

Minister's Quarterly Travel Expense Summary

Name: Honourable Lisa Beare

Quarter: 2020 Oct to Dec

Portfolio: Tourism, Arts & Culture

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 703.81

Other Travel in Province: \$ 281.74

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 985.55

Travel expenses fiscal year-to-date: \$ 5,185.00

Dunnett, Jennifer TAC:EX

From: passengerservices@helijet.com
Sent: October 5, 2020 11:55 AM
To: Dunnett, Jennifer TAC:EX
Subject: Thank you for choosing to take off with Helijet!

WARNING: This email came from an external source. Only open attachments or links that you are expecting from a known sender.



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

Lisa Beare

Company

Personal Information

Booking

Government Financial Information

Thursday, September 17, 2020

Invoice

Government Financial Information

729

17:30 Vancouver Harbour (Downtown)

18:05 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

FARE-YWH-OffPeak_2020

\$247.62

+ GST

\$12.38

Billing

\$247.62

Taxes

\$12.38

Grand Total

\$260.00

Mastercard

\$260.00

Lisa Beare, Female

Date / Time

September 17, 2020 @ 5:04:48 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 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.

Dunnett, Jennifer TAC:EX

From: passengerservices@helijet.com
Sent: October 5, 2020 11:55 AM
To: Dunnett, Jennifer TAC:EX
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We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Government Financial Information

Name

Lisa Beare

Company

Personal Information

Booking

Government Financial Information

Friday, September 18, 2020

Invoice Government Financial Information

724

16:30 Victoria Harbour (Downtown)

17:05 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

FARE-YWH-OffPeak_2020

\$247.62

+ GST

\$12.38

Billing

\$247.62

Taxes

\$12.38

Grand Total

\$260.00

Mastercard

\$260.00

Lisa Beare, Female

Date / Time

September 18, 2020 @ 4:09:04 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)

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GST#:
R102320165

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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 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.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133294

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

Name Beare, Lisa			Employee ID Personal Information			Phone Number (250) 953-0905					
Client Organization Tourism, Arts and Culture			Job Title Minister			Travel Group Code 4					
5. Date Completed 2020/11/10		6. Fiscal Year 2021		7. Special Cheque Issue		8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Cabinet Meeting				Headquarters Minister's Office					
12. Mailing Address for Cheque											
16. Travel Dates 2020 11/03 11/04	17. Places Travelled			18. 55 KMS Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals Cost 36.00 CCA 39.50 CCA	22. Lodging Costs 139.42	20. & 21. Miscellaneous		
	Destination	Start	End	Km	Cost				Cost	Describe	
	MR to Vic (HJ)	1330	1800	50	27.50						
	Vic to MR (HJ)	0800	1500	50	27.50				10.00	Cab to Helijet	
PCARD											
TOTALS OF COLUMNS				36. \$ 55.00		37. \$ 0.00		38. \$ 75.50		39. \$ 139.42	
				40. \$ 10.00						Claim Total \$ 279.92	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code Personal Information	
126		51384		54006		5702		51MTVNC			
126		51384		54006		5750		51MTCCA			
126		51384		54006		5751		51MTCCA			
126											
Less Travel Advance											
126											
										54. \$ 279.92	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed			

Notes for Travel Voucher (Restricted Use) E133294 for Beare, Lisa

1 note(s) returned.

Created On	Author	Note
2020/11/10 15:52:59	Security Concern Jennifer.Dunnett@gov.bc.ca	Nov 3 - MLB drove from Maple Ridge to Van Helijet (Flight on PCard) Nov 4 - MLB took cab to Vic Hel jet (Flight on PCard) and drove from Van Helijet to Maple Ridge

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Security Concern

Victoria, BC,

Security Concern

Ms Lisa Beare
Personal Information

Room

Security Concern

Arrival Date

: 11/03/20



Personal Information

Invoice No.

Folio No.

Conf. No.

Cashier No.

