

Minister's Quarterly Travel Expense Summary

Name: Honourable Lisa Beare

Quarter: 2021 Oct to Dec

Portfolio: Citizens Services

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 6,450.03

Other Travel in Province: \$ 811.00

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 7,261.03

Travel expenses fiscal year-to-date: \$ 16,198.10

F122EXEDJ53



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133985

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 Personal Information	
Client Organization Citizens' Services		Job Title Minister		Travel Group Code 4	
5. Date Completed 2021/09/22		6. Fiscal Year 2022		7. Special Cheque Issue	
8. Cheque Stub Information		14. Reason for Travel Government Meetings		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 Costs
2021	Destination	Start	End	Km	Cost
09/20	MR to(Helijet)	0600	0745	55	30.25
09/20	Vic-Meetings	0820	1830		0.00
09/21	Vic-Meetings	0800	1535		0.00
09/21	(Helijet)Van-MR	1610	1740	55	30.25
					19.30
					61.00
					25.00
					315.16
					0 315.16
TOTALS OF COLUMNS				36. 110 kms	37. \$ 60.50
				38. \$ 19.30	39. \$ 86.00
				40. \$ 315.16	41. \$ 0.00
				42. \$ 480.96	43. Claim Total
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
112	32805	34610	57021	32MTVNC	Personal Information
112					
112	32805	34610	5750	32MTCCA	
112	32805	34610	5751	32MTCCA	
Less Travel Advance					
112					
AMOUNT DUE TO EMPLOYEE					54. \$ 480.96
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 (E)-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-05

DJ Oct 12/21

Notes for Travel Voucher (Restricted Use) E133985 for Beare, Lisa

1 note(s) returned.

Created On	Author	Note
2021/09/22 11:58:49	McEwen, Shaylene Security Concern Shaylene.McEwen@gov.bc.ca	Sept 20 - Travel from home to Helijet. Full day in Victoria, full per diems. One night stay in hotel. Sept 21 - Meetings/Tour - Taxi taken to get to tour and back. Breakfast and lunch per diems. Sept 21 - Travel from Helijet to home.



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Personal Information

Security Concern

GUEST FOLIO

Security Concern	BEARE/LISA ✓	269.00	09/21/21	DUPLICATE 10:40	Personal Information
ROOM	NAME	RATE	DEPART	TIME	ACCT#
Personal Information	Personal Information		09/20/21		
Information			ARRIVE	TIME	
TYPE					
		Security Concern			Personal Information
ROOM	ADDRESS	PAYMENT			
CLERK					
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE	

Personal Information

✓ 09/20	ROOM	Personal Information	269.00		
09/20	DEST FEE	Information	2.69		
09/20	RM PST		21.74		
09/20	MRDT		8.15		Personal Information
09/20	RM GST		13.58		Information
09/21	CARD PAY	Security Concern			
				.00	✓

Personal Information

Security Concern

Security Concern

VICTORIA BC Security
Security Concern Concern Security Concern
G.S.T.#

Security Concern

BLUEBIRD CABS #77
2612 QUADRA ST
VICTORIA BC

① cab from Legislature
to tour location.

CARD Security Concern
CARD TYPE VISA
DATE 2021/09/21 ✓
TIME 7652 11:08:55
RECEIPT NUMBER
H85055666-001-791-000-0

PURCHASE
AMOUNT \$9.20 ✓
TIP Personal Information
TOTAL Personal Information

VISA Credit
Personal Information

0000000000-

APPROVED

FF/DT 20
AUTH# 056741 01-027
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

2612 QUADRA ST
VICTORIA BC

② cab from
tour location
to Legislature

CARD Government Financial Information
CARD TYPE VISA
DATE 2021/09/21 ✓
TIME 0329 12:48
RECEIPT NUMBER
H85003482-001-568-01

HASE
NT \$10.10 \$10
Personal Information
Personal Information

Credit
Personal Information

0000-

APPROVED

AUTH# 043571 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
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Travel Voucher (Restricted Use)

Control No.

E134025

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 Job Title Minister				Phone Number Personal Information Travel Group Code 4						
Client Organization Citizens' Services														
5. Date Completed 2021/10/04				6. Fiscal Year 2022				7. Special Cheque Issue						
Type of Travel In Province				14. Reason for Travel Government Meetings				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 Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
					Km Cost		Cost		Cost		Cost		Cost Describe	
2021		MR-Van-Vic (HJ)			0630 1435		55 30.25		PCard 9.50		25.00 24.00=B/L			
09/29		Vic-Van-MR (HJ)			1435 1535		55 30.25		PCard		per travel notes			
TOTALS OF COLUMNS					110 kms		36. \$60.50 ✓		37. \$9.50 ✓		38. 25.00 \$24.00		39. \$0.00	
											40. \$0.00		Claim Total \$95.00	
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code		Amount		
112		32805		34610		57021		32MTVNC		Personal Information		70.00 \$94.00		
112		32805		34610		5750		32MTCCA				25.00		
112														
112														
Less Travel Advance														
112														
												54. 95.00 \$94.00		
												AMOUNT DUE TO EMPLOYEE		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.								Print Name				Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.								Print Name				Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act								Print Name				Date Signed		

Notes for Travel Voucher (Restricted Use) E134025 for Beare, Lisa

1 note(s) returned.

Created On	Author	Note
2021/10/04 09:19:20	MrFwen Shavlene Security Concern Shaylene.McEwen@gov.bc.ca	Sept 29: Travel from MR to Hel jet Vancouver and fly via Helijet to Victoria for in-person government meetings. Per diems: B, L End of day: Cab taken from Legislature to Helijet for flight back to Vancouver. Travel from Helijet Vancouver back to MR. ✓

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BLUEBIRD CABS #91
2612 QUADRA ST
VICTORIA BC

Security Concern

CARD
CARD TYPE VISA
DATE 2021/09/29 ✓
TIME 9288 13:27:48
RECEIPT NUMBER
H85023872-001-378-007-0

PURCHASE
TOTAL

\$9.50 ✓

Visa Credit
Personal Information

4E957E0E2EB7169D
0000000000-

APPROVED

FF/DT 20

AUTH# 024481 01-027

THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Cab from Legislature to
Helijet Victoria.
September 29, 2021

FI22EXEDJ60



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E134041

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 Personal Information	
Client Organization Citizens' Services		Job Title Minister		Travel Group Code 4	
5. Date Completed 2021/10/07		6. Fiscal Year 2022		7. Special Cheque Issue	
8. Cheque Stub Information		14. Reason for Travel Session/Meetings		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 Costs
	Destination	Start	End	Km	Cost
2021	MR-Hel jet	1600	1700	55	30.25
10/03	Helijet-Victoria	1701	1800		0.00
10/04	Session/Meetings	0800	1830		0.00
10/05	Session/Meetings	0800	2030		0.00
10/06	Session/Meetings	0800	1900		0.00
10/07	Session/Meetings	0800	1730		0.00
10/07	Helijet-Van-MR	1810	2030	55	30.25
					P/Card
					21.50
					61.00
					162.85
					61.00
					162.85
					48.50
					162.85
					61.00
					162.85
TOTALS OF COLUMNS				36. 110 kms	37. \$ 60.50
				38. \$ 253.00	39. \$ 651.40
				40. \$ 0.00	Claim Total \$ 964.90
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code
112	32805	34610	57021	32MTVNC	Personal Information
112	32805	34610	5750	32MTCCA	
112	32805	34610	5751	32MTCCA	
Less Travel Advance					54. \$ 964.90
112					
AMOUNT DUE TO EMPLOYEE					
45. Employee Signature (See Audit Trail)				Print Name	Date Signed
- 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.					
56. Spending Authority Signature (See Audit Trail)				Print Name	Date Signed
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					
57. Payment Authority Signature (See Audit Trail)				Print Name	Date Signed
- Requisition for payment pursuant to section 32 of the Financial Administration Act.					

