

Minister's Quarterly Travel Expense Summary

Name: Honourable Claire Trevena

Quarter: 2020 January to March

Portfolio: Transportation & Infrastructure

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 2,716.92

Other Travel in Province: \$ 3,953.08

Out of Country Travel: \$ -

Out of Province Travel: \$ 3,873.41

Total travel expenses paid this quarter: \$ 10,543.41

Travel expenses fiscal year-to-date: \$ 37,610.16

TH20EXEPAL29



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132378

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Trevena, Claire				Employee ID Personal Information		Phone Number (250) 387-1978	
Client Organization Transportation and Infrastructure				Job Title		Travel Group Code 4	
5. Date Completed 2019/12/12		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial				Headquarters Victoria	
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Cost
2019							
11/18	Victoria	0800	1800		0.00		61.00 CCA
11/19	Victoria	0800	1800		0.00		61.00 CCA
11/20	Victoria	0800	1800		0.00		48.50 CCA
11/21	Vic > Quadra	0800	1800	291	160.05		61.00 CCA
12/09	Quadra > Vic	0800	1800	291	160.05		36.00 CCA
12/10	Victoria	0800	1800		0.00		48.50 CCA
12/11	Victoria	0800	1800		0.00		48.50 CCA
12/12	Vic > Quadra	0800	1800	291	160.05		39.50 CCA
TOTALS OF COLUMNS				36.	37.	38.	39.
				\$ 480.15	\$ 0.00	\$ 404.00	\$ 0.00
				40.			Claim Total
				\$ 0.00			\$ 884.15
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount
034	55001	60410	5702-50	55 MTCCA	Government Financial Information		\$ 404.00
034	55001	60410	5702	55MTVNC			\$ 884.15
034							\$ 480.15
034							
Less Travel Advance							
034							
AMOUNT DUE TO EMPLOYEE							54.
							\$ 884.15
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

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

AUDITED BY PL JAN 22-20



Control No.

E132532

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

5. Date Completed 2020/02/03		6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information		
Type of Travel In Province		14. Reason for Travel Ministerial					Headquarters Victoria		
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2									
16. Travel Dates 2019 12/15 12/16	17. Places Travelled			18. .55 KMS Personal Vehicle Use		19. Other Transport Costs 8.00 36.95 Personal Information	20. & 21. Meals Cost 36.00 39.50	22. Lodging Costs 222.07	20. & 21. Miscellaneous Cost 8.00 Describe Parking
				36. \$ 22.00	37. \$ 44.95 Personal Information	38. \$ 75.50	39. \$ 222.07	40. \$ 8.00	Claim Total Personal Information
TOTALS OF COLUMNS									
48. Client Code 034 034 034 034	49. Resp. 55001	50. Service Line 60410		51. STOB 5702	52. Information Project MTCCA 5500102	45. Supplier Code Government Financial Information		Amount \$ 372.52 --\$ Personal Information	
Less Travel Advance 034									
						AMOUNT DUE TO EMPLOYEE			54. Personal Information
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed	
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57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act						Print Name		Date Signed	

Notes for Travel Voucher (Restricted Use) E132532 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2020/02/03 10:27:24	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	12/15: Quadra > Van, mileage to airport @20KM, skytrain, dinner, hotel 12/16> Van > Quadra, cab to airport, breakfast, lunch, airport parking, mileage from airport

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Vancouver, BC
Security Concern
Business Information

Room : 0737
Folio # :
Invoice # :
Cashier # : 139
Page # : 1 of 1

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

Arrival : 12-15-19
Departure : 12-16-19

Date	Description	Additional Information	Charges	Credits
12-15-19	Room Charge - Provincial Govt		189.00	
12-15-19	Destination Marketing Fee		2.44	
12-15-19	Hotel Room Tax		21.06	
12-15-19	Room GST	Government Financial Information	9.57	
12-16-19	Visa			222.07
Total			222.07	222.07
Balance Due			0.00	

GST Summary

Room : 9.57
F&B : 0.00
Other : 0.00
Total : 9.57

HST Summary

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

MACLURE'S CAB 50
1275 75TH AVE W
VANCOUVER BC

Government Financial Information

CARD
CARD TYPE VISA
DATE 2019/12/16
TIME 2398 15:19:49
CLERK ID 1
RECEIPT NUMBER
C85077483-001-497-012-0

PURCHASE
AMOUNT \$36.95
TIP
TOTAL

Personal Information

VISA CREDIT
A0000000031010
81CBE9E1E05A7F3A
8080008000-6800
1A111DC3979D0F80
8080008000-7800

APPROVED

AUTH# 084971
THANK YOU

01-027

CARDH

IMPORTANT
COPY FOR

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
YVR-Airport Stn
TVM73121
Sun 15 Dec 19 06:35PM

Payment Type: VISA
Purchase:
1 Zone Ticket with YVR

Product Price: \$ 36.95

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

Auth #: 051821
Ref #: TVVDAV4Z7G9D
Receipt #: 155863

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

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

Thank You!

