

Minister's Quarterly Travel Expense Summary

Name: Honourable Lisa Beare

Quarter: 2022 April to June

Portfolio: Citizens Services

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 6,182.77

Other Travel in Province: \$ 462.01

Out of Country Travel: \$ -

Out of Province Travel: \$ 996.74

Total travel expenses paid this quarter: \$ 7,641.52

Travel expenses fiscal year-to-date: \$ 7,641.52



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E134667

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

Name Beare, Lisa		Employee ID Personal Information		Phone Number (250) 384-9699	
Client Organization Citizens' Services		Job Title Minister		Travel Group Code 4	
5. Date Completed 2022/04/01		6. Fiscal Year 2022		7. Special Cheque Issue	
8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Session/Meetings		Headquarters Maple Ridge-Pit Meadows	
12. Mailing Address for Cheque PO Box 9068, Stn Prov Govt Victoria, BC V8W 9E2					
16. Travel Dates	17. Places Travelled			18. 55 KMS Personal Vehicle Use	19. Other Transport Costs
2022	Destination	Start	End	Km	Cost
03/27	MR-Heljet-Vic	1530	2359	55	30.25
03/28	Victoria	0700	2359		0.00
03/29	Victoria	0700	2359		0.00
03/30	Victoria	0700	2359		0.00
03/31	Victoria	0700	1730		0.00
03/31	Vic-Helijet-MR	1730	2030	55	30.25
PCARD					
				20. & 21. Meals	22. Lodging Costs
				Cost	Cost
				36.00 ^{CCA}	174.56
				61.00 ⁻⁻⁻	174.56
				61.00 ⁻⁻⁻	174.56
				48.50 ⁻⁻⁻	174.56
				61.00 ⁻⁻⁻	
TOTALS OF COLUMNS				36. \$ 60.50	37. \$ 0.00
				38. \$ 267.50	39. \$ 698.24
				40. \$ 0.00	Claim Total \$ 1026.24
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code Personal Information
112	32805	34610	5701	32MTVNC	Amount
112	32805	34619	5750	32MTCCA	\$ 60.50 — \$ 1026.24
112	32805	34619	5751	32MTCCA	\$ 267.50
112					\$ 698.24
Less Travel Advance					
112					
					54. \$ 1026.24
AMOUNT DUE TO EMPLOYEE					
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name	Date Signed
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name	Date Signed
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name	Date Signed

Notes for Travel Voucher (Restricted Use) E134667 for Beare, Lisa

1 note(s) returned.

Created On	Author	Note
2022/04/01 09:00:39	McEwen, Shaylene Security Concern) Shaylene.McEwen@gov.bc.ca	03/27: Travel from MR to Helijet YVR and fly to Victoria. Per Diems: Dinner, Incidentals 03/28: Full day of session. Per Diems: Full 03/29: Full day of session. Per Diems: Full 03/30: Full day of session. Per Diems: Full, less Breakfast 03/31: Full day of session. Per Diems: Full. Fly via Helijet from Victoria to YVR and travel back to MR. Hotel for this trip included 4 nights.

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GUEST FOLIO

Securi ty ROOM Persona l TYPE 40	BEARE/LISA NAME XXX Personal Information	149.00 RATE	03/31/22 DEPART 03/27/22 ARRIVE	08:24 TIME 17:56 TIME	Person al ACCT#
ROOM CLERK	ADDRESS	Government Financial Information PAYMENT			Personal Informati
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE	
03/27	ROOM	149.00			
03/27	DEST FEE	1.49	A		
03/27	RM PST	12.04	B		
03/27	MRDT	4.51	C		
03/27	RM GST	7.52	D		
03/28	ROOM	149.00			
03/28	DEST FEE	1.49	A		
03/28	RM PST	12.04	B		
03/28	MRDT	4.51	C		
03/28	RM GST	7.52	D		
03/29	ROOM	149.00			
03/29	DEST FEE	1.49	A		
03/29	RM PST	12.04	B		
03/29	MRDT	4.51	C		
03/29	RM GST	7.52	D		
03/30	ROOM	149.00			
03/30	DEST FEE	1.49	A		
03/30	RM PST	12.04	B		
03/30	MRDT	4.51	C		
03/30	RM GST	7.52	D		
03/31	CCARD-AX			698.24	
PAYMENT RECEIVED BY: AMERICAN EXPRESS		Government Financial Information			.00
===== SUMMARY OF TAXES =====					
	DESCRIPTION		TAXED AMOUNT		TAX
A	DEST MKT FEE		.00		5.96
B	ROOM PST		.00		48.16
C	MRDT		.00		18.04
D	ROOM GST		.00		30.08
E	OTHER GST		.00		.00
F	PROV SALES TAX		.00		.00
H	GNS ROOM PST 8%		.00		.00
I	GNS MRDT 3%		.00		.00
K	LIQUOR TAX		.00		.00
L	GST INCLUSIVE		.00		.00
	NET CHARGES				FOLIO
	596.00	TAX	102.24	CREDITS	698.24
					.00

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: April 4, 2022 11:46 AM
To: McEwen, Shaylene CITZ:EX
Subject: Thank you for choosing to take off with Helijet!

