

## Minister's Quarterly Travel Expense Summary

**Name:** Honourable Josie Osborne

**Quarter:** 2022 Jan to Mar

**Portfolio:** Land, Water and Resource Stewardship

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 1,428.56

Other Travel in Province: \$ 745.20

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 2,173.76

Travel expenses fiscal year-to-date: \$ 10,179.36

MINISTRY OF MUNICIPAL  
AFFAIRS AND HOUSING

DEC 03 2021

☐ Min Sig ☐ Reply Direct ☐ FYI / File  
☐ DM Advise ☐ DM ☐ ADM

Helijet

INVOICE

Personal Information

Charge To: Min of Municipal Affairs & Housing  
501 Belleville St.  
Victoria BC V8W 9E2

Invoice No.  
Invoice Date 30/11/21  
Print Date 30/11/21  
Account No. Personal Information

Attention: Christine White

GST Reg. R102 320 165

PAID

For services provided from: 16/11/2021  
To: 30/11/21

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

Document	Description	Passenger Name	Fare	GST	Total
YWH/CXH Nov 19 2021 FLT: 700 BSBINV:	Personal Information	JOSIE (JOSEPHINE) OSBORNE	\$357.14	\$17.86	\$375.00
YWH/CXH Nov 19 2021 FLT: 700 BSBINV:		ROBYN SPILKER	\$357.14	\$17.86	\$375.00
CXH/YWH Nov 19 2021 FLT: 719 BSBINV:		JOSIE (JOSEPHINE) OSBORNE	\$357.14	\$17.86	\$375.00
CXH/YWH Nov 20 2021 FLT: 781 BSBINV:		ROBYN SPILKER	\$266.66	\$13.34	\$280.00
			\$ 375.00 x 2 = \$750.00 for Minister Osborne		
			\$ 375.00 + 280.00=\$655.00 for Robyn		
<div>JOSIE OSBORNE</div> <div>\$750.00</div> <div>HELIJET 5911 AIRPORT RD SOUTH RICHMOND, BC</div> <div>Term ID: 28155598</div> <div>Purchase</div> <div>Government Financial Information</div> <div>MASTERCARD Entry Method: M</div> <div>Total: \$ 1,405.00</div> <div>2021/12/02 13:40:29</div> <div>Seq #: 001-093002-0</div> <div>Appr Code: 032007</div> <div>Resp Code: 01/027</div> <div>APPROVED</div> <div>Thank You</div> <div>Customer Copy</div> <div>- IMPORTANT -</div> <div>retain this copy for your records</div> <div>ROBYN SPILKER</div> <div>\$655.00</div>					
Page Total			\$1,338.08	\$66.92	\$1,405.00

E-MAILED  
DEC 01 2021

Helijet International Inc. | 5911 Airport Road South, Richmond, BC, V7B 1B5  
Phone: 604.273.4688 | Fax: 604.273.5301 | Web: helijet.com

**From:** [Amabell Adtoon](#)  
**To:** [Constable Jane MUNI:EX](#)  
**Subject:** FW: Thank you for choosing to take off with Helijet!  
**Date:** January 28, 2022 8:43:50 AM  
**Attachments:** Person .png  
Personal Information

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

Hello Jane,  
Please see below Josie's travel under the invoice you provided to me. I have attached also the credit card receipt & paid invoice in case you can't find it.

Best regards,

Amabell Adtoon

Client Service Representative

HELIJET INTERNATIONAL INC.

