 ✓

Pump# 8
Regular \$24.25 ✓
17.335 L @ \$1.399/L
AMOUNT \$24.25
GST(Inc Pump) \$1.15

Pre Auth Completion
UTCA
Government Financial Information

Date: 09/27/2018
Time: 18:51:43
AUTHCODE:00833I 101008EC
S825001001006 00 000

Approved

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

***** COPY *****

Room : 1403
 Folio # :
 Invoice # :
 Cashier # : 135
 Page # : 1 of 1

Vancouver, BC

Security Concern

Security Concern

G.S.T. / H.S.T. Registration

Business Information

*

Ms Claire Trevena

Personal Information

Arrival : 09-25-18

Departure : 09-26-18

| Date | Description | Additional Information | Charges | Credits |
|----------|-------------------------------|----------------------------------|----------|---------|
| 09-25-18 | Room Charge - Provincial Govt | | ✓ 269.00 | |
| 09-25-18 | Destination Marketing Fee | | 3.48 | |
| 09-25-18 | Hotel Room Tax | | 29.97 | |
| 09-25-18 | Room GST | | 13.62 | |
| 09-26-18 | Mastercard | Government Financial Information | | 316.07 |
| Total | | | ✓ 316.07 | 316.07 |

Balance Due

✓ 0.00

GST Summary

Room : 13.62
 F&B : 0.00
 Other : 0.00
 Total : 13.62

Security Concern

HST Summary

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

*Will have to remove the \$316.07 from E129848 Travel claim this hotel was put on the Office
 PCARC Government Financial
 Information

Budget Rent A Car of Victoria Ltd.

Renter: Trevena, Claire

Vehicle Rented: Owner: b/Devon Transport
Model: Mazda 3

Unit #: 822097

BCD Number: Governme
nt

Company: Transportation

Credit Card: VISA Government Financial
Information

Time Out: 27 Sep 2018 15:19

Time In: 27 Sep 2018 18:00

Location In: Campbell River SRnew

Licence: GF573T

Km Out: 6957

Km In: 7222

Km Driven: 265

Rental Rate Used: BCG 2018/2019 DT - A

Vehicle Class: Economy

Km Charge: 0.05 per Km

Drop Charge: 31.80

| Period | From | To | Amount | Km Cap | Type |
|--------|------|-----|--------|--------|---------|
| Day | 1 | End | 28.84 | 200 | Regular |
| Hour | 25 | End | 14.42 | 0 | Regular |
| Week | 1 | End | 171.60 | 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).

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

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:

BC Travel Only

/Estimated Charges: \$67.75 X_____

BC GOV. DROP CHARGE - \$31.80

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

| Charges: | Item | Unit | Qty | Total: | 63.89 | 3.19 | 4.48 | 0.00 | |
|---------------------------|------|------|---------|--------|--------|------|------------|------|--|
| Drop Charge-Campbell Rive | Flat | 1 | 200.00 | 10.00 | 14.00 | 0.00 | FORCED CHA | | |
| Drop Charge | Flat | 1 | 31.80 | 1.59 | 2.23 | 0.00 | | | |
| Vehicle Rental | Day | 1 | 28.84 | 1.44 | 2.02 | 0.00 | | | |
| Kilometer Charge | Km | 65 | 3.25 | 0.16 | 0.23 | 0.00 | | | |
| Drop Charge | Flat | 1 | -200.00 | -10.00 | -14.00 | 0.00 | FORCED CHA | | |

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

Payments & Refunds Total: 71.56

| Type | Date | Amount | Exchange | Amount | Location |
|----------|-------------------|-------------------------------------|----------|-------------|------------------|
| VISA | 27 Sep 2018 15:25 | | | 99.55 | A-03 YYJ Downto |
| BV002S03 | 114001001030 | Government Financial Information | 05286I | Purchase | |
| BV002C03 | APPROVED 00-001 M | | | | |
| VISA | 02 Oct 2018 14:54 | | | -63.61 | A-07 YYJ Admin |
| BV004S02 | 231001001002 | Government Financial Information | 14542R | VISA Return | |
| BV004C02 | APPROVED 00-000 M | | | | |
| VISA | 03 Oct 2018 08:42 | | | 35.62 | A-06 YYJ Harriet |
| BV005S01 | 120001001003 | Government Financial Information | 06306I | Purchase | |
| BV005C01 | APPROVED 00-001 M | | | | |

Amount Owing

Net Charges & Taxes: 71.56

Net Payment & Refunds: 71.56

Paid \$99.55 on this claim due to calc error

*Overpayment of 27.99 will remove from travel claim E129848

Contract Copy: #7

Print Date & Time: 03 Oct 2018 08:42

For receipt purpose only. Refer to original contract for completed terms.

Page 1 of 1

Customer Copy



Booking Confirmation

Government Financial Information

Booking Reference:

Date of issue: 05 Sep, 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.

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

- Depart

Economy - Standard

Wednesday
19 Sep, 201813:45
Kelowna
(YLW), BC14:42
Vancouver
Vancouver Int. (YVR), BC
Terminal M

AC8417

0hr57
Economy A
Operated by: Air Canada Express -
Jazz | **Q400**

Layover in Vancouver

0hr58

Wednesday
19 Sep, 201815:40
Vancouver
Vancouver Int. (YVR), BC
Terminal M16:10
Victoria
Victoria Int. (YYJ), BC

AC8071

0hr30
Economy A
Operated by: Air Canada Express -
Jazz | **Q400**

Total duration

2hr25

Passengers

Claire Trevena Ticket Number
0142100090496Seats
AC8417 Personal Information
AC8071 **James Papadopoulos** Ticket Number
0142100090497Seats
AC8417 Personal Information
AC8071



Purchase summary

Government Financial Information

2 adults

Amount paid: \$279.56



Tax information

GST/HST no. 10009-2287 RT0001

\$13.32

Base Fare

77.00

Surcharges

12.00

Goods and Services Tax - Canada no. 100092287 RT0001



5.56

Air Travellers Security Charge - Canada

7.12

Airport Improvement Fee - Canada

15.00

Total airfare and taxes before options (per passenger)



\$116⁵⁸

Number of passengers



X 2

Total

\$233³⁶

Claire Trevena

Personal Information

AC8417

11.00

AC8071

11.00

James Papadopoulos

Personal Information

AC8417

11.00

AC8071

11.00

Goods and Services Tax - Canada no. 100092287 RT0001

2.20

Total with options and seat selection fee

\$279⁵⁶

GRAND TOTAL (Canadian dollars)

\$279⁵⁶



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.



Booking Confirmation

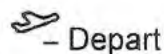
Government Financial Information

Booking Reference:

Date of issue: 05 Sep, 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.

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



- Depart

Economy - Standard

Tuesday
18 Sep, 2018✓ 13:45
Kelowna
(YLW), BC14:42
Vancouver
Vancouver Int. (YVR), BC
Terminal M

AC8417

0hr57
Economy V
Operated by: Air Canada Express -
Jazz | **Q400**

Layover in Vancouver

0hr58

Tuesday
18 Sep, 201815:40
Vancouver
Vancouver Int. (YVR), BC
Terminal M✓ 16:10
Victoria
Victoria Int. (YYJ), BC

AC8071

0hr30
Economy V
Operated by: Air Canada Express -
Jazz | **Q400**

Total duration

2hr25

Passengers

✈ **Claire Trevena** ✓Ticket Number
0142100320952Seats
AC8417
AC8071
Personal Information✈ **James Papadopoulos** ✓Ticket Number
0142100320953Seats
AC8417
AC8071
Personal Information



Purchase summary

Tax information

GST/HST no. 10009-2287 RT0001
\$22.50

Additional
Charges
adult

| | |
|--|----------|
| Base Fare | 103.00 |
| Goods and Services Tax - Canada no. 100092287 RT0001 | 5.15 |
| Total Additional Fare - per passenger | ✓ 108.15 |
| Extras (Change Fee) | ✓ |
| Change Fee | ✓ 100.00 |
| Goods and Services Tax - Canada no. 100092287 RT0001 | ✓ 5.00 |
| Total Extras (Change Fee) - per passenger | ✓ 105.00 |
| Total (per passenger) | 213.15 |

| | |
|--|----------------------|
| CLAIRE Trevena | |
| AC8417: Personal Information | ✓ 11.00 |
| AC8071: | ✓ 11.00 |
| JAMES PAPADOPOULOS | |
| AC8417: Personal Information | ✓ 11.00 |
| AC8071: | ✓ 11.00 |
| Goods and Services Tax - Canada no. 100092287 RT0001 | ✓ 2.20 |
| Number of passengers | ✓ X2 |
| GRAND TOTAL(Canadian dollars) | \$472 ⁵⁰ |
| Previous seat charges (refunded to original form of payment)(Canadian dollars) | ✓ \$46 ²⁰ |



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.

Electronic Refund Receipt / Reçu de remboursement électronique

We are pleased to confirm a refund has been processed to your payment card.

Nous sommes heureux de confirmer qu'un remboursement a été porté à votre carte de paiement.

Please print this refund receipt for your reference.

Veillez imprimer ce reçu pour vos dossiers.

Refund Information / Détails du remboursement

Passenger Name: Claire Trevena ✓
Nom du passager:
Ticket(s) Refunded: 0142100320952 ✓
Billet(s) remboursé(s):

Payment card refunded: Government Financial Information ✓
Carte de paiement remboursée:
Date of refund: 10 September 2018
Date du remboursement: 10 Septembre 2018

Customer Care Service au client

On the web/Site Web
www.aircanada.com

Air Canada Reservations
Réservations d'Air Canada
 1 888 247-2262

Aeroplan Centre
Centre Aéroplan
 1 800 361-5373

Amount refunded / Montant du remboursement

Amount eligible for refund: 44.00
 Montant à rembourser:

Taxes and Airport Fees eligible for refund:
 Taxes et frais aéroportuaires à rembourser:

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) /
 Taxe canadienne sur les produits et services (TPS/TVH no 10009-2287 RT0001) (XG) 2.20

Total Amount Refunded to your payment card in Canadian dollars:
Montant total remboursé sur la carte de paiement en Dollars canadiens: ✓ **46.20**

If your refund is in respect of an **Aeroplan Flight Reward** booking and you have used Aeroplan miles to offset all or a portion of your taxes, fees and charges associated to such flight reward booking, the refund for such taxes, fees and charges shall be made to you in your original form of payment. Please refer to your Aeroplan email confirmation for refund details.

