# **Minister's Quarterly Travel Expense Summary**

Name: Honourable Selina Robinson

Quarter: 2018 January to March

Portfolio: Municipal Affairs & Housing

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 4,189.17

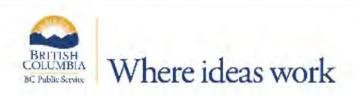
Other Travel in Province: \$ 1,189.45

Out of Country Travel: \$ -

Out of Province Travel:

Total travel expenses paid this quarter: \$ 5,378.62

Travel expenses fiscal year-to-date: \$24,592.56



# **Travel Voucher (Restricted Use)**

Control No.

E130440

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.

Client Or	n, Selina rganization al Affairs and Housing					loyee ID onal Information Title	i	Phone No (250) 350 Travel Gr 4		
5. Date 0 2019/01	Completed /24	6. Fiscal Y 2019	ear ear	7. S	pecial Ch	eque Issue		8. Cheque	Stub Inform	nation
Type of In Provin	nce	Events/M	n for Trav eetings	el				Headquar Coquitlan		
	ng Address for Chec 9056 Victoria, BC V8									
16. Travel Dates	5.   17. Fravel   Places Travelled			7.75	rsonal icle Use	19. Other Transport	20. & 21. Meals	22. Lodgi		1. Iiscellaneous
2018 12/05 12/12 12/17 12/18	Destination Taxi (Victoria) Taxi (Victoria) Coq to Nanaimo (Fe Nanaimo to Coq (Fe	9900 0900 0900 0900 0900	1500 1500 2359 1600	Km	0.00 0.00 0.00 0.00 0.00	Costs	27.00	Cost		
TOTALS	*EA Matt paid for ferry  OF COLUMNS				<b>36.</b> \$ 0.00	37. \$ 0.00	<b>38</b> . \$ 27.0	39. 00 \$ 134	40.\$ 22. 1.55 Persona	
18.	49.	50.	0.0	51				45.	1.00   1 0130110	Personal
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56. Spen	nding Authority Sign ed correct pursuant to tration Act and related	section 32			icial	Print Name	i i		Date Signed	
- Requis	nent Authority Signa sition for payment pur- tration Act.				ancial	Print Name			Date Signed	V

Ministry Payment Authority ARCS 1050-06

Audited by PL Jan 25-19

#### Notes for Travel Voucher (Restricted Use) E130440 for Robinson, Selina

#### 1 note(s) returned.

Created On	Author	Note
2019/01/24 13:57:36	White, Christine (IDIR\CHRWHITE) Christine.White@gov.bc.ca	12/05 and 12/12 Taxi Reciepts from Victoria visit. 12/17 Coq to Nanaimo, EA drove own car and paid for BC Ferry (already
*MATT has not claimed for the ferry amount yet so did not include in this package.		expensed) 12/18 Nanaimo to Coq, EA drove and paid for VC Ferry, L, I, Hotel

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YELLOW CAB 817 FISGARD STREET V8W1R9 VICTORIA BC 21852400 GH2185240032

\*\*\*

**PURCHASE** 

\*\*\*\*

12-12-2018 16:57:54 Acct Government Financial Information

Exp Date \*\*/\*\* Car

Card Type VI

Name:

A0000000031010

VISA CREDIT

Operator: 132 Trace # 17903 Inv. # 660 Auth # 02641I

RRN 001386001

Total

\$9.00

(001) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

www.yellowcabvictoria.com 250-381-2222 BLUEBIRD CABS #18 2612 QUADRA ST VICTORIA BC

CARD Government Financial Information

CARD TYPE

VISA

DATE

2018/12/05

TIME 9136 07:25:57

RECEIPT NUMBER

H85068911-001-476-002-0

PURCHASE TOTAL

\$13.00

VISA CREDIT A0000000031010 2CBE35DCBD948AAA -00000000000

# APPROVED

FF/DT 20 AUTH# 067121 THANK YOU

01-027

NO SIGNATURE REQUIRED

MERCHANT COPY

Nanaimo, BC

Security Concern

Personal Information

Robinson, Selina 501 belleville st

VICTORIA, BC V8V 1X4

Company:

Room: 325

Arrival: 12/16/2018

Departure: 12/17/2018

Trans #	Date	Posting Description	Charges	Payments	Balance
991707	12/16/2018	Rm: 325 PROV.GOV	\$117.00	\$0.00	\$117.00
991708	12/16/2018	Good & Services Tax	\$5.85	\$0.00	\$122.85
991709	12/16/2018	Municipal Region District Tax	\$2.34	\$0.00	\$125.19
991710	12/16/2018	PST for Hotel Rooms	\$9.36	\$0.00	\$134.55
991729	12/17/2018	Visa	\$0.00	\$134.55	\$0.00
				Balance:	\$0.00

Membership Tier:

Membership#:

Method of Pay: Credit Card

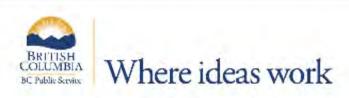
Signature:

**Folio Summary Previous Balance:** \$0.00 Room Charges: \$117.00 Other Charges/Credits: \$0.00 Phone Charges: \$0.00 Tax: \$17.55 Less Payments: \$134.55 **Total Amount Due:** \$0.00

Security Concern

**Business Information** 

Phone Number



Name

# **Travel Voucher (Restricted Use)**

Control No.

E130442

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.