(P) 604-231-3521

(F) 604-273-5301

(E) [Aadtoon@helijet.com](mailto:Aadtoon@helijet.com)

**From:** Passenger Services <[PassengerServices@helijet.com](mailto:PassengerServices@helijet.com)>

**Sent:** Friday, January 28, 2022 8:39 AM

**To:** Amabell Adtoon <[Aadtoon@helijet.com](mailto:Aadtoon@helijet.com)>

**Subject:** Thank you for choosing to take off with Helijet!

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

Personal Information	
Customer #	
Name	Josie (Josephine) Osborne
Company	Ministry Of Munciple Affairs

##### Advisory

Jane called in wanted to get a copy for this booking

#### Booking # Personal Information

Friday, November 19, 2021

Invoice Personal Information

700

07:00 Victoria Harbour / [Map](#) ☐

07:35 Vancouver Harbour / [Map](#) ☐

35 minutes

Confirmed

1 Passengers - Full-Fare

• Josie (Josephine) Osborne, Female

[Add to Calendar](#)

Personal Information

FARE-YWH-FULL	\$357.14
+ GST	\$17.86
Billing	\$357.14
Taxes	\$17.86
<b>Grand Total</b>	<b>\$375.00</b>
On Account	\$375.00
Date / Time	November 19, 2021 @ 6:35:07 AM
Summary	Persona I

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

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

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

#### COVID-19:

All air travellers who are 12 years and 4 months of age or older are required to be fully vaccinated. A valid COVID-19 molecular test will no longer be accepted as an alternative to vaccination.

Before you travel, visit [travel.gc.ca](https://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

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.



**From:** [Amabell Adtoon](#)  
**To:** [Constable Jane MUNI:EX](#)  
**Subject:** FW: Thank you for choosing to take off with Helijet!  
**Date:** January 28, 2022 8:44:04 AM  
**Attachments:** Personal Information

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

Here's the other one.  
Have a lovely weekend!

Best regards,

Amabell Adtoon

Client Service Representative

HELIJET INTERNATIONAL INC.

(P) 604-231-3521

(F) 604-273-5301

(E) [Aadtoon@helijet.com](mailto:Aadtoon@helijet.com)

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**From:** Passenger Services <PassengerServices@helijet.com>

**Sent:** Friday, January 28, 2022 8:40 AM

**To:** Amabell Adtoon <Aadtoon@helijet.com>

**Subject:** Thank you for choosing to take off with Helijet!

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 #	Personal Information
Name	Josie (Josephine) Osborne
Company	Ministry Of Munciple Affairs

##### Advisory

Jane called in wanted to get a copy for this booking

#### Booking # Personal Information

Friday, November 19, 2021

719

Invoice # <small>Persona</small>	
FARE-YWH-FULL	\$357.14
+ GST	\$17.86

15:00 Vancouver Harbour / [Map](#)

15:35 Victoria Harbour / [Map](#) ☐

35 minutes

Confirmed

1 Passengers - Full-Fare

• Josie (Josephine) Osborne, Female

[Add to Calendar](#)

Personal Information

Billing	\$357.14
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Taxes	\$17.86
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<b>Grand Total</b>	<b>\$375.00</b>
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On Account	\$375.00
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Date / Time	November 19, 2021 @ 2:33:29 PM
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Summary	Persona
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Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

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#### ACCESSIBILITY:

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#### 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

Helijet

INVOICE

Charge To: Min of Municipal Affairs  
501 Belleville St.  
Victoria BC V8W 9E2

Attention: Jane Constable

Invoice No. Personal Information  
Invoice Date 12/15/21  
Print Date 12/15/21  
Account No. Personal Information  
GST Reg. R102 320 165

PAID

For services provided from: 01/12/2021 To: 12/15/21 Terms: Due and payable within 10 days of the invoice date.  
A service charge of 2.00% per month will be charged on overdue accounts.