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



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services


Booking

Personal Information

Thursday, March 3, 2022

858

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

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

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice

Personal Information

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

Mastercard

\$375.00

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

Date / Time

March 3, 2022 @ 5:17:14 PM
Government Financial Information

Summary

Expiration

Authorization

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

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

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

COVID-19:

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

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

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

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

ACCESSIBILITY:

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

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact a Helijet Agent, consult

STOB ⑤
5711

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Customer Information

Account

Customer #

Name

Company

Personal Information

Lisa Beare

Ministry Of Citizens' Services


Booking

Personal Information

Sunday, March 6, 2022

787

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

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

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice

FARE-YWH-FULL

+ GST

Billing

Taxes

Grand Total

Mastercard

\$357.14

\$17.86

\$357.14

\$17.86

\$375.00

\$375.00

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

Date / Time

March 6, 2022 @ 4:46:26 PM
Government Financial Information

Summary

Expiration

Authorization

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

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STOB ⑦
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Customer Information

Account

Customer #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking

Personal Information

Monday, March 7, 2022

724

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

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

35 minutes

Confirmed

1 Passengers - Off-Peak

Invoice Personal Information

FARE-YWH-OffPeak_2021

\$266.67

+ GST

\$13.33

Billing

\$266.67

Taxes

\$13.33

Grand Total

\$280.00

Mastercard

\$280.00

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

Date / Time

March 7, 2022 @ 4:47:30 PM

Summary

Government Financial Information

Expiration

Authorization

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

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

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STOB(9)
5711

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Customer Information

Account

Customer #

Personal Information

Name

Lisa Beare

Company


Ministry Of Citizens' Services


Booking

Personal Information

Tuesday, March 8, 2022

715

13:00 Vancouver Harbour / [Map](#) 

13:35 Victoria Harbour / [Map](#) 

Dropoff:

Shuttle Requested

35 minutes

Invoice

Personal Information

SALE - Seat Sale \$189

\$180.00

+ GST

\$9.00

Billing

\$180.00

Taxes

\$9.00

Grand Total

\$189.00

Mastercard

\$189.00

Confirmed

Date / Time

March 8, 2022 @ 11:56:58 AM

1 Passengers - Sale

- Lisa Beare, Female

Summary

Government Financial Information

Expiration

Authorization

[Add to Calendar](#)

Personal Information

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

Does not qualify for combination with Kids Fly Free promotions.

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STOB ⑩
5711

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: April 4, 2022 11:46 AM
To: McEwen, Shaylene CITZ:EX
Subject: Thank you for choosing to take off with Helijet!

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We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Personal Information

Name

Lisa Beare

Company


Ministry Of Citizens' Services


Booking

Personal Information

Wednesday, March 9, 2022

722

16:00 Victoria Harbour / [Map](#) 

16:35 Vancouver Harbour / [Map](#) 

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice Personal Information

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

Mastercard

\$375.00

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

Date / Time

March 9, 2022 @ 3:34:50 PM

Government Financial Information

Summary

Expiration

Authorization

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

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McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: March 27, 2022 4:50 PM
To: McEwen, Shaylene CITZ:EX
Subject: Thank you for choosing to take off with Helijet!

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking

Personal Information

Sunday, March 27, 2022

787

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

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

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

Mastercard

\$375.00

Lisa Beare, Female

[Add to Calendar](#)

Personal Information

Date / Time

March 27, 2022 @ 4:49:18 PM

Summary

Government Financial Information

Expiration

Authorization

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

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

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F123EXEPAL08



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E134715

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

Name Beare, Lisa			Employee ID Personal Information Job Title Minister			Phone Number (250) 384-9699			
Client Organization Citizens' Services						Travel Group Code 4			
5. Date Completed 2022/04/12		6. Fiscal Year 2023		7. Special Cheque Issue		8. Cheque Stub Information			
Type of Travel In Province		14. Reason for Travel Session/Meetings				Headquarters Maple Ridge-Pit Meadows			
12. Mailing Address for Cheque PO Box 9068, Stn Prov Govt Victoria, BC V8W 9E2									
16. Travel Dates	17. Places Travelled			18. .55 KMS Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous
	Destination	Start	End	Km	Cost		Cost		Cost
2022	MR-Heljet-Vic	1530	2359	55	30.25		36.00 CCA	205.03	
04/03	Session	0800	2359		0.00		61.00 ***	205.03	
04/04	Session	0800	2359		0.00		61.00 ***	205.03	
04/05	Session	0800	2359		0.00		48.50 ***	205.03	
04/06	Session	0800	1730		0.00		61.00 ***		
04/07	Vic-Heljet-MR	1730	2030	55	30.25				
PCARD									
TOTALS OF COLUMNS				36. \$ 60.50	37. \$ 0.00	38. \$ 267.50	39. \$ 820.12	40. \$ 0.00	Claim Total \$ 1148.12
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code Personal Information	60.50 Amount \$ 1148.12 \$ 267.50 \$ 820.12			
112	32805	34610	57021	32MTVNC					
112	32805	34610	5750	32MTCCA					
112	32805	34610	5751	32MTCCA					
Less Travel Advance									
112									
AMOUNT DUE TO EMPLOYEE									54. \$ 1148.12
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					Print Name		Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					Print Name		Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.					Print Name		Date Signed		

FIN 10 (EFI-F0012 v2.6.1)

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

AUDITED BY PL MAY 04-22

Notes for Travel Voucher (Restricted Use) E134715 for Beare, Lisa

1 note(s) returned.

Created On	Author	Note
2022/04/12 10:49:07	McEwen, Shaylene (Security Concern) Shaylene.McEwen@gov.bc.ca	April 3: Drive from MR to Helijet flew to Victoria. Per diems: D, I April 4: Session, Per Diems: Full Day April 5: Session, Per Diems: Full Day April 6: Session, Per Diems: Full Day April 7: Session, Per Diems: Full Day. Total nights in Hotel = 4. Fly back to Vancouver, drive to MR.