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

DJ Oct 29/21

Notes for Travel Voucher (Restricted Use) E134041 for Beare, Lisa

3 note(s) returned.

Created On	Author	Note
2021/10/07 12:52:52	McEwen, Shaylene Security Concern Shaylene.McEwen@gov.bc.ca	October 3: Drive from MR to Hel jet. Fly to Victoria via Helijet. Per Diem: Dinner October 4: Session/Meetings. Per Diem: Full Day October 5: Session/Meetings. Per Diem: Full Day October 6: Session/Meetings. Per Diem: Full Day October 7: Session/Meetings. Per Diem: Full Day October 7: Fly to Vancouver via Hel jet. Drive from Hel jet to MR October 3-7: Four nights stay in Hotel
2021/10/07 12:55:46	McEwen, Shaylene Security Concern Shaylene.McEwen@gov.bc.ca	
2021/10/07 13:40:51	McEwen, Shaylene Security Concern Shaylene.McEwen@gov.bc.ca	Revision: October 6: Removed Breakfast Per Diem. Breakfast provided by Cabinet on this day.

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Security Concern

Security Concern

GUEST FOLIO

Security Concern
Security Concern
Security Concern
TYPE
Personal
al
Information
WORK

BEARE/LISA
NAME
Personal Information

139.00
RATE

10/07/21
DEPART
10/03/21
ARRIVE

08:04
TIME
17:51
TIME

Personal
Information
ACCT#

Government Financial Information

Personal Information

ADDRESS

PAYMENT

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
✓ 10/03	ROOM	139.00		
10/03	DEST FEE	1.39	A	
10/03	RM PST	11.23	B	
10/03	MRDT	4.21	C	
10/03	RM GST	7.02	D	
✓ 10/04	ROOM	139.00		
10/04	DEST FEE	1.39	A	
10/04	RM PST	11.23	B	
10/04	MRDT	4.21	C	
10/04	RM GST	7.02	D	
✓ 10/05	ROOM	139.00		
10/05	DEST FEE	1.39	A	
10/05	RM PST	11.23	B	
10/05	MRDT	4.21	C	
10/05	RM GST	7.02	D	
✓ 10/06	ROOM	139.00		
10/06	DEST FEE	1.39	A	
10/06	RM PST	11.23	B	
10/06	MRDT	4.21	C	
10/06	RM GST	7.02	D	
10/07	CCARD-AX			
PAYMENT RECEIVED BY: AMERICAN EXPRESS		551.40	✓	

Per Day = \$162.85

SUMMARY OF TAXES			
DESCRIPTION		TAXED AMOUNT	TAX
A	DEST MKT FEE	.00	5.56
B	ROOM PST	.00	44.92
C	MRDT	.00	16.84
D	ROOM GST	.00	28.08
E	OTHER GST	.00	.00
F	PROV SALES TAX	.00	.00
G	GNS ROOM PST 8%	.00	.00
H	GNS MRDT 3%	.00	.00
I	LIQUOR TAX	.00	.00
J	GST INCLUSIVE	.00	.00
K	NET CHARGES	TAX	FOLIO
L	556.00	95.40	651.40

Security Concern

Security Concern

Security Concern

Security Concern

VICTORIA BC
Security Concern
G.S.T.#

Security Concern



Control No.

E134124

Name Beare, Lisa	Employee ID Personal Information	Phone Number Personal Information
Client Organization Citizens' Services	Job Title Minister	Travel Group Code 4

5. Date Completed 2021/10/25	6. Fiscal Year 2022	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Session/Meetings		Headquarters Maple Ridge-Pit Meadows

16. Travel Dates	17. Places Travelled			18. ^{\$0.55} Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Cost		Cost	Describe
2021										
10/17	MR-Heljet	1600	1700	55	30.25	P/Card				
<u>10/17</u>	Helijet-Victoria	1701	1800		0.00		21.50	162.85		
10/18	Session/Meetings	0800	1830		0.00		61.00	162.85		
10/19	Session/Meetings	0800	2030		0.00		61.00	162.85		
<u>10/20</u>	Session/Meetings	0800	1900		0.00		48.50	162.85		
10/21	Session/Meetings	0800	1835		0.00		61.00	0 162.85		
10/21	Helijet-Van-MR	1910	2010	55	30.25	P/Card				

TOTALS OF COLUMNS	36. ✓ \$ 60.50	37. ✓ \$ 0.00	38. ✓ \$ 253.00	39. ✓ \$ 651.40	40. ✓ \$ 0.00	Claim Total \$ 964.90
-------------------	-------------------	------------------	--------------------	--------------------	------------------	--------------------------

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
112	32805	34610	57021	32MTVNC	Personal Information	60.50 \$ 964.98
112	32805	34610	5750	32MTCCA		253.00
112						
112	32805	34610	5751	32MTCCA		651.40

112

54.	\$ 964 90
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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) E134124 for Beare, Lisa

1 note(s) returned.

Created On	Author	Note
2021/10/25 15:56:59	McEwen, Shaylene Personal Information Shaylene.McEwen@gov.bc.ca	October 17: Drive from MR to Helijet. Fly to Victoria via Helijet. Per Diem: Dinner. October 18: Session/Meetings. Per Diem: Full Day October 19: Session/Meetings. Per Diem: Full Day October 20: Session/Meetings. Per Diem: L,D,I (Breakfast provided by Cabinet) October 21: Session/Meetings. Per Diem: Full Day October 21: Fly to Vancouver via Helijet. Drive from Helijet to MR. October 17-21: Four nights stay in Hotel.

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Security Concern

Security Concern

GUEST FOLIO

Personal Information	BEARE/LISA ✓ NAME Personal Information	139.00 RATE	10/21/21 DEPART 10/17/21 ARRIVE	07:37 TIME 17:52 TIME	Personal Information ACCT#
Personal Information	ADDRESS	Government Financial Information			Personal Information
Personal Information	PAYMENT				

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
10/17	ROOM	139.00		
✓ 10/17	DEST FEE	1.39	A	
10/17	RM PST	11.23	B	
10/17	MRDT	4.21	C	
10/17	RM GST	7.02	D	
✓ 10/18	ROOM	139.00		
10/18	DEST FEE	1.39	A	
10/18	RM PST	11.23	B	
10/18	MRDT	4.21	C	
10/18	RM GST	7.02	D	
✓ 10/19	ROOM	139.00		
10/19	DEST FEE	1.39	A	
10/19	RM PST	11.23	B	
10/19	MRDT	4.21	C	
10/19	RM GST	7.02	D	
✓ 10/20	ROOM	139.00		
10/20	DEST FEE	1.39	A	
10/20	RM PST	11.23	B	
10/20	MRDT	4.21	C	
10/20	RM GST	7.02	D	
10/21	CCARD-AX			
10/21	PAYMENT RECEIVED BY: AMERICAN EXPRESS			
10/21	CCARD-AX			
10/21	PAYMENT RECEIVED BY: AMERICAN EXPRESS			
				.00 ✓
===== SUMMARY OF TAXES =====				
	DESCRIPTION	TAXED AMOUNT	TAX	
A	DEST MKT FEE	.00	5.56	
B	ROOM PST	.00	44.92	
C	MRDT	.00	16.84	
D	ROOM GST	.00	28.08	
E	OTHER GST	.00	.00	
F	PROV SALES TAX	.00	.00	
H	GNS ROOM PST 8%	.00	.00	
I	GNS MRDT 3%	.00	.00	
K	LIQUOR TAX	.00	.00	
L	GST INCLUSIVE	.00	.00	
	NET CHARGES			
	Personal Information	TAX 95.40	CREDITS	FOLIO
			Personal Information	.00
Personal Information				

Security Concern

Security Concern

Security Concern

Security Concern

VICTORIA BC
Security Concern
G.S.T.#

Security Concern

Security Concern

Security Concern

Fort St. John

Lisa Beare

Personal Information

Personal Information

Folio No.

