

Minister's Quarterly Travel Expense Summary

Name: Honourable Claire Trevena

Quarter: 2019 April to June

Portfolio: Transportation & Infrastructure

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 1,891.42

Other Travel in Province: \$ 3,902.48

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 5,793.90

Travel expenses fiscal year-to-date: \$ 5,793.90

Waters, Leah TRAN:EX

From: reservation@harbourair.com
Sent: March 20, 2019 7:52 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

Claire Trevena

Booking

Government Financial Information

Wednesday, March 20, 2019

Flight #2040/Twin Otter

08:30 Victoria Harbour / [Map](#)

09:05 Vancouver Harbour / [Map](#)

35 minutes

KK- Confirmed

Invoice #6452839

Air Transportation Charges

Sked 200/300 : (St) GO Flex \$186.64

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.85

1 Passenger(s) - GoFlex
Claire Trevena, Female

[Add to Calendar](#)

Billing \$197.15

Taxes \$9.85

Grand Total \$207.00

Master Card \$207.00

Date / Time March 20, 2019 @ 7:51:01 AM

Government Financial Information

Summary

Expiration

Authorization 105100

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.

PCARD 5711

Booking Statement for Harbour Air Seaplanes

Booking

Government Financial Information

Date
Thursday, Mar 21,
2019

Departure
17:30
Vancouver Harbour

Arrival
18:05
Victoria Harbour

Duration
35 minutes

1 Passenger(s) »
GoFlex
Trevena, Claire

Status:
KK- Confirmed

Invoice Personal Information

Air Transportation Charges			
Sked 200/300 : (St) GO Flex	1 @		\$186.64
Taxes, Fees and Charges			
All Skeds - Baggage : Checked Baggage Fee	1 @		\$0.00
Sked 200 : Carbon Offset	1 @		\$0.65
Sked 200 : VHFC Terminal Fee	1 @		\$9.86
+ Goods and Services Tax			\$9.85

Canadian Dollars **\$207.00**

Master Card \$207.00

Government Financial Information

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



Itinerary/Receipt

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

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

Main Contact Information

Name: CLAI RE TREVENA
Email: leah.waters@gov.bc.ca

Booking Reference: Government Financial Information
Personal Information

Flight Itinerary

Flight	From	To	Aircraft	Status
9M585	08:30 - Campbell River 14 Apr 2019	09:10 - Vancouver - South 14 Apr 2019	Beech1900D	CONFIRMED

Name
TREVENA CLAIRE

*All charges and payments appear in: CAD

Purchase Summary

Passenger	Description	Amount	Tax 1	Tax 2	Total
TREVENA,CLAIRE	G - ECON - G	\$114.00	5.7000	5.7000	\$119.70
TREVENA,CLAIRE	ATSC	\$7.12	0.3600	0.3600	\$7.48
TREVENA,CLAIRE	Navigation Fee	\$12.00	0.6000	0.6000	\$12.60
TREVENA,CLAIRE	Airports Surcharge	\$17.00	0.8500	0.8500	\$17.85
TREVENA,CLAIRE	Fuel Surcharge	\$4.00	0.2000	0.2000	\$4.20
Total		\$154.12	\$7.71	\$0.00	\$161.83

Payment Information

Date	Payer's Name	Payment Amount	Transaction Type
26 Mar 2019	Leah Waters	\$161.83	MASTERCARD



Itinerary/Receipt

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

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

Main Contact Information

Name: CLAI RE TREVENA
Email: leah.waters@gov.bc.ca

Booking Reference: Government Financial Information
Personal Information

Flight Itinerary

Flight	From	To	Aircraft	Status
9M590	13:30 - Vancouver - South 29 Mar 2019	14:10 - Campbell River 29 Mar 2019	Beech1900D	CONFIRMED

Name

TREVENA CLAIRE

*All charges and payments appear in: CAD

Purchase Summary

Passenger	Description	Amount	Tax 1	Tax 2	Total
TREVENA,CLAIRE	YVR - Vancouver - South AIF	\$5.00	0.2500	0.2500	\$5.25
TREVENA,CLAIRE	E - FLEX - E	\$140.00	7.0000	7.0000	\$147.00
TREVENA,CLAIRE	ATSC	\$7.12	0.3600	0.3600	\$7.48
TREVENA,CLAIRE	Navigation Fee	\$12.00	0.6000	0.6000	\$12.60
TREVENA,CLAIRE	Airports Surcharge	\$17.00	0.8500	0.8500	\$17.85
TREVENA,CLAIRE	Fuel Surcharge	\$4.00	0.2000	0.2000	\$4.20
Total		\$185.12	\$9.26	\$0.00	\$194.38

Payment Information

Date	Payer's Name	Payment Amount	Transaction Type
27 Mar 2019	Leah Waters	\$194.38	MASTERCARD

Waters, Leah TRAN:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: March 27, 2019 2:42 PM
To: Waters, Leah TRAN:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information**Account**

Customer #

Government Financial Information

Name

Claire Trevena

Booking

Government Financial Information

Friday, March 29, 2019

Invoice #403895

708

FARE-YWH-OffPeak_2018

\$438.10

08:40 Victoria Harbour (Downtown)

+ GST

\$21.90

09:15 Vancouver Harbour (Downtown)

Billing

\$438.10

35 minutes

Taxes

\$21.90

Grand Total**\$460.00****Confirmed****2 Passengers - Off-Peak**

- Claire Trevena, Female
- Melanie Sanderson, Female

[Add to Calendar](#)

