

Minister's Quarterly Travel Expense Summary

Name: Honourable Michelle Stilwell

Quarter: 2016 April to June

Portfolio: Social Development & Social Innovation

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 1,191.09

Other Travel in Province: \$ 2,866.58

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 4,057.67

Travel expenses fiscal year-to-date: \$ 4,057.67



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Travel Voucher (Restricted Use)

Control No.

E124096

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

Name Stilwell, Michelle ✓	Employee ID Personal Information	Phone Number (250) 356-7750
Client Organization Social Development and Social Innovation	Job Title Minister	Travel Group Code 4

5. Date Completed 2016/03/29	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 Meetings	Headquarters Parksville ✓
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12. Mailing Address for Cheque

Rn 243 Parlin Bldg PO Box 9058 Stn Prov Govt

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
2016	Destination	Start	End	Km	Cost		Cost		Cost	Describe
03/22	Parksville-Van (413)	0800	2359	42	21.84	record ↓	34.00 ✓	210.32	71.00 ✓	Taxi's (2)
03/23	Van-Parksville	0800	1500	42	21.84		39.50 ✓			
03/29	Prksvl-Van-Prksv (142) (142) 2000	0800	2000	19	9.88		27.00 ✓			
TOTALS OF COLUMNS					36. ✓ \$ 53.56	37. ✓ \$ 0.00	38. ✓ \$ 100.50	39. ✓ \$ 210.32	40. ✓ \$ 71.00	Claim Total \$ 435.38

48. Client Code 031 031 031 031	49. Resp. 46001	50. Service Line 48000	51. STOB 5702	52. Project 4600000	45. Supplier Code Personal Information	Amount \$ 435.38
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Less Travel Advance
031

AMOUNT DUE TO EMPLOYEE

54. \$ 435.38

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

Dj Apr 1/16

Notes for Travel Voucher (Restricted Use) E124096 for Stilwell, Michelle

2 note(s) returned.

Created On	Author	Note
2016/03/29 14:55:15	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	March22:Parksville-Van, Flew Helijet Paid on AC MC, ONight Security Concern Paid on Pers Visa. March23:Van-Parksville, Flew Helijet Paid on AC MC.
2016/03/30 14:03:43	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Mar29:Parksville-Van-Parksville, Flew KD Aid return Paid on AA MC, Taxi Paid on Pers Visa.

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Security Concern

Room : Security Concern
Folio # : Government Financial Information
Invoice # :
Cashier # : 264
Page # : 1 of 1

Minister Michelle Stilwell
Personal Information

Arrival : 03-22-16
Departure : 03-23-16
Personal Information

Date	Description	Additional Information	Charges	Credits
03-22-16	Room Charge		179.00 /	
03-22-16	Destination Marketing Fee		2.31 /	
03-22-16	Room PST		19.94 //	
03-22-16	Room GST		9.07	
03-23-16	Visa	Government Financial Information XX/XX		210.32
Total			210.32	210.32
Balance Due			0.00	

GST Summary

Room : 9.07
F&B : 0.00
Other : 0.00
Total : 9.07

HST Summary

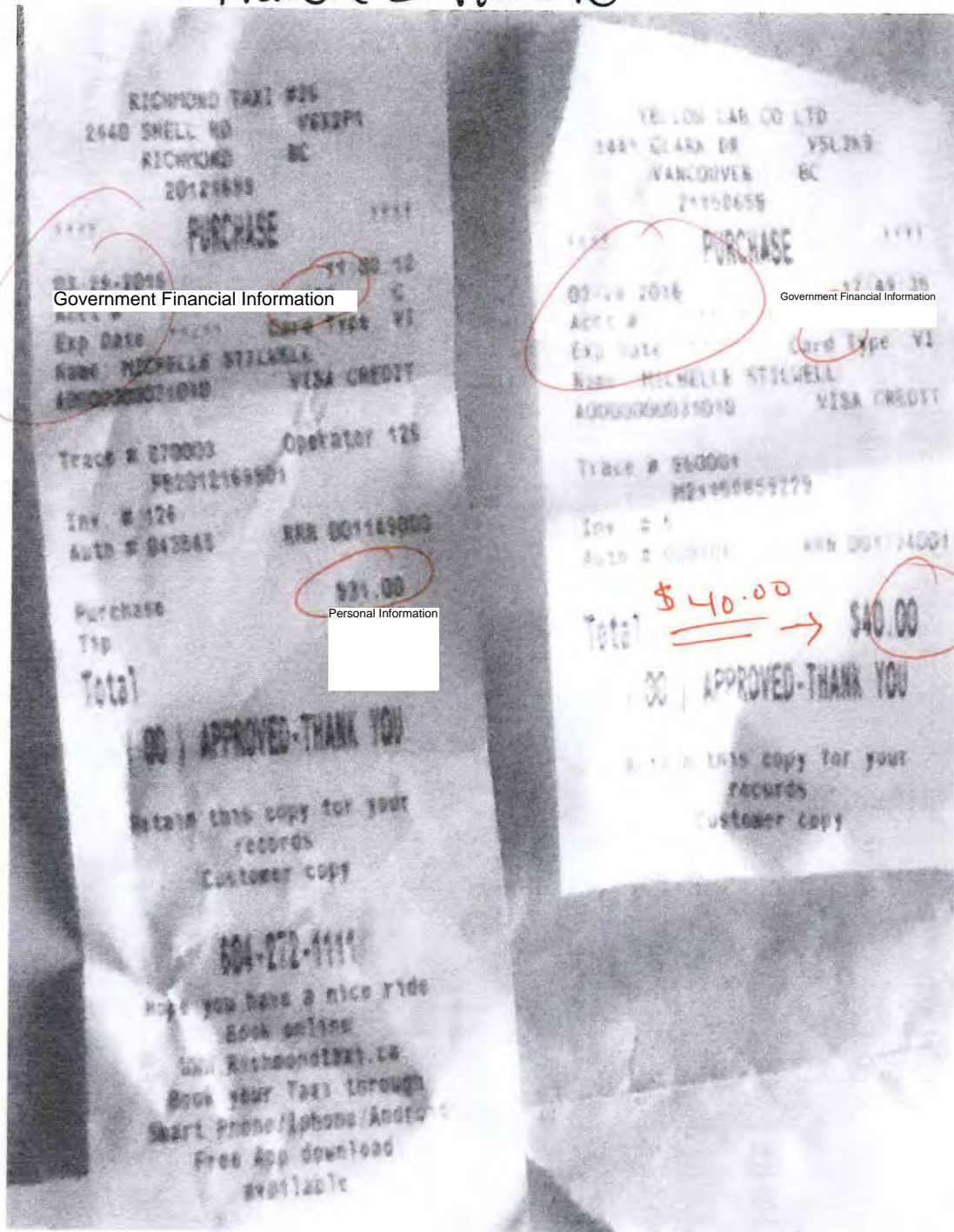
Room : 0.00
F&B : 0.00
Other : 0.00
Total : 0.00

Security Concern



Security Concern

March 29, 2016



Personal Information



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SMARTTEC Travel Confirmation

Traveller: Michelle Stilwell ✓
Prepared By: Valerie McKnight

Purpose of Travel: Meetings TV E124096 ✓

SMARTTEC Confirmation Number: TEC0316000634592

If there is an expense claim associated with this travel then attach this PDF to your iExpenses travel claim. The SMARTTEC PDF report must be saved with the default name assigned by the system before attaching it to your iExpenses claim. Any change to the file name will flag your claim as non-compliant when your Ministry reports on it.

Outbound Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2016/03/22	Helicopter - Other	Nanaimo	Vancouver Harbour	61.0	27.3	HE 906
2016/03/22	Car/Taxi - Gasoline	Parksville	Nanaimo	34.3	8.5	
2016/03/29	Airplane	Qualicum Airport	Vancouver Intl	49.8	7.7	#413

Return Trip

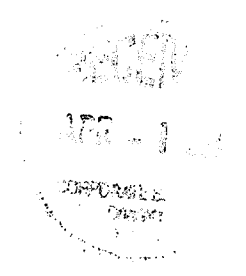
Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2016/03/23	Car/Taxi - Gasoline	Nanaimo	Parksville	34.3	8.5	
2016/03/23	Helicopter - Other	Vancouver Harbour	Nanaimo	61.0	27.3	HE 906
2016/03/29	Airplane	Vancouver Intl	Qualicum Airport	49.8	7.7	#424

Accommodations

Date	Accommodation Provider	Address	Nights	CO2e kg
2016/03/22	Security Concern	Vancouver	1	12.6

Total CO2 Equivalent Emissions: 99.5 kg

The emissions (CO2e) reported above are based on emission factors approved by the Ministry of Environment at the time your travel was finalized. Please note that emission factors are updated periodically and may change your emission records retroactively. These changes would be reflected in SMARTTool.





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Travel Voucher (Restricted Use)

Control No.

E124172

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Name Stilwell, Michelle ✓				Employee ID Personal Information		Phone Number (250) 356-7750	
Client Organization Social Development and Social Innovation				Job Title Minister		Travel Group Code 4	
5. Date Completed 2016/04/08		6. Fiscal Year 2017		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Session				Headquarters Parksville ✓	
12. Mailing Address for Cheque Rm 247 Parlia Bldgs. P.O. Box 9058 STA Brantford.							
16. Travel Dates	17. Places Travelled			18. 0.53 Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Lodging Costs
2016							
04/03	Prksvll-Vic	1500	2359	150	79.50		
04/04	Vic	0800	2359		0.00	✓	
04/05	Vic	0800	2359		0.00		
04/06	Vic	0800	2359		0.00		
04/07	Vic-Prksvll	0800	1900	150	79.50	✓	
TOTALS OF COLUMNS				36. 300 kms	37. \$ 159.00	38. \$ 231.50	39. \$ 0.00
				40. \$ 0.00	Claim Total		
							\$ 390.50
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount	
✓ 031	46001	48000	5702	46 MTC		159.00	\$ 390.50
031	"	"	5750	46 MTC			231.50
031							
031							
Less Travel Advance							
031							
AMOUNT DUE TO EMPLOYEE						54. \$ 390.50	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

Notes for Travel Voucher (Restricted Use) E124172 for Stilwell, Michelle

1 note(s) returned.

Created On	Author	Note
2016/04/08 11:54:41	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	April3:Parksville-Vic, Drove, ONite Private Res Paid on CCA. April4-6: Vic, ONite Private Res Paid on CCA. April7:Vic- Parksville, Drove.

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SMARTTEC Travel Confirmation

Traveller: Michelle Stilwell ✓
Prepared By: Valerie McKnight ✓

Purpose of Travel: Session

SMARTTEC Confirmation Number: TEC0416000636031

If there is an expense claim associated with this travel then attach this PDF to your iExpenses travel claim. The SMARTTEC PDF report must be saved with the default name assigned by the system before attaching it to your iExpenses claim. Any change to the file name will flag your claim as non-compliant when your Ministry reports on it.

Outbound Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2016/04/03	Car/Taxi - Gasoline	Parksville	Victoria	147.1	36.3	

Return Trip

Date	Travel Mode	From	To	Distance	CO2e kg	Flight#
2016/04/07	Car/Taxi - Gasoline	Victoria	Parksville	147.1	36.3	

Accommodations

Date	Accommodation Provider	Address	Nights	CO2e kg
2016/04/03	Private Accommodation	Victoria	4	50.4

Total CO2 Equivalent Emissions: 123.0 kg

The emissions (CO2e) reported above are based on emission factors approved by the Ministry of Environment at the time your travel was finalized. Please note that emission factors are updated periodically and may change your emission records retroactively. These changes would be reflected in SMARTTool.



APR 12 2016

McKnight, Valerie SDSI:EX

①

From: passengerservices@helijet.com
Sent: Monday, April 4, 2016 11:57 AM
To: McKnight, Valerie SDSI:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Government Financial Information

Name

Michelle Stillwell

Booking #60481

Wednesday, March 2, 2016

Security Concern

11:00 Vancouver Harbour

11:35 Victoria Harbour

35 minutes

Confirmed

**1 Passengers - Full-Fare /
Michelle Stillwell**

Add to Calendar

Invoice #53435

FARE-YWH-Full_Winter \$265.71

+ GST \$13.29

Billing \$265.71

Taxes \$13.29

Grand Total \$279.00

Mastercard \$279.00

Date / Time March 2, 2016 @ 10:40:37 AM

Summary Government Financial Information

Expiration Government Financial Information

Authorization 814161

(4)

Booking Statement

Booking #

Government Financial Information

Date
Tuesday, Mar 22, 2016

Departure
11:30
Nanaimo Harbour

Arrival
11:50
Vancouver Harbour

Duration
20 minutes

1 Passengers » Full-
Fare
Stillwell, Michelle

Status:
Confirmed

Invoice #58904

FARE-ZNA-Full_Winter

1 @

\$122.86

+ GST

\$6.14

Canadian Dollars**\$129.00**

Mastercard

\$129.00

Government Financial Information

⑤

Booking Statement

Booking #

Government Financial Information

Date
Wednesday, Mar 23,
2016

Departure
13:30
Vancouver Harbour

Arrival
13:50
Nanaimo Harbour

Duration
20 minutes

1 Passengers » Full-
Fare
Stillwell, Michelle

Status:
Confirmed

Invoice #58905

FARE-ZNA-Full_Winter
+ GST

Canadian Dollars

Mastercard
Government Financial Information

1 @ \$122.86

\$6.14

\$129.00

\$129.00

7

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference:

Government Financial Information

Name: Mrs Michelle Stilwell
E-mail: VALERIE.MCKNIGHT@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	Nanaimo (YCD)	Vancouver (YVR)	DH3	Economy (B)	Confirmed
<i>Operated by:</i>	Mon 13-Jun 2016	Mon 13-Jun 2016			
<i>Air Canada Express-Jazz</i>	11:05	11:29 - TERMINAL M -MAIN			
Seat number(s) requested:	Personal Information				
Security Concern	Vancouver (YVR)	Quesnel (YQZ)	BEH	Economy (B)	Confirmed
<i>Operated by:</i>	Mon 13-Jun 2016	Mon 13-Jun 2016			
<i>Central Mountain Air</i>	14:50 - TERMINAL M -MAIN	16:10			

Passenger Information

Name: Mrs Michelle Stilwell
Passenger: 1
Ticket number: 014 2160 696776

Purchase Summary

Passenger: 1 Ticket number 014 2160 696776

Date of issue

31-Mar 2016

Fare Amount in Canadian dollars:

701.00

(including *navigational & other charges*)

Taxes, Fees & Charges

Canada Security Charge (CA)

7.12

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

35.91

Canada Airport Improvement Fee (SQ)

10.00

Total Fare in Canadian dollars:

754.03

Ticket particularities:

AC ONLY -BG:AC

*Fare calculation:

13JUN16YCD AC X/YVR AC YQZ Q12.00R689.00CAD701.00 END ROE1.00

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.

McKnight, Valerie SDSI:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: Thursday, March 31, 2016 4:33 PM
To: McKnight, Valerie SDSI:EX
Subject: Valeria is sending you the itinerary for your next trip from Nanaimo to Quesnel.

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

Booking cancellation.

You have successfully cancelled your flight reservation. Visit aircanada.com again for more great travel deals.

From: Valeria

- When you cancel a ticket within 24 hours of booking, either your ticket is refunded or the payment transaction is cancelled.
- If the ticket is refunded, you will be advised via email; if the payment is cancelled, no email is sent.
- If you have cancelled an upgraded reservation, you must call Air Canada Reservations at 1-800-247-2262 to request your refund.

Booking Information

Booking Reference:

Government Financial Information

Main Contact:

Mrs Michelle Stilwell
valerie.mcknight@gov.bc.com
Mobile: 1-250-3871423

Passenger Information

Passenger 1: Adult

Name: Mrs MICHELLE Stilwell
Ticket number: 0142160696776

Keene, Jeff SDSI:EX

From: bookings@book-kdair.com
Sent: Monday, April 4, 2016 11:32 AM
To: Keene, Jeff SDSI:EX
Subject: KD Air Flight Confirmation INV#30025070

Hello,

Thank you for booking with KD Air.

The following passenger is booked on the following flights:

Passenger Name	Flight	Date	Departure	Arrival
Michelle Stilwell	Security Conce	2016/03/29	10:00am Qualicum Beach	10:30am Vancouver South
Michelle Stilwell		2016/03/29	06:20pm Vancouver South	06:50pm Qualicum Beach

Total price \$225.00, including taxes and airport fees.

[Click Here to view your online invoice](#)

Notes: We require 24-hour notice for all cancellations. All special fares are non-refundable. Tickets do not expire. Minimum check-in time is 30 minutes prior to departure. Free baggage allowance of 40 pounds per passenger (excluding infants). Excess baggage fees of one dollar per pound are applicable.

Thanks again for booking with KD Air and enjoy your flight!

****Service to and from Port Alberni is provided by ground transportation via Qualicum Beach.**

Port Alberni Pick-up / Drop-off Locations:

- The Barclay Best Western Hotel (4277 Stamp Avenue)
- The Hospitality Inn (3835 Redford Street)
- The Timberlodge Motel (2404 Timberlane Road)

54170212015



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Travel Voucher (Restricted Use)

Control No.

E124217

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Name Stilwell, Michelle				Employee ID Personal Information		Phone Number (250) 356-7750	
Client Organization Social Development and Social Innovation				Job Title Minister		Travel Group Code 4	
5. Date Completed 2016/04/15		6. Fiscal Year 2017		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Session				Headquarters Parksville ✓	
12. Mailing Address for Cheque PO Box 9059 Stn. Prov Govt, Victoria, B.C.							
16. Travel Dates 2016 04/10 04/11 04/12 04/13 04/14	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Cost
	Parksville-Vic	1500	2359	150	79.50		21.50
	Vic	0800	2359		0.00		48.50
	Vic	0800	2359		0.00		61.00
	Vic	0800	2359		0.00		48.50
Vic-Parksville	0800	2000	150	79.50		61.00	
							22. Lodging Costs
							20. & 21. Miscellaneous
							Cost
							Describe
TOTALS OF COLUMNS				36.	37.	38.	39.
(300Kas) \$ 159.00				\$ 0.00	\$ 240.50	\$ 0.00	40. Claim Total
							\$ 399.50
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		
031	46001	48000	5702	46400 NC	Personal Information		
031	"	"	5750	46400 CA	159.00		
031					Amount		
031					240.50		
Less Travel Advance							
031							
AMOUNT DUE TO EMPLOYEE							54.
							\$ 399.50
45. Employee Signature (See Audit Trail)				Print Name		Date Signed	
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.							
56. Spending Authority Signature (See Audit Trail)				Print Name		Date Signed	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.							
57. Payment Authority Signature (See Audit Trail)				Print Name		Date Signed	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.							

Dj May 5/16

Notes for Travel Voucher (Restricted Use) E124217 for Stilwell, Michelle

1 note(s) returned.

Created On	Author	Note
2016/04/19 14:32:43	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	April10:Parksville-Vic, Drove, Overnight Private Residence Paid on CCA. April11-13: Vic, Overnight Private Residence Paid on CCA. April14:Vic-Parksville, drove.

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Travel Voucher (Restricted Use)

Control No.

E124337

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Name Stilwell, Michelle				Employee ID Personal Information		Phone Number (250) 356-7750				
Client Organization Social Development and Social Innovation				Job Title Minister		Travel Group Code 4				
5. Date Completed 2016/04/29		6. Fiscal Year 2017		7. Special Cheque Issue		8. Cheque Stub Information				
Type of Travel In Province		14. Reason for Travel Session				Headquarters Parksville ✓				
12. Mailing Address for Cheque PO Box 9058 Stn Prov Govt, Victoria, BC										
16. Travel Dates 2016 04/24 04/25 04/26 04/27 04/28	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals Cost 21.50 61.00 61.00 61.00 61.00	22. Lodging Costs Cost 21.50 61.00 61.00 61.00 61.00	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost				Cost	Describe
	Parksville-Vic	1400	2359	150	79.50					
	Vic	0800	2359	11	5.83					
	Vic	0800	2359		0.00					
	Vic	0800	2359		0.00					
Vic-Parksville	0800	2000	150	79.50						
TOTALS OF COLUMNS (311KAS)				36. \$ 164.83	37. \$ 0.00	38. \$ 265.50	39. \$ 0.00	40. \$ 0.00	Claim Total \$ 430.33	
48. Client Code ✓ 031 031 031 031	49. Resp. 46001	50. Service Line 48000	51. STOB 5702 5750	52. Project 46 MTRNC 46 MTRCA	45. Supplier Code Personal Information	Amount 164.83 \$ 430.33 265.50				
Less Travel Advance 031										
								54. AMOUNT DUE TO EMPLOYEE \$ 430.33		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed				
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed				
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed				

Notes for Travel Voucher (Restricted Use) E124337 for Stilwell, Michelle

1 note(s) returned.

Created On	Author	Note
2016/04/29 16:05:58	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	April24:Parksville-Vic, Drove, Overnight Private residence Paid on CCA. April24- 27:Vic, Overnight Private Residence Paid On CCA. April18:Vic-Parksville, Drove.

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Travel Voucher (Restricted Use)

E124370

Name	Employee ID	Phone Number
Stilwell, Michelle	Personal Information	(250) 356-7750
Client Organization	Job Title	Travel Group Code
Social Development and Social Innovation	Minister	4

5. Date Completed 2016/05/05	6. Fiscal Year 2017	7. Special Cheque Issue	8. Cheque Stub Information
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Type of Travel In Province	14. Reason for Travel Session	Headquarters Parksville
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12. Mailing Address for Cheque

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										
05/01	Parksville-Vic	1500	2359	150	79.50		14.50			
05/02	Vic	0800	2359		0.00		61.00			
05/03	Vic - Parksville	0800	2359	150	79.50		61.00			
05/04	Vic-Van	0800	2359	152	80.56		34.00	304.33		
05/05	Van-Vic	0800	2359	2	1.06		34.00			
05/06	Vic-Van-Vic	0800	2359	55	29.15		25.00		15.00	Parking

TOTALS OF COLUMNS	36. ✓ \$ 269.77	37. ✓ \$ 0.00	38. ✓ \$ 229.50	39. ✓ \$ 304.33	40. ✓ \$ 15.00	Claim Total \$ 818.60
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48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
031	46001	48000	5702	4600000	239	\$ 818.60
031	"	"	5701	4600000		442.54
031	"	"	5750	4600000		136.50

[illegible]

	AMOUNT DUE TO EMPLOYEE	54.	\$ 818.60
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45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	Print Name	Date Signed
---	-------------------	--------------------

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

57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed
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Dj may 17/16.

Notes for Travel Voucher (Restricted Use) E124370 for Stilwell, Michelle

1 note(s) returned.

Created On	Author	Note
2016/05/12 10:14:41	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	May1:Parksville-Vic, Drove, ONight Private Res Paid on CCA, May2:Vic, ONite Priv Res Paid on CCA, May3:Vic-Parksville, Drove, May4:Parksville-Vic-Van, Drove, Flew Helijet (Paid on AC MC) ONight Security Concern Paid on Pers Visa, May5:Van-Vic, Flew Helijet (Paid on AC MC) ONight Priv Res Paid on CCA, May6:Vic-Van-Vic, Flew AC (paid on AC MC), Parking paid on Pers Visa.

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Security Concern

Room : Security Concern
Folio # : Government Financial Information
Invoice # :
Cashier # : 200
Page # : 1 of 1

Minister Michelle Stilwell
Personal Information

Arrival : 05-04-16
Departure : 05-05-16
Personal Information

Date	Description	Additional Information	Charges	Credits
05-04-16	Room Charge		259.00	
05-04-16	Destination Marketing Fee		3.35	
05-04-16	Room PST		28.86	
05-04-16	Room GST		13.12	
05-05-16	Visa	Government Financial Information XX/XX		304.33
Total			304.33	304.33
Balance Due			0.00	

GST Summary

Room : 13.12
F&B : 0.00
Other : 0.00
Total : 13.12

HST Summary

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

Security Concern

Security Concern

ROBBINS PARKING
VICTORIA AIRPORT

Terminal#:1 Cashier#:25
06/05/2016 10:19
06/05/2016 23:41 - 13:23
178695707 / #030483
Rate 3 : \$ 15.00
SUBTOTAL : \$ 14.29
GST : \$ 0.71
TOTAL : \$ 15.00
CPENTT : \$ 15.00

Government Financial Information

Swiped

VISA

Purchase 16/05/06 23:42:00

Seq# 000561 007

Auth# 045226

APPROVED

CARDHOLDER WILL PAY CARD ISSUER ABOVE
AMOUNT PURSUANT TO CARDHOLDER AGREEMENT

IMPORTANT-retain this copy
for your record

- PARKING RECEIPT -
GST#104-567-276 RT001



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E124483

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

Name Stilwell, Michelle				Employee ID Personal Information		Phone Number (250) 356-7750	
Client Organization Social Development and Social Innovation				Job Title Minister		Travel Group Code 4	
5. Date Completed 2016/05/24		6. Fiscal Year 2017		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Session				Headquarters Parksville	
12. Mailing Address for Cheque PO Box 9058 Stn Prov Govt.							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Per Diem Cost
2016							
05/15	Vic	1500	2359		0.00		21.50 CCA
05/16	Vic	0800	2359		0.00		61.00
05/17	Vic	0800	2359		0.00		61.00
05/18	Vic	0800	2359	21	11.13		61.00
05/19	Vic-Parksville	0800	1800	150	79.50		27.00
05/24	Parksville-Van	1500	2359	42	22.26		21.50
05/25	Van-Parksville	0800	1500	42	22.26		25.00
							339.58
							12.00 Taxi - yellow as
							7.00 MacLure SCAB
TOTALS OF COLUMNS				36.	37.	38.	39.
(255 kms)				\$ 135.15	\$ 0.00	\$ 278.00	\$ 339.58
				40.	41.	42.	43.
				19.00	42.00		
				Claim Total		\$ 764.73	
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount	
031	46001	48000	5702	4600000	449.63	\$ 764.73	
031	"	"	5702	46MTUNC		90.63	
031	"	"	5750	46MTCCA		231.50	
Less Travel Advance							
031							
AMOUNT DUE TO EMPLOYEE							54.
							771.73
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

FIN 10 (EFI-F0012 v2.6.1)

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

Personal Information

Notes for Travel Voucher (Restricted Use) E124483 for Stilwell, Michelle

2 note(s) returned.

Created On	Author	Note
2016/05/26 14:43:37	Stilwell, Michelle (IDIR\MISTILWE) Michelle.Stilwell@gov.bc.ca	May15:Parksville-Vic. Drove, Overnight Priv Res Paid on CCA. May16-18:Vic, ONight Priv Res Paid on CCA. May19:Vic-Parksville, Drove. May24:Parksville-Van. Flew Helijet (Paid on AC MC) Overnight ^{Security Concern} Paid on Pers Visa. May 25:Van-Parksville, Flew Helijet (paid on AC MC) Taxi paid on Pers Visa.
2016/05/26 14:44:40	Stilwell, Michelle (IDIR\MISTILWE) Michelle.Stilwell@gov.bc.ca	Correction: MMS didn't drive down from Parksville on May 15, she was already in Vic.

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Security Concern

Room : Security Concern
Folio # : Government Financial Information
Invoice # :
Cashier # : 264
Page # : 1 of 1

Minister Michelle Stilwell
Personal Information

Arrival : 05-24-16
Departure : 05-25-16
Personal Information

Date	Description	Additional Information	Charges	Credits
05-24-16	Room Charge		289.00	
05-24-16	Destination Marketing Fee		3.74	
05-24-16	Room PST		32.20	
05-24-16	Room GST		14.64	
05-25-16	Visa	Government Financial Information XX/XX		339.58
Total			339.58	339.58

Balance Due 0.00

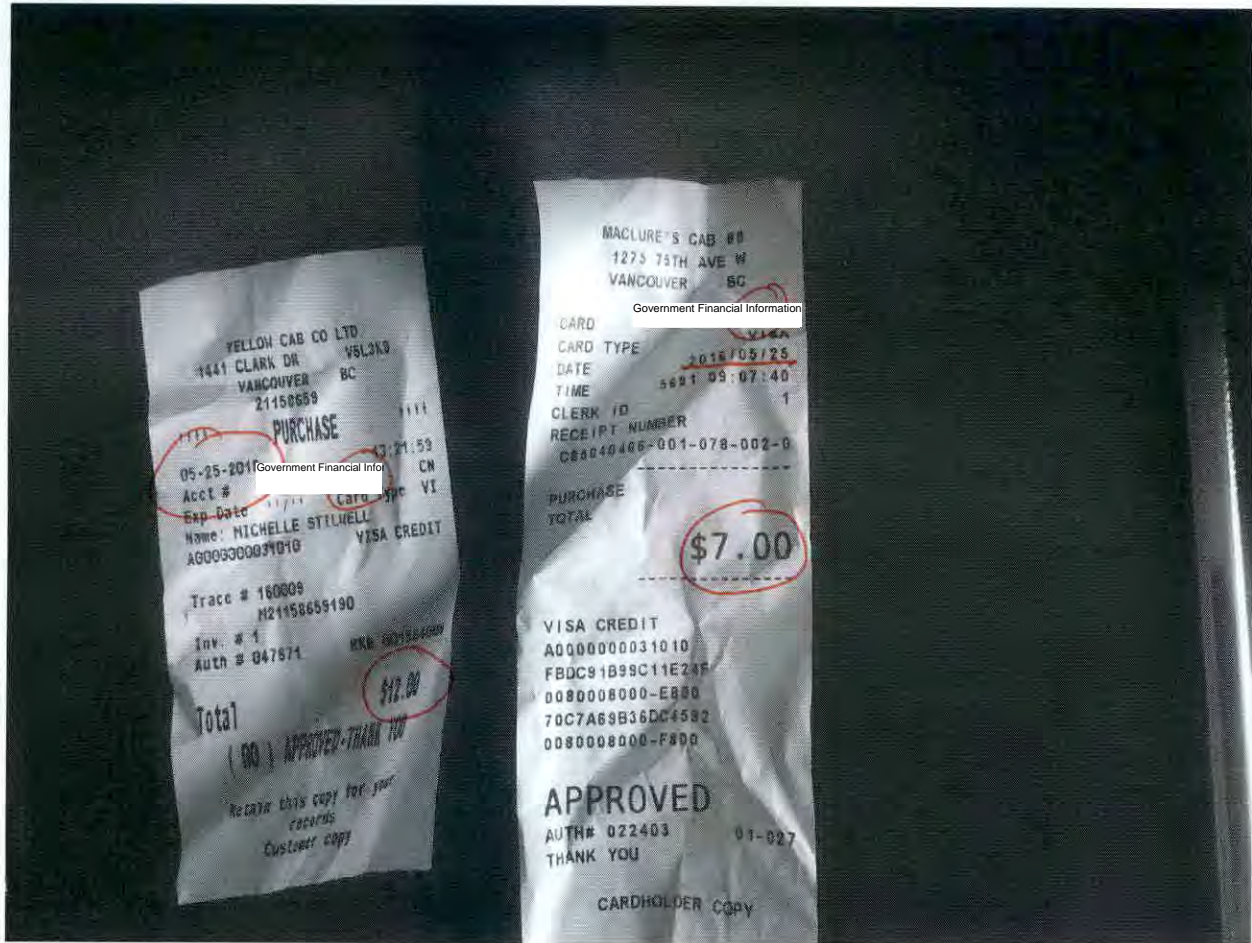
GST Summary		HST Summary	
Room :	14.64	Room :	0.00
F&B :	0.00	F&B :	0.00
Other :	0.00	Other :	0.00
Total :	14.64	Total :	0.00

Security Concern

RECEIVED
MAY 30 2016
FSS

Security Concern

Both Receipts for
May 25/16



RECEIVED
MAY 30 2016



Control No.

E124627

Name	Employee ID	Phone Number
Stilwell, Michelle	Personal Information	(250) 356-7750
Client Organization	Job Title	Travel Group Code
Social Development and Social Innovation	Minister	4

5. Date Completed 2016/06/13	6. Fiscal Year 2017	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Meetings		Headquarters Parksville

12. Mailing Address for Cheque

16. Travel Dates	17. Places Travelled			18. ⁶³ 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	Parksville-Van ^(HS)	0800	2359	42	22.26		27.00	304.33	8.70	Taxi					
06/06	Parksville-Van ^(HS)	0800	1900	42	22.26		39.50								
06/07	Van-Parksville ^(HS)	0800	2359	42	22.26		48.50	242.75	68.40	Taxi					
06/09	Parksville-Van ^(KO)	0800	0900	42	22.26		12.50								
06/10	Van-Parksville ^(AC)														
	^{PARIMU}														
TOTALS OF COLUMNS				36.	\$ 89.04	37.	\$ 0.00	38.	\$ 127.50	39.	\$ 547.08	40.	\$ 77.10	Claim Total	\$ 840.72

48.	Client Code 031 031 031 031	49.	Resp. 46001	50.	Service Line 48000	51.	STOB 5702	52.	Project 4600000	45.	Supplier Code Personal Information	Amount \$ 840.72
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[illegible][illegible]

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
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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
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Notes for Travel Voucher (Restricted Use) E124627 for Stilwell, Michelle

1 note(s) returned.

Created On	Author	Note
2016/06/14 09:38:57	Stilwell, Michelle (IDIR\MISTILWE) Michelle.Stilwell@gov.bc.ca	Jun6: Parksville-Van. Flew Helijet (Paid on AC MC) Overnight ^{Security Concern} Paid on Pers Visa, Taxi paid on pers Visa. Jun7:Van-Parksville, Flew Helijet (Paid on AC MC). Jun6:Parksville-Van, Flew KD Air (Paid on AC MC), overnight at Security ConcernPaid on Pers Visa, Taxi paid on Pers visa. Jun10:Van-Parksville, Flew AC (paid on AC MC).

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Security Concern

Room : Security Concern
Folio # : Government Financial Information
Invoice # :
Cashier # : 200
Page # : 1 of 1

Minister Michelle Stilwell
Personal Information

Arrival : 06-06-16
Departure : 06-07-16
Personal Information

Date	Description	Additional Information	Charges	Credits
06-06-16	Room Charge		259.00	
06-06-16	Destination Marketing Fee		3.35	
06-06-16	Room PST		28.86	
06-06-16	Room GST		13.12	
06-07-16	Visa	Government Financial Information XX/XX		304.33
Total			304.33	304.33 ✓
Balance Due			0.00	

GST Summary

Room : 13.12
F&B : 0.00
Other : 0.00
Total : 13.12

HST Summary

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

Security Concern

Security Concern

✓BLACKTOP & CHECKER
CAB5155
777 PACIFIC ST
VANCOUVER BC

Government Financial Information

CARD
CARD TYPE VISA
DATE 2016/06/06 ✓
TIME 5289 09:59:43
CLERK ID 1
RECEIPT NUMBER
CBS011592-001-455-005-0

PURCHASE
TOTAL

\$8.70 ✓

VISA CREDIT
A0000000031010
102ABBE9ECDEED8
0080008000-EB00
6EE74154ED2F0A15
0080008000-FB00

APPROVED

AUTH# 052549 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

✓VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

Government Financial Information

CARD
CARD TYPE VISA
DATE ✓2016/06/09
TIME 0836 22:20:14
CLERK ID 4444
RECEIPT NUMBER
CBS008413-001-796-001-0

PURCHASE
TOTAL

✓\$33.40

VISA CREDIT
A0000000031010
BBACAEAFR186EDEA
0080008000-EB00
55FEDD0302036050
0080008000-FB00

APPROVED

AUTH# 004237 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

✓RICHMOND TAXI #19
2440 SHELL RD V6X2P1
RICHMOND BC
20123646

PURCHASE

06-09-2016 ✓ 11:15:10
Acct # Government Financial Information C
Exp Date **/** Card Type V1
Name: MICHELLE STILLWELL
A0000000031010 VISA CREDIT

Trace # 480002 Operator 119
FB2012364602

Inv. # 119
Auth # 055331 RRN 001147002

Purchase
Tip

\$35.00 ✓
Government Financial Information

Total

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

604-272-1111
Hope you have a nice ride
Book Online
www.RichmondTaxi.ca
Book your Taxi through
Smart Phone/iPhone/Android
Free App download
available

Security Concern

Room : Security Concern
Folio # : Government Financial Information
Invoice # :
Cashier # : 225666
Page # : 1 of 1

Govt Cda
Minister Michelle Stilwell
Personal Information

Arrival : 06-09-16
Departure : 06-10-16
Personal Information

Date	Description	Additional Information	Charges	Credits
06-09-16	Room Charge		209.00	
06-09-16	Destination Marketing Fee		2.09	
06-09-16	Municipal Room tax		4.22	
06-09-16	Provincial Room tax		16.89	
06-09-16	Room GST		10.55	
06-10-16	Visa	Government Financial Information XX/XX		242.75
Total			242.75	242.75
Balance Due			0.00	

GST Summary		HST Summary	
Room :	10.55	Room :	0.00
F&B :	0.00	F&B :	0.00
Other :	0.00	Other :	0.00
Total :	10.55	Total :	0.00

Security Concern

Security Concern

McKnight, Valerie SDSI:EX

5711

From: Air Canada <confirmation@aircanada.ca>
Sent: Tuesday, April 5, 2016 11:43 AM
To: McKnight, Valerie SDSI:EX
Subject: Air Canada - 06-May: Victoria - Vancouver (booking ref:

Government Financial Informat

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.

Personal Information



Opens in
New Window

Access your
personalized
Air Canada travel
information

[View your planner >](#)

Booking Information

Booking Reference:

Government Financial Information

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Mrs Michelle Stilwell
valerie.mcknight@gov.bc.ca
Mobile: 1-250-3871423

Customer Care

Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Online Services

seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

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
AC <small>Security Concern</small>	Victoria, Victoria Int'l (YYJ) Fri 06-May 2016 12:05	Vancouver, Vancouver Int'l (YVR) Fri 06-May 2016 12:29 - Terminal M	0	0hr24	DH3	Tango, A	
AC <small>Security Concern</small>	Vancouver, Vancouver Int'l (YVR) Fri 06-May 2016 22:50 - Terminal M	Victoria, Victoria Int'l (YYJ) Fri 06-May 2016 23:15	0	0hr25	DH3	Flex, W	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Michelle Stilwell : Adult (16+), Ticket Number: 0142160903103

Air Canada -
Aeroplan :

Personal Information

Meal
Preference :

None

Payment Card:

Government Financial Information

Special Needs:

**Travelling with your
own
wheelchair/scooter**

Seat Selection:

None

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Tango	79.00
Return Flight - Flex	142.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	20.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	13.96
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	293.21
Number of passengers	x 1
Total with options	293.21
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$293.21

Payment Information

Credit/Debit Card Government Financial Information Amount paid: **\$293.21**

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

Air Canada: \$293.21 (Air Transp. Charges - per ticket)

Ticket number(s): 0142160903103

Fare Rules

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

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$100 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 subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger. Exception: fee is \$100 CAD/USD for flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded)
 - **Same-day standby** at the airport 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



Itinerary/Receipt

Your booking is confirmed.
Thank you for choosing Central Mountain Air
Please bring a copy of this document to the airport

CMA Reservations
1-888-865-8585
reservations@flycma.com
www.flycma.com

Main Contact Information

Name: MICHELLE STILWELL
Email: valerie.mcknight@gov.bc.ca

Government Financial Information

Booking Reference #:

Personal Information

Flight Itinerary

Flight	From	To	AirCraft	Status
Security Concern	16:35-Prince George 15/06/2016	17:40-Kamloops 15/06/2016	Beech1900D	CONFIRMED

*All charges and payments appear in: CAD

Purchase Summary

Passenger	Description	Amount	Tax	Total
STILWELL, MICHELLE	YXS - Prince George AIF	25.00	1.25	26.25
STILWELL, MICHELLE	G - ECON - G	142.00	7.10	149.10
STILWELL, MICHELLE	ATSC	7.12	0.36	7.48
STILWELL, MICHELLE	Surcharge	12.00	0.60	12.60
Total		186.12	9.31	195.43

Payment Information

Date	Payer's Name	Payment Amount	Transaction Type
12/04/2016	Valerie McKnight	195.43	MASTERCARD