Room No.

Payment Method MasterCard

Personal Information

Security Concern

British Columbia

GST#

Arrival

09/02/2021

Departure

09/03/2021

Personal Information

INVOICE

Date	Code	Description	Room	Amount
09/02/2021	ROOM	ROOM CHARGE	Personal Information	137.0
09/02/2021	DMFPST	DMF PST		0.33
09/02/2021	DMFGST	DMF GST		0.21
09/02/2021	DMF	DMF		4.11
09/02/2021	PSTR	PST ROOM		10.96
09/02/2021	GSTR	GST ROOM		6.85
09/03/2021	MC	MASTERCARD		159.46
Sub Total				137.0
Taxes				22.46 •
Total Dues				159.46
Total Payments				159.46 ✓
Balance Due				0.0

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: September 20, 2021 7:24 AM
To: McEwen, Shaylene 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

Ministry Of Citizens' Services

Booking # Personal Information

Monday, September 20, 2021

Invoice Personal Information

703

07:45 Vancouver Harbour (Downtown)

08:20 Victoria Harbour (Downtown) ✓

Dropoff:

Shuttle Requested

35 minutes

FARE-SummerSale2021_25% off \$260

\$185.71

+ GST

\$9.29

Billing

\$185.71

Taxes

\$9.29

Grand Total

\$195.00 ✓

Mastercard

\$195.00

Confirmed

Date / Time

September 20, 2021 @ 7:23:25 AM
Government Financial Information**1 Passengers - Off-Peak****Lisa Beare, Female** ✓

Summary

Expiration

Authorization

[Add to Calendar](#)

Personal Information

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

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

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

ACCESSIBILITY:

As accessible seating is limited, passengers with limited mobility and/or special needs are asked to make their seat request with a Helijet Reservations Agent by phone at +1.800.665.4354 - online bookings made without calling may not be honoured on the desired flight.

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 a Helijet Agent, consult Helijet [Passenger Rights, Tariff & Travel Information](#) or visit [the Canadian Transportation Agency's](#) website.

GST#:

R102320165

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: September 21, 2021 2:58 PM
To: McEwen, Shaylene 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	Ministry Of Citizens' Services

Booking

Personal Information

Tuesday, September 21, 2021

Personal Invoice Information

720	FARE-SummerSale2021_25% off \$375	\$267.62
15:35 Victoria Harbour (Downtown) ✓	+ GST	\$13.38
16:10 Vancouver Harbour (Downtown)		
35 minutes	Billing	\$267.62
	Taxes	\$13.38
Confirmed	Grand Total	\$281.00 ✓

1 Passengers - Full-Fare

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

Lisa Beare, Female ✓

[Add to Calendar](#)

Personal Information

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)

ACCESSIBILITY:

As accessible seating is limited, passengers with limited mobility and/or special needs are asked to make their seat request with a Helijet Reservations Agent by phone at +1.800.665.4354 - online bookings made without calling may not be honoured on the desired flight.

COVID-19:

All Flights Are Operated by Sikorsky S76 Helicopters with a 12 passenger capacity.

COVID-19 Safety Protocols including mandatory masks 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 a Helijet Agent, consult Helijet [Passenger Rights, Tariff & Travel Information](#) or visit [the Canadian Transportation Agency's](#) website.

GST#:
R102320165

COVID-19 Information:

For your ongoing safety and security, Helijet is pleased to meet or exceed any applicable federal, provincial or municipal public health regulations. See in-terminal signage or [helijet.com](#) for details of Helijet's enhanced Covid-19 procedures and protocols.

Please note the following COVID-19 protocols required of all passengers booked on Helijet scheduled flights in order to board a flight.

- If you are feeling unwell you are asked to stay home and rebook your trip for another time when you are verified Covid-free by a doctor.

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: September 24, 2021 12:14 PM
To: McEwen, Shaylene 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.

Personal Information

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	Ministry Of Citizens' Services

Booking Personal Information

Wednesday, September 29, 2021

703

07:55 Vancouver Harbour (Downtown)

08:30 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Invoice Personal Information

FARE-YWH-OffPeak_2021 \$266.67

+ GST \$13.33

Billing \$266.67

Taxes \$13.33

Grand Total \$280.00 ✓

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

Lisa Beare, Female ✓

[Add to Calendar](#)

Personal Information

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)

ACCESSIBILITY:

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GST#:
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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	Ministry Of Citizens' Services

Booking Personal Information

Wednesday, September 29, 2021

716

14:00 Victoria Harbour (Downtown) ✓

14:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Personal Information
Invoice

FARE-YWH-OffPeak_2021 \$266.67

+ GST \$13.33

Billing \$266.67

Taxes \$13.33

Grand Total \$280.00 ✓

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Lisa Beare, Female ✓

[Add to Calendar](#)

Personal Information

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STOB 4 5712
(Flight to YXJ)

Personal Information

Receipt for Itinerary

Personal Information

Sep 1, 2021 - Sep 3, 2021

Booked Items

Flight: Vancouver (YVR) to Fort Saint John (YXJ) ✓
Flight: Fort Saint John (YXJ) to Vancouver (YVR)

Depart: 9/1/2021 | Return: 9/3/2021 ,1 round trip ticket

Traveler Information

LISA BEARE - Adult ✓

Ticket # Personal Information

Cost Summary

Booked Date: Aug 18, 2021

Traveler 1: Adult	\$464.42
Flight	\$424.00
Taxes & Fees	\$40.42

Total: \$464.42 ✓

Paid: \$464.42

All prices quoted in US dollars.

Personal Information

> 601.47
CAD.

STOB 5-6

5712



AIR CANADA

Booking Confirmation

Personal
Booking Reference: Information

Date of issue: 24 Aug, 2021

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the [General conditions of carriage and applicable tariffs](#) [Opens in a new window](#) that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

For the well-being of all customers and employees, we are temporarily adjusting our on-board service as a health and safety measure in response to COVID-19. Unfortunately, we will not be able to accommodate any special meal requests. [Learn more](#) [Opens in a new window](#).

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the [IATA Travel Centre website](#) [Opens in a new window](#) or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view [Air Canada's Privacy Policy](#) [Opens in a new window](#) directly.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit our [COVID-19 information hub](#) [Opens in a new window](#).

IMPORTANT: Entry requirements

- **Travelling (or returning) to Canada from another country:** travellers must register with [ArriveCAN](#) [Opens in a new window](#), get a pre-departure COVID-19 test, and participate in the mandatory testing and quarantine requirements upon arrival. Fully vaccinated travellers will not be required to stay at a government-authorized hotel while awaiting their on-arrival test result if they meet all of the required criteria. For more information [visit the entry requirements page](#).
- **Travelling (or returning) to U.S. or international destinations:** Make sure to review the [government entry requirements](#) [Opens in a new window](#) prior to travel.