Document	Description	Passenger Name	Fare	GST	Total
YWH/CXH Dec 13 2021 FLT: 700 BSBINV	Personal Information ✓	JOSIE (JOSEPHINE) OSBORNE & Charlie	\$714.28	\$35.72	\$750.00
CXH/YWH Dec 14 2021 FLT: 711 BSBINV		CHARLIE BRENCHLEY	\$357.14	\$17.86	\$375.00
CXH/YWH Dec 14 2021 FLT: 711 BSBINV	✓	JOSIE (JOSEPHINE) OSBORNE	\$357.14	\$17.86	\$375.00
M NISTER OSBORNE \$750.00 CHARLIE BRENCHLEY \$750.00 GST: 35.72 PER PASSENGER					
HELIJET 5911 AIRPORT RD SOUTH RICHMOND, BC Term ID: 26155598 Purchase Government Financial Information MASTERCARD Entry Method: M Total: \$ 1,500.00 2021/12/16 14:58:47 Seq #: 001-101025-0 Appr Code: 071266 Resp Code: 01/027 APPROVED Thank You Customer Copy - IMPORTANT - retain this copy for your records					
Page Total			\$1,428.56	\$71.44	\$1,500.00

E-MAILED

## Reid, Heidi MUNI:EX

**From:** passengerservices@helijet.com  
**Sent:** December 15, 2021 11:11 AM  
**To:** Reid, Heidi MUNI: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

Josie (Josephine) Osborne

Company

Ministry Of Munciple Affairs

### Booking

Personal Information

**Monday, December 13, 2021**

**700**

**07:00 Victoria Harbour / Map**

**07:35 Vancouver Harbour / Map**

**35 minutes**

**Confirmed**

**2 Passengers - Full-Fare**

• Charlie Brenchley, Male

• Josie (Josephine) Osborne, Female

#### Invoice

Personal Information

FARE-YWH-FULL

\$714.28

+ GST

\$35.72

Billing

\$714.28

Taxes

\$35.72

**Grand Total**

**\$750.00**

**On Account**

**\$750.00**

Date / Time

December 13, 2021 @ 6:36:29 AM

Summary

Personal  
Information

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

## Reid, Heidi MUNI:EX

**From:** Reid, Heidi MUNI:EX  
**Sent:** December 17, 2021 11:52 AM  
**To:** Constable, Jane MUNI:EX  
**Subject:** FW: 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	Personal Information	
	Customer #	
	Name	Josie (Josephine) Osborne
	Company	Ministry Of Munciple Affairs

### Booking

Personal Information

**Tuesday, December 14, 2021**

**711**

**11:00 Vancouver Harbour / Map**

**11:35 Victoria Harbour / Map**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Charlie Brenchley, Male**

**Add to Calendar**

Personal Information

Invoice

FARE-YWH-FULL \$357.14

+ GST \$17.86

Billing \$357.14

Taxes \$17.86

**Grand Total \$375.00**

On Account \$0.00

Date / Time December 14, 2021 @ 12:42:25 PM

Summary Personal Information

On Account \$375.00



Personal Information

Date / Time

December 14, 2021 @ 12:43:09 PM

Summary

Personal Information

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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.

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Booking

Personal Information

Tuesday, December 14, 2021



711

Invoice

Personal Information

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

11:00 Vancouver Harbour / Map 

11:35 Victoria Harbour / Map 

35 minutes

Confirmed

1 Passengers - Full-Fare

Josie (Josephine) Osborne, Female

Billing	\$357.14
Taxes	\$17.86
<b>Grand Total</b>	<b>\$375.00</b>

On Account	\$375.00
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Date / Time December 14, 2021 @ 12:42:45 PM