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GUEST FOLIO

Security Concern	BEARE/LISA	175.00	04/07/22	07:51	Person
ROOM	NAME	RATE	DEPART	TIME	ACCT#
Person	XXX		04/03/22	17:57	
TYPE	XXX Personal Information		ARRIVE	TIME	
30					
ROOM	ADDRESS	Government Financial Information			Security Concern
CLERK		PAYMENT			
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE	
04/03	ROOM	175.00			
04/03	DEST FEE	1.75	A		
04/03	RM PST	14.14	B		
04/03	MRDT	5.30	C		
04/03	RM GST	8.84	D		
04/04	ROOM	175.00			
04/04	DEST FEE	1.75	A		
04/04	RM PST	14.14	B		
04/04	MRDT	5.30	C		
04/04	RM GST	8.84	D		
04/05	ROOM	175.00			
04/05	DEST FEE	1.75	A		
04/05	RM PST	14.14	B		
04/05	MRDT	5.30	C		
04/05	RM GST	8.84	D		
04/06	ROOM	175.00			
04/06	DEST FEE	1.75	A		
04/06	RM PST	14.14	B		
04/06	MRDT	5.30	C		
04/06	RM GST	8.84	D		
04/07	CCARD-AX			820.12	
PAYMENT RECEIVED BY: AMERICAN EXPRESS XGovernment Financial Information					.00
===== SUMMARY OF TAXES =====					
	DESCRIPTION		TAXED AMOUNT		TAX
A	DEST MKT FEE		.00		7.00
B	ROOM PST		.00		56.56
C	MRDT		.00		21.20
D	ROOM GST		.00		35.36
E	OTHER GST		.00		.00
F	PROV SALES TAX		.00		.00
H	GNS ROOM PST 8%		.00		.00
I	GNS MRDT 3%		.00		.00
K	LIQUOR TAX		.00		.00
L	GST INCLUSIVE		.00		.00
	NET CHARGES				FOLIO
	700.00	TAX	CREDITS		.00
		120.12	820.12		



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E134820

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

Name Beare, Lisa				Employee ID Personal Information				Phone Number (250) 384-9699						
Client Organization Citizens' Services				Job Title Minister				Travel Group Code 4						
5. Date Completed 2022/04/29			6. Fiscal Year 2023			7. Special Cheque Issue			8. Cheque Stub Information					
Type of Travel In Province			14. Reason for Travel Session/Meetings						Headquarters Maple Ridge-Pit Meadows					
12. Mailing Address for Cheque PO Box 9068, Stn Prov Govt Victoria, BC V8W 9E2														
16. Travel Dates		17. Places Travelled			18. .55 kms Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous	
		Destination	Start	End	Km	Cost			Cost		Lodging Costs		Cost	Describe
2022		MR-Hel jet-Vlc	1530	2359	55	30.25			36.00CCA		205.03			
04/24		Session	0800	2359		0.00			61.00mm		205.03			
04/25		Session	0800	2359		0.00			61.00mm		205.03			
04/26		Session	0800	2359		0.00			48.50mm		205.03			
04/27		Session	0700	1700		0.00			61.00mm					
04/28		Vic-Helijet-MR	1730	2030	55	30.25								
04/28														
		PCARD												
TOTALS OF COLUMNS						36. \$ 60.50	37. \$ 0.00	38. \$ 267.50	39. \$ 820.12	40. \$ 0.00	Claim Total \$ 1148.12			
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code Personal Information		Amount				
112		32805	34610		57024	32MTVNC				\$ 60.50				
112		32805	34610		5750	32MTCCA				\$ 267.50				
112		32805	34610		5751	32MTCCA				\$ 820.12				
112														
Less Travel Advance														
112														
												54. \$ 1148.12		
AMOUNT DUE TO EMPLOYEE														
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name			Date Signed					
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name			Date Signed					
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act						Print Name			Date Signed					

Notes for Travel Voucher (Restricted Use) E134820 for Beare, Lisa

1 note(s) returned.

Created On	Author	Note
2022/04/29 10:48:30	Oldham, Lisa (Security Concern) Lisa.Oldham@gov.bc.ca	April 24: Drive from MR to Hel jet, flew Helijet Vancouver to Victoria (Pcard) Per diems: D, I April 25: Session, Per Diems: Full Day, overnight in Vic (pers Visa) April 26: Session, Per Diems: Full Day, overnight in Vic (pers Visa) April 27: Session, Per Diems: Full Day, overnight in Vic (pers Visa) April 28: Session, Per Diems: Full Day, Flew Helijet Victoria to Vancouver (Pcard) drive Helijet to MR

Production *** Copyright © Government of British Columbia

Security Concern

GUEST FOLIO

Securi ty ROOM Person TYPE 24	BEARE/LISA NAME XXX XXX Personal Information	175.00 RATE	04/28/22 DEPART	10:12 TIME	Person al ACCT#
ROOM CLERK	ADDRESS	Government Financial Information PAYMENT			Security Concern
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE	
04/24	ROOM	175.00			
04/24	DEST FEE	1.75	A		
04/24	RM PST	14.14	B		
04/24	MRDT	5.30	C		
04/24	RM GST	8.84	D		
04/25	ROOM	175.00			
04/25	DEST FEE	1.75	A		
04/25	RM PST	14.14	B		
04/25	MRDT	5.30	C		
04/25	RM GST	8.84	D		
04/26	ROOM	175.00			
04/26	DEST FEE	1.75	A		
04/26	RM PST	14.14	B		
04/26	MRDT	5.30	C		
04/26	RM GST	8.84	D		
04/27	ROOM	175.00			
04/27	DEST FEE	1.75	A		
04/27	RM PST	14.14	B		
04/27	MRDT	5.30	C		
04/27	RM GST	8.84	D		
04/28	CCARD-AX			820.12	
PAYMENT RECEIVED BY: AMERICAN EXPRESS		Government Financial Information			.00
===== SUMMARY OF TAXES =====				TAXED AMOUNT	TAX
A	DEST MKT FEE			.00	7.00
B	ROOM PST			.00	56.56
C	MRDT			.00	21.20
D	ROOM GST			.00	35.36
E	OTHER GST			.00	.00
F	PROV SALES TAX			.00	.00
H	GNS ROOM PST 8%			.00	.00
I	GNS MRDT 3%			.00	.00
K	LIQUOR TAX			.00	.00
L	GST INCLUSIVE			.00	.00
	NET CHARGES	TAX	CREDITS		FOLIO
	700.00	120.12	820.12		.00

Security Concern

Security Concern

Security Concern

Security Concern

VICTORIA BC Security
Security Concern Concern

Security Concern



Control No.