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

TH20EXEPAL05



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130951

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 Job Title		Phone Number (250) 387-1978	
Client Organization Transportation and Infrastructure						Travel Group Code 4	
5. Date Completed 2019/04/01		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
	Destination	Start	End	Km	Cost		Cost
2019							
03/24	Victoria	1200	1700		0.00		36.00
03/25	Victoria	0830	1900		0.00		48.50
03/26	Victoria	0830	1900		0.00		36.00
03/27	Victoria	0830	1900		0.00		48.50
03/28	Victoria	0830	1900		0.00		61.00
03/29	Vic > Van > CR (HJ) & (CMA)	0830	1900		0.00	95.00	39.50 PD
							341.27
							Car Rental & Gas (National)
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 95.00	38. \$ 269.50	39. \$ 0.00
							40. \$ 341.27
							Claim Total \$ 705.77
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project	45. Supplier Code	
034	55001	60410		5701-50	55 MTCCA	Government Financial Information	
034	55001	60410		5702	5500102		
034	55001	60410		5702	55MTVNC		
034							
Less Travel Advance							
034							
AMOUNT DUE TO EMPLOYEE							54. \$ 705.77
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 (EF)-F0012 v2.8.1)

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

03/24 ALREADY IN VICTORIA ON THE 22ND

Audited by PL May 28-19

*95.00 divided between 5702 5500102 and 5702 MTVNC for BC Ferries Assured Loading Card

*Cont'd on E130986 (Car rental returned on Mar 31 2019)

Notes for Travel Voucher (Restricted Use) E130951 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2019/04/01 10:21:09	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	03/24: Victoria - dinner 03/25: Victoria - lunch and dinner 03/26: Victoria - dinner 03/27: Victoria - lunch and dinner 03/28: Victoria - per diem 03/29: Victoria > Van > Quadra - HJ flight, breakfast and lunch, CMA flight, ferry top up, National Car Rental, gas

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- 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

- Terms and Conditions
- Assured Loading Card
- Experience Card

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

Government Financial Information

Card Number: For: Last 2 months Product: Stored Value [<< Back to Card Summary](#)

Card Activity:

Transaction Date	Savings Type	Value In	Value Out	Transaction	Pooled Card
2019-Feb-01	Vehicle and/or Passenger Savings		\$5.15	TOLL	Details >>
2019-Feb-07	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >>
2019-Feb-14	Vehicle and/or Passenger Savings	\$95.00		TOLL	Details >>
2019-Feb-14	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >>
2019-Feb-22	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >>
2019-Feb-28	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >>
2019-Mar-07	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >>
2019-Mar-09	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >>
2019-Mar-29	Vehicle and/or Passenger Savings		\$13.25	TOLL	Details >>
2019-Mar-29	Vehicle and/or Passenger Savings	\$95.00		TOLL	Details >>

Campbell River
To
Quadra Island

BC Ferries
Suite 500 - 1021 Granville Street
Victoria BC Canada V8M 0B7

RECEIPT - PLEASE RETAIN

PURCHASE 2019/03/29

1 Stored Value 95.00

Total 95.00

Government Financial Information

95.00

AUTH 035671 66277353 0010014450 S
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

Stored Value
Savings:VEH & PASS Savings
Balance:\$99.85

24 | 3 dinner
25 | 3 lunch & dinner
26 | 3 dinner
27 | 3 lunch & dinner
28 | 3 per diem
29 | 3 breakfast & lunch

car rental
gas 27.55
ferry top up 9.5

CARDHOLDER COPY
CAM 29 Mar 2019 17:11:18

1047021 846971
50845
SEE REVERSE SIDE OF TICKET

TRANSACTION RECORD

7 ELEVEN STORE 37898

3201 DOUGLAS ST
VICTORIA BC V8Z 1K6

DATE: 2019-03-31 TIME: 20:58:37

Payment: OTC TRANS #: 505936
Station#: 00307481 Cashier: manager
ST: R18035453

FUEL	(L)	(\$/L)	(\$)
REGULAR	19.014	1.449	27.55
TOTAL	CAD	\$	27.55
CREDIT CARD	\$	27.55	
GST INCLUDED IN FUEL \$.31

PURCHASE
VISA Government Financial Information
VOICE NO: 9995613
ATH #: 057327-1
VISA CREDIT
000000000000
000000000000
0000

01 Approved - Thank You 027

REFUSED BY FID

-- IMPORTANT --

Retain This Copy For Your Records

- Customer's Copy -

Reconciliation ID: VM419033120553764

PC Optimum ID: *****8272
Base Pts earned: 190 pts
Bonus Pts earned: 0 pts
Total Pts earned: 190 pts
PC Optimum balance: 73,516 pts

PC Financial points awarded within 72hrs
are not printed on receipt. PC
Optimum Inquiries: 1-866-727-6468
Operial Inquiries: 1-800-567-3776

1 - PST&GST, P - PST, G - GST



National Car & Truck Rentals - YBLT01
Campbell River Airport
2000 Jubilee Parkway
Campbell River Airport, B.C. V9H 1T5
250-923-1234 Fax: 250-923-2345

METHOD OF PAYMENT
MODE DE PAIEMENT

☐ AMEX
☐ CASH/COMPTANT
☐ DIRECT/FACTURE
☐ EN ROUTE/ONERS
☐ MASTERCARD
☐ CORPORATE BILLING
FACTURATION CENTRALE
☐ VISA

OTHER/AUTRE _____

Location Code: **YBLT01** RA # **4783746**
Code de bureau de location: N° Contrat

