

## Minister's Quarterly Travel Expense Summary

**Name:** Honourable Carole James

**Quarter:** 2020 April to June

**Portfolio:** Finance

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 1,879.80

Other Travel in Province: \$ -

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 1,879.80

Travel expenses fiscal year-to-date: \$ 1,879.80



## Control No.

**E132875**

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
James, Carole	Personal	(250) 387-3751
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Finance		4

5. Date Completed 2020/04/01		6. Fiscal Year 2020		7. Special Cheque Issue EFT		8. Cheque Stub Information		
Type of Travel In Province		14. Reason for Travel Ministerial/Cap/Constit				Headquarters Victoria		
12. Mailing Address for Cheque Room 153 Parliament Buildings Victoria, BC V8V 1X4								
16. Travel Dates 2020 03/23 03/25 03/31	17. Places Travelled  Destination      Start      End Victoria      0700      2359 Victoria      0700      2359 Victoria      0700      2359			18. Personal Vehicle Use Km      Cost 0.00 0.00 0.00	19. Other Transport Costs	20. & 21. Meals Cost 27.00 27.00 27.00	22. Lodging Costs	20. & 21. Miscellaneous Cost      Describe 0.00
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00	38. \$ 81.00	39. \$ 0.00	40. \$ 0.00      Claim Total \$ 81.00
48. Client Code 022 022 022 022	49. Resp. 32001	50. Service Line 34000	51. STOB 5750	52. Project 32MTCCA	45. Supplier Code Personal Information		Amount \$ 81.00	
Less Travel Advance 022								
				AMOUNT DUE TO EMPLOYEE			54. \$ 81.00	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act				Print Name		Date Signed		

**Notes for Travel Voucher (Restricted Use) E132875 for James, Carole**

1 note(s) returned.

Created On	Author	Note
2020/04/01 11:07:49	Reid, Heidi (IDIR\HREID) Heidi.Reid@gov.bc.ca	March 23, 25 & 31 - Meetings/Announcements @ Leg - Lunch p/diems only. 3 days @ \$27.00 p/day = \$81.00

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## Control No.

E132891

<b>Name</b>	<b>Employee ID</b>	<b>Phone Number</b>
James, Carole	Personal	(250) 387-3751
<b>Client Organization</b>	<b>Job Title</b>	<b>Travel Group Code</b>
Finance		4

5. Date Completed 2020/04/08		6. Fiscal Year 2021		7. Special Cheque Issue EFT		8. Cheque Stub Information			
Type of Travel In Province		14. Reason for Travel Ministerial/Cap/Constit				Headquarters Victoria			
12. Mailing Address for Cheque Room 153 Parliament Buildings Victoria, BC V8V 1X4									
16. Travel Dates 2020 04/08 04/15 04/22	17. Places Travelled  Destination      Start      End			18. Personal Vehicle Use  Km      Cost		19. Other Transport Costs	20. & 21. Meals  Cost	22. Lodging Costs	20. & 21. Miscellaneous  Cost      Describe
	Victoria      0700      2359						27.00		
	Victoria      0700      2359						27.00		
	Victoria      0700      2359						27.00		
TOTALS OF COLUMNS				36. \$ 0.00	37. \$ 0.00	38. \$ 81.00	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 81.00
48. Client Code 022 022 022 022	49. Resp. 32001	50. Service Line 34000	51. STOB 5750	52. Project 32MTCCA	45. S. Personal Information			Amount \$ 81.00	
Less Travel Advance 022									
						AMOUNT DUE TO EMPLOYEE			54. \$ 81.00
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act						Print Name		Date Signed	

## Notes for Travel Voucher (Restricted Use) E132891 for James, Carole

1 note(s) returned.