Employee ID

Client O	n, Selina r <b>ganization</b> al Affairs and Ho	using				Personal Info	rmation		(250	) 356-305 el Group (	7		
5. Date 0 2019/01	completed		Fiscal Ye	ear	7. Spe	cial Chequ	e Issue		8. Ch	eque Stub	Informat	ion	
Type of In Provin	Travel nce	14 N	4. Reason Meetings	for Trave		Head Coo							
	ng Address for 9056 Victoria, E												
16. Travel Dates	17.		avelled			rsonal icle Use			21. als	22. Lodging	20. & 21. Mis	cellaneous	
2019 01/15 01/16 01/17 01/21 01/22	Destination Coq-RMD-Coc Coq-RMD-Coc Coq-Van-WR- Van to Vic (H- Van Vic Vic-V	Coq	Start 1900 1900 0800 0800 0800	2300 2300 1800 2359 1800	Km 70 70 113	37.80 37.80	Costs	27.1 61.1	00 PD 00 CCA 50 CCA	Costs	Cost	Describe	
1	*PCARD					36.	37.	38.		39.	40.	Claim Total	
TOTALS	OF COLUMNS		50.		IE4	\$ 136.62	\$ 29.00	\$ 13	27.50	\$ 0.00	\$ 0.00	\$ 293.12	
Client ( ( ( ( Less Tra	060 5 060 5 060 5 060 vvel Advance	esp. 61057 1057 1057	Serv	7ice Line 54000 54000 54000	5	52. 701 750 702	Project 51MTVN0 51MTCCA 5100000	С	Gover Inform	nment Finar na ion	ncial	Amount \$ 10.00 <del>\$ 293.1</del> 2 \$ 100.50 \$ 182.62	
(	060						A.c.			and the same		54.	
								IT DUE	TO EN	IPLOYEE		\$ 293.12	
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56. Sper	nding Authority ed correct pursua tration Act and re	nt to se	ection 32 8				int Name			Date	Signed		
- Requis	nent Authority Stition for paymentration Act.	Signatu t pursu	are (See A	udit Trail) tion 32 of t	he Fina		Print Name			Date	Date Signed		

Audited by PL Jan 25-19

Ministry Payment Authority ARCS 1050-06

#### Notes for Travel Voucher (Restricted Use) E130442 for Robinson, Selina

1 note(s) returned.

Created On	Author	Note
2019/01/24 14:31:03	White, Christine (IDIR\CHRWHITE) Christine.White@gov.bc.ca	01/15 Coq-Rmd-Coq MSR drove personal car to Richmond for event. 01/16 Coq-Rmd-Coq MSR drove personal car to Richmond for event 01/17 Coq-Van-WR-Coq MSR drove to VCO for TB then to White Rock for tour and meeting then back to Coq. Parking, Mileage, L, I 01/21 Van-Vic for meetings, flew HJ paid for on AC PCARD full-day per diem. 01/22 Vic-Van flew HJ paid for on AC PCARD, Taxi, B, L,I

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BLUEBIRD CABS #48 2612 QUADRA ST VICTORIA BC

CARD

'Government Financial Information

CARD TYPE

VISA

DATE TIME

2019/01/22

5048 12:57:04 RECEIPT NUMBER C85002570-001-658-007-0

PURCHASE TOTAL

\$10.00

VISA CREDIT A0000000031010 9DD31A7EBE2B6D01 8080008000-6800 AAB79FE619B328A7 8080008000-7800

# APPROVED

AUTH# 011421 THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

PHONE. 250. 200

# Canada Place Parkade

Vancouver BC, V6C 3C1

Pay Station Number:

Entered: 01/17/2019

08:53 Exited:

01/17/2019

12:59 Ticket Number: 20711 Transaction Number: 63962 Rate:

A Parking Fee: \$19.00

Total Fee: \$19.00 Fee Paid: \$19.00

Visa Government Financial Information

Approval Number; 087141

Thank you for visting Canada Place Above amount includes 5% 681 GST# 120996095RT0005

From: passengerservices@helijet.com

Sent: Tuesday, December 4, 2018 10:58 AM

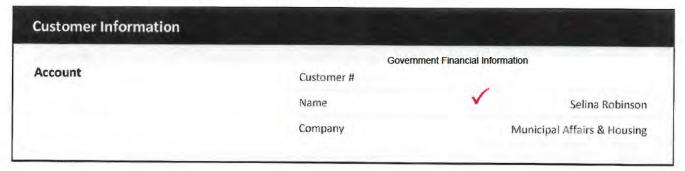
To: White, Christine MAH:EX

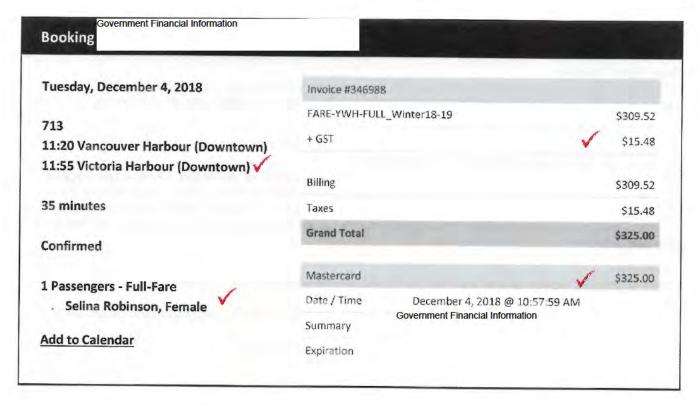
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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





From: passengerservices@helijet.com

Sent: Wednesday, December 5, 2018 11:56 AM

To: White, Christine MAH:EX

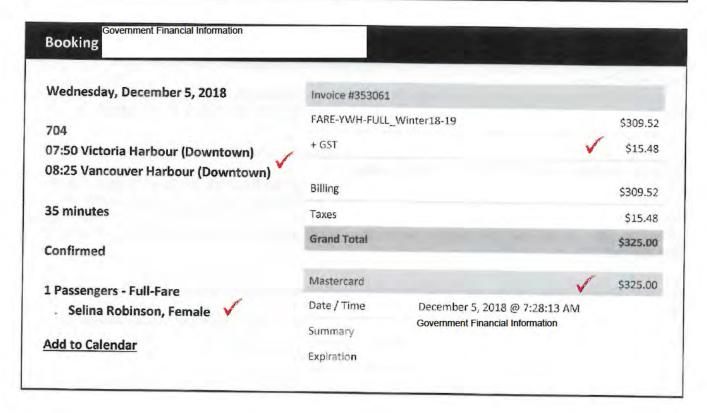
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

