

## Minister's Quarterly Travel Expense Summary

**Name:** Honourable Selina Robinson

**Quarter:** 2020 Jul to Sep

**Portfolio:** Municipal Affairs & Housing

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 2,189.53

Other Travel in Province: \$ 694.57

\$ -

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 2,884.10

Travel expenses fiscal year-to-date: \$ 3,564.35

MA21EXEDIJ1



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E133038

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|   |                             |  |                 |   |                     |                                       |                            |
|---|-----------------------------|--|-----------------|---|---------------------|---------------------------------------|----------------------------|
| <b>Name</b><br>Robinson, Selina   |                             |  |                 | <b>Employee ID</b><br>Personal Information<br>Job Title |                     | <b>Phone Number</b><br>(250) 356-3057 |                            |
| <b>Client Organization</b><br>Municipal Affairs and Housing   |                             |  |                 |   |                     | <b>Travel Group Code</b><br>4         |                            |
| <b>5. Date Completed</b><br>2020/07/02  |                             | <b>6. Fiscal Year</b><br>2021                    |                 | <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>Meetings/Session |                 |   |                     | <b>Headquarters</b><br>Coquitlam      |                            |
| <b>12. Mailing Address for Cheque</b><br>PO Box 9056 Victoria, BC V8W 9E2   |                             |  |                 |   |                     |                                       |                            |
| <b>16. Travel Dates</b>   | <b>17. Places Travelled</b> |  |                 | <b>18. 0.55 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>Lodging Costs</b>       |
| 2020  |                             |  |                 |   |                     |                                       |                            |
| 06/09   | Compass Card                | 0900   | 1730            |   | 0.00                | 40.00                                 |                            |
| 06/21   | Coq-Vic (HJ)                | 1500   | 2359            | 31  | 17.05               | P/Card                                | 36.00                      |
| 06/22   | Victoria                    | 0800   | 2359            |   | 0.00                |                                       | 61.00                      |
| 06/23   | Victoria                    | 0800   | 2359            |   | 0.00                |                                       | 61.00                      |
| 06/24   | Vic-Coq (HA)                | 0800   | 2000            | 31  | 17.05               | P/Card                                | 39.50                      |
| <b>TOTALS OF COLUMNS</b>  |                             |  |                 | <b>36. 62 kms</b>                                       | <b>37. \$ 34.10</b> | <b>38. \$ 197.50</b>                  | <b>39. \$ 0.00</b>         |
|   |                             |  |                 |   | <b>40. \$ 0.00</b>  | <b>Claim Total \$ 271.60</b>          |                            |
| <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>              |                            |
| 060   | 51057                       | 54000  | 5701            | 5155MTVNC   |                     | Government Financial Information      |                            |
| 060   | 51057                       | 54000  | 5750            | 51MTCCA   |                     | Amount                                |                            |
| 060   | 51057                       | 54000  | 5702            | 5100000   |                     | 34.10 \$ 271.60                       |                            |
| <b>Less Travel Advance</b>  |                             |  |                 |   |                     | 197.50                                |                            |
| 060   |                             |  |                 |   |                     | 40.00                                 |                            |
|   |                             |  |                 | <b>AMOUNT DUE TO EMPLOYEE</b>                           |                     | <b>54. \$ 271.60</b>                  |                            |
| <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

DJ July 3/20

\*\*\*\*\*  
\* RECEIPT \*  
\* NOT VALID FOR TRAVEL \*  
\*\*\*\*\*

TransLink  
Waterfront Station  
10001113  
Tue 09 Jun 20 09:40AM  
09 JUN 20 ✓

Payment Type: VISA  
Purchase: \$40 Stated Value  
Product Price: \$ 40.00  
\$ 40.00 ✓

Compass Card # Government Financial Information  
\*\*\*\*\*  
Credit Card #  
\*\*\*\*\*

Auth #: 000261  
Ref #: 1004595F2FK6  
Receipt #: 6743

Card Entry: 6400  
AID: A0000000030010  
IVR: 0000000000  
P.L. 7000

Retain for your records  
View TransLink Policies  
at [www.translink.ca](http://www.translink.ca)

Thank You\*



Where ideas work

# Travel Voucher (Restricted Use)

Control No.

E133073

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|   |                             |   |                 |   |             |                                       |                            |
|---|-----------------------------|---|-----------------|---|-------------|---------------------------------------|----------------------------|
| <b>Name</b><br>Robinson, Selina   |                             |   |                 | <b>Employee ID</b><br>Personal Information<br>Job Title |             | <b>Phone Number</b><br>(250) 356-3057 |                            |
| <b>Client Organization</b><br>Municipal Affairs and Housing   |                             |   |                 |   |             | <b>Travel Group Code</b><br>4         |                            |
| <b>5. Date Completed</b><br>2020/07/16  |                             | <b>6. Fiscal Year</b><br>2021           |                 | <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>Session |                 |   |             | <b>Headquarters</b><br>Coquitlam      |                            |
| <b>12. Mailing Address for Cheque</b><br>PO Box 9056 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>                |
| 2020  |                             |   |                 |   |             |                                       |                            |
| 06/24   | Taxi from flight            | 0800                                    | 1800            |   | 0.00        | (Taxi) 5.45                           |                            |
| 07/05   | Coq-Victoria (HJ)           | 1400                                    | 2359            | 31  | 17.05       |                                       | 36.00 CCA                  |
| 07/06   | Victoria                    | 0800                                    | 2359            |   | 0.00        |                                       | 61.00 ***                  |
| 07/07   | Victoria                    | 0800                                    | 2359            |   | 0.00        |                                       | 61.00 ***                  |
| 07/08   | Victoria                    | 0800                                    | 2359            |   | 0.00        |                                       | 61.00 ***                  |
| 07/09   | Victoria                    | 0800                                    | 2359            |   | 0.00        |                                       | 61.00 ***                  |
| 07/10   | Victoria-Coq (HJ)           | 0800                                    | 1700            | 31  | 17.05       |                                       | 39.50 ***                  |
|   | P-CARD                      |   |                 |   |             |                                       |                            |
| <b>TOTALS OF COLUMNS</b>  |                             |   |                 | <b>36.</b>  | <b>37.</b>  | <b>38.</b>                            | <b>39.</b>                 |
|   |                             |   |                 | \$ 34.10  | \$ 5.45     | \$ 319.50                             | \$ 0.00                    |
| <b>40.</b>  |                             |   |                 | <b>41.</b>  | <b>42.</b>  | <b>43.</b>                            | <b>44.</b>                 |
|   |                             |   |                 | \$ 0.00   | \$ 0.00     |                                       | <b>Claim Total</b>         |
|   |                             |   |                 |   |             |                                       | \$ 359.05                  |
| <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>              |
| 060   | 51057                       | 54000                                   | 5701            | 5155MTVNC   |             | Government Financial Information      | \$ 39.55 - \$ 359.05       |
| 060   | 51057                       | 54000                                   | 5750            | 51MTCCA   |             |                                       | \$ 319.50                  |
| 060   |                             |   |                 |   |             |                                       |                            |
| 060   |                             |   |                 |   |             |                                       |                            |
| <b>Less Travel Advance</b>  |                             |   |                 |   |             |                                       |                            |
| 060   |                             |   |                 |   |             |                                       |                            |
| <b>AMOUNT DUE TO EMPLOYEE</b>   |                             |   |                 |   |             |                                       | <b>54.</b>                 |
|   |                             |   |                 |   |             |                                       | \$ 359.05                  |
| <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) E133073 for Robinson, Selina**