- Depart

Economy - Standard

Friday
03 Sep, 202116:30
Fort St. John
(YXJ),
British Columbia18:16
Vancouver
Vancouver Int. (YVR),
Terminal M

AC8186

1hr46
Economy W
Operated by: Air Canada Express -
Jazz | On [Hayward Dash 8-400](#)

Passengers

Lisa Marie Beare

Ticket number
Personal InformationSeats
AC8186Perso
nal
Infor
matio
n



Purchase summary

MasterCard Government Financial Information Tax information GST no. 10009-2287 RT0001 \$19.99		1 adult
	Base fare Economy - Standard	329.00
	Carter surcharges	23.00
	Air Travellers Security Charge - Canada	7.12
	Goods and Services Tax - Canada - 100092287 RT0001	18.86
	Airport Improvement Fee - Canada	18.00
	Total before options (per passenger)	\$395.98 ✓
	Lisa Marie Beare	
	AC8186 Personal Preferred Seat (Aisle) Personal Information	22.50
	Goods and Services Tax - Canada - 100092287 RT0001	1.13 = \$23.63
	Total with options and seat selection fee:	\$419.61
	GRAND TOTAL (Canadian dollars)	\$419.61 ✓



Check-in and boarding gate deadlines

Within Canada

90

minutes

When to arrive at the airport

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

45

minutes¹

Check-in and baggage drop-off deadline

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

30

minutes

Boarding gate deadline

This is the latest you should be at the departure gate, ready for boarding.

15

minutes

Boarding gate closes

Arriving after this time will result in reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

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



Control No.

E134152

Name Beare, Lisa	Employee ID Personal Information	Phone Number Personal Information
Client Organization Citizens' Services	Job Title Minister	Travel Group Code 4

5. Date Completed 2021/11/01	6. Fiscal Year 2022	7. Special Cheque Issue	8. Cheque Stub Information
---------------------------------	------------------------	-------------------------	----------------------------

2021/11/01	2022	
Type of Travel In Province	14. Reason for Travel Session/Meetings	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 Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Cost		Cost	Describe
2021	MR-Heljet	1600	1700	55	30.25					
<u>10/24</u>	Helijet-Victoria	1701	1800		0.00	P/Card	21.50	162.85		
10/25	Session/Meetings	0800	1830		0.00		61.00	162.85		
10/26	Session/Meetings	0800	2030		0.00		61.00	162.85		
<u>10/27</u>	Session/Meetings	0800	1900		0.00		48.50	162.85		
10/28	Session/Meetings	0800	1730		0.00		61.00	0 162.85		
10/28	Helijet-Van-MR	1835	2030	55	30.25	P/Card				

[illegible]

48.	Client Code	49.	Resp.	50.	Service Line	51.	STOB	52.	Project	45.	Supplier Code	Amount
	112		32805		34610		5702		32MTVNC		Personal Information	60.50
	112											964.90
	112		32805		34610		5750		32MTCCA			253.00
	112		32805		34610		5751		32MTCCA			651.40

	112	32609	34810	37311	329103A		051140
Less Travel Advance	112						

	AMOUNT DUE TO EMPLOYEE		54. \$ 964.90
--	------------------------	--	-------------------------

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) E134152 for Beare, Lisa

1 note(s) returned.

Created On	Author	Note
2021/11/01 09:38:59	McEwen, Shaylene Security Concern Shaylene.McEwen@gov.bc.ca	October 24: Drive from MR to Helijet. Fly to Victoria via Helijet. Per Diem: Dinner October 25: Session/Meetings. Per Diem: Full Day October 26: Session/Meetings. Per Diem: Full Day October 27: Session/Meetings. Per Diem: L,D,I (Breakfast provided by Cabinet) October 28: Session/Meetings. Per Diem: Full Day October 28: Fly to Vancouver via Helijet. Drive from Helijet to MR. October 24-28: Four nights stay in Hotel.

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GUEST FOLIO

Securi	BEARE/LISA	139.00	10/28/21	DUPLICATE 11:42	Person
ROOM	NAME	RATE	DEPART	TIME	al
Person	Personal Information		10/24/21		ACCT#
Information			ARRIVE	TIME	ion
ROOM	ADDRESS	Government Financial Information			Personal Information
CLERK	PAYMENT				
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE	
10/24	TELECOMM	.00			Security Concern
10/24	ROOM	139.00			
10/24	DEST FEE	1.39			
10/24	RM PST	11.23			
10/24	MRDT	4.21			
10/24	RM GST	7.02			
10/25	TELECOMM	.00			
10/25	ROOM	139.00			
10/25	DEST FEE	1.39			
10/25	RM PST	11.23			
10/25	MRDT	4.21			
10/25	RM GST	7.02			
10/26	TELECOMM	.00			
10/26	ROOM	139.00			
10/26	DEST FEE	1.39			
10/26	RM PST	11.23			
10/26	MRDT	4.21			
10/26	RM GST	7.02			
10/27	TELECOMM	.00			
10/27	ROOM	139.00			
10/27	DEST FEE	1.39			
10/27	RM PST	11.23			
10/27	MRDT	4.21			
10/27	RM GST	7.02			
10/28			651.40		Government Financial Information
				.00	

Security Concern

Security Concern

VICTORIA BC Security
Security Concern



Travel Voucher (Restricted Use)

Control No.

E134186

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

5. Date Completed 2021/11/05	6. Fiscal Year 2022	7. Special Cheque Issue	8. Cheque Stub Information
---------------------------------	------------------------	-------------------------	----------------------------

2021/1/1/05	2022	<p>Type of Travel In Province</p> <p>14. Reason for Travel Connected Coast Announcement</p> <p>Headquarters Maple Ridge-Pit Meadows</p>
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12. Mailing Address for Cheque
PO Box 9068, Stn Prov Govt, Victoria, BC V8W 9E2

[illegible]

TOTALS OF COLUMNS	36.	37.	38.	39.	40.	Claim Total
	\$ 75 90	\$ 0 00	\$ 48 50	\$ 0 00	\$ 0 00	\$ 124 40

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
112	32805	34610	5702	32MPV600000	Personal Information	\$ 124.40
112						
112						
112						

[illegible]

	AMOUNT DUE TO EMPLOYEE	54. \$ 124.40
--	------------------------	---------------

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) E134186 for Beare, Lisa

1 note(s) returned.

Created On	Author	Note
2021/11/05 09:15:55	Leppard, Brianna Security Concern Brianna.Leppard@gov.bc.ca	Oct 29th: MLB drove Maple Ridge to Richmond to catch her flight (69 KM). Oct 29th: MLB took a flight Richmond to Campbell River (paid for on Brianna's PCard). Oct 29th: Kassandra picked MLB up in Campbell River and drove her to the event. Oct 29th: MLB is claiming lunch, dinner and incidentals. Oct 29th: Kassandra drove MLB from Campbell River to Richmond to catch her Pacific Coastal flight back to Richmond. Oct 29th: MLB drove from Pacific Coastal in Richmond to Maple Ridge (69 KM).

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F122EXEDIJ65



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E134215

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) 384-9699	
Client Organization Citizens' Services		Job Title Minister		Travel Group Code 4	
5. Date Completed 2021/11/12		6. Fiscal Year 2022		7. Special Cheque Issue	
8. Cheque Stub Information		14. Reason for Travel Ministerial Duties		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 Costs P/Card x 2
2021	Destination	Start	End	Km	Cost
11/08	MR- Van Helijet (HJ)	0730	1900	55	30.25
11/08	Victoria	0730	1900		0.00
11/08	Vic Helijet-MR	0730	1900	55	30.25
				20. & 21. Meals	22. Lodging Costs
				Cost	Cost
				61.00	
				20. & 21. Miscellaneous	Describe
				Cost	
TOTALS OF COLUMNS				36. 110 kms \$ 60.50	37. \$ 0.00
				38. \$ 61.00	39. \$ 0.00
				40. \$ 0.00	Claim Total \$ 121.50 ✓
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code Personal Information
112	32805	34610	5702 1	32MTVNC	Amount
112	32805	34610	5750	32MTCCA	60.50 \$ 121.50
112					61.00
112					
Less Travel Advance					
112					
					54. \$ 121.50 ✓
AMOUNT DUE TO EMPLOYEE					
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name	Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name	Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name	Date Signed

FIN 10 (EFI-F0012 v2.6.1)

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

DJ Nov 17/21

Notes for Travel Voucher (Restricted Use) E134215 for Beare, Lisa

1 note(s) returned.