Customer Information		
Account	Customer #	Government Financial Information
	Name	Selina Robinson
	Company	Municipal Affairs & Housing



From: passengerservices@helijet.com

Sent: Tuesday, December 11, 2018 7:19 AM

To: White, Christine MAH:EX

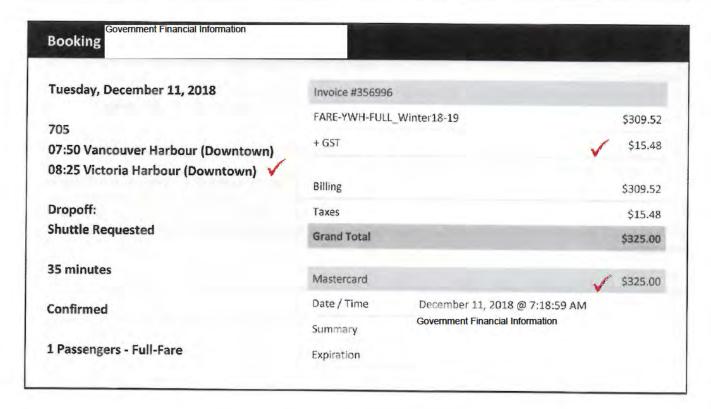
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

Customer Information		
Account	Government Fir	nancial Information
	Name	Selina Robinsor
	Company	Municipal Affairs & Housing



From: passengerservices@helijet.com

Sent: Tuesday, December 18, 2018 11:06 AM

To: White, Christine MAH:EX

Subject: Thank you for choosing to take off with Helijet!

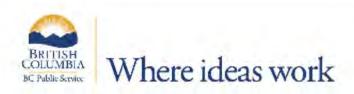


Please review your reservation below.

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

Customer Information		
Account	Governmen Customer #	t Financial Information
	Name	Selina Robinson
	Company	Municipal Affairs & Housing

Wednesday, December 12, 2018	Invoice #356997	7	
728	FARE-YWH-FULI	_Winter18-19	\$309.52
17:30 Victoria Harbour (Downtown) 🗸	+ GST	<b>√</b>	\$15.48
18:05 Vancouver Harbour (Downtown)	Billing		\$309.52
35 minutes	Taxes		\$15.48
Confirmed	<b>Grand Total</b>		\$325.00
1 Passengers - Full-Fare	Mastercard		\$325.00
Selina Robinson, Female	Date / Time Summary	December 12, 2018 @ 4:59:00 PM Government Financial Information	
Add to Calendar	Expiration		



# Travel Voucher (Restricted Use)

Control No.

E130568

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 Robinso Client Or	n, Selina n, Selina rganization al Affairs and Housir				Emp	loyee ID		Phone (250) 3 Travel 4	356-30	157	
5. Date C 2019/02	completed /07	6. Fiscal 2019	Year	7. S	pecial Ch	eque Issue		8. Cheq	ue St	ub Informa	ation
In Provin	Type of Travel 14. Reason for Travel Meetings							Headqu Coquitl			
	ng Address for Che 9056 Victoria, BC V										
16. Travel					rsonal icle Use	19. Other Transport	20. & 21. Meals		dging	20. & 21. Mis	scellaneous
2019 01/22 01/23 01/23 02/04 02/05			Start   End   1500   1800   1200   2300   1200   1400   0800   1800   0800   1730		0.00 0.00 0.00 0.00 0.00 0.00 0.00	Costs 0 10.00 0 84.00 0 80.00 0 8.00	36.00 36.00 61.00 39.50	CCA	osts	Cost	Describe
	*Flights on PCARD	-			36.	37.	38.	39.		40.	Claim Total
TOTALS	OF COLUMNS	150.		51	\$ 0.00	\$ 182.00 2.	\$ 172.	50 \$	0.00	\$ 0.0	0 \$ 354.50
Client (	t Code Resp 060 5105 060 51057 060 51057	. Se	54000 54000 54000		570B 5701 5750 5702	Proje 51MT\ 51MTC0 5100000	VNC CA	Governme Information		ancial	Amount \$ 18.00 - \$ 354.50 \$ 100.50 \$ 236.00
Less Tra	vel Advance	1		-	-					-	
(	060	-1-		- 1		AMO	UNT DUE	TO EMP	LOYE	E	<b>54</b> . \$ 354.50
- Certifie disburse a result	loyee Signature (Se ed this travel expens ements made and/or of travel on governm h I have not been an	e claim is a allowances ent busines	true staten to which I ss as detail	am ent	ve and	Print Name				Signed	
56. Spen	eding Authority Sig ed correct pursuant t tration Act and relate	section 32			ncial	Print Name			Dat	e Signed	
- Requis	nent Authority Sigr sition for payment pu tration Act.				nancial	Print Name			Dat	e Signed	

FIN 10 (EFI-F0012 v2.6.1)

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

\*01/23 Canceled due to weather see notes

Audited by PL Feb 08-19

#### Notes for Travel Voucher (Restricted Use) E130568 for Robinson, Selina

1 note(s) returned.

Created On	Author	Note
2019/02/07 15:19:46	White, Christine (IDIR\CHRWHITE) Christine.White@gov.bc.ca	01/22 Cab fr Leg to HJ. 01/23 Van-Kel for Conference, plane returned to Van due to bad weather, Cab, D, I 01/23 Compass Card refill 02/04 Van for meetings, then flew to Vic via HJ paid for on AC PCARD, Cab, D, I 02/05 Vic for meetings, full day PD 02/06 Vic to Van, flew HJ paid for on AC PCARD, B, L, I

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BLUEBIRD CABS 2612 QUADRA ST VICTORIA BC