Si votre remboursement concerne une réservation effectuée avec des **primes-voyages Aéroplan** et que vous avez utilisé des miles Aéroplan pour acquitter une portion des taxes, des frais ou des suppléments associés à cette réservation, le remboursement pour ces taxes, frais ou suppléments vous sera versé selon le mode de paiement initial. Veuillez consulter votre courriel de confirmation Aéroplan pour le détail concernant le remboursement.



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 | \$467.24 | \$23.38 | \$490.62 | \$490.62 | \$0.00 |

Additional Passengers

PAPADOPOULOS, JAMES

Flight Itinerary

| Leg | Flight Number | Date | Departure | Arrival | Aircraft | Status |
|-----|---------------|-------------|-----------------------|---------------------------|------------|-----------|
| 1 | 8P1418 | 18 Sep 2018 | 18:00 - PRINCE GEORGE | 19:40 - VICTORIA INT ARPT | BEECH 1900 | 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 - YXS | \$25.00 | \$1.25 | \$26.25 |
| 1 | TREVENA, CLAIRE | GOVERNMENT CLASSIC | \$161.00 | \$8.05 | \$169.05 |
| 1 | TREVENA, CLAIRE | Security Surcharge | \$7.12 | \$0.36 | \$7.48 |
| 1 | TREVENA, CLAIRE | Fuel Surcharge | \$15.00 | \$0.75 | \$15.75 |
| 1 | TREVENA, CLAIRE | Nav Canada Fee | \$16.00 | \$0.80 | \$16.80 |
| 1 | TREVENA, CLAIRE | Carbon Surcharge | \$9.50 | \$0.48 | \$9.98 |
| 1 | PAPADOPOULOS, JAMES | AIF - YXS | \$25.00 | \$1.25 | \$26.25 |
| 1 | PAPADOPOULOS, JAMES | GOVERNMENT CLASSIC | \$161.00 | \$8.05 | \$169.05 |
| 1 | PAPADOPOULOS, JAMES | Security Surcharge | \$7.12 | \$0.36 | \$7.48 |
| 1 | PAPADOPOULOS, JAMES | Fuel Surcharge | \$15.00 | \$0.75 | \$15.75 |
| 1 | PAPADOPOULOS, JAMES | Nav Canada Fee | \$16.00 | \$0.80 | \$16.80 |
| 1 | PAPADOPOULOS, JAMES | Carbon Surcharge | \$9.50 | \$0.48 | \$9.98 |
| Total | | | \$467.24 | \$23.38 | \$490.62 |

Payment Information

| Date | Payer's Name | Amount | Transaction Type | PO Number | Receipt | Authorization |
|-------------------|--------------|----------|------------------|-----------|----------------------------------|---------------|
| 14 September 2018 | Leah Waters | \$490.62 | MASTERCARD | | Government Financial Information | |

Tax Registration: 121386296 RT0001



Fare Terms and Conditions

Electronic Refund Receipt / Reçu de remboursement électronique

We are pleased to confirm a refund has been processed to your payment card.

Nous sommes heureux de confirmer qu'un remboursement a été porté à votre carte de paiement.

Please print this refund receipt for your reference.

Veillez imprimer ce reçu pour vos dossiers.

Refund Information / Détails du remboursement

Passenger Name: Claire Trevena ✓
Nom du passager:

Payment card refunded: Government Financial Information ✓
Carte de paiement remboursée:

Customer Care Service au client

On the web/Site Web
www.aircanada.com

Air Canada Reservations
Réservations d'Air Canada
1 888 247-2262

Aeroplan Centre
Centre Aéroplan
1 800 361-5373

Amount Refunded / Montant du Remboursement

Seat Selection Base Charge: 11.00
Frais de sélection de siège:
Taxes:

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) /
Taxe canadienne sur les produits et services (TPS/TVH no 10009-2287
RT0001) (XG) 0.55

Total Amount Refunded to credit card in Canadian dollars: 11.55
Montant total remboursé sur la carte de crédit en Dollars canadiens:



Personal Information

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 ✓ | \$150.42 | \$7.53 ✓ | \$157.95 ✓ | \$157.95 | \$0.00 |

Flight Itinerary

| Leg | Flight Number | Date | Departure | Arrival | Aircraft | Status |
|-----|---------------|-------------|------------------------|---------------------------|-----------|-----------|
| 1 | 8P756 | 24 Sep 2018 | 17:15 - CAMPBELL RIVER | 18:00 - 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 | \$8.50 | \$0.43 | \$8.93 |
| 1 | TREVENA, CLAIRE | GOVERNMENT CLASSIC | \$108.00 | \$5.40 | \$113.40 |
| 1 | TREVENA, CLAIRE | Security Surcharge | \$7.12 | \$0.36 | \$7.48 |
| 1 | TREVENA, CLAIRE | Fuel Surcharge | \$9.00 | \$0.45 | \$9.45 |
| 1 | TREVENA, CLAIRE | Nav Canada Fee | \$13.00 | \$0.65 | \$13.65 |
| 1 | TREVENA, CLAIRE | Carbon Surcharge | \$4.80 | \$0.24 | \$5.04 |
| Total | | | \$150.42 | \$7.53 | \$157.95 |

Payment Information

| Date | Payer's Name | Amount | Transaction Type | PO Number | Receipt | Authorization |
|-------------------|--------------|----------|------------------|-----------|----------------------------------|---------------|
| 17 September 2018 | Leah Waters | \$157.95 | MASTERCARD | | Government Financial Information | |

Tax Registration: 121386296 RT0001

**Fare Terms and Conditions****Classic Fare**

- 100% non-refundable
- Checked Baggage Fees: 1st piece = Free, 2nd piece = \$26.25, 3rd or more/overweight/sized = \$78.75
- Changes: \$52.50 fee, per direction, per passenger, plus any applicable fare difference
- Cancellations: \$52.50 fee, per direction, per passenger (remaining balance held as a travel credit)
- Changes and/or cancellations must be made at least 2 hours prior to departure
- Same-Day Earlier Flight Change: \$26.25 per passenger, per direction (must be done at check-in counter)



Personal Information

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 ✓ | \$207.42 | \$10.38 | \$217.80 | \$217.80 | \$0.00 |

Flight Itinerary

| Leg | Flight Number | Date | Departure | Arrival | Aircraft | Status |
|-----|---------------|-------------|------------------------|---------------------------|-----------|-----------|
| 1 ✓ | 8P701 | 25 Sep 2018 | 09:15 - CAMPBELL RIVER | 09:25 - COMOX | SAAB 340A | CONFIRMED |
| 1 | 8P701 | 25 Sep 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 | \$8.50 | \$0.43 | \$8.93 |
| 1 | TREVENA, CLAIRE | ENCORE FARE | \$165.00 | \$8.25 | \$173.25 |
| 1 | TREVENA, CLAIRE | Security Surcharge | \$7.12 | \$0.36 | \$7.48 |
| 1 | TREVENA, CLAIRE | Fuel Surcharge | \$9.00 | \$0.45 | \$9.45 |
| 1 | TREVENA, CLAIRE | Nav Canada Fee | \$13.00 | \$0.65 | \$13.65 |
| 1 | TREVENA, CLAIRE | Carbon Surcharge | \$4.80 | \$0.24 | \$5.04 |
| Total | | | \$207.42 | \$10.38 | \$217.80 |

Payment Information

| Date | Payer's Name | Amount | Transaction Type | PO Number | Receipt | Authorization |
|-------------------|--------------|----------|------------------|-----------|----------------------------------|---------------|
| 24 September 2018 | Leah Waters | \$217.80 | MASTERCARD | | Government Financial Information | |

Tax Registration: 121386296 RT0001



Fare Terms and Conditions

Encore Fare

- 100% refundable
- Checked Baggage Fees: 1st piece = Free, 2nd piece = Free, 3rd or more/overweight/sized = \$78.75
- Changes: no charge, applicable fare difference may apply
- Cancellations: no charge (refunds processed by calling 1-800-663-2872 or emailing refunds@pacificcoastal.com)

*PCARD 5711 GOING TO
AND FROM VANCOUVER



Personal Information

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 ✓ | \$568.56 | \$28.44 | \$597.00 | \$597.00 | \$0.00 |

Additional Passengers

PAPADOPOULOS, JAMES ✓
BEALE, WILLIAM

Flight Itinerary

| Leg | Flight Number | Date | Departure | Arrival | Aircraft | Status |
|-----|---------------|-------------|---------------------------|---------------------------|------------|-----------|
| 1 ✓ | 8P115 | 26 Sep 2018 | 16:05 - VANCOUVER - SOUTH | 16:30 - VICTORIA INT ARPT | BEECH 1900 | 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 | \$151.60 | \$7.58 | \$159.18 |
| 1 | TREVENA, CLAIRE | Security Surcharge | \$7.12 | \$0.36 | \$7.48 |
| 1 | TREVENA, CLAIRE | Fuel Surcharge | \$8.00 | \$0.40 | \$8.40 |
| 1 | TREVENA, CLAIRE | Nav Canada Fee | \$13.00 | \$0.65 | \$13.65 |
| 1 | TREVENA, CLAIRE | Carbon Surcharge | \$4.80 | \$0.24 | \$5.04 |
| 1 | PAPADOPOULOS, JAMES | AIF - YVR | \$5.00 | \$0.25 | \$5.25 |
| 1 | PAPADOPOULOS, JAMES | CLASSIC FARE | \$151.60 | \$7.58 | \$159.18 |
| 1 | PAPADOPOULOS, JAMES | Security Surcharge | \$7.12 | \$0.36 | \$7.48 |
| 1 | PAPADOPOULOS, JAMES | Fuel Surcharge | \$8.00 | \$0.40 | \$8.40 |
| 1 | PAPADOPOULOS, JAMES | Nav Canada Fee | \$13.00 | \$0.65 | \$13.65 |
| 1 | PAPADOPOULOS, JAMES | Carbon Surcharge | \$4.80 | \$0.24 | \$5.04 |
| 1 | BEALE, WILLIAM | AIF - YVR | \$5.00 | \$0.25 | \$5.25 |
| 1 | BEALE, WILLIAM | CLASSIC FARE | \$151.60 | \$7.58 | \$159.18 |
| 1 | BEALE, WILLIAM | Security Surcharge | \$7.12 | \$0.36 | \$7.48 |
| 1 | BEALE, WILLIAM | Fuel Surcharge | \$8.00 | \$0.40 | \$8.40 |
| 1 | BEALE, WILLIAM | Nav Canada Fee | \$13.00 | \$0.65 | \$13.65 |
| 1 | BEALE, WILLIAM | Carbon Surcharge | \$4.80 | \$0.24 | \$5.04 |
| Total | | | \$568.56 | \$28.44 | \$597.00 |

Payment Information

| Date | Payer's Name | Amount | Transaction Type | PO Number | Receipt | Authorization |
|-------------------|--------------|----------|------------------|-----------|----------------------------------|---------------|
| 24 September 2018 | Leah Waters | \$597.00 | MASTERCARD | | Government Financial Information | |

Tax Registration: 121386296 RT0001

Waters, Leah TRAN:EX

From: reservation@harbourair.com
Sent: Wednesday, September 26, 2018 9:09 AM
To: Waters, Leah TRAN:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!