PLACE FACE UP ON DASH
Campbell River Airport

Expiration Date/Time

04:53 PM
DEC 16, 2019

Purchase Date/Time: 04:53pm Dec 15, 2019
Total Due: \$8.00
Total Paid: \$8.00
Ticket #: 00000481
S/N #: 520116472557
Setting: Lot - 501
Mach Name: Lot 501 - 1

Rate: Park for 1 Day
Pmt Type: CC (Swipe)

Government Financial Information

Auth #: 025141

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

KEEP TICKET WITH YOU
Campbell River Airport

Expiration Date/Time: 04:53pm Dec 16, 2019
Purchase Date/Time: 04:53pm Dec 15, 2019

Total Due: \$8.00
Total Paid: \$8.00
Rate: Park for 1 Day
Pmt Type: CC (Swipe)

h #: 025141

15/12/19

Mileage to airport - 20km
skytrain
dinner
mileage
hotel

16/12/19

breakfast
lunch
cab to airport
airport parking
mileage

20km

TH20EXEPAL33



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132534

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Name Trevena, Claire				Employee ID Personal Information Job Title		Phone Number (250) 387-1978	
Client Organization Transportation and Infrastructure						Travel Group Code 4	
5. Date Completed 2020/02/03		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial				Headquarters Victoria	
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2							
16. Travel Dates	17. Places Travelled			18. .55 KMS Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Cost
2020							
01/21	Quadra > Vic	0800	1600	291	160.05		36.00 CCA
01/22	Vic > Van > Vic (HJ)	0800	1600		0.00		61.00 PD
01/23	Vic > Quadra	0800	1600	291	160.05		39.50 CCA
01/26	Quadra > Vic	0800	1600	291	160.05		36.00 ***
01/27	Vic > Quadra	0800	1600	291	160.05	95.00	39.50 ***
01/29	Quadra > Vic	0800	1600	291	160.05		48.50 ***
01/30	Victoria	0800	1600		0.00		61.00 ***
01/31	Vic > Quadra	0800	1600	291	160.05		27.00 ***
	PCARD						
TOTALS OF COLUMNS				36. \$ 960.30	37. \$ 95.00	38. \$ 348.50	39. \$ 0.00
				40. \$ 0.00	41. \$ 1403.80		
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount
034	55001	60410	5702 ⁵⁰	55 MTCCA	Government Financial Information		\$ 287.50
034	55001	60410	5702	55MTVNC			\$ 1007.80
034	55001	60410	5702	5500102			\$ 47.50
034	55001	60410	5701	5500102			\$ 61.00
Less Travel Advance							
034							
AMOUNT DUE TO EMPLOYEE							54. \$ 1403.80
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

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

Audited by PL Feb 26-20

Notes for Travel Voucher (Restricted Use) E132534 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2020/02/03 10:56:41	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	01/21: Quadra > Vic, personal vehicle use @291KM, lunch, dinner 01/22: Van, per diem 01/23: Vic > Quadra, personal vehicle use @291KM, breakfast, lunch 01/26: Quadra > Vic, personal vehicle use @291KM, dinner 01/27: Vic > Quadra, personal vehicle use @291 KM, breakfast, lunch, ferry top up 01/29: Quadra > Vic, personal vehicle use @291KM, lunch, dinner 01/30: Vic, per diem, 01/31: Vic>Quadra, personal vehicle use @291KM, breakfast

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21/1/20

mileage to Victoria
lunch
dinner

22/1/20

per diem

23/1/20

breakfast

lunch

Mileage.

~~26/1/20~~ ~~mileage~~
~~dinner~~

26/1

mileage
dinner

27/1

breakfast
lunch

mileage
ferry top up

29/1

lunch
dinner

mileage

30/1

per diem

31/1

breakfast
mileage

Campbell River
To
Quadra Island



RECEIPT - PLEASE RETAIN

PURCHASE 2020/01/27

1 Stored Value 95.00

Total Government Financial Information 95.00

95.00

AUTH 003541 66277353 0010010650 S
01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

Stored Value
Savings:VEH & PASS Savings
Balance:\$107.70

SPLIT 5702 MTVNC \$47.50
5702 5500102 \$47.50

CARDHOLDER COPY
CAM 27 Jan 2020 18:09:44



SEE REVERSE SIDE OF TICKET



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132629

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Client Organization Transportation and Infrastructure						Travel Group Code 4			
5. Date Completed 2020/02/21		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information			
Type of Travel In Province		14. Reason for Travel Ministerial				Headquarters Victoria			
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2									
16. Travel Dates	17. Places Travelled			18. .55 KMS Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous
	Destination	Start	End	Km	Cost		Cost		Cost Describe
2020									
02/02	Courtenay/Comox	0800	1800	130	71.50		27.00 PD		
02/03	Courtenay/Comox	0800	1800	148	81.40		48.50 PD		
02/04	Courtenay/Comox	0800	1800	291	160.05		36.00 PD		
02/05	Victoria	0800	1800		0.00		48.50 CCA		
02/06	Victoria	0800	1800	291	160.05		39.50 CCA		
TOTALS OF COLUMNS					36. \$ 473.00	37. \$ 0.00	38. \$ 199.50	39. \$ 0.00	40. \$ 0.00 Claim Total \$ 672.50
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount		
034	55001	60410	5702 50	55 MTCCA	Government Financial Information		\$ 88.00 -- \$ 672.50		
034	55001	60410	5702	55MTVNC			\$ 160.05		
034	55001	60410	5702	5500102			\$ 424.45		
Less Travel Advance									
034									
AMOUNT DUE TO EMPLOYEE							54. \$ 672.50		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					Print Name		Date Signed		
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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06

Audited by PL Feb 27-20

Notes for Travel Voucher (Restricted Use) E132629 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2020/02/21 14:03:11	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	02/02: Quadra > Courtenay (return): personal vehicle use @130KM, Lunch 02/03: Quadra > Courtenay (return): personal vehicle use @ 148KM, lunch, dinner 02/04: Quadra > Courtenay > Victoria: personal vehicle use @291KM, dinner 02/05: Victoria: lunch, dinner 02/06: Victoria > Quadra: personal vehicle use @291KM, breakfast, lunch

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*this was mixed business, as she also made some MOTI related announcements during the trip.