CARD Government Financial Information

CARD TYPE

VISA

DATE

2019/01/22

TIME

8082 15:59:21

RECEIPT NUMBER

H85041051-001-150-013-0

PURCHASE TOTAL

\$10.00

VISA CREDIT A0000000031010 ED7236A8238288DA 000000000000

# **APPROVED**

FF/DT 20 AUTH# 076361

01-027

THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

#### SUNSHINE CABS # 55 1465 RUPERT ST NORTH VANCOUVBC

CARD Government Financial Information

CARD TYPE

VISA

DATE

2019/01/23

TIME 5408 23:02:07

CLERK ID

774

RECEIPT NUMBER

C85042600-001-252-007-0

PURCHASE TOTAL

\$84.00

VISA CREDIT A0000000031010 D958B6A3D5AF29C1 8080008000-6800 B254865F7E9B0E94 8080008000-7800

# APPROVED

AUTH# 062191 THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

\* RECEIPT \* NOT VALUE FOR TRAVEL \*

Translink Vaterfront Stn TVM01121 Ved 23 Jan 19 12:55PM

Payment Type:

VISA

Purchase; \$80 Stored Value

Product Price: \$ 80 00

Auth #: Ref #: Receipt #:

10046V3XDHJ7 31301

Card Entry: A10:A00000000031010 IVR:8080008000 IST:7800 Glijp

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

Hank Your

VICTORIA TAXI # 32 2925 DOUGLAS ST VICTORIA BC

CARD Government Financial Information

CARD TYPE

VISA

DATE

2019/02/04

TIME

8224 20 16:16

1 Tivile

MOER

RECEIPT NUMBER

C85042148-001-001-327-0

PURCHASE TOTAL

\$8.00

VISA CREDIT A0000000031010 0830602AA5E48369 8080008000-6800 A48E1D0496106234 8080008000-7800

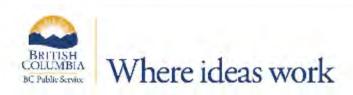
# APPROVED

AUTH# 084841 THANK YOU 01-027

CARDHOLDER COPY

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COPY FOR YOUR RECORDS

Phone Number



Name

# **Travel Voucher (Restricted Use)**

Control No.

E130646

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Employee ID

	n, Selina ganization al Affairs and H	ousina				Per	rsona D little		(2	50) 356-30 evel Group	57	
THE RESERVE AND ADDRESS OF THE PERSON NAMED IN	ompleted	-	6. Fiscal 2019	l Year	7.	Special C	heque Issue 8. Cheque Stub Information					ation
Type of 1 In Provin	ice		Session	on for Tr	avel			Headquarters Coquitlam				
PO Box	ng Address for 9056 Victoria,											
6. Travel Dates	17. Pla	ices T	ravelled		100	ersonal	19. 20. & 21. Other Transport			22. Lodging	20. & 21 Mis	scellaneous
2019 02/06 02/10 02/11 02/12 02/13 02/14 02/16	Destination Taxi to HJ Van to Vic (F Victoria Victoria Victoria Vic to Van Van-Terr-Van	Ferry)	Start 1200 1200 0900 0800 0800 0800 0500	End 1400 2359 2359 2359 2359 2359 2000 2300	81 81	0.00 43.74 0.00 0.00 0.00	Costs 8.30 Pers - 79190	Cost 36.00 61.00 61.00 39.50 61.00 61.00	CCA CCA CCA	Costs	Cost	Describe Taxi xref E130568 v
OTALS	OF COLUMNS					<b>36</b> . \$ 87.48	37. \$ 325.70 Personal	<b>38.</b> \$ 319	50	<b>39</b> . \$ 0.00	<b>40.</b> \$ 0.0	Claim Total 0 Personal
B.	49.	_	50.	00.03.00	5		52.	3319	45.	\$ 0.00	\$0.0	Personal
0	060 060	Resp. 51057 51057 51057		54000 54000 54000	ne	5701 5750 5702	51MTV 51MTC 5100000	VNC CA	100	Supplier ernment Fin rmation	Code ancial	Amount \$ 245.18 \$ Person - \$ 258.50 al \$ 229 00
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0	060		- V		I,		AMO	UNT DUE	TOE	MPLOYE	E	54. \$ 732 68 Personal
- Certifie disburse a result of for which	oyee Signatured this travel exements made and fravel on govern I have not been	pense nd/or a rernme	claim is a allowance ant busine	a true states s to which ess as det	I am e ailed ab	ntitled as ove and	Print Name			Date	Signed	
<ul> <li>Certifie</li> </ul>	ding Authority d correct pursu tration Act and	ant to	section 3	32 & 33 of		ancial	Print Name			Dat	e Signed	
- Requis	nent Authority ition for payme tration Act.					inancial	Print Name	Ÿ		Dat	e Signed	

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

Audited by PL Feb 22-19

#### Notes for Travel Voucher (Restricted Use) E130646 for Robinson, Selina

1 note(s) returned.

Created On	Author	Note
2019/02/22 10:52:37	White, Christine (IDIR\CHRWHITE) Christine.White@gov.bc.ca	02/06 Taxi to HJ from Leg 02/10 BCF Van to Vic for meetings and session, mileage, D, I 02/11 Vic for meetings, full day PD, 02/12 Vic for Session, Full day PD, 02/13 Vic for Session, B,L,I 02/14 BCF Vic to Van, Mileage, full day PD 02/16 Van-Terrace-Van for event, flew AC paid for on AC PCARD, Taxis, full day PD

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#### BLUEBIRD CABS #137 2612 QUADRA ST VICTORIA BC