26 CUSTOMER/CLIENT

2 UNIT NO./UNITÉ Y44A 2336	3 LICENSE NO./N° D'IMM. HF3 82X	4 MODEL/MOÈLE Elantra I	5 RATE/TARIF CLASS/CAT. I
6 OWNER/ÉTA/PROPRIÉTAIRE YYJCOI		7 TO BE CHECKED IN AT/ARRIVERA A YYJCOI	
8 CREDIT CARD NO./N° CARTE DE CRÉDIT		EXPIRATION	9 RETURN DATE DE RETOUR 31 Mar 1200
10 DRIVER'S LICENSE NO./PERMIS DU CONDUCTEUR Personal Information		PROV	EXP
11 DESTINATION			
57			
UNIT NO./UNITÉ	DATE & TIME/HEURE		KM IN/RETOUR
LICENSE/N° D'IMM.			KM OUT/DÉPART
MODEL/MOÈLE	RATE/TARIF CLASS/CAT.	KM DRIVEN PARCOURUS	
12 CONTRACT # CONTRAT	12A FREQUENT TRAVELLER # / NUM. DE VOYAG. ASSIDU		
13 REMARKS/REMARQUES			
13A ADD. AUTH. DRIVER #1/CONDUCTEUR AUT. #1		ADD DR #1 BIRTHDATE/DATE DE NAISS. COND. ADD #1	
ADD DR #1 LIC/N° PERM. COND. ADDIT. #1		PROV. EXPIRATION DATE/DATE D'EXPIRATION	
SIGNATURE ADDL AUTH. DR #1/SIGNATURE COND. AUT. ADDIT. #1 X			
16 LOSS DAMAGE WAIVER (L.D.W.) BY CUSTOMER'S INITIALS IN CONSIDERATION OF THE PAYMENT OF \$ Full Value PER DAY CUSTOMER'S LIABILITY FOR DAMAGE TO RENTED VEHICLE IS LIMITED TO \$ SEE ATTACHED TERMS AND CONDITIONS. CUSTOMER SHALL, HOWEVER, BE LIABLE FOR ALL DAMAGE IF: (A) ANY OF THE TERMS OF THE AGREEMENT ARE VIOLATED; (B) VEHICLE IS USED, OPERATED OR DRIVEN ON TRADG ADMINISTERED BY ANY LEVEL OF GOVERNMENT; (C) CAUSED TO THE VEHICLE BY STRIKING OVERHEAD OBJECTS. L.D.W. IS NOT INSURANCE.			
EXONÉRATION EN CAS DE DOMMAGES (ECD) EN APPOSANT LES INITIALES DU CLIENT EN CONSIDÉRATION DU PAIEMENT DE \$ PAR JOUR			
17 PERSONAL ACCIDENT INSURANCE (PAI) CUSTOMER ACCEPTS OR DECLINES PAI AT RATE SHOWN IN SEPARATE BROCHURE. ACCEPTANCE IS PROOF OF COVERAGE UNDER POLICY ISSUED TO NATIONAL AS OUTLINED IN SEPARATE BROCHURE.			
ASSURANCE ACCIDENT PERSONNELLE (AAP) LE CLIENT ACCEPTE OU REFUSE L'AAP AU TAUX ÉTABLI DANS UNE BROCHURE SÉPARÉE. LE CONSENTEMENT INDIQUE QUE LE CLIENT EST PROTÉGÉ PAR LA POLICE ÉMISE À NATIONAL, COMME L'INDIQUE LA BROCHURE.			
INITIAL ONE ACCEPTS PAI REFUSE AAP DECLINES PAI REFUSE AAP INITIALEZ UNE CASE			
18 CUSTOMER AUTHORIZES NATIONAL TO PROCESS A CREDIT CARD VOUCHER, IF ANY, IN HIS/HER NAME FOR CHARGES HEREUNDER. I HAVE RECEIVED, AGREED TO AND UNDERSTAND ALL TERMS AND CONDITIONS OF THIS RENTAL AGREEMENT INCLUDING THE SEPARATE FOLDER DELIVERED TO ME WITH THIS RENTAL DOCUMENT.			
LE CLIENT AUTORISE NATIONAL À ÉMETTRE UN TALON DE CARTE DE CRÉDIT, S'IL Y A LIEU, EN SON NOM POUR LES FRAIS CI-DESSOUS. J'AI REÇU, COMPRIS ET ACCEPTE TOUTES LES CONDITIONS ATTACHÉES À CE CONTRAT DE LOCATION Y COMPRIS CELLES QUI SONT DÉCRITES DANS UN DÉPLIANT SÉPARÉ, LEQUEL M'A ÉTÉ REMIS AVEC LE CONTRAT DE LOCATION.			
19 DRIVER'S NAME NOM DU CHAUFFEUR Claire Travenna			
20 HOME ADDRESS ADRESSE DOMICILE			
21 CITY VILLE			
22 LOCAL ADDRESS ADRESSE LOCALE			
24 #1 ATA AGENT			

29 IN RETOUR	DATE & TIME/HEURE 01 APR 0700		
30 OUT DÉPART	DATE & TIME/HEURE 29 May 14:00		
31	2782	KM IN/RETOUR	
32	2481	KM OUT/DÉPART	
33	301	KM DRIVEN/PARCOURUS	
34	100	KM ALLOWED/COMPRIS	
35	201	KM @ .50	100.50
36	ADD. HOURS HEURES ADD. @		
37	100	DAYS JOURS	2 @ 69.95 139.90
38	WEEKS SEMAINES @		
39	MONTHS MOIS @		
39A	2 VLF 2	266	532
40	TOTAL TIME & KM TEMPS TOTAL & KM 245 72		
40A	Fuel Out		
40B	Fuel In		
41	INTER-CITY FEE TAUX INTERCITE	10 A	CEP 12 1/2 31.70
RATES DO NOT INCLUDE FUEL REPLACEMENT CHARGES.			
CUSTOMER RESPONSIBLE FOR ALL PARKING AND TRAFFIC VIOLATIONS.			
INVOICE PAYABLE ON RECEIPT.			
RENTAL AGREEMENT IS CLOSED SUBJECT TO AUDIT.			
TARIFS NE COMPRENNENT PAS LES FRAIS POUR REMPLACEMENT DE CARBURANT.			
CLIENT EST TENU RESPONSABLE DE TOUTE INFRACTION DE STATIONNEMENT DU CIRCULATION.			
FACTURE PAYABLE SUR RECEPTION.			
AVANT D'ÊTRE FINALISÉ CE CONTRAT DE LOCATION SERA SOUMIS À UNE VÉRIFICATION.			
55 DEPOSITS/DÉPÔTS			
56 CASH REFUND REMBOURSEMENT COMPTANT			
57 LESS DEPOSITS MOINS DÉPÔTS			
58 BALANCE DUE SOLDE			
59 CASH COMPTANT			
60 CHARGE À FACTURER			



Control No.