TH20EXEPAL33



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132630

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Name Trevena, Claire				Employee ID Personal Information Job Title		Phone Number (250) 387-1978	
Client Organization Transportation and Infrastructure						Travel Group Code 4	
5. Date Completed 2020/02/21		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial				Headquarters Victoria	
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2							
16. Travel Dates 2020	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Cost
02/09	Quadra>Vic (Ferry)	0800	1800	291	160.05		36.00 CCA
02/10	Vic- New Westminster (HJ)	0800	1800		0.00		** 61.00 PD
02/11	Victoria	0800	1800		0.00		61.00 CCA
02/12	Victoria	0800	1800		0.00		48.50 CCA
02/13	Vic- Vancouver (AC)	0800	1800		0.00	35.00	** 61.00 PD
02/14	Vancouver > Quad (PC)	0800	1800		0.00	60.75 Personal Information	** 39.50 PD
pcard							** 222.07
TOTALS OF COLUMNS				36.	37.	38.	39.
				\$ 160.05	\$ 95.75 Personal Information	\$ 307.00	\$ 222.07
40.	41.	42.	43.	44.	45.	46.	47.
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount	Claim Total
034	55001	60410	570250	55 MTCCA	Government Financial Information	\$145.50	\$ 160.05
034	55001	60410	5702	55500102		** \$ 479.32	
034	55001	60410	5702	55MTVNC		\$ 160.05	
Less Travel Advance							
034							
AMOUNT DUE TO EMPLOYEE						54.	
						\$ 784.87 Personal Information	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

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

Audited by PL Feb 27, 2020

Notes for Travel Voucher (Restricted Use) E132630 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2020/02/21 14:18:42	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	02/09: Quadra > Vic, personal vehicle use @291KM, dinner 02/10: New Westminster, HJ flight (return), per diem 02/11: Victoria, per diem 02/12: Victoria, lunch and dinner 02/13: Vic > Van, AC flight, accommodation, cab to hotel 02/14: Van > Quadra, PC flight, breakfast and lunch, cab to airport, shuttle from airport to ferry, ferry

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Vancouver, BC
Security Concern
Business Information

Room : 0303
Folio # :
Invoice # :
Cashier # : 139
Page # : 1 of 1

Ms Claire Trevena
Personal Information

Arrival : 02-13-20
Departure : 02-14-20

Date	Description	Additional Information	Charges	Credits
02-13-20	Room Charge		189.00	
02-13-20	Destination Marketing Fee		2.44	
02-13-20	Hotel Room Tax		21.06	
02-13-20	Room GST	Government Financial Information	9.57	
02-14-20	Visa			222.07
Total			222.07	222.07

Balance Due 0.00

GST Summary

Room : 9.57
F&B : 0.00
Other : 0.00
Total : 9.57

HST Summary

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

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

Government Financial Information

CARD
CARD TYPE VISA
DATE 2020/02/14
TIME 0321 15:21:31
CLERK ID 7
INVOICE # 3
RECEIPT NUMBER
C85055433-001-181-006-0

PURCHASE
AMOUNT \$38.75
TIP Personal Information
TOTAL

VISA CREDIT
A0000000031010
21429E4DCF53A34F
8080008000-6800
B58B1C77D8E42794
8080008000-7800

APPROVED

AUTH# 039361 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

604*871*1111
GST# 105485080
VAN TAXI APP
DOWNLOAD AT APPLE STORE

BONNY'S TAXI B 54
5759 SIDLEY STREET
BURNABY BC

Government Financial Information

CARD
CARD TYPE VISA
DATE 2020/02/13
TIME 5812 23:38:25
CLERK ID 02
RECEIPT NUMBER
H85024845-001-450-007-0

PURCHASE
AMOUNT \$35.00
TIP Personal Information
TOTAL

VISA CREDIT
A0000000031010
61861863BB5381BF
0000000000-

APPROVED

AUTH# 047561 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Received: \$72.00

Date: Feb 14/2020

Driver: J Henderson

Personal Information



Booking Confirmation

Government Financial Information

Date of issue: 14 Jan, 2020

Booking Reference:

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
22 Jan, 2020



09:00
Victoria
Victoria Int. (YYJ),
British Columbia



09:31
Vancouver
Vancouver Int. (YVR),
Terminal M

AC8056

0hr31
Economy Q
Operated by: Air Canada Express -
Jazz | **De Havilland Dash 8-400**
Air Canada Bistro

Return

Economy - Flex

Wednesday
22 Jan, 2020

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



15:39
Victoria
Victoria Int. (YYJ),
British Columbia

AC8071

0hr29
Economy Q
Operated by: Air Canada Express -
Jazz | **De Havilland Dash 8-400**
Air Canada Bistro

Passengers

Claire Trevena
Ticket Number
0142125962616

Seats Personal Information
AC8056
AC8071



Purchase summary

Government Financial Information

Amount paid: \$607.16

Tax information

GST no. 10009-2287 RT0001 \$28.91

	1 adult
Base Fare - Depart - Economy - Flex	260.00
Base Fare - Return - Economy - Flex	260.00
Surcharges	24.00
Air Travellers Security Charge - Canada	14.25
Goods and Services Tax - Canada - 100092287 RT0001	28.91
Airport Improvement Fee - Canada	20.00
Total before options (per passenger)	<u>\$607¹⁶</u>
GRAND TOTAL (Canadian dollars)	<u>\$607¹⁶</u>