Summary Personal Information

Add to Calendar

Personal Information

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

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MA22EXEPAL64



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E134335

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

<b>Name</b> Osborne, Josie		<b>Employee ID</b> Personal Information		<b>Phone Number</b> (250) 387-2283	
<b>Client Organization</b> Municipal Affairs		<b>Job Title</b> Minister of Municipal Affairs		<b>Travel Group Code</b> 4	
<b>5. Date Completed</b> 2021/12/15 <sup>17</sup>		<b>6. Fiscal Year</b> 2022		<b>7. Special Cheque Issue</b> EFT	
<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Ministerial business/meetings			<b>Headquarters</b> Mid-Island
<b>12. Mailing Address for Cheque</b> Room 310 Parliament Buildings Victoria, BC, BC V8V 1X4					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>	<b>19. Other Transport Costs</b>
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
2021					
12/12	Tofino-Victoria	0700	2359		0.00
12/13	Vic-Van Heli	0630	2359		0.00
12/14	Van-Vic Heli	0700	2359		0.00
12/15	Victoria	0700	2359		0.00
12/16	Victoria	0700	2359		0.00
12/17	Victoria-Tofino	0700	2359	315	173.25
				<b>36.</b>	<b>37.</b>
				\$ 173.25	\$ 0.00
				<b>38.</b>	<b>39.</b>
				\$ 305.00	\$ 907.85
				<b>40.</b>	<b>Claim Total</b>
				\$ 0.00	\$ 1386.10
<b>TOTALS OF COLUMNS</b>					
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>
060	51057	54000	5701 <sup>2</sup>	5100000	Personal Information
060	51057	54000	5750	51MTCCA	
060	51057	54000	5702	51MTVNC	
060	51057	54000	5751	51MTCCA	
					<b>Amount</b>
					**\$ 218.45 \$ 1386.10
					\$ 244.00
					\$ 173.25
					\$ 750.40
<b>Less Travel Advance</b>					
060					
					<b>54.</b>
					\$ 1386.10
<b>AMOUNT DUE TO EMPLOYEE</b>					
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.			<b>Print Name</b>		<b>Date Signed</b>
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.			<b>Print Name</b>		<b>Date Signed</b>
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.			<b>Print Name</b>		<b>Date Signed</b>

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 Feb 09-22

## Notes for Travel Voucher (Restricted Use) E134335 for Osborne, Josie

1 note(s) returned.

Created On	Author	Note
2021/12/17 11:22:34	Reid, Heidi Security Concern Heidi.Reid@gov.bc.ca	Dec 12 - 315 kms & all day p/diem claimed on TC # - Personal Information Dec 13 - Vic to Van - Heli invoiced to acct # - p/diem - \$61 - accoms \$157.45 Dec 14 - Van to Vic - Heli invoiced to Acct # - p/diem - \$61 - Accomms - \$187.40 Dec 15 - Victoria - p/diem - \$61 - Accomms - \$187.40 Dec 16 - Victoria - p/diem \$61 - Accomms - \$187.40 Dec 17 - Vic - Tofino - personal vehicle - 315 kms - p/diem \$61

Production \*\*\* Copyright © Government of British Columbia

Josie Osborne  
Personal Information

Room No. : Security Concern  
Arrival : 12-12-21  
Departure Date : 12-13-21  
Folio No. : Personal Information

Conf. No. :  
Custom Reference :

Company Name:  
  
Group Name:

COPY OF INVOICE

Date	Description	Charges	Credits
12-12-21	Room Charge	159.00	
12-12-21	GST Room Tax	8.03	
12-12-21	PST Room Tax	12.85	
12-12-21	MRDT Tax	4.82	
12-12-21	DMF Fee	1.59	
12-12-21	Climate Contribution	1.25	
12-12-21	GST Tax	0.06	
12-13-21	Mastercard		187.60
	Government Financial Information		
		Total Charges	187.60
		Total Credits	187.60
		Balance	0.00

Merchant ID  
Transaction ID 19811723  
Approval Code 012513  
Approval Amount 187.60

Credit Card # Government Financial Information  
Capture Method Swiped  
Transaction Amount 187.60

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

Security Concern

Security Concern

Vancouver, BC  
Security Concern

Josephine Osborne ✓  
Room 310 Parliament Building  
Victoria BC v8x1x4

## Receipt

Invoice date 12/14/2021  
Our reference Personal Information  
Your reference  
GST Number Security Concern

Guest	Josephine Osborne	Arrival	✓	12/13/2021	Departure	12/14/2021	Room	Security Concern
Date	Description	Quantity		Unit Price			Total (CAD)	
12/13/2021	Room Charge	1		134.00			✓ 134.00	
12/13/2021	DMF @1.293% Plus Taxes	1		1.73			1.73	
12/13/2021	Federal Tax GST	2		0.00			6.79	
12/13/2021	Provincial Room Tax	2		0.00			10.86	
12/13/2021	Municipal Room Tax	2		0.00			4.07	
				Total invoice			157.45	
12/14/2021	Government Financial Information			Total Paid		✓	-157.45	
				Total Due			0.00	