1 note(s) returned.

| Created On          | Author  | Note   |
|---------------------|---|--|
| 2020/07/16 15:57:05 | White, Christine<br>Security Concern<br><br>Christine.White@gov.bc.ca | 06/24 Taxi from Flight 07/05 Coq-Vic for session, flew HJ pd for on AC PCARD, mileage, D,I 07/06 Vic for session, full day p/d 07/07 Vic for session, full day p/d 07/08 Vic for session, full day p/d 07/09 Vic for session, full day p/d 07/10 Vic-Coq, flew HA paid for on AC PCARD, Mileage, B,L,I |

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VANCOUVER TAXI  
790 CLARK DR  
VANCOUVER BC

Government Financial Information

CARD  
CARD TYP  
DATE 2020/06/24  
TIME 1091 19:32:55  
CLERK ID 9  
INVOICE # 116  
RECEIPT NUMBER  
H85004520-001-647-141-0

PURCHASE  
TOTAL

\$5.45

VISA CREDIT  
A0000000031010  
727BEF7DBF398424  
0000000000-

APPROVED

AUTH# 076621

01-027

THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

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## Travel Voucher (Restricted Use)

Control No.

E133099

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|   |                                    |   |  |   |                                       |  |                            |  |                                    |                 |
|---|------------------------------------|---|--|---|---------------------------------------|--|----------------------------|--|------------------------------------|-----------------|
| <b>Name</b><br>Robinson, Selina   |                                    |   | <b>Employee ID</b><br>Personal Information |   | <b>Phone Number</b><br>(250) 356-3057 |  |                            |  |                                    |                 |
| <b>Client Organization</b><br>Municipal Affairs and Housing   |                                    |   | <b>Job Title</b>                           |   | <b>Travel Group Code</b><br>4         |  |                            |  |                                    |                 |
| <b>5. Date Completed</b><br>2020/07/23  |                                    | <b>6. Fiscal Year</b><br>2021             |  | <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>Session   |  |   |                                       | <b>Headquarters</b><br>Coquitlam                             |                            |  |                                    |                 |
| <b>12. Mailing Address for Cheque</b><br>PO Box 9056 Victoria, BC V8W 9E2   |                                    |   |  |   |                                       |  |                            |  |                                    |                 |
| <b>16. Travel Dates</b><br>2020   | <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>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>                        | <b>Describe</b> |
| 07/12   | Coq-Vic (HJ)                       | 1400                                      | 2359                                       | 31  | 17.05                                 |  | 36.00                      |  |                                    |                 |
| 07/13   | Victoria                           | 0800                                      | 2359                                       |   | 0.00                                  |  | 61.00                      |  |                                    |                 |
| 07/14   | Victoria                           | 0800                                      | 2359                                       |   | 0.00                                  |  | 61.00                      |  |                                    |                 |
| 07/15   | Vic-Coq (HJ)                       | 0800                                      | 2000                                       | 31  | 17.05                                 |  | 39.50                      |  |                                    |                 |
| 07/19   | Coq-Vic (HJ)                       | 1400                                      | 2359                                       | 31  | 17.05                                 |  | 36.00                      |  |                                    |                 |
| 07/20   | Victoria                           | 0800                                      | 2359                                       |   | 0.00                                  |  | 61.00                      |  |                                    |                 |
| 07/21   | Victoria                           | 0800                                      | 2359                                       |   | 0.00                                  |  | 61.00                      |  |                                    |                 |
| 07/22   | Vic-Coq (HJ)                       | 0800                                      | 2000                                       | 31  | 17.05                                 |  | 39.50                      |  |                                    |                 |
| PCARD   |                                    |   |  |   |                                       |  |                            |  |                                    |                 |
| <b>TOTALS OF COLUMNS</b>  |                                    |   |  | <b>36.</b><br>\$ 68.20                      | <b>37.</b><br>\$ 0.00                 | <b>38.</b><br>\$ 395.00                                      | <b>39.</b><br>\$ 0.00      | <b>40.</b><br>\$ 0.00                              | <b>Claim Total</b><br>\$ 463.20    |                 |
| <b>48. Client Code</b><br>060<br>060<br>060<br>060  | <b>49. Resp.</b><br>51057<br>51057 | <b>50. Service Line</b><br>54000<br>54000 | <b>51. STOB</b><br>5701<br>5750            | <b>52. Project</b><br>51 55MTVNC<br>51MTCCA |                                       | <b>45. Supplier Code</b><br>Government Financial Information |                            | <b>Amount</b><br>\$ 68.20 - \$ 463.20<br>\$ 395.00 |                                    |                 |
| <b>Less Travel Advance</b><br>060   |                                    |   |  |   |                                       |  |                            |  |                                    |                 |
|   |                                    |   |  |   |                                       |  |                            | <b>54.</b><br>\$ 463.20                            |                                    |                 |
| <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>   |                            |  |                                    |                 |





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# Travel Voucher (Restricted Use)

Control No.