E130986

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

5. Date Completed 2019/04/08		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 2019 03/31	17. Places Travelled Destination Quadra > Vic *Supplemental to E130951			18. Personal Vehicle Use Km Cost 0.00		19. Other Transport Costs	20. & 21. Meals Cost 36.00	22. Lodging Costs	20. & 21. Miscellaneous Cost	Describe
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00	38. \$ 36.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 36.00	
48. Client Code 034 034 034 034	49. Resp. 55001	50. Service Line 60410	51. STOB —5701 5750	52. Project 55 MTCCA	45. Supplier Code Government Financial Information			Amount \$ 36.00		
Less Travel Advance 034										
						AMOUNT DUE TO EMPLOYEE			54. \$ 36.00	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					Print Name		Date Signed			
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) E130986 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2019/04/08 11:31:58	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	03/31: Quadra > Vic (Rental Vehicle): Dinner *Remainder of expenses to be submitted on separate TV (new fiscal year)*

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Where ideas work

Travel Voucher (Restricted Use)

Control No.

E130987

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 2019/04/08		6. Fiscal Year 2020		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. 55 KMS Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Cost		Cost	Describe
2019										
04/01	Vic	0800	1800		0.00		61.00			
04/02	Vic	0800	1800		0.00		48.50			
04/03	Vic	0800	1800		0.00		61.00			
04/04	Vic > Quadra	0800	1800	291	Personal 160.05	160.05	48.50			
TOTALS OF COLUMNS					36. \$ 160.05 Personal	37. \$ 0.00	38. \$ 219.00	39. \$ 0.00	40. \$ 0.00	Claim Total - \$ Personal Information
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project	45. Government Financial Information		Amount		
034	55001	60410		570150	55MTCCA			\$ 219.00 - \$ Personal Information		
034	55001	60410		5702	55MTVNC			\$ 160.05		
034										
034										
Less Travel Advance										
034										
					AMOUNT DUE TO EMPLOYEE					54. \$ 379.05 - \$ 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) E130987 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2019/04/08 11:34:50	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	04/01: Vic, per diem 04/02: Vic, lunch and dinner 04/03: Vic, per diem 04/04: Vic, lunch and dinner, personal vehicle use @291KM , Vic to Quadra

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TH20XEPAL05



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131039

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 Job Title			Phone Number (250) 387-1978			
Client Organization Transportation and Infrastructure						Travel Group Code 4			
5. Date Completed 2019/04/17		6. Fiscal Year 2020		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. 55 KMS Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous
	Destination	Start	End	Km	Cost		Cost		Cost
2019									
04/07	CR > Vic	1200	1700	291	Personal Information	160.05	36.00		
04/08	Vic	0800	1800		0.00		48.50	CCA	
04/09	Vic	0800	1800		0.00		61.00	CCA	
04/10	Vic	0800	1800		0.00		48.50	CCA	
04/11	Vic > CR	0800	1900	291	Personal Information	160.05	61.00	CCA	
04/14	CR > Van > Kam (PCA)	0800	2000	126	Personal Information	69.30	48.50	PD	
04/15	Kam > Golden	0800	2000		0.00		36.00	PD	121.80
04/16	Golden > Vic (AC)	0800	2200		0.00	67.00	48.50	PD	154.10
PCARD									
TOTALS OF COLUMNS					36. \$ 389.40 Personal	37. \$ 67.00	38. \$ 388.00	39. \$ 275.90	40. \$ 0.00
									Claim Total Personal Information
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code Government Financial Information		Amount		
034	55001	60410	570150	55MTCCA			\$ 255.00 Personal		
034	55001	60410	5702	55MTVNC			\$ 387.10		
034	55001	60410	5702	5500102			\$ 478.20		
Less Travel Advance									
034									
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 1050-06

Audited by PL May 29, 2019

Notes for Travel Voucher (Restricted Use) E131039 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2019/04/17 13:15:10	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	04/07: CR > Vic, personal vehicle use @291KM, dinner 04/08: Vic, lunch, dinner 04/09: Vic, per diem 04/10: Vic, lunch, dinner 04/11: Vic > CR, personal vehicle use @291KM, per diem 04/14: CR > Kamloops, mileage to airport @126KM, PC flight, lunch, dinner, hotel 04/15: Kamloops > Golden, tour (staff driving), dinner, hotel 04/16: Kamloops > Vic, AC flight, lunch, dinner, cab from airport

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Monday 14/4

lunch
dinner

126 km Mileage to
airport
hotel

Monday 15/4

dinner
hotel

Tuesday 16/4

lunch
dinner

\$67 km cab from airport

7-11/4

7th

dinner
mileage

8 lunch + dinner

9 to 11 am

10 lunch + dinner

11 parking

Mileage

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240044

**** PURCHASE ****

04-16-2019 23:06:27

Acct # Government Financial Information RF

Card Type VI

Name:

A0000000031010 VISA CREDIT

Operator: 144

Trace # 230

Inv. # 8101

Auth # 08835I RRN 001831001

Total \$67.00

(001) APPROVED-THANK YOU

Retain this copy for your
records

Customer copy

www.yellowcabvictoria.com
250-381-2222

Name & Address

Trevena, Claire

Room 226/NKR
 Arrival Date 4/14/2019 6:56:00 PM
 Departure Date 4/15/2019

Adult/Child 0/0
 Room Rate 105.00
 Personal Information

Rate Plan:
 HH #
 AL:
 Car:

Government Financial
 Confirmation Number Information

Security Concerns

4/15/2019

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDITS	BALANCE
4/14/2019	336819 GUEST ROOM					
4/14/2019	336819 GST				\$105.00	
4/14/2019	336819 HOTEL ROOM TAX				\$5.25	
4/14/2019	336819 CITY TAX				\$8.40	
WILL BE SETTLED TO Government Financial Information					\$3.15	
EFFECTIVE BALANCE OF					\$121.80	
EXPENSE REPORT SUMMARY					\$0.00	
	4/14/2019 STAY TOTAL					
ROOM AND TAX	\$121.80	\$121.80				
DAILY TOTAL	\$121.80	\$121.80				
Total Invoice Amount	\$105.00	\$16.80				

Security Concerns

Security Concerns

ACCOUNT NO

CARD MEMBER NAME

ESTABLISHMENT NO. & LOCATION

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

CARD MEMBER'S SIGNATURE

X

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND

DATE OF CHARGE

FOLIO NO./CHECK NO.