Check-in and boarding gate deadlines

Within Canada

90

minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45

minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15

minutes

Boarding gate deadline

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

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



②

③

eTicket Receipt

 Prepared For
 TREVENA/CLAIRE MS

[TICKET EXCHANGED]

RESERVATION CODE

ISSUE DATE

TICKET NUMBER

ISSUING AIRLINE

ISSUING AGENT

Government Financial Information

21Jan20

8382154794011

WESTJET

WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
14Feb20	WESTJET WS 192	VICTORIA BC, CANADA Time 20:40	EDMONTON INTL AB, CANADA Time 23:16	Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status EXCHANGED Fare Basis YC0D0FHS Not Valid After 14FEB21
15Feb20	WESTJET WS 426	EDMONTON INTL AB, CANADA Time 00:05	TORONTO ON, CANADA Time 05:45	Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status EXCHANGED Fare Basis YC0D0FHS Not Valid After 14FEB21

Allowances

Baggage Allowance

YYJ to YYZ - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

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

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

Carry On Allowances

YYJ to YEG , YEG to YYZ - 1 Piece (WS - WESTJET)

Carry On Charges

YYJ to YEG , YEG to YYZ - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment

CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX

Government Financial Information

Fare Calculation Line	YYJ WS X/YEA WS YTO882.00CAD882.00END
Fare	CAD 882.00
Taxes/Fees/Carrier-Imposed Charges	CAD 23.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 45.61 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 15.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 0.75 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 973.48
<div> <div>✓</div> <div>973.48-398.08=575.40 refund</div> <div>(-548.00 and -27.40 GST=-575.40)</div> </div>	

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)



eTicket Receipt

Prepared For
TREVENA/CLAIRE MS



[TICKET EXCHANGED]

RESERVATION CODE	Government Financial Information
ISSUE DATE	21Jan20
TICKET NUMBER	8382154794124
ISSUING AIRLINE	WEST JET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
13Feb20	WESTJET WS 192	VICTORIA BC, CANADA Time 20:40	EDMONTON INTL AB, CANADA Time 23:16	Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status EXCHANGED Fare Basis KCUF4FHS Not Valid Before 13FEB20 Not Valid After 31MAY20
14Feb20	WESTJET WS 426	EDMONTON INTL AB, CANADA Time 00:05	TORONTO ON, CANADA Time 05:45	Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status EXCHANGED Fare Basis KCUF4FHS Not Valid Before 14FEB20 Not Valid After 13FEB21

Payment/Fare Details

Fare Calculation	YYJ WS X/YEA WS YTO334.00CAD334.00END
Exchanged Ticket	8382154794011
Fare	CAD 334.00
Change Fee	CAD 0.00
Tax on change fee	CAD 0.00
Taxes/Fees/Carrier-Imposed Charges	CAD 23.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 15.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 18.21 XG8 (GOODS AND SERVICES TAX (GST))



CAD 0.75 XG9 (GOODS AND SERVICES TAX (GST))

Total Fare

CAD 398.08

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direct on depend ng on po nt of departure. Guests depart ng the Un ted States, Lat n Amer ca and the Car bbean w ll pay baggage fees in USD. P ease see <https://www.westjet.com/en-ca/trave-nfo/fares/serv ce-fees> for more nformat on.

Passengers embark ng upon a journey nvo v ng an u t mate dest nat on or a stop n a country other than the country of departure are adv sed that the prov s ons of an nternat ona treaty (the Warsaw Convent on, the 1999 Montrea Convent on, or other treaty), as we as a carr er's own contract of carr age or tar ff prov s ons, may be app cab e to the r ent re journey, nc ud ng any port on ent re y w th n the countr es of departure and dest nat on. The app cab e treaty governs and may m t the ab ty of carr ers to passengers for death or persona njury, destruct on or oss of, or damage to, baggage, and for de ay of passengers and baggage.

Add t ona protect on can usua y be obta ned by purchas ng nsurance from a pr vate company. Such nsurance s not affected by any m tat on of the carr er's ab ty under an nternat ona treaty. For further nformat on p ease consu t your a r ne or nsurance company representat ve.

Data Protection Notice: Your persona data w ll be processed n accordance w th the app cab e carr er s pr vacy po cy and, f your book ng s made v a a reservat on system prov der ("GDS"), w th ts pr vacy po cy. These are ava ab e at [http://www. atatrave center.com/pr vacy](http://www.atatravecenter.com/pr vacy) or from the carr er or GDS d rect y. You shou d read th s documentat on, wh ch app es to your book ng and spec fes, for examp e, how your persona data s co ected, stored, used, d sc osed and transferred. (app cab e for nter ne carr age)

[Important Lega Notices](#)



Waters, Leah TRAN:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: January 22, 2020 12:59 PM
To: Waters, Leah TRAN:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Government Financial Information

Name

Claire Trevena

Booking

Government Financial Information

Wednesday, January 22, 2020

717

13:20 Vancouver Harbour (Downtown)

13:55 Victoria Harbour (Downtown) ✓

35 minutes

Confirmed

1 Passengers - Full-Fare

Claire Trevena, Female ✓

[Add to Calendar](#)

Invoice #507092

FARE-YWH-FULL_Winter2019 \$333.33

+ GST ✓ \$16.67

Billing \$333.33

Taxes \$16.67

Grand Total ✓ **\$350.00**

Mastercard \$350.00

Date / Time January 22, 2020 @ 12:58:27 PM

Government Financial Information

Summary

Expiration

Authorization

Booking Statement

Booking

Government Financial Information

Date
Wednesday, Jan 22, 2020Departure
08:55
Victoria Harbour ✓
(Downtown)Arrival
09:30
Vancouver Harbour ✓
(Downtown)Duration
35 minutes1 Passengers » Full-Fare
Trevena, ClaireStatus:
ConfirmedInvoice ^{Personal Information}FARE-YWH-FULL_Winter2019 1 @ \$333.33
+ GST ✓ \$16.67**Canadian Dollars** ✓ **\$350.00**