E133132

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| <b>Name</b><br>Robinson, Selina   |  |   |                                 | <b>Employee ID</b><br>Personal Information  |                       | <b>Phone Number</b><br>(250) 356-3057       |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
|---|--|---|---------------------------------|---|-----------------------|---|-----------------------|--|---------------------------------|----------|------|------|----------|------|------|--------------|------|------|---|--|----|------|----|-------|--|------|--|------|----|-------|----------------------------------|--|------|-------|-------|-------|-------|--------------------------|---|------|----------|--|--|
| <b>Client Organization</b><br>Municipal Affairs and Housing   |  |   |                                 | <b>Job Title</b>                            |                       | <b>Travel Group Code</b><br>4               |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| <b>5. Date Completed</b><br>2020/07/30  |  | <b>6. Fiscal Year</b><br>2021             |                                 | <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>Session   |                                 |   |                       | <b>Headquarters</b><br>Coquitlam            |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| <b>12. Mailing Address for Cheque</b><br>PO Box 9056 Victoria, BC V8W 9E2   |  |   |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| <b>16. Travel Dates</b><br>2020<br>07/26<br>07/27<br>07/28<br>07/29   | <b>17. Places Travelled</b><br><table border="1"> <thead> <tr> <th>Destination</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Coq-Vic (HJ)</td> <td>1400</td> <td>2359</td> </tr> <tr> <td>Victoria</td> <td>0800</td> <td>2359</td> </tr> <tr> <td>Victoria</td> <td>0800</td> <td>2359</td> </tr> <tr> <td>Vic-Coq (HJ)</td> <td>0800</td> <td>2000</td> </tr> </tbody> </table> |   |                                 | Destination                                 | Start                 | End   | Coq-Vic (HJ)          | 1400   | 2359                            | Victoria | 0800 | 2359 | Victoria | 0800 | 2359 | Vic-Coq (HJ) | 0800 | 2000 | <b>18. Personal Vehicle Use</b><br><table border="1"> <thead> <tr> <th>Km</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>17.05</td> </tr> <tr> <td></td> <td>0.00</td> </tr> <tr> <td></td> <td>0.00</td> </tr> <tr> <td>31</td> <td>17.05</td> </tr> </tbody> </table> |  | Km | Cost | 31 | 17.05 |  | 0.00 |  | 0.00 | 31 | 17.05 | <b>19. Other Transport Costs</b> | <b>20. &amp; 21. Meals</b><br><table border="1"> <thead> <tr> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>36.00</td> </tr> <tr> <td>61.00</td> </tr> <tr> <td>61.00</td> </tr> <tr> <td>39.50</td> </tr> </tbody> </table> | Cost | 36.00 | 61.00 | 61.00 | 39.50 | <b>22. Lodging Costs</b> | <b>20. &amp; 21. Miscellaneous</b><br><table border="1"> <thead> <tr> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> | Cost | Describe |  |  |
| Destination   | Start  | End                                       |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| Coq-Vic (HJ)  | 1400   | 2359                                      |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| Victoria  | 0800   | 2359                                      |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| Victoria  | 0800   | 2359                                      |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| Vic-Coq (HJ)  | 0800   | 2000                                      |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| Km  | Cost   |   |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| 31  | 17.05  |   |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
|   | 0.00   |   |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
|   | 0.00   |   |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| 31  | 17.05  |   |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| Cost  |  |   |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| 36.00   |  |   |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| 61.00   |  |   |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| 61.00   |  |   |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| 39.50   |  |   |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| Cost  | Describe   |   |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
|   |  |   |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| <b>TOTALS OF COLUMNS</b>  |  |   |                                 | <b>36.</b><br>\$ 34.10                      | <b>37.</b><br>\$ 0.00 | <b>38.</b><br>\$ 197.50                     | <b>39.</b><br>\$ 0.00 | <b>40.</b><br>\$ 0.00  | <b>Claim Total</b><br>\$ 231.60 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| <b>48. Client Code</b><br>060<br>060<br>060<br>060  | <b>49. Resp.</b><br>51057<br>51057   | <b>50. Service Line</b><br>54000<br>54000 | <b>51. STOB</b><br>5701<br>5750 | <b>52. Project</b><br>51-55MTVNC<br>51MTCCA |                       | <b>45. Government Financial Information</b> |                       | <b>Amount</b><br>\$ 34.10<br>\$ 197.50<br><del>\$ 231.60</del> |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| <b>Less Travel Advance</b><br>060   |  |   |                                 |   |                       |   |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
|   |  |   |                                 |   |                       |   |                       | <b>54.</b><br>\$ 231.60  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |
| <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>                          |                       |  |                                 |          |      |      |          |      |      |              |      |      |   |  |    |      |    |       |  |      |  |      |    |       |                                  |  |      |       |       |       |       |                          |   |      |          |  |  |



**White, Christine MAH:EX**

**From:** passengerservices@helijet.com  
**Sent:** June 21, 2020 4:41 PM  
**To:** White, Christine MAH:EX  
**Subject:** Thank you for choosing to take off with Helijet!

