

## Minister's Quarterly Travel Expense Summary

**Name:** Honourable Suzanne Anton

**Quarter:** 2016 April to June

**Portfolio:** Justice

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 3,265.00

Other Travel in Province: \$ 583.88

Out of Country Travel: \$ -

Out of Province Travel: \$ 293.35

Total travel expenses paid this quarter: \$ 4,142.23

Travel expenses fiscal year-to-date: \$ 4,142.23

①

Alert me of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.

Check-in online and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
Security Concern	Vancouver, Vancouver Int'l (YVR) Sun 06-Mar 2016 20:00 - Terminal M	Victoria, Victoria Int'l (YYJ) Sun 06-Mar 2016 20:26	0	0hr26	DH3	Flex, V	
Operated by: 1 Air Canada Express - Jazz							

## Passenger Information

1: Ms Suzanne Anton : Adult (16+), Ticket Number: 0142159589958

Air Canada - Personal Information Meal Preference : None  
Aeroplan :

Payment Card: Personal Information Special Needs: None

Seat Selection: Security Concern Personal Security

## Purchase Summary

### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	157.00
Surcharges	12.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	5.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	9.06
Air Travellers Security Charge (ATSC)	7.12
<b>Total before options (per passenger)</b>	<b>190.18</b>

Number of passengers	x 1
Total with options	<b>190.18</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$190.18</b>

## Payment Information

**Credit/Debit Card** Government Financial Information Amount paid: **\$190.18**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$190.18 (Air Transp. Charges - per ticket)

Ticket number(s): 0142159589958

## Fare Rules

Departing Flight Vancouver (YVR) To Victoria (YYJ) - Flex

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
  - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read important information and notices regarding Air Canada's general conditions of



Alert me of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.

**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
Security Concern	Victoria, Victoria Int'l (YYJ) Fri 11-Mar 2016 20:00	Vancouver, Vancouver Int'l (YVR) Fri 11-Mar 2016 20:26 - Terminal M	0	0hr26	DH3	Flex, W	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

## Passenger Information

1: Ms Suzanne Anton : Adult (16+), Ticket Number: 0142159607608

Air Canada - Personal Information Meal Preference : None  
Aeroplan :

Payment Card: Government Financial Information Special Needs: None

Seat Selection: Security Concern Personal Security

## Purchase Summary

### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	147.00
Surcharges	12.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	15.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	9.06
Air Travellers Security Charge (ATSC)	7.12
<b>Total before options (per passenger)</b>	<b>190.18</b>
Number of passengers	x 1

Total with options	190.18
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$190.18</b>

## Payment Information

**Credit/Debit Card** Government Financial Information Amount paid: **\$190.18**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$190.18 (Air Transp. Charges - per ticket)

Ticket number(s): 0142159607608

## Fare Rules

### Departing Flight Victoria (YYJ) To Vancouver (YVR) - Flex

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
  - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read important information and notices regarding Air Canada's general conditions of carriage.

Confirmed

Booking #  
Government Financial InformationDate  
Thursday, Mar 17,  
2016Departure  
18:45  
Victoria HarbourArrival  
19:20  
Vancouver HarbourDuration  
35 minutes1 Passengers » Full-  
Fare  
Anton, SuzanneStatus:  
Confirmed

Invoice #56747

QT private fare	1 @	\$220.00
+ GST		\$11.00

**Canadian Dollars** **\$231.00**

Mastercard \$231.00

Government Financial Information



## Booking Statement

Booking #  
Government Financial Information

Invoice #54784

Date  
Thursday, Mar 10,  
2016

QT private fare	1 @	\$220.00
+ GST		\$11.00

Departure  
18:35  
Victoria Harbour

**Canadian Dollars** **\$231.00**

Arrival  
19:10  
Vancouver Harbour

Mastercard \$231.00

Government Financial Information

Duration  
35 minutes

1 Passengers » Peak  
Anton, Suzanne

Status:  
Confirmed



Booking #  
Government Financial Information

Invoice #54785

Date  
Friday, Mar 11, 2016

QT private fare	1 @	\$220.00
+ GST		\$11.00

Departure  
15:00  
Vancouver Harbour

**Canadian Dollars** **\$231.00**

Arrival  
15:35  
Victoria Harbour

Mastercard \$231.00

Government Financial Information

Duration  
35 minutes

1 Passengers » Full-  
Fare  
Anton, Suzanne

Status:

Alert me of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.

Check-in online and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
Security Concern	Vancouver, Vancouver Int'l (YVR) Fri 18-Mar 2016 08:00 - Terminal M	Victoria, Victoria Int'l (YYJ) Fri 18-Mar 2016 08:26	0	0hr26	DH3	Flex, W	
Security Concern	Victoria, Victoria Int'l (YYJ) Fri 18-Mar 2016 16:00	Vancouver, Vancouver Int'l (YVR) Fri 18-Mar 2016 16:26 - Terminal M	0	0hr26	DH3	Flex, M	
Operated by: 1 Air Canada Express - Jazz							

## Passenger Information

1: Ms Suzanne Anton : Adult (16+), Ticket Number: 0142159899693

Air Canada - Personal Information Meal Preference : None  
Aeroplan :

Payment Card: Government Financial Information Special Needs: None

Seat Selection: Security Concern Personal Se Security Concern Personal Security

## Purchase Summary

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	147.00
Return Flight - Flex	327.00



<b>Surcharges</b>	<b>24.00</b>
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	20.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	26.61
Air Travellers Security Charge (ATSC)	14.25
<b>Total before options (per passenger)</b>	<b>558.86</b>
Number of passengers	x 1
<b>Total with options</b>	<b>558.86</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$558.86</b>

## Payment Information

**Credit/Debit Card** Government Financial Information Amount paid: **\$558.86**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$558.86 (Air Transp. Charges - per ticket)

Ticket number(s): 0142159899693

## Fare Rules

**Departing Flight** Vancouver (YVR) To Victoria (YYJ) - Flex

**Return Flight** Victoria (YYJ) To Vancouver (YVR) - Flex

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
  - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket



## Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

**Please bring your itinerary-receipt to the airport.**

Government Financial Information

### Main Contact Information

### Booking reference:

**Name:** Ms Suzanne Anton

**E-mail:** NIKKI.WALKER@GOV.BC.CA

**Form of payment:** Government Financial Information

**Customer Care**  
**Air Canada Reservations**  
1-888-247-2262

**Air Canada Flight Information**  
1-888-422-7533

International Reservations

Alert me of flight changes

Flight notification

### Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
Security Concern	Victoria (YYJ)	Vancouver (YVR)	DH3	Economy (G)	Confirmed
<i>Operated by:</i>	Thu 14-Apr 2016	Thu 14-Apr 2016			
<i>Air Canada Express-Jazz</i>	20:00	20:24 - TERMINAL M -MAIN			

Seat number(s) requested: **Personal Security**

### Passenger Information

**Passenger 1**  
**Name:** Ms Suzanne Anton **Ticket number:** 014 2160 648624

**Frequent Flyer Pgm:** Air Canada Aeroplan **Program number:** Personal Information

### Purchase Summary

**Passenger: 1 Ticket number 014 2160 648624**

**Date of issue**

30-Mar 2016

**Fare Amount in Canadian dollars:**

144.00

*(including navigational & other charges)***Taxes, Fees & Charges**

Combined Taxes \*see fare calculation below (XT)

PD

**Total Fare in :**No Additional  
collection**Options**

Change fee in Canadian dollars

50.00

Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

2.50

Ticket particularities:

AC ONLY/NON-REF/CHGE

FEE-BG:AC

*\*Fare calculation:*

14APR16YYJ AC YVR Q12.00R132.00CAD144.00 END ROE1.00 PD7.12CA

8.31XG15.00SQ

*Canadian tax registration numbers:*

XG Canada Goods and Service Tax (GST) #10009-2287

RC Canada Harmonized Sales Tax (HST) #10009-2287

XQ Quebec Sales Tax (QST) #1000-043-172

**Fare Rules Summary**

- 
- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
  - If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
  - Tickets are non transferable.
  - Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
  - Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).**Baggage Information**

Please see below for details on the bags you plan on checking at the baggage counter.



## Walker, Nikki JAG:EX

**From:** noreply@itinerary.westjet.com on behalf of WestJet Airlines  
<noreply@itinerary.westjet.com>  
**Sent:** Wednesday, March 30, 2016 12:04 PM  
**To:** Walker, Nikki JAG:EX  
**Subject:** Reservation Confirmation



WestJet  
22 Aerial Place N.E.  
Calgary, Alberta,  
Canada  
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.  
**Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.**  
This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

### Booking Confirmation

Government Financial Information  
Your reservation code is:

Main contact: Mrs Suzanne Anton  
E-mail: Nikki.Walker@gov.bc.ca  
Phone Number: 2503561866

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)  
Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft.  
If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

### Guest

Mrs. Suzanne Anton	<b>Flight</b>	<b>Vancouver (YVR)-Victoria (YYJ)</b>
	WestJet FF	<b>Personal Information</b>
	Ticket Number	TN8382115039156
	Seat	YVR-YYJ: *

### Air Itinerary Details

Security Concern	<b>Vancouver, CA</b>	<b>Victoria, CA</b>	Fare type: Econo
Operated by WESTJET	Sun 10 Apr, 2016 10:00 PM	Sun 10 Apr, 2016 10:32 PM	Non-stop
ENCORE			

### Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 115.00	CAD 12.00	CAD 19.08	CAD 146.08	x 1	CAD 146.08
						<b>Total airfare: CAD 146.08</b>

### Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 6.96
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 5.00
		<b>Total taxes: CAD 19.08</b>

### Fare family benefits

#### YVR-YYJ: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD<sup>1</sup>
- Second checked bag fee of \$35-41.30 CAD<sup>1</sup>

<sup>1</sup> Not applicable on flights operated by our airline partners

## Total

Charged to **MASTERCARD** Government Financial Information

CAD 146.08

## WestJet offers

### Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

## Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#) ; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
  - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
  - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
  - [Seat selection](#) (How it works, changing your seat and more)
  - [Inflight services](#) (Buy on board, [up! magazine](#) and more)
  - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

[Important Legal Notice](#)

[Terms and Conditions](#)

## Contact Information

If you have questions about your reservation, call WestJet at 1-888-937-8538 (1-888-WESTJET) and have the itinerary number ready. Thank you for choosing WestJet.





## Control No.

E124272

<b>Name</b> Anton, Suzanne	<b>Employee ID</b> Personal Information	<b>Phone Number</b> (250) 387-1866
<b>Client Organization</b> Justice ✓	<b>Job Title</b> Minister of Justice and Attorney Ge	<b>Travel Group Code</b> 4

5. Date Completed 2016/04/22	6. Fiscal Year 2016	7. Special Cheque Issue	8. Cheque Stub Information
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Type of Travel In Province	14. Reason for Travel Ministerial Business	Headquarters Vancouver ✓
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**12. Mailing Address for Cheque**  
PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging		20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Costs	Cost		Costs	Cost	Describe	
2016	Van - Vic	(AC) 1900	2359		0.00	P Card	21.00 ✓	14.50	ECA	149.83			
03/06	Vic	0001	2359		0.00			27.00		149.83			
03/07	Vic	0001	2359		0.00			27.00		149.83			
03/08	Vic	0001	2359		0.00			27.00		149.83			
03/09	Vic	0001	2359		0.00			27.00		149.83			
03/10	Vic - Van	(HJ) 0001	2100		0.00	P	22.80 ✓	48.50					
03/11	Vic - Van Rtn <del>Van - Vic</del>	↓ 1400	2100		0.00	Card	78.15 ✓						

TOTALS OF COLUMNS	36. \$ 0.00	37. ✓ \$ 121.95	38. ✓ \$ 144.00	39. ✓ \$ 599.32	40. \$ 0.00	Claim Total \$ 865.27
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48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
✓ 105	15002	10005	5702	1500000	Personal Information ✓	\$ 0.00
105	15002	10005	5750	15MTCCA		\$ 144.00
105	15002	10005	5750	15MTVNC		\$ 121.95
105	15002	10005	5701	15MTCCA		\$ 599.32

Less Travel Advance	105	
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	AMOUNT DUE TO EMPLOYEE	54. \$ 865.27
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<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>
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<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>
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57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed
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## Notes for Travel Voucher (Restricted Use) E124272 for Anton, Suzanne

2 note(s) returned.