E134859

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

5. Date Completed 2022/05/06	6. Fiscal Year 2023	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Session/Meetings	Headquarters Maple Ridge-Pit Meadows	

12. Mailing Address for Cheque
PO Box 9068, Stn Prov Govt, Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. ^{.55 KMS} Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Cost		Cost	Describe
2022	MR-Helijet-Vic	0930	2359	55	30.25		48.50 ^{CCA}	531.90		
05/01	Session	0700	2359		0.00		61.00 ⁻⁻⁻⁻	531.90		
05/02	Session	0700	2359		0.00		61.00 ⁻⁻⁻⁻	531.90		
05/03	Session	0700	2359		0.00		48.50 ⁻⁻⁻⁻	531.90		
05/04	Session	0700	1700		0.00		61.00 ⁻⁻⁻⁻			
05/05	Vic-Helijet-MR	1730	2010	55	30.25					

TOTALS OF COLUMNS	36. \$ 60.50	37. \$ 0.00	38. \$ 280.00	39. \$ 2127.60	40. \$ 0.00	Claim Total \$ 2468.10
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48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
112	32805	34610	5702	32MTVNC	Personal Information	\$ 60.50
112	32805	34610	5750	32MTCCA		\$ 280.00
112	2805	34610	5751	32MTCCA		\$ 2127.60
112						

[illegible]

	AMOUNT DUE TO EMPLOYEE	54. \$ 2468.10
--	------------------------	-------------------

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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Notes for Travel Voucher (Restricted Use) E134859 for Beare, Lisa

1 note(s) returned.

Created On	Author	Note
2022/05/06 16:29:06	Oldham, Lisa Security Concern) Lisa.Oldham@gov.bc.ca	May 1 Drive from MR to Helijet, flew Helijet Vancouver to Victoria (Pcard) Per diems: L/D May 2: Session, Per Diems: Full Day, overnight in Vic (pers Visa) May 3: Session, Per Diems: Full Day, overnight in Vic (pers Visa) May 4: Session, Per Diems: L/D, overnight in Vic (pers Visa) May 5 Session, Per Diems: Full Day, Flew Helijet Victoria to Vancouver (Pcard) drive Helijet to MR

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GUEST FOLIO

Securi ty ROOM Person al TYPE 99	BEARE/LISA NAME BEARE/LINDA XXX XXX Personal Information	449.00 RATE	05/05/22 DEPART	11:11 TIME	Person al ACCT#
ROOM CLERK	ADDRESS	Government Financial Information			Security Concern
PAYMENT					
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE	
05/01	ROOM	459.00			
05/01	DEST FEE	4.59	A		
05/01	RM PST	37.09	B		
05/01	MRDT	13.91	C		
05/01	RM GST	23.18	D		
05/02	ROOM	449.00			
05/02	DEST FEE	4.49	A		
05/02	RM PST	36.28	B		
05/02	MRDT	13.60	C		
05/02	RM GST	22.67	D		
05/03	ROOM	459.00			
05/03	DEST FEE	4.59	A		
05/03	RM PST	37.09	B		
05/03	MRDT	13.91	C		
05/03	RM GST	23.18	D		
05/04	ROOM	449.00			
05/04	DEST FEE	4.49	A		
05/04	RM PST	36.28	B		
05/04	MRDT	13.60	C		
05/04	RM GST	22.67	D		
05/05	CCARD-AX			2127.62	
ROOM C/O					
PAYMENT RECEIVED BY: AMERICAN EXPRESS		Government Financial Information			.00
===== SUMMARY OF TAXES =====					
	DESCRIPTION		TAXED AMOUNT		TAX
A	DEST MKT FEE		.00		18.16
B	ROOM PST		.00		146.74
C	MRDT		.00		55.02
D	ROOM GST		.00		91.70
E	OTHER GST		.00		.00
F	PROV SALES TAX		.00		.00
H	GNS ROOM PST 8%		.00		.00
I	GNS MRDT 3%		.00		.00
K	LIQUOR TAX		.00		.00
L	GST INCLUSIVE		.00		.00
	NET CHARGES	TAX	CREDITS		FOLIO
	1816.00	311.62	2127.62		.00