Created On	Author	Note
2021/11/12 14:58:11	Leppard, Brianna Security Concern Brianna.Leppard@gov.bc.ca	Nov 8: -Travel from MR to Helijet Vancouver and flew via Helijet to Victoria for in-person meetings. -Per diems: B,L,D,I -Flew via Hel jet to Vancouver and drove from Vancouver Helijet to MR.

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Personal Information

Reservation Confirmation

Your reservation is now confirmed

Reservation Number:

*All charges and payments appear in: CAD

Main Passenger

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
BEARE, LISA	\$452.74	\$22.66	\$475.40	\$475.40	\$0.00

Passenger(s)

BEARE, LISA ✓ |

Seat(s)

8P707 --,
8P758 --

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P707	29 Oct 2021	11:05 - VANCOUVER - SOUTH	11:45 - CAMPBELL RIVER	BEECH 1900	CONFIRMED
2	8P758	29 Oct 2021	18:35 - CAMPBELL RIVER	19:15 - VANCOUVER - SOUTH	BEECH 1900	CONFIRMED

8P flight numbers operated by Pacific Coastal Airlines.

Aircraft type and schedule subject to change without notice.

Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	BEARE, LISA	AIF - YVR	\$5.00	\$0.25	\$5.25
1	BEARE, LISA	ENCORE FARE	\$180.00	\$9.00	\$189.00
1	BEARE, LISA	Security Surcharge	\$7.12	\$0.36	\$7.48
1	BEARE, LISA	Fuel Surcharge	\$9.00	\$0.45	\$9.45
1	BEARE, LISA	Nav Canada Fee	\$17.00	\$0.85	\$17.85
1	BEARE, LISA	Carbon Surcharge	\$6.50	\$0.33	\$6.83
2	BEARE, LISA	AIF - YBL	\$8.50	\$0.43	\$8.93
2	BEARE, LISA	ENCORE FARE	\$180.00	\$9.00	\$189.00
2	BEARE, LISA	Security Surcharge	\$7.12	\$0.36	\$7.48
2	BEARE, LISA	Fuel Surcharge	\$9.00	\$0.45	\$9.45
2	BEARE, LISA	Nav Canada Fee	\$17.00	\$0.85	\$17.85
2	BEARE, LISA	Carbon Surcharge	\$6.50	\$0.33	\$6.83
Total			\$452.74	\$22.66	\$475.40 ✓

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
	Bianna Leppard	\$475.40	MASTERCARD		3415004	003030

Tax Registration: 121386296 RT0001 ✓ |



McEwen, Shaylene CITZ:EX

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Please review your reservation below.

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We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Name

Company

Personal Information

Lisa Beare

Ministry Of Citizens' Services

Booking

Personal Information

Sunday, October 3, 2021

787

17:00 Vancouver Harbour (Downtown)

17:35 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Personal Information

Invoice

FARE-YWH-OffPeak_2021

+ GST

Billing

Taxes

Grand Total

Mastercard

\$266.67

\$13.33

\$266.67

\$13.33

\$280.00

\$280.00

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

Date / Time

October 3, 2021 @ 4:31:45 PM
Government Financial Information

Summary

Expiration

Authorization

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

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COVID-19 Safety Protocols including mandatory masks 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 a Helijet Agent, consult Helijet [Passenger Rights, Tariff & Travel Information](#) or visit [the Canadian Transportation Agency's](#) website.

GST#:
R102320165

STOB 4-5711

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: October 7, 2021 5:50 PM
To: McEwen, Shaylene 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 #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking

Personal Information

Thursday, October 7, 2021

858

18:35 Victoria Harbour (Downtown)

19:10 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice Personal Information

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

Mastercard

\$375.00

Lisa Beare, Female

Date / Time

October 7, 2021 @ 5:42:11 PM
Government Financial Information

[Add to Calendar](#)

Summary

Expiration

Authorization

Personal Information

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

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

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

ACCESSIBILITY:

As accessible seating is limited, passengers with limited mobility and/or special needs are asked to make their seat request with a Helijet Reservations Agent by phone at +1.800.665.4354 - online bookings made without calling may not be honoured on the desired flight.

COVID-19:

All Flights Are Operated by Sikorsky S76 Helicopters with a 12 passenger capacity.

COVID-19 Safety Protocols including mandatory masks 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

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GST#:
R102320165

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: October 17, 2021 4:42 PM
To: McEwen, Shaylene 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 #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking

Personal Information

Sunday, October 17, 2021

787

17:00 Vancouver Harbour / [Map](#)

17:35 Victoria Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Off-Peak

Personal Information
Invoice

FARE-YWH-OffPeak_2021 \$266.67

+ GST \$13.33

Billing \$266.67

Taxes \$13.33

Grand Total \$280.00

Mastercard \$280.00

Lisa Beare, Female

Date / Time

October 17, 2021 @ 4:41:24 PM
Government Financial Information

[Add to Calendar](#)

Summary

Expiration

Personal Information

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.

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GST#:
R102320165

STOB 7-5711

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: October 21, 2021 5:57 PM
To: McEwen, Shaylene 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 #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking #

Personal Information

Thursday, October 21, 2021

858

18:35 Victoria Harbour / [Map](#)

19:10 Vancouver Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice

Personal Information

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

Mastercard

\$375.00

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

Date / Time

October 21, 2021 @ 5:56:10 PM

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.

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GST#:
R102320165

STOB 9-5711

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: October 24, 2021 4:26 PM
To: McEwen, Shaylene 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 #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking

Personal Information

Sunday, October 24, 2021

787

17:00 Vancouver Harbour / [Map](#)

17:35 Victoria Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Off-Peak

Invoice Personal Information

FARE-YWH-OffPeak_2021

\$266.67

+ GST

\$13.33

Billing

\$266.67

Taxes

\$13.33

Grand Total

\$280.00

Mastercard

\$280.00

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

Date / Time

October 24, 2021 @ 4:25:48 PM
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:

Proof of Full Vaccination (two dose) or Partial Vaccination (single dose) + Negative Molecular Test Is Required Before Boarding for flights up to and including November 30, 2021. For flights departing after November 30, 2021, Proof of Full Vaccination is required.

Before you travel, visit travel.gc.ca for details on accepted vaccines and tests.

COVID-19 Safety Protocols including mandatory masks and health checks are in place.

Please read your confirmation for more information on COVID-19 protocols.

ACCESSIBILITY:

As accessible seating is limited, passengers with limited mobility and/or special needs are asked to make their seat request with a Helijet Reservations Agent by phone at +1.800.665.4354 - online bookings made without calling may not be honoured on the desired flight.

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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

STOB 14-5711

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: October 28, 2021 5:02 PM
To: McEwen, Shaylene 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 #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking

Personal Information

Thursday, October 28, 2021

858

18:35 Victoria Harbour / [Map](#)

19:10 Vancouver Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Full-Fare

Personal Information

Invoice

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

Mastercard

\$375.00

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

Date / Time

October 28, 2021 @ 5:01:33 PM

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:

Effective October 30, 2021 - For flights departing up to and including November 30, 2021, there are two accepted options:

1. proof of Full Vaccination (two dose)
2. proof of Partial Vaccination (single dose) + Negative Molecular Test* taken within 72 hours of departure.

For flights departing after November 30, 2021, proof of Full Vaccination is required to board your flight.