Created On	Author	Note
2016/04/22 11:30:22	Walker, Nikki (IDIR\NIWALKER) Nikki.Walker@gov.bc.ca	03/06-Taxi home to YVR (\$21). AC flight YVR to Vic (on AC Pcard). Hotel @Security Concern (\$149.83) 03/07- Victoria. Hotel @Security Concern, (\$149.83) 03/08-Victoria. Hotel @Security Concern (\$149.83) 03/09-Victoria. Hotel @ (\$149.83) 03/10-Helijet Vic - Van (on AC PCard) 03/11- Helijet Van - Vic (on Ac Pcard) Taxi YYJ to Vic (\$58.15) AC flight Vic - Van (on AC PCard) Parking @ airport (\$20) 03/10-Taxi home (\$22.80)
2016/04/28 11:15:38	Walker, Nikki (IDIR\NIWALKER) Nikki.Walker@gov.bc.ca	

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# Security Concern

Room : Security Concern  
Folio # : Government Financial Information  
Cashier # : 2191  
Page # : 1 of 2

Ms Suzanne Anton ✓  
Min of Just  
Victoria  
V8W 9E2 Unknown

Arrival : 03/06/16  
Departure : 03/10/16  
Personal Information

Date	Description	Additional Information	Charges	Credits
03/06/16 ✓	Room Charge-Provincial Gov		129.00	
03/06/16	Hotel Room Tax		14.32	
03/06/16	Room GST		6.51	
03/07/16 ✓	Room Charge-Provincial Gov		129.00	
03/07/16	Hotel Room Tax		14.32	
03/07/16	Room GST		6.51	
03/08/16 ✓	Room Charge-Provincial Gov		129.00	
03/08/16	Hotel Room Tax		14.32	
03/08/16	Room GST		6.51	
03/09/16 ✓	Room Charge-Provincial Gov		129.00	
03/09/16	Hotel Room Tax		14.32	
03/09/16	Room GST		6.51	
03/10/16	Visa	Government Financial Information		599.32

149.83  
x  
4  
nights.

1-31-2016  
COMPLAINTS UNIT

Security Concern

Security Concern



Security Concern

Room : Security Concern  
Folio # : Government Financial Informat  
Cashier # : 2191  
Page # : 2 of 2

Ms Suzanne Anton  
Min of Just  
Victoria  
V8W 9E2 Unknown

Arrival : 03/06/16  
Departure : 03/10/16  
Personal Information

Date	Description	Additional Information	Charges	Credits
Total			599.32	599.32
Balance Due			0.00	

GST Summary

Room :	26.04
F&B :	0.00
Other :	0.00
Total :	26.04

Security Concern

Security Concern

BLACKTOP & CASH  
CABS#96  
777 PACIFIC ST  
VANCOUVER BC

Government Financial Information

CARD TYPE VISA  
DATE 2016/03/06  
TIME 4195 19:01:02  
CLOCK ID 2  
RECEIPT NUMBER  
CBS010892-001-255-003-0

PURCHASE  
AMOUNT  
TIP  
TOTAL

\$21.00

Personal Information

Personal Information

VISA  
A0000000031010  
F9176D7A713133FE  
0080008000-E800  
7441A01D066E9ADB  
0080008000-F800

APPROVED

AUTH# 030570 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

BLUEBIRD CABS LTD.  
CAB 193  
2612 QUADRA ST. 2ND FLOOR  
VICTORIA, BC V8T 4E4  
250-382-2222

TERM ID: CL342463

BATCH#: 006  
SHIFT#: 001

Sale

INV#: 000000003

VISA

Chip

SEQ#: 305001001003

Application Label: VISA  
AID: A0000000031010  
TVR: 00 80 00 80 00  
TSL: F8 00  
Government Financial Information

Amount: \$  
Tip: \$

\$21.00  
Personal Information

Total: CAD\$

APPROVED 045722  
001-00

11-Mar-16

19:21:53

CUSTOMER COPY  
UTIMOSTATE PRINT E

YELLOW CAB CO LTD  
1441 CLARK DR V5L3K9  
VANCOUVER BC  
21158659

PURCHASE

03-10-2016 21:43:38  
Government Financial Information C  
Exp Date ' / ' Card Type VI  
Name: SUZANNE ANTON  
A0000000031010 VISA

Trace # 470007

M21158659057

Inv # 5

# 001063

RRN 001829007

Purchase

Tip

Total

\$22.80  
Personal Information

( 00 ) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

Vancouver Airport

WWW.YVR.CA

Parking@YVR.CA

604-276-7739

Economy Parking Lot

205-EPL Exit 1

from: 03/11/16 13:43:00

to: 03/11/16 21:04:49

Epan: 0299515701501109607149380000

Entry Unit: 109

Pay amount: 20.00

Parking Sales Tax 3.31

GST+ 0.95

Tax-No.: 264504522801211

USt-Id No.: DE811280171

CALE SYSTEMS INC

TYPE: PURCHASE

AUCT: VISA

\$ 20.00

Government Financial Information

WORD NUMBER:

DATE/TIME: 11/03/2016 09:05:10 AM

REFERENCE #: 662511870010200050

AUTH #: 053351

VISA

A0000000031010

0080008000F800

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

-- IMPORTANT --

Retain this copy for your records

CUSTOMER COPY

Personal Information



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E124320

**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> Anton, Suzanne		<b>Employee ID</b> Personal Information		<b>Phone Number</b> (250) 387-1866	
<b>Client Organization</b> Justice		<b>Job Title</b> Minister of Justice and Attorney Ge		<b>Travel Group Code</b> 4	
<b>5. Date Completed</b> 2016/04/28		<b>6. Fiscal Year</b> 2016		<b>7. Special Cheque Issue</b>	
<b>8. Cheque Stub Information</b>		<b>14. Reason for Travel</b> Ministerial Business		<b>Headquarters</b> Vancouver	
<b>12. Mailing Address for Cheque</b> PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>		<b>18. Personal Vehicle Use</b>	<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
2016					
03/14	Van - Vic	1000	2359	61	31.72
03/15	Victoria	0001	2359		0.00
03/16	Victoria	0001	2359		0.00
03/17	Vic - Van	0001	1900		0.00
03/18	Vic - Van Rtn	0700	1630		0.00
					25.70
					48.50
					27.00
					61.00
					27.00
					27.00
					39.60
					National Car Rental
<b>TOTALS OF COLUMNS</b>			<b>36.</b>	<b>37.</b>	<b>38.</b>
			\$ 31.72	\$ 92.15	\$ 190.50
					\$ 449.49
					\$ 39.60
			<b>Claim Total</b>		
			\$ 803.46		
<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>
105	15002	10005	5702	1500000	Personal Information
105	15002	10005	5750	15MTCCA	
105	15002	10005	5750	15MTVNC	
105	15002	10005	5702	15MTCCA	
<b>Less Travel Advance</b>					<b>54.</b>
105					\$ 803.46
<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>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					<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) E124320 for Anton, Suzanne

1 note(s) returned.

Created On	Author	Note
2016/04/28 12:58:14	Walker, Nikki (IDIRNIWALKER) Nikki.Walker@gov.bc.ca	03/14-Drive home to Tsawwassen (30km) Ferry Tsw to Swartz (\$66.45) Drive Swartz to Leg (31km) Hotel @ Security Concern (\$149.83) 03/15-Victoria. Hotel @ Security Concern (\$149.83) 03/16-Victoria. Hotel @ (\$149.83) 03/17-Helijet flight Vic - Van (on AC Pcard) Taxi home (\$25.70) 03/18-AC flight Van to Vic for meetings (on AC Pcard) Rental Car (\$39.60) AC Flight Vic to Van (on AC PCard)

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# PURCHASE



2016/03/14  
Tsawwassen  
To  
Swartz Bay  
AUTH ONLY

20'	Undersize Vehi	55.40
1	Adult	11.80
	Fuel Rebate	0.75
Total		66.45
MasterCard		66.45
Government Financial Information		
005/01-66223133		
0018961210		
Approved: 889874		
CHANGE DUE		0.00

**LANE 39**

TSA 14 Mar 2016 10:30



1007114 841603

SEE REVERSE OF TICKET

## Cash Receipt

For prompt, safe and courteous service call...

**Black Top  
& Checker Cabs**

**604-681-3201 or 604-731-1111**

777 Pacific Street  
Vancouver, BC V6Z 2R7  
www.btccab.ca

Date March 18 20 16

\$ 25.70

From.....

To.....

Driver..... Cab No. 236

Thank You

GST/HST # 100436724

Home-TSW = 30km  
Swartz - Leg = 31km.

61 Kms.

14-2-2016



RA # 169571434

Bill Ref#

Government Financial Information

Renter Name SUZANNE ANTON

PROVINCIAL GOVERNMENT OF BC  
Contract ID

## Personal Information

18-MAR-2016 09:20 AM

Phone

Personal Information

Charges

No

Unit

Price/Unit

Amount

18-MAR-2016 03:25 PM

TIME & DISTANCE

1

Days

33.95

33.95 \*

UNLIMITED MILES/KM - TIME & DIST

M/Kms

0.00 \*

CONCESSION RECOUP FEE 13.44PCT

29.93

0.00 \*

PVRT BC 1.50/DAY

1

Days

1.50

1.50 \*

VEH LIC FEE RECOVERY 1.50/DAY

1

Days

0.00 \*

CA PST B C @7.000 %

33.95

2.38 \*

CA GOODS/SCV TAX B C @5.000 %

35.45

1.77 \*

3ST/HST R122251432

Rental Location

VICTORIA ARPT

1640 ELECTRA BLVD SUITE 134

VICTORIA

BC

V8L5V4

Return Location

VICTORIA ARPT

Vehicle # YYJC8658

Model MAZDA3

Class Driven ICAR

Class Charge ICAR

License# 588XPR

State/Province BRITISH COLUMBIA

M/Kms Driven 0

M/Kms Out 47171

M/Kms In 47171

Rate Info

Messages

\* Taxable Items

Subject to Audit

Total Charges

CAD 39.60

Payments

Master Card

Government Financial Information

AUTH: 122236 18-MAR-2016 39.60

Master Card

3245

AUTH: 122244 18-MAR-2016 200.00

Payment

-39.60

Customer Service Number 1-800-468-3334

Amount Due

CAD 0.00

# Security Concern

Room :  
Folio # :  
Cashier # : 602  
Page # : 1 of 1

Security Concern

Government Financial Information

Ms Suzanne Anton ✓  
Min of Just  
Victoria  
V8W 9E2 Unknown

Arrival : 03/14/16  
Departure : 03/17/16  
Personal Information

Date	Description	Additional Information	Charges	Credits
03/14/16	✓ Room Charge-Provincial Gov		129.00	
03/14/16	Hotel Room Tax		14.32	
03/14/16	Room GST		6.51	
03/15/16	Personal Information			
03/15/16	✓ Room Charge-Provincial Gov		129.00	
03/15/16	Hotel Room Tax		14.32	
03/15/16	Room GST		6.51	
03/16/16	Personal Information			
03/16/16	✓ Room Charge-Provincial Gov		129.00	
03/16/16	Hotel Room Tax		14.32	
03/16/16	Room GST		6.51	
03/17/16	Visa	Government Financial Information		Personal Information
Total				
Balance Due				0.00