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E134882

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

Name Beare, Lisa			Employee ID Personal Information			Phone Number (250) 384-9699		
Client Organization Citizens' Services			Job Title Minister			Travel Group Code 4		
5. Date Completed 2022/05/13		6. Fiscal Year 2023		7. Special Cheque Issue		8. Cheque Stub Information		
Type of Travel In Province		14. Reason for Travel Session/Meetings				Headquarters Maple Ridge-Pit Meadows		
12. Mailing Address for Cheque PO Box 9068, Stn Prov Govt Victoria, BC V8W 9E2								
16. Travel Dates		17. Places Travelled		18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals
				Cost				Cost
2022		Destination		Km				
05/06	MR-Van-MR	1200	1430	110	** 60.50			27.00 ^{PD}
05/09	MR-Helijet-Vic	0700	2359	55	30.25			61.00 ^{CCA}
05/10	Session Victoria	0700	2359		0.00			291.72
05/11	Session Victoria	0700	2359		0.00			291.72
05/12	Session Victoria	0700	1700		0.00			291.72
05/12	Vic-Hel jet	1730	2010	55	30.25			48.50 ⁻⁻⁻
		PCARD						
TOTALS OF COLUMNS				36.	37.	38.	39.	40.
				\$ 121.00	\$ 0.00	\$ 258.50	\$ 875.16	\$ 20.00
								Claim Total
								\$ 1274.66
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code Personal Information		Amount	
112	32805	34610	5701	32MTVNC			\$ 60.50	
112	32805	34610	5750	32MTCCA			\$ 1274.66	
112	32805	34610	5751	32MTCCA			\$ 231.50	
112	32805	34610	5702	3200000			\$ 875.16	
Less Travel Advance								54.
112								\$ 1274.66
				AMOUNT DUE TO EMPLOYEE				
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed		

Notes for Travel Voucher (Restricted Use) E134882 for Beare, Lisa

1 note(s) returned.

Created On	Author	Note
2022/05/13 14:29:01	Oldham, Lisa Security Concern) Lisa.Oldham@gov.bc.ca	May 6: Drive from MR to VCO-MR, Parking (Pers CC) Meeting, Lunch Per Diem May 9: Drive from MR to Helijet, flew Helijet Vancouver to Victoria (Pcard) Per diems: Full Day, Overnight in Vic (Pers Visa) May 10 : Session, Per Diems: Full Day, overnight in Vic (pers Visa) May 11: Session, Per Diems: lunch/dinner, overnight in Vic (pers Visa) May 12: Session, Per Diems: breakfast/Dinner May 12: Session, Flew Helijet Victoria to Vancouver (Pcard) drive Helijet to MR

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Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number:	3
Entered:	05/06/2022 13:01
Exited:	05/06/2022 15:04
Ticket Number:	43076
Transaction Number:	27170
Rate:	A
Parking Fee:	\$20.00

Total Fee:	\$20.00
Fee Paid:	\$20.00

Visa
Government Financial Information

Approval Number:	012331
------------------	--------

Thank you for visiting
Canada Place
Includes GST & Translink Tax
GST# 120996095RT005

Security Concern

Security Concern

GUEST FOLIO

Securi ROOM Person TYPE 63	BEARE/LISA NAME XXX XXX Personal Information	249.00 RATE	05/12/22 DEPART	07:51 TIME	Person ACCT#
ROOM CLERK	ADDRESS	Government Financial Information			Security Concern
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE	
05/09	ROOM	249.00			
05/09	DEST FEE	2.49	A		
05/09	RM PST	20.12	B		
05/09	MRDT	7.54	C		
05/09	RM GST	12.57	D		
05/10	ROOM	249.00			
05/10	DEST FEE	2.49	A		
05/10	RM PST	20.12	B		
05/10	MRDT	7.54	C		
05/10	RM GST	12.57	D		
05/11	ROOM	249.00			
05/11	DEST FEE	2.49	A		
05/11	RM PST	20.12	B		
05/11	MRDT	7.54	C		
05/11	RM GST	12.57	D		
05/12	CCARD-AX			875.16	
PAYMENT RECEIVED BY: AMERICAN EXPRESS		Government Financial Information			.00
===== SUMMARY OF TAXES =====					
DESCRIPTION		TAXED AMOUNT	TAX		
A	DEST MKT FEE	.00	7.47		
B	ROOM PST	.00	60.36		
C	MRDT	.00	22.62		
D	ROOM GST	.00	37.71		
E	OTHER GST	.00	.00		
F	PROV SALES TAX	.00	.00		
H	GNS ROOM PST 8%	.00	.00		
I	GNS MRDT 3%	.00	.00		
K	LIQUOR TAX	.00	.00		
L	GST INCLUSIVE	.00	.00		
	NET CHARGES	TAX	CREDITS	FOLIO	
	747.00	128.16	875.16	.00	

Security Concern

Security Concern

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Security Concern

VICTORIA BC Security
Concern

Security Concern

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: March 31, 2022 5:35 PM
To: McEwen, Shaylene CITZ:EX
Subject: Thank you for choosing to take off with Helijet!

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



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking

Personal Information

Thursday, March 31, 2022

858

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

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

35 minutes

Confirmed

1 Passengers - Full-Fare

Personal Information
Invoice

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

Mastercard

\$375.00

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: April 3, 2022 4:43 PM
To: McEwen, Shaylene CITZ:EX
Subject: Thank you for choosing to take off with Helijet!

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



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking

Personal Information

Sunday, April 3, 2022

787

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

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

35 minutes

Confirmed

1 Passengers - Off-Peak

Invoice Personal Information

FARE-YWH-OffPeak_2021

\$266.67

+ GST

\$13.33

Billing

\$266.67

Taxes

\$13.33

Grand Total

\$280.00

Mastercard

\$280.00

McEwen, Shaylene CITZ:EX

From: passengerservices@helijet.com
Sent: April 11, 2022 9:28 AM
To: McEwen, Shaylene CITZ:EX
Subject: Thank you for choosing to take off with Helijet!

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



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking

Personal Information

Thursday, April 7, 2022

858

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

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

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice Personal Information

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

Mastercard

\$375.00

Oldham, Lisa E CITZ:EX

From: passengerservices@helijet.com
Sent: May 4, 2022 4:14 PM
To: Oldham, Lisa E CITZ:EX
Subject: Thank you for choosing to take off with Helijet!