[Check Flight Status](#)[Manage Flight](#)[Deals & Specials](#)[High Flyer Rewards](#)[My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

Customer Information

Account

HAS #

Government Financial Information

Name

Leah Waters

Company



Ministry Of Transportation

Booking

Government Financial Information

Wednesday, September 26, 2018

Flight #219

✓ **15:00 Vancouver Harbour /** [Map](#) 
15:35 Victoria Harbour / [Map](#) 

35 minutes

KK- Confirmed

Invoice #6272089

Air Transportation Charges

Sked 200/300 : (Pk) GO Flex ✓ \$396.14

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$1.30

Sked 200 : VHFC Terminal Fee \$19.72

| | | | |
|---------------------------------|--|--------------------------|-----------------|
| 2 Passenger(s) - GoFlex | | + Goods and Services Tax | \$20.84 |
| • Claire Trevena, Female ✓ | | Billing | \$417.16 |
| • William Beale, Male | | Taxes | \$20.84 |
| Add to Calendar | | Grand Total ✓ | \$438.00 |

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time
 Refundable up to 15 minutes prior to Departure
 Changeable up to 15 minutes prior to Departure
 (subject to difference in fare value)
 Select Seating \$10 (space permitting)
 50% cancellation fee for groups of 4+ if cancelled within
 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
 25 lbs. (space available)
 \$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
 15 lbs. (space available)
 \$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
 \$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
 departure

Booking Information

Domestic Flights

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.

Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.

Room : 1403
 Folio # :
 Invoice # :
 Cashier # : 135
 Page # : 1 of 1

Vancouver BC
 Security Concern

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

*

Ms Claire Trevena
 Personal Information

Arrival : 09-25-18
 Departure : 09-26-18

| Date | Description | Additional Information | Charges | Credits |
|----------|-------------------------------|----------------------------------|----------|---------|
| 09-25-18 | Room Charge - Provincial Govt | | ✓ 269.00 | |
| 09-25-18 | Destination Marketing Fee | | 3.48 | |
| 09-25-18 | Hotel Room Tax | | 29.97 | |
| 09-25-18 | Room GST | Government Financial Information | 13.62 | |
| 09-26-18 | Mastercard | | | 316.07 |
| Total | | | ✓ 316.07 | 316.07 |

Balance Due ✓ 0.00

GST Summary

Room : 13.62
 F&B : 0.00
 Other : 0.00
 Total : 13.62

Security Concern

HST Summary

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



500-1321 Blanshard Street
 Victoria, BC V8W 0B7
 Toll Free: 1-888-BC FERRY (1-888-223-3779)
 Direct: (250) 386-3431
 Email: customerservice@bcferries.com

GST Number: 894623206RT0001
 Personal Information

Date Issued: 01/OCT/2018 10:24:21

Booked by: BC FERRIES WEBSITE

Booking Confirmation

Booking Holder: Claire Trevena

Personal Information

Phone:

Provide Booking Number to Ticket Agent

Booking Reference:

Government Financial Information

Customer Number Government Financial Information

Page 1 of 2

| Departs | Time / Date | Arrives | Time / Date |
|-----------------------------|---------------|-------------------|--------------|
| SWARTZ BAY, Victoria | 19:00 | TSAWWASSEN | 20:35 |
| Vancouver Island | 04/Oct/2018 ✓ | Metro Vancouver | 04/Oct/2018 |

| Vehicle | Fare Information | Price |
|---|------------------------------------|---------------------------------|
| UNDER HEIGHT PASSENGER VEHICLE | 20' UNDER HEIGHT PASSENGER VEHICLE | \$57.50 |
| Ferry Coastal Celebration | 1 ADULT/YOUTH | \$17.20 |
| The sailing you have selected is a direct sailing. Swartz Bay, Victoria - Tsawwassen | | Reservation Fee \$17.00 |
| | | Products and Fees: \$91.70 |
| | | Amount Paid: ✓ \$17.00 |
| | | Due at Terminal: \$74.70 |

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

**AIR CANADA****Booking Confirmation**Government Financial Information
Booking Reference

Date of issue: 01 Oct, 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.

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



-- Depart

Economy - Latitude

Wednesday
10 Oct. 2018

21:45

Victoria

Victoria Int. (YYJ), BC



22:13

VancouverVancouver Int. (YVR), BC
Terminal M

AC8082

0hr28

Economy B

Operated by: Air Canada Express -
Jazz | **Q400****Passengers****Claire Trevena****Seats****AC8082**

Personal Information

Ticket Number

0142101366082

**Purchase summary**

Government Financial Information

Amount paid: \$440.08

Tax Information

GST/HST no. 10009-2287 RT0001

\$20.96

Flight Information Summary

Base Fare

385.00

Surcharges

12.00

Tax and Fee Summary

Goods and Services Tax - Canada no. 100092287 RT0001

20.96

Air Travellers Security Charge - Canada

7.12

Airport Improvement Fee - Canada

15.00

Total airfare and taxes before options

\$440.08

GRAND TOTAL (Canadian dollars)

\$440.08



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 ✓ | \$119.92 | \$6.00 | \$125.92 | \$125.92 | \$0.00 |

Flight Itinerary

| Leg | Flight Number | Date | Departure | Arrival | Aircraft | Status |
|-----|---------------|-------------|---------------------------|------------------------|------------|-----------|
| 1 | ✓ 8P755 | 11 Oct 2018 | 16:00 - VANCOUVER - SOUTH | 16:45 - CAMPBELL RIVER | BEECH 1900 | 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 | GOVERNMENT BRAVO | \$81.00 | \$4.05 | \$85.05 |
| 1 | TREVENA, CLAIRE | Security Surcharge | \$7.12 | \$0.36 | \$7.48 |
| 1 | TREVENA, CLAIRE | Fuel Surcharge | \$9.00 | \$0.45 | \$9.45 |
| 1 | TREVENA, CLAIRE | Nav Canada Fee | \$13.00 | \$0.65 | \$13.65 |
| 1 | TREVENA, CLAIRE | Carbon Surcharge | \$4.80 | \$0.24 | \$5.04 |
| Total | | | \$119.92 | \$6.00 | \$125.92 ✓ |

Payment Information

| Date | Payer's Name | Amount | Transaction Type | PO Number | Receipt | Authorization |
|-----------------|--------------|----------|------------------|-----------|----------------------------------|---------------|
| 02 October 2018 | Leah Waters | \$125.92 | MASTERCARD | | Government Financial Information | |

Tax Registration: 121386296 RT0001



Fare Terms and Conditions

Bravo Fare

- 100% non-refundable
- Checked Baggage Fees: 1st piece = \$21.00, 2nd piece = \$26.25, 3rd or more/overweight/sized = \$78.75
- Changes: \$78.75 fee, per direction, per passenger, plus any applicable fare difference
- Cancellations: \$78.75 fee, per direction, per passenger (remaining balance held as a travel credit)
- Changes and/or cancellations must be made at least 2 hours prior to departure
- Same-Day Earlier Flight Change: \$52.50 per passenger, per direction (must be done at check-in counter)



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129848

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 2018/10/11 | | 6. Fiscal Year 2019 | | 7. Special Cheque Issue | |
| 8. Cheque Stub Information | | | | | |
| Type of Travel In Province | | 14. Reason for Travel Ministerial | | | Headquarters Victoria |
| 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 |
| 2018 | Destination | Start | End | Km | Cost |
| 09/30 | Ferry Quadra > Vic | 1200 | 1600 | 291 | 157.14 |
| 10/01 | Victoria | 0900 | 1700 | | 0.00 |
| 10/02 | Victoria | 0830 | 2000 | | 0.00 |
| 10/03 | Victoria | 0900 | 1800 | | 0.00 |
| 10/04 | Victoria -Van(Ferry) | 0900 | 1700 | 80 | 43.20 |
| 10/05 | -Vic->Van > CR Ferry Top-Up | 0730 | 1700 | 291 | 157.14 |
| | | | | | 91.70 74.99 Personal Information 95.00 |
| | | | | 20. & 21. Meals | 22. Lodging Costs |
| | | | | Cost | Cost |
| | | | | 36.00 CCA | |
| | | | | 61.00 CCA | |
| | | | | 48.50 CCA | |
| | | | | 61.00 CCA | |
| | | | | 48.50 CCA | Hotel on PCARD |
| | | | | 39.50 PD | |
| | | | | | -27.99 |
| | | | | | -316.07 |
| | | | | | x ref E129789 |
| | | | | | x ref E129789 Hotel |
| TOTALS OF COLUMNS | | | 36. | 37. | 38. |
| | | | \$ 357.48 | \$ 261.65 Personal Information | \$ 294.50 |
| | | | | | 39. |
| | | | | | \$ 0.00 |
| | | | | | 40. |
| | | | | | -344.06 Personal Information |
| | | | | | Claim Total |
| 48. Client Code | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | 45. Supplier Code |
| 034 | 55001 | 60410 | 5750 | 55MTCCA | 2713187 |
| 034 | 55001 | 60410 | 5702 | 55MTVNC | 2713187 |
| 034 | 55001 | 60410 | 5702 | 55MTVNC | 2713187 |
| 034 | 55001 | 60410 | 5702 | 5500102 | 2713187 |
| 034 | 55001 | 60410 | 5702 | 5500102 | 2713187 |
| Less Travel Advance | | | | | |
| 034 | | | | | 2713187 |
| | | | | | 54. |
| | | | | | \$ 569.57 Personal Information |
| 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 |

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Ferry Top-up equally divided 95.00
between 5702 5500102 and 5702 MTVNC

Audited by PL Nov 08-18

Notes for Travel Voucher (Restricted Use) E129848 for Trevena, Claire

2 note(s) returned.

