

## Minister's Quarterly Travel Expense Summary

**Name:** Honourable Claire Trevena

**Quarter:** 2019 Oct to Dec

**Portfolio:** Transportation & Infrastructure

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 1,824.34

Other Travel in Province: \$ 10,347.18

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 12,171.52

Travel expenses fiscal year-to-date: \$ 27,066.75

TH20EXEPAL15



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E131825

**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.

|   |                             |   |   |   |                                       |                                     |
|---|-----------------------------|---|---|---|---------------------------------------|-------------------------------------|
| <b>Name</b><br>Trevena, Claire  |                             |   | <b>Employee ID</b><br>Personal Information<br>Job Title |   | <b>Phone Number</b><br>(250) 387-1978 |                                     |
| <b>Client Organization</b><br>Transportation and Infrastructure   |                             |   |   |   | <b>Travel Group Code</b><br>4         |                                     |
| <b>5. Date Completed</b><br>2019/09/19  |                             | <b>6. Fiscal Year</b><br>2020               |   | <b>7. Special Cheque Issue</b>          |                                       | <b>8. Cheque Stub Information</b>   |
| <b>Type of Travel</b><br>In Province  |                             | <b>14. Reason for Travel</b><br>Ministerial |   |   | <b>Headquarters</b><br>Victoria       |                                     |
| <b>12. Mailing Address for Cheque</b><br>PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2   |                             |   |   |   |                                       |                                     |
| <b>16. Travel Dates</b>   | <b>17. Places Travelled</b> |   |   | <b>18. .55 KMS Personal Vehicle Use</b> |                                       | <b>19. Other Transport Costs</b>    |
|   | <b>Destination</b>          | <b>Start</b>                                | <b>End</b>  | <b>Km</b>                               | <b>Cost</b>                           | <b>20. &amp; 21. Meals</b>          |
| 2019  |                             |   |   |   |                                       | <b>Cost</b>                         |
| 09/03   | Quadra > Vic                | 0900  | 1700  | 291                                     | 160.05                                | 48.50 CCA                           |
| 09/04   | Vic                         | 0900  | 1700  |   | 0.00                                  | 48.50 CCA                           |
| 09/05   | Vic > Quadra                | 0900  | 1700  | 291                                     | 160.05                                | 27.00 CCA                           |
| 09/09   | Quadra > Vic                | 0900  | 1700  | 291                                     | 160.05                                | 61.00 CCA                           |
| 09/10   | Vic                         | 0900  | 1700  |   | 0.00                                  | 48.50 CCA                           |
| 09/11   | Vic                         | 0900  | 1700  |   | 0.00                                  | 48.50 CCA                           |
| 09/12   | Vic > Whistler (Ferry)      | 0900  | 1700  | 270                                     | 148.50                                | 75.80 PD                            |
| 09/13   | Whistler > Quadra (Ferry)   | 0900  | 1700  | 209                                     | 114.95                                | 181.05 PD                           |
|   |                             |   |   |   |                                       | (Includes the top-up)               |
|   |                             |   |   |   |                                       | 23.20                               |
|   |                             |   |   |   |                                       | 21.00                               |
|   |                             |   |   |   |                                       | *HOTEL ON PCARD except fee of 23.20 |
|   |                             |   |   |   |                                       | xref E131806 2797859                |
| <b>TOTALS OF COLUMNS</b>  |                             |   |   | <b>36.</b>                              | <b>37.</b>                            | <b>38.</b>                          |
|   |                             |   |   | \$ 743.60                               | \$ 256.85                             | \$ 357.50                           |
|   |                             |   |   |   |                                       | \$ 23.20                            |
|   |                             |   |   |   |                                       | \$ 21.00                            |
|   |                             |   |   |   |                                       | \$ 0.00                             |
|   |                             |   |   |   |                                       | <b>Claim Total</b>                  |
|   |                             |   |   |   |                                       | <del>\$ 1384.15</del>               |
| <b>48. Client Code</b>  | <b>49. Resp.</b>            | <b>50. Service Line</b>                     | <b>51. STOB</b>   | <b>52. Project</b>                      | <b>45. Supplier Code</b>              |                                     |
| 034   | 55001                       | 60410                                       | 5702  | MTCCA-5500102                           | Government Financial Information      |                                     |
| 034   | 55001                       | 60410                                       | 5750  | 55MTCCA                                 | \$ 592.50                             |                                     |
| 034   | 55001                       | 60410                                       | 5702  | 55MTVNC                                 | \$ 282.00                             |                                     |
| 034   |                             |   |   |   | \$ 527.65                             |                                     |
| <b>Less Travel Advance</b>  |                             |   |   |   |                                       |                                     |
| 034   |                             |   |   |   |                                       |                                     |
| <b>AMOUNT DUE TO EMPLOYEE</b>   |                             |   |   |   |                                       | <b>54.</b>                          |
|   |                             |   |   |   |                                       | \$ 1402.15                          |
|   |                             |   |   |   |                                       | <del>\$ 1384.15</del>               |
| <b>45. Employee Signature (See Audit Trail)</b><br>- 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. |                             |   |   | <b>Print Name</b>                       |                                       | <b>Date Signed</b>                  |
| <b>56. Spending Authority Signature (See Audit Trail)</b><br>- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.  |                             |   |   | <b>Print Name</b>                       |                                       | <b>Date Signed</b>                  |
| <b>57. Payment Authority Signature (See Audit Trail)</b><br>- Requisition for payment pursuant to section 32 of the Financial Administration Act.   |                             |   |   | <b>Print Name</b>                       |                                       | <b>Date Signed</b>                  |

FIN 10 (EFI-F0012 v2.6.1)

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

\*top up 47.50 on MTVNC AND 47.50 ON 5500102

Audited by PL Oct 08-19

## Notes for Travel Voucher (Restricted Use) E131825 for Trevena, Claire

1 note(s) returned.

| Created On          | Author  | Note  |
|---------------------|---|---|
| 2019/09/19 11:36:19 | Waters, Leah<br>(IDIR\LWATERS)<br>Leah.Waters@gov.bc.ca | 0903: CR>Vic, personal vehicle use @291KM, lunch and dinner<br>0904: Vic, lunch and dinner<br>0905: Vic>CR, personal vehicle use @291KM, lunch<br>0909: CR>Vic, personal vehicle use @291KM, per diem<br>0910: Vic, lunch and dinner<br>0911: Vic, lunch and dinner<br>0912: Vic>Whistler, ferry to Van, personal vehicle use @270KM, lunch and dinner<br>0913: Whistler>CR, ferry to Nanimo, personal vehicle use @209KM, breakfast, ferry card top up |

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## Your reservation has been completed!

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

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

| RESERVATION  | DEPARTS                                 | TIME / DATE                             | ARRIVES                                     |                |   |  |                         |               |                            |  |   |               |            |                         |                   |               |            |                         |                             |                               |  |  |                |
|--|---|---|---|----------------|---|--|-------------------------|---------------|----------------------------|--|---|---------------|------------|-------------------------|-------------------|---------------|------------|-------------------------|-----------------------------|-------------------------------|--|--|----------------|
| <b>B192073692</b>  | <b>VICTORIA</b><br>Swartz Bay Terminal  | <b>3:00 PM</b><br>Thursday September 12 | <b>VANCOUVER</b><br>Tsawwassen Terminal     |                |   |  |                         |               |                            |  |   |               |            |                         |                   |               |            |                         |                             |                               |  |  |                |
| <table> <tr> <td><b>VEHICLE</b></td><td colspan="2">Standard vehicle under 7Ft (2.13m) high</td><td><b>FARE INFORMATION</b></td></tr> <tr> <td><b>VESSEL</b></td><td colspan="2">Spirit of Vancouver Island</td><td>20' Standard vehicle under 7Ft (2.13m) high</td></tr> <tr> <td><b>DEPART</b></td><td>Swartz Bay</td><td>3:00 PM Thu Sep 12 2019</td><td>1 12 yrs+ \$17.45</td></tr> <tr> <td><b>ARRIVE</b></td><td>Tsawwassen</td><td>4:35 PM Thu Sep 12 2019</td><td>1 Reservation Fee * \$10.00</td></tr> <tr> <td colspan="3"><b>Total for this sailing</b></td><td><b>\$85.80</b></td></tr> </table> |   |   |   | <b>VEHICLE</b> | Standard vehicle under 7Ft (2.13m) high |  | <b>FARE INFORMATION</b> | <b>VESSEL</b> | Spirit of Vancouver Island |  | 20' Standard vehicle under 7Ft (2.13m) high | <b>DEPART</b> | Swartz Bay | 3:00 PM Thu Sep 12 2019 | 1 12 yrs+ \$17.45 | <b>ARRIVE</b> | Tsawwassen | 4:35 PM Thu Sep 12 2019 | 1 Reservation Fee * \$10.00 | <b>Total for this sailing</b> |  |  | <b>\$85.80</b> |
| <b>VEHICLE</b>   | Standard vehicle under 7Ft (2.13m) high |   | <b>FARE INFORMATION</b>                     |                |   |  |                         |               |                            |  |   |               |            |                         |                   |               |            |                         |                             |                               |  |  |                |
| <b>VESSEL</b>  | Spirit of Vancouver Island              |   | 20' Standard vehicle under 7Ft (2.13m) high |                |   |  |                         |               |                            |  |   |               |            |                         |                   |               |            |                         |                             |                               |  |  |                |
| <b>DEPART</b>  | Swartz Bay                              | 3:00 PM Thu Sep 12 2019                 | 1 12 yrs+ \$17.45                           |                |   |  |                         |               |                            |  |   |               |            |                         |                   |               |            |                         |                             |                               |  |  |                |
| <b>ARRIVE</b>  | Tsawwassen                              | 4:35 PM Thu Sep 12 2019                 | 1 Reservation Fee * \$10.00                 |                |   |  |                         |               |                            |  |   |               |            |                         |                   |               |            |                         |                             |                               |  |  |                |
| <b>Total for this sailing</b>  |   |   | <b>\$85.80</b>                              |                |   |  |                         |               |                            |  |   |               |            |                         |                   |               |            |                         |                             |                               |  |  |                |
| <b>Due at terminal: \$75.80</b><br>vehicle & passenger fares   |   |   | <b>Paid: \$10.00</b><br>reservation fee     |                |   |  |                         |               |                            |  |   |               |            |                         |                   |               |            |                         |                             |                               |  |  |                |

Personal Information

B192073692

### 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.



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 min



What you need to redeem your reservation

The ticket agent will ask for your **reservation number** or **phone number**.

### 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.

Horseshoe Bay  
To  
Nanaimo (Dep. Bay)

**BC Ferries**  
Suite 500 - 1521 Blanshard Street  
Victoria BC Canada V8W 8B7

**LANE 02**

RECEIPT - PLEASE RETAIN

**PURCHASE 2019/09/13**  
**BOOKING-R1530**  
**REF#: B192073711**

|                              |       |
|------------------------------|-------|
| Standard - Partially Prepaid |       |
| 1 Reservation Pr             | 10.00 |
| 20' Undersize Vehi           | 57.50 |
| 1 Adult                      | 17.20 |
| Fuel Surcharg                | 1.10  |
| Port Fee Adul                | 0.25  |

**Total 86.05**

**Prepayment 10.00**

Government Financial Information

**76.05**

**AUTH 055301 66280690 0010015510 S**

**01 APPROVED - THANK YOU 027**

**CHANGE DUE 0.00**

\*\*\*CARDHOLDER COPY\*\*\*  
HSB 13 Sep 2019 14:48:50



**1003056 635928**

**SEE REVERSE SIDE OF TICKET**

Swartz Bay  
To  
Tsawwassen

**BC Ferries**  
Suite 500 - 1521 Blanshard Street  
Victoria BC Canada V8W 8B7

**LANE 11**

RECEIPT - PLEASE RETAIN

**PURCHASE 2019/09/12**

|                    |       |
|--------------------|-------|
| 20' Undersize Vehi | 57.50 |
| 1 Adult            | 17.20 |
| Fuel Surcharg      | 1.10  |

**Total 75.80**

Government Financial Information

**75.80**

**AUTH 040341 66277640 0010015490 S**

**01 APPROVED - THANK YOU 027**

**CHANGE DUE 0.00**

\*\*\*CARDHOLDER COPY\*\*\*  
SWB 12 Sep 2019 13:18:01



**1005047 453665**

**SEE REVERSE SIDE OF TICKET**

Smoke-Free Environment



## BC Ferries Experience™ Card &amp; Assured Loading Card - Card Activity

Card Number: Personal for use

For: Last 6 months Product:  