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



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking

Personal Information

Sunday, April 24, 2022

787

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

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

35 minutes

Confirmed

1 Passengers - Off-Peak

Invoice

Personal Information

FARE-YWH-OffPeak_2021

\$266.67

+ GST

\$13.33

Billing

\$266.67

Taxes

\$13.33

Grand Total

\$280.00

Mastercard

\$280.00

Oldham, Lisa E CITZ:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: April 26, 2022 11:23 AM
To: Jonsson, Sara CITZ:EX
Subject: Air Canada - 15 Jun 2022: Vancouver - Quebec City (Booking Reference: ^{Personal Information}
Attachments: Air_Canada_Booking_Confirmation ^{Personal Information}

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

Personal Information

Booking Confirmation

^{Personal Information}
Booking Reference

Date of issue: 26 Apr, 2022



Select Seats



eUpgrade



Check in



Manage my booking

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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

IMPORTANT: Entry requirements

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

Passengers



Lisa Marie Beare

Ticket number
Government Financial Information

Seats

AC1870

AC1799

AC131

Personal Information



Depart

Economy - Comfort

Wednesday
15 Jun, 2022

13:45

Vancouver

Vancouver Int. (YVR),
Terminal M

21:42



Quebec City

Jean Lesage Int. (YQB)
Quebec



AC1870

4hr57

Operated by: Air Canada Rouge | A319-100 | Wi-Fi
Food for purchase on board



AC1870 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.



Return

Economy - Comfort

Friday
17 Jun, 2022

18:25

Quebec City

Jean Lesage Int. (YQB)
Quebec

20:05



Toronto

Toronto-Pearson Int. (YYZ),
Terminal 1



AC1799

1hr40

Operated by: Air Canada Rouge | A319-100 | Wi-Fi



AC1799 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Friday
17 Jun, 2022

21:00

Toronto



22:56

Vancouver

Toronto-Pearson Int. (YYZ),
Terminal 1

Vancouver Int. (YVR),
Terminal M



4hr56

Operated by: Air Canada | 777-200LR
Food for purchase on board

Purchase summary

MasterCard
Government Financial Information

1 adult

Amount paid: \$1046.88

Tax information

GST no. 10009-2287 RT0001
\$49.36

GST/HST no. 10009-2287
RT0001 \$0.78

QST no. 1000043172 TQ1991
\$3.49

Full details can be found in
your attached
Itinerary/Receipt.



Air transportation charges

913.00



Taxes, fees and charges

133.88

GRAND TOTAL (Canadian dollars)

\$1046⁸⁸

Baggage allowance

Carry-on baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked baggage

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



Vancouver (YVR) > Quebec City (YQB)



1st bag

Complimentary



2nd bag

\$ 52.50 CAD

Including taxes

Max. weight per bag:
23 kg (50 lb)

Max. dimensions per bag:
158 cm (62 in)

Oldham, Lisa E CITZ:EX

From: passengerservices@helijet.com
Sent: May 4, 2022 4:15 PM
To: Oldham, Lisa E CITZ:EX
Subject: Thank you for choosing to take off with Helijet!

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



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking

Personal Information

Thursday, April 28, 2022

858

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

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

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice Personal Information

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

Mastercard

\$375.00

Oldham, Lisa E CITZ:EX

From: passengerservices@helijet.com
Sent: May 4, 2022 4:15 PM
To: Oldham, Lisa E CITZ:EX
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Customer Information

Account

Customer #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking

Personal Information

Sunday, May 1, 2022

783

11:00 Vancouver Harbour / [Map](#)

11:35 Victoria Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Off-Peak

Invoice Personal Information

FARE-YWH-OffPeak_2021

\$266.67

+ GST

\$13.33

Billing

\$266.67

Taxes

\$13.33

Grand Total

\$280.00

Mastercard

\$280.00



BRITISH
COLUMBIA

Ministry of
Finance

TRAVEL VOUCHER

PAGE ____ OF ____

(Note: FIN 10 uses are restricted per CPPM C.1.6.)

INSTRUCTIONS: Employee please complete field 3 to Employee Signature line plus columns 48 – 54. Attach appropriate receipts in order of claim.

1. MINISTRY AND BATCH NO.

F123EXEPAL24

2. CONTROL NO.

W TRA-BEA220602

3. CL ENT 1 1 2 CITZ	4. MIN. AB-BREV.	5. DATE COMPLETED YYYY MM DD 2 0 2 2 0 6 0 7	6. FISCAL YEAR 2 0 2 3	7. SPECIAL CHEQUE ISSUE None	8. CHEQUE STUB INFORMATION 0 4
-------------------------	------------------	--	---------------------------	---------------------------------	-----------------------------------

9. EMPLOYEE I.D. Personal Information	10. EMPLOYEE SUPPL ER NO.	11. EMPLOYEE SURNAME Beare, Lisa	INITIALS LB	12. EMPLOYEE GROUP NO. (✓ one only) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4
--	---------------------------	-------------------------------------	----------------	--