Before you travel, visit travel.gc.ca for details on accepted vaccines and tests.

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THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

STOB 17-5711

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: November 1, 2021 7:08 AM
To: McEwen, Shaylene 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 #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking

Personal Information

Monday, November 1, 2021

703

07:55 Vancouver Harbour / [Map](#)

08:30 Victoria Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Off-Peak

Invoice Personal Information

FARE-YWH-OffPeak_2021

\$266.67

+ GST

\$13.33

Billing

\$266.67

Taxes

\$13.33

Grand Total

\$280.00

Mastercard

\$280.00

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

Date / Time

November 1, 2021 @ 7:08:03 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.

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THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

F122EXEPAL06



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E134203

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 Personal Information	
Client Organization Citizens' Services		Job Title Minister		Travel Group Code 4	
5. Date Completed 2021/11/09	6. Fiscal Year 2022	7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Ministerial Business		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. .55 KMS Personal Vehicle Use	19. Other Transport Costs
2021	Destination	Start	End	Km	Cost
11/01	MR-Heljet-Vic	0700	1830	55	30.25
11/02	Vic	0800	2030		0.00
11/03	Vic	0800	1900		0.00
11/04	Vic-Helijet-MR	0800	2030	55	30.25
PCARD					
				20. & 21. Meals	22. Lodging Costs
				Cost	Cost
				61.00 CCA	162.85
				61.00 ***	162.85
				48.50 ***	162.85
				61.00 ***	
TOTALS OF COLUMNS				36. \$ 60.50	37. \$ 0.00
				38. \$ 231.50	39. \$ 488.55
				40. \$ 0.00	Claim Total \$ 780.55
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code Personal Information
112	32805	34610	5702	32MTVNC	
112	32805	34610	5750	32MTCCA	\$ 60.50
112	32805	34610	5751	32MTCCA	\$ 231.50
112					\$ 488.55
Less Travel Advance					
112					
AMOUNT DUE TO EMPLOYEE					54. \$ 780.55
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

Audited by PL Dec 09-21

Notes for Travel Voucher (Restricted Use) E134203 for Beare, Lisa

1 note(s) returned.

Created On	Author	Note
2021/11/09 12:35:47	Leppard, Brianna Security Concern Brianna.Leppard@gov.bc.ca	Nov 1: -MLB drove MR to Hel jet. Fly to Victoria via Helijet. Per Diem: Full Day. Nov 2: Session/Meetings. Per Diem: Full Day. Nov 3: Session/Meetings. Per Diem: L,D,I (Breakfast provided by Cabinet) Nov 4: Session/Meetings. Per Diem: Full Day. Fly to MR via Hel jet. MLB drove from MR-home. November 1-4th: Three nights stay in Victoria hotel.

Production *** Copyright © Government of British Columbia

Security Concern

Security Concern

GUEST FOLIO

Security Concern

Personal Information

TYPE
33

ROOM
CLERK

BEARE/LISA

NAME

XXX

XXX AL 11111

ADDRESS

139.00

RATE

11/04/21

DEPART

11/01/21

ARRIVE

07:52

TIME

22:03

TIME

Government Financial Information

Personal Information

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
11/01	ROOM	139.00		
11/01	DEST FEE	1.39	A	
11/01	RM PST	11.23	B	
11/01	MRDT	4.21	C	
11/01	RM GST	7.02	D	
11/02	ROOM	139.00		
11/02	DEST FEE	1.39	A	
11/02	RM PST	11.23	B	
11/02	MRDT	4.21	C	
11/02	RM GST	7.02	D	
11/03	ROOM	139.00		
11/03	DEST FEE	1.39	A	
11/03	RM PST	11.23	B	
11/03	MRDT	4.21	C	
11/03	RM GST	7.02	D	
11/04	CCARD-AX		488.55	
PAYMENT RECEIVED BY: AMERICAN EXPRESS X				
Government Financial Information				.00

===== SUMMARY OF TAXES =====		TAXED	TAX
DESCRIPTION		AMOUNT	
A	DEST MKT FEE	.00	4.17
B	ROOM PST	.00	33.69
C	MRDT	.00	12.63
D	ROOM GST	.00	21.06
E	OTHER GST	.00	.00
F	PROV SALES TAX	.00	.00
H	GNS ROOM PST 8%	.00	.00
I	GNS MRDT 3%	.00	.00
K	LIQUOR TAX	.00	.00
L	GST INCLUSIVE	.00	.00
	NET CHARGES	TAX	FOLIO
	417.00	71.55	.00
		CREDITS	
		488.55	

Security Concern

Security Concern

Security Concern

Security Concern

Security Concern

VICTORIA BC
Sec ,Sec ,Securi
urity urity ty
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Security Concern



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E134233

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.

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Client Organization Citizens' Services				Job Title Minister				Travel Group Code 4																																																																																											
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12. Mailing Address for Cheque PO Box 9068, Stn Prov Govt Victoria, BC V8W 9E2																																																																																																			
<table border="1"> <tr> <td colspan="1">16. Travel Dates</td> <td colspan="3">17. Places Travelled</td> <td colspan="2">18. .55 KMS Personal Vehicle Use</td> <td colspan="1">19. Other Transport Costs</td> <td colspan="1">20. & 21. Meals</td> <td colspan="1">22. Lodging Costs</td> <td colspan="2">20. & 21. Miscellaneous</td> </tr> <tr> <td></td> <td>Destination</td> <td>Start</td> <td>End</td> <td>Km</td> <td>Cost</td> <td></td> <td>Cost</td> <td></td> <td>Cost</td> <td>Describe</td> </tr> <tr> <td>2021 11/14 Personal Information</td> <td>MR-Van Helijet PCARD</td> <td>1600</td> <td>1800</td> <td>55</td> <td>30.25</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11/15</td> <td>Session/Meetings</td> <td>0800</td> <td>1830</td> <td></td> <td>0.00</td> <td></td> <td>21.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>11/16</td> <td>Session/Meetings</td> <td>0800</td> <td>2100</td> <td></td> <td>0.00</td> <td></td> <td>61.00</td> <td>162.85</td> <td></td> <td></td> </tr> <tr> <td>11/17</td> <td>Session/Meetings</td> <td>0800</td> <td>1900</td> <td></td> <td>0.00</td> <td></td> <td>61.00</td> <td>162.85</td> <td></td> <td></td> </tr> <tr> <td>11/18</td> <td>Victoria-Van-MR (Ferry)</td> <td>0800</td> <td>2030</td> <td>55</td> <td>30.25</td> <td>Personal Information</td> <td>48.50</td> <td>162.85</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>61.00</td> <td>162.85</td> <td></td> <td></td> </tr> </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	2021 11/14 Personal Information	MR-Van Helijet PCARD	1600	1800	55	30.25						11/15	Session/Meetings	0800	1830		0.00		21.50				11/16	Session/Meetings	0800	2100		0.00		61.00	162.85			11/17	Session/Meetings	0800	1900		0.00		61.00	162.85			11/18	Victoria-Van-MR (Ferry)	0800	2030	55	30.25	Personal Information	48.50	162.85										61.00	162.85		
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11/17	Session/Meetings	0800	1900		0.00		61.00	162.85																																																																																											
11/18	Victoria-Van-MR (Ferry)	0800	2030	55	30.25	Personal Information	48.50	162.85																																																																																											
							61.00	162.85																																																																																											
TOTALS OF COLUMNS					36. \$ 60.50	37. \$ 17.50 Personal Information	38. \$ 253.00	39. \$ 651.40	40. \$ 0.00	Claim Total Personal Information																																																																																									
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount																																																																																													
112	32805	34610	5702	32MTVNC		\$ 78.00																																																																																													
112	32805	34610	5750	32MTCCA		\$ 253.00																																																																																													
112	32805	34610	5751	32MTCCA		\$ 651.40																																																																																													
Less Travel Advance																																																																																																			
112																																																																																																			
						54. \$ 982.40 Personal Information																																																																																													
						AMOUNT DUE TO EMPLOYEE																																																																																													
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed																																																																																										
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed																																																																																										
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act						Print Name			Date Signed																																																																																										

Notes for Travel Voucher (Restricted Use) E134233 for Beare, Lisa

2 note(s) returned.