| Created On | Author | Note |
|---------------------|---|---|
| 2018/10/11 09:50:18 | Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca | 09/30: CR > Vlc, dinner 10/01: Vic, per diem 10/02: Vic, breakfast and dinner 10/03: Vic, per diem 10/04: Vic > Van, ferry, mileage @ 80KM (personal vehicle use) 10/05: Van > Squamish Yards Tour > CR, mileage @ 291KM (personal vehicle use), ferry, ferry card top up 09/30: Quadra > Vic, personal vehicle use @ 291KM |
| 2018/10/11 14:16:25 | Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca | Due to overcharge of Budget rental on E129789, subtracting 27.99 from this claim to rectify. |

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Sun 30/9
dinner

Mon 1/10
per dia

Tues 2/10 breakfast
per dia & dinner

Weds 3/10
per dia

Thurs 4/10
breakfast & dinner

ferry
80 km mileage
hotel (on office card, not personal)

fr 5/10
breakfast & lunch
ferry
291 km mileage
ferry card top up

Swartz Bay
To
Tsawwassen

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

LANE 04

RECEIPT - PLEASE RETAIN

PURCHASE 2018/10/04
RESERVATION-R1900
CONF: B181445046
RES: 1

| | | |
|----|----------------|-------|
| 1 | Reservation Pr | 17.00 |
| 20 | Undersize Vehi | 57.50 |
| 1 | Adult | 17.20 |

Total 91.70

Prepayment 17.00

Government Financial Information

74.70

AUTH 046981 66277643 0010015000 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY

SWB 04 Oct 2018 18:31:56



1005016 684212

SEE REVERSE SIDE OF TICKET

Horseshoe Bay
To
Nanaimo (Dep. Bay)

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

LANE 03

RECEIPT - PLEASE RETAIN

PURCHASE 2018/10/05

| | | |
|-------|----------------|-----------|
| 20 | Undersize Vehi | 57.50 |
| Pers | Adult | Personal |
| onal | | Informati |
| Infor | Port Fee Adul | on |

Total Government Financial Information

AUTH 085621 66280689 0010012000 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

Personal
Information



CARDHOLDER COPY

HSB 05 Oct 2018 10:46:18



1003040 795577

SEE REVERSE SIDE OF TICKET

Campbell River
To
Quadra Island

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

RECEIPT - PLEASE RETAIN

PURCHASE 2018/10/05

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

Total 95.00

Government Financial Information

95.00

AUTH 032451 66277353 0010010230 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

Stored Value

Savings:VEH & PASS Savings

Balance:\$100.30

FERRY TOP



\$ 47.50 MTWNC \$47.50 5500102

CARDHOLDER COPY

CAM 05 Oct 2018 17:21:08



1047020 551555

SEE REVERSE SIDE OF TICKET

Swartz Bay
To
Tsawwassen

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

LANE 04

RECEIPT - PLEASE RETAIN

PURCHASE 2018/10/04

| | | |
|---|-----------|------|
| 1 | BC Senior | 0.00 |
|---|-----------|------|

Total 0.00

CHANGE DUE 0.00

CUSTOMER COPY

SWB 04 Oct 2018 18:32:02



1005016 684229

SEE REVERSE SIDE OF TICKET

E129848

- Experience/ALT Card
- Logout
- Customer Profile
- Card Profile
- Card Summary
- Card Activity
- Add Another Card
- Purchase Assured Loading Tickets
- Load Card
- Exchange Expired ALTs
- Auto Load / Purchase
- Transfer Funds
- Shopping Cart
- Security Settings
- Travel History Report
- Transaction Report
- Card FAQ

BC Ferries Experience™ Card & Assured Loading Card - Card Activity

Personal Information

For: **(Last 6 months ↕)**Product: **(Stored Value ↕)**[<< Back to Card Summary](#)

Terms and Conditions

- Assured Loading Card
- Experience Card

Card Activity:

| Transaction Date | Transaction Type | Amount In | Amount Out | Transaction Status | Assured Card |
|------------------|----------------------------------|-----------|------------|--------------------|----------------------------------|
| 2018-Apr-12 | Vehicle and/or Passenger Savings | | \$17.70 | TOLL | Details >> |
| 2018-Apr-19 | Vehicle and/or Passenger Savings | | \$17.70 | TOLL | Details >> |
| 2018-Apr-26 | Vehicle and/or Passenger Savings | | \$17.70 | TOLL | Details >> |
| 2018-May-02 | Vehicle and/or Passenger Savings | | \$12.70 | TOLL | Details >> |
| 2018-May-04 | Vehicle and/or Passenger Savings | \$95.00 | | TOLL | Details >> |
| 2018-May-04 | Vehicle and/or Passenger Savings | | \$22.70 | TOLL | Details >> |
| 2018-May-11 | Vehicle and/or Passenger Savings | | \$27.80 | TOLL | Details >> |
| 2018-May-11 | Vehicle and/or Passenger Savings | | \$17.70 | TOLL | Details >> |
| 2018-May-21 | Vehicle and/or Passenger Savings | | \$17.70 | TOLL | Details >> |
| 2018-May-23 | Vehicle and/or Passenger Savings | | \$17.70 | TOLL | Details >> |
| 2018-May-31 | Vehicle and/or Passenger Savings | \$95.00 | | TOLL | Details >> |
| 2018-May-31 | Vehicle and/or Passenger Savings | | \$17.70 | TOLL | Details >> |
| 2018-Jun-06 | Vehicle and/or Passenger Savings | | \$17.70 | TOLL | Details >> |
| 2018-Jul-05 | Vehicle and/or Passenger Savings | | \$18.25 | TOLL | Details >> |
| 2018-Jul-11 | Vehicle and/or Passenger Savings | | \$18.25 | TOLL | Details >> |
| 2018-Jul-15 | Vehicle and/or Passenger Savings | | \$18.25 | TOLL | Details >> |
| 2018-Jul-26 | Vehicle and/or Passenger Savings | \$95.00 | | TOLL | Details >> |
| 2018-Jul-26 | Vehicle and/or Passenger Savings | | \$18.25 | TOLL | Details >> |
| 2018-Jul-29 | Vehicle and/or Passenger Savings | | \$18.25 | TOLL | Details >> |
| 2018-Aug-27 | Vehicle and/or Passenger Savings | | \$18.25 | TOLL | Details >> |
| 2018-Sep-06 | Vehicle and/or Passenger Savings | | \$18.25 | TOLL | Details >> |
| 2018-Sep-14 | Vehicle and/or Passenger Savings | | \$18.25 | TOLL | Details >> |
| 2018-Sep-27 | Vehicle and/or Passenger Savings | | \$5.15 | TOLL | Details >> |
| 2018-Oct-05 | Vehicle and/or Passenger Savings | \$95.00 | | TOLL | Details >> |
| 2018-Oct-05 | Vehicle and/or Passenger Savings | | \$23.40 | TOLL | Details >> |

Room : 1208
Folio # :
Invoice # :
Cashier # : 604777
Page # : 1 of 1

Vancouver, BC, Security Concern
Security Concern

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

*
Ms Claire Trevena
Personal Information

Arrival : 10-04-18
Departure : 10-05-18

| Date | Description | Additional Information | Charges | Credits |
|-------------|---------------------------|----------------------------------|----------|---------|
| 10-04-18 | Room Charge | | ✓ 299.00 | |
| 10-04-18 | Destination Marketing Fee | | 3.87 | |
| 10-04-18 | Room PST | | 33.32 | |
| 10-04-18 | Room GST | Personal Information | 15.14 | |
| 10-04-18 | Parking | | ✓ 38.57 | |
| 10-04-18 | Parking - Tax | | 8.10 | |
| 10-04-18 | Parking - GST | Government Financial Information | 2.33 | |
| 10-05-18 | Mastercard | | | 400.33 |
| Total | | | 400.33 | 400.33 |
| Balance Due | | | 0.00 | |

GST Summary

Room : 15.14
F&B : 0.00
Other : 2.33
Total : 17.47

HST Summary

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

Security Concern



Control No.

E129871

| | | |
|-----------------------------------|----------------------|--------------------------|
| 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 2018/10/15 | 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 | Describe |
| 2018 | | | | | | | | | | |
| 10/10 | Ferry CR > Vic > Van (AC) | 0800 | 2300 | | 0.00 | Taxi 31.00 | 27.00 | CCA | Hotel on PCARD | 250.66 |
| 10/11 | Van > CR (PC) | 0730 | 1700 | | 0.00 | Taxi 37.80 | 27.00 | PD | | |

| | | | | | | |
|-------------------|----------------|-----------------|-----------------|----------------|------------------|--------------------------|
| TOTALS OF COLUMNS | 36. \$ 0.00 | 37. \$ 68.80 | 38. \$ 54.00 | 39. \$ 0.00 | 40. \$ 250.66 | Claim Total \$ 373.46 |
|-------------------|----------------|-----------------|-----------------|----------------|------------------|--------------------------|

[illegible]

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

| | | |
|--|------------------------|------------------|
| | AMOUNT DUE TO EMPLOYEE | 54. \$ 373.46 |
|--|------------------------|------------------|

| | | |
|--|-------------------|--------------------|
| 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) E129871 for Trevena, Claire

1 note(s) returned.

| Created On | Author | Note |
|---------------------|---|--|
| 2018/10/15 11:46:37 | Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca | 10/10: CR>Vic>Van: Rental Vehicle to Vic (including fuel), lunch, flight to Van, cab from airport 10/11: Van>CR: hotel (on PCARD), breakfast, cab to airport, flight to CR |

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VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

Government Financial Information

CARD
CARD TYPE VISA
DATE 2018/10/11 ✓
TIME 5205 15:14:07
CLERK ID 7
INVOICE # 170
RECEIPT NUMBER
C85028353-001-809-011-0

PURCHASE
AMOUNT \$37.80 ✓
TIP Personal Information
TOTAL

VISA CREDIT
A0000000031010
D63DB05408981A6E
8080008000-6800
AB74AF118D90EDD1
8080008000-7800

APPROVED

AUTH# 022291 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

604*871*1111
GST# 1054855080
DOWNLOAD
VAN TAXI APP

NORTH SHORE TAXI 1966
LTD
264 PEMBERTON AVE
NORTH VANCOUVER BC

Government Financial Information

CARD
CARD TYPE VISA
DATE 2018/10/10 ✓
TIME 2633 22:49:50
CLERK ID 031001
RECEIPT NUMBER
H85021916-001-001-274-0

PURCHASE
AMOUNT \$31.00 ✓
TIP Personal Information
TOTAL

VISA CREDIT
A0000000031010
5453C03970DF9CE5
0000000000-

APPROVED

AUTH# 085281 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
Security Concern