&lt;&lt; Back to Card Summary

- 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

| Card Activity: |  | Transaction Date | Savings Type                     | Value In | Value Out | Transaction | Pooled Card |            |
|----------------|--|------------------|----------------------------------|----------|-----------|-------------|-------------|------------|
|                |  | 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 >> |
|                |  | 2019-May-02      | Vehicle and/or Passenger Savings |          | \$18.25   | TOLL        |             | Details >> |
|                |  | 2019-May-16      | Vehicle and/or Passenger Savings |          | \$18.25   | TOLL        |             | Details >> |
|                |  | 2019-May-24      | Vehicle and/or Passenger Savings |          | \$5.15    | TOLL        |             | Details >> |
|                |  | 2019-May-30      | Vehicle and/or Passenger Savings |          | \$18.25   | TOLL        |             | Details >> |
|                |  | 2019-Jun-05      | Vehicle and/or Passenger Savings |          | \$18.45   | TOLL        |             | Details >> |
|                |  | 2019-Jun-10      | Vehicle and/or Passenger Savings |          | \$13.25   | TOLL        |             | Details >> |
|                |  | 2019-Jun-10      | Vehicle and/or Passenger Savings | \$95.00  |           | TOLL        |             | Details >> |
|                |  | 2019-Jun-21      | Vehicle and/or Passenger Savings |          | \$18.45   | TOLL        |             | Details >> |
|                |  | 2019-Jun-21      | Vehicle and/or Passenger Savings |          | \$5.20    | TOLL        |             | Details >> |
|                |  | 2019-Jul-18      | Vehicle and/or Passenger Savings |          | \$18.45   | TOLL        |             | Details >> |
|                |  | 2019-Jul-25      | Vehicle and/or Passenger Savings |          | \$18.45   | TOLL        |             | Details >> |
|                |  | 2019-Sep-05      | Vehicle and/or Passenger Savings |          | \$13.25   | TOLL        |             | Details >> |
|                |  | 2019-Sep-13      | Vehicle and/or Passenger Savings |          | \$18.45   | TOLL        |             | Details >> |
|                |  | 2019-Sep-13      | Vehicle and/or Passenger Savings | \$95.00  |           | TOLL        |             | Details >> |

Campbell River  
To  
Quadra Island

RECEIPT - PLEASE RETAIN

PURCHASE 2019/09/13

1 Stored Value 95.00

Total 95.00

Government Financial Information

95.00

MULTI 046271 66277353 0010010550 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

Stored Value

Savings:VEH &amp; PASS Savings

Balance:\$109.95

\*\*\*CARDHOLDER COPY\*\*\*

CAM 13 Sep 2019 19:21:54



SEE REVERSE SIDE OF TICKET

top-up split between MTVNC 47.50 AND  
5500102 47.50

Nanaimo (Dep. Bay)  
To  
Horseshoe Bay



**LANE 07**

RECEIPT - PLEASE RETAIN

PURCHASE 2019/09/12  
BOOKING-R1745  
REF#: B192129086

Standard - Partially Prepaid

|      |                   |              |
|------|-------------------|--------------|
| 1    | Reservation Pr    | 21.00        |
| 20'  | Undersize Vehi    | 57.50        |
| 1    | Under 5 years     | 0.00         |
| Per  | Adult             | 1.35         |
| son  | Fuel Surcharg     | 1.35         |
| al   | Port Fee Adul     | 1.35         |
| Info |                   |              |
| rma  |                   |              |
| tion |                   |              |
|      | <b>Total</b>      | <b>21.00</b> |
|      | <b>Prepayment</b> | <b>21.00</b> |

Government Financial Information Personal Information

AUTH 014079 66279104 0010017710 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*

NAN 12 Sep 2019 17:12:55



1001030 572122

SEE REVERSE SIDE OF TICKET

Tsawwassen  
To  
Swartz Bay



**LANE 35**

RECEIPT - PLEASE RETAIN

PURCHASE 2019/09/14

|     |                |              |
|-----|----------------|--------------|
| 20' | Undersize Vehi | 57.50        |
| 12P | Adult          | 1.35         |
| 1e  | Under 5 years  | 0.00         |
| r   | Fuel Surcharg  | 1.35         |
| s   |                |              |
| o   | <b>Total</b>   | <b>60.20</b> |

Government Financial Information

Personal Information

AUTH 034893 66277655 0010019888 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

93.25-17.20=76.05

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\*\*\*CARDHOLDER COPY\*\*\*

TSA 14 Sep 2019 20:01:36



1007076 507418

SEE REVERSE SIDE OF TICKET

Personal Information

Personal Information

Ms Claire Trevena  
PO Box 9055 Stn Prov Govt  
Victoria BC  
V8W9E2 Canada

Date : 09-13-19  
Time 11:15  
Room 0685  
Conf No  
Recpt No

Personal Information

## PAYMENT RECEIPT

| Date     | Description   | App. Code | Exp. date | Amount   |
|----------|---|-----------|-----------|----------|
| 09-13-19 | Government Financial Information<br><br>(Resort Fees for hotel in Whistler) | 00800I    | XX/XX     | 23.20CAD |

Guest Signature

Cashier

227101



Where ideas work

# Travel Voucher (Restricted Use)

Control No.

E131826

**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.

|   |                             |   |                 |   |                                  |                                       |                            |
|---|-----------------------------|---|-----------------|---|----------------------------------|---------------------------------------|----------------------------|
| <b>Name</b><br>Trevena, Claire  |                             |   |                 | <b>Employee ID</b><br>Personal Information<br>Job Title |                                  | <b>Phone Number</b><br>(250) 387-1978 |                            |
| <b>Client Organization</b><br>Transportation and Infrastructure   |                             |   |                 |   |                                  | <b>Travel Group Code</b><br>4         |                            |
| <b>5. Date Completed</b><br>2019/09/19  |                             | <b>6. Fiscal Year</b><br>2020               |                 | <b>7. Special Cheque Issue</b>                          |                                  | <b>8. Cheque Stub Information</b>     |                            |
| <b>Type of Travel</b><br>In Province  |                             | <b>14. Reason for Travel</b><br>Ministerial |                 |   |                                  | <b>Headquarters</b><br>Victoria       |                            |
| <b>12. Mailing Address for Cheque</b><br>PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2   |                             |   |                 |   |                                  |                                       |                            |
| <b>16. Travel Dates</b>   | <b>17. Places Travelled</b> |   |                 | <b>18. Personal Vehicle Use</b>                         |                                  | <b>19. Other Transport Costs</b>      | <b>20. &amp; 21. Meals</b> |
|   | <b>Destination</b>          | <b>Start</b>                                | <b>End</b>      | <b>Km</b>   | <b>Cost</b>                      |                                       | <b>Cost</b>                |
| 2019  |                             |   |                 |   |                                  |                                       |                            |
| 09/16   | Quadra>Vic                  | 0900  | 1700            | 291   | 160.05                           |                                       | 36.00                      |
| 09/17   | Vic                         | 0900  | 1700            |   | 0.00                             |                                       | 48.50                      |
| 09/18   | Vic                         | 0900  | 1700            |   | 0.00                             |                                       | 61.00                      |
| 09/19   | Vic>Quadra                  | 0900  | 1700            | 291   | 160.05                           |                                       |                            |
|   |                             |   |                 |   | <b>36.</b>                       | <b>37.</b>                            | <b>38.</b>                 |
|   |                             |   |                 |   | \$ 320.10                        | \$ 0.00                               | \$ 145.50                  |
|   |                             |   |                 |   | <b>39.</b>                       | <b>40.</b>                            | <b>Claim Total</b>         |
|   |                             |   |                 |   | \$ 0.00                          | \$ 0.00                               | \$ 465.60                  |
| <b>TOTALS OF COLUMNS</b>  |                             |   |                 |   | <b>36.</b>                       | <b>37.</b>                            | <b>38.</b>                 |
|   |                             |   |                 |   | \$ 320.10                        | \$ 0.00                               | \$ 145.50                  |
|   |                             |   |                 |   | <b>39.</b>                       | <b>40.</b>                            | <b>Claim Total</b>         |
|   |                             |   |                 |   | \$ 0.00                          | \$ 0.00                               | \$ 465.60                  |
| <b>48. Client Code</b>  | <b>49. Resp.</b>            | <b>50. Service Line</b>                     | <b>51. STOB</b> | <b>52. Project</b>                                      | <b>45. Supplier Code</b>         |                                       | <b>Amount</b>              |
| 034   | 55001                       | 60410                                       | 570250          | 55 MTCCA  | Government Financial Information |                                       | \$ 145.50 - \$ 465.60      |
| 034   | 55001                       | 60410                                       | 5702            | 55MTVNC   |                                  |                                       | \$ 320.10                  |
| 034   |                             |   |                 |   |                                  |                                       |                            |
| 034   |                             |   |                 |   |                                  |                                       |                            |
| <b>Less Travel Advance</b>  |                             |   |                 |   |                                  |                                       |                            |
| 034   |                             |   |                 |   |                                  |                                       |                            |
|   |                             |   |                 |   | <b>AMOUNT DUE TO EMPLOYEE</b>    |                                       | <b>54.</b>                 |
|   |                             |   |                 |   |                                  |                                       | \$ 465.60                  |
| <b>45. Employee Signature (See Audit Trail)</b><br>- 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. |                             |   |                 |   | <b>Print Name</b>                |                                       | <b>Date Signed</b>         |
| <b>56. Spending Authority Signature (See Audit Trail)</b><br>- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.  |                             |   |                 |   | <b>Print Name</b>                |                                       | <b>Date Signed</b>         |
| <b>57. Payment Authority Signature (See Audit Trail)</b><br>- Requisition for payment pursuant to section 32 of the Financial Administration Act.   |                             |   |                 |   | <b>Print Name</b>                |                                       | <b>Date Signed</b>         |



**Notes for Travel Voucher (Restricted Use) E131826 for Trevena, Claire**

1 note(s) returned.

| Created On          | Author  | Note  |
|---------------------|---|---|
| 2019/09/19 11:46:01 | Waters, Leah<br>(IDIR\LWATERS)<br>Leah.Waters@gov.bc.ca | 0916: CR>Vic, personal vehicle use<br>@291KM, dinner<br>0917: Vic, lunch and dinner<br>0918: Vic, per diem<br>0919: Vic >CR, personal vehicle use<br>@291KM |

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TH20EXEPAL15



Where ideas work

# Travel Voucher (Restricted Use)

Control No.