: 67

Billing Date

: 11/04/20

A/R Number

Ministry of Tourism, Arts and C

Date	Description	Debit	Credit
11/03/20	Room Charge	119.00	
11/03/20	Destination Marketing Fee	1.19	
11/03/20	Provincial Room Tax	13.22	
11/03/20	Room GST	6.01	
11/04/20	Mastercard		139.42
Room H/GST Total - 6.01		Total	139.42
Other H/GST Total - 0.00			✓ 139.42
Security Concern		Balance	✓ 0.00

BLUEBIRD CABS #32
2612 QUADRA ST
VICTORIA BC
Government Financial Information

CARD

CARD TYPE

DATE

✓ 2020/11/04

TIME

0022 12:28:47

RECEIPT NUMBER

H85021050-001-618-006-0

PURCHASE

TOTAL

✓ \$10.00

Visa Credit

Personal Information

0000000000-

APPROVED

AUTH# 054211

01-027

THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

F121EXEDJ49



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133335

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Name Beare, Lisa		Employee ID Personal Information Job Title Minister		Phone Number (250) 953-0905	
Client Organization Tourism, Arts and Culture Citizens Services				Travel Group Code 4	
5. Date Completed 2020/12/14	6. Fiscal Year 2021	7. Special Cheque Issue EFT		8. Cheque Stub Information Maple Ridge = Pitt Meadows	
Type of Travel In Province	14. Reason for Travel Ministerial Duties - Week of Nov 29 to Dec 5, 2020			Headquarters Minister's Office Maple Ridge, Pitt Meadows	
12. Mailing Address for Cheque PO Box 9068, Stn Prov Govt Victoria, BC V8W 9E2					
16. Travel Dates 2020 12/01 12/02 12/03	17. Places Travelled		18. 0.55 Personal Vehicle Use	19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost
	MR to Victoria (HJ)	0600	1800	50	27.50 P/Card 10.00
	Overnight Vic	0830	1700		0.00
	Victoria to MR (HJ)	0830	1900	50	27.50 P/Card 10.00
					Cost
					61.00
					48.50
					61.00
					Lodging Costs
					139.42
					139.42
					Cost
					\$ 0.00
					Describe
TOTALS OF COLUMNS				36. 100 kms \$ 55.00	37. \$ 20.00
				38. \$ 170.50	39. \$ 278.84
				40. \$ 0.00	Claim Total \$ 524.34
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
126 112	32805	34610	5701	32MTVNC	Personal Information
126 112	32805	34610	5751	32MTCCA	
126 112	32805	34610	5750	32MTCCA	
126					
Less Travel Advance					
126					
AMOUNT DUE TO EMPLOYEE					54. \$ 524.34
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name	Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name	Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name	Date Signed

FIN 10 (EFI-F0012 v2.6.1)

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

DJ Dec 15/20

Notes for Travel Voucher (Restricted Use) E133335 for Beare, Lisa

3 note(s) returned.

Created On	Author	Note
2020/12/14 10:45:10	Fleurant, Kathleen Security Concern Kathleen.Fleurant@gov.bc.ca	Nov 29 - n/a Nov 30 - n/a Dec 1 - Travel from Maple Ridge to Victoria and full day of meetings (full day per diem). Dec 2 - Overnight Victoria, full day of meetings (full day per diem). less breakfast Dec 3 - Full day of meetings in Victoria, then travel back to Maple Ridge (full day per diem). Dec 4 - n/a Dec 5 - n/a
2020/12/14 13:58:39	Fleurant Kathleen Security Concern gov.bc.ca	Correction: Dec 2 - Per diem for this day does not include dinner.
2020/12/14 14:01:39	Fleurant Kathleen Security Concern Kathleen.Fleurant@gov.bc.ca	Correction: Dec 2 - Above statement should say per diem does not include breakfast as it was provided at the morning Cabinet meeting. Rest of day per diems apply.

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Dec. 1

5701-32MTVNC

Mileage - Maple Ridge to Van Harbour

$$\begin{array}{r} \rightarrow 50 \text{ Km} \\ \times .55 \\ \hline \$ 27.50 \end{array}$$

Dec. 1st

5701 - 32mTVNC

Yellow Cab 250-381-2222 250-381-2242
of Victoria
Download Yellowcab taxi APP from App Store 

Date: 1/12/20 Amount: 10.00

Driver: D.E Car #: 45 ~~45~~

From: Heliget To: Government st



Kyle's
Printing
ON-946-2116

\$ 10.00

Dec. 1 to 3

Security Concern

Security Concern

Victoria, BC, Canada
Security Concern

Ms Lisa Beare
Personal Information

Canada

Citizen Services

Room : Security Concern
Arrival Date : 12/01/20
Invoice No. : Personal Information
Folio No. :
Conf. No. :
Cashier No. : 67
Billing Date : 12/03/20
A/R Number