MENZIES STREET GAS
STATION
308 MENZIES ST
VICTORIA BC

Government Financial Information

CARD
CARD TYPE VISA
DATE 2018/10/10
TIME 1051 12:31:34
RECEIPT NUMBER
C84131909-001-001-584-0

PURCHASE
TOTAL

\$34.00 ✓

VISA CREDIT
A0000000031010
511B177CAFFD2879
8080008000-6800
C32919F095F2ACD7
8080008000-7800

APPROVED

AUTH# 040341 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

10/10 car rental (?)
lunch
cab from airport
gas
11/10 hotel (?)
breakfast
cab to airport

ER9871

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

HEAD OFFICE & ADMINISTRATION

2501 Kenworth Road
Nanaimo, BC V9T 3M4

(250)729-2420 FAX (250)729-2410 EMAIL: custserv@bcbudget.com

Contract Government
Financial

Reservation Government
Financial

Renter: TREVENA, CLAIRE MTVNC trip to Victoria

Vehicle Rented: Owner: a/Devon Transport Unit #: 820924

BCD Number Government Financial Information

Company: NDP CAUCUS

Credit Card: VISA Government Financial Information

Class: Intermediate SUV

Time Out: 10 Oct 2018 09:08

Time In: 10 Oct 2018 21:08

Location Out: Campbell River Willow Point

Location In: Z-Victoria Airport

Licence: FP171R

Km Out: 11822

Km In: 11922

Km Driven: 100

Rental Rate Used: PRG-CAM-18 - A

Vehicle Class: Intermediate

Km Charge: 0.10 per Km

Drop Charge: 149.00

| Period | From | To | Amount | Km Cap | Type |
|--------|------|-----|--------|--------|---------|
| Day | 1 | End | 43.04 | 200 | Regular |
| Week | 1 | End | 256.11 | 1400 | Regular |
| Hour | 25 | End | 21.52 | 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: 5.29 (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

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 | Flat | 1 | 149.00 | 7.45 | 10.43 | 0.00 | |
| Vehicle Rental | Day | 1 | 43.04 | 2.23 | 3.01 | 1.50 | |
| Location Fee | 9.9 % | 1 | 14.75 | 0.74 | 1.03 | 0.00 | |
| Location Fee (Manual) | Flat | 1 | -14.75 | -0.74 | -1.03 | 0.00 | |

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

Payments & Refunds

Total: 216.66

| Type | Date | Amount | Exchange | Amount | Location |
|------|-------------------|--------|----------|--------|----------|
| VISA | 11 Oct 2018 10:12 | | | 216.66 | CAMWP |

Government Financial Information

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:

Drop off information changed, follow up required.

/Estimated Charges: \$233.18

Amount Owning

| | |
|------------------------|--------|
| Net Charges & Taxes: | 216.66 |
| Net Payment & Refunds: | 216.66 |



Vancouver. BC
Security Concern
G.S.T. / H.S.T. Registration
Business Information

Room : 0870
Folio # :
Invoice # :
Cashier # : 10051
Page # : 1 of 1
Personal Information

*
Ms Claire Trevena
Personal Information

Arrival : 10-10-18
Departure : 10-11-18

| Date | Description | Additional Information | Charges | Credits |
|----------|---------------------------|----------------------------------|---------|---------|
| 10-10-18 | Room Charge | | 199.00 | |
| 10-10-18 | Destination Marketing Fee | | 2.57 | |
| 10-10-18 | Hotel Room Tax | | 22.17 | |
| 10-10-18 | Room GST | Government Financial Information | 10.08 | |
| 10-11-18 | Mastercard | | | 233.82 |
| Total | | | 233.82 | 233.82 |

Balance Due 0.00

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

Security Concern



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129939

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 2018/10/23 | | 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 | | | | | | | |
| 10/14 | Quadra to Vic | 1200 | 1800 | 291 | 157.14 | | 36.00 |
| 10/15 | Vic | 0900 | 2100 | | 0.00 | | 61.00 |
| 10/16 | Vic | 0900 | 2100 | | 0.00 | | 61.00 |
| 10/17 | Vic | 0800 | 1900 | | 0.00 | | 48.50 |
| 10/18 | Vic to Quadra | 0830 | 2000 | 291 | 157.14 | | 61.00 |
| | | | | | | | 22. Lodging Costs |
| | | | | | | | 20. & 21. Miscellaneous |
| | | | | | | | Cost |
| | | | | | | | Describe |
| TOTALS OF COLUMNS | | | | 36. \$ 314.28 | | 37. \$ 0.00 | 38. \$ 267.50 |
| | | | | | | 39. \$ 0.00 | 40. \$ 0.00 |
| | | | | | | Claim Total \$ 581.78 | |
| 48. Client Code | 49. Resp. | 50. Service Line | | 51. STOB | 52. Project | 45. Supplier Code Government Financial Information | |
| 034 | 55001 | 60410 | | 5750 | 55MTCCA | | |
| 034 | 55001 | 60410 | | 5702 | 55MTVNC | | |
| 034 | | | | | | | |
| 034 | | | | | | | |
| Less Travel Advance | | | | | | | |
| 034 | | | | | | | |
| | | | | | | 54. \$ 581.78 | |
| | | | | 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 | |

Notes for Travel Voucher (Restricted Use) E129939 for Trevena, Claire

1 note(s) returned.

| Created On | Author | Note |
|---------------------|---|--|
| 2018/10/23 09:50:46 | Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca | 10/14: Quadra to Vic, personal vehicle use at 291KM, dinner 10/15: Victoria, per diem 10/16: Victoria, per diem 10/17: Victoria, lunch and dinner 10/18: Victoria to Quadra, personal vehicle use at 291KM, per diem |

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TH19EXEPAL30



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130008

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 2018/10/31 | | 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 | | | | | | | |
| 10/21 | Quadra to Vic | 1200 | 1600 | 291 | 157.14 | | 36.00 |
| 10/22 | Vic | 0830 | 1900 | | 0.00 | | 61.00 |
| 10/23 | Vic | 0900 | 2000 | | 0.00 | | 61.00 |
| 10/24 | Vic | 0900 | 1900 | | 0.00 | | 36.00 |
| 10/25 | Vic to Quadra | 0800 | 1800 | 291 | 157.14 | | 61.00 |
| | | | | 36. | 37. | 38. | 39. |
| | | | | \$ 314.28 | \$ 0.00 | \$ 255.00 | \$ 0.00 |
| TOTALS OF COLUMNS | | | | | | | 40. |
| | | | | | | | \$ 0.00 |
| | | | | | | | Claim Total |
| | | | | | | | \$ 569.28 |
| 48. Client Code | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | | 45. Supplier Code | |
| 034 | 55001 | 60410 | 5702 | 55MTVNC | | Government Financial Information | |
| 034 | 55001 | 60410 | 5750 | 55MTCCA | | | |
| 034 | | | | | | | |
| 034 | | | | | | | |
| Less Travel Advance | | | | | | | |
| 034 | | | | | | | |
| AMOUNT DUE TO EMPLOYEE | | | | | | | 54. |
| | | | | | | | \$ 569.28 |
| 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 | |
| | | | | | | | |

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 Nov 08-18

Notes for Travel Voucher (Restricted Use) E130008 for Trevena, Claire

1 note(s) returned.

| Created On | Author | Note |
|---------------------|---|--|
| 2018/10/31 10:49:13 | Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca | 10/21: Quadra to Vic, personal vehicle use at 291KM, dinner 10/22: Victoria, per diem 10/23: Victoria, per diem 10/24: Victoria, dinner 10/25: Victoria to Quadra, personal vehicle use at 291KM, per diem |

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Security Concern

Security Concern

Vancouver BC, Canada
Security Concern

Business Information

Room : 1208
Folio # : Personal Information
Invoice # :
Cashier # :
Page # : 1 of 1

*
Ms Claire Trevena
Personal Information

Arrival : 10-04-18
Departure : 10-05-18

| Date | Description | Additional Information | Charges | Credits |
|-------------|---------------------------|----------------------------------|---------|---------|
| 10-04-18 | Room Charge | | 299.00 | |
| 10-04-18 | Destination Marketing Fee | | 3.87 | |
| 10-04-18 | Room PST | | 33.32 | |
| 10-04-18 | Room GST | | 15.14 | |
| 10-04-18 | Parking | Personal Information | 38.57 | |
| 10-04-18 | Parking - Tax | | 8.10 | |
| 10-04-18 | Parking - GST | | 2.33 | |
| 10-05-18 | Mastercard | Government Financial Information | | 400.33 |
| Total | | | 400.33 | 400.33 |
| Balance Due | | | ✓ 0.00 | |

GST Summary

Room : 15.14
F&B : 0.00
Other : 2.33
Total : 17.47

HST Summary

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

Security Concern

Security Concern

*PCARD 5701 Vic to Van to Vic



Room : 0870
Folio # :
Invoice # :
Cashier # : 10051
Page # : 1 of 1

Security Concern

Vancouver, BC

Security Concern

Security Concern

Business Information

G.S.T. / H.S.T. Registration #

*

Ms Claire Trevena

Personal Information

Arrival : 10-10-18
Departure : 10-11-18

| Date | Description | Additional Information | Charges | Credits |
|-------------|---------------------------|----------------------------------|---------|---------|
| 10-10-18 | Room Charge | | 199.00 | |
| 10-10-18 | Destination Marketing Fee | | 2.57 | |
| 10-10-18 | Hotel Room Tax | | 22.17 | |
| 10-10-18 | Room GST | Government Financial Information | 10.08 | |
| 10-11-18 | Mastercard | | | 233.82 |
| Total | | | 233.82 | 233.82 |
| Balance Due | | | 0.00 | |

GST Summary

Room : 10.08
F&B : 0.00
Other : 0.00
Total : 10.08

HST Summary

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

Security Concern

Security Concern



Personal Information

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 ✓ | \$146.92 | \$7.35 | \$154.27 | \$154.27 | \$0.00 |