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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

Selina Robinson

Company

Municipal Affairs &amp; Housing

**Booking**

Government Financial Information

**Sunday, June 21, 2020**

Invoice #529156

**727**

FARE-YWH-OffPeak\_2020

\$247.62

**17:10 Vancouver Harbour (Downtown)**

+ GST

\$12.38

**17:45 Victoria Harbour (Downtown) ✓**

Billing

\$247.62

**35 minutes**

Taxes

✓ \$12.38

**Confirmed****Grand Total****\$260.00****1 Passengers - Off-Peak**

Mastercard

✓ \$260.00

**Selina Robinson, Female**

Date / Time

June 21, 2020 @ 4:40:14 PM

Government Financial Information

**Add to Calendar**

Summary

Expiration

Authorization

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)

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention. If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

GST#:  
R102320165

**COVID-19 Information:**

**For your ongoing safety and security, and in adherence with Government of Canada COVID-19 travel restrictions, please note: prior to being allowed to board their flight, all passengers will be subject to a Health Check - specific questions relating to any symptoms you may have, and your previous or recent out of country travel itinerary. In addition, at check-in, passengers on all flights departing or arriving at Canadian airports are required to demonstrate they have a non-medical mask or face covering to wear for the duration of the flight, otherwise they will be denied boarding onto the aircraft.**

**Passenger Travel Information:**

For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

**Payment:**

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

## Customer Information

### Account

HAS #

Government Financial Information

Name

Selina Robinson

## Booking #

Government Financial Information

Wednesday, June 24, 2020

Flight #248

18:30 Victoria Harbour / Map  ✓

19:05 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Selina Robinson, Female ✓

[Add to Calendar](#)

Invoice #6978957

Air Transportation Charges

Sked 200 : (St) GO Flex \$191.40

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax ✓ \$10.09

Billing \$201.91

Taxes \$10.09

**Grand Total \$212.00**

Master Card ✓ \$212.00

Date / Time June 24, 2020 @ 5:40:21 PM

Summary

Government Financial Information

Expiration

Authorization

**COVID-19 Update: The change/cancellation terms will be waived for all bookings made prior to May 1, 2020. Any bookings made from May 1, 2020 onwards will be subject to the change/cancellation terms detailed below.**

### GoFlex Fare Conditions:

Check in 25 minutes prior to departure time

Refundable up to 4 hrs\* prior to departure.

Changeable up to 4 hrs\* prior to departure (subject to difference in fare value).

\*Changes or cancellations within 4 hrs are subject to a \$20 fee. For flights departing on or before 11am, changes and cancellations must be made before 5pm





## Control No.

E133170

|   |  |                                       |
|---|--|---------------------------------------|
| <b>Name</b><br>Robinson, Selina                             | <b>Employee ID</b><br>Personal Information | <b>Phone Number</b><br>(250) 356-3057 |
| <b>Client Organization</b><br>Municipal Affairs and Housing | <b>Job Title</b>                           | <b>Travel Group Code</b><br>4         |

|                                 |                                  |                           |                            |
|---------------------------------|----------------------------------|---------------------------|----------------------------|
| 5. Date Completed<br>2020/08/31 | 6. Fiscal Year<br>2021           | 7. Special Cheque Issue   | 8. Cheque Stub Information |
| Type of Travel<br>In Province   | 14. Reason for Travel<br>Session | Headquarters<br>Coquitlam |                            |

| 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             |                      |       |      |                                  |       |                           |                 |                   |                         |          |
| 07/29            | Victoria             | 0800  | 2000 |                                  | 0.00  |                           | 9.00            |                   |                         |          |
| 08/09            | Coq-Victoria (Ferry) | 1430  | 2359 | 83                               | 45.65 | 73.50                     | 36.00           |                   | CCA                     |          |
| 08/10            | Victoria             | 0800  | 2359 |                                  | 0.00  |                           | 61.00           |                   |                         |          |
| 08/11            | Victoria             | 0800  | 2359 |                                  | 0.00  |                           | 61.00           |                   |                         |          |
| 08/12            | Victoria             | 0800  | 2359 |                                  | 0.00  |                           | 61.00           |                   |                         |          |
| 08/13            | Victoria-Coq (Ferry) | 0800  | 2100 | 83                               | 45.65 | 73.50                     | 61.00           |                   |                         |          |

|  |  |   |   |  |  |  |  |                         |   |                       |  |           |
|--|--|---|---|--|--|--|--|-------------------------|---|-----------------------|--|-----------|
| <b>TOTALS OF COLUMNS</b>                                     |  |   |   |  |  | <b>36.</b><br>\$ 91.30                       | <b>37.</b> \$ 156.00<br>Personal Information | <b>38.</b><br>\$ 280.00 | <b>39.</b><br>\$ 0.00                   | <b>40.</b><br>\$ 0.00 | <b>Claim Total</b><br>Personal Information | \$ 527.30 |
| <b>48.</b><br><b>Client Code</b><br>060<br>060<br>060<br>060 | <b>49.</b><br><b>Resp.</b><br>51057<br>51057 | <b>50.</b><br><b>Service Line</b><br>54000<br>54000 | <b>51.</b><br><b>STOB</b><br>5701<br>5750 | <b>52.</b><br><b>Project</b><br>51MTVNC<br>51MTCCA | <b>45.</b><br><b>Supplier Code</b><br>Government Financial Information |  |  |                         | <b>Amount</b><br>\$ 247.30<br>\$ 280.00 | Personal Information  |  |           |
| <b>Less Travel Advance</b><br>060                            |  |   |   |  |  |  |  |                         |   |                       |  |           |
|  |  |   |   |  |  | <b>AMOUNT DUE TO EMPLOYEE</b>                |  |                         |   |                       |  |           |
|  |  |   |   |  |  | <b>54.</b> \$ 527.30<br>Personal Information |  |                         |   |                       |  |           |

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

BLUEBIRD CAB #31  
2612 QUADRA STREET V8T4E4  
VICTORIA BC  
23808030  
TM2380803001

**SALE**

Batch #: 058 RRN: 0010580260  
07/29/20 17:46:21  
REF#: 00000026  
APPR CODE: 086521  
Government Financial Information