Created On	Author	Note
2021/11/18 12:01:55	Leppard, Brianna Security Concern Brianna.Leppard@gov.bc.ca	Nov 14: MLB drove MR to Van Helijet. MLB took a Helijet flight from Van-Vic for meetings/session. Per diem: Dinner Nov 15th: Session/meetings. Per diem: Full day. Nov 16th: Session/meetings. Per diem: Full day. Nov 17th: Session/meetings. Per diem: L,D,I (breakfast provided by Cabinet) Personal Information Nov 15th-18th: Four nights stay in hotel.
2021/11/22 14:08:01	Leppard, Brianna Security Concern Brianna.Leppard@gov.bc.ca	Adjusted comments for Nov 18th Nov 18th: -Session/meetings. Per diem: Full day. -MLB caught a ride to the Vic ferry terminal and took a ferry from Vic-Van as her Helijet flight was cancelled. -MLB cabbed from Van ferry terminal to Van Helijet to pick up her car. -MLB drove from Van Heli-MR.

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GUEST FOLIO

Security Concern	BEARE/LISA	139.00	11/18/21	DUPLICATE 15:45	Government Financial Information
Personal Information	NAME	RATE	DEPART	TIME	ACCT#
TYPE	XXX AL		11/14/21	ARRIVE	TIME
ROOM	11111	Government Financial Information		Personal Information	
CLERK	ADDRESS	PAYMENT			
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE	
11/14	TELECOMM	FRFFHSIA			
11/14	ROOM	✓ 139.00			
11/14	DEST FEE	1.39			ROOM-162.85 PER NIGHT
11/14	RM PST	11.23			
11/14	MRDT	4.21			
11/14	RM GST	7.02			
11/15	TELECOMM	SIA			
11/15	ROOM	✓ 139.00			
11/15	DEST FEE	1.39			
11/15	RM PST	11.23			
11/15	MRDT	4.21			
11/15	RM GST	7.02			
11/16	TELECOMM	SIA			
11/16	ROOM	✓ 139.00			
11/16	DEST FEE	1.39			
11/16	RM PST	11.23			
11/16	MRDT	4.21			
11/16	RM GST	7.02			
11/17	TELECOMM	SIA			
11/17	ROOM	✓ 139.00			
11/17	DEST FEE	1.39			
11/17	RM PST	11.23			
11/17	MRDT	4.21			
11/17	RM GST	7.02			
11/18	Government Financial Information		651.40		
				.00	

Swartz Bay
To
Tsawwassen



LANE 01

RECEIPT - PLEASE RETAIN

✓ PURCHASE 2021/11/18

✓ 1 Adult 17.60
Fuel Rebate 0.10

Total 17.50
Government Financial Information

AUTH 021321 66307704 0010010510 H 17.50 ✓
Visa Credit

00000000031010 / 0000000000 /

NO SIGNATURE TRANSACTION

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY

SWA 18 Nov 2021 18:14:04
Personal Information

SEE REVERSE SIDE OF TICKET



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E134308

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 Personal Information	
Client Organization Citizens' Services		Job Title Minister		Travel Group Code 4	
5. Date Completed 2021/12/06		6. Fiscal Year 2022		7. Special Cheque Issue	
Type of Travel In Province		14. Reason for Travel Ministerial Duties		Headquarters Maple Ridge-Pit Meadows	
12. Mailing Address for Cheque PO Box 9068, Stn Prov Govt Victoria, BC V8W 9E2					
16. Travel Dates 2021 Personal Information		17. Places Travelled		18. Personal Vehicle Use	
Destination		Start	End	Km	Cost
11/21	Van Helijet-Vic	1600	1800		0.00
11/22	Session/Meetings	0800	1830		0.00
11/23	Session/Meetings	0800	2100		0.00
11/24	Session/Meetings	0800	1900		0.00
Personal Information					
11/25	Vic- Helijet-MR	0800	2030	55	30.25
PCARD					
TOTALS OF COLUMNS				36. \$ 30.25	37. \$ 0.00 Personal Information
				38. \$ 253.00	39. \$ 651.40 Personal Information
				40. \$ 0.00	Claim Total Personal Information
48. Client Code		49. Resp.	50. Service Line	51. STOB	52. Project
112		32805	34610	5702	32MTVNC
112		32805	34610	5750	32MTCCA
112		32805	34610	5751	32MTCCA
112					
Less Travel Advance					
112					
				54. \$ 934.65 Personal Information	
				AMOUNT DUE TO EMPLOYEE	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name	
				Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name	
				Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act				Print Name	
				Date Signed	

Notes for Travel Voucher (Restricted Use) E134308 for Beare, Lisa

1 note(s) returned.

Created On	Author	Note
2021/12/06 15:23:00	Leppard, Brianna Security Concern) Brianna.Leppard@gov.bc.ca	November 21: Personal Information Flew Van to Vic via Hel jet. Per diem: dinner. November 22: Session/Meetings. Per diem: full day. November 23: Session/Meetings. Per diem: full day. November 24: Session/Meetings. Per diem: L,D,I (breakfast provided at Cabinet). November 25: Session/Meetings. Per diem: full day. November 25: Helijet flight Vic to Van. Drove from Hel jet-MR. November 21-25: Four nights stay in hotel.

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Security Concern

Security Concern

GUEST FOLIO

Security Concern

Personal Information

BEARE/LISA

139.00

11/25/21

DUPLICATE 11:02

NAME

XXX

RATE

DEPART

TIME

TYPE

XXX

AL

11/21/21

ARRIVE

TIME

11111

Government Financial Information

ROOM

CLERK

ADDRESS

Personal Information

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
11/21	TELECOMM	139.00		
11/21	ROOM	139.00		
11/21	DEST FEE	1.39		
11/21	RM PST	11.23		
11/21	MRDT	4.21		
11/21	RM GST	7.02		
11/22	TELECOMM	.00		
11/22	ROOM	139.00		
11/22	DEST FEE	1.39		
11/22	RM PST	11.23		
11/22	MRDT	4.21		
11/22	RM GST	7.02		
11/23	TELECOMM	.00		
11/23	ROOM	139.00		
11/23	DEST FEE	1.39		
11/23	RM PST	11.23		
11/23	MRDT	4.21		
11/23	RM GST	7.02		
11/24	TELECOMM	.00		
11/24	ROOM	139.00		
11/24	DEST FEE	1.39		
11/24	RM PST	11.23		
11/24	MRDT	4.21		
11/24	RM GST	7.02		
11/25	GOV. FIN. INFO			
CLAIMING 651.40				.00

Security Concern

Security Concern

Security Concern

VICTORIA BC
Security Concern

Security Concern

STOB ②
5711

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: November 4, 2021 5:57 PM
To: McEwen, Shaylene 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.



Helijet

Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Government Financial
Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking


Government Financial
Information

Thursday, November 4, 2021

Government
Invoice Financial Information

858

18:35 Victoria Harbour / [Map](#) 

19:10 Vancouver Harbour / [Map](#) 

35 minutes

Confirmed

1 Passengers - Full-Fare

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

Mastercard

\$375.00

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

Date / Time

November 4, 2021 @ 5:56:51 PM

Government Financial Information

Summary

Expiration

Authorization

036546

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:

Effective October 30, 2021 - For flights departing up to and including November 30, 2021, there are two accepted options:

1. proof of Full Vaccination (two dose)
2. proof of Partial Vaccination (single dose) + Negative Molecular Test* taken within 72 hours of departure.