Mastercard \$350.00

Government Financial Information

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

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

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)



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 ✓	\$180.32	\$9.02	\$189.34	\$189.34	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P757	15 Feb 2020	16:00 - VANCOUVER - SOUTH	16:45 - CAMPBELL RIVER	BEECH 1900	CONFIRMED

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

Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	TREVENA, CLAIRE	AIF - YVR	\$5.00	\$0.25	\$5.25
1	TREVENA, CLAIRE	GOVT - ENCORE	\$141.00	\$7.05	\$148.05
1	TREVENA, CLAIRE	Security Surcharge	\$7.12	\$0.36	\$7.48
1	TREVENA, CLAIRE	Fuel Surcharge	\$9.00	\$0.45	\$9.45
1	TREVENA, CLAIRE	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	TREVENA, CLAIRE	Carbon Surcharge	\$5.20	\$0.26	\$5.46
Total			\$180.32	\$9.02 ✓	\$189.34 ✓

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
30 January 2020	Leah Waters	\$189.34	MASTERCARD		3220518	034670

Tax Registration: 121386296 RT0001





AIR CANADA

Booking Confirmation

Government Financial Information

Booking Reference:

Date of issue: 30 Jan, 2020

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 - Standard

Saturday
15 Feb, 2020



10:30

Toronto

Toronto-Pearson Int. (YYZ),
Terminal 1



12:42

Vancouver

Vancouver Int. (YVR),
Terminal M



AC107

5hr12

Economy Q

Operated by: Air Canada | [A321-200](#) |

[Wi-Fi](#)

Food for purchase on board

Passengers



Claire Trevena



Ticket number
0142126995371

Seats

AC107 Personal Information

Purchase summary

Government Financial Information

1 adult

Amount paid: \$692.83

Tax information

GST/HST no. 10009-2287 RT0001 \$79.71

Base fare - Economy - Standard	533.00
Surcharges	23.00

Air Travellers Security Charge - Canada	7.12
Harmonized Sales Tax - Canada - 100092287 RT0001	GST-28.25 ✓ 76.46
Airport Improvement Fee - Canada	25.00
Total before options (per passenger)	✓ <u>\$664.58</u>

Claire Trevena	
AC107 Personal Information	25.00
Harmonized Sales Tax - Canada - 100092287 RT0001	GST-1.34 ✓ 3.25
Total with options and seat selection fee:	<u>\$692.83</u>
GRAND TOTAL (Canadian dollars)	<u>\$692.83</u>



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

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

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132661

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Trevena, Claire			Employee ID Personal Information			Phone Number (250) 387-1978			
Client Organization Transportation and Infrastructure			Job Title			Travel Group Code 4			
5. Date Completed 2020/02/28		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information			
Type of Travel In Province		14. Reason for Travel Ministerial				Headquarters Victoria			
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2									
16. Travel Dates	17. Places Travelled			18. .55 KMS Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous
	Destination	Start	End	Km	Cost		Cost		Cost
2020									
02/17	Quadra > Vic	1200	1800	291	160.05		36.00		
02/18	Vic	0800	1800		0.00		61.00		
02/19	Vic	0800	1800		0.00		48.50		
02/20	Vic > Quadra	0800	1800	291	160.05	95.00	61.00		
02/23	Quadra > Vic	1200	1800	291	160.05		36.00		
02/24	Vic	0800	1800		0.00		61.00		
02/25	Vic	0800	1800		0.00		61.00		
02/26	Vic	0800	1800		0.00		48.50		
02/27	Vic > Quadra	0800	1800	291	160.05		61.00		
TOTALS OF COLUMNS				36.	37.	38.	39.	40.	Claim Total
				\$ 640.20	\$ 95.00	\$ 474.00	\$ 0.00	\$ 0.00	\$ 1209.20
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project		45. Supplier Code		Amount	
034	55001	60410	5702	55MTCCA MTVNC		Government Financial Information		\$ 687.70 - \$ 1209.20	
034	55001	60410	5750	55MTCCA				\$ 474.00	
034	55001	60410	5702	5500102				\$ 47.50	
Less Travel Advance									
034									
AMOUNT DUE TO EMPLOYEE									54.
									\$ 1209.20
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed	

Notes for Travel Voucher (Restricted Use) E132661 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2020/02/28 10:01:31	Waters, Leah (IDIR\LWATERS) Leah.Waters@gov.bc.ca	17: Quadra > Vic, personal vehicle use @291KM, dinner 18: per diem 19: lunch and dinner 20: Vic > Quadra, personal vehicle use @291KM, per diem, ferry top up 23: Quadra > Vic, personal vehicle use @291KM, dinner 24: per diem 25: per diem 26: lunch and dinner 27: Vic > Quadra, personal vehicle use @291Km, per diem

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Expenses

17/2	✓ mileage
	✓ Dinner
18/2	✓ per diem
19/2	✓ lunch and dinner
20/2	✓ per diem
	✓ Mileage
	✓ Ferry top up
23 rd	✓ Mileage
	✓ Dinner
24 th	✓ per diem
25 th	✓ per diem
26 th	✓ lunch and dinner
27 th	✓ per diem
	✓ Mileage