149863 A

AUTHORIZATION

INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT

PAYMENT DUE UPON RECEIPT

Business Information

04-16-19

Claire Trevena
Po Box 9055 Stn Prov Govt
Victoria BC V8W 9E2
Canada

Folio No. :
A/R Number :
Group Code :
Company :
Membership No. :
Invoice No. :

Room No. : 226
Arrival : 04-15-19
Departure : 04-16-19
Conf. No. : Personal Information
Rate Code : IMG0V
Page No. : 1 of 1

Date	Description	Charges	Credits
04-15-19	*Accommodation	134.00	
04-15-19	SST Tax 8%	10.72	
04-15-19	GST Tax 5%	6.70	
04-15-19	DMO Tax 2%	2.68	
04-16-19	Visa		154.10
Total		154.10	154.10
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.



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	8P744	14 Apr 2019	11:00 - COMOX	11:35 - 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 - YQQ	\$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
08 April 2019	Leah Waters	\$154.27	MASTERCARD		Government Financial Information	

Tax Registration: 121386296 RT0001



Fare Terms and Conditions

Classic Fare

- 100% non-refundable
- Checked Baggage Fees:
 - For travel on or before April 28, 2019: 1st piece = Free, 2nd piece = \$26.25, 3rd or more/overweight/sized = \$78.75
 - For travel on or after April 29, 2019: 1st piece = Free, 2nd piece = \$42.00, 3rd or more/overweight/sized = \$94.50



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	\$120.32	\$6.02	\$126.34	\$126.34	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P757	10 May 2019	15:55 - VANCOUVER - SOUTH	16:40 - 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	\$5.20	\$0.26	\$5.46
Total			\$120.32	\$6.02	\$126.34

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
16 April 2019	Leah Waters	\$126.34	MASTERCARD		Government Financial Information	

Tax Registration: 121386296 RT0001

**Fare Terms and Conditions****Bravo Fare**

- 100% non-refundable
- Checked Baggage Fees:
 - For travel on or before April 28, 2019: 1st piece = \$21.00, 2nd piece = \$26.25, 3rd or more/overweight/sized = \$78.75
 - For travel on or after April 29, 2019: 1st piece = \$31.50, 2nd piece = \$42.00, 3rd or more/overweight/sized = \$94.50



Booking Confirmation

Government Financial Information

Booking Reference

Date of issue: 09 Apr, 2019

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

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 - Comfort

Tuesday
16 Apr, 201919:45
Kamloops
(YKA), BC20:36
Vancouver
Vancouver Int. (YVR), BC
Terminal M

AC8199

0hr51
Economy V
Operated by: Air Canada Express -
Jazz | **Q400**

Layover in Vancouver

1hr19

Tuesday
16 Apr, 201921:55
Vancouver
Vancouver Int. (YVR), BC
Terminal M22:24
Victoria
Victoria Int. (YYJ), BC

AC8081

0hr29
Economy V
Operated by: Air Canada Express -
Jazz | **Q400**

Total duration

2hr39

Passengers

Claire TrevenaTicket Number
0142111161238

Seats

AC8199
AC8081

Personal Information



Purchase summary

MasterCard
Government Financial Information

Amount paid: \$343.48

Tax information

GST no. 10009-2287 RT0001
\$16.36

1 adult

Base Fare	298.00
Surcharges	12.00

Goods and Services Tax - Canada no. 100092287 RT0001	16.36
------------------------------------------------------	-------

Air Travellers Security Charge - Canada	7.12
-----------------------------------------	------

Airport Improvement Fee - Canada	10.00
----------------------------------	-------

Total airfare and taxes before options	\$343.48
----------------------------------------	----------

GRAND TOTAL (Canadian dollars)	\$343.48
--------------------------------	----------



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.

Waters, Leah TRAN:EX

From: reservation@harbourair.com
Sent: April 23, 2019 4:40 PM
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

Claire Trevena

Booking

Government Financial Information

Tuesday, April 23, 2019

Flight #222/Twin Otter

17:00 Victoria Harbour / [Map](#)

17:35 Vancouver Harbour / [Map](#)

35 minutes

KK- Confirmed

Invoice #6503482

Air Transportation Charges

Sked 200/300 : (St) GO Flex \$186.64

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.85

1 Passenger(s) - GoFlex
- Claire Trevena, Female

[Add to Calendar](#)

Billing \$197.15

Taxes \$9.85

Grand Total \$207.00

Master Card \$207.00

Date / Time April 23, 2019 @ 3:44:52 PM

Summary Government Financial Information

Expiration

Authorization 184450

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.



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	\$147.32	\$7.37	\$154.69	\$154.69	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P757	25 Apr 2019	18:45 - VANCOUVER - SOUTH	19:30 - 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	\$5.20	\$0.26	\$5.46
Total			\$147.32	\$7.37	\$154.69

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
24 April 2019	Leah Waters	\$154.69	MASTERCARD		Government Financial Information	

Tax Registration: 121386296 RT0001



Fare Terms and Conditions

Classic Fare

- 100% non-refundable
- Checked Baggage Fees:
 - For travel on or before April 28, 2019: 1st piece = Free, 2nd piece = \$26.25, 3rd or more/overweight/sized = \$78.75
 - For travel on or after April 29, 2019: 1st piece = Free, 2nd piece = \$42.00, 3rd or more/overweight/sized = \$94.50



Control No.