E131919

**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.

|   |                             |   |            |   |                         |                                       |                            |                          |                                    |                                 |
|---|-----------------------------|---|------------|---|-------------------------|---------------------------------------|----------------------------|--------------------------|------------------------------------|---------------------------------|
| <b>Name</b><br>Trevena, Claire  |                             |   |            | <b>Employee ID</b><br>Personal Information<br>Job Title |                         | <b>Phone Number</b><br>(250) 387-1978 |                            |                          |                                    |                                 |
| <b>Client Organization</b><br>Transportation and Infrastructure   |                             |   |            |   |                         | <b>Travel Group Code</b><br>4         |                            |                          |                                    |                                 |
| <b>5. Date Completed</b><br>2019/10/04  |                             | <b>6. Fiscal Year</b><br>2020               |            | <b>7. Special Cheque Issue</b>                          |                         | <b>8. Cheque Stub Information</b>     |                            |                          |                                    |                                 |
| <b>Type of Travel</b><br>In Province  |                             | <b>14. Reason for Travel</b><br>Ministerial |            |   |                         | <b>Headquarters</b><br>Victoria       |                            |                          |                                    |                                 |
| <b>12. Mailing Address for Cheque</b><br>PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2   |                             |   |            |   |                         |                                       |                            |                          |                                    |                                 |
| <b>16. Travel Dates</b>   | <b>17. Places Travelled</b> |   |            | <b>18. Personal Vehicle Use</b>                         |                         | <b>19. Other Transport Costs</b>      | <b>20. &amp; 21. Meals</b> | <b>22. Lodging Costs</b> | <b>20. &amp; 21. Miscellaneous</b> |                                 |
| 2019  | <b>Destination</b>          | <b>Start</b>                                | <b>End</b> | <b>Km</b>   | <b>Cost</b>             |                                       | <b>Cost</b>                |                          | <b>Cost</b>                        |                                 |
| 09/22   | Quadra>Van (PC)             | 1200  | 1800       | 20  | 11.00                   |                                       | 36.00 PD                   |                          | 40.00                              |                                 |
| 09/23   | Van>UBCM                    | 0800  | 1800       |   | 0.00                    |                                       | 36.00 PD                   | ON PCARD                 |                                    |                                 |
| 09/26   | Van>UBCM                    | 0800  | 1800       |   | 0.00                    |                                       | 36.00 PD                   |                          |                                    |                                 |
| 09/27   | Van>Quadra (PC)             | 0900  | 1800       | 20  | 11.00                   |                                       | 39.50 PD                   |                          |                                    |                                 |
| 09/29   | Quadra>Vic                  | 0800  | 1800       | 291   | 160.05                  |                                       | 36.00 CCA                  |                          |                                    |                                 |
| 09/30   | Vic                         | 0800  | 1800       |   | 0.00                    |                                       | 61.00 CCA                  |                          |                                    |                                 |
| 10/01   | Vic                         | 0800  | 1800       |   | 0.00                    |                                       | 61.00 CCA                  |                          |                                    |                                 |
| 10/02   | Vic>Van>Vic (HA)            | 0800  | 1800       |   | 0.00                    |                                       | 39.50 PD                   |                          |                                    |                                 |
| 10/03   | Vic>Quadra                  | 0800  | 1400       | 291   | 160.05                  |                                       | 39.50 CCA                  |                          |                                    |                                 |
| *Flights on PCARD   |                             |   |            |   |                         |                                       |                            |                          |                                    |                                 |
| <b>TOTALS OF COLUMNS</b>  |                             |   |            |   | <b>36.</b><br>\$ 342.10 | <b>37.</b><br>\$ 0.00                 | <b>38.</b><br>\$ 384.50    | <b>39.</b><br>\$ 0.00    | <b>40.</b><br>\$ 40.00             | <b>Claim Total</b><br>\$ 766.60 |
| <b>48. Client Code</b>  | <b>49. Resp.</b>            | <b>50. Service Line</b>                     |            | <b>51. STOB</b>   | <b>52. Project</b>      | <b>45. Supplier Code</b>              |                            | <b>Amount</b>            |                                    |                                 |
| 034   | 55001                       | 60410                                       |            | 5702  | 5500102 - MTCCA         | Government Financial Information      |                            | \$249.00 - \$766.60      |                                    |                                 |
| 034   | 55001                       | 60410                                       |            | 5702  | 55MTVNC                 |                                       |                            | \$320.10                 |                                    |                                 |
| 034   | 55001                       | 60410                                       |            | 5750  | 55MTCCA                 |                                       |                            | \$197.50                 |                                    |                                 |
| <b>Less Travel Advance</b>  |                             |   |            |   |                         |                                       |                            |                          |                                    |                                 |
| 034   |                             |   |            |   |                         |                                       |                            |                          |                                    |                                 |
| <b>AMOUNT DUE TO EMPLOYEE</b>   |                             |   |            |   |                         |                                       |                            |                          | <b>54.</b><br>\$ 766.60            |                                 |
| <b>45. Employee Signature (See Audit Trail)</b><br>- 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. |                             |   |            |   | <b>Print Name</b>       |                                       | <b>Date Signed</b>         |                          |                                    |                                 |
| <b>56. Spending Authority Signature (See Audit Trail)</b><br>- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.  |                             |   |            |   | <b>Print Name</b>       |                                       | <b>Date Signed</b>         |                          |                                    |                                 |
| <b>57. Payment Authority Signature (See Audit Trail)</b><br>- Requisition for payment pursuant to section 32 of the Financial Administration Act.   |                             |   |            |   | <b>Print Name</b>       |                                       | <b>Date Signed</b>         |                          |                                    |                                 |

FIN 10 (EFI-F0012 v2.6.1)

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

\*Sept 24th not claiming (banquet/conference) on pcard

Audited by PL Oct 08-19

## Notes for Travel Voucher (Restricted Use) E131919 for Trevena, Claire

1 note(s) returned.

| Created On          | Author  | Note   |
|---------------------|---|--|
| 2019/10/04 09:41:50 | Waters, Leah<br>(IDIR\LWATERS)<br>Leah.Waters@gov.bc.ca | 09/22: Quadra>Van, Flight (Pcard), parking, mileage to airport @20KM (personal vehicle use), dinner, hotel (Pcard)<br>09/23: Van, hotel (Pcard), dinner<br>09/26: Van, hotel (Pcard), dinner<br>09/27: Van, hotel (Pcard), breakfast, lunch, flight (Pcard), mileage from airport @20KM (personal vehicle use)<br>09/29: Q>Vic, mileage @291KM, dinner<br>09/30: Vic, per diem<br>10/01: Vic, per diem<br>10/02: Vic>Van>Vic, flight to/from (Pcard), breakfast, lunch<br>10/03: Vic>Q, mileage @291KM, breakfast, lunch |

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RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT

PLACE FACE UP ON DASH  
Campbell River Airport

Expiration Date/Time

04:49 PM  
SEP 29, 2019

Purchase Date/Time: 04:49pm Sep 22, 2019  
Total Due: \$40.00 Rate: Park for 1 Week  
Total Paid: \$40.00 Payment Type: Card  
Ticket #: 00007462  
S/N #: 520116472557  
Setting: Lot 501  
Mach Name: Lot 501 - 1

Government Financial Information

Auth #: 002011

Questions? Call Robbins  
Parking 1-877-753-6789  
Assistance? Call Airport  
Parking 250-753-6789

RECEIPT

Campbell River Airport

Expiration Date/Time: 04:49pm Sep 29, 2019  
Purchase Date/Time: 04:49pm Sep 22, 2019

Total Due: \$40.00 Rate: Park for 1 Week  
Total Paid: \$40.00 Payment Type: Card  
Ticket #: 00007462  
Setting: Lot 501  
Mach Name: Lot 501 - 1

Government Financial Information

Auth #: 002011

VBCM

22 Sunday parking  
dinner  
20km (to airport)  
23 Monday dinner  
24 Thursday "  
25 Friday breakfast  
lunch  
20km (from airport)

29 - 3

29 Sunday mileage  
dinner  
30 Monday per diem  
1 Tuesday "  
2 Wednesday breakfast  
lunch  
3 Thurs breakfast  
lunch  
mileage



## Control No.

E132062

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

|                               |                                      |                          |
|-------------------------------|--------------------------------------|--------------------------|
| 2019/10/25                    | 2020                                 |                          |
| Type of Travel<br>In Province | 14. Reason for Travel<br>Ministerial | Headquarters<br>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             |                      |       |      |                          |        |                           |                 |                   |                         |                                |
| 10/06            | CR>Vic               | 0800  | 1600 | 291                      | 160.05 |                           | 36.00 CCA       |                   |                         |                                |
| 10/07            | Vic                  | 0800  | 1800 |                          | 0.00   |                           | 61.00 CCA       |                   |                         |                                |
| 10/08            | Vic                  | 0800  | 1800 |                          | 0.00   |                           | 61.00 CCA       |                   |                         |                                |
| 10/09            | Vic                  | 0800  | 1800 |                          | 0.00   |                           | 48.50 CCA       |                   |                         |                                |
| 10/10            | Vic>CR               | 0800  | 1900 | 291                      | 160.05 |                           | 61.00 CCA       |                   |                         |                                |
| 10/15            | Haida (AC)           | 0800  | 1700 | 60                       | 33.00  |                           | 48.50           | 145.49            |                         |                                |
| 10/16            | Haida (AC)           | 0800  | 1900 |                          | 0.00   | (Ferry) 95.00             | 61.00           |                   | 139.05                  | Car Rental                     |
| 10/17            | Squamish -Van        | 0800  | 1700 |                          | 0.00   |                           | 61.00           | 292.57            | 113.63                  | Parking, Car Rental            |
| 10/18            | Sechelt>CR (HA)      | 0800  | 1800 | 60                       | 33.00  |                           | 48.50           | 253.00            |                         | Gas, Parking, Car Rent         |
| 09/22            | UBCM                 | 0800  | 1800 |                          | 0.00   | 35.00 39.20               |                 |                   | Personal Informati      | 09/22 - supplemental to E13191 |

|                   |  |               |                           |               |                                       |               |                                     |
|-------------------|--|---------------|---------------------------|---------------|---------------------------------------|---------------|-------------------------------------|
| TOTALS OF COLUMNS |  | 36. \$ 386.10 | 37. \$ 130.00<br>Personal | 38. \$ 486.50 | 39. \$ 692.06<br>Personal Information | 40. \$ 426.49 | Claim Total<br>----- Personal ----- |
|-------------------|--|---------------|---------------------------|---------------|---------------------------------------|---------------|-------------------------------------|

| 48. | Client Code | 49. Resp. | 50. Service Line | 51. STOB | 52. Project | Government Financial Information | Amount                         |
|-----|-------------|-----------|------------------|----------|-------------|----------------------------------|--------------------------------|
|     | 034         | 55001     | 60410            | 570250   | 55 MTCCA    |                                  | \$ 267.50 Personal Information |
|     | 034         | 55001     | 60410            | 5702     | 55MTVNC     |                                  | \$ 320.10 Personal Information |
|     | 034         | 55001     | 60410            | 5702     | 5500102     |                                  | \$1532.55 Personal Information |
|     | 034         |           |                  |          |             |                                  |                                |

|                            |  |
|----------------------------|--|
| 034                        |  |
| <b>Less Travel Advance</b> |  |
| 034                        |  |

**AMOUNT DUE TO EMPLOYEE**

|     |   |
|-----|---|
| 54. | \$ 2120.15                                |
|     | <del>\$</del> Personal<br>Informatio<br>n |

**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**

|  |                    |
|--|--------------------|
|  | <b>Date Signed</b> |
|--|--------------------|

**57. Payment Authority Signature (See Audit Trail)**  
- Requisition for payment pursuant to section 32 of the Financial Administration Act

---

**Print Name**

|  |                    |
|--|--------------------|
|  | <b>Date Signed</b> |
|--|--------------------|



**Notes for Travel Voucher (Restricted Use) E132062 for Trevena, Claire**

1 note(s) returned.

| Created On          | Author  | Note  |
|---------------------|---|---|
| 2019/10/25 11:03:48 | Waters, Leah<br>(IDIR\LWATERS)<br>Leah.Waters@gov.bc.ca | 10/06:CR>Vic, mileage @291KM, dinner<br>10/07:Vic, per diem<br>10/08:Vic, per diem<br>10/09:Vic, lunch, dinner<br>10/10:Vic>CR, mileage@291KM, per diem<br>10/15:CR>Haida, mileage to Comox Airport<br>@60KM, parking (4 days claimed),<br>Accommodation (1 night claimed)<br>10/16:Haida>Van, per diem, car rental, ferry<br>top up<br>10/17:Van>Sechelt, per diem,<br>accommodation, parking, car rental<br>10/18:Sechelt>CR via Nanimo, lunch, dinner,<br>accommodation, car rental, gas, mileage<br>from Comox airport @60KM<br>09/22 |

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Security Concern

TRANSACTION RECORD  
RELEVÉ DE  
TRANSACTION

MOBILE - Personal Information  
\*\*\*\*\*  
753 RYAN RD  
COURTENAY BC V9N 3R6

2019-10-18 18:44:41

TRANS #: 345099  
Station#: 00324477  
GST #: R733514327

PUMP 7  
REGLR \$ 5.00  
3.334L AT \$1.499/L

GST INCLUDED \$ 0.24

TOTAL \$ 5.00

Type: PURCHASE  
VISA

Government Financial Information

INVOICE NO: UNZA2553  
AUTH: 090291-F

01 Approved - Th  
ank You 027

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

PAY STATIO 17/10/19 09:06  
Receipt 004332

Short-term parking tkt  
LOWLV - No. 055700  
16/10/19 18:33  
17/10/19 09:06  
Period 0d14h34'  
(TLTGST) \$34.75

Net total \$34.75  
V.A.T. \$10.49

Gross total \$45.24

Payment  
Type: PURCHASE \$545.24  
Government Financial Information

REF: 664611050013360050H  
AUTH #: 087101  
A0000000031010  
01 APPROVED-THANK YOU 027

Net total \$34.75  
TLT 24% \$8.34

\$45.24 plus car rental 68.39=113.63

SECHELT, BC.

Security Concern

Security Concern

SALE

REF#: 00000001

Batch #: 284  
10/18/19 07:42:43  
APPR CODE: 073091  
Trace: 1  
VISA  
Government Financial Information Chip

AMOUNT

Personal Information

APPROVED \$145.49

VISA CREDIT  
AID: A0000000031010  
TVR: 80 80 00 80 00  
TST: 78 00

THANK YOU / MERCI

CUSTOMER COPY

RICHMOND TAXI #16  
2440 SHELL RD V6X2P1  
RICHMOND BC  
20123638  
QB2012363801

SALE

09-22-2019 23:01:01  
Government Financial Information RF

Exp Date \*\*/\*\* Card Type VI  
Name: /  
A0000000031010  
VISA CREDIT

Trace # 790007 Operator 216  
Inv. # 216  
Auth # 030341 RRN 001880007

Sale \$35.00  
Tip Personal Information

TOTAL

\*\*\*\*\*  
00 APPROVED-THANK YOU  
\*\*\*\*\*

Retain this copy for your

[UBCM]

RECEIPT  
Comox Valley Airport  
OVERFLOW LOT  
This ticket valid in  
gravel parking lot only.