Campbell River
To
Quadra Island



RECEIPT - PLEASE RETAIN

PURCHASE 2020/02/20

1 Stored Value 95.00

Total 95.00

Government Financial Information

95.00

AUTH 063541 66277353 0010014120 S

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

Stored Value

Savings:VEH & PASS Savings

Balance:\$106.30

Divided by 2

47.50 to 5702 5500102

47.50 to 5702 55 MTVNC

CARDHOLDER COPY
CAM 20 Feb 2020 21:12:11



SEE REVERSE SIDE OF TICKET

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

- Terms and Conditions
- Assured Loading Card
 - Experience Card

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

Government Financial Information

Card Number:

For: Last 2 months

Product: Stored Value

<< Back to Card Summary

Card Activity:

Transaction Date	Savings Type	Value In	Value Out	Transaction	Pooled Card
2020-Jan-23	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >>
2020-Jan-27	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >>
2020-Jan-27	Vehicle and/or Passenger Savings	\$95.00		TOLL	Details >>
2020-Jan-31	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >>
2020-Feb-02	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >>
2020-Feb-03	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >>
2020-Feb-06	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >>
2020-Feb-14	Vehicle and/or Passenger Savings		\$5.15	TOLL	Details >>
2020-Feb-20	Vehicle and/or Passenger Savings		\$18.25	TOLL	Details >>
2020-Feb-20	Vehicle and/or Passenger Savings	\$95.00		TOLL	Details >>

TH20EXEPAL40



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132795

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Trevena, Claire				Employee ID Government Financial Information		Phone Number (250) 387-1978	
Client Organization Transportation and Infrastructure				Job Title		Travel Group Code 4	
5. Date Completed 2020/03/16		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial				Headquarters Victoria	
12. Mailing Address for Cheque PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2							
16. Travel Dates 2020	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Cost
03/01	Quadra < Vic	0800	1800	284	156.20		36.00 CCA
03/02	Vic	0800	1800		0.00		61.00 CCA
03/03	Vic	0800	1800		0.00		61.00 CCA
03/04	Vic	0800	1800		0.00		61.00 CCA
03/05	Vic > Van (AC)	0800	1800		0.00	Personal Information	61.00 CCA
03/06	Van > Quadra (PC)	0800	1800		0.00		27.00 PD
	PCARD						
TOTALS OF COLUMNS				36.	37.	38.	39.
				\$ 156.20	Personal Information	\$ 307.00	\$ 0.00
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		
034	55001	60410	5702-50	55MTCCA	Government Financial Information		
034	55001	60410	5702	55MTVNC			
034	55001	60410	5702	5500102			
Less Travel Advance					Amount		
034					\$ 280.00 - 4		
					Personal Information		
					54. \$ 463.20		
					Personal Information		
AMOUNT DUE TO EMPLOYEE							
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06*Mar 05 hotel on pcard
Personal Information

Audited by PL Mar 27, 2020

Notes for Travel Voucher (Restricted Use) E132795 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2020/03/16 09:47:53	Brewer, Lia (IDIR\LWATERS) Lia.Brewer@gov.bc.ca	03/01: Quadra > Vic, personal vehicle use @291KM, dinner 03/02: Vic, per diem 03/03: Vic, per diem 03/04: Vic, per diem 03/05: Vic > Van, AC flight, per diem 03/06: Van > Quadra, PC flight, breakfast

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Control No.

E132797

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

5. Date Completed 2020/03/16	6. Fiscal Year 2020	7. Special Cheque Issue	8. Cheque Stub Information
---------------------------------	------------------------	-------------------------	----------------------------

2020/03/10	2020		
Type of Travel In Province	14. Reason for Travel Ministerial		Headquarters Victoria

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

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport	20. & 21. Meals	22. Lodging	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost	Costs	Cost	Costs	Cost	Describe
2020						Personal Information				
03/08	Quadra > Ottawa (AC)	0800	1800	124	68.20		48.50	437.40		
03/09	Ottawa	0800	1800		0.00		48.50	897.25		
03/10	Ottawa > Van (AC)	0800	1800		0.00		48.50			
03/11	Van > Quadra (PCA)	0800	1800		0.00		27.00			* hotel for 03/10 on pcard

TOTALS OF COLUMNS	36. \$ 68.20	37. Personal Information	38. \$ 172.50	39. \$ 1334.65 Personal Information	40. \$ 0.00	Claim Total Personal Information
-------------------	-----------------	--------------------------------	------------------	---	----------------	--

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
034	55001	60410	5702	MTCCA	Government Financial Information	1575.35
034			5705	5500102		Personal Information
034						
034						

034	
Less Travel Advance	
034	

AMOUNT DUE TO EMPLOYEE

54. \$1575.35
Personal Information

45. Employee Signature (See Audit Trail)
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.

Print Name

Date Signed _____

56. Spending Authority Signature (See Audit Trail)
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.

Print Name

Date Signed

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

Print Name

Date Signed

FIN 10 (EFI-F0012 v2.6.1)

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

*HOTEL FOR MAR 09/20 ON PCARD
Late flight had to stay overnight

Audited by PL Mar 27-20

*Will do a supplemental claim for taxi's

Notes for Travel Voucher (Restricted Use) E132797 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2020/03/16 11:00:54	Brewer, Lia (IDIR\LWATERS) Lia.Brewer@gov.bc.ca	03/08: Quadra > Ottawa, Air Canada flight, mileage to Comox airport personal vehicle use @ 124KM, lunch, dinner, cab to hotel 03/09: Ottawa, lunch, dinner, cab to meetings 03/10: Ottawa, lunch, dinner, hotel 03/11: Ottawa > Quadra, breakfast, hotel, AC flight, Pacific coastal flight, accommodate (booked on Pcard)

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Room/Chambre : 0492
Folio # :
Invoice # :
Cashier/Cassier # : 418
Page # : 1 of 1

Security Concern

Ottawa, ON, Canada

Personal Information

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

Business Information

GOVERNMENT OF CANADA GLOBAL MASTER

Ms Claire Trevena

Personal Information

Arrival/Arrivée : 03-08-20
Departure/Départ : 03-10-20

Date	Description	Additional Information/Supplémentaire	Charges	Credits
03-08-20	Room Charge		✓ 372.19	
03-08-20	Municipal Accommodation Tax (14.89	
03-08-20	Room HST (13%)		50.32	
03-09-20	Room Charge		✓ 763.49	
03-09-20	Municipal Accommodation Tax (30.54	
03-09-20	Room HST (13%)	Government Financial Information	103.22	
03-10-20	Visa			✓ 1,334.65
Total			1,334.65	1,334.65
Balance Due/Solde			0.00	

GST Summary / Sommaire

Room/Chambre 0.00
F&B/Restauration 0.00
Other/Autres 0.00
Total 0.00

HST Summary / Sommaire

Room/Chambre 153.54
F&B/Restauration 0.00
Other/Autres 0.00
Total 153.54

Security Concern

Security Concern

Security Concern



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	\$189.32	\$9.47	\$198.79	\$198.79	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P757	14 Feb 2020	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	CLASSIC FARE	\$150.00	\$7.50	\$157.50
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	Shop (0) - 1st Checked Bag	\$0.00	\$0.00	\$0.00
1	TREVENA, CLAIRE	Carbon Surcharge	\$5.20	\$0.26	\$5.46
Total			\$189.32	\$9.47	\$198.79

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
14 February 2020	Charly Leverman	\$198.79	MASTERCARD		3231141	065875

Tax Registration: 121386296 RT0001





Booking Confirmation

Booking Reference: Government Financial Information

Date of issue: 30 Jan, 2020

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Economy - Flex

Saturday
15 Feb, 2020



12:00
Toronto
Toronto-Pearson Int. (YYZ),
Terminal 1



14:12
Vancouver
Vancouver Int. (YVR),
Terminal M

AC111

5hr12
Economy Q
Operated by: Air Canada | **A320-200** |
Wi-Fi
Food for purchase on board, Meal

Passengers

Claire Trevena

Ticket number
0142127233322

Seats
AC111 Personal Information

Purchase summary

Your refund

Air Transportation Charges

Base fare
Claire Trevena (ADT)
Taxes, Fees and Charges
Subtotal
Travel Options
Seat selection
TOTAL REFUND

1 adult Your additional charges

Air Transportation Charges

Base fare
Claire Trevena (ADT)
Taxes, Fees and Charges
Harmonized Sales Tax - Canada - 100092287 RT0001 **gst 4 84 & 5 38**
Subtotal
Change Fee
Travel Options
Seat selection
TOTAL CHARGES

1 adult

Base fare
Claire Trevena (ADT)
Taxes, Fees and Charges
Subtotal
Change Fee
Travel Options
Seat selection
TOTAL CHARGES

\$0.00

\$214.70

Your additional charges

An additional charge of \$214.70 CAD applies. A payment card will be required at time of purchase. Additional charges and change fees will appear on your statement as separate transactions.

Change Fees charged in relation to Canadian domestic flights which are subject to GST/HST, include the GST/HST. Change Fees charged in relation to flights in Canada originating from Quebec which are subject to the GST and the QST, include the GST and the QST. Change Fees charged in relation to flights originating in Canada with a destination to the United States (except Hawaii) and subject to the GST, include the GST. If you require a receipt with a tax breakdown, to please contact Air Canada's Call Centre.



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	\$198.82	\$9.95	\$208.77	\$208.77	\$0.00

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P758	09 Feb 2020 ✓	17:40 - CAMPBELL RIVER	18:25 - VANCOUVER - SOUTH	BEECH 1900	CONFIRMED

8P flight numbers operated by Pacific Coastal Airlines.

Aircraft type and schedule subject to change without notice.

Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	TREVENA, CLAIRE	AIF - YBL	\$8.50	\$0.43	\$8.93
1	TREVENA, CLAIRE	GOVT - BRAVO	\$81.00	\$4.05	\$85.05
1	TREVENA, CLAIRE	Security Surcharge	\$7.12	\$0.36	\$7.48
1	TREVENA, CLAIRE	Fuel Surcharge	\$9.00	\$0.45	\$9.45
1	TREVENA, CLAIRE	ROUTING - MODIFICATION	\$75.00	\$3.75	\$78.75
1	TREVENA, CLAIRE	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	TREVENA, CLAIRE	Carbon Surcharge	\$5.20	\$0.26	\$5.46
Total			\$198.82	\$9.95	\$208.77

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
05 February 2020	Leah Waters ✓	\$130.02	MASTERCARD		3224643	008157
05 February 2020	Leah Waters ✓	\$78.75	MASTERCARD		3224649	031734

Tax Registration: 121386296 RT0001



Waters, Leah TRAN:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: February 9, 2020 1:40 PM
To: Waters, Leah TRAN:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information**Account**

Customer #

Government Financial Information

Name

Claire Trevena

Booking

Government Financial Information

Monday, February 10, 2020**721****15:00 Vancouver Harbour (Downtown)****15:35 Victoria Harbour (Downtown)** ✓**35 minutes****Confirmed****1 Passengers - Sale**