Government Financial

CARD Information

CARD TYPE

VISA

DATE

2019/02/06

TIME 4231 14:35:02

RECEIPT NUMBER

C85021022-001-136-007-0

PURCHASE

AMOUNT

\$8.30

TIP

Personal Information

TOTAL

VISA CREDIT A0000000031010 61C4C7710A60B4C1 8080008000-6800 0DDA32751E0FD92F 8080008000-7800

# APPROVED

AUTH# 050881 01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

Tsawwassen Swartz Bay



RECEIPT - PLEASE RETAIN

PURCHASE 2019/02/10 RESERVATION-R1500 CONF: B190187235 RES: 1

Reservation Pr Undersize Vehi Adult 20' 1 Per

10.00 57.50 Personal \$ 17.20

Total Prepayment Personal i

Visa Government Financial Information Person 867331 66277668 8818813150 a

B1 APPROVED - THANK YOU BET CHANGE DUE

0.00

Pers Perso \$74.70

\*\*\*CARDHOLDER COPY\*\*\* TSA 10 Feb 2019 14:12:24

1007128 855733 SEE REVERSE SIDE OF TICKET

Swartz Bay Tsawwassen

Victoria BC Canada VBH 887

RECEIPT - PLEASE RETAIN

PURCHASE 2019/02/14 RESERVATION-R1900 CONF: B190316402 RES: 1

Reservation Pr 20' Undersize Vehi 1 P! Adult Adult

21.00 Person )

Total

Personal)

Prepayment 21.00

Government Financial Information

AUTH 885111 66277637 88188187000 5 74.70 B1 RPPROVED - THRNK YOU 827

CHANGE DUE

0.00

\$Pers Perso \$74.70

\*\*\*CARDHOLDER COPY\*\*\* SWB 14 Feb 2019 18:03:50

1005035 550222

### BONNY'S TAXI LTD B174 5759 SIDLEY ST BURNABY BC

CARD Government Financial Information

CARD TYPE VISA
DATE 2019/02/16

CLERK ID 0536 22:57:44

RECEIPT NUMBER H85070875-001-555-002-0

PURCHASE TOTAL

\$83.00

VISA CREDIT A0000000031010 CA91556920CE94E8 00000000000

# APPROVED

AUTH# 023471 01-027

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS BEL AIR TAXI
2121 HARTLEY AVENUE
COQUITLAM BC V3K 6Z3
(604) 524-1111

#### SALE

Server #: 000111

REF#: 00000001

Batch #: 065 SEQ: 065001001001 06:42:55

02/16/19 APPR CODE: 076671

Government Financial Information

\*\*!

AMOUNT

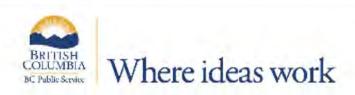
\$85.00

00 - APPROVED - 001

VISA CREDIT AID: A0000000031010 TVR: 00 00 00 00 00

> Thank You Please Come Again BEL AIR TAXI #130 COQUITLAM BC

CUSTOMER COPY



Name

# Travel Voucher (Restricted Use)

Control No.

E130647

Phone Number

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.

**Employee ID** 

	n, Selina <b>ganization</b> Il Affairs and Hous	ina				sona Little		(250) 356-3 Travel Grou		
	ompleted		cal Year		7. Special Cl	heque Issue		8. Cheque S	Stub Informa	tion
Type of T	ravel		ason for T	ravel				Headquarte Coquitlam	rs	
	ng Address for Cl 9056 Victoria, BC		,							
16. 17. 18. Travel Places Travelled I		P	ersonal	19. Other Transport	20. & 21. Meals	22. Lodging		cellaneous		
2019 02/18 02/19 02/20 02/21	Destination Van to Vic (HJ) Victoria Victoria Vic to Van (HJ)	Start 1400 0800 0800 0800	End 2359 2359 2359 2359 2000	Km 31	0.00 0.00	Costs	Cost 36.00 61.00 61.00 27.00	Costs	Cost	Describe
TOTALO	*Flights on PCARD				36.	37.	38.	39.	40.	Claim Total
8.	OF COLUMNS	150.		_	\$ 33.48   <b>51</b> .	\$ 0.00 52.	\$ 185.0	00 \$ 0.00	\$ 0.00	\$ 218.48
Client Code 060 51057 54000 54000 600 060		STOB 5701 5750	51MTVNC Govern			er Code inancial	Amount \$ 33.48 <del>\$ 218.48</del> \$185.00			
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0	60	= 14/				ΔM	OUNT DUE	⊥ TO EMPLOY		<b>54</b> . \$ 218.48
- Certifie disburse a result of for which	oyee Signature (\$ d this travel expen ments made and/o f travel on govern I have not been a	se claim i or allowan ment bus	s a true sta ces to which iness as de	ch I am etailed	entitled as above and	Print Name	The state of the s		te Signed	J \$210.40
<ul> <li>Certifie</li> </ul>	ding Authority Si d correct pursuant ration Act and rela	to section	n 32 & 33 d		inancial	Print Nam	е	Di	ate Signed	
Fragment Authority Signature (See Audit Trail)     Requisition for payment pursuant to section 32 of the Financia Administration Act.			e Financial	Print Name Date S		ate Signed	Signed			

Ministry Payment Authority ARCS 1050-06

Audited by PL Feb 22-19

#### Notes for Travel Voucher (Restricted Use) E130647 for Robinson, Selina

1 note(s) returned.

Created On	Author	Note
2019/02/22 11:15:23	White, Christine (IDIR\CHRWHITE) Christine.White@gov.bc.ca	02/18 Van to Vic for Session, flew HJ paid for on AC PCARD mileage, D, I 02/19 Vic fo Session, full day PD 02/20 Vic for Session, full day PD 02/21 Vic to Van, Flew HJ paid for on AC PCARD, Mileage, B, I

Production \*\*\* Copyright © Government of British Columbia



# eTicket Receipt

#### Prepared For ROBINSON/SELINA MRS

RESERVATION CODE

Government Financial Information

ISSUE DATE

14Jan19

TICKET NUMBER

8382144537684

ISSUING AIRLINE

WESTJET

ISSUING AGENT

WestJet/SDX

### Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
23Jan19	WESTJET WS 3326 Operated by: WESTJET ENCORE	VANCOUVER BC, CANADA  Time 18:00 Terminal MAIN TERMINAL	KELOWNA BC, CANADA Time 19:01	Seat Number Personal Information (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis NA7F5ELS Not Valid Before 23JAN19 Not Valid After 23JAN19
24Jan19	WESTJET WS 3327  Operated by: WESTJET ENCORE	KELOWNA BC, CANADA Time 15:20	VANCOUVER BC, CANADA  Time 16:24 Terminal MAIN TERMINAL	Seat Number Personal Information (CONFIRMED) Baggage Allowance 2PC Booking Status OK TO FLY Fare Basis RA0D0PLW Not Valid Before 24JAN19 Not Valid After 24JAN19