Proximity  
\*\*/\*\*

VISA CREDIT  
AID: A0000000031010

**AMOUNT \$9.00**

**00 APPROVED**

Retain this copy for your  
records

CUSTOMER

Tsawwassen  
To  
Swartz Bay



**LANE 43**

RECEIPT - PLEASE RETAIN

**PURCHASE 2020/08/09**  
**BOOKING-R1700**  
**REF#: B201398937**

Standard - Partially Prepaid

|     |                |             |         |
|-----|----------------|-------------|---------|
| 1   | Reservation Pr | 10.00       |         |
| 20  | Undersize Vehi | 57.50       |         |
| 1-P | Adult          | Personal    | 17.20   |
| e   | Fuel Rebate    | Information | -1.20-  |
| r   |                |             |         |
| s   | Total          |             | \$73.50 |

**Prepayment 10.00**

Government Financial Information      Personal Information

AUTH 073921 66307723 0010010  
VISA CREDIT  
00000000031010 / 0000000000  
NO SIGNATURE TRANSACTION  
01 APPROVED - THANK YOU 027

**CHANGE DUE 0.00**

o  
n

\*\*\*CARDHOLDER COPY\*\*\*  
TSA 09 Aug 2020 16:29:12



107035  
**SEE REVERSE SIDE OF TICKET**



**LANE 88**

RECEIPT - PLEASE RETAIN

PURCHASE 2020/08/13  
BOOKING-R2001  
REF#: B201398938

Standard - Partially Prepaid

|     |                |        |
|-----|----------------|--------|
| 1   | Reservation Pr | 10.00  |
| 20' | Undersize Vehi | 57.50  |
| 1   | Adult          | -17.20 |
|     | Fuel Rebate    | 1.20   |

Total \$ 73.50

Prepayment

Government Financial Information

AUTH 091481 66307704 00100

VISA CREDIT

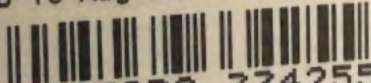
0000000031010 / 0000000000

NO SIGNATURE TRANSACTION

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

\*\*\*CARDHOLDER COPY\*\*\*  
SWB 13 Aug 2020 18:46:38



1005039 334255  
92298

SEE REVERSE SIDE OF TICKET



MA21EXEPAL28



Where ideas work

# Travel Voucher (Restricted Use)

Control No.

E133237

**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>Robinson, Selina   |                      |                  |                                      | <b>Employee ID</b><br>Personal Information |                    |                                  |                         | <b>Phone Number</b><br>(250) 356-3057 |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
|---|----------------------|------------------|--------------------------------------|--|--------------------|----------------------------------|-------------------------|---------------------------------------|-----------------------------------|-----------------------|---------------------------------|------------------|----------------------|--|--|---------------------------------|--|---------------------------|-----------------|-------------------|-------------------------|--|--|-------------|-------|-----|----|------|--|------|--|------|----------|------|--|--|--|--|--|--|--|--|--|--|-------|--------------------|------|------|----|-------|--|-------|--|--|--|-------|----------|------|------|--|------|--|-------|--|--|--|-------|----------|------|------|--|------|--|-------|--|--|--|-------|----------|------|------|--|------|--|-------|--|--|--|-------|----------|------|------|--|------|--|-------|--|--|--|-------|--------------------|------|------|----|-------|-------|-------|--|--|--|
| <b>Client Organization</b><br>Municipal Affairs and Housing   |                      |                  |                                      | <b>Job Title</b><br>Minister               |                    |                                  |                         | <b>Travel Group Code</b><br>4         |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| <b>5. Date Completed</b><br>2020/09/21  |                      |                  | <b>6. Fiscal Year</b><br>2021        |  |                    | <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>UBCM |  |                    |                                  |                         |                                       | <b>Headquarters</b><br>Victoria   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| <b>12. Mailing Address for Cheque</b>   |                      |                  |                                      |  |                    |                                  |                         |                                       |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| <table border="1"> <thead> <tr> <th>16. Travel Dates</th> <th colspan="3">17. Places Travelled</th> <th colspan="2">18. 55 KMS Personal Vehicle Use</th> <th>19. Other Transport Costs</th> <th>20. &amp; 21. Meals</th> <th>22. Lodging Costs</th> <th colspan="2">20. &amp; 21. Miscellaneous</th> </tr> <tr> <th></th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th></th> <th>Cost</th> <th></th> <th>Cost</th> <th>Describe</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>09/13</td> <td>Coq to Vic (Ferry)</td> <td>1500</td> <td>2359</td> <td>83</td> <td>45.65</td> <td></td> <td>36.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>09/14</td> <td>Victoria</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>61.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>09/15</td> <td>Victoria</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>61.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>09/16</td> <td>Victoria</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>61.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>09/17</td> <td>Victoria</td> <td>0800</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>61.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>09/18</td> <td>Vic to Coq (Ferry)</td> <td>0800</td> <td>1700</td> <td>83</td> <td>45.65</td> <td>73.50</td> <td>39.50</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |                      |                  |                                      |  |                    |                                  |                         |                                       |                                   |                       |                                 | 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 |  |  |  |  |  |  |  |  |  |  | 09/13 | Coq to Vic (Ferry) | 1500 | 2359 | 83 | 45.65 |  | 36.00 |  |  |  | 09/14 | Victoria | 0800 | 2359 |  | 0.00 |  | 61.00 |  |  |  | 09/15 | Victoria | 0800 | 2359 |  | 0.00 |  | 61.00 |  |  |  | 09/16 | Victoria | 0800 | 2359 |  | 0.00 |  | 61.00 |  |  |  | 09/17 | Victoria | 0800 | 2359 |  | 0.00 |  | 61.00 |  |  |  | 09/18 | Vic to Coq (Ferry) | 0800 | 1700 | 83 | 45.65 | 73.50 | 39.50 |  |  |  |
| 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  |                      |                  |                                      |  |                    |                                  |                         |                                       |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| 09/13   | Coq to Vic (Ferry)   | 1500             | 2359                                 | 83   | 45.65              |                                  | 36.00                   |                                       |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| 09/14   | Victoria             | 0800             | 2359                                 |  | 0.00               |                                  | 61.00                   |                                       |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| 09/15   | Victoria             | 0800             | 2359                                 |  | 0.00               |                                  | 61.00                   |                                       |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| 09/16   | Victoria             | 0800             | 2359                                 |  | 0.00               |                                  | 61.00                   |                                       |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| 09/17   | Victoria             | 0800             | 2359                                 |  | 0.00               |                                  | 61.00                   |                                       |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| 09/18   | Vic to Coq (Ferry)   | 0800             | 1700                                 | 83   | 45.65              | 73.50                            | 39.50                   |                                       |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| <b>TOTALS OF COLUMNS</b>  |                      |                  |                                      |  |                    | <b>36.</b><br>\$ 91.30           | <b>37.</b><br>\$ 147.00 | <b>38.</b><br>\$ 319.50               | <b>39.</b><br>\$ 0.00             | <b>40.</b><br>\$ 0.00 | <b>Claim Total</b><br>\$ 557.80 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| <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>                         |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| 060   |                      | 51057            | 54000                                | 571101                                     | 5100000-MTVNC      | Government Financial Information |                         | \$ 238.30                             |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| 060   |                      | 51057            | 54000                                | 5750                                       | 51MTCCA            |                                  |                         | \$ 557.80                             |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| 060   |                      |                  |                                      |  |                    |                                  |                         | \$ 319.50                             |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| 060   |                      |                  |                                      |  |                    |                                  |                         |                                       |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| <b>Less Travel Advance</b>  |                      |                  |                                      |  |                    |                                  |                         |                                       |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| 060   |                      |                  |                                      |  |                    |                                  |                         |                                       |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
|   |                      |                  |                                      |  |                    |                                  |                         |                                       |                                   |                       | <b>54.</b><br>\$ 557.80         |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| <b>AMOUNT DUE TO EMPLOYEE</b>   |                      |                  |                                      |  |                    |                                  |                         |                                       |                                   |                       |                                 |                  |                      |  |  |                                 |  |                           |                 |                   |                         |  |  |             |       |     |    |      |  |      |  |      |          |      |  |  |  |  |  |  |  |  |  |  |       |                    |      |      |    |       |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |          |      |      |  |      |  |       |  |  |  |       |                    |      |      |    |       |       |       |  |  |  |
| <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 Sep 22, 2020

Tsawwassen  
To  
Swartz Bay



Suite 500 - 1321 Blanshard Street  
Victoria BC Canada V6W 0B7

**LANE 37**

RECEIPT - PLEASE RETAIN

**PURCHASE 2020/09/13**

|     |                |       |
|-----|----------------|-------|
| 20' | Undersize Vehi | 57.50 |
| 1   | Adult          | 17.20 |
|     | Fuel Rebate    | 1.20- |

|              |              |
|--------------|--------------|
| <b>Total</b> | <b>73.50</b> |
|--------------|--------------|

Government Financial Information

73.50

NOVA 024471 66307719 0010016000 H

VISA CREDIT

00000000031010 / 0000000000 /

NO SIGNATURE TRANSACTION

01 APPROVED - THANK YOU 027

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

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

TSA 13 Sep 2020 17:04:14



1007097 131456

SEE REVERSE SIDE OF TICKET

Swartz Bay  
To  
Tsawwassen



Suite 500 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7

**LANE 06**

RECEIPT - PLEASE RETAIN

**PURCHASE 2020/09/18**

|     |                |       |
|-----|----------------|-------|
| 20' | Undersize Vehi | 57.50 |
| 1   | Adult          | 17.20 |
|     | Fuel Rebate    | 1.20- |

|              |              |
|--------------|--------------|
| <b>Total</b> | <b>73.50</b> |
|--------------|--------------|

Government Financial Information

73.50

0011 043141 66307708 0010013860 H

VISA CREDIT

0000000031010 / 0000000000 /

NO SIGNATURE TRANSACTION

01 APPROVED - THANK YOU 027

|                   |             |
|-------------------|-------------|
| <b>CHANGE DUE</b> | <b>0.00</b> |
|-------------------|-------------|



**White, Christine MAH:EX**

**From:** passengerservices@helijet.com  
**Sent:** July 5, 2020 4:38 PM  
**To:** White, Christine MAH:EX  
**Subject:** Thank you for choosing to take off with Helijet!

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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 #

Name

Company

Government Financial Information



Selina Robinson

Municipal Affairs &amp; Housing

**Booking**

Government Financial Information

**Sunday, July 5, 2020****727****17:10 Vancouver Harbour (Downtown)****17:45 Victoria Harbour (Downtown)****35 minutes****Confirmed****1 Passengers - Off-Peak**

Invoice #530611

FARE-YWH-OffPeak\_2020

+ GST

Billing

Taxes

**Grand Total**

Mastercard

\$247.62

\$12.38

\$247.62

\$12.38

**\$260.00****\$260.00**

**Selina Robinson, Female**

**Add to Calendar**

Date / Time

July 5, 2020 @ 4:37:42 PM

Government Financial Information

Summary

Expiration

Authorization

**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)**

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention. If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

GST#:

R102320165

**COVID-19 Information:**

**For your ongoing safety and security, and in adherence with Government of Canada COVID-19 travel restrictions, please note: prior to being allowed to board their flight, all passengers will be subject to a Health Check - specific questions relating to any symptoms you may have, and your previous or recent out of country travel itinerary. In addition, at check-in, passengers on all flights departing or arriving at Canadian airports are required to demonstrate they have a non-medical mask or face covering to wear for the duration of the flight, otherwise they will be denied boarding onto the aircraft.**

Passenger Travel Information:

For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

## Customer Information

### Account

HAS #

Government Financial Information

Name

✓ Selina Robinson


## Booking

Government Financial Information

Friday, July 10, 2020

Flight #238/Twin Otter

16:00 Victoria Harbour / Map  ✓

16:35 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Selina Robinson, Female

[Add to Calendar](#)

Invoice #6984073

Air Transportation Charges

Sked 200 : (St) GO Flex \$191.40

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax ✓ \$10.09

Billing \$201.91

Taxes \$10.09

Grand Total ✓ \$212.00

**COVID-19 Update:** The change/cancellation terms will be waived for all bookings made prior to May 1, 2020. Any bookings made from May 1, 2020 onwards will be subject to the change/cancellation terms detailed below.

### GoFlex Fare Conditions:

Check in 25 minutes prior to departure time

Refundable up to 4 hrs\* prior to departure.

Changeable up to 4 hrs\* prior to departure (subject to difference in fare value).

\*Changes or cancellations within 4 hrs are subject to a \$20 fee. For flights departing on or before 11am, changes and cancellations must be made before 5pm the day prior to avoid the fee.

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

As always, no fees will be applied in the event of weather disruptions.

### Required Travel Documents:

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

**White, Christine MAH:EX**

**From:** passengerservices@helijet.com  
**Sent:** July 12, 2020 4:40 PM  
**To:** White, Christine MAH:EX  
**Subject:** Thank you for choosing to take off with Helijet!

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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



Selina Robinson

Company

Municipal Affairs &amp; Housing

**Booking**

Government Financial Information

**Sunday, July 12, 2020**

Invoice #530613

**727**

FARE-YWH-OffPeak\_2020

\$247.62

**17:10 Vancouver Harbour (Downtown)**

+ GST



\$12.38

**17:45 Victoria Harbour (Downtown) ✓**

Billing

\$247.62

**35 minutes**

Taxes

\$12.38

**Confirmed****Grand Total****\$260.00****1 Passengers - Off-Peak**

Mastercard

\$260.00



**Selina Robinson, Female**

Date / Time

July 12, 2020 @ 4:39:58 PM

**Add to Calendar**

Summary

Government Financial Information

Expiration

Authorization

**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.

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GST#:  
R102320165

**COVID-19 Information:**

**For your ongoing safety and security, and in adherence with Government of Canada COVID-19 travel restrictions, please note: prior to being allowed to board their flight, all passengers will be subject to a Health Check - specific questions relating to any symptoms you may have, and your previous or recent out of country travel itinerary. In addition, at check-in, passengers on all flights departing or arriving at Canadian airports are required to demonstrate they have a non-medical mask or face covering to wear for the duration of the flight, otherwise they will be denied boarding onto the aircraft.**

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Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

**White, Christine MAH:EX**

**From:** passengerservices@helijet.com  
**Sent:** July 15, 2020 6:02 PM  
**To:** White, Christine MAH:EX  
**Subject:** Thank you for choosing to take off with Helijet!

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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 #

Name

Company

Government Financial Information



Selina Robinson

Municipal Affairs &amp; Housing

**Booking**

Government Financial Information

**Wednesday, July 15, 2020****858****18:30 Victoria Harbour (Downtown)****19:05 Vancouver Harbour (Downtown)****35 minutes****Confirmed****1 Passengers - Sale**

Invoice #530614

SALE - Seat Sale \$219

+ GST

Billing

Taxes

**Grand Total**

Mastercard

\$208.57

\$10.43

\$208.57

\$10.43

**\$219.00**

\$219.00

Selina Robinson, Female

Date / Time

July 15, 2020 @ 6:01:05 PM

[Add to Calendar](#)

Summary

Government Financial Information

Expiration

Authorization

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

Does not qualify for combination with Kids Fly Free promotions.

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GST#:

R102320165

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**White, Christine MAH:EX**

**From:** passengerservices@helijet.com  
**Sent:** July 19, 2020 4:40 PM  
**To:** White, Christine MAH:EX  
**Subject:** Thank you for choosing to take off with Helijet!

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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 #

Name

Company

Government Financial Information



Selina Robinson

Municipal Affairs &amp; Housing

**Booking**

Government Financial Information

**Sunday, July 19, 2020****727****17:10 Vancouver Harbour (Downtown)****17:45 Victoria Harbour (Downtown) ✓****35 minutes****Confirmed****1 Passengers - Sale**

Invoice #530615

SALE - Seat Sale \$219

+ GST

Billing

Taxes

**Grand Total**

Mastercard

\$208.57

✓ \$10.43

\$208.57

\$10.43

✓ **\$219.00**

\$219.00



Selina Robinson, Female

Date / Time

July 19, 2020 @ 4:39:49 PM

[Add to Calendar](#)

Summary

Government Financial Information

Expiration

Authorization

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

Does not qualify for combination with Kids Fly Free promotions.

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GST#:

R102320165

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Passenger Travel Information:

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Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

## White, Christine MAH:EX

**From:** passengerservices@helijet.com  
**Sent:** July 22, 2020 5:54 PM  
**To:** White, Christine MAH:EX  
**Subject:** Thank you for choosing to take off with Helijet!

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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



Selina Robinson

Company

Municipal Affairs & Housing

### Booking

Government Financial Information

**Wednesday, July 22, 2020**

Invoice #530616

**858**

**18:30 Victoria Harbour (Downtown) ✓**

**19:05 Vancouver Harbour (Downtown)**

SALE - Seat Sale \$219

\$208.57

+ GST



\$10.43

Billing

\$208.57

Taxes

\$10.43

**Grand Total**



**\$219.00**

**Confirmed**

Mastercard

\$219.00

**1 Passengers - Sale**

Selina Robinson, Female

Date / Time

July 22, 2020 @ 5:53:51 PM

Add to Calendar

Summary

Government Financial Information

Expiration

Authorization

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 a non-refundable cancellation fee equal to the value of the one-way travel.

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GST#:

R102320165

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Payment:

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**White, Christine MAH:EX**

**From:** passengerservices@helijet.com  
**Sent:** July 26, 2020 4:38 PM  
**To:** White, Christine MAH:EX  
**Subject:** Thank you for choosing to take off with Helijet!