Created On	Author	Note
2020/04/22 14:52:24	Reid, Heidi (IDIR\HREID) Heidi.Reid@gov.bc.ca	Apr 8, 15 & 22 - Meetings in the office - 3 p/diems at @27.00 p/day = \$81.00 ✓

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**INVOICE**

**Charge To:** Min of Finance  
Deputy Premier's Office  
PO Box 9048 Stn Prov Govt  
Victoria BC V8W 9E2

**Attention:** Heidi Reid



**Invoice No.** INV00000000055454  
**Invoice Date** 29/02/2020  
**Print Date** 29/02/2020  
**Account No.** Government Financial  
**GST Reg.** R102 320 165

For services provided from: 16/02/2020  
To: 29/02/2020

Terms: Due and payable within 10 days of the invoice date.  
A service charge of 2.00% per month will be charged on overdue accounts.

Document	Description	Passenger Name	Fare	GST	Total
CXH/YWH Feb 28 2020 FLT: 731 BSBINV: 518063	VIC-VAN	CAROLE JAMES	\$357.14	\$17.86	\$375.00
YWH/CXH Feb 22 2020 FLT: 782 BSBINV: 518059	VAN-VIC	CAROLE JAMES	\$208.57	\$10.43	\$219.00
CXH/YWH Feb 22 2020 FLT: 787 BSBINV: 518060	VIC-VAN	CAROLE JAMES	\$208.57	\$10.43	\$219.00
YWH/CXH Feb 28 2020 FLT: 702 BSBINV: 518062	VAN-VIC	CAROLE JAMES	\$357.14	\$17.86	\$375.00
Page Total			\$1,131.42	\$56.58	\$1,188.00





Vision Travel DT Ontario-West Inc  
116 - 4480 West Saanich Road  
Victoria, BC V8Z 3E9  
250-412-1888 877-412-1887

www.visiontravel.ca  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: 3025938  
Issued: 11 March 2020

Agency Ref.: XYYWMT  
Sales Person: Clare Martin

Customer Number: Government Financial Information  
Customer Ref.:

MINSTER OF FINANCE  
ROOM 153 THE LEGISLATURE  
VICTORIA, BC  
V8V 1X4

Passenger(s): JAMES/CAROLE Personal Information MS

**Disclaimer:** It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

**Notes:** IT IS YOUR RESPONSIBILITY TO CAREFULLY REVIEW THIS ITINERARY IMMEDIATELY UPON RECEIPT AND NOTIFY US IF THERE ARE ANY DISCREPANCIES.

### Air Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

<https://rppa-appr.ca/>

AIR - Thursday, May 21 2020		<a href="#">Add To Calendar</a>	
Pacific Coastal Airlines Flight 8P1415 Economy Class			
Depart	Victoria, British Columbia Victoria International Airport 03:15 PM Thursday, May 21 2020	Arrive	Prince George, British Columbia Prince George Airport 04:55 PM Thursday, May 21 2020
Duration:	1 hour(s) and 40 minute(s) Non-stop		
Status:	Confirmed - Pacific Coastal Airlines Booking Reference:		Government Financial Information
Equipment:	Beech 1900 Airliner		Government Financial Information
Remarks:	PACIFIC COASTAL AIRLINES CONFIRMATION SEAT SELECTION IS AIRPORT CHECK IN ONLY FOR THIS FLIGHT PLEASE CHECK IN WITH PACIFIC COASTAL AIRLINES		

# Invoice Details

Transaction	Document / Booking Number		Base Fare	Other Tax	GST/HST	QST	Total
PACIFIC COASTAL Reservation	Government Financial		78.00	64.67	7.14	0.00	149.81
Service Fee JAMES CAROLE	0029944403 Personal Information MS	AGENT FEE	40.00	0.00	2.00	0.00	42.00
						Billed to: CAXXX Government Financial Information	Billed to: CAXXX Government Financial Information
		Totals:	118.00	64.67	9.14	0.00	191.81
						Total Credit Card Billing:	191.81
						Balance Due:	0.00



## INVOICE

**Charge To:** Min of Finance  
Deputy Premier's Office  
PO Box 9048 Stn Prov Govt  
Victoria BC V8W 9E2

**Attention:** Heidi Reid

**Invoice No.** INV00000000056070  
**Invoice Date** 15/03/2020  
**Print Date** 16/03/2020  
**Account No.** Government Financial  
**GST Reg.** R102 320 165

For services provided from: 01/03/2020  
To: 15/03/2020

Terms: Due and payable within 10 days of the invoice date.  
A service charge of 2.00% per month will be charged on overdue accounts.