E131092

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

5. Date Completed 2019/04/29	6. Fiscal Year 2020	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial	Headquarters Victoria	

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Cost		Cost	Describe
2019										
04/18	Vic > Nanaimo	0900	1600		0.00		39.50 CCA		2.00	Parking
04/23	Vic > Van (HA)	0900	1900		0.00		61.00 PD	269.08	438.69	Car Rental & Fuel
04/24	Van	0800	1800		0.00		48.50 PD	269.08		(Budget) used to go from
04/25	Van > CR (PC)	0800	1900		0.00	95.00	27.00 PD			Victoria to Nanaimo to Vic
	PCARD									

TOTALS OF COLUMNS	36. \$ 0.00	37. \$ 95.00	38. \$ 176.00	39. \$ 538.16	40. \$ 440.69	Claim Total \$ 1249.85
-------------------	----------------	-----------------	------------------	------------------	------------------	---------------------------

48.	Client Code	49.	Resp.	50.	Service Line	51.	STOB	52.	Project	45.	Government Financial Information	Amount
	034		55001		60410		5701	55	MTCCA			\$ 39.50
	034		55001		60410		5702		55MTVNC			\$ 488.19
	034		55001		60410		5702		5500102			\$ 722.16

034	
Less Travel Advance	
034	

AMOUNT DUE TO EMPLOYEE

54.	\$ 1249.85
-----	------------

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) E131092 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2019/04/29 13:24:26	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	04/18: Vic > Nanaimo > Quadra (rental vehicle), breakfast, lunch, parking (rental vehicle NOT used over weekend) 04/23: Vic > Van (Harbour Air), Car Rental, Gas, Per diem, hotel 04/24: Van, breakfast, dinner, hotel 04/25: Van > Quadra (Pacific Coastal), breakfast, ferry top up

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TRANSACTION RECORD
RELEVÉ DE
TRANSACTION

MOBIL

@ #1763

RR#6, 291 COWICHAN WAY
DUNCAN, BC V9I 4T8

TRANSACTION RECORD

MOBIL

2019-04-23 08:55:18

TRANS #: 184326

Station#: 00324399

GST #: R733514327

PUMP 5

REGLR \$ 59.70

38.049L AT \$1.569/L

GST INCLUDED \$ 2.84

TOTAL : CAD\$ 59.70

Type: PURCHASE
Government Financial Information

INVOICE NO: VIT81086

AUTH: 09134I-F

USA CREDIT

0000000031010

0000000000

7800

01 Approved - Th

ank You 027

VERIFIED BY PIN

Car rental 378.99 + 59.70 for fuel=438.69

18 breakfast
lunch
parking

23 car rental
gas
per diem

24 breakfast
dinner

25 breakfast
hotel
laundry top up

RECEIPT
City of Nanaimo
Welcome to Downtown
2 Hour Maximum

License Plate Number
Personal Information

Expiration Date/Time

12:42 PM
APR 18, 2019

Purchase Date/Time: 11:06am Apr 18, 2019

Total Due: \$2.00

Rate: \$1.25/hr - 2Hour Max

Total Paid: \$2.00

Pmt Type: CC (Swipe)

Ticket #: 00004691

S/N #: 520116372149

Setting: Downtown

Mach Name: 520116372149

Government Financial Information

Auth #: 025351

Thank You
Please Come Again

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT



Car and Truck Rental

GST Reg No 10068-5007-RT0001

www.budgetvictoria.com

A-03 YYJ Downtown (Station Code: 4448)

757 Douglas Street
Victoria, British Columbia V8W 2B4
(250) 953-5300

Government Financial Information

Budget Rent A Car of Victoria Ltd.

Renter: Trevena, Claire

Company: BC PROVINCIAL GOVERNMENT Transp

Credit Card: VISA Government Financial Information

Rental Rate Used: DRI

Km Charge: 0.00 per Km

Period	From	To	Amount	Km Cap	Type
Day	1	7	106.00	100	Regular
Day	8	End	45.42	100	Regular
Hour	25	End	53.01	33	Regular
Week	1	End	318.00	700	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:

/Estimated Charges: \$378.99 X_____

Vehicle Rented:

Owner: a/Budget Victoria

Model: Forte EX SDN

Unit #: 151805

MVA #: 3385552-2

Licence: 093WFP

Km Out: 16020

Km In: 16645

Km Driven: 625

Time Out: 17 Apr 2019 14:17

Time In: 23 Apr 2019 12:50

Location In: A-03 YYJ Downtown

Vehicle Class: Economy

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	Week	1	318.00	16.35	22.26	9.00	
VLF/AC Recovery Fee	Day	6	11.94	0.60	0.84	0.00	

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

Payments & Refunds

Total: 378.99

Type	Date	Amount	Exchange	Amount	Location
VISA	17 Apr 2019 14:21	378.99			A-03 YYJ Downt

Government Financial Information

Amount Owing

Net Charges & Taxes: 378.99

Net Payment & Refunds: 378.99

*Checked flights renting the car was cheaper then flying from Vic to Nanaimo and Nanaimo to Vic
Average cost to fly is \$243 per person (basic) one way before fees and taxes.
It is \$506.00 both ways before fees and taxes

Contract Copy: #2

Print Date & Time: 23 Apr 2019 12:51

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

Page 1 of 1

Budget Copy

Room : 0417
 Folio # :
 Invoice # :
 Cashier # : 10090
 Page # : 1 of 1

Vancouver, BC Security Concerns
 Security Concerns

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

Govt BC

Ms Claire Trevena
 Personal Information

Arrival : 04-23-19
 Departure : 04-25-19

Date	Description	Additional Information	Charges	Credits
04-23-19	Room Charge - Provincial Govt		229.00	
04-23-19	Destination Marketing Fee		2.96	
04-23-19	Hotel Room Tax		25.52	
04-23-19	Room GST		11.60	
04-24-19	Room Charge - Provincial Govt		229.00	
04-24-19	Destination Marketing Fee		2.96	
04-24-19	Hotel Room Tax		25.52	
04-24-19	Room GST		11.60	
04-24-19	Visa			538.16
Total			538.16	538.16
Balance Due			0.00	

GST Summary

Room : 23.20
 F&B : 0.00
 Other : 0.00
 Total : 23.20

HST Summary

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

Security Concerns

Home

Sign In

View Schedules for Region



TRAVEL ADVISORY

High Call Volumes

CHECK BEFORE YOU TRAVEL

Always check SERVICE NOTICES before planning your trip with BC Ferries.