Total GST 6.79  
Security Concern

Signature X \_\_\_\_\_

Security Concern

**Josephine Osborne**

Personal Information

Room No. : Security Concern  
 Arrival : 12-14-21  
 Departure Date : 12-17-21 ✓  
 Folio No. : Personal Information

Company Name:

Conf. No. :

Group Name:

Custom :

Reference

**INFORMATION INVOICE**

Date	Description	Charges	Credits
12-14-21	Room Charge	159.00	
12-14-21	GST Room Tax	8.03	
12-14-21	PST Room Tax	12.85	
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12-14-21	Climate Contribution	1.25	
12-14-21	GST Tax	0.06	
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12-15-21	GST Room Tax	8.03	
12-15-21	PST Room Tax	12.85	
12-15-21	MRDT Tax	4.82	
12-15-21	DMF Fee	1.59	
12-15-21	Climate Contribution	1.25	
12-15-21	GST Tax	0.06	
12-16-21	Room Charge	159.00	
12-16-21	GST Room Tax	8.03	
12-16-21	PST Room Tax	12.85	
12-16-21	MRDT Tax	4.82	
12-16-21	DMF Fee	1.59	
12-16-21	Climate Contribution	1.25	
12-16-21	GST Tax	0.06	
12-17-21	Mastercard		562.80
	Government Financial Information		

<b>Total Charges</b>	562.80	
<b>Total Credits</b>		562.80
<b>Balance</b>		0.00

**Merchant ID**  
**Transaction ID** 19762948  
**Approval Code** 014374  
**Approval Amount** 562.80

**Credit Card #** Government Financial Information  
**Capture Method** Swiped  
**Transaction Amount** 562.80





Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E134411

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

<b>Name</b> Osborne, Josie		<b>Employee ID</b> Personal Information		<b>Phone Number</b> (250) 387-2283	
<b>Client Organization</b> Municipal Affairs		<b>Job Title</b> Minister of Municipal Affairs		<b>Travel Group Code</b> 4	
<b>5. Date Completed</b> 2022/01/31		<b>6. Fiscal Year</b> 2022		<b>7. Special Cheque Issue</b>	
<b>8. Cheque Stub Information</b>					
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Ministerial business/meetings		<b>Headquarters</b> Mid-Island	
<b>12. Mailing Address for Cheque</b> Room 310 Parliament Buildings Victoria, BC, BC V8V 1X4					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. 55 KMS Personal Vehicle Use</b>	
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
2022					
01/16	Tofino -Victoria	0700	2359	316	173.80
01/17	Victoria	0700	2359	0	0.00
01/18	Victoria	0700	2359	0	0.00
01/19	Victoria	0700	2359	0	0.00
01/20	Victoria	0700	2359	0	0.00
01/21	Victoria	0700	2359	0	0.00
01/22	Victoria	0700	2359	0	0.00
01/23	Victoria	0700	2359	0	0.00
01/24	Victoria	0700	2359	0	0.00
01/25	Victoria	0700	2359	0	0.00
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 173.80	<b>37.</b> \$ 0.00
				<b>38.</b> \$ 610.00	<b>39.</b> \$ 1876.00
				<b>40.</b> \$ 35.70	<b>Claim Total</b> \$ 2695.50
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b> Personal Information
060	51057	54000	5702	51MTVNC	
060	51057	54000	5750	51MTCCA	
060	51057	54000	5751	51MTCCA	
<b>Less Travel Advance</b>					<b>Amount</b>
060					\$ 209.50
					\$ 610.00
					\$ 1876.00
<b>AMOUNT DUE TO EMPLOYEE</b>					<b>54.</b> \$ 2695.50
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				<b>Print Name</b>	<b>Date Signed</b>
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				<b>Print Name</b>	<b>Date Signed</b>
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.				<b>Print Name</b>	<b>Date Signed</b>

## Notes for Travel Voucher (Restricted Use) E134411 for Osborne, Josie

1 note(s) returned.