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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 #

Name

Company

Government Financial Information



Selina Robinson

Municipal Affairs &amp; Housing

**Booking**

Government Financial Information

**Sunday, July 26, 2020****727****17:10 Vancouver Harbour (Downtown)****17:45 Victoria Harbour (Downtown) ✓****35 minutes****Confirmed****1 Passengers - Sale**

Invoice #530617

SALE - Seat Sale \$219

+ GST

Billing

Taxes

**Grand Total**

Mastercard

\$208.57

✓ \$10.43

\$208.57

\$10.43

✓ **\$219.00**

\$219.00

Selina Robinson, Female

Date / Time

July 26, 2020 @ 4:36:25 PM

Government Financial Information

[Add to Calendar](#)

Summary

Expiration

Authorization

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 a non-refundable cancellation fee equal to the value of the one-way travel.

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GST#:

R102320165

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Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

PCARD  
5701 MTVNC FERRY RESERVATIONS ONLY

MSR



## 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>B201398937</b> | <b>VANCOUVER</b><br>Tsawwassen Terminal | <b>5:00 PM</b><br>Sunday August 9                            | <b>VICTORIA</b><br>Swartz Bay Terminal  |
| <b>VEHICLE</b>    | Standard vehicle under 7Ft (2.13m) high |  |   |
| <b>VESSEL</b>     | <u>Spirit of Vancouver Island</u>       |  |   |
| <b>DEPART</b>     | Tsawwassen                              | 5:00 PM Sun Aug 9 2020                                       |   |
| <b>ARRIVE</b>     | Swartz Bay                              | 6:35 PM Sun Aug 9 2020                                       |   |
|                   |   | <b>FARE INFORMATION</b>                                      |   |
|                   |   | 20' Standard vehicle under 7Ft (2.13m) high                  | <b>\$56.60</b>                          |
|                   |   | 1 12 yrs+  | <b>\$16.90</b>                          |
|                   |   | 1 Reservation Fee *  | <b>\$10.00</b>                          |
|                   |   | <b>Total for this sailing</b>                                | <b>\$83.50</b>                          |
|                   |   | <b>Due at terminal: \$73.50</b><br>vehicle & passenger fares | <b>Paid: \$10.00</b><br>reservation fee |



B201398937

| RESERVATION       | DEPARTS                                 | TIME / DATE  | ARRIVES                                 |
|-------------------|---|--|---|
| <b>B201398938</b> | <b>VICTORIA</b><br>Swartz Bay Terminal  | <b>8:01 PM</b><br>Thursday August 13                         | <b>VANCOUVER</b><br>Tsawwassen Terminal |
| <b>VEHICLE</b>    | Standard vehicle under 7Ft (2.13m) high |  |   |
| <b>VESSEL</b>     | <u>Coastal Celebration</u>              |  |   |
| <b>DEPART</b>     | Swartz Bay                              | 8:01 PM Thu Aug 13 2020                                      |   |
| <b>ARRIVE</b>     | Tsawwassen                              | 9:35 PM Thu Aug 13 2020                                      |   |
|                   |   | <b>FARE INFORMATION</b>                                      |   |
|                   |   | 20' Standard vehicle under 7Ft (2.13m) high                  | <b>\$56.60</b>                          |
|                   |   | 1 12 yrs+  | <b>\$16.90</b>                          |
|                   |   | 1 Reservation Fee *  | <b>\$10.00</b>                          |
|                   |   | <b>Total for this sailing</b>                                | <b>\$83.50</b>                          |
|                   |   | <b>Due at terminal: \$73.50</b><br>vehicle & passenger fares | <b>Paid: \$10.00</b><br>reservation fee |



B201398938

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

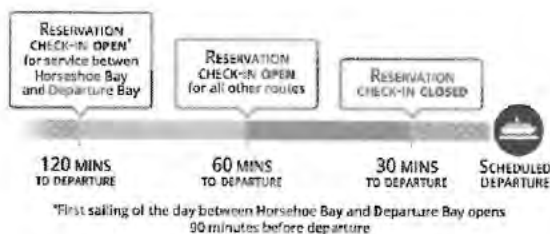
Still unsure who is travelling with you? You can still add and pay for passengers at the terminal.



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: \$20.00**  
reservation fee

## Arrive at the terminal 120-30 minutes before departure



### Reservation Check-In Opens

Check-in opens 60 minutes prior to departure. Depending on schedules, you may not be able to check-in if you arrive more than 60 minutes early. Check-in opens 120 minutes for service between Horseshoe Bay and Departure Bay.

### Reservation Check-In Closed

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

### What you need to redeem your reservation

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

## Terms and Conditions

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;

### Sailing Cancellations

If you check-in for your reservation and the sailing is cancelled, we will make every effort to load you on the next available sailing. Customers with a reservation on the next scheduled departure will be loaded in advance of customers from the cancelled sailing. If we are unable to load you on the next available sailing, travel



**White, Christine MAH:EX**

**From:** passengerservices@helijet.com  
**Sent:** July 29, 2020 5:50 PM  
**To:** White, Christine MAH:EX  
**Subject:** Thank you for choosing to take off with Helijet!

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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



Selina Robinson

Company

Municipal Affairs &amp; Housing

**Booking**

Government Financial Information

**Wednesday, July 29, 2020**

Invoice #530618

**858**

SALE - Seat Sale \$219

\$208.57

**18:30 Victoria Harbour (Downtown) ✓**

+ GST



\$10.43

**19:05 Vancouver Harbour (Downtown)**

Billing

\$208.57

**35 minutes**

Taxes

\$10.43

**Confirmed****Grand Total****\$219.00****1 Passengers - Sale**

Mastercard

\$219.00

Selina Robinson, Female

Date / Time

July 29, 2020 @ 5:49:51 PM

[Add to Calendar](#)

Summary

Government Financial Information

Expiration

Authorization

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

Does not qualify for combination with Kids Fly Free promotions.

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GST#:

R102320165

#### **COVID-19 Information:**

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