License Plate Number

Personal Information

Expiration Date/Time

09:10 AM  
OCT 19, 2019

Personal Information

Purchase Date/Time: 09:10am

Total Due: Personal ate: Personal Information  
Total Paid: Information Pmt Type: CC (Swipe)  
Ticket #: 00010230  
S/N #: 520118190868  
Setting: Lot 372 Economy  
Mach Name: Lot 372 - 03

Government Financial Information

Auth #: 0356

Thank You for Parking at  
the Comox Valley Airport  
Questions? Call Robbins  
Parking 1-877-753-6789

CLAIM A DAYS

Personal Information

9.00 x 4=\$36.00 to be claimed

BOOK NOW

Home **Reservations** Inn Amenities Location FAQ and Links About Us

Security Concern

If you require a single night booking please contact us by phone or email and we will try to accommodate you.

# Your Room is Booked!

Personal Information

Personal Information

Check-In Time 03:00 PM

Check-Out Time 11:00 AM

## Hotel Details

Phone Number

Email

Address

Security Concern

Security Concern

Charlotte, BC, Canada, Security Concern



|               |                       |
|---------------|-----------------------|
| Room Type     | Suite 2               |
| Dates         | Oct Pe -16, 2019      |
| No. of nights | Per son al            |
| Guests        | alp info mma tion ati |
| Subtotal      | Personal Information  |
| Tax (13%)     |                       |
| Total         |                       |

Claiming one day \$145.49 for one adult receipt on previous page.

claimed single occupancy amount

\*Receipt showing payment is on previous page with the parking

0602





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

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

Personal Information

Card Number:

For: ( Last 2 months )

Product: ( Stored Value )

<< Back to Card Summary

### Card Activity:

|             |                                  |         |      |            |
|-------------|----------------------------------|---------|------|------------|
| 2019-Sep-05 | Vehicle and/or Passenger Savings | \$13.25 | TOLL | Details >> |
| 2019-Sep-13 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Sep-13 | Vehicle and/or Passenger Savings | \$95.00 | TOLL | Details >> |
| 2019-Sep-19 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Sep-27 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Oct-03 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Oct-10 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Oct-16 | Vehicle and/or Passenger Savings | \$23.65 | TOLL | Details >> |
| 2019-Oct-16 | Vehicle and/or Passenger Savings | \$95.00 | TOLL | Details >> |
| 2019-Oct-17 | Vehicle and/or Passenger Savings | \$10.85 | TOLL | Details >> |
| 2019-Oct-18 | Vehicle and/or Passenger Savings | \$23.65 | TOLL | Details >> |

### Terms and Conditions

- Assured Loading Card
- Experience Card

Skidegate  
To  
Alliford Bay



RECEIPT - PLEASE RETAIN

PURCHASE 2019/10/16

1 Stored Value 95.00

Total 95.00

Government Financial Information

95.00

AUTH 054231 66265123 0010010290 C

VISA CREDIT

A0000000031010 / 0000000000 / 7800

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

Stored Value

Savings:VEH & PASS Savings

Balance:\$112.70

\*\*\*CARDHOLDER COPY\*\*\*

PSK 16 Oct 2019 11:45:13



1059015 327533

96450

SEE REVERSE SIDE OF TICKET



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

Room : 0525  
Folio # :  
Invoice # :  
Cashier # : 10090  
Page # : 1 of 1

\*  
Ms Claire Trevena  
PO Box 9055 Stn Prov Govt  
Victoria BC V8W9E2  
Canada

Arrival : 10-16-19  
Departure : 10-17-19

| Date        | Description                   | Additional Information | Charges | Credits |
|-------------|-------------------------------|------------------------|---------|---------|
| 10-16-19    | Room Charge - Provincial Govt |                        | 249.00  |         |
| 10-16-19    | Destination Marketing Fee     |                        | 3.22    |         |
| 10-16-19    | Hotel Room Tax                |                        | 27.74   |         |
| 10-16-19    | Room GST                      |                        | 12.61   |         |
| 10-16-19    | Visa                          |                        |         | 292.57  |
| Total       |                               |                        | 292.57  | 292.57  |
| Balance Due |                               |                        | 0.00    |         |

GST Summary

Room : 12.61  
F&B : 0.00  
Other : 0.00  
Total : 12.61

HST Summary

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

Security Concern



We are proud to feature a 100% smoke-free fleet!

RENTAL AGREEMENT NUMBER: [REDACTED] Personal Information

RECEIPT [REDACTED]

#### Your Information

Customer Name: CI AIR TREVENA  
Method of Payment: Government Financial Information

#### Your Vehicle Information

Vehicle Number: 34445876  
Vehicle Group Rented: Intermediate SUV  
Vehicle Group Charged: Intermediate SUV  
Vehicle Description: WHI FORD ESCAPE  
License Plate Number: BCJD092X  
Odometer Out: 9201  
Odometer In: 9343  
Total Driven: 142  
Fuel Reading: Out 8/8 In 8/8

#### Your Rental

Pickup Date/Time: OCT 16, 2019 @ 5:56PM  
Pickup Location: 5140 GRANT MCCONACHIE WAY  
VANCOUVER INTL APO  
RICHMOND, BC V7B 1V1, CA  
604-668-7000

Return Date/Time: OCT 17, 2019 @ 3:12PM  
Return Location: 906 WEST BROADWAY, SUITE 101  
(BY PARK INN)  
VANCOUVER, BC V5Z 1K7, CA  
604-606-2821

Additional fees may apply  
if changes are made  
to your return date, time  
and/or location.

#### Your Vehicle Charges (MIN 1 DAY IF NOT MET DLY RT = 34.50 / MAX 108 HRS)

| Rate Chart:           | Free Kilometres:     | Time and Kilometres: |
|-----------------------|----------------------|----------------------|
| Kilometres: UNLIMITED | Your Discount:       |                      |
| Hourly: 25.88         | MIN 1DY/AR/F 142FM = | 34.50                |
| Ad'l day: 34.50       |                      |                      |
| Period: 34.50         | Time and Kilometres: | 34.50                |

#### Your Optional Products/Services

1 ADR 10.00/DY 70.00/WK

Optional Services Total: 10.00

#### Your Taxable Fees

|                                   |       |
|-----------------------------------|-------|
| 18.05% Premium Location Surcharge | 6.71  |
| AIRPORT FACILITY CHRG 5.75/D      | 5.75  |
| ENERGY RECOVERY FEE 0.98/DY       | .98   |
| VEH LIC FEE                       | 1.71  |
| Optional Services Total Taxable:  | 10.00 |

|                    |       |
|--------------------|-------|
| Sub-total Charges: | 59.65 |
| PST 7.000%         | 4.18  |

#### Your Non-Taxable Products/Services

|                              |      |
|------------------------------|------|
| GST TAX 5.00 %               | 2.98 |
| PASSENGER VEHICLE RENTAL TAX | 1.58 |

|                          |       |
|--------------------------|-------|
| Your Total Charges paid: | 68.39 |
| Prepayment               | 0.00  |

|                 |          |
|-----------------|----------|
| Net Charges:    | AD 68.39 |
| Your Total Due: | 0.00     |

Thank you for renting with Budget.  
For all other inquiries, please contact us at 1-800-352-7900, or [www.budget.com](http://www.budget.com).

Sechelt, BC Security Concern

Sales Receipt

|            |                      |
|------------|----------------------|
| Date       | Sale No.             |
| 18/10/2019 | Personal Information |

|   |
|---|
| Sold To   |
| Claire Trevena<br>PO Box 9055 Stn Prov. Govt<br>Victoria BC V8W 9E2 |

|            |                |         |
|------------|----------------|---------|
| Cheque No. | Payment Method | Project |
|            | Visa           |         |

| Description               | Qty | Rate   | Amount   |
|---------------------------|-----|--------|----------|
| October 17, 2019          | 1   | 195.00 | 195.00   |
| for one night reservation | 1   | 25.00  | 25.00    |
| GST on sales              |     | 5.00%  | 11.00    |
| MRDT 2% on sales          |     | 2.00%  | 4.40     |
| PST 8% on sales           |     | 8.00%  | 17.60    |
|                           |     | Total  | \$253.00 |

Total Due: 0.00



We are proud to feature a 100% smoke-free fleet!

RENTAL AGREEMENT NUMBER: Personal Information

RECEIPT

#### Your Information

Customer Name: CLAUDE TREVENA  
Method of Payment: Government Financial Information

#### Your Vehicle Information

Vehicle Number: 35542312  
Vehicle Group Rented: Intermediate  
Vehicle Group Charged: Intermediate  
Vehicle Description: GRV TOYOTA COROLLA  
License Plate Number: BCGS698X  
Odometer Out: 13641  
Odometer In: 13761  
Total Driven: 120  
Fuel Reading: Out 8/8 In 8/8

#### Your Rental

Pickup Date/Time: OCT 18, 2019@5:23PM  
Pickup Location: 90 FRONT STREET  
NANAIMO HARBOUR WATER AIRPORT  
NANAIMO, BC, V9R 5H7, CA  
250-760-7368

Return Date/Time: OCT 19, 2019@7:00AM  
Return Location: 1250 KNIGHT ROAD  
COMOX VALLEY AIRPORT  
COMOX, BC, V9M 4H2, CA  
250-338-7717

Additional fees may apply  
if changes are made  
to your return date, time  
and/or location.

#### Your Vehicle Charges (MIN 1 DAY / MAX 10 DAY)

| Rate Chart:           | Free Kilometres: Time and Kilometres: |
|-----------------------|---------------------------------------|
| Kilometres: UNLIMITED | Your Discount:                        |
| Hourly: 45.00         | MIN 1DY/GN/C = 99.99                  |
| Daily: 99.99          |                                       |
| Ad'l day: 59.99       |                                       |
| Weekly: 399.94        | Time and Kilometres: 99.99            |
| Monthly: .00          |                                       |

#### Your Optional Products/Services

Optional Services Total: 0.00

#### Your Taxable Fees

|                                |               |
|--------------------------------|---------------|
| 12.90% Concession Recovery Fee | 13.39         |
| VEH LIC FEE                    | 3.79          |
| <b>Sub-total-Charges:</b>      | <b>117.17</b> |
| PST 7.000%                     | 8.20          |

#### Your Non-Taxable Products/Services

|                              |      |
|------------------------------|------|
| GST TAX 5.00 %               | 5.86 |
| PASSENGER VEHICLE RENTAL TAX | 1.58 |

Your Total Charges paid: 132.81  
Prepayment 0.00

Net Charges: CAD 132.81  
Your Total Due: 0.00

Thank you for renting with Budget.  
For all other inquiries, please contact us at 1-800-352-7900, or [www.budget.com](http://www.budget.com).



Room : 0685  
Folio # : Personal Information  
Invoice # :  
Cashier # : 8688  
Page # : 1 of 1

Security Concern

Whistler, BC  
Security Concern

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

\*  
Ms Claire Trevena  
PO Box 9055 Stn Prov Govt  
Victoria BC  
V8W9E2 Canada

Arrival : 09-12-19  
Departure : 09-13-19

| Date        | Description                      | Additional Information | Charges          | Credits |
|-------------|----------------------------------|------------------------|------------------|---------|
| 09-12-19    | Deposit Transferred at C/I       |                        | Charged on pcard | 315.52  |
| 09-12-19    | Room Charge*                     |                        | 272.00           |         |
| 09-12-19    | Room PST                         |                        | 29.92            |         |
| 09-12-19    | Room GST                         |                        | 13.60            |         |
| 09-12-19    | Resort Fee                       |                        | 20.00            |         |
| 09-12-19    | Resort Fee - PST                 |                        | 2.20             |         |
| 09-12-19    | Resort Fee - GST                 |                        | 1.00             |         |
| 09-13-19    | Government Financial Information |                        |                  | 23.20   |
| Total       |                                  |                        | 338.72           | 338.72  |
| Balance Due |                                  |                        | 0.00             |         |

| GST Summary |       | HST Summary |      |
|-------------|-------|-------------|------|
| Room :      | 13.60 | Room :      | 0.00 |
| F&B :       | 0.00  | F&B :       | 0.00 |
| Other :     | 1.00  | Other :     | 0.00 |
| Total :     | 14.60 | Total :     | 0.00 |





## Booking Confirmation

Booking Reference: <sup>Government Financial Information</sup>

Date of issue: 18 Sep, 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 - Flex

Saturday  
12 Oct, 201910:05  
**Comox**  
(YQQ), BC10:45  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M

AC8308

0hr40  
Economy T  
Operated by: Air Canada Express -  
Jazz | [See Hamilton Desk 8-400](#)

Layover in Vancouver

2hr30

Saturday  
12 Oct, 201913:15  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M15:03  
**Sandspit**  
(YZP), BC

AC8522

1hr48  
Economy T  
Operated by: Air Canada Express -  
Jazz | [See Hamilton Desk 8-400](#)