Created On	Author	Note
2022/01/31 14:45:15	Leroux, Barb Security Concern ) Barb.Leroux@gov.bc.ca	Minister drove From Tofino to Victoria using her own vehicle. Her stay for this Travel January 16 and leaving for Tofino on January 28, 2022

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**Josie Osborne**  
Personal Information

Room No. : Security Concern  
Arrival : 01-16-22  
Departure Date : 01-28-22  
Folio No. : Personal Information

Company Name:

Conf. No. :  
Custom :  
Reference :

Group Name:

### INFORMATION INVOICE

Date	Description	Charges	Credits
01-16-22	Room Charge	159.00	
01-16-22	GST Room Tax	8.03	
01-16-22	PST Room Tax	12.85	
01-16-22	MRDT Tax	4.82	
01-16-22	DMF Fee	1.59	
01-16-22	Climate Contribution	1.25	
01-16-22	GST Tax	0.06	
01-17-22	Room Charge	159.00	
01-17-22	GST Room Tax	8.03	
01-17-22	PST Room Tax	12.85	
01-17-22	MRDT Tax	4.82	
01-17-22	DMF Fee	1.59	
01-17-22	Climate Contribution	1.25	
01-17-22	GST Tax	0.06	
01-18-22	Room Charge	159.00	
01-18-22	GST Room Tax	8.03	
01-18-22	PST Room Tax	12.85	
01-18-22	MRDT Tax	4.82	
01-18-22	DMF Fee	1.59	
01-18-22	Climate Contribution	1.25	
01-18-22	GST Tax	0.06	
01-19-22	Room Charge	159.00	
01-19-22	GST Room Tax	8.03	
01-19-22	PST Room Tax	12.85	
01-19-22	MRDT Tax	4.82	
01-19-22	DMF Fee	1.59	
01-19-22	Climate Contribution	1.25	
01-19-22	GST Tax	0.06	
01-19-22	Parking Daily	17.00	
01-19-22	GST Tax	0.85	
01-20-22	Room Charge	159.00	
01-20-22	GST Room Tax	8.03	
01-20-22	PST Room Tax	12.85	
01-20-22	MRDT Tax	4.82	
01-20-22	DMF Fee	1.59	
01-20-22	Climate Contribution	1.25	
01-20-22	GST Tax	0.06	
01-20-22	Parking Daily	17.00	

**E134411**

**Room \$187.60 per night**  
**Parking \$17.85 per day x 2**

**Josie Osborne**  
Personal Information

Room No. :  
Arrival : 01-16-22  
Departure Date : 01-28-22  
Folio No. :  
Personal Information

Company Name:

Conf. No. :  
Custom :  
Reference

Group Name:

### INFORMATION INVOICE

Date	Description	Charges	Credits
01-20-22	GST Tax	0.85	
01-21-22	Room Charge	159.00	
01-21-22	GST Room Tax	8.03	
01-21-22	PST Room Tax	12.85	
01-21-22	MRDT Tax	4.82	
01-21-22	DMF Fee	1.59	
01-21-22	Climate Contribution	1.25	
01-21-22	GST Tax	0.06	
01-22-22	Room Charge	159.00	
01-22-22	GST Room Tax	8.03	
01-22-22	PST Room Tax	12.85	
01-22-22	MRDT Tax	4.82	
01-22-22	DMF Fee	1.59	
01-22-22	Climate Contribution	1.25	
01-22-22	GST Tax	0.06	
01-23-22	Room Charge	159.00	
01-23-22	GST Room Tax	8.03	
01-23-22	PST Room Tax	12.85	
01-23-22	MRDT Tax	4.82	
01-23-22	DMF Fee	1.59	
01-23-22	Climate Contribution	1.25	
01-23-22	GST Tax	0.06	
01-24-22	Room Charge	159.00	
01-24-22	GST Room Tax	8.03	
01-24-22	PST Room Tax	12.85	
01-24-22	MRDT Tax	4.82	
01-24-22	DMF Fee	1.59	
01-24-22	Climate Contribution	1.25	
01-24-22	GST Tax	0.06	
01-25-22	Room Charge	159.00	
01-25-22	GST Room Tax	8.03	
01-25-22	PST Room Tax	12.85	
01-25-22	MRDT Tax	4.82	
01-25-22	DMF Fee	1.59	
01-25-22	Climate Contribution	1.25	
01-25-22	GST Tax	0.06	
01-26-22	Room Charge	159.00	
01-26-22	GST Room Tax	8.03	