13. MAILING ADDRESS FOR CHEQUE EFT	14. POSTAL CODE
---------------------------------------	-----------------

15. REASON FOR TRAVEL Session/Meetings	16. EMPLOYEE OCCUPATION Minister
---	-------------------------------------

17. DATE OF TRAVEL	18. PLACES TRAVELLED TO / FROM Depart Arrive	19. PERSONAL VEHICLE USE DISTANCE X KM RATE .55	20. BUS/TAX / AIR/FERRY COSTS	21. B/L D ✓✓✓	22. MEALS: ALLOWANCE/ PER DIEM AS APPLICABLE TO GROUP NO.	23. ACCOMMODATION COSTS (TO POLICY LIMIT)	24. COST	25. DESCRIPTION	TOTAL DAILY COSTS
26. BROUGHT FORWARD FROM PREVIOUS PAGE →		KM	\$		\$	\$	\$		27. \$ 0.00
M D 5-29	drove MR-Helijet-Vic PCARD ✓	55	30.25		36.00	CCA 291.72	✓		28. 357.97
5-30	Victoria			✓✓✓	61.00	291.72	✓		29. 352.72
5-31	Victoria			✓✓✓	61.00	291.72	✓		30. 352.72
6-1	Victoria			✓✓	48.50	350.31	✓		31. 398.81
6-2	Victoria			✓✓✓	61.00				32. 61.00
6-2	Vic-Helijet-MR PCARD ✓	55	30.25	✓ 10.00					33. 40.25
									34. 0.00
									35. 0.00
									36. 0.00
									37. 0.00
TOTALS OF COLUMNS		110	60.50	10.00	267.50	1,225.47	0.00	THIS TOTAL MUST EQUAL TOTAL N BOX Y	X CLAM TOTALS 1,563.47

43. PORTAL TO PORTAL DISANCE	44. TOTAL DISTANCE FROM PREVIOUS VOUCHER	45. TOTAL DISTANCE TO DATE
------------------------------	--	----------------------------

46. EMPLOYEE SIGNATURE 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.	APPROVED BY EMAIL	HEADQUARTERS (CITY NAME)	WORK PHONE NO.
--	-------------------	--------------------------	----------------

NOTES	47. SUPPLIER CODE	48. CLIENT	49. RESP. CENTRE	50. SERVICE LINE	51. STOB	52. PROJECT	AMOUNT
Personal Information		1 1 2	3 2 8 0 5	3 4 6 1 0	5 7 0 1	3 2 M T V N C	70.50
		1 1 2	3 2 8 0 5	3 4 6 1 0	5 7 5 0	3 2 M T C C A	267.50
						SUB-TOTAL	Y TOTAL 338.00
LESS TRAVEL ADVANCE	53. Personal Information	1 1 2	3 2 8 0 5	3 4 6 1 0	5 7 5 1	32MTCCA	Z 1,225.47

IF ADVANCE WAS GREATER THAN (Y) ENTER (Y) AMOUNT IN (Z) AND REPAY THE BALANCE. ATTACH RECEIPTS AND PREVIOUS PAGES OF THIS VOUCHER IF ANY.	AMOUNT DUE TO EMPLOYEE 1563.47
---	-----------------------------------

55. EXPENSE AUTHORITY SIGNATURE - CERTIFIED CORRECT PURSUANT TO SECTION 32 & 33 OF THE FINANCIAL ADMINISTRATION ACT AND RELATED POLICIES.	APPROVED BY EMAIL	PRINT NAME	DATE SIGNED YYYY MM DD
--	-------------------	------------	---------------------------

56. PROCESS NG CLERK INITIAL CERTIFIED EXTENSIONS AND ENTITLEMENTS CORRECT	AUDITED BY PL JUN 14-22	Clear Form	Save Form	Print Form
---	-------------------------	------------	-----------	------------

GUEST FOLIO

Sec urity ROOM	BEARE/LISA	299.00	06/02/22	07:49	Person
Persona	NAME	RATE	DEPART	TIME	ACC I#
I TYPE	XXX Personal Information		05/29/22	21:22	
33			ARRIVE	TIME	
ROOM CLERK	ADDRESS	Government Financial Information			Security Concern
		PAYMENT			
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE	
05/29	ROOM	249.00			
05/29	DEST FEE	\$ 291.72 x 3=\$875.16	A		
05/29	RM PST	20.12	B		
05/29	MRDT	7.54	C		
05/29	RM GST	12.57	D		
05/30	ROOM	249.00			
05/30	DEST FEE	2.49	A		
05/30	RM PST	20.12	B		
05/30	MRDT	7.54	C		
05/30	RM GST	12.57	D		
05/31	ROOM	249.00			
05/31	DEST FEE	2.49	A		
05/31	RM PST	20.12	B		
05/31	MRDT	7.54	C		
05/31	RM GST	12.57	D		
06/01	ROOM	\$ 350.31 x 1			
06/01	DEST FEE	2.99	A		
06/01	RM PST	24.16	B		
06/01	MRDT	9.06	C		
06/01	RM GST	15.10	D		
06/02	CCARD-AX			1225.47	
PAYMENT RECEIVED BY: AMERICAN EXPRESS					Government Financial Information
					.00
===== SUMMARY OF TAXES =====					
	DESCRIPTION		TAXED AMOUNT		TAX
A	DEST MKT FEE		.00		10.46
B	ROOM PST		.00		84.52
C	MRDT		.00		31.68
D	ROOM GST		.00		52.81
E	OTHER GST		.00		.00
F	PROV SALES TAX		.00		.00
H	GNS ROOM PST 8%		.00		.00
I	GNS MRDT 3%		.00		.00
K	LIQUOR TAX		.00		.00
L	GST INCLUSIVE		.00		.00
	NET CHARGES	TAX	CREDITS		FOLIO
	1046.00	179.47	1225.47		.00

From: [Oldham, Lisa E CITZ:EX](#)
To: [Oldham, Lisa E CITZ:EX](#)
Date: June 9, 2022 10:44:13 AM

Bluebird Cabs Ltd.
250-382-2222 **1-800-665-7055** **250-382-3611**
DISPATCH SERVING GREATER VICTORIA SINCE 1946 ACCOUNTS

Date 6/2/22 Amount \$ 10.00

From _____ To _____

Driver _____ Car # _____

Fare includes G.S.T. G.S.T. # _____

Download our App to book and track your cab on your phone!