Flight Itinerary

| Leg | Flight Number | Date | Departure | Arrival | Aircraft | Status |
|-----|---------------|-------------|---------------------------|------------------------|------------|-----------|
| 1 | 8P755 | 26 Oct 2018 | 16:00 - VANCOUVER - SOUTH | 16:45 - CAMPBELL RIVER | BEECH 1900 | 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 | GOVERNMENT CLASSIC | \$108.00 | \$5.40 | \$113.40 |
| 1 | TREVENA, CLAIRE | Security Surcharge | \$7.12 | \$0.36 | \$7.48 |
| 1 | TREVENA, CLAIRE | Fuel Surcharge | \$9.00 | \$0.45 | \$9.45 |
| 1 | TREVENA, CLAIRE | Nav Canada Fee | \$13.00 | \$0.65 | \$13.65 |
| 1 | TREVENA, CLAIRE | Carbon Surcharge | \$4.80 | \$0.24 | \$5.04 |
| Total | | | \$146.92 | \$7.35 | \$154.27 ✓ |

Payment Information

| Date | Payer's Name | Amount | Transaction Type | PO Number | Receipt | Authorization |
|-----------------|--------------|----------|------------------|-----------|----------------------------------|---------------|
| 16 October 2018 | Leah Waters | \$154.27 | MASTERCARD | | Government Financial Information | |

Tax Registration: 121386296 RT0001



Fare Terms and Conditions

Classic Fare

- 100% non-refundable
- Checked Baggage Fees: 1st piece = Free, 2nd piece = \$26.25, 3rd or more/overweight/sized = \$78.75
- Changes: \$52.50 fee, per direction, per passenger, plus any applicable fare difference
- Cancellations: \$52.50 fee, per direction, per passenger (remaining balance held as a travel credit)
- Changes and/or cancellations must be made at least 2 hours prior to departure
- Same-Day Earlier Flight Change: \$26.25 per passenger, per direction (must be done at check-in counter)



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 ✓ | \$50.00 | \$2.50 | \$52.50 | \$154.27 | -\$101.77 |

Flight Itinerary

| Leg | Flight Number | Date | Departure | Arrival | Aircraft | Status |
|-----|---------------|-------------|---------------------------|------------------------|------------|-------------|
| 1 | 8P755 | 26 Oct 2018 | 16:00 - VANCOUVER - SOUTH | 16:45 - CAMPBELL RIVER | BEECH 1900 | 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 |
|-------|-----------------|-------------------------|---------|--------|---------|
| 1 | TREVENA, CLAIRE | Leg Cancellation Charge | \$50.00 | \$2.50 | \$52.50 |
| Total | | | \$50.00 | \$2.50 | \$52.50 |

Payment Information

| Date | Payer's Name | Amount | Transaction Type | PO Number | Receipt | Authorization |
|-----------------|--------------|----------|------------------|-----------|----------------------------------|---------------|
| 16 October 2018 | Leah Waters | \$154.27 | MASTERCARD | | Government Financial Information | |

Tax Registration: 121386296 RT0001



Fare Terms and Conditions

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.



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 | \$245.77 | \$12.30 | \$258.07 | \$258.07 | \$0.00 |

Flight Itinerary

| Leg | Flight Number | Date | Departure | Arrival | Aircraft | Status |
|-----|---------------|-------------|---------------------------|---------------------------|------------|-----------|
| 1 | 8P756 | 21 Oct 2018 | 17:15 - CAMPBELL RIVER | 18:00 - VANCOUVER - SOUTH | SAAB 340A | CONFIRMED |
| 1 | 8P119 | 21 Oct 2018 | 18:50 - VANCOUVER - SOUTH | 19:15 - VICTORIA INT ARPT | BEECH 1900 | 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 | \$8.50 | \$0.43 | \$8.93 |
| 1 | TREVENA, CLAIRE | GOVERNMENT CLASSIC | \$193.00 | \$9.65 | \$202.65 |
| 1 | TREVENA, CLAIRE | Security Surcharge | \$7.12 | \$0.36 | \$7.48 |
| 1 | TREVENA, CLAIRE | Fuel Surcharge | \$17.00 | \$0.85 | \$17.85 |
| 1 | TREVENA, CLAIRE | Nav Canada Fee | \$13.00 | \$0.65 | \$13.65 |
| 1 | TREVENA, CLAIRE | Carbon Surcharge | \$7.15 | \$0.36 | \$7.51 |
| Total | | | \$245.77 | \$12.30 | \$258.07 |

Payment Information

| Date | Payer's Name | Amount | Transaction Type | PO Number | Receipt | Authorization |
|-----------------|--------------|----------|------------------|-----------|----------------------------------|---------------|
| 16 October 2018 | Leah Waters | \$258.07 | MASTERCARD | | Government Financial Information | |

Tax Registration: 121386296 RT0001



Fare Terms and Conditions

Classic Fare

- 100% non-refundable
- Checked Baggage Fees: 1st piece = Free, 2nd piece = \$26.25, 3rd or more/overweight/sized = \$78.75
- Changes: \$52.50 fee, per direction, per passenger, plus any applicable fare difference
- Cancellations: \$52.50 fee, per direction, per passenger (remaining balance held as a travel credit)
- Changes and/or cancellations must be made at least 2 hours prior to departure



Personal Information

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 ✓ | \$123.42 | \$6.18 | \$129.60 | \$129.60 | \$0.00 |

Flight Itinerary

| Leg | Flight Number | Date | Departure | Arrival | Aircraft | Status |
|-----|---------------|-------------|------------------------|---------------------------|------------|-----------|
| 1 | 8P756 | 12 Nov 2018 | 17:30 - CAMPBELL RIVER | 18:15 - VANCOUVER - SOUTH | BEECH 1900 | 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 | \$8.50 | \$0.43 | \$8.93 |
| 1 | TREVENA, CLAIRE | GOVERNMENT BRAVO | \$81.00 | \$4.05 | \$85.05 |
| 1 | TREVENA, CLAIRE | Security Surcharge | \$7.12 | \$0.36 | \$7.48 |
| 1 | TREVENA, CLAIRE | Fuel Surcharge | \$9.00 | \$0.45 | \$9.45 |
| 1 | TREVENA, CLAIRE | Nav Canada Fee | \$13.00 | \$0.65 | \$13.65 |
| 1 | TREVENA, CLAIRE | Carbon Surcharge | \$4.80 | \$0.24 | \$5.04 |
| Total | | | \$123.42 | \$6.18 | \$129.60 ✓ |

Payment Information

| Date | Payer's Name | Amount | Transaction Type | PO Number | Receipt | Authorization |
|-----------------|--------------|----------|------------------|-----------|----------------------------------|---------------|
| 24 October 2018 | Leah Waters | \$129.60 | MASTERCARD | | Government Financial Information | |

Tax Registration: 121386296 RT0001



Fare Terms and Conditions

Bravo Fare

- 100% non-refundable
- Checked Baggage Fees: 1st piece = \$21.00, 2nd piece = \$26.25, 3rd or more/overweight/sized = \$78.75
- Changes: \$78.75 fee, per direction, per passenger, plus any applicable fare difference
- Cancellations: \$78.75 fee, per direction, per passenger (remaining balance held as a travel credit)
- Changes and/or cancellations must be made at least 2 hours prior to departure
- Same-Day Earlier Flight Change: \$52.50 per passenger, per direction (must be done at check-in counter)



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130029

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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 2018/11/06 | | 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 | | | | | | | |
| 10/28 | Quadra > Vic | 1200 | 1700 | 291 | 157.14 | | 36.00 |
| 10/29 | Vic | 0800 | 2100 | | 0.00 | | 61.00 |
| 10/30 | Vic | 0730 | 2100 | | 0.00 | | 61.00 |
| 10/31 | Vic | 0900 | 1900 | | 0.00 | | 48.50 |
| 11/01 | Vic | 0900 | 2100 | | 0.00 | | 61.00 |
| 11/02 | Vic > Quadra | 0830 | 1700 | 291 | 157.14 | | 61.00 |
| | | | | 36. | 37. | 38. | 39. |
| TOTALS OF COLUMNS | | | | \$ 314.28 | \$ 0.00 | \$ 328.50 | \$ 0.00 |
| | | | | 40. | | | Claim Total |
| | | | | \$ 0.00 | | | \$ 642.78 |
| 48. Client Code | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | | 45. Supplier Code | Amount |
| 034 | 55001 | 60410 | 5750 | 55MTCCA | | Government Financial Information | \$328.50 - \$ 642.78 |
| 034 | 55001 | 60410 | 5702 | 55MTVNC | | | \$ 314.28 |
| 034 | | | | | | | |
| 034 | | | | | | | |
| Less Travel Advance | | | | | | | |
| 034 | | | | | | | |
| | | | | | | 54. | |
| AMOUNT DUE TO EMPLOYEE | | | | | | \$ 642.78 | |
| 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) E130029 for Trevena, Claire

1 note(s) returned.

| Created On | Author | Note |
|---------------------|---|--|
| 2018/11/06 11:01:29 | Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca | 10/28: Quadra to Vic, personal vehicle use at 291KM, dinner 10/29: Victoria, per diem 10/30: Victoria, per diem 10/31: Victoria, lunch and dinner 11/01: Victoria, per diem 11/02: Vic to Quadra, personal vehicle use at 291KM, per diem |

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Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130136

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 2018/11/22 | | 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 | | | | | | | |
| 11/04 | Quadra > Vic | 1200 | 1700 | 291 | 157.14 | | 36.00 |
| 11/05 | Vic | 0830 | 1900 | | 0.00 | | 61.00 |
| 11/06 | Vic | 0830 | 2130 | | 0.00 | | 27.00 |
| 11/07 | Vic | 0900 | 1930 | | 0.00 | | 48.50 |
| 11/08 | Vic > Quadra | 0900 | 1800 | 291 | 157.14 | ** 95.00 | 61.00 |
| | | | | 36. | 37. | 38. | 39. |
| | | | | \$ 314.28 | \$ 95.00 | \$ 233.50 | \$ 0.00 |
| TOTALS OF COLUMNS | | | | | | | 40. |
| | | | | | | | \$ 0.00 |
| | | | | | | | Claim Total |
| | | | | | | | \$ 642.78 |
| 48. Client Code | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | 45. Supplier Code | Amount | |
| 034 | 55001 | 60410 | 5750 | 55MTCCA | Government Financial Information | \$ 233.50 | |
| 034 | 55001 | 60410 | 5702 | 55MTVNC | | \$ 361.78 | |
| 034 | 55001 | 60410 | 5702 | 5500102 | | \$ 47.50 | |
| Less Travel Advance | | | | | | | |
| 034 | | | | | | | |
| AMOUNT DUE TO EMPLOYEE | | | | | | | 54. |
| | | | | | | | \$ 642.78 |
| 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

*11/08 divided \$95.00 top-up for BC Ferries - 47.50 MTVNC and 47.50 5500102 5500102

Audited by PL Dec 18-18

Notes for Travel Voucher (Restricted Use) E130136 for Trevena, Claire

2 note(s) returned.

| Created On | Author | Note |
|---------------------|---|--|
| 2018/11/22 11:51:34 | Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca | 11/04: Quadra > Vic, personal vehicle use @ 291KM, dinner 11/05: Vic, per diem 11/06: Vic, lunch 11/07: Vic, lunch and dinner 11/08: Vic > Quadra, personal vehicle use @ 291KM, per diem 11/08: Ferry Top Up |
| 2018/11/22 11:55:29 | Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca | |

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Mileage 4/11
 dinner 4/11
 per diem 5/11
 lunch 5/11
 lunch + dinner 7/11
 per diem 8/11
 mileage 8/11
 ferry topup 8/11

Security Concern

Campbell River
To
Quadra Island



RECEIPT - PLEASE RETAIN

PURCHASE 2018/11/08

| | | |
|---|--------------|-------|
| 1 | Stored Value | 95.00 |
| | Total | 95.00 |

Visa
 Government Financial Information 95.00
 AUTH 072231 66277353 0010015550 S
 01 APPROVED - THANK YOU 027

| | |
|------------|------|
| CHANGE DUE | 0.00 |
|------------|------|

Stored Value
 Savings:VEH & PASS Savings
 Balance:\$98.90



CARDHOLDER COPY
 CAM 08 Nov 2018 21:12:40



SEE REVERSE SIDE OF TICKET

Personal Information

Not claimed on this claim



Control No.

E130138

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

| | | |
|-------------------------------|--------------------------------------|--------------------------|
| 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 | | | | | | | | | | |
| 11/12 | Quadra > Van (PC) | 1200 | 1900 | | 0.00 | 49.20 | 36.00 | 222.07 | | |
| 11/13 | Van (WESTAC) | 0730 | 1800 | | 0.00 | | 36.00 | 222.07 | | |
| 11/14 | Van (WESTAC) | 0830 | 1600 | | 0.00 | | 48.50 | 222.07 | | |
| 11/15 | Van > Kamloops (AC) | 0900 | 2000 | | 0.00 | | 61.00 | 121.80 | | |
| 11/16 | Kam > Quadra (AC) | 0800 | 2100 | | 0.00 | | 48.50 | | | |
| 11/18 | CR | 1200 | 1900 | | 0.00 | | | | | |
| | *11/16 KAM-VAN-COMOX (AC) | | | | | | | | Personal Information 120.63 11.60 | Rental Vehicle plus gas |

[illegible]

| | | | | | | | | | | | | |
|-----|---|-----|----------------|-----|-----------------------|-----|--------------|-----|--|-----|--|--|
| 48. | Client Code 034 034 034 034 | 49. | Resp. 55001 | 50. | Service Line 60410 | 51. | STOB 5702 | 52. | Project 55MTCCA 5500102 | 45. | Supplier Code Government Financial Information | Amount Personal Information \$ 1199.44 |
|-----|---|-----|----------------|-----|-----------------------|-----|--------------|-----|--|-----|--|--|

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

AMOUNT DUE TO EMPLOYEE

| | |
|----------|------------|
| 54. | \$ 1199.44 |
| Personal | |

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) E130138 for Trevena, Claire

1 note(s) returned.

| Created On | Author | Note |
|---------------------|---|---|
| 2018/11/22 15:06:35 | Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca | 11/12: Quadra > Van, Flight, Cab, Skytrain, dinner, accommodation 11/13: Van: dinner, accommodation 11/14: Van: lunch, dinner, accommodation 11/15: Van > Kamloops: per diem, accommodation 11/16: Kam > Quadra: breakfast, dinner, flight, rental vehicle 11/18: Cambell River: rental vehicle drop-off |

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cab 12/11
skytrain 12/11
dinner 12/11
dinner 13/11
lunch 14/11
dinner 14/11
per diem 15/11
hotel 12-15/11
breakfast 16/11
dinner
hotel "

Security Concern

* RECEIPT *
* NOT VALID FOR TRAVEL *

Translink
980-CANADA LINE
VVR-Airport Sta
1VM73121
Mon 12 Nov 18 06:23PM ✓

Payment type: VISA

Purchase: 2 Zone Ticket with VVR

Product Price: \$ 9.20 ✓

Compass Ticket #: ***** Government Financial Information

Credit Card #: ***** Government Financial Information

Auth #: 003691
Ref #: TVVDAV3DNRGP
Receipt #: 112389

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

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

Thank You!

Official Receipt

250-287-TAXI

Amount _____ Date _____

Taxi From: Paid

Taxi To: Cash

Card# Conrad Driver: 40.00 ✓

Security Concern

Room : 0577
Folio # : Personal Information
Invoice # :
Cashier # : 139
Page # : 1 of 1

Security Concern

Vancouver, BC Security Concern
Security Concern

Business Information

*

Ms Claire Trevena
Personal Information

Arrival : 11-12-18 ✓
Departure : 11-15-18 ✓

| Date | Description | Additional Information | Charges | Credits |
|-------------|-------------------------------|----------------------------------|----------|---------|
| 11-12-18 | Room Charge - Provincial Govt | | ✓ 189.00 | |
| 11-12-18 | Destination Marketing Fee | | 2.44 | |
| 11-12-18 | Hotel Room Tax | | 21.06 | |
| 11-12-18 | Room GST | | 9.57 | |
| 11-13-18 | Room Charge - Provincial Govt | | ✓ 189.00 | |
| 11-13-18 | Destination Marketing Fee | | 2.44 | |
| 11-13-18 | Hotel Room Tax | | 21.06 | |
| 11-13-18 | Room GST | | 9.57 | |
| 11-14-18 | Room Charge - Provincial Govt | | ✓ 189.00 | |
| 11-14-18 | Destination Marketing Fee | | 2.44 | |
| 11-14-18 | Hotel Room Tax | | 21.06 | |
| 11-14-18 | Room GST | | 9.57 | |
| 11-15-18 | Visa | Government Financial Information | | 666.21 |
| Total | | | 666.21 | 666.21 |
| Balance Due | | | 0.00 | |

GST Summary

Room : 28.71
F&B : 0.00
Other : 0.00
Total : 28.71

HST Summary

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

Security Concern

Security Concern

Security Concern

Security Concern

Security Concern

Kamloops, BC Security Concern
Security Concern

Claire Trevena
Personal Information

Page Number : 1 Invoice Nbr
Guest Number : Personal Information
Folio ID : A
Arrive Date : 15-NOV-18 20:04
Depart Date : 16-NOV-18 08:11 ✓
No. Of Guest : 1 ✓
Room Number : 231
Club Account :

Personal Information

Tax Invoice

Tax ID : Business Information
Security Concern

| Date | Reference | Description | Charges (CAD) | Credits (CAD) |
|-----------|-----------|----------------------------------|---------------|---------------|
| 15-NOV-18 | RT231 | Room Chrg - Govt./Military | ✓ 105.00 | |
| 15-NOV-18 | RT231 | GST | 5.25 | |
| 15-NOV-18 | RT231 | PST | 8.40 | |
| 15-NOV-18 | RT231 | Municipal Tax | 3.15 | |
| 16-NOV-18 | | Government Financial Information | | -121.80 |

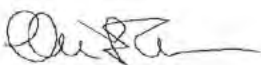
For Authorization Purpose Only

Government Financial Information

| Date | Code | Authorized |
|-----------|--------|------------|
| 15-NOV-18 | 023381 | 131.25 |

| | | | |
|-------------|--------|---|---------|
| ** Total | 121.80 | ✓ | -121.80 |
| *** Balance | 0.00 | | |

I agreed to pay all room & incidental charges.



Personal Information

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

Renter: TREVENA, CLAIRE

Government Financial Information

BCD Number:

Company: NDP CAUCUS

Credit Card: VISA

Government Financial Information

Rental Rate Used: PRG-XA-18 - A

Km Charge: 0.10 per Km

| Period | From | To | Amount | Km Cap | Type |
|--------|------|-----|--------|--------|---------|
| Day | 1 | End | 39.95 | 200 | Regular |
| Week | 1 | End | 237.75 | 1400 | Regular |
| Hour | 25 | End | 19.98 | 0 | Regular |

Vehicle Class: Intermediate

Drop Charge: 25.00

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 \$1.48 per litre).

Must be Provincial Govt employee or authorized representative

Location Fee: 13.9% subject to taxes

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

Contract close subject to final vehicle inspection

Rented In Comox

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: \$201.97

Vehicle Rented:

Owner: a/Devon Transport

Unit #: 819671

Class: Intermediate

Time Out: 16 Nov 2018 21:27

Time In: 18 Nov 2018 17:00

Location Out: Courtenay/Comox Airport

Location In: CAMSR

Licence: FV077T

Km Out: 23660

Km In: 23758

Km Driven: 98

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 |
|-----------------------|------|-----|--------|-------|-------|------|-----------|
| Vehicle Rental | Day | 2 | 79.90 | 4.14 | 5.59 | 3.00 | |
| Drop Charge | Flat | 1 | 25.00 | 1.25 | 1.75 | 0.00 | |
| Location Fee | 13.9 | 1 | 3.47 | 0.17 | 0.24 | 0.00 | |
| Location Fee (Manual) | Flat | 1 | -3.47 | -0.17 | -0.24 | 0.00 | |

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

Payments & Refunds

Total: 120.63

| Type | Date | Amount | Exchange | Amount | Location |
|------|-------------------|--------|----------|--------|----------|
| VISA | 19 Nov 2018 07:54 | | | 120.63 | CAMSR |