#### Allowances

#### Baggage Allowance

YVR to YLW - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 2. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YLW to YVR - 2 Pieces WESTJET, each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

#### Carry On Allowances

YVR to YLW, YLW to YVR - 1 Piece (WS - WESTJET)

#### Carry On Charges

YVR to YLW , YLW to YVR - (WS - WESTJET) - Carry-on fees unknown - contact carrier

# Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Fare Calculation Line	YVR WS YLW171.00WS YVR204,00CAD375,00END
Fare	CAD 375.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 20.66 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 20.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.00 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 454.91

# Other Charges

SEAT ASSIGNMENT #8381502887795 (YVR-YLW/ QTY1)	CAD 9.00
Taxes	CAD 0.45
Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Total	CAD 9.45
Total Fare and Other Charges	CAD 464.36

#### Positive identification required for airport check in

#### Notice:

### QST # 1202807956TQ0001 GST # 866112535

**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 http://www.iatatravelcenter.com/privacy 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. (applicable for interline carriage)

Important Legal Notices

From: passengerservices@helijet.com

Sent: Monday, January 21, 2019 7:58 AM

To: White, Christine MAH:EX

Subject: Thank you for choosing to take off with Helijet!

×	error en participa de lesas.	

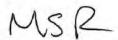
Please review your reservation below.

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

Customer Information		
Account	Customer #	Government Financial Information
	Name	Selina Robinson
	Company	Municipal Affairs & Housing

Booking			
Monday, January 21, 2019	Invoice #368738		
707	FARE-YWH-FULL + GST	_Winter2018	\$309.52 \$15.48
08:40 Vancouver Harbour (Downtown) 09:15 Victoria Harbour (Downtown)	Billing		\$309.52
Dropoff: Shuttle Requested	Taxes		\$15.48
35 minutes	Grand Total		\$325.00
Confirmed	Mastercard Date / Time	January 21, 2019 @ 7:57:43 AM	\$325.00
1 Passengers - Full-Fare	Summary Expiration	Government Financial Information	

\*PCARD Minister Robinson's Reservation 5701 MTVNC



# ≈BCFerries

### Your reservation has been completed!

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

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

RESE	RESERVATION DEPARTS		DEPARTS	TIME / DATE			ARRIVES	
Governmen Information			ANCOUVER vassen Terminal		3:00 PM Sunday February 10		VICTORIA tz Bay Terminal	
VEHICLE VESSEL DEPART ARRIVE	Standard vehicle unde Spirit of British Colum Tsawwassen Swartz Bay	and a series of	high Sun Feb 10 2019 Sun Feb 10 2019	20° 1	Standard vehicle under 7Ft (2.13 12 yrs+ Reservation Fee * al for this sailing	m) hìgh	\$57.50 \$17.20 \$10.00 \$84.70	
ersonal Inform	аноп				e at terminal: \$74.70 icle & passenger fares		Paid: \$10.00 reservation fee	

#### Vehicle and Passenger fares will be collected at the terminal

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

VISA 🔚

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

Total Paid: \$10.00 reservation fee

### Arrive at the terminal 30-60 minutes before departure



#### Reservation Check-In Opens

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

#### Reservation Check-In Closed

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

#### What you need to redeem your reservation

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

#### Terms and Conditions

All reservations are booked for one vehicle and one driver.

Reservation fees and change fees are non-refundable.

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

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

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

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

#### Closed Vehide Deck Access

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

#### Sailing Cancellations

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

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

#### \*Reservation and Change Fees

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

#### Smoke-Free Environment

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

passengerservices@helijet.com From: Sent: Friday, January 25, 2019 11:27 AM

To: White, Christine MAH:EX

Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

Customer Information		
Account	Customer #	Government Financial Information
	Name	Selina Robinson
	Company	Municipal Affairs & Housing

Tuesday, January 22, 2019	Invoice #368739		
724	FARE-YWH-FULL	_Winter2018	\$309.52
16:30 Victoria Harbour (Downtown)	+ GST		\$15.48
17:05 Vancouver Harbour (Downtown)	Billing		\$309.52
35 minutes	Taxes		\$15.48
Confirmed	Grand Total		\$325.00
1 Passengers - Full-Fare	Mastercard		\$325.00
. Selina Robinson, Female	Date / Time	January 22, 2019 @ 4:04:03 PM	
Add to Calendar	Summary Expiration	Government Financial Information	



# eTicket Receipt

#### Prepared For ROBINSON/SELINA MRS

[TICKET REFUNDED]

RESERVATION CODE

ISSUE DATE

TICKET NUMBER

ISSUING AIRLINE

ISSUING AGENT

Government Financial Information

14Jan19

8382144537684

WESTJET

WestJet/SDX

### Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
23Jan19	WESTJET WS 3326	VANCOUVER BC, CANADA Time 18:00	KELOWNABC, CANADA Time 19:01	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status REFUNDED Fare Basis NA7F5ELS Not Valid Before 23JAN19 Not Valid After 23JAN19
24Jan19	WESTJET WS 3327	KELOWNA BC, CANADA Time 15:20	VANCOUVER BC, CANADA Time 16:24	Seat Number CHECK-IN REQUIRED Baggage Allowance 2PC Booking Status REFUNDED Fare Basis RA0D0PLW Not Valid Before 24JAN19 Not Valid After 24JAN19

#### Allowances

#### Baggage Allowance

YVR to YLW - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 1. 30,00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 2. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YLW to YVR - 2 Pieces WESTJET, each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YVR to YLW, YLW to YVR - 1 Piece (WS - WESTJET)

Carry On Charges

YVR to YLW , YLW to YVR - (WS - WESTJET) - Carry-on fees unknown - contact carrier

# Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Fare Calculation Line	YVR WS YLW171.00WS YVR204.00CAD375.00END
Fare	CAD 375.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 20.66 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 20.00 SQ (AIRPORT IMPROVEMENT FEE
	CAD 1.00 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 454.91

# Other Charges

SEAT ASSIGNMENT #8381502887795 (YVR-YLW/ QTY1) (REFUNDED)	CAD (9.00)
Taxes (REFUNDED)	CAD (0.45)
Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Total Fare and Other Charges	CAD 454.91

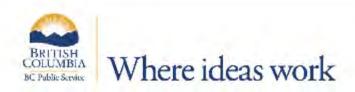
#### Positive identification required for airport check in

#### Notice:

#### QST # 1202807956TQ0001 GST # 866112535

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 http://www.iatatravelcenter.com/privacy 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. (applicable for interline carriage)

#### Important Legal Notices



# Travel Voucher (Restricted Use)

Control No.