CURRENT CONDITIONS

View major route traffic conditions, web cams & real-time vessel tracking.

Schedules

Reserve and Plan

Vacations Packages

Promotions

Commercial

What is Onboard

Terminals

Gift Certificates

My Account

- 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

Terms and Conditions

- Assured Loading Card
- Experience Card

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

Card Number: Personal Information

For: Last 2 months

Product: Stored Value

<< Back to Card Summary

Card Activity:

Transaction Date	Savings Type	Value In	Value Out	Transaction	Pooled Card
2019-Feb-28	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >
2019-Mar-07	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >
2019-Mar-09	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >
2019-Mar-29	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >
2019-Mar-29	Vehicle and/or Passenger Savings	\$95.00		TOLL	Details >
2019-Apr-04	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >
2019-Apr-11	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >
2019-Apr-14	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >
2019-Apr-18	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >
2019-Apr-25	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >
2019-Apr-25	Vehicle and/or Passenger Savings	\$95.00		TOLL	Details >

Campbell River
To
Quadra Island

RECEIPT - PLEASE RETAIN

PURCHASE 2019/04/25

1	Stored Value	95.00
Total		95.00

Government Financial Information

95.00

AUTH 009421 66277353 0010018270 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

Stored Value

Savings:VEH & PASS Savings

Balance:\$103.60

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Site Map ... Français Deutsch

DIVIDED BETWEEN
5702 MTVNC 47 50
5702 47 50 FOR FERRY TOP-UP

CARDHOLDER COPY

CAM 25 Apr 2019 21:00:31



1047022 075301

50345

SEE REVERSE SIDE OF TICKET



Control No.

E131148

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

5. Date Completed 2019/05/07	6. Fiscal Year 2020	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial	Headquarters Victoria	

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Cost		Cost	Describe
2019										
04/28	Quadra > Vic	1200	1700	291	160.05		36.00			
04/29	Vic	0800	1800		0.00		48.50			
04/30	Vic	0800	1800		0.00		27.00			
05/01	Vic	0800	1800		0.00		48.50			
05/02	Vic > Quadra	0800	1800	291	160.05		61.00			

[illegible][illegible]

034	
Less Travel Advance	
034	

AMOUNT DUE TO EMPLOYEE

54.	\$ 541.10
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45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	Print Name	Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act	Print Name	Date Signed

Notes for Travel Voucher (Restricted Use) E131148 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2019/05/07 13:39:08	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	04/28: Quadra > Vic, personal vehicle use @291KM, dinner 04/29: Victoria, lunch and dinner 04/30: Victoria, lunch 05/01: Victoria, lunch and dinner 05/02: Vic > Quadra, personal vehicle use @291KM, per diem

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TH20EXEPAL06



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E131218

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 2019/05/15		6. Fiscal Year 2020		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
2019	Destination	Start	End	Km	Cost
05/05	CR > Vic	1200	1700	291	160.05
05/06	Vic	0800	1800		0.00
05/07	Vic	0800	1800		0.00
05/08	Vic	0800	1800		0.00
05/09	Vic -Van (Ferry)	0800	1800	73	40.15
05/10	-Vic > Van	0800	1800		0.00
05/11	Van > Vic (Ferry)	1200	1700	73	40.15
*hotel on PCARD					
20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
Cost		Cost		Cost	
36.00					
61.00 CCA					
39.50 CCA					
27.00 CCA					
61.00 PD				155.00 Personal	
61.00 PD				148.70 Personal	
				Ferry / Parking	
				Parking	
				Ferry / Parking	
TOTALS OF COLUMNS			36. \$ 240.35	37. \$ 0.00	38. \$ 285.50
			39. \$ 0.00	40. \$ 303.70	
			Personal		
			Claim Total		
			Personal		
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
034	55001	60410	570150	55 MTCCA	Government Financial Information
034	55001	60410	5702	55MTVNC	
034	55001	60410	5702	5500102	
034					
Less Travel Advance					Amount
034					\$ 163.50 Personal
					\$ 160.05 Personal
					\$ 506.00
					54. \$ 829.55
					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

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 Jun 11-19

Notes for Travel Voucher (Restricted Use) E131218 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2019/05/15 11:33:52	Waters, Leah (IDIR\WATERS) Leah.Waters@gov.bc.ca	05/05: CR > Vic, personal vehicle use @291KM, dinner 05/06: Vic, per diem 05/07: Vic, breakfast, lunch 05/08: Vic, lunch 05/09: Vic, per diem, ferry, mileage to hotel (personal vehicle use @73KM), parking, hotel (PCard) 05/10: Vic > Van, per diem, Personal hotel informatio (PCard) 05/11: Van > Vic, mileage to ferry (personal vehicle use @73KM), ferry

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777 HORNBY ST VANCOUVER
GST#814409538RT0001
Incl. Translink Tax/G.S.T

PAY STATIO 11/05/19 12:17
Receipt 055744

Short-term parking tkt
LOWLV - No. 076746
09/05/19 21:43
11/05/19 12:17
Period 1d14h35'
(TLTGST) \$74.00

Gross total \$74.00

Payment
Type: PURCHASE \$574.00
Government Financial Information

REF: 664611060011840040L
AUTH #: 033761
A0000000031010
8080008000 7800
VERIFIED BY PIN
01 APPROVED-THANK YOU 027

Net total \$58.73
TLT 21% \$12.33
GST 5% \$2.94

FS160899 - 1/1

Tsawwassen
To
Swartz Bay



LANE 37

RECEIPT - PLEASE RETAIN

PURCHASE 2019/05/11

1P Adult 17.20 (Person
20' Undersize Vehi 57.50

Total	74.70	Personal Information
Government Financial Information		Personal Information
AUTH 062981 66277657 0010014020 5		
01 APPROVED - THANK YOU 027		
CHANGE DUE		0.00

