

Minister's Quarterly Travel Expense Summary

Name: Honourable Josie Osborne

Quarter: 2021 January to March

Portfolio: Municipal Affairs

Travel expense summary (amount paid this quarter):

In Province Flights: \$ -

Other Travel in Province: \$ 1,480.81

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 1,480.81

Travel expenses fiscal year-to-date: \$ 2,290.00



Control No.

E133447

Name Osborne, Josie	Employee ID Personal Information	Phone Number (250) 387-2283
Client Organization Municipal Affairs	Job Title Minister of Municipal Affairs	Travel Group Code 4

5. Date Completed 2021/02/09	6. Fiscal Year 2021	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Meeting		Headquarters Mid-Island

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	
2021	Destination	Start	End	Km	Cost		Cost		Cost	Describe
01/10	Tofino-Vic	1400	2359	312	171.60		36.00 CCA	182.01	Hotel: \$164.16, Parking: \$17 85	
01/11	Victoria	0800	2359		0.00		61.00 ""	182.01		
01/12	Victoria	0800	2359		0.00		61.00 ""	182.01		
01/13	Victoria	0800	2359		0.00		61.00 ""	182.01		
01/14	Vctoria	0800	2359		0.00		61.00 ""	182.01		
01/15	Victoria	0800	2359		0.00		61.00 ""	182.01		
01/16	Vic-Tofino	0800	1300	312	171.60		39.50 ""			

[illegible]

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
060	51057	54000	5702	51MTVNC	Personal Information	\$ 450.30
060	51057	54000	5750	51MTCCA		\$ 380.50
060	51057	54000	5751	51MTCCA		\$ 984.96
060						

060

AMOUNT DUE TO EMPLOYEE

54.	\$ 1815 76
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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) E133447 for Osborne, Josie

1 note(s) returned.

Created On	Author	Note
2021/02/09 09:33:32	White, Christine Security Concern Christine.White@gov.bc.ca	01/10 Tof-Vic drove pers. vehicle, D, I, Hotel 01/1 Vic for meetings, FD Per Diem, Hotel, 01/12 Vic for meetings, FD Per Diem, Hotel 01/13 Vic for meetings, FD Per Diem, Hotel 01/14 Vic for meetings, FD Per Diem, Hotel 01/15 Vic for meetings, FD Per Diem, Hotel 01/16 Vic-Tof, drove pers. vehicle B, L, I

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Josephine Osborne

Personal Information



Room No.

Security Concern

Arrival : 01-10-21

Departure Date : 01-16-21

Folio No. Personal Information

Conf. No.

Custom :

Reference

Company Name:

Group Name:

INFORMATION INVOICE

Date	Description	Charges	Credits
01-10-21	Room Charge	✓ 139.00	
01-10-21	GST Room Tax	7.02	
01-10-21	PST Room Tax	11.23	
01-10-21	MRDT Tax	4.21	
01-10-21	DMF Fee	1.39	
01-10-21	Climate Contribution	1.25	
01-10-21	GST Tax	0.06	
01-10-21	Parking Daily	17.00	
01-10-21	GST Tax	0.85	
01-11-21	Room Charge	✓ 139.00	
01-11-21	GST Room Tax	7.02	
01-11-21	PST Room Tax	11.23	
01-11-21	MRDT Tax	4.21	
01-11-21	DMF Fee	1.39	
01-11-21	Climate Contribution	1.25	
01-11-21	GST Tax	0.06	
01-11-21	Parking Daily	17.00	
01-11-21	GST Tax	0.85	
01-12-21	Room Charge	✓ 139.00	
01-12-21	GST Room Tax	7.02	
01-12-21	PST Room Tax	11.23	
01-12-21	MRDT Tax	4.21	
01-12-21	DMF Fee	1.39	
01-12-21	Climate Contribution	1.25	
01-12-21	GST Tax	0.06	
01-12-21	Parking Daily	17.00	
01-12-21	GST Tax	0.85	
01-13-21	Room Charge	✓ 139.00	
01-13-21	GST Room Tax	7.02	
01-13-21	PST Room Tax	11.23	
01-13-21	MRDT Tax	4.21	
01-13-21	DMF Fee	1.39	
01-13-21	Climate Contribution	1.25	
01-13-21	GST Tax	0.06	
01-13-21	Parking Daily	17.00	
01-13-21	GST Tax	0.85	
01-14-21	Room Charge	✓ 139.00	
01-14-21	GST Room Tax	7.02	