**E134411**

**E134412**

Security Concern

Security Concern  
Victoria, BC  
Security Concern

Security Concern



## Control No.

E134412

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

5. Date Completed 2022/01/31		6. Fiscal Year 2022		7. Special Cheque Issue		8. Cheque Stub Information				
Type of Travel In Province		14. Reason for Travel Ministerial business/meetings				Headquarters Mid-Island				
12. Mailing Address for Cheque Room 310 Parliament Buildings Victoria, BC, BC V8V 1X4										
16. Travel Dates 2022 01/26 01/27 01/28	17. Places Travelled  Destination      Start      End			18. Personal Vehicle Use  Km      Cost		19. Other Transport Costs	20. & 21. Meals  Cost	22. Lodging Costs	20. & 21. Miscellaneous  Cost      Describe	
	Victoria	0700	2359	0	0.00		61.00 CCA	187.60		
	Victoria	0700	2359	0	0.00		61.00	187.60		
	Victoria - Tofio	0700	2359	316	173.80		61.00			
TOTALS OF COLUMNS					36. \$ 173.80	37. \$ 0.00	38. \$ 183.00	39. \$ 375.20	40. \$ 0.00	Claim Total \$ 732.00
48. Client Code 060 060 060 060	49. Resp. 51057 51057 51057	50. Service Line 54000 54000 54000	51. STOB 5702 5750 5751	52. Project 51MTVNC 51MTCCA 51MTCCA	45. Supplier Code Personal Information		Amount \$ 173.80 \$ 183.00 \$ 375.20			
Less Travel Advance 060										
					AMOUNT DUE TO EMPLOYEE					
					54. \$ 732.00					
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					Print Name		Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					Print Name		Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act					Print Name		Date Signed			

**Josie Osborne**  
Personal Information

Room No. : Security Concern  
Arrival : 01-16-22  
Departure Date : 01-28-22  
Folio No. : Personal Information

Company Name:

Conf. No. :  
Custom :  
Reference :

Group Name:

### INFORMATION INVOICE

Date	Description	Charges	Credits
01-26-22	PST Room Tax	12.85	
01-26-22	MRDT Tax	4.82	
01-26-22	DMF Fee	1.59	
01-26-22	Climate Contribution	1.25	
01-26-22	GST Tax	0.06	
01-27-22	Room Charge	159.00	
01-27-22	GST Room Tax	8.03	
01-27-22	PST Room Tax	12.85	
01-27-22	MRDT Tax	4.82	
01-27-22	DMF Fee	1.59	
01-27-22	Climate Contribution	1.25	
01-27-22	GST Tax	0.06	
01-28-22	Mastercard Government Financial Information		2,286.90

**E134412**

**ROOM \$ 187.60 PER NIGHT**

BALANCE IS FOR E134411 AND E134412 COMBINED

<b>Total Charges</b>	2,286.90	
<b>Total Credits</b>		2,286.90
<b>Balance</b>		0.00

**Merchant ID**  
**Transaction ID** 19942079  
**Approval Code** 016090  
**Approval Amount** 2,286.90

**Credit Card #**  
**Capture Method** Swiped  
**Transaction Amount** 2,286.90

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