Swartz Bay
To
Tsawwassen



LANE 01

RECEIPT - PLEASE RETAIN

PURCHASE 2019/05/09

20' Undersize Vehi 57.50
1 Adult 17.20
1 Priority Loadi 80.30

Total	155.00	Personal Information
Government Financial Information		Personal Information
AUTH 007671 66276009 0010010200 5		
01 APPROVED - THANK YOU 027		
CHANGE DUE		0.00

CARDHOLDER COPY
TSA 11 May 2019 16:25:43



1007094 193723
SEE REVERSE SIDE OF TICKET

CARDHOLDER COPY
SWB 09 May 2019 18:53:58



1005100 737930
91901
SEE REVERSE SIDE OF TICKET

EXPENSES

5/5 mileage &

dinner

6/5 per diem

7/5 breakfast

lunch

8/5 lunch

9/5 per diem

mileage to hotel 73

10/5 hotel

per diem

11/5 hotel

mileage 73

per diem



Control No.

E131262

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

5. Date Completed 2019/05/28	6. Fiscal Year 2020	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial		Headquarters Victoria

16.	17.			18.		19.	20. & 21.	22.	20. & 21.	
Travel Dates	Places Travelled			Personal Vehicle Use		Other Transport Costs	Meals	Lodging Costs	Miscellaneous	
2019	Destination	Start	End	Km	Cost		Cost		Cost	Describe
05/22	Quadra > Van (PC)	0800	1800		0.00	TAXI'S 72.45	36.00			
05/23	Van > Pemberton (AC)	0800	1800		0.00		48.50	155.52		
05/24	Pem > Quadra (PC)	0800	1800		0.00		48.50			
	PCARD								*05/22 HOTEL ON PCARD	

TOTALS OF COLUMNS	36. \$ 0.00	37. \$ 72.45	38. \$ 133.00	39. \$ 155.52	40. \$ 0.00	Claim Total \$ 360.97
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48.	Client Code 034 034 034 034	49.	Resp. 55001	50.	Service Line 60410	51.	STOB 5701 5702	52.	Project MTCCA 5500102	45.	Government Financial Information	Amount \$ 360.97
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Less Travel Advance	034
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AMOUNT DUE TO EMPLOYEE

54.	\$ 360.97
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45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	Print Name	Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act	Print Name	Date Signed

Notes for Travel Voucher (Restricted Use) E131262 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2019/05/28 09:57:12	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	05/22: Quadra > Van South, Taxi to Airport, Flight (PCard), Dinner, Taxi from Airport, Hotel (PCard) 05/23: Van South > Pemberton (Tour), Breakfast, Dinner, Hotel, Flight (PCard) 05/24: Kamloops > Quadra (Tour), Breakfast, Dinner, Flight (PCard), Cab to Quadra Ferry

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E131262

Security Concerns

22/23-5
taxi to airport
- for -
dinner
hotel - PCARD

23/5
breakfast
dinner
hotel

24/5
breakfast
dinner

Personal Information

35.00 + 37.45 = 72.45
FOR TAXI'S

Personal Information

BEE-LINE TAXI
1330 DOGWOOD ST SUITE 2
CAMPBELL RIVEBC

Personal Information
CARD
CARD TYPE VISA
DATE 2019/05/22
TIME 2593 18:05:51
RECEIPT NUMBER
H85071085-001-001-100-0

PURCHASE
AMOUNT \$37.45
TIP Personal Information
TOTAL

VISA CREDIT
A00000000031010
93A73080979CC9AE
00000000000-

APPROVED
AUTH# 065481 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GARDEN CITY CABS #77
2633 VIKING WAY UN V6V3B6
RICHMOND BC
23008441
GH2300844101

*** PURCHASE ***
05-22-2019 19:43:04 Government
Acct # * Financial
Card Type Information
Name: CLAIRE TREVENA
A00000000031010 VISA CREDIT

Operator: 1
Trace # 1567
Inv. # 641
Auth # 091201 RRN 001521004

Purchase \$35.00
Tip
Total
Personal Information

(001) APPROVED-THANK YOU
Retain this copy for your
records
Customer copy

Pemberton, British Columbia
Security Concerns

Guest Folio**Arrival Date:** 23 May 2019**Departure Date:** 24 May 2019**Claire Trevena**

Personal Information

Room Type: Personal Information Queen**Folio:** Personal Information**Room:** 127**CC Number:** Government Financial Information**Group/Corporation:** Provincial Government

Date	Folio	Reference	Amount	Tax	Total
23 May 2019	1	Room Charge	\$132.00	\$23.52	\$155.52
24 May 2019	1	Payment: <small>Government Financial Information</small>	\$-155.52	\$0.00	\$-155.52
Room Charges			\$132.00	\$23.52	\$155.52
Other Charges			\$0.00	\$0.00	\$0.00
Credits			\$-155.52	\$0.00	\$-155.52
Balance					\$0.00

PST - HSF	0.24	\$	\$132.00	\$0.24
GST - HSF	0.15	\$	\$132.00	\$0.15
HSF	2.99	\$	\$132.00	\$2.99
PST	8.00	%	\$134.64	\$10.77
GST	5.00	%	\$134.64	\$6.73
DMF	2.00	%	\$132.00	\$2.64

Business InformationSecurity Concerns

Signature _____

Security ConcernsSecurity Concerns**PRE AUTH COMPLETE**

REF#: 00306867
Batch #: 323 SEQ: 323001001008
05/24/19 07:30:57
APPR CODE: 083131
Government Financial Information

If you're not satisfied, we're not satisfied!

AMOUNT **\$155.52**

00 - APPROVED - 000

VISA CREDIT
AD: A0000000031010

CUSTOMER COPY