149.83  
X  
3  
nights

## GST Summary

Room : 19.53  
Personal Information



# Security Concern

# Security Concern





Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E124321

**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> Anton, Suzanne	<b>Employee ID</b> Personal Information	<b>Phone Number</b> (250) 387-1866
<b>Client Organization</b> Justice	<b>Job Title</b> Minister of Justice and Attorney Ge	<b>Travel Group Code</b> 4

<b>5. Date Completed</b> 2016/04/28	<b>6. Fiscal Year</b> 2016	<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	<b>Headquarters</b> Vancouver
--------------------------------------	--	----------------------------------

**12. Mailing Address for Cheque**  
PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2

16.	17.			18.		19.		20. & 21.		22.		20. & 21.	
Travel Dates	Places Travelled			Personal Vehicle Use		Other Transport Costs		Meals		Lodging Costs		Miscellaneous	
2016	Destination	Start	End	Km	Cost				Cost			Cost	Describe
03/22	Van	1500	1800		0.00		27.00	✓					
03/31	Van	1000	1830		0.00		23.00	✓					
03/18	Winnipeg	0001	0002		0.00						305.08	0.00	Ref TVE 132958 ✓
2/24 + 25													123958 ✓ Not Prev. PD

<b>TOTALS OF COLUMNS</b>	<b>36.</b> \$ 0.00	<b>37.</b> \$ 50.00	<b>38.</b> \$ 0.00	<b>39.</b> \$ 305.08	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 355.08
--------------------------	-----------------------	------------------------	-----------------------	-------------------------	-----------------------	---------------------------------

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
105	15002	10005	5702	1500000	Personal Information	\$ 50.00
105	15002	10005	5705	1500000		\$ 305.08
105						
105						

**Less Travel Advance**  
105

AMOUNT DUE TO EMPLOYEE

**54.**  
\$ 355.08

**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

*J. May 10/16*



## Notes for Travel Voucher (Restricted Use) E124321 for Anton, Suzanne

2 note(s) returned.

Created On	Author	Note
2016/04/28 13:48:15	Walker, Nikki	03/22-Meetings in Van. Parking (\$27) ✓
	(IDIR\NIWALKER)	03/31-Meetings in Van. Parking (\$23) ✓
2016/04/28 15:31:32	Nikki.Walker@gov.bc.ca	
	Walker, Nikki	Winnipeg Hotel TV E123958 (\$305.08) ✓
	(IDIR\NIWALKER)	
	Nikki.Walker@gov.bc.ca	

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# ExpressParc Parking Receipt

EASYPARK  
PACIFIC CENTRE  
HOWE STREET EXIT

050311

TRANS	IN TIME	OUT TIME	FEE	CC#
2825	03/22 14:43	03/22 16:08	\$12.00	

Government Financial Information

03/22

\$12

Station : Booth 4-10  
Cashier : 143  
Trans# : 76800  
Ticket : 879471849  
Time in : 22/03/2016 4:10:00 PM  
Time out : 22/03/2016 6:04:45 PM  
Duration : 01:54:45  
Plate :

Rate 1 : \$ 15.00  
Total : \$ 15.00  
CREDIT : \$ 15.00  
C/C# : Government Financial Information  
Type : Swiped  
Type : VISA

Purchase 16/03/22 18:04:39  
Auth# : 031176  
Sequence : 218827

# ExpressParc Parking Receipt

050505

TRANS	IN TIME	OUT TIME	FEE	CC#
4426	03/31 13:26	03/31 17:16	\$23.00	

Government Financial Information

03/31

\$23

GST#101476547

Cardholder Copy



# Security Concern

Page: 1 of 1

TV E123958.

Suzanne Anton  
Personal Information

Room:  
Folio:  
Cashier: 14  
Arrival: 03-18-16  
Departure: 03-18-16  
Reference:

Security Concern

Government Financial Information

Group: 2nd Roundtable

Date	Description	Additional Information	Charges	Credits
02-24-16	Room Charge	Routed From Anton Suzanne Of Room Security Concern	129.00	
02-24-16	Accommodation Tax	Routed From Anton Suzanne Of Room Security Concern	6.45	
02-24-16	Rooms - Federal Tax - GST	Routed From Anton Suzanne Of Room Security Concern	6.77	
02-24-16	Rooms - Provincial Tax - PST	Routed From Anton Suzanne Of Room Security Concern	10.32	
	Sub Total		152.54	0.00
02-25-16	Room Charge	Routed From Anton Suzanne Of Room Security Concern	129.00	
02-25-16	Accommodation Tax	Routed From Anton Suzanne Of Room Security Concern	6.45	
02-25-16	Rooms - Federal Tax - GST	Routed From Anton Suzanne Of Room Security Concern	6.77	
02-25-16	Rooms - Provincial Tax - PST	Routed From Anton Suzanne Of Room Security Concern	10.32	
	Sub Total		152.54	0.00
03-18-16	Visa	Government Financial Information XX/XX		305.08
	Sub Total		0.00	305.08

GST Summary	
Business Information	
Room	13.54
F&B	0.00
Other	12.90
<b>Total</b>	<b>26.44</b>

PST Summary	
Room	
Room	20.64
F&B	
Other	
<b>Total</b>	<b>0.00</b>

Total	305.08	305.08
Balance Due	0.00	CDN

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.