Total duration

4hr58

## Passengers

**Claire Trevena**Ticket Number  
0142119468263

Seats

AC8308  
AC8522

Personal Information

Personal Information



## Purchase summary

### Government Financial Information

2 adults

Amount paid \$827.66

#### Tax information

GST no. 10009-2287 RT0001  
\$39.42

|            |        |
|------------|--------|
| Base Fare  | 370.00 |
| Surcharges | 12.00  |

|  |       |
|--|-------|
| Goods and Services Tax - Canada - 100092287 RT0001 | 19.71 |
| Air Travellers Security Charge - Canada            | 7.12  |
| Airport Improvement Fee - Canada                   | 5.00  |

Total airfare and taxes before options (per passenger) **\$413<sup>83</sup>**

Number of passengers **X 2**

Total **\$827<sup>66</sup>**

GRAND TOTAL (Canadian dollars) **\$827<sup>66</sup>**



## 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**  
minutes<sup>1</sup>

#### 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.

PCARD 5702 UBCM

Government Financial Information

**Vancouver, British Columbia**

Government Financial Information

Government Financial Information

Minister Claire Trevena  
Personal Information

Room: 2005  
Folio: Personal Information  
Cashier: 105  
Arrival: 09-22-19  
Departure: 09-27-19  
Reference:

| Date     | Description                     | Additional Information           | Charges | Credits  |
|----------|---------------------------------|----------------------------------|---------|----------|
| 09-22-19 | Room Charge                     |                                  | 429.00  |          |
| 09-22-19 | Destination Marketing Fee (DMF) |                                  | 5.55    |          |
| 09-22-19 | Rooms - GST                     |                                  | 21.73   |          |
| 09-22-19 | Municipal Room Tax (MRT)        |                                  | 13.04   |          |
| 09-22-19 | Rooms - Provincial Tax - PST    |                                  | 34.76   |          |
| 09-23-19 | Room Charge                     |                                  | 429.00  |          |
| 09-23-19 | Destination Marketing Fee (DMF) |                                  | 5.55    |          |
| 09-23-19 | Rooms - GST                     |                                  | 21.73   |          |
| 09-23-19 | Municipal Room Tax (MRT)        |                                  | 13.04   |          |
| 09-23-19 | Rooms - Provincial Tax - PST    |                                  | 34.76   |          |
| 09-24-19 | Room Charge                     |                                  | 429.00  |          |
| 09-24-19 | Destination Marketing Fee (DMF) |                                  | 5.55    |          |
| 09-24-19 | Rooms - GST                     |                                  | 21.73   |          |
| 09-24-19 | Municipal Room Tax (MRT)        |                                  | 13.04   |          |
| 09-24-19 | Rooms - Provincial Tax - PST    |                                  | 34.76   |          |
| 09-25-19 | Room Charge                     |                                  | 429.00  |          |
| 09-25-19 | Destination Marketing Fee (DMF) |                                  | 5.55    |          |
| 09-25-19 | Rooms - GST                     |                                  | 21.73   |          |
| 09-25-19 | Municipal Room Tax (MRT)        |                                  | 13.04   |          |
| 09-25-19 | Rooms - Provincial Tax - PST    |                                  | 34.76   |          |
| 09-26-19 | Room Charge                     |                                  | 429.00  |          |
| 09-26-19 | Destination Marketing Fee (DMF) |                                  | 5.55    |          |
| 09-26-19 | Rooms - GST                     |                                  | 21.73   |          |
| 09-26-19 | Municipal Room Tax (MRT)        |                                  | 13.04   |          |
| 09-26-19 | Rooms - Provincial Tax - PST    | Government Financial Information | 34.76   |          |
| 09-27-19 | Master Card                     |                                  |         | 2,520.40 |

|  |               |                    |               |              |          |          |
|--|---------------|--------------------|---------------|--------------|----------|----------|
| <b>GST Summary</b><br>Business Information |               | <b>PST Summary</b> |               | <b>Total</b> | 2,520.40 | 2,520.40 |
| Registration                               |               | Room               | 173.80        | Balance Due  | 0.00     | CDN      |
| Room                                       | 108.65        | F&B                | 0.00          |              |          |          |
| F&B  | 0.00          | Other              | 0.00          |              |          |          |
| Other                                      | 0.00          |                    |               |              |          |          |
| <b>Total</b>                               | <b>108.65</b> | <b>Total</b>       | <b>173.80</b> |              |          |          |

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.





## Control No.

E132103

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

|                                 |                        |                         |                            |
|---------------------------------|------------------------|-------------------------|----------------------------|
| 5. Date Completed<br>2019/11/01 | 6. Fiscal Year<br>2020 | 7. Special Cheque Issue | 8. Cheque Stub Information |
|---------------------------------|------------------------|-------------------------|----------------------------|

|                               |                                      |                          |
|-------------------------------|--------------------------------------|--------------------------|
| 2019/11/01                    | 2020                                 |                          |
| Type of Travel<br>In Province | 14. Reason for Travel<br>Ministerial | Headquarters<br>Victoria |

**12. Mailing Address for Cheque**  
PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2

| 16. Travel Dates | 17. Places Travelled |       |      | 18. Personal Vehicle Use |        | 19. Other Transport Costs | 20. & 21. Meals | 22. Lodging Costs | 20. & 21. Miscellaneous |          |
|------------------|----------------------|-------|------|--------------------------|--------|---------------------------|-----------------|-------------------|-------------------------|----------|
|                  | Destination          | Start | End  | Km                       | Cost   |                           | Cost            |                   | Cost                    | Describe |
| 2019             |                      |       |      |                          |        |                           |                 |                   |                         |          |
| 10/20            | Quadra>Vic           | 1200  | 1800 | 291                      | 160.05 |                           | 36.00 CCA       |                   |                         |          |
| 10/21            | Vic                  | 0800  | 1800 |                          | 0.00   |                           | 61.00 CCA       |                   |                         |          |
| 10/22            | Vlc                  | 0800  | 1800 |                          | 0.00   |                           | 48.50 CCA       |                   |                         |          |
| 10/23            | Vlc                  | 0800  | 1800 |                          | 0.00   |                           | 48.50 CCA       |                   |                         |          |
| 10/24            | Vic>Quadra           | 0800  | 1900 | 291                      | 160.05 |                           |                 |                   |                         |          |

|                   |           |         |           |         |         |             |
|-------------------|-----------|---------|-----------|---------|---------|-------------|
|                   | 36.       | 37.     | 38.       | 39.     | 40.     | Claim Total |
| TOTALS OF COLUMNS | \$ 320.10 | \$ 0.00 | \$ 194.00 | \$ 0.00 | \$ 0.00 | \$ 514.10   |

| 48.         | 49.   | 50.          | 51.  | 52.      | 45.                              |           |
|-------------|-------|--------------|------|----------|----------------------------------|-----------|
| Client Code | Resp. | Service Line | STOB | Project  | Supplier Code                    | Amount    |
| 034         | 55001 | 60410        | 5702 | 55 MTCCA | Government Financial Information | \$ 194.00 |
| 034         | 55001 | 60410        | 5702 | 55MTVNC  |                                  | \$ 320.10 |
| 034         |       |              |      |          |                                  |           |
| 034         |       |              |      |          |                                  |           |

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

|                        |           |
|------------------------|-----------|
| AMOUNT DUE TO EMPLOYEE | \$ 514.10 |
|------------------------|-----------|

|   |                   |                    |
|---|-------------------|--------------------|
| <b>45. Employee Signature (See Audit Trail)</b><br>- 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. | <b>Print Name</b> | <b>Date Signed</b> |
| <b>56. Spending Authority Signature (See Audit Trail)</b><br>- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.  | <b>Print Name</b> | <b>Date Signed</b> |
| <b>57. Payment Authority Signature (See Audit Trail)</b><br>- Requisition for payment pursuant to section 32 of the Financial Administration Act  | <b>Print Name</b> | <b>Date Signed</b> |

**Notes for Travel Voucher (Restricted Use) E132103 for Trevena, Claire**

1 note(s) returned.

| Created On          | Author  | Note   |
|---------------------|---|--|
| 2019/11/01 10:10:21 | Waters, Leah<br>(IDIR\LWATERS)<br>Leah.Waters@gov.bc.ca | 10/20: Quadra>Vic, personal vehicle use<br>@291KM,dinner<br>10/21: per diem<br>10/22: breakfast and dinner<br>10/23: lunch and dinner<br>10/24: Vic>Quadra, breakfast and dinner,<br>personal vehicle use @291KM |

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TH20EXEPAL21



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132104

**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.

|   |                             |   |                 |  |                                  |                                       |                            |
|---|-----------------------------|---|-----------------|--|----------------------------------|---------------------------------------|----------------------------|
| <b>Name</b><br>Trevena, Claire  |                             |   |                 | <b>Employee ID</b><br>Personal Information |                                  | <b>Phone Number</b><br>(250) 387-1978 |                            |
| <b>Client Organization</b><br>Transportation and Infrastructure   |                             |   |                 | <b>Job Title</b>                           |                                  | <b>Travel Group Code</b><br>4         |                            |
| <b>5. Date Completed</b><br>2019/11/01  |                             | <b>6. Fiscal Year</b><br>2020               |                 | <b>7. Special Cheque Issue</b>             |                                  | <b>8. Cheque Stub Information</b>     |                            |
| <b>Type of Travel</b><br>In Province  |                             | <b>14. Reason for Travel</b><br>Ministerial |                 |  |                                  | <b>Headquarters</b><br>Victoria       |                            |
| <b>12. Mailing Address for Cheque</b><br>PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2   |                             |   |                 |  |                                  |                                       |                            |
| <b>16. Travel Dates</b>   | <b>17. Places Travelled</b> |   |                 | <b>18. 55 KMS Personal Vehicle Use</b>     |                                  | <b>19. Other Transport Costs</b>      | <b>20. &amp; 21. Meals</b> |
|   | <b>Destination</b>          | <b>Start</b>                                | <b>End</b>      | <b>Km</b>                                  | <b>Cost</b>                      |                                       | <b>Cost</b>                |
| 2019  |                             |   |                 |  |                                  |                                       |                            |
| 10/27   | Quadra>Vic                  | 1200  | 1800            | 291  | 160.05                           |                                       | 36.00 CCA                  |
| 10/28   | Vic                         | 0800  | 1800            |  | 0.00                             |                                       | 61.00 CCA                  |
| 10/29   | Vic                         | 0800  | 1800            |  | 0.00                             |                                       | 48.50 CCA                  |
| 10/30   | Vic                         | 0800  | 1800            |  | 0.00                             |                                       | 48.50 CCA                  |
| 10/31   | Vic                         | 0800  | 1800            |  | 0.00                             |                                       | 61.00 CCA                  |
| 11/01   | Vic>Bamfield>Qua            | 0600  | 2000            | 291  | 160.05                           |                                       | 27.00 CCA                  |
|   |                             |   |                 | <b>36.</b>                                 | <b>37.</b>                       | <b>38.</b>                            | <b>39.</b>                 |
|   |                             |   |                 | \$ 320.10                                  | \$ 0.00                          | \$ 282.00                             | \$ 0.00                    |
| <b>TOTALS OF COLUMNS</b>  |                             |   |                 |  |                                  | <b>40.</b>                            | <b>Claim Total</b>         |
|   |                             |   |                 |  |                                  | \$ 0.00                               | \$ 602.10                  |
| <b>48. Client Code</b>  | <b>49. Resp.</b>            | <b>50. Service Line</b>                     | <b>51. STOB</b> | <b>52. Project</b>                         | <b>45. Supplier Code</b>         |                                       | <b>Amount</b>              |
| 034   | 55001                       | 60410                                       | 5702 50         | 55MTCCA                                    | Government Financial Information |                                       | \$ 282.00                  |
| 034   | 55001                       | 60410                                       | 5702            | 55MTVNC                                    |                                  |                                       | \$ 320.10                  |
| 034   |                             |   |                 |  |                                  |                                       |                            |
| 034   |                             |   |                 |  |                                  |                                       |                            |
| <b>Less Travel Advance</b>  |                             |   |                 |  |                                  |                                       |                            |
| 034   |                             |   |                 |  |                                  |                                       |                            |
|   |                             |   |                 |  |                                  |                                       | <b>54.</b>                 |
|   |                             |   |                 |  |                                  |                                       | \$ 602.10                  |
| <b>45. Employee Signature (See Audit Trail)</b><br>- 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. |                             |   |                 | <b>Print Name</b>                          |                                  | <b>Date Signed</b>                    |                            |
| <b>56. Spending Authority Signature (See Audit Trail)</b><br>- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.  |                             |   |                 | <b>Print Name</b>                          |                                  | <b>Date Signed</b>                    |                            |
| <b>57. Payment Authority Signature (See Audit Trail)</b><br>- Requisition for payment pursuant to section 32 of the Financial Administration Act.   |                             |   |                 | <b>Print Name</b>                          |                                  | <b>Date Signed</b>                    |                            |

FIN 10 (EFI-F0012 v2.6.1)

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

AUDITED BY PL NOV 14-19

**Notes for Travel Voucher (Restricted Use) E132104 for Trevena, Claire**

1 note(s) returned.

| Created On          | Author  | Note   |
|---------------------|---|--|
| 2019/11/01 10:20:23 | Waters, Leah<br>(IDIR\LWATERS)<br>Leah.Waters@gov.bc.ca | 10/27: Quadra >Vic, personal vehicle use @291KM, dinner<br>10/28: per diem<br>10/29: breakfast and dinner<br>10/30: lunch and dinner<br>10/31: per diem<br>11/01: personal vehicle use @291KM, breakfast |

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## Control No.