Claire Trevena, Female ✓

[Add to Calendar](#)**Invoice #514071**

SALE - Seat Sale \$219 \$208.57

+ GST \$10.43

Billing \$208.57

Taxes ✓ \$10.43

Grand Total ✓ **\$219.00**

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

Does not qualify for combination with Kids Fly Free promotions.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in

Waters, Leah TRAN:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: February 6, 2020 8:58 AM
To: Waters, Leah TRAN:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information**Account**

Customer #

Government Financial Information

Name

Claire Trevena

Booking

Government Financial Information

Monday, February 10, 2020**710****09:35 Victoria Harbour (Downtown)** ✓**10:10 Vancouver Harbour (Downtown)****35 minutes****Confirmed****1 Passengers - Off-Peak**

Claire Trevena, Female ✓

[Add to Calendar](#)

Invoice #514518

FARE-YWH-OffPeak_2020

\$247.62

+ GST

✓ \$12.38

Billing

\$247.62

Taxes

\$12.38

Grand Total✓ **\$260.00**

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

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



eTicket Receipt

Prepared For
TREVENA/CLAIRE MS [F] ✓

RESERVATION CODE

ISSUE DATE

TICKET NUMBER

ISSUING AIRLINE

ISSUING AGENT

Government Financial Information

12Feb20

8382155430538

WESTJET

WestJet/MMH

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
13Feb20 - 14Feb20	WESTJET WS 724	VANCOUVER BC, CANADA	TORONTO ON, CANADA	Fare Family EconoFlex Seat Number <small>Personal Information</small> (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis BC0D0FHS Not Valid Before 13FEB20 Not Valid After 13FEB21
		Time 22:35 Terminal MAIN TERMINAL	Time 06:02 Terminal TERMINAL 3	

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX <small>Government Financial Information</small>
Fare Calculation Line	YVR WS YTO786.00CAD786.00END
Exchanged Ticket	8382154794124
Fare	CAD 786.00
Change Fee	CAD 0.00
Tax on change fee	CAD 0.00
Taxes/Fees/Carrier-Imposed Charges	CAD 23.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
✓	CAD 40.81 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 1.25 XG9 (GOODS AND SERVICES TAX (GST))

Total Fare

CAD 883.18

Total Additional Collection

CAD 485.10



Positive Identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

[Important Legal Notices](#)



Booking Confirmation

Government Financial Information

Booking Reference:

Date of issue: 12 Feb, 2020

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Depart

Economy - Standard

Thursday
13 Feb, 2020



20:05
Victoria
Victoria Int. (YYJ),
British Columbia



20:36
Vancouver
Vancouver Int. (YVR),
Terminal M

AC8086

0hr31
Economy H
Operated by: Air Canada Express -
Jazz | [De Havilland Dash 8-400](#)
Air Canada Bistro

Passengers

Claire Trevena

Ticket number
0142127758535

Seats
AC8086 -

William Beale

Ticket number
0142127758534

Seats
AC8086 -

Purchase summary

Government Financial Information

2 adults

Amount paid: \$630.26
Tax information
GST no. 10009-2287 RT0001 \$30.02

Base fare - Economy - Standard

266.00

[Surcharges](#)

12.00

Air Travellers Security Charge - Canada

7.12

Goods and Services Tax - Canada - 100092287 RT0001

15.01

Airport Improvement Fee - Canada

15.00

Total before options (per passenger)

\$315¹³

Number of passengers

X 2

GRAND TOTAL (Canadian dollars)

\$630²⁶



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

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
✓ 1	8P757	06 Mar 2020	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 - BRAVO	\$81.00	\$4.05	\$85.05
1	TREVENA, CLAIRE	Security Surcharge	\$7.12	\$0.36	\$7.48
1	TREVENA, CLAIRE	Fuel Surcharge	\$9.00	\$0.45	\$9.45
1	TREVENA, CLAIRE	Nav Canada Fee	\$13.00	\$0.65	\$13.65
1	TREVENA, CLAIRE	Carbon Surcharge	\$5.20	\$0.26	\$5.46
Total			\$120.32	\$6.02	\$126.34 ✓

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
24 February 2020	Leah Waters	\$126.34	MASTERCARD		3237382	024987

Tax Registration: 121386296 RT0001





Booking Confirmation

Government Financial Information

Booking Reference:

Date of issue: 24 Feb, 2020

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.

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Depart

Economy - Flex

Sunday
08 Mar, 2020

15:30
Comox
(YQQ),
British Columbia



16:05
Vancouver
Vancouver Int. (YVR),
Terminal M

AC8220

0hr35
Economy V
Operated by: Air Canada Express -
Jazz | [De Havilland Dash 8-400](#)
Air Canada Bistro

Sunday
08 Mar, 2020

17:25
Vancouver
Vancouver Int. (YVR),
Terminal M



00:58 + 1 day
Ottawa
Ottawa Int. (YOW),
Ontario

AC342

4hr33
Economy V
Operated by: Air Canada | [A321-200](#) |
 Wi-Fi
Food for purchase on board

Passengers

Claire Trevena


Ticket number
0142128425546

Seats

AC8220
AC342

Personal Information

Purchase summary

Government Financial Information

1 adult

Amount paid: \$714.13

Tax information

GST no. 10009-2287 RT0001 \$34.01

Base fare - Economy - Flex

645.00

Surcharges

23.00

Air Travellers Security Charge - Canada

7.12

Goods and Services Tax - Canada - 100092287 RT0001

34.01

Airport Improvement Fee - Canada

5.00

Total before options (per passenger)

\$714¹³

GRAND TOTAL (Canadian dollars)

\$714¹³