Personal Information

Oldham, Lisa E CITZ:EX

From: passengerservices@helijet.com
Sent: May 13, 2022 10:59 AM
To: Oldham, Lisa E CITZ:EX
Subject: Thank you for choosing to take off with Helijet!

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



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information		
Account	Customer #	Personal Information
	Name	Lisa Beare
	Company	Ministry Of Citizens' Services

Booking Personal Information	
Thursday, May 5, 2022	Invoice Personal Information
858	FARE-YWH-FULL \$357.14
18:35 Victoria Harbour / Map	+ GST \$17.86
19:10 Vancouver Harbour / Map	Billing \$357.14
35 minutes	Taxes \$17.86
Confirmed	Grand Total \$375.00
1 Passengers - Full-Fare	Mastercard \$375.00

Oldham, Lisa E CITZ:EX

From: passengerservices@helijet.com
Sent: May 16, 2022 10:07 AM
To: Oldham, Lisa E CITZ:EX
Subject: 1Thank you for choosing to take off with Helijet!

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



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information		
Account	Customer #	Personal Information
	Name	Lisa Beare
	Company	Ministry Of Citizens' Services

Booking		Personal Information
Monday, May 9, 2022		Invoice
705 08:50 Vancouver Harbour / Map 09:25 Victoria Harbour / Map	FARE-YWH-OffPeak_2022	\$280.95
	+ GST	\$14.05
	Billing	\$280.95
Dropoff:	Taxes	\$14.05
Taxi Requested	Grand Total	\$295.00
35 minutes	Mastercard	\$295.00

AIR CANADA

Booking Confirmation

Booking Reference: Personal Information

Date of issue: 10 May, 2022

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

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

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

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

IMPORTANT: Entry requirements

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



Depart

Economy - Comfort

Saturday
02 Jul, 202213:05
Vancouver
Vancouver Int. (YVR),
Terminal M14:48
Sandspit
(YZP),
British Columbia

AC8399
1hr43
Economy S
Operated by: Air Canada Express -
Jazz | [Or Havilland Dash 8-400](#)

Passengers

Lisa Beare
Ticket number
Government Financial Information

Seats
AC8399 Personal Information



Purchase summary

Government Financial Information

Amount paid: \$562.93

Tax information

GST no. 10009-2287 RT0001 \$26.81

1 adult

Base fare Economy - Comfort	501.00
Carrier surcharges	23.00

Air Travellers Security Charge - Canada	7.12
Goods and Services Tax - Canada - 100092287 RT0001	26.81
Airport Improvement Fee - Canada	5.00
Total before options (per passenger)	\$562.93

GRAND TOTAL (Canadian dollars)	\$562.93
---------------------------------------	-----------------

Oldham, Lisa E CITZ:EX

From: passengerservices@helijet.com
Sent: May 13, 2022 11:00 AM
To: Oldham, Lisa E CITZ:EX
Subject: 2Thank you for choosing to take off with Helijet!

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



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information		
Account	Customer #	Personal Information
	Name	Lisa Beare
	Company	Ministry Of Citizens' Services

Booking		Personal Information
Thursday, May 12, 2022		Invoice
858	FARE-YWH-FULL	\$357.14
18:35 Victoria Harbour / Map	+ GST	\$17.86
19:10 Vancouver Harbour / Map	Billing	\$357.14
35 minutes	Taxes	\$17.86
Confirmed	Grand Total	\$375.00
1 Passengers - Full-Fare	Mastercard	\$375.00

Oldham, Lisa E CITZ:EX

From: passengerservices@helijet.com
Sent: May 13, 2022 11:36 AM
To: Oldham, Lisa E CITZ:EX
Subject: Thank you for choosing to take off with Helijet!

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



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Personal Information

Name

Lisa Beare

Company

Ministry Of Citizens' Services

Booking

Personal Information

Monday, May 16, 2022

705

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

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

Dropoff:

Taxi Requested

35 minutes

Invoice Personal Information

FARE-YWH-OffPeak_2022 \$280.95

+ GST \$14.05

Billing \$280.95

Taxes \$14.05

Grand Total \$295.00

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

Oldham, Lisa E CITZ:EX

From: passengerservices@helijet.com
Sent: May 20, 2022 1:54 PM
To: Oldham, Lisa E CITZ:EX
Subject: Thank you for choosing to take off with Helijet!

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



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information		
Account	Customer #	Personal Information
	Name	Lisa Beare
	Company	Ministry Of Citizens' Services

Booking		Personal Information
Thursday, May 19, 2022		Invoice
858	FARE-YWH-FULL	\$357.14
18:35 Victoria Harbour / Map	+ GST	\$17.86
19:10 Vancouver Harbour / Map	Billing	\$357.14
35 minutes	Taxes	\$17.86
Confirmed	Grand Total	\$375.00
1 Passengers - Full-Fare	Mastercard	\$375.00

Oldham, Lisa E CITZ:EX

From: passengerservices@helijet.com
Sent: June 3, 2022 3:41 PM
To: Oldham, Lisa E CITZ:EX
Subject: 1Thank you for choosing to take off with Helijet!

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



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

We look forward to welcoming you aboard your flight soon!

Customer Information		
Account	Customer #	Personal Information
	Name	Lisa Beare
	Company	Ministry Of Citizens' Services

Booking		Personal Information
Sunday, May 29, 2022		Invoice
787 17:00 Vancouver Harbour / Map 17:35 Victoria Harbour / Map	FARE-YWH-OffPeak_2021	\$266.67
	+ GST	\$13.33
	Billing	\$266.67
35 minutes	Taxes	\$13.33
Confirmed	Grand Total	\$280.00
1 Passengers - Off-Peak	Mastercard	\$280.00