E132235

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

**12. Mailing Address for Cheque**  
PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2

[illegible]

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

AMOUNT DUE TO EMPLOYEE

FIN 10 (EFI-F0012 v2.6.1)

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

\*11/07 \$18.12 ferry - 2nd passenger is Aileen Machell Sen MA

Government Financial Information

Government  
Financial  
Information

**Notes for Travel Voucher (Restricted Use) E132235 for Trevena, Claire**

1 note(s) returned.

| Created On          | Author  | Note  |
|---------------------|---|---|
| 2019/11/21 10:57:46 | Waters, Leah<br>(IDIR\LWATERS)<br>Leah.Waters@gov.bc.ca | 11-3: Quadra>Van, personal vehicle use @227KM, ferry, accommodation, parking<br>11-4: Van, breakfast and dinner, accommodation, parking<br>11-5: FNLG, dinner, accommodation, parking<br>11-6: FNLG, dinner, accommodation, parking<br>11-7: Van > Quadra, personal vehicle use @186KM, ferry (including SMA Aileen Machell), breakfast, lunch, ferry card top up<br>11-8: Quadra>Comox>Quadra, personal vehicle use @150KM, breakfast, lunch |

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17/11

dinner

Car rental

270.46

Gas

39.21

Nanaimo (Duke Pt)  
To  
Tsawwassen

**BC Ferries**  
Suite 508 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7

**LANE 15**

RECEIPT - PLEASE RETAIN

**PURCHASE 2019/11/03**  
**BOOKING-R1515**  
**REF#: B192499249**

Standard - Partially Prepaid

|     |                |       |
|-----|----------------|-------|
| 1   | Reservation Pr | 17.00 |
| 20' | Undersize Vehi | 57.50 |
| 1   | Adult          | 17.20 |
|     | Fuel Surcharg  | 1.10  |
| 1   | Port Fee Adul  | 0.25  |

Total 93.05

Prepayment 17.00

Government Financial Information

76.05

AUTH 000371 66279117 0010017290 S  
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*  
DUK 03 Nov 2019 14:20:01



1002056 643063  
SEE REVERSE SIDE OF TICKET

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

PAY STATIO 07/11/19 12:43  
Receipt 011576

Short-term parking tkt  
LOWLV - No. 063055  
03/11/19 21:17  
07/11/19 12:43  
Period 3d15h27'  
(TLTGST) \$140.00

Net total \$140.00  
V.A.T. \$42.28

Gross total \$182.28

Payment  
Type: PURCHASE \$182.28  
Government Financial Information

REF: 664611050013570280C  
AUTH #: 02147I  
A0000000031010  
8080008000 7800  
VERIFIED BY PIN  
01 APPROVED-THANK YOU 027

Net total \$140.00  
TLT 24% \$33.60  
GST 5% \$8.68

Horseshoe Bay  
To  
Nanaimo (Dep. Bay)

**BC Ferries**  
Suite 508 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7

**LANE 03**

RECEIPT - PLEASE RETAIN

**PURCHASE 2019/11/07**  
**BOOKING-R1545**  
**REF#: B192499250**

Standard - Partially Prepaid

|     |                |       |
|-----|----------------|-------|
| 1   | Reservation Pr | 10.00 |
| 20' | Undersize Vehi | 57.50 |
| 2   | Adult          | 34.40 |
|     | Fuel Surcharg  | 1.35  |
| 2   | Port Fee Adul  | 0.50  |

Total 103.75

Prepayment 10.00

Government Financial Information

93.75

AUTH 042131 66280691 0010018790 S  
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*  
HSB 07 Nov 2019 13:11:40



1003066 433514  
SEE REVERSE SIDE OF TICKET

Sen MA 2nd passenger Aileen Machell Government Financial  
\$18.12 includes fare of 17.20 + .67 + .25 port fee Information

06C086AA - 2/2



Security Concern

Security Concern

Vancouver, BC

Security Concern

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

Business Information

Room : 0805  
Folio # :  
Invoice # :  
Cashier # : 10151  
Page # : 1 of 1

Govt BC

Ms Claire Trevena  
PO Box 9055 Stn Prov Govt  
Victoria BC V8W9E2  
Canada

Arrival : 11-03-19  
Departure : 11-07-19

| Date        | Description                   | Additional Information | Charges  | Credits  |
|-------------|-------------------------------|------------------------|----------|----------|
| 11-03-19    | Room Charge - Provincial Govt |                        | ✓ 189.00 |          |
| 11-03-19    | Destination Marketing Fee     |                        | 2.44     |          |
| 11-03-19    | Hotel Room Tax                |                        | 21.06    |          |
| 11-03-19    | Room GST                      |                        | 9.57     |          |
| 11-04-19    | Room Charge - Provincial Govt |                        | ✓ 189.00 |          |
| 11-04-19    | Destination Marketing Fee     |                        | 2.44     |          |
| 11-04-19    | Hotel Room Tax                |                        | 21.06    |          |
| 11-04-19    | Room GST                      |                        | 9.57     |          |
| 11-05-19    | Room Charge - Provincial Govt |                        | ✓ 189.00 |          |
| 11-05-19    | Destination Marketing Fee     |                        | 2.44     |          |
| 11-05-19    | Hotel Room Tax                |                        | 21.06    |          |
| 11-05-19    | Room GST                      |                        | 9.57     |          |
| 11-06-19    | Room Charge - Provincial Govt |                        | ✓ 189.00 |          |
| 11-06-19    | Destination Marketing Fee     |                        | 2.44     |          |
| 11-06-19    | Hotel Room Tax                |                        | 21.06    |          |
| 11-06-19    | Room GST                      |                        | 9.57     |          |
| 11-06-19    | Visa                          |                        |          | ✓ 888.28 |
| Total       |                               |                        | ✓ 888.28 | ✓ 888.28 |
| Balance Due |                               |                        | ✓ 0.00   |          |

GST Summary

Room : 38.28  
F&B : 0.00  
Other : 0.00  
Total : 38.28

HST Summary

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

Security Concern

Security Concern

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

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

- Terms and Conditions
- Assured Loading Card
- Experience Card

Personal Information

Card Number:

For: (Last 3 months)

Product: (Stored Value)

<< Back to Card Summary

## Card Activity:

|             |                                  |         |      |            |
|-------------|----------------------------------|---------|------|------------|
| 2019-Sep-13 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Sep-13 | Vehicle and/or Passenger Savings | \$95.00 | TOLL | Details >> |
| 2019-Sep-19 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Sep-27 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Oct-03 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Oct-10 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Oct-16 | Vehicle and/or Passenger Savings | \$23.65 | TOLL | Details >> |
| 2019-Oct-16 | Vehicle and/or Passenger Savings | \$95.00 | TOLL | Details >> |
| 2019-Oct-17 | Vehicle and/or Passenger Savings | \$10.85 | TOLL | Details >> |
| 2019-Oct-18 | Vehicle and/or Passenger Savings | \$23.65 | TOLL | Details >> |
| 2019-Oct-24 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Nov-01 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Nov-07 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Nov-07 | Vehicle and/or Passenger Savings | \$95.00 | TOLL | Details >> |
| 2019-Nov-08 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |

Divided between MTVNC AND 5500102  
\$47.50 MTVNC  
\$47.50 5500102

Campbell River  
To  
Quadra Island



RECEIPT - PLEASE RETAIN

PURCHASE 2019/11/07

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

Government Financial Information

|                                   |  |
|-----------------------------------|--|
| 95.00                             |  |
| AUTH 010091 66277353 0010010010 S |  |
| 01 APPROVED - THANK YOU 027       |  |

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

Stored Value  
Savings:VEH & PASS Savings  
Balance:\$112.65

\*\*\*CARDHOLDER COPY\*\*\*  
CAM 07 Nov 2019 19:17:00



SEE REVERSE SIDE OF TICKET





## Control No.

E132237

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

|                                 |                        |                         |                            |
|---------------------------------|------------------------|-------------------------|----------------------------|
| 5. Date Completed<br>2019/11/21 | 6. Fiscal Year<br>2020 | 7. Special Cheque Issue | 8. Cheque Stub Information |
|---------------------------------|------------------------|-------------------------|----------------------------|

|                               |                                      |                          |
|-------------------------------|--------------------------------------|--------------------------|
| 2019/11/21                    | 2020                                 |                          |
| Type of Travel<br>In Province | 14. Reason for Travel<br>Ministerial | Headquarters<br>Victoria |

**12. Mailing Address for Cheque**  
PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2

| 16. Travel Dates        | 17. Places Travelled     |       |      | 18. <sup>55 KMS</sup> 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                    |                          |       |      |  |           |                           |                 |                   |                         |                 |
| 11/12                   | Quadra>Nan>Uclu          | 0700  | 1800 | 358  | ** 196.90 |                           | **27.00 PD      |                   | **2.75                  | Parking         |
| 11/13                   | Uclulet>Vic              | 0800  | 1800 | 310  | 170.50    |                           | 48.50 CCA       | 148.35            |                         |                 |
| 11/14                   | Vic                      | 0800  | 1800 |  | 0.00      |                           | 61.00 CCA       |                   |                         |                 |
| 11/15                   | Vic>Salt Sp>Quad (Ferry) | 0800  | 1900 | 281  | 154.55    |                           | 61.00 CCA       |                   |                         |                 |
| 11/17                   | Quadra>Vic (Ferry/drive) | 1200  | 1500 |  | 0.00      |                           | 36.00 CCA       |                   | 309.67                  | Car Rental, Gas |
| *Ferry on BC Ferry Card |                          |       |      |  |           |                           |                 |                   |                         |                 |

|                          |                         |                       |                         |                         |                         |                                  |
|--------------------------|-------------------------|-----------------------|-------------------------|-------------------------|-------------------------|----------------------------------|
| <b>TOTALS OF COLUMNS</b> | <b>36.</b><br>\$ 521.95 | <b>37.</b><br>\$ 0.00 | <b>38.</b><br>\$ 233.50 | <b>39.</b><br>\$ 148.35 | <b>40.</b><br>\$ 312.42 | <b>Claim Total</b><br>\$ 1216.22 |
|--------------------------|-------------------------|-----------------------|-------------------------|-------------------------|-------------------------|----------------------------------|

| 48.         | 49.   | 50.          | 51.  | 52.             | 45.                              |           |
|-------------|-------|--------------|------|-----------------|----------------------------------|-----------|
| Client Code | Resp. | Service Line | STOB | Project         | Supplier Code                    | Amount    |
| 034         | 55001 | 60410        | 5702 | 5500102 - MTCCA | Government Financial Information | \$375.00  |
| 034         | 55001 | 60410        | 5702 | 55MTVNC         |                                  | \$ 634.72 |
| 034         | 55001 | 60410        | 5750 | 55MTCCA         |                                  | \$ 206.50 |
| 034         |       |              |      | 55MTCCA         |                                  |           |

[illegible][illegible]

|  |                   |                    |
|--|-------------------|--------------------|
| <b>45. Employee Signature (See Audit Trail)</b><br>- 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 | <b>Print Name</b> | <b>Date Signed</b> |
|--|-------------------|--------------------|

|  |                   |                    |
|--|-------------------|--------------------|
| <b>56. Spending Authority Signature (See Audit Trail)</b><br>- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. | <b>Print Name</b> | <b>Date Signed</b> |
|--|-------------------|--------------------|

|  |                   |                    |
|--|-------------------|--------------------|
| <b>57. Payment Authority Signature (See Audit Trail)</b><br>- Requisition for payment pursuant to section 32 of the Financial Administration Act | <b>Print Name</b> | <b>Date Signed</b> |
|--|-------------------|--------------------|

**Notes for Travel Voucher (Restricted Use) E132237 for Trevena, Claire**

1 note(s) returned.

| Created On          | Author  | Note   |
|---------------------|---|--|
| 2019/11/21 11:21:19 | Waters, Leah<br>(IDIR\LWATERS)<br>Leah.Waters@gov.bc.ca | 11-12: Quadra>Nanaimo>Uclulet, personal vehicle use @358KM, parking, breakfast<br>11-13: Uclulet>Vic, breakfast, dinner, accommodation, personal vehicle use @310KM<br>11-14: Vic, per dieum<br>11-15: Vic>Salt Spring>Quadra, per diem, personal vehicle use @281KM<br>11-17: Quadra>Vic, car rental, gas, dinner |

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# Invoice

Room 423  
 Invoice # Personal Information  
 Cashier jlong  
 Page: 1 of 1  
 Printed: 11-13-2019 09:27:29  
 Acct. Filter: All Transactions  
 PO #  
 Arrival 11/12/2019  
 Departure 11/13/2019

UCLELET - BC - CANADA

Security Concern

Trevena Claire ✓

Guests in room: Trevena Claire

| Date       | Transaction    | Description | Subtotal | Tax/Fees      | Total    |
|------------|----------------|-------------|----------|---------------|----------|
| 11-12-2019 | Accommodations |             | 129.00   | 19.35         | ✓ 148.35 |
| 11-13-2019 | Visa           | PAYMENT     | -148.35  | 0.00          | -148.35  |
|            |                |             |          | <b>Total:</b> | ✓ 0.00   |

Security Concern

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 association fails to pay for any or the full amount of these charges. Interest will be charged on any over due balance.