Security Concern

Victoria, BC

Security Concern

Security Concern

Josephine Osborne
Personal Information

Room No. :
Arrival : 01-10-21
Departure Date : 01-16-21
Folio No. :
Personal Information

Company Name:

Conf. No. :
Custom :
Reference

Group Name:

INFORMATION INVOICE

Date	Description	Charges	Credits
01-14-21	PST Room Tax	11.23	
01-14-21	MRDT Tax	4.21	
01-14-21	DMF Fee	1.39	
01-14-21	Climate Contribution	1.25	
01-14-21	GST Tax	0.06	
01-14-21	Parking Daily	17.00	
01-14-21	GST Tax	0.85	
01-15-21	Room Charge	✓ 139.00	
01-15-21	GST Room Tax	7.02	
01-15-21	PST Room Tax	11.23	
01-15-21	MRDT Tax	4.21	
01-15-21	DMF Fee	1.39	
01-15-21	Climate Contribution	1.25	
01-15-21	GST Tax	0.06	
01-15-21	Parking Daily	17.00	
01-15-21	GST Tax	0.85	
01-16-21	Government Financial Information		1,092.06

Total Charges	1,092.06	
Total Credits		1,092.06
Balance		✓ 0.00

Merchant ID
Transaction ID 17753090
Approval Code 010270
Approval Amount 1,092.06

Credit Card #
Capture Method
Transaction Amount 1,092.06
Personal Information

Security Concern



Control No.

E133449

Name Osborne, Josie	Employee ID Personal Information	Phone Number (250) 387-2283
Client Organization Municipal Affairs	Job Title Minister of Municipal Affairs	Travel Group Code 4

5. Date Completed 2021/02/09	6. Fiscal Year 2021	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Meetings	Headquarters Mid-Island	

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	
2021	Destination	Start	End	Km	Cost		Cost		Cost	Describe
01/31	Tofino-Vic	1400	2359	312	171.60		36.00 CCA	182.01	HOTEL \$164.16	PARK NG 17.85
02/01	Victoria	0800	2359		0.00		61.00	182.01		
02/02	Victoria	0800	2359		0.00		61.00	182.01		
02/03	Vic-Tofino	0800	2000	312	171.60		61.00			

	36.	37.	38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 343.20	\$ 0.00	\$ 219.00	\$ 546.03	\$ 0.00	\$ 1108.23

48.	Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
	060	51057	54000	5702	51MTVNC	Personal Information	\$ 396.75
	060	51057	54000	5750	51MTCCA		\$ 219.00
	060	51057	54000	5751	51MTCCA		\$ 492.48
	060						

Less Travel Advance	060
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AMOUNT DUE TO EMPLOYEE

54.	\$ 1108.23
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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

Josephine Osborne
Personal Information

Room No. :
Arrival : 01-31-21
Departure Date : 02-03-21
Folio No. :
Personal Information

Conf. No. :
Custom :
Reference

Company Name:

Group Name:

INFORMATION INVOICE

Date	Description	Charges	Credits
01-31-21	Room Charge	139.00	
01-31-21	GST Room Tax	7.02	
01-31-21	PST Room Tax	11.23	
01-31-21	MRDT Tax	4.21	
01-31-21	DMF Fee	1.39	
01-31-21	Climate Contribution	1.25	
01-31-21	GST Tax	0.06	
01-31-21	Parking Daily	17.00	
01-31-21	GST Tax	0.85	
02-01-21	Room Charge	139.00	
02-01-21	GST Room Tax	7.02	
02-01-21	PST Room Tax	11.23	
02-01-21	MRDT Tax	4.21	
02-01-21	DMF Fee	1.39	
02-01-21	Climate Contribution	1.25	
02-01-21	GST Tax	0.06	
02-01-21	Parking Daily	17.00	
02-01-21	GST Tax	0.85	
02-02-21	Room Charge	139.00	
02-02-21	GST Room Tax	7.02	
02-02-21	PST Room Tax	11.23	
02-02-21	MRDT Tax	4.21	
02-02-21	DMF Fee	1.39	
02-02-21	Climate Contribution	1.25	
02-02-21	GST Tax	0.06	
02-02-21	Parking Daily	17.00	
02-02-21	GST Tax	0.85	
02-03-21	Government Financial Information		546.03
Total Charges		546.03	
Total Credits			546.03
Balance			0.00



Control No.