## Control No.

E124322

<b>Name</b> Anton, Suzanne	<b>Employee ID</b> Personal Information	<b>Phone Number</b> (250) 387-1866
<b>Client Organization</b> Justice	<b>Job Title</b> Minister of Justice and Attorney Ge	<b>Travel Group Code</b> 4

5. Date Completed 2016/04/28	6. Fiscal Year 2017	7. Special Cheque Issue	8. Cheque Stub Information
---------------------------------	------------------------	-------------------------	----------------------------

2016/04/26	2017		
Type of Travel In Province	14. Reason for Travel Ministerial Business		Headquarters Vancouver

**12. Mailing Address for Cheque**  
PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Cost		Cost	Describe
2016										
04/04	Van - Vic (H43)	1200	2359		0.00		27.00	149.83		
04/05	Vic	0001	2359		0.00		27.00	149.83		
04/06	Vic	0001	2359		0.00		48.50	149.83		
04/07	Vic - Van (H43)	0001	1900		0.00		39.50			
04/09	Van, Whistler (H43)	1000	1630	264	139.92	10.50				
04/01	Van	0730	0930		0.00	16.00				

TOTALS OF COLUMNS	36. ✓ \$ 139.92	37. ✓ \$ 26.50	38. ✓ \$ 142.00	39. ✓ \$ 449.49	40. \$ 0.00	Claim Total \$ 757.91
-------------------	--------------------	-------------------	--------------------	--------------------	----------------	--------------------------

48.	49.	50.	51.	52.	45.
Client Code	Resp.	Service Line	STOB	Project	Supplier Code Personal Information
105	15002	10005	5702	1500000	Amount
105	15002	10005	5750	15MTCCA	\$ 139.92
105	15002	10005	5750	15MTVNC	\$ 142.00
105	15002	10005	5701	15MTCCA	\$ 26.50
					\$ 449.49

	105	10002	10009	9767	81	TOWN OF		\$ 110.10
Less Travel Advance	105							

AMOUNT DUE TO EMPLOYEE

<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) E124322 for Anton, Suzanne

1 note(s) returned.

Created On	Author	Note
2016/04/28 14:35:50	Walker, Nikki (IDIR\NIWALKER) Nikki.Walker@gov.bc.ca	04/01-Meeting in Van. Parking (\$16) 04/04-Harbour Air Van to Vic (on AC Pcard) Hotel @ Security Concern \$149.83 04/05-Victoria. Hotel @ Security Concern \$149.83 04/06-Victoria. Hotel @ \$149.83 04/07-Taxi Leg to Heli (\$6.65) Heli Vic to Van (on AC PCard) Taxi dt to home (\$23.90) 04/09-Drive home to Whistler (132km) Parking at event (\$10.50). Drive Whistler to home (132km)

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Security Concern

Security Concern

Room :  
Folio # :  
Cashier # : 2224  
Page # : 1 of 1

Ms Suzanne Anton ✓  
Min of Just  
Victoria  
V8W 9E2 Unknown

Arrival : 04/04/16  
Departure : 04/07/16  
Personal Information

Date	Description	Additional Information	Charges	Credits
04/04/16 ✓	Room Charge-Provincial Gov		129.00	
04/04/16	Hotel Room Tax		14.32	
04/04/16	Room GST		6.51	
04/05/16	Personal Information			
04/05/16 ✓	Room Charge-Provincial Gov		129.00	
04/05/16	Hotel Room Tax		14.32	
04/05/16	Room GST		6.51	
04/06/16	Personal Information			
04/06/16 ✓	Room Charge-Provincial Gov		129.00	
04/06/16	Hotel Room Tax		14.32	
04/06/16	Room GST		6.51	
04/07/16	Visa			

149.83  
x  
3  
nights

Personal Information

Total	Personal Information
Balance Due ✓	0.00

GST Summary  
Room : 19.53  
F&B : Personal Information  
Other :  
Total :

Security Concern

Security Concern



# ExpressParc Parking Receipt

TRANS IN TIME OUT TIME FEE CC#

04/01

\$16

## Cash Receipt

For prompt, safe and courteous service call...

## Black Top & Checker Cabs

604-681-3201 or 604-731-1111

777 Pacific Street  
Vancouver, BC V6Z 2R7  
www.btccab.ca

Date APR 7 20 16

\$ 23.90

## Security Concern

From..

To..

Driver..

Cab No..

Thank You  
GST/HST # 100436724

04/04

Leg - AIP = Heli

**Yellow Cab**  
of Victoria

250-381-2222 250-381-2242

Download Yellowcab taxi APP from App Store

Date: 04/04/16 Amount: 6.65

Driver: 122 Car #: 22

From: AIP To: Home



## Security Concern

Rcpt# 40

04/09/16 14:37 L# 2 A# 1 Txn# 645

04/09/16 12:58 In 04/09/16 14:37 Out

Itt# 127345

Visa \$ 10.50

Government Financial Information

Approval No. 1053583

Reference No. : 0000000011

THANK YOU

Home - Whistler = 132km  
= 264

RECEIVED  
APR - 2 2016



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E124325

**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> Anton, Suzanne		<b>Employee ID</b> Personal Information		<b>Phone Number</b> (250) 387-1866	
<b>Client Organization</b> Justice		<b>Job Title</b> Minister of Justice and Attorney Ge		<b>Travel Group Code</b> 4	
<b>5. Date Completed</b> 2016/04/28		<b>6. Fiscal Year</b> 2017		<b>7. Special Cheque Issue</b>	
<b>8. Cheque Stub Information</b>		<b>14. Reason for Travel</b> Ministerial Business		<b>Headquarters</b> Vancouver	
<b>12. Mailing Address for Cheque</b> PO Box 9044 Stn Prov Govt Victoria, BC V8W 9E2					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>	<b>19. Other Transport Costs</b>
2016	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
04/10	Van - Vic (LWS)	2100	2359	0.00	54.85
04/11	Vic	0001	2359	0.00	
04/12	Vic	0001	2359	0.00	
04/13	Vic	0001	2359	0.00	
04/14	Vic - Van (AC)	0001	2100	0.00	20.00
				<b>20. &amp; 21. Meals</b>	<b>22. Lodging Costs</b>
				<b>Cost</b>	<b>Cost</b>
				14.50	149.83
				27.00	149.83
				27.00	149.83
				36.00	149.83
				48.50	
				<b>20. &amp; 21. Miscellaneous</b>	
				<b>Cost</b>	<b>Describe</b>
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 0.00	<b>37.</b> \$ 74.85
				<b>38.</b> \$ 153.00	<b>39.</b> \$ 599.32
				<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 827.17
<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
105	15002	10005	5702	1500000	
105	15002	10005	5750	15MTCCA	
105	15002	10005	5750	15MTVNC	
105	15002	10005	5701	15MTCCA	
<b>Less Travel Advance</b>					<b>Amount</b>
105					\$ 0.00
					\$ 153.00
					\$ 74.85
					\$ 599.32
<b>AMOUNT DUE TO EMPLOYEE</b>					<b>54.</b> \$ 827.17
<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) E124325 for Anton, Suzanne

1 note(s) returned.