E130747

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 Robinson Client Or	n, Selina ganization al Affairs and Housi				Em Pers	ployee ID sonal matio Title		Phone Num (250) 356-3 Travel Grou	057	
	ompleted		al Year		7. Special Cl	Cheque Issue 8. Cheque Stub Information				tion
Type of T	Travel Ice	14. Re Sessi	ason for 1	Travel				Headquarter Coquitlam	S	
	ng Address for Ch 9056 Victoria, BC									
16. Travel Dates	17.	Travelle			Personal	19. Other Transport	20. & 21. Meals	22. Lodging	20. & 21. Misc	cellaneous
2019 02/24 02/25 02/26 02/27 02/28 03/03 03/04 03/05 03/06 03/07	Destination Van-Vic (HJ) Victoria Victoria Victoria Vic to Van (HJ) Van to Vic (HJ) Victoria Victoria Victoria Victoria Victoria Vic to Van (HJ)	Start 1500 0800 0800 0800 0800 1200 0800 0800 08	2359 2359 2359 2359 2359 2200 2359 2359 2359 2359 2359	81 31 31 31 31	0.00 0.00 0.00 16.74 16.74 0.00 0.00	Costs	Cost 36.00 61.00 61.00 61.00 39.50 36.00 61.00 61.00 39.50	Costs	Cost	Describe
FL	JIGHTS ON PCARD OF COLUMNS	UOUU	2200	] 31	36. \$ 66.96	<b>37.</b> \$ 0.00	38. \$ 517.00	39.	<b>40.</b> \$ 0.00	Claim Total \$ 583.96
0 0 0	Code Resi 60 510 60 5105 60 60	57	Service L 54000 54000		51. STOB 5701 5750	52. Proj 51 -55M7 51MTCCA	ect TVNC	45. Sunnlie Government Fina Information	r Code incial	Amount \$ 66 96 \$ 583.96 \$ 517 00
	vel Advance	10			T T					
	100					AM	OUNT DUE	TO EMPLOYE	E	<b>54</b> . \$ 583.96
- Certifie disburse a result of	oyee Signature (S d this travel expens ments made and/o of travel on governr I have not been a	se claim i r allowan nent bus	s a true sta ces to which iness as de	ch I am etailed	entitled as above and	Print Name		A STATE OF THE PARTY OF THE PAR	e Signed	
56. Spen - Certifie	ding Authority Signal ad correct pursuant tration Act and relat	to section	1 32 & 33 0		inancial	Print Nam	е	Da	te Signed	
- Requis	nent Authority Sig ition for payment potration Act.				e Financial	Print Nam	е	Da	te 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 Mar 14-19

From: Passenger Services < Passenger Services@helijet.com>

**Sent:** Thursday, March 14, 2019 10:26 AM

To: White, Christine MAH:EX

Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

Customer Information		
Account	Customer#	Government Financial Information
	Name	Selina Robinson
	Company	Municipal Affairs & Housing

Monday, February 4, 2019	Invoice #369652		
727	FARE-YWH-FULL	_Winter2019	\$333.33
17:10 Vancouver Harbour (Downtown)	+ GST		\$16.67
17:45 Victoria Harbour (Downtown)	Billing		\$333.33
35 minutes	Taxes		\$16.67
Confirmed	Grand Total		\$350.00
1 Passengers - Full-Fare	Mastercard		\$350.00
. Selina Robinson, Female	Date / Time	February 4, 2019 @ 3:33:40 PM Government Financial Information	
Add to Calendar	Summary Expiration		

From: Passenger Services < PassengerServices@helijet.com>

Sent: Thursday, March 14, 2019 10:26 AM

To: White, Christine MAH:EX

Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

Customer Information		
Account	Customer #	Government Financial Information
	Name	Selina Robinson
	Company	Municipal Affairs & Housing

Wednesday, February 6, 2019	Invoice #369653		
	FARE-YWH-FULL	Winter2018	\$309.52
720 15:00 Victoria Harbour (Downtown)	+ GST		\$15.48
15:35 Vancouver Harbour (Downtown)	Billing		\$309.52
35 minutes	Taxes		\$15.48
Confirmed	Grand Total		\$325.00
1 Passengers - Full-Fare	Mastercard		\$325.00
. Selina Robinson, Female	Date / Time	February 6, 2019 @ 2:38:32 PM Government Financial Information	
Add to Calendar	Summary Expiration		

\*PCARD 5712

Personal Information



Booking Reference : Government Financial Information

Travel booked/ticket issued on:11 February 2019

# Passengers

n Mrs. Selina Robinson

Seats

**Ticket Number** 0142107859950

AC8236

Personal Information

AC8245

≥ Depart

Economy - Standard

Saturday 16 Feb, 2019 08:10 Vancouver

Vancouver Int. (YVR), Canada Terminal M

09:49 Terrace (YXT), Canada

1 hr 39 AC8236 Economy (Q)

Operated by Air Canada Express - Jazz Q400



# Economy - Standard



# Purchase summary

	1 Adult
Air Transportation Charges	
Base Fare - Departing Flight - Economy - Standard	255.00
Base Fare - Return Flight - Economy - Standard	255.00
Surcharges	36.00
Taxes, fees and charges	
Goods and Services Tax - Canada no. 100092287 RT0001	28.61
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	12.00
Total	600.86
<b>\( \)</b>	

Seat selection		
Mrs. Selina Robinson AC8236: Personal Information		
		18.00
AC8245:		
		18.00
Goods and Services Tax - Canada no. 100092287 RT0001		
	\$ 37.80	1.80
GRAND TOTAL - Canadian dollars		_
		⁵638.66

# Baggage allowance

### Carry-on Baggage

# **Checked Baggage**

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

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

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



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



\*PCARD FERRY RESERVATION





### Your reservation has been completed!

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

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

RESERVATION B190316402		VICTORIA Swartz Bay Terminal		7:00 PM Thursday February 14			VANCOUVER Tsawwassen Terminal	
VEHICLE VESSEL DEPART ARRIVE	Standard vehicle under Coastal Celebration Swartz Bay Tsawwassen	7Ft (2.13m) 7:00 PM 8:35 PM	high Thu Feb 14 2019 Thu Feb 14 2019	20° 1	E INFORMATION  Standard vehicle under 7Ft {2.13 12 yrs+ Reservation Fee * at for this sailing	3m) high	\$57.50 \$17.20 \$21.00 \$95.70	
rsonal Information	on				e at terminal: \$74.70 icle & passenger fares		Paid: \$21.00 reservation fee	

#### Vehicle and Passenger fares will be collected at the terminal

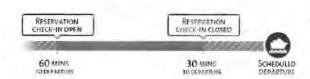
Still unsure who is travelling with you? You can still add and pay for passengers at the terminal

Total Paid: \$21.00



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

### Arrive at the terminal 30-60 minutes before departure



#### Reservation Check-In Opens

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

#### Reservation Check-In Closed

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

#### What you need to redeem your reservation

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

#### Terms and Conditions

All reservations are booked for one vehicle and one drive

Reservation fees and change fees are non-refundable.

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

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

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

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

#### Closed Vehicle Deck Access

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

#### Sailing Cancellations

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

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

#### \* Reservation and Change Fees

- S10.00 reservation fee is applied to bookings made 7 days or more in advance of travel
- \$17.00 reservation fee is applied to bookings made less than 7 days up to day before travel
- · \$21.00 reservation fee is applied to bookings made for same day travel
- \$5.00 change fee is incurred each time you make a change to your reservation date, time or sailing

#### Smoke-Free Environment

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

From: passengerservices@helijet.com

Sent: Friday, February 22, 2019 9:38 AM

To: White, Christine MAH:EX

Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

Customer Information		
Account	Customer #	Government Financial Information
	Name	Selina Robinson
	Company	Municipal Affairs & Housing

Monday, February 18, 2019	Invoice #332256		
700	FARE-YWH-OffPeak_2018		\$219.05
789 17:30 Vancouver Harbour (Downtown)	+ GST		\$10.95
18:05 Victoria Harbour (Downtown)			
	Billing		\$219.05
Dropoff:	Taxes		\$10.95
Shuttle Requested	Grand Total		\$230.00
35 minutes	Mastercard		\$230.00
Confirmed	Date / Time	February 18, 2019 @ 4:45:10 PM	
	Summary	Government Financial Information	
1 Passengers - Off-Peak	Expiration		

From: passengerservices@helijet.com

Sent: Thursday, February 21, 2019 4:53 PM

To: White, Christine MAH:EX

To: White, Christine MAH:EX

Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

Customer Information		The same
Account	Customer #	Government Financial Information
	Name	Selina Robinson
	Company	Municipal Affairs & Housing

Booking Government Financial Information			
Thursday, February 21, 2019	Invoice #332257		
858 18:40 Victoria Harbour (Downtown)	FARE-YWH-FULL + GST	Winter2018	\$309.52 \$15.48
19:15 Vancouver Harbour (Downtown)	Billing		\$309.52
35 minutes	Taxes		\$15.48
Confirmed	Grand Total		\$325.00
Passengers - Full-Fare     Selina Robinson, Female  Add to Calendar	Mastercard  Date / Time  Summary	February 21, 2019 @ 4:52:24 PM Government Financial Information	\$325.00
Add to Calendar	Expiration		

From: passengerservices@helijet.com
Sent: Sunday, February 24, 2019 5:03 PM

To: White, Christine MAH:EX

Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

Customer Information		
Account	Customer #	Government Financial Information
	Name	Selina Robinson
	Company	Municipal Affairs & Housing

Sunday, February 24, 2019	Invoice #332258	
789 17:30 Vancouver Harbour (Downtown)	FARE-YWH-OffPeak_2018 + GST	\$219.05 \$10.95
18:05 Victoria Harbour (Downtown)	Billing	\$219.05
35 minutes	Taxes	\$10.95
Confirmed	Grand Total	\$230.00
1 Personne Off Paul	Mastercard	\$230.00
Passengers - Off-Peak     Selina Robinson, Female	Date / Time February 24, 2019 @ 5:02:23 PM  Government Financial Information	
Add to Calendar	Expiration	

From: Passenger Services < Passenger Services@helijet.com>

Sent: Thursday, March 14, 2019 10:26 AM

To: White, Christine MAH:EX

Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

Customer Information		
Account	Customer #	Government Financial Information
	Name	Selina Robinson
	Company	Municipal Affairs & Housing

Booking			0
Thursday, February 28, 2019	Invoice #391469		
730 19:00 Victoria Harbour (Downtown)	FARE-YWH-FULL + GST	Winter2019	\$333.33 \$16.67
19:35 Vancouver Harbour (Downtown)	Billing		\$333.33
35 minutes	Taxes		\$16.67
Confirmed	Grand Total		\$350.00
1 Passengers - Full-Fare . Selina Robinson, Female	Mastercard  Date / Time  Summary	February 28, 2019 @ 6:09:56 PM Government Financial Information	\$350.00
Add to Calendar	Expiration		