Document	Description	Passenger Name	Fare	GST	Total
CXH/YWH Mar 12 2020 FLT: 725 BSBINV: 526527		✓ CAROLE JAMES	\$357.14	\$17.86	\$375.00
CXH/YWH Mar 12 2020 FLT: 731 BSBINV: 525523		ROBYN SPILKER	\$357.14	\$17.86	\$375.00
YWH/CXH Mar 12 2020 FLT: 702 BSBINV: 525517		✓ CAROLE JAMES	\$208.57	\$10.43	\$219.00
<p>MCT - \$594.00 ✓ RS - \$375.00 ✓</p> <p>HELIJET 5911 AIRPORT RD SOUTH RICHMOND, BC</p> <p>Term ID: 28155596</p> <p><b>Purchase</b></p> <p>Government Financial Information</p> <p>MASTERCARD Entry Method: M</p> <p><b>Total: \$ 969.00</b></p> <p>2020/03/19 15:01:31 Seq #: 001-832001-0 Appr Code: 081149 Resp Code: 01/027</p> <p><b>APPROVED</b> <b>Thank You</b></p> <p>Customer Copy - IMPORTANT - retain this copy for your records</p>					
<b>Page Total</b>			<b>\$922.85</b>	<b>\$46.15</b>	<b>\$969.00</b>



Where ideas work

# Travel Voucher (Restricted Use)

Control No.

E132976

**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> James, Carole ✓		<b>Employee ID</b> Personal Information		<b>Phone Number</b> (250) 387-3751	
<b>Client Organization</b> Finance		<b>Job Title</b>		<b>Travel Group Code</b> 4	
<b>5. Date Completed</b> 2020/06/03		<b>6. Fiscal Year</b> 2021		<b>7. Special Cheque Issue</b> EFT	
<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Minister/Cap/Constituency			
<b>Headquarters</b> Victoria					
<b>12. Mailing Address for Cheque</b> Room 153 Parliament Buildings Victoria, BC V8V 1X4					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. 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>
2020					
04/29	Victoria	0700	2359		0.00
05/01	Victoria	0700	2359		0.00
05/06	Victoria	0700	2359		0.00
05/08	Victoria	0700	2359		0.00
05/13	Victoria	0700	2359		0.00
05/14	Victoria	0700	2359		0.00
05/20	Victoria	0700	2359		0.00
05/27	Victoria	0700	2359		0.00
06/01	Victoria	0700	2359		0.00
06/03	Victoria	0700	2359		0.00
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 0.00
				<b>38.</b> \$ 270.00	<b>39.</b> \$ 0.00
				<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 270.00 ✓
<b>48. Client Code</b> 022 022 022 022	<b>49. Resp.</b> 32001	<b>50. Service Line</b> 34000	<b>51. STOB</b> 5750	<b>52. Project</b> 32MTCCA	<b>45. Supplier Code</b> Personal Information <b>Amount</b> \$ 270.00
<b>Less Travel Advance</b> 022					
					<b>54.</b> \$ 270.00 ✓
<b>AMOUNT DUE TO EMPLOYEE</b>					
<b>45. Employee Signature (See Audit Trail)</b> - 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> - 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> - 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) E132976 for James, Carole

1 note(s) returned.

Created On	Author	Note
2020/06/03 11:24:24	Reid, Heidi (IDIR\HREID) Heidi.Reid@gov.bc.ca	To attend meetings at the Legislature April 29 - Lunch p/diem 1 day @ \$27.00 = \$27.00 May 1, 6, 8, 13, 14, 20, 27 - Lunch p/diems - 7 days @ \$27.00 = \$189.00 June 1 & 3 - Lunch p/diems - 2 days x \$27.00 = \$54.00  Total for all days claimed = \$270.00

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