Created On	Author	Note
2016/04/28 15:08:46	Walker, Nikki (IDIR\NIWALKER) Nikki.Walker@gov.bc.ca	04/10-WJ Flight Van to Vic (on AC PCard) Taxi YYJ to Hotel (\$54.85) Hotel Security Concern (\$149.83) 04/11-Victoria. Hotel Security Concern (\$149.83) 04/12-Victoria. Hotel (\$149.83) 04/13-Victoria. Hotel (\$149.83) 04/14-AC flight Vic to Van (on AC Pcard) Taxi home (\$20)

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# Security Concern

Room : Security Concern  
Folio # :  
Cashier # : 2224  
Page # : 1 of 2

Ms Suzanne Anton  
Min of Just  
Victoria  
V8W 9E2 Unknown

Arrival : 04/10/16  
Departure : 04/14/16  
Personal Information

Date	Description	Additional Information	Charges	Credits
04/10/16	Room Charge-Provincial Gov		129.00	
04/10/16	Hotel Room Tax		14.32	
04/10/16	Room GST		6.51	
04/11/16	Room Charge-Provincial Gov		129.00	
04/11/16	Hotel Room Tax		14.32	
04/11/16	Room GST		6.51	
04/12/16	Room Charge-Provincial Gov		129.00	
04/12/16	Hotel Room Tax		14.32	
04/12/16	Room GST		6.51	
04/13/16	Personal Information			
04/13/16	Room Charge-Provincial Gov		129.00	
04/13/16	Hotel Room Tax		14.32	
04/13/16	Room GST		6.51	
04/14/16	Visa			

149.83  
x 4  
nights

Personal Information

Security Concern  
Security Concern

RECEIVED  
MAY - 2 2016

Security Concern

Room : Security Concern  
Folio # :  
Cashier # : 2224  
Page # : 2 of 2

Ms Suzanne Anton  
Min of Just  
Victoria  
V8W 9E2 Unknown

Arrival : 04/10/16  
Departure : 04/14/16  
Personal Information

Date	Description	Additional Information	Charges	Credits
Total			Personal Information	
Balance Due			0.00	

GST Summary

Room : 26.04  
F&B :  
Other :  
Total :  
Personal Information

Security Concern

# Security Concern

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240036

\*\*\*\* PURCHASE \*\*\*\*  
04-10-2016 23:09:29  
Acct # Government Financial Information  
Exp Date \*\*/\*\* Card Type VI  
Name: SUZANNE ANTON  
A0000000031010 VISA

Operator 136  
Trace # 1410  
Inv. # 136  
Auth # 078273 RRN 001874001

Purchase \$54.85  
Tip  
Total  
Personal Information

( 00 ) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

www.yellowcabvictoria.com  
250-381-2222

## RECEIPT

COQUITLAM TAXI (1977) LTD. ☒

BELAIR TAXI LTD. ☐

PORT COQUITLAM TAXI LTD. ☐

DATE: 14 APR 16 \$ 20.75  
INCLUDING G.S.T.

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

DRIVER #: \_\_\_\_\_ CAB #: 105

TEL: 604-524-1111 OR 604-937-3434

*Thank you for Riding with us.*

# Personal Information

S. Anton  
Scanned

## Booking Statement for Harbour Air Seaplanes

## Booking #

Government Financial Information

Invoice #5028252

Date  
Monday, Apr 4, 2016

Sked 500 : Carbon Offset

1

\$0.50

@

Departure  
12:30  
South Vancouver  
(YVR)Sked 500 : SuperSaver Get Away Web  
Fare

1

\$80.45

@

+ Goods and Services Tax

\$4.05

Arrival  
13:00  
Victoria Harbour**Canadian Dollars****\$85.00** ✓Duration  
30 minutes

Master Card

\$85.00

Government Financial Information

1 Passenger(s) » Get  
Away  
Anton, SuzanneStatus:  
KK- Confirmed



4

# Booking Statement

**Booking #**

Government Financial Information

Invoice #62367

**Date**

Thursday, Apr 7, 2016

FARE-YWH-Full\_Winter

1 @

\$265.71

+ GST

\$13.29

**Departure**

18:30

Victoria Harbour

**Canadian Dollars****\$279.00****Arrival**

19:05

Vancouver Harbour

Mastercard

\$279.00

Government Financial Information

**Duration**

35 minutes

1 Passengers » Full-

Fare

Anton, Suzanne

**Status:**

Confirmed

5711  
15 MTVNC

Alert me of flight status changes directly to my mobile phone or email.  
**Flight Arrivals & Departures** - check online if my flight is on time.  
**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
Security Concern	Vancouver, Vancouver Int'l (YVR) Sun 24-Apr 2016 20:00 - Terminal M	Victoria, Victoria Int'l (YYJ) Sun 24-Apr 2016 20:24	0	0hr24	DH3	Flex, G	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

## Passenger Information

1: Ms Suzanne Anton : Adult (16+), Ticket Number: 0142161285390

Air Canada - Personal Information  
 Aeroplan : Meal Preference : None

Payment Card: Government Financial Information  
 Special Needs: None

Seat Selection: Personal Information, Security Concern

## Purchase Summary

### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	132.00
Surcharges	12.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	5.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	7.81
Air Travellers Security Charge (ATSC)	7.12
Total before options (per passenger)	163.93



Number of passengers	x 1
Total with options	<b>163.93</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$163.93</b>