For flights departing after November 30, 2021, proof of Full Vaccination is required to board your flight.

Before you travel, visit travel.gc.ca for details on accepted vaccines and tests.

COVID-19 Safety Protocols including mandatory masks and health checks are in place.

Please read your confirmation for more information on COVID-19 protocols.

ACCESSIBILITY:

As accessible seating is limited, passengers with limited mobility and/or special needs are asked to make their seat request with a Helijet Reservations Agent by phone at +1.800.665.4354 - online bookings made without calling may not be honoured on the desired flight.

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

STOB ④ 5711

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: November 8, 2021 9:00 AM
To: McEwen, Shaylene 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

Ministry Of Citizens' Services

Booking

Government Financial
Information

Monday, November 8, 2021

724

17:20 Victoria Harbour / [Map](#)

17:55 Vancouver Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Off-Peak

Government Financial
Invoice Information

FARE-YWH-OffPeak_2021 \$266.67

+ GST \$13.33

Billing \$266.67

Taxes \$13.33

Grand Total \$280.00

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

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

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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Please read your confirmation for more information on COVID-19 protocols.

ACCESSIBILITY:

As accessible seating is limited, passengers with limited mobility and/or special needs are asked to make their seat request with a Helijet Reservations Agent by phone at +1.800.665.4354 - online bookings made without calling may not be honoured on the desired flight.

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 a Helijet Agent, consult Helijet [Passenger Rights, Tariff & Travel Information](#) or visit [the Canadian Transportation Agency's](#) website.

GST#:
R102320165

STOB 5
5711

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: December 7, 2021 9:12 AM
To: McEwen, Shaylene 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

Ministry Of Citizens' Services

Booking

Government Financial
Information

Monday, November 8, 2021

705

08:50 Vancouver Harbour / [Map](#)

09:25 Victoria Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice Government Financial
Information

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

Mastercard

\$375.00

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

Date / Time

November 8, 2021 @ 8:34:08 AM
Government Financial Information

Summary

Expiration

Authorization

015452

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:

Effective October 30, 2021 - For flights departing up to and including November 30, 2021, there are two accepted options:

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For flights departing after November 30, 2021, proof of Full Vaccination is required to board your flight.

Before you travel, visit travel.gc.ca for details on accepted vaccines and tests.

COVID-19 Safety Protocols including mandatory masks and health checks are in place.

Please read your confirmation for more information on COVID-19 protocols.

ACCESSIBILITY:

As accessible seating is limited, passengers with limited mobility and/or special needs are asked to make their seat request with a Helijet Reservations Agent by phone at +1.800.665.4354 - online bookings made without calling may not be honoured on the desired flight.

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

STOB © 5711

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: November 14, 2021 4:46 PM
To: McEwen, Shaylene 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

Ministry Of Citizens' Services

Booking

Government Financial
Information

Sunday, November 14, 2021

787

17:00 Vancouver Harbour / [Map](#)

17:35 Victoria Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Off-Peak

Invoice Government Financial
Information

FARE-YWH-OffPeak_2021

\$266.67

+ GST

\$13.33

Billing

\$266.67

Taxes

\$13.33

Grand Total

\$280.00

Mastercard

\$280.00

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

Date / Time

November 14, 2021 @ 4:45:55 PM
Government Financial Information

Summary

Expiration

Authorization

068490

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:

Effective October 30, 2021 - For flights departing up to and including November 30, 2021, there are two accepted options:

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2. proof of Partial Vaccination (single dose) + Negative Molecular Test* taken within 72 hours of departure.

For flights departing after November 30, 2021, proof of Full Vaccination is required to board your flight.

Before you travel, visit travel.gc.ca for details on accepted vaccines and tests.

COVID-19 Safety Protocols including mandatory masks and health checks are in place.

Please read your confirmation for more information on COVID-19 protocols.

ACCESSIBILITY:

As accessible seating is limited, passengers with limited mobility and/or special needs are asked to make their seat request with a Helijet Reservations Agent by phone at +1.800.665.4354 - online bookings made without calling may not be honoured on the desired flight.

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

STOB 8
5711

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: November 21, 2021 4:42 PM
To: McEwen, Shaylene 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

Ministry Of Citizens' Services

Booking

Government Financial Information

Sunday, November 21, 2021

787

17:00 Vancouver Harbour / [Map](#)

17:35 Victoria Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Off-Peak

Government
Financial
Information

FARE-YWH-OffPeak_2021

\$266.67

+ GST

\$13.33

Billing

\$266.67

Taxes

\$13.33

Grand Total

\$280.00

Mastercard

\$280.00

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

Date / Time November 21, 2021 @ 4:41:38 PM
Government Financial Information

Summary

Expiration

Authorization 038956

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:

Effective October 30, 2021 - For flights departing up to and including November 30, 2021, there are two accepted options:

1. proof of Full Vaccination (two dose)
2. proof of Partial Vaccination (single dose) + Negative Molecular Test* taken within 72 hours of departure.

For flights departing after November 30, 2021, proof of Full Vaccination is required to board your flight.

Before you travel, visit travel.gc.ca for details on accepted vaccines and tests.

COVID-19 Safety Protocols including mandatory masks and health checks are in place.

Please read your confirmation for more information on COVID-19 protocols.

ACCESSIBILITY:

As accessible seating is limited, passengers with limited mobility and/or special needs are asked to make their seat request with a Helijet Reservations Agent by phone at +1.800.665.4354 - online bookings made without calling may not be honoured on the desired flight.

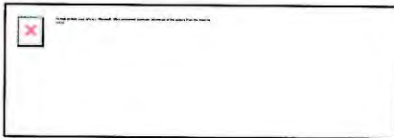
THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

McEwen, Shaylene CITZ:EX

STOB(9)
5711

From: passengerservices@helijet.com
Sent: November 25, 2021 1:10 PM
To: McEwen, Shaylene CITZ:EX
Subject: Important update from Helijet!

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



This is an important update from Helijet.

This is a waitlist for the 5:20pm flight today, 25NOV, out of Victoria Harbour

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

Customer Information

Account

Customer #

Government Financial
Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Advisory

This is a waitlist for the 5:20pm flight today, 25NOV, out of Victoria Harbour

Booking

Government Financial Information

Thursday, November 25, 2021

Government
Invoice Financial Information

724

17:20 Victoria Harbour / [Map](#)

17:55 Vancouver Harbour / [Map](#)

35 minutes

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Wait List w/Auto Clear -DUPE

Grand Total

\$375.00

1 Passengers - Full-Fare

- Lisa Beare, Female

[Add to Calendar](#)

Personal Information

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

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

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

COVID-19:

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1. proof of Full Vaccination (two dose)
2. proof of Partial Vaccination (single dose) + Negative Molecular Test* taken within 72 hours of departure.

For flights departing after November 30, 2021, proof of Full Vaccination is required to board your flight.

Before you travel, visit travel.gc.ca for details on accepted vaccines and tests.

COVID-19 Safety Protocols including mandatory masks and health checks are in place.

Please read your confirmation for more information on COVID-19 protocols.

ACCESSIBILITY:

As accessible seating is limited, passengers with limited mobility and/or special needs are asked to make their seat request with a Helijet Reservations Agent by phone at +1.800.665.4354 - online bookings made without calling may not be honoured on the desired flight.

[Login to your account at helijet.com](#)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com