## Taxes and Fees

|             |       |
|-------------|-------|
| MRDT 2%     | 2.58  |
| Room GST 5% | 6.45  |
| Room PST 8% | 10.32 |

Signature: \_\_\_\_\_

PLACE FACE UP ON DASH  
Harbourfront Parkade  
Lot 383

Expiration Date/Time

01:04 PM  
NOV 12, 2019

Purchase Date/Time: 09:04am Nov 12, 2019

Total Due: \$2.75 Rate: Park 4 Hours \$2.7

Total Paid: \$2.75 ✓ Pmt Type: CC (Tap

Ticket #: 00024974

S/N #: 520119010003

Setting: Lot - 383

Mach Name: Lot 383 - 03

Government Financial Information

Auth #: 03258

CEIPT PARKING RECEIPT



BUDGET

BUDGET RENT A CAR OF VICTORIA LTD  
3657 Harriet Road, Victoria, BC, V8Z 3T1  
An Independent Budget System Licensee  
Reservations: 1-800-668-9833  
Customer Service: 1-800-668-9833  
[www.budgetvictoria.ca](http://www.budgetvictoria.ca)

RENTAL AGREEMENT NUMBER Personal Information

YOUR INFORMATION

Customer Name: TREVENA, CLAIRE ✓  
Budget Customer Discount: BC PROVINCIAL GOVERNMENT  
Method of Payment: Government Financial Information

RECEIPT

YOUR VEHICLE INFORMATION

Budget Car Number: 34693632  
Plate Number: BC JH359K  
Total Driven: 312 KM  
Odometer In: 7611 KM  
Veh Grp Charged: C  
Veh Grp Rented: F  
Veh Description: WHI FORD ESCAPE ✓  
Fuel Reading: Out 8/8 In 8/8

YOUR RENTAL

Pickup Date/Time: NOV 16, 2019 @ 12:41 PM  
Pickup Location: 2602 SOUTH ISLAND HIGHWAY  
CAMPBELL RIVER, BC, V9W 1C7, CA

Return Date/Time: NOV 18, 2019 @ 8:12 AM  
Return Location: 757 DOUGLAS STREET  
VICTORIA, BC, V8W 2B9, CA

YOUR VEHICLE CHARGES

MIN 1 DAY

| RATE CHART     | FREE KILOMETERS | TIME AND KILOMETRES        |
|----------------|-----------------|----------------------------|
| KMs:           | Hourly: 100     | 2 Ad'l Day @ 44.33 = 88.66 |
| HRLY: 33.25    | Daily: 200      | Time and Kilometres: 88.66 |
| DAILY: ✓ 44.33 | Weekly: 1400    |                            |
| AD DY: 0.00    |                 |                            |
| WKLY: 263.77   |                 |                            |
| MNTLY: .00     |                 |                            |

TAXABLE FEES

|                              |   |        |
|------------------------------|---|--------|
| One Way Fee                  | + | 150.00 |
| Subtotal Charges:            |   | 238.66 |
| PST 7.000%                   | + | 16.71  |
| NON TAXABLE ITEMS            |   |        |
| GST TAX 5.00 %               | + | 11.93  |
| PASSENGER VEHICLE RENTAL TAX | + | 3.16   |
| Your Total Charges Paid:     |   | 270.46 |
| Prepayment                   | + | 0.00   |

NET CHARGES:

Your Total Due: CAD 270.46 ✓  
Fuel service: .2297 /MI 1.999 /Gal ✓ 0.00

YOUR OPTIONAL PRODUCTS/SERVICES

Optional Services Total Taxable:

Optional Services Total Non Taxable:

-----NOTICES-----BUDGET-----NOTICES-----BUDGET-----NOTICES-----BUDGET-----NOTICES-----

Thank you for renting with Budget.

If you have questions regarding this rental, call us at 250-923-4283.

Your vehicle was rented to you by 05410.

Your vehicle was checked in by 00175.

TRANSACTION RECORD

7 ELEVEN STORE 37898

\*\*\*\*\*  
3201 DOUGLAS ST  
VICTORIA BC V8Z 3K8

ESSO EXPRESS PAY

✓ 2019-11-17 20:15:19

TRANS #: 065472  
STATION#: 00302401  
GST #: R119335453

PUMP 3  
REGLR \$ 39.21  
28.640L AT \$1.369/L

GST INCLUDED \$ 1.87  
TOTAL : CAD\$ 39.21 ✓

TYPE: PURCHASE

Government Financial Information

REFERENCE #:  
66448171 0010015240C  
INVOICE NO: 041154  
AUTH: 001451

USA CREDIT  
A0000000031010  
8080008000  
7800

VERIFIED BY PIN

01/027 APPROVED  
THANK YOU



## Waters, Leah TRAN:EX

**From:** reservation@harbourair.com  
**Sent:** November 6, 2019 12:19 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.

**Please Note:** Check-in time is 25 minutes prior to domestic travel, and 60 minutes for international. For domestic flights and tours, all passengers 18 years and above must present government issued photo identification. For international flights, a valid passport book is required for all passengers, including infants.

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, October 2, 2019**

Invoice #6789983

#### Flight #206

09:10 Victoria Harbour / [Map](#)  

09:45 Vancouver Harbour / [Map](#) 

Air Transportation Charges

Sked 200 : (St) GO Flex

\$188.54

Taxes, Fees and Charges

**35 minutes**

**KK- Confirmed**

**1 Passenger(s) - GoFlex**

**Claire Trevena, Female** ✓

[Add to Calendar](#)

|   |                 |
|---|-----------------|
| 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                  | ✓ \$9.95        |
| Billing                                   | \$199.05        |
| Taxes                                     | \$9.95          |
| <b>Grand Total</b>                        | <b>\$209.00</b> |

**Master Card** ✓ **\$209.00**

Date / Time October 2, 2019 @ 8:48:53 AM

Government Financial Information

Summary

Expiration

Authorization

**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

**Required Travel Documents:**

All passengers 18 years and above must present  
government issued photo identification.

**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

## Waters, Leah TRAN:EX

**From:** reservation@harbourair.com  
**Sent:** November 6, 2019 12:20 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.

**Please Note:** Check-in time is 25 minutes prior to domestic travel, and 60 minutes for international. For domestic flights and tours, all passengers 18 years and above must present government issued photo identification. For international flights, a valid passport book is required for all passengers, including infants.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at [harbourair.com](http://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, October 2, 2019 ✓

Invoice #6790005

Flight #223/Twin Otter

Air Transportation Charges

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

Sked 200 : (St) GO Flex

\$188.54

17:30 Victoria Harbour / [Map](#) ✓

Taxes, Fees and Charges



**30 minutes**

**KK- Confirmed**

**1 Passenger(s) - GoFlex**

- **Claire Trevena, Female** ✓

[Add to Calendar](#)

|   |                 |
|---|-----------------|
| Sked 200 : Carbon Offset                  | \$0.65          |
| All Skeds - Baggage : Checked Baggage Fee | \$0.00          |
| Sked 200 : VHFC Terminal Fee              | \$9.86          |
| + Goods and Services Tax                  | ✓ \$9.95        |
| Billing                                   | \$199.05        |
| Taxes                                     | \$9.95          |
| <b>Grand Total</b>                        | <b>\$209.00</b> |

**Master Card** ✓ **\$209.00**

Date / Time      October 2, 2019 @ 2:00:21 PM

Government Financial Information

Summary

Expiration

Authorization

**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

**Required Travel Documents:**

All passengers 18 years and above must present  
government issued photo identification.

**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





AIR CANADA

## Booking Confirmation

Government Financial Information

Booking Reference:

Date of issue: 04 Oct, 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 - Flex

Wednesday  
16 Oct, 2019



15:35  
**Sandspit**  
(YZP), BC



17:20  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M

AC8523

1hr45  
Economy L  
Operated by: Air Canada Express -  
Jazz | [De Havilland Dash 8-400](#)

## Passengers



**Claire Trevena** ✓

Ticket Number  
0142120340828

Seats  
**AC8523** Personal Information



## Purchase summary

Government Financial Information

Amount paid: \$349.78

**Tax information**  
GST no. 10009-2287 RT0001  
\$16.66

|            |        |
|------------|--------|
| Base Fare  | 308.00 |
| Surcharges | 18.00  |

|  |         |
|--|---------|
| Goods and Services Tax - Canada - 100092287 RT0001 | ✓ 16.66 |
| Air Travellers Security Charge - Canada            | 7.12    |

|  |                 |
|--|-----------------|
| Total airfare and taxes before options | <b>\$349.78</b> |
|--|-----------------|

|                                |                   |
|--------------------------------|-------------------|
| GRAND TOTAL (Canadian dollars) | ✓ <b>\$349.78</b> |
|--------------------------------|-------------------|

1 adult



## Reservation Confirmation

Your reservation is now confirmed

## Reservation Number:

Personal Information

\*All charges and payments appear in: CAD

### Passenger

| Name            | Total Charges | GST     | Total Amount | Total Payments | Balance Due |
|-----------------|---------------|---------|--------------|----------------|-------------|
| TREVENA, CLAIRE | \$294.64      | \$14.74 | \$309.38     | \$309.38       | \$0.00      |

### Additional Passengers

Personal Information

### Flight Itinerary

| Leg | Flight Number | Date        | Departure                 | Arrival       | Aircraft   | Status    |
|-----|---------------|-------------|---------------------------|---------------|------------|-----------|
| ✓ 1 | 8P747         | 18 Oct 2019 | 16:45 - VANCOUVER - SOUTH | 17:20 - COMOX | 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 | GOVT - 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 |

Personal Information

### Payment Information

| Date            | Payer's Name | Amount   | Transaction Type | PO Number | Receipt              | Authorization |
|-----------------|--------------|----------|------------------|-----------|----------------------|---------------|
| 07 October 2019 | Leah Waters  | \$309.38 | MASTERCARD       |           | Personal Information |               |

Tax Registration: 121386296 RT0001



## Waters, Leah TRAN:EX

**From:** reservation@harbourair.com  
**Sent:** October 7, 2019 2:38 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.

**Please Note:** Check-in time is 25 minutes prior to domestic travel, and 60 minutes for international. For domestic flights and tours, all passengers 18 years and above must present government issued photo identification. For international flights, a valid passport book is required for all passengers, including infants.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at [harbourair.com](http://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

**Friday, October 18, 2019**

Invoice #6808393

**Flight #811**

Air Transportation Charges

**13:40 Sechelt (Sunshine Coast) /**

Sked 800 : (St) GO Flex

\$138.34

[Map](#)

Taxes, Fees and Charges

**14:00 Nanaimo Harbour /** [Map](#)



20 minutes

KK- Confirmed

Personal  
Information

Passenger(s) - GoFlex

Claire Trevena, Female ✓

Personal Information

[Add to Calendar](#)

Personal Information

|   |                     |
|---|---------------------|
| Sked 800 : Port Fee                       | \$3.50              |
| All Skeds - Baggage : Checked Baggage Fee | \$0.00              |
| Sked 800 : Carbon Offset                  | \$1.00              |
| + Goods and Services Tax                  | Minister's GST 3 58 |

Personal Information

Billing Minister's amount 71.42

Taxes

**Grand Total** Minister's amount \$75.00

**GoFlex Fare Conditions:**

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure  
(subject to difference in fare value)

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within  
24 hrs of departure

**Required Travel Documents:**

All passengers 18 years and above must present  
government issued photo identification.