Government Financial Information

Amount Owing

Net Charges & Taxes: 120.63

Net Payment & Refunds: 120.63

TRANSACTION RECORD
RELEVÉ DE
TRANSACTION

MOBIL

@ #1724

1424 ISLAND HWY

CAMPBELL RIVER, BC V9W 2
E3

TRANSACTION RECORD

MOBIL

2018-11-18 14:20:15

TRANS #: 034696

Station#: 00324498

GST #: R733514327

PUMP 5

REGLR \$ 11.60

8.119L AT \$1.429/L

GST INCLUDED \$ 0.55

TOTAL \$ 11.60

Type: PURCHASE

UISA

Government Financial Information

INVOICE NO: UWE88631

AUTH: 073251-F

01 Approved - Th

ank You 027



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130221

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 2018/12/07 | | 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 | | | | | | | |
| 11/18 | Quadra > Vic | 1200 | 1800 | 291 | 157.14 | | 36.00 |
| 11/19 | Victoria | 0800 | 2000 | | 0.00 | | 61.00 |
| 11/20 | Victoria | 0800 | 2000 | | 0.00 | | 61.00 |
| 11/21 | Victoria | 0800 | 2000 | | 0.00 | | 48.50 |
| 11/22 | Vic > Quadra | 0800 | 1800 | 291 | 157.14 | | 48.50 |
| | | | | 36. | 37. | 38. | 39. |
| TOTALS OF COLUMNS | | | | \$ 314.28 | \$ 0.00 | \$ 255.00 | \$ 0.00 |
| | | | | 40. | | | Claim Total |
| | | | | \$ 0.00 | | | \$ 569.28 |
| 48. Client Code | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | | 45. Supplier Code | Amount |
| 034 | 55001 | 60410 | 5702 | 55MTVNC | | Government Financial Information | \$ 314.28 |
| 034 | 55001 | 60410 | 5750 | 55MTCCA | | | \$ 255.00 |
| 034 | | | | | | | \$ 170.50 |
| Less Travel Advance | | | | | | | |
| 034 | | | | | | | |
| AMOUNT DUE TO EMPLOYEE | | | | | | | 54. |
| | | | | | | | \$ 569.28 |
| 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 | |

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

Audited by PL Dec 18-18

Notes for Travel Voucher (Restricted Use) E130221 for Trevena, Claire

1 note(s) returned.

| Created On | Author | Note |
|---------------------|---|--|
| 2018/12/07 09:30:19 | Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca | 11/18: Quadra > Vic, personal vehicle use @ 291KM, dinner 11/19: Victoria, per diem 11/20: Victoria, per diem 11/21: Victoria, lunch and dinner 11/22: Vic > Quadra, personal vehicle use @291KM, lunch and dinner |

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Control No.

E130223

| | | |
|-----------------------------------|----------------------|--------------------------|
| 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 2018/12/07 | 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 | Describe |
| 2018 | | | | | | | | | | |
| 11/25 | Quadra > Vic (PC) | 1200 | 1900 | | 0.00 | 60.30 | 36.00 CCA | | | |
| 11/26 | Victoria | 0800 | 2100 | | 0.00 | | 61.00 CCA | | | |
| * 11/27 | Vic > Van (AC) | 0900 | 2000 | | 0.00 | | 61.00 CCA | 316.07 | | |
| 11/28 | Vancouver | 0900 | 2000 | | 0.00 | | 48.50 PD | 316.07 | | |
| 11/29 | Vancouver | 0730 | 2000 | | 0.00 | | 36.00 PD | 316.07 | | |
| 11/30 | Van > Quadra (PC) | 0730 | 2000 | | 0.00 | 4.20 | 36.00 PD | | | |
| 12/04 | Quadra > Vic | 0900 | 1800 | 291 | 157.14 | Person | 48.50 CCA | | | |
| 12/05 | Vic > Van (AC) | 0900 | 1900 | | 0.00 | | 61.00 PD | *12/05 hotel on PCARD | | |
| 12/06 | Van > Vic (AC) | 0900 | 2300 | | 0.00 | 67.00 | 27.00 PD | | * 95.00 | Top-up BC Ferries |
| 12/07 | Vic > Quadra | 0800 | 1700 | 291 | 157.14 | | 39.50 CCA | | | |

Flights on PCARD

| | | | | | |
|-------------------|-----------|-----------|-----------|-----------|----------------------|
| TOTALS OF COLUMNS | \$ 314.28 | \$ 131.50 | \$ 454.50 | \$ 948.21 | Personal Information |
|-------------------|-----------|-----------|-----------|-----------|----------------------|

| 48. | Client Code | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | 45. Supplier Code Government Financial Information | Amount Personal Information |
|-----|-------------|-----------|------------------|----------|-------------|---|--------------------------------|
| | 034 | 55001 | 60410 | 5750 | 55MTCCA | | \$ 246.00 |
| | 034 | 55001 | 60410 | 5702 | 55MTVNC | | \$ 422.08 |
| | 034 | 55001 | 60410 | 5702 | 5500102 | | \$ 1275.41 |
| | 034 | | | | | | |

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

[illegible]

AMOUNT DUE TO EMPLOYEE

54. **\$ 1943.49**
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 | 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) E130223 for Trevena, Claire

1 note(s) returned.

| Created On | Author | Note |
|---------------------|---|--|
| 2018/12/07 11:36:13 | Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca | 11/25: Quadra > Vic: Flight, Cab from Airport, dinner 11/26: Vic: per diem 11/27: Vic > Van: Flight, per diem, hotel 11/28: Van: lunch and dinner, hotel 11/29: Van: dinner, hotel 11/30: Van > Quadra: Flight, dinner, Transit to airport 12/04: Quadra > Vic: personal vehicle use @291KM, lunch, dinner 12/05: Vic > Van: Flight, per diem, hotel 12/06: Van > Vic: Flight, breakfast, cab to airport 12/07: Vic > Quadra: Breakfast, lunch, personal vehicle use @291KM |

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Sun 25/11

cab from airport
dinner

Mon 26/11

per dia

tues 27/11

per dia

Weds 28/11

lunch & dinner

Thurs 29/11

dinner

Fri 30/11

dinner
hotelfare to ~~taxi~~
airport

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240017

**** PURCHASE ****

11-25-2018 19:42:49
Acct # Government Financial Information RF

Card Type VI

Name:

A0000000031010 VISA CREDIT

Operator: 017

Trace # 190

Inv. # 017

Auth # 07473I RRN 001824009

Purchase \$60.30

Tip Personal Information

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
Waterfront Stn
1VH01111
Fri 30 Nov 18 04:41PM

Payment Type:

VISA

Purchase:

2 Zone Ticket

Product Price: \$ 4.20

Compass Ticket #:

**** Government Financial Information

Credit Card #:

**** Government Financial Information

Auth #:

035451

Ref #:

TU04573FX8NV

Receipt #:

206159

Card Entry:

Chip

AID:A0000000031010

FIR:8080008000

ISI:7800

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

Thank You!

Vancouver, BC
Security Concern
Personal Information

Room : 0663
Folio # : Personal Information
Invoice # :
Cashier # : 10019
Page # : 1 of 1

*
Ms Claire Trevena
Personal Information

Arrival : 11-27-18 ✓
Departure : 11-30-18 ✓

| Date | Description | Additional Information | Charges | Credits |
|-------------|-------------------------------|----------------------------------|----------|---------|
| 11-27-18 | Room Charge - Provincial Govt | | ✓ 269.00 | |
| 11-27-18 | Destination Marketing Fee | | 3.48 | |
| 11-27-18 | Hotel Room Tax | | 29.97 | |
| 11-27-18 | Room GST | | 13.62 | |
| 11-28-18 | Room Charge - Provincial Govt | | ✓ 269.00 | |
| 11-28-18 | Destination Marketing Fee | | 3.48 | |
| 11-28-18 | Hotel Room Tax | | 29.97 | |
| 11-28-18 | Room GST | | 13.62 | |
| 11-29-18 | Room Charge - Provincial Govt | | ✓ 269.00 | |
| 11-29-18 | Destination Marketing Fee | | 3.48 | |
| 11-29-18 | Hotel Room Tax | | 29.97 | |
| 11-29-18 | Room GST | | 13.62 | |
| 11-30-18 | Visa | Government Financial Information | | 948.21 |
| Total | | | 948.21 | 948.21 |
| Balance Due | | | ✓ 0.00 | |

| GST Summary | | HST Summary | |
|-------------|-------|-------------|------|
| Room : | 40.86 | Room : | 0.00 |
| F&B : | 0.00 | F&B : | 0.00 |
| Other : | 0.00 | Other : | 0.00 |
| Total : | 40.86 | Total : | 0.00 |

Security Concern

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH21852400Z5

**** PURCHASE ****

12-06-2018 23:11:45
Acct # Government Financial RF
Exp Date **/** Card Type VI
Name:
A00000000031010 VISA CREDIT

Operator: 136
Trace # 4978
Inv. # 136
Auth # 04360I RRN 001911003

Total \$67.00

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

Expenses

4/12 Tuesday

mileage
lunch

5/12 weds

dinner

6/12 Thurs

per diem

7/12 Fri

breakfast
cab fare \$67

& breakfast
lunch

mileage

Campbell River
To
Quadra Island



Suite 100 3611 Esplanade
Victoria BC Canada V8W 0B7

RECEIPT - PLEASE RETAIN

PURCHASE 2018/12/07

1 Stored Value 95.00

Total 95.00

Vision

Government Financial 95.00

Auth 034271 66277353 0010012600 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

Stored Value

Savings:VEH & PASS Savings

Balance:\$97.50

CARDHOLDER COPY

CAM 07 Dec 2018 17:04:47



1047021 041161

102124

SEE REVERSE SIDE OF TICKET

Itinerary / Receipt

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

Government Financial Information

Main Contact Information

Booking reference:

Name: Hon. Claire Trevena
E-mail: CHARLY.LEVERMAN@GOV.BC.CA
Payment: Government Financial Information

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 |
|--------------------------------|--------------------------|-----------------|----------|--------------------------|-----------|
| AC8311 | Vancouver (YVR) | Comox (YQQ) | DH3 | Economy Standard (Q) | Confirmed |
| <i>Operated by:</i> | Fri 16-Nov 2018 | Fri 16-Nov 2018 | | | |
| <i>Air Canada Express-Jazz</i> | 20:40 - TERMINAL M -MAIN | 21:21 | | | |

Passenger Information

Passenger: 1 Hon. Claire Trevena
Ticket number: 014 2103 397847

Purchase Summary

Passenger: 1 Ticket number 014 2103 397847

Date of issue
Fare Amount in Canadian dollars:

13-Nov 2018
211.00

(including [navigational & other charges](#))

Taxes, Fees & Charges

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

7.12
11.16
5.00

Total Fare in Canadian dollars:

234.28

Ticket particularities:

AC ONLY/NONREF/CHGFEE -BG:AC

*Fare calculation:

16NOV18YVR AC YQQ Q12.00R199.00CAD211.00 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.

| Baggage Information for: Claire Trevena | |
|--|--|
| Air Canada baggage rules apply. For flight(s): AC8311 | |
| | 1st bag: 30.00 CAD + taxes* per direction 2nd bag: 50.00 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.