Date	Description	Debit	Credit
12/01/20	Room Charge	119.00	
12/01/20	Destination Marketing Fee	1.19	
12/01/20	Provincial Room Tax	13.22	
12/01/20	Room GST	6.01	
12/02/20	Room Charge	119.00	
12/02/20	Destination Marketing Fee	1.19	
12/02/20	Provincial Room Tax	13.22	
12/02/20	Room GST	6.01	
12/03/20	Mastercard		278.84
Room H/GST Total - 12.02			
Other H/GST Total - 0.00			
H/GST #	PST#		
Total		278.84	278.84
Balance		0.00	

5751-32 MTCCA

\$139.42

Bmo Travel Card

139.42

Government Financial Information

Dec. 3 - 4:34 pm

5701-32 mTVNC

BLUEBIRD CABS #25
2612 QUADRA ST
VICTORIA BC

*Personal
cc*

Government Financial Information

CARD
CARD TYPE VISA
DATE 2020/12/03
TIME 0008 16:34:44
RECEIPT NUMBER
H85068520-001-769-008-0

PURCHASE
TOTAL

\$10.00

Visa Credit
Personal Information

0000000000-

APPROVED

FF/DT 20
AUTH# 033391 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

Dec 3

5701-32 MTVNC

Mikeage - Van Harbour to Maple Ridge

— 50 Kms

.55

\$ 27.50

PER DIEMS

	Date	Full day	Misc (Describe)	5750-32MTCCA or 5702-3200000	Total
Sun	Nov. 29	/	/	/	/
Mon	Nov. 30	/	/	/	/
Tue	Dec 1	yes	/	5750-32MTCCA	61.00
Wed	Dec 2	yes	/	"	61.00 48.50
Thu	Dec 3	yes	/	"	61.00
Fri	Dec 4	/	/	/	/
Sat	Dec 5	/	/	/	/

Full Day:	\$	61.00
Breakfast:	\$	12.50
Lunch:	\$	12.50
Dinner:	\$	21.50
Incidentals:	\$	14.50

5750-32MTCCA	
5702-3200000	

~~\$183.00~~ 170.50

WO - Nov. 29 - Dec 5

5701 - 32 MT VNC

mileage	\$27.50
taxi	10.00
taxi	10.00
Mileage	27.50
	<hr/>
	75.00

5751 - 32 MT CCA

Hotel \$278.84

5750 - 32 MT CCA

Per Diem - ~~\$183.00~~
170.50

~~\$536.84~~
524.34

F121EXFDJ49



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133336

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Name Beare, Lisa		Employee ID Personal Information		Phone Number (250) 953-0905	
Client Organization Tourism, Arts and Culture Citizens Services		Job Title Minister		Travel Group Code 4	
5. Date Completed 2020/12/14	6. Fiscal Year 2021	7. Special Cheque Issue EFT		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial Duties - Week of Dec 6 to 12, 2020		Headquarters Maple Ridge - Pitt Meadows	
12. Mailing Address for Cheque PO Box 9068, Stn Prov Govt Victoria, BC V8W 9E2					
16. Travel Dates	17. Places Travelled		18. 0.55 Personal Vehicle Use		19. Other Transport Costs
2020	Destination	Start	End	Km	Cost
12/06	MR to Victoria (HJ)	1530	1830	50	27.50
12/07	Overnight Vic	0830	1830		0.00
12/08	Overnight Vic	0830	1830		0.00
12/09	Overnight Vic	0800	1930		0.00
12/10	Victoria to MR (HJ)	0830	1800	50	27.50
					PCard 10.00
					Cost 36.00
					Cost 61.00
					Cost 61.00
					Cost 61.00
					Cost 39.50
					Cost 139.42
					Cost 139.42
					Cost 139.42
					Cost 139.42
TOTALS OF COLUMNS			36. 100 kms	37. \$ 55.00	38. \$ 22.00
				39. \$ 258.50	40. \$ 557.68
				41. \$ 0.00	Claim Total \$ 893.18
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
126 112	32805	34610	5701	32MTVNC	Personal Information
126 112	32805	34610	5751	32MTCCA	
126 112	32805	34610	5750	32MTCCA	
126					
Less Travel Advance					
126					
AMOUNT DUE TO EMPLOYEE					54. \$ 893.18
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.			Print Name		Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.			Print Name		Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.			Print Name		Date Signed

FIN 10 (EFI-F0012 v2.6.1)

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

DJ Dec 15/20

Notes for Travel Voucher (Restricted Use) E133336 for Beare, Lisa

2 note(s) returned.