**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**



TH20EXEPAL26



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E132357

**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.

|   |                             |   |  |                                       |                                       |                                   |                            |                          |                                    |
|---|-----------------------------|---|--|---------------------------------------|---------------------------------------|-----------------------------------|----------------------------|--------------------------|------------------------------------|
| <b>Name</b><br>Trevena, Claire  |                             |   | <b>Employee ID</b><br>Personal Information |                                       | <b>Phone Number</b><br>(250) 387-1978 |                                   |                            |                          |                                    |
| <b>Client Organization</b><br>Transportation and Infrastructure   |                             |   | <b>Job Title</b>                           |                                       | <b>Travel Group Code</b><br>4         |                                   |                            |                          |                                    |
| <b>5. Date Completed</b><br>2019/12/11  |                             | <b>6. Fiscal Year</b><br>2020               |  | <b>7. Special Cheque Issue</b>        |                                       | <b>8. Cheque Stub Information</b> |                            |                          |                                    |
| <b>Type of Travel</b><br>In Province  |                             | <b>14. Reason for Travel</b><br>Ministerial |  |                                       |                                       | <b>Headquarters</b><br>Victoria   |                            |                          |                                    |
| <b>12. Mailing Address for Cheque</b><br>PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2   |                             |   |  |                                       |                                       |                                   |                            |                          |                                    |
| <b>16. Travel Dates</b>   | <b>17. Places Travelled</b> |   |  | <b>18. 55KMS Personal Vehicle Use</b> |                                       | <b>19. Other Transport Costs</b>  | <b>20. &amp; 21. Meals</b> | <b>22. Lodging Costs</b> | <b>20. &amp; 21. Miscellaneous</b> |
|   | <b>Destination</b>          | <b>Start</b>                                | <b>End</b>                                 | <b>Km</b>                             | <b>Cost</b>                           |                                   | <b>Cost</b>                |                          | <b>Cost</b>                        |
| 2019  | Victoria                    | 0800  | 1800                                       |                                       | 0.00                                  |                                   | 61.00 CCA                  |                          |                                    |
| 11/25   | Victoria                    | 0800  | 1800                                       |                                       | 0.00                                  |                                   | 61.00 CCA                  |                          |                                    |
| 11/26   | Victoria                    | 0800  | 1800                                       |                                       | 0.00                                  |                                   | 48.50 CCA                  |                          |                                    |
| 11/27   | Vic > Quadra (Ferry)        | 0800  | 1800                                       | 291                                   | 160.05                                | 95.00                             | 39.50 CCA                  |                          |                                    |
| 11/28   | Quadra > Vic (Ferry)        | 0800  | 1800                                       | 291                                   | 160.05                                |                                   | 36.00 CCA                  |                          |                                    |
| 12/05   | Vic > Quadra (Ferry)        | 0800  | 1800                                       | 291                                   | 160.05                                |                                   | 48.50 CCA                  |                          |                                    |
| 12/06   |                             |   |  |                                       |                                       |                                   |                            |                          |                                    |
| Top up used on ferries  |                             |   |  |                                       |                                       |                                   |                            |                          |                                    |
| <b>TOTALS OF COLUMNS</b>  |                             |   |  | <b>36.</b><br>\$ 480.15               | <b>37.</b><br>\$ 95.00                | <b>38.</b><br>\$ 294.50           | <b>39.</b><br>\$ 0.00      | <b>40.</b><br>\$ 0.00    | <b>Claim Total</b><br>\$ 869.65    |
| <b>48. Client Code</b>  | <b>49. Resp.</b>            | <b>50. Service Line</b>                     | <b>51. STOB</b>                            | <b>52. Project</b>                    | <b>45. Supplier Code</b>              |                                   | <b>Amount</b>              |                          |                                    |
| 034   | 55001                       | 60410                                       | 5702-50                                    | 55 MTCCA                              | Government Financial Information      |                                   | \$ 294.50 - \$ 869.65      |                          |                                    |
| 034   | 55001                       | 60410                                       | 5702                                       | 55MTVNC                               |                                       |                                   | \$ 527.65                  |                          |                                    |
| 034   | 55001                       | 60410                                       | 5702                                       | 5500102                               |                                       |                                   | \$ 47.50                   |                          |                                    |
| <b>Less Travel Advance</b>  |                             |   |  |                                       |                                       |                                   |                            |                          |                                    |
| 034   |                             |   |  |                                       |                                       |                                   |                            |                          |                                    |
| <b>AMOUNT DUE TO EMPLOYEE</b>   |                             |   |  |                                       |                                       |                                   |                            |                          | <b>54.</b><br>\$ 869.65            |
| <b>45. Employee Signature (See Audit Trail)</b><br>- 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. |                             |   |  |                                       | <b>Print Name</b>                     |                                   | <b>Date Signed</b>         |                          |                                    |
| <b>56. Spending Authority Signature (See Audit Trail)</b><br>- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.  |                             |   |  |                                       | <b>Print Name</b>                     |                                   | <b>Date Signed</b>         |                          |                                    |
| <b>57. Payment Authority Signature (See Audit Trail)</b><br>- Requisition for payment pursuant to section 32 of the Financial Administration Act.   |                             |   |  |                                       | <b>Print Name</b>                     |                                   | <b>Date Signed</b>         |                          |                                    |

FIN 10 (EFI-F0012 v2.6.1)

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

11/25 Was already in Victoria  
\$95.00 ferry top-up divided between  
5702 MTVNC \$47.50  
5702 5500102 \$47.50

Audited by PL Dec 12-19

**Notes for Travel Voucher (Restricted Use) E132357 for Trevena, Claire**

1 note(s) returned.

| Created On          | Author  | Note   |
|---------------------|---|--|
| 2019/12/11 09:49:02 | Waters, Leah<br>(IDIR\LWATERS)<br>Leah.Waters@gov.bc.ca | 11/25: Vic, per diem<br>11/26: Vic, per diem<br>11/27: Vic, lunch and dinner<br>11/28: Vic > Quadra, breakfast, lunch,<br>personal vehicle use @291KM, ferry top up<br>12/05: Quadra > Vic, dinner, personal vehicle<br>use @291KM<br>12/06: Vic > Quadra, breakfast and lunch,<br>personal vehicle use @291KM |

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

Campbell River  
To  
Quadra Island



RECEIPT - PLEASE RETAIN

**PURCHASE 2019/11/28**

|                                   |              |              |
|-----------------------------------|--------------|--------------|
| 1                                 | Stored Value | 95.00        |
| <b>Total</b>                      |              | <b>95.00</b> |
| Government Financial Information  |              |              |
|                                   |              | 95.00        |
| AUTH 061051 66277353 0010010660 S |              |              |
| 01 APPROVED - THANK YOU 027       |              |              |
| <b>CHANGE DUE</b>                 |              | <b>0.00</b>  |
| Stored Value                      |              |              |
| Savings:VEH & PASS Savings        |              |              |
| Balance:\$104.75                  |              |              |

\*\*\*CARDHOLDER COPY\*\*\*  
CAM 28 Nov 2019 16:22:03



SEE REVERSE SIDE OF TICKET

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

Personal Information

Card Number:

For: ( Last 2 months )

Product: ( Stored Value )

<< Back to Card Summary

### Card Activity:

| DATE        | DESCRIPTION                      | AMOUNT  | TYPE | DETAILS    |
|-------------|----------------------------------|---------|------|------------|
| 2019-Oct-03 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Oct-10 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Oct-16 | Vehicle and/or Passenger Savings | \$23.65 | TOLL | Details >> |
| 2019-Oct-16 | Vehicle and/or Passenger Savings | \$95.00 | TOLL | Details >> |
| 2019-Oct-17 | Vehicle and/or Passenger Savings | \$10.85 | TOLL | Details >> |
| 2019-Oct-18 | Vehicle and/or Passenger Savings | \$23.65 | TOLL | Details >> |
| 2019-Oct-24 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Nov-01 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Nov-07 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Nov-07 | Vehicle and/or Passenger Savings | \$95.00 | TOLL | Details >> |
| 2019-Nov-08 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Nov-15 | Vehicle and/or Passenger Savings | \$29.10 | TOLL | Details >> |
| 2019-Nov-15 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Nov-16 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Nov-28 | Vehicle and/or Passenger Savings | \$18.45 | TOLL | Details >> |
| 2019-Nov-28 | Vehicle and/or Passenger Savings | \$95.00 | TOLL | Details >> |

Personal Information



## Booking Confirmation

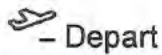
Government Financial Information

Booking Reference

Date of issue: 15 Nov, 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 [ATA 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.



Economy - Standard

Thursday  
05 Dec, 2019

✓ 15:10  
**Vancouver**  
Vancouver Int. (YVR), BC  
Terminal M



15:39  
**Victoria**  
Victoria Int. (YYJ), BC

AC8071

0hr29  
Economy S  
Operated by: Air Canada Express -  
Jazz | [De Havilland Dash 8-400](#)

## Passengers

✈ **Claire Trevena** ✓  
Ticket Number  
0142122578806

Seats  
AC8071 -



## Purchase summary

Government Financial Information

1 adult

Amount paid: \$191.23

**Tax information**

GST no. 10009-2287 RT0001  
\$9.11

Base Fare

158.00

Surcharges

12.00

Goods and Services Tax - Canada - 100092287 RT0001



9.11

Air Travellers Security Charge - Canada

7.12

Airport Improvement Fee - Canada

5.00

Total airfare and taxes before options

**\$191<sup>23</sup>**

GRAND TOTAL (Canadian dollars)



**\$191<sup>23</sup>**





Government Financial 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         | 16 Dec 2019 | 16:25 - VANCOUVER - SOUTH | 17:10 - CAMPBELL RIVER | SAAB 340A | CONFIRMED |

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

### Purchase Summary

| Leg   | Passenger       | Description        | Amount   | GST      | Total    |
|-------|-----------------|--------------------|----------|----------|----------|
| 1     | TREVENA, CLAIRE | AIF - YVR          | \$5.00   | \$0.25   | \$5.25   |
| 1     | TREVENA, CLAIRE | GOVT - 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 |
|------------------|--------------|----------|------------------|-----------|----------------------------------|---------------|
| 28 November 2019 | Leah Waters  | \$154.69 | MASTERCARD       |           | Government Financial Information |               |

Tax Registration: 121386296 RT0001



### Online Check-In

Pacific Coastal customers have the option of checking-in online anytime between 24 hours and up to 1 hour ahead of their scheduled departure time. After completing online check-in, you have the option of printing a boarding pass, or emailing an electronic version to your mobile device, which will be scanned at the boarding gate. If you are checking a bag, we recommend that you **drop your checked baggage off 60 minutes prior** to your scheduled departure time. Checked baggage acceptance **closes 40 minutes prior** to scheduled departure time. To check-in online [click here](#).



## Reservation Confirmation

Your reservation is now confirmed

## Reservation Number:

Government Financial Information

\*All charges and payments appear in: CAD

### Passenger

| Name              | Total Charges | GST    | Total Amount | Total Payments | Balance Due |
|-------------------|---------------|--------|--------------|----------------|-------------|
| TREVENA, CLAIRE ✓ | ✓ \$150.82    | \$7.55 | \$158.37     | \$158.37       | \$0.00      |

### Flight Itinerary

| Leg | Flight Number | Date        | Departure              | Arrival                   | Aircraft  | Status    |
|-----|---------------|-------------|------------------------|---------------------------|-----------|-----------|
| 1   | 8P758         | 15 Dec 2019 | 17:40 - CAMPBELL RIVER | 18:25 - VANCOUVER - SOUTH | SAAB 340A | CONFIRMED |

8P flight numbers operated by Pacific Coastal Airlines.

Aircraft type and schedule subject to change without notice.

### Purchase Summary

| Leg          | Passenger       | Description        | Amount   | GST      | Total    |
|--------------|-----------------|--------------------|----------|----------|----------|
| 1            | TREVENA, CLAIRE | AIF - YBL          | \$8.50   | \$0.43   | \$8.93   |
| 1            | TREVENA, CLAIRE | GOVT - 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   |
| <b>Total</b> |                 |                    | \$150.82 | \$7.55 ✓ | \$158.37 |

### Payment Information

| Date             | Payer's Name | Amount   | Transaction Type | PO Number | Receipt                          | Authorization |
|------------------|--------------|----------|------------------|-----------|----------------------------------|---------------|
| 28 November 2019 | Leah Waters  | \$158.37 | MASTERCARD       |           | Government Financial Information |               |

Tax Registration: 121386296 RT0001



### Online Check-In

Pacific Coastal customers have the option of checking-in online anytime between 24 hours and up to 1 hour ahead of their scheduled departure time. After completing online check-in, you have the option of printing a boarding pass, or emailing an electronic version to your mobile device, which will be scanned at the boarding gate. If you are checking a bag, we recommend that you **drop your checked baggage off 60 minutes prior** to your scheduled departure time. Checked baggage acceptance **closes 40 minutes prior** to scheduled departure time. To check-in online [click here](#).