E133517

Name Osborne, Josie	Employee ID Personal Information	Phone Number (250) 387-2283
Client Organization Municipal Affairs	Job Title Minister of Municipal Affairs	Travel Group Code 4

12. Mailing Address for Cheque
Room 310 Parliament Buildings Victoria, BC, BC V8V 1X4

TOTALS OF COLUMNS	36. \$ 346.50	37. \$ 0.00	38. \$ 307.00	39. \$ 858.28	40. \$ 0.00	Claim Total \$ 1511.78
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Less Travel Advance	
060	

AMOUNT DUE TO EMPLOYEE

FIN 10 (EFI-F0012 v2.6.1)

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

Audited by PL Mar 12-21

Notes for Travel Voucher (Restricted Use) E133517 for Osborne, Josie

1 note(s) returned.

Created On	Author	Note
2021/03/11 12:41:17	Security Concern Heidi.Reid@gov.bc.ca	Feb 28 - Drove personal vehicle - Tofino to Vict - 315 Kms to attend Session + hotel @ \$164.16 Mar 2 - All day p/diem \$61.00 and hotel @ \$173.53 Mar 2 - All day p/diem \$61.00 and hotel @ \$173.53 Mar 3 - All day p/diem \$61.00 and hotel @ \$173.53 Mar 4 - All day p/diem \$61.00 and hotel @ \$173.53 Mar 5 - Drove personal vehicle - Vict - Tofino - 315 kms + breakfast p/diem \$27.00

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E13397

Security Concern

Josephine Osborne ✓
Personal Information

Room No. : Security Concern
Arrival : 02-28-21 ✓
Departure Date : 03-05-21
Folio No. : Personal Information

Conf. No. :
Custom :
Reference :

Company Name:

Group Name:

INFORMATION INVOICE

Date	Description	Charges	Credits
02-28-21	Room Charge	139.00	
02-28-21	GST Room Tax	7.02	
02-28-21	PST Room Tax	11.23	
02-28-21	MRDT Tax	4.21	
02-28-21	DMF Fee	1.39	
02-28-21	Climate Contribution	1.25	
02-28-21	GST Tax	0.06	
03-01-21	Room Charge	147.00	
03-01-21	GST Room Tax	7.42	
03-01-21	PST Room Tax	11.88	
03-01-21	MRDT Tax	4.45	
03-01-21	DMF Fee	1.47	
03-01-21	Climate Contribution	1.25	
03-01-21	GST Tax	0.06	
03-02-21	Room Charge	147.00	
03-02-21	GST Room Tax	7.42	
03-02-21	PST Room Tax	11.88	
03-02-21	MRDT Tax	4.45	
03-02-21	DMF Fee	1.47	
03-02-21	Climate Contribution	1.25	
03-02-21	GST Tax	0.06	
03-03-21	Room Charge	147.00	
03-03-21	GST Room Tax	7.42	
03-03-21	PST Room Tax	11.88	
03-03-21	MRDT Tax	4.45	
03-03-21	DMF Fee	1.47	
03-03-21	Climate Contribution	1.25	
03-03-21	GST Tax	0.06	
03-04-21	Room Charge	147.00	
03-04-21	GST Room Tax	7.42	
03-04-21	PST Room Tax	11.88	
03-04-21	MRDT Tax	4.45	
03-04-21	DMF Fee	1.47	
03-04-21	Climate Contribution	1.25	
03-04-21	GST Tax	0.06	
03-05-21	Mastercard		858.28
	Government Financial Information		

164¹⁶

173⁵³

173⁵³

173⁵³

173⁵³

Security Concern

Security Concern

Josephine Osborne
Personal Information

Room No. :
Arrival : 02-28-21
Departure Date : 03-05-21
Folio No. :
Security Concern
Personal Information

Company Name:

Conf. No. :
Custom Reference :

Group Name:

INFORMATION INVOICE

Total Charges	858.28	
Total Credits		858.28
Balance		0.00

Personal Information

Government Financial Information

DMF Destination Marketing Fee 1% of the Room Rate
MRDT Municipal Regional District Tax 3%
GST 5%, PST 8%
MRDT, GST and PST calculated on the Room Rate plus DMF
Climate Contribution when applicable of \$1.25 + GST 5%
PST 7% when applicable on Incidental Charges



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133518

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 Osborne, Josie				Employee ID Personal Information				Phone Number (250) 387-2283				
Client Organization Municipal Affairs				Job Title Minister of Municipal Affairs				Travel Group Code 4				
5. Date Completed 2021/03/11			6. Fiscal Year 2021		7. Special Cheque Issue EFT			8. Cheque Stub Information				
Type of Travel In Province			14. Reason for Travel Ministerial Business					Headquarters Mid-Island				
12. Mailing Address for Cheque Room 310 Parliament Buildings Victoria, BC, BC V8V 1X4												
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	Cost	Describe	
	03/07	Tofino - Vict	1400	2359	315		173.25		36.00	138.39		
	03/08	Victoria	0700	2359			0.00		61.00	138.39		
	03/09	Victoria	0700	2359			0.00		61.00	138.39		
	03/10	Victoria	0700	2359			0.00		61.00	138.39		
03/11	Vict - Tofino	0700	2359	315	173.25	61.00						
TOTALS OF COLUMNS					36.	37.	38.	39.	40.	Claim Total		
					\$ 346.50	\$ 0.00	\$ 280.00	\$ 553.56	\$ 0.00	\$ 1180.06		
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code Personal Information			Amount				
060	51057	54000	5702	51MTVNC				\$ 346.50				
060	51057	54000	5750	51MTCCA				\$ 280.00				
060	51057	54000	5751	51MTCCA				\$ 553.56				
060												
060												
Less Travel Advance												
060												
									54. AMOUNT DUE TO EMPLOYEE			
									\$ 1180.06			
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) E133518 for Osborne, Josie

1 note(s) returned.

Created On	Author	Note
2021/03/11 15:45:38	Reid, Heidi Security Concern Heidi.Reid@gov.bc.ca	Mar 7 - Tofino to Vic - Drove personal vehicle - 315 kms - to attend Session + Hotel @ \$138.39 Mar 8 - All day p/diem \$61.00 + hotel @ \$138.39 Mar 9 - All day p/diem \$61.00 + hotel @ \$138.39 Mar 10 - All day p/diem \$61.00 + hotel @ \$138.39 Mar 11 - Vic to Tofino - drove personal vehicle - 315 kms and all day p/diem \$61.00

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E133518

Josephine Osborne ✓

Personal Information

Room No. : Security Concern

Arrival : 03-07-21 ✓

Departure Date : 03-11-21 ✓

Folio No. : Personal Information

Company Name:

Conf. No. :

Group Name:

Custom :

Reference

INFORMATION INVOICE

Date	Description	Charges	Credits
03-07-21	Room Charge	117.00	
03-07-21	GST Room Tax	5.91	
03-07-21	PST Room Tax	9.45	
03-07-21	MRDT Tax	3.55	
03-07-21	DMF Fee	1.17	
03-07-21	Climate Contribution	1.25	
03-07-21	GST Tax	0.06	
03-08-21	Room Charge	117.00	
03-08-21	GST Room Tax	5.91	
03-08-21	PST Room Tax	9.45	
03-08-21	MRDT Tax	3.55	
03-08-21	DMF Fee	1.17	
03-08-21	Climate Contribution	1.25	
03-08-21	GST Tax	0.06	
03-09-21	Room Charge	117.00	
03-09-21	GST Room Tax	5.91	
03-09-21	PST Room Tax	9.45	
03-09-21	MRDT Tax	3.55	
03-09-21	DMF Fee	1.17	
03-09-21	Climate Contribution	1.25	
03-09-21	GST Tax	0.06	
03-10-21	Room Charge	117.00	
03-10-21	GST Room Tax	5.91	
03-10-21	PST Room Tax	9.45	
03-10-21	MRDT Tax	3.55	
03-10-21	DMF Fee	1.17	
03-10-21	Climate Contribution	1.25	
03-10-21	GST Tax	0.06	
03-11-21	Mastercard		553.56
	Government Financial Information		

Total Charges

553.56

Total Credits

553.56

Balance

0.00