Created On	Author	Note
2020/12/14 11:03:55	Fleurant, Kathleen Security Concern Kathleen.Fleurant@gov.bc.ca	Dec 6 - Travel from Maple Ridge to Victoria (no breakfast or lunch per diem). Dec 7 - Overnight Victoria, full day of meetings (full day per diems). Dec 8 - Overnight Victoria, morning meetings, afternoon tours (full day per diems). Dec 9 - Overnight Victoria, full day of meetings (full day per diems). Dec 10 - Full day of meetings, travel Victoria to Maple Ridge (full day per diems), less dinner
2020/12/14 14:05:35	Fleurant, Kathleen Security Concern Kathleen.Fleurant@gov.bc.ca	Dec 11 - n/a Dec 12 - n/a Correction: Dec 10 - Per Diem on this day does not include dinner claim.

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Dec. 6

5701 - 32 MTVNC

Mileage - Maple Ridge to Van Harbour

$$\begin{array}{r} \rightarrow 50 \text{ km} \\ \times .55 \\ \hline \$27.50 \end{array}$$

Dec 6-10

Security Concern

Security Concern

Victoria, BC, Canada

Security Concern

Ms Lisa Beare
Personal Information

Canada

Personal
Information

Room : Security Concern
 Arrival Date : 12/06/20
 Invoice No. : Personal Information
 Folio No. :
 Conf. No. :
 Cashier No. : 67
 Billing Date : 12/10/20
 A/R Number

Date	Description	Debit	Credit
12/06/20	Room Charge	119.00	
12/06/20	Destination Marketing Fee	1.19	
12/06/20	Provincial Room Tax	13.22	
12/06/20	Room GST	6.01	
12/07/20	Room Charge	119.00	
12/07/20	Destination Marketing Fee	1.19	
12/07/20	Provincial Room Tax	13.22	
12/07/20	Room GST	6.01	
12/08/20	Room Charge	119.00	
12/08/20	Destination Marketing Fee	1.19	
12/08/20	Provincial Room Tax	13.22	
12/08/20	Room GST	6.01	
12/09/20	Room Charge	119.00	
12/09/20	Destination Marketing Fee	1.19	
12/09/20	Provincial Room Tax	13.22	
12/09/20	Room GST	6.01	
12/10/20	Mastercard		557.68
Room H/GST Total - 24.04		Total	557.68
Other H/GST Total - 0.00			557.68
H/GST #	PST#	Balance	0.00

5751-32 MTCCA

139.42 ✓

139.42 ✓

139.42 ✓

139.42 ✓

Bmo T.C.

Government Financial Information

Dec. 8 1:44 pm

5701-32MTVNC

BLUEBIRD CABS #94
2612 QUADRA ST
VICTORIA BC

Personal cc

*Taxi from
Leg to Gov. House*

CARD Government Financial Information
CARD TYPE *VISA*
DATE 2020/12/08
TIME 1648 13:44:09
RECEIPT NUMBER
H85060044-001-087-018-0

PURCHASE
TOTAL

\$12.00



Visa CREDIT
Personal Information

0000000000-

APPROVED

FF/DT 23
AUTH# 022861 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Dec. 10

12:23pm

Taxi from
leg to Helijet

5701-32 MTVNC

BLUEBIRD CABS #76
2612 QUADRA ST
VICTORIA BC

Personal Card

Government Financial Information

CARD
CARD TYPE

VISA

DATE

2020/12/10

TIME

3235 12:23:45

RECEIPT NUMBER

H85041052-001-732-009-0

PURCHASE

TOTAL

\$10.00

Visa CREDIT

Personal Information

0000000000-

APPROVED

AUTH# 003571

01-027

THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

Dec. 10

5701-32 mTRNC

Mileage - Van Harbour to Maple Ridge

$$\begin{array}{r} 50 \text{ kms} \\ \times .55 \\ \hline \$ 27.50 \end{array}$$

PER DIEMS

	Date	Full day	Misc (Describe)	5750-32MTCCA or 5702-3200000	Total
Sun	Dec 6	/	Din/Inc.	5750-32MTCCA	\$ 36.00 ✓
Mon	Dec 7	yes	/	"	61.00 ✓
Tue	Dec 8	yes	/	"	61.00 ✓
Wed	Dec 9	yes	/	"	61.00 ✓
Thu	Dec 10	yes	/	"	61.00 39.5 ✓
Fri	Dec 11	/	/	/	/
Sat	Dec 12	/	/	/	/

258.50
\$280.00

Full Day:	\$	61.00
Breakfast:	\$	12.50
Lunch:	\$	12.50
Dinner:	\$	21.50
Incidentals:	\$	14.50

5750-32MTCCA	
5702-3200000	

Wo Dec 6 to 12, 2020

5701- 32 mTVNC

Mileage	\$27.50
Dec 6-taxi	? (took shuttle to hotel)
taxi	12.00
taxi	10.00
mileage	27.50
	<hr/> 77.00

5751- 32 mTCCA

Hotel \$557.68

5750- 32 mTCCA

Per Diem - ~~\$280.00~~
258.50

~~914.68~~
893.18



Control No.

E133351

Name Beare, Lisa	Employee ID Personal Information	Phone Number (250) 384-9699
Client Organization Citizens' Services	Job Title Minister	Travel Group Code 4

5. Date Completed 2020/12/18	6. Fiscal Year 2021	7. Special Cheque Issue EET	8. Cheque Stub Information
---------------------------------	------------------------	--------------------------------	----------------------------

2020/12/10	2021	CPT
Type of Travel In Province	14. Reason for Travel Ministerial Duties - Week of Dec 13 to Dec 19, 2020	Headquarters Maple Ridge-Pit Meadows

12. Mailing Address for Cheque

PO Box 9068, Stn Prov Govt, Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. 0.55 Personal Vehicle Use		19. Other Transport	20. & 21. Meals	22. Lodging	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost	Costs	Cost	Costs	Cost	Describe
2020										
12/13	MR to Victoria (HJ)	1530	1830	60	33.00	P/Card	36.00	139.42		
12/14	Overnight Vic	0830	1830		0.00		61.00	139.42		
12/15	Overnight Vic	0800	1900		0.00		61.00	139.42		
12/16	Overnight Vic	0800	1900		0.00		36.00	139.42		
12/17	Victoria to MR (HJ)	0800	1800	60	33.00	P/Card 10.00	39.50			

TOTALS OF COLUMNS	36. ✓ \$ 66.00	37. ✓ \$ 10.00	38. ✓ \$ 233.50	39. ✓ \$ 557.68	40. ✓ \$ 0.00	Claim Total \$ 867.18
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48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
112	32805	34610	5701	32MTVNC	Personal	\$ 76.00
112	32805	34610	5751	32MTCCA	Information	\$ 557.68
112	32805	34610	5750	32MTCCA		\$ 233.50

[illegible]

		AMOUNT DUE TO EMPLOYEE	54.	\$ 867.18
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45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party	Print Name	Date Signed
--	-------------------	--------------------

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

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

Notes for Travel Voucher (Restricted Use) E133351 for Beare, Lisa

2 note(s) returned.

Created On	Author	Note
2020/12/18 13:34:25	Fleurant, Kathleen Security Concern Kathleen.Fleurant@gov.bc.ca	Dec 13 - Travelled from Maple Ridge to Victoria / via driving, Helijet & shuttle (No breakfast or lunch per diem). Dec 14 - Overnight Victoria, full day of meetings (full day per diem). Dec 15 - Overnight Victoria, full day of meetings (full day per diem). Dec 16 - Overnight Victoria, full day of meetings (no breakfast or lunch per diems / they were provided in Cabinet). Dec 17 - full morning of meetings, then travel back to Maple Ridge, via taxi, Helijet and driving, then continue meetings in afternoon in Maple Ridge (no dinner per diem). Dec 18 - n/a Dec 19 - n/a
2020/12/18 13:34:39	Fleurant, Kathleen Security Concern Kathleen.Fleurant@gov.bc.ca	

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Dec. 13

5701-32 MT VNC
Mileage

Maple Ridge to Heljet/Van. Harb

$$\begin{array}{r} 60 \text{ Kms} \\ \times 0.55 \\ \hline \$ 33.00 \\ \checkmark \end{array}$$

Security Concern

Security Concern

Victoria, BC, Canada
Security Concern

Ms Lisa Beare ✓
Personal Information

Canada

Ministry of Tourism, Arts and C

Room

Arrival Date

Invoice No.

Folio No.

Conf. No.

Cashier No.

Billing Date

A/R Number

Security
Concern

: 12/13/20

Personal
Information

:

:

: 67

: 12/17/20

Date	Description	Debit	Credit
✓ 12/13/20	Room Charge	119.00	
12/13/20	Destination Marketing Fee	1.19	
12/13/20	Provincial Room Tax	13.22	
12/13/20	Room GST	6.01	
✓ 12/14/20	Room Charge	119.00	
12/14/20	Destination Marketing Fee	1.19	
12/14/20	Provincial Room Tax	13.22	
12/14/20	Room GST	6.01	
✓ 12/15/20	Room Charge	119.00	
12/15/20	Destination Marketing Fee	1.19	
12/15/20	Provincial Room Tax	13.22	
12/15/20	Room GST	6.01	
✓ 12/16/20	Room Charge	119.00	
12/16/20	Destination Marketing Fee	1.19	
12/16/20	Provincial Room Tax	13.22	
12/16/20	Room GST	6.01	
12/17/20	Mastercard		557.68
Room H/GST Total - 24.04		Total	557.68
Other H/GST Total - 0.00			557.68 ✓
H/GST #	PST#	Balance	0.00 ✓

5751-32MTCCA

Security Concern

BLUEBIRD CABS #40
2612 QUADRA ST
VICTORIA BC

Government Financial Information

CARD **
CARD TYPE VISA
DATE 2020/12/17 ✓
TIME 6003 12:30 56
RECEIPT NUMBER
H85068860-001-524-008-0

Personal card

PURCHASE
TOTAL

\$10.00 ✓

Visa CREDIT
Personal Information

0000000000-

APPROVED

AUTH# 017051 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE .250.382.2222

Dec. 17

*Taxi from Leg to
Heliport*

5701-32MT VNC

Dec. 17

5701- 32 mTVNC
mileage

Huljet / Van Harbour to Maple Ridge

$$\begin{array}{r} 60 \text{ km} \\ \times .55 \\ \hline \$33.00 \end{array}$$

✓

PER DIEMS

	Date	Full day	Misc (Describe)	5750-32MTCCA or 5702-3200000	Total
Sun	Dec 13	/	Dinner/Inc.	5750-32MTCCA	36.00 /
Mon	Dec 14	yes	/	"	61.00 /
Tue	Dec 15	yes	/	"	61.00 /
Wed	Dec 16	no	D/Inc	"	36 /
Thu	Dec 17	no	B/L/Inc.	"	39.50 /
Fri	Dec 18	/	/	/	/
Sat	Dec 19	/	/	/	/

Dec. 16 - Breakfast and Lunch provided in cabinet

\$ 233.50 ✓

Full Day:	\$	61.00
Breakfast:	\$	12.50
Lunch:	\$	12.50
Dinner:	\$	21.50
Incidentals:	\$	14.50

5750-32MTCCA	
5702-3200000	

STOB 5711

Hubley, Holly CITZ:EX

From: passengerservices@helijet.com
Sent: December 1, 2020 7:20 AM
To: Hubley, Holly CITZ:EX
Subject: Thank you for choosing to take off with Helijet!

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.



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	Lisa Beare
	Company	Personal Information

Booking #		Government Financial Information
Tuesday, December 1, 2020		Personal Invoice #
703 07:55 Vancouver Harbour (Downtown) 08:30 Victoria Harbour (Downtown)	SALE - Seat Sale \$219	\$208.57
	+ GST	\$10.43
	Billing	\$208.57
35 minutes	Taxes	\$10.43
Confirmed	Grand Total	\$219.00
1 Passengers - Sale	Mastercard	\$219.00

Lisa Beare, Female

[Add to Calendar](#)

Date / Time December 1, 2020 @ 7:18:44 AM
Government Financial Information

Summary

Expiration

Authorization

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

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

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

COVID-19
All Flights Are Operated by Sikorsky S76 Helicopters with a 12 passenger capacity.
COVID-19 Safety Protocols including mandatory masks, temperature and health checks are in place.

Please read your confirmation for more COVID-19 information.

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, Helijet is pleased to participate in the Helicopter Association International COVID Clean Pledge and World Travel & Tourism Council's Safe Travels program to meet or exceed any applicable federal, provincial or municipal public health regulations. See in-terminal signage or helijet.com for Helijet's enhanced procedures and protocols.