## Payment Information

**Credit/Debit Card** Government Financial Information Amount paid: **\$163.93**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$163.93 (Air Transp. Charges - per ticket)

Ticket number(s): 0142161285390

## Fare Rules

### Departing Flight Vancouver (YVR) To Victoria (YYJ) - Flex

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
  - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read important information and notices regarding Air Canada's general conditions of



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15 mTUNC

**Alert me** of flight status changes directly to my mobile phone or email.  
**Flight Arrivals & Departures** - check online if my flight is on time.  
**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
Security Concern	Victoria, Victoria Int'l (YYJ) Thu 28-Apr 2016 21:00	Vancouver, Vancouver Int'l (YVR) Thu 28-Apr 2016 21:24 - Terminal M	0	0hr24	DH3	Flex, G	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

## Passenger Information

1: Ms Suzanne Anton : Adult (16+), Ticket Number: 0142161285936

Air Canada - Personal Information Meal Preference : **None**  
 Aeroplan :

Payment Card: Government Financial Information Special Needs: **None**

Seat Selection: Personal Information, Security Concern

## Purchase Summary

Fare Summary	
Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	132.00
Surcharges	12.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	15.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	8.31
Air Travellers Security Charge (ATSC)	7.12
Total before options (per passenger)	174.43



Number of passengers	x 1
Total with options	<b>174.43</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$174.43</b>

## Payment Information

**Credit/Debit Card** Government Financial Information Amount paid: **\$174.43**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$174.43 (Air Transp. Charges - per ticket)

Ticket number(s): 0142161285936

## Fare Rules

### Departing Flight Victoria (YYJ) To Vancouver (YVR) - Flex

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
  - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read important information and notices regarding Air Canada's general conditions of



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15 MTUNG

**Alert me** of flight status changes directly to my mobile phone or email.  
**Flight Arrivals & Departures** - check online if my flight is on time.  
**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
Security Concern	Vancouver, Vancouver Int'l (YVR) Sun 01-May 2016 20:10 - Terminal M	Victoria, Victoria Int'l (YYJ) Sun 01-May 2016 20:34	0	0hr24	DH3	Flex, H	
Operated by: 1 Air Canada Express - Jazz							

## Passenger Information

1: Ms Suzanne Anton : Adult (16+), Ticket Number: 0142161721666

Air Canada - Aeroplan :	Personal Information	Meal Preference :	None
Payment Card:	Government Financial Information	Special Needs:	None
Seat Selection:	Personal Information, Security Concern		

## Purchase Summary

Fare Summary	
Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	191.00
Surcharges	12.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	5.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.76
Air Travellers Security Charge (ATSC)	7.12
Total before options (per passenger)	225.88



Number of passengers	x 1
Total with options	<b>225.88</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$225.88</b>

## Payment Information

### Credit/Debit Card

Government Financial Information

Amount paid: **\$225.88**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$225.88 (Air Transp. Charges - per ticket)

Ticket number(s): 0142161721666

## Fare Rules

### Departing Flight Vancouver (YVR) To Victoria (YYJ) - Flex

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
  - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
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- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

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MTUNC

Alert me of flight status changes directly to my mobile phone or email.  
**Flight Arrivals & Departures** - check online if my flight is on time.  
**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
Security Concern	Vancouver, Vancouver Int'l (YVR) Sun 08-May 2016 20:10 - Terminal M	Victoria, Victoria Int'l (YYJ) Sun 08-May 2016 20:34	0	0hr24	DH3	Flex, G	
Operated by: 1 Air Canada Express - Jazz							

## Passenger Information

1: Ms Suzanne Anton : Adult (16+), Ticket Number: 0142161721875

Air Canada - Aeroplan :	Personal Information	Meal Preference :	None
Payment Card:	Government Financial Information	Special Needs:	None
Seat Selection:	Personal Information, Security Concern		

## Purchase Summary

Fare Summary	
Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	132.00
Surcharges	12.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	5.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	7.81
Air Travellers Security Charge (ATSC)	7.12
Total before options (per passenger)	163.93



Number of passengers	x 1
Total with options	<b>163.93</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$163.93</b>

## Payment Information

**Credit/Debit Card** Government Financial Information Amount paid: **\$163.93**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$163.93 (Air Transp. Charges - per ticket)

Ticket number(s): 0142161721875

## Fare Rules

**Departing Flight** Vancouver (YVR) To Victoria (YYJ) - Flex

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
  - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
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- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

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5712

**Alert me** of flight status changes directly to my mobile phone or email.  
**Flight Arrivals & Departures** - check online if my flight is on time.  
**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
Security Concern	<b>Vancouver, Vancouver Int'l (YVR)</b> Thu 02-Jun 2016 17:40 - Terminal M	<b>Penticton (YYF)</b> Thu 02-Jun 2016 18:33	0	0hr53	DH3	Flex, G	
Security Concern	<b>Penticton (YYF)</b> Sat 04-Jun 2016 06:00	<b>Vancouver, Vancouver Int'l (YVR)</b> Sat 04-Jun 2016 06:53 - Terminal M	0	0hr53	DH3	Flex, G	
Operated by: <sup>1</sup> Air Canada Express - Jazz							

## Passenger Information

1: Ms Suzanne Anton : Adult (16+), Ticket Number: 0142161803918

Air Canada - Aeroplan :	Personal Information	Meal Preference :	None
Payment Card:	Government Financial Information	Special Needs:	None
Seat Selection:	Personal Information, Security Concern		

## Purchase Summary

Fare Summary	
Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	199.00
Return Flight - Flex	189.00



Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	5.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.56
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	<b>452.81</b>
Number of passengers	x 1
Total with options	<b>452.81</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$452.81</b>

### Payment Information

**Credit/Debit Card** Government Financial Information Amount paid: **\$452.81**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$452.81 (Air Transp. Charges - per ticket)

Ticket number(s): 0142161803918

## Fare Rules

Departing Flight Vancouver (YVR) To Penticton (YYF) - Flex

Return Flight Penticton (YYF) To Vancouver (YVR) - Flex

- **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

- **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket