

Minister's Quarterly Travel Expense Summary

Name: Honourable Rachna Singh Quarter: 2024 April to June

Portfolio: Education

Travel expense summary (amount paid this quarter):

In Province Flights:	\$ 1,271.79
Other Travel in Province:	\$ 2,425.73
Out of Country Travel:	\$ -
Out of Province Travel:	\$ -
Total travel expenses paid this quarter:	\$ 3,697.52
Travel expenses fiscal year-to-date:	\$ 3,697.52

 Where ideas work										Travel Voucher (Restricted Use)	
										Claim Number TRA-SIN240321	
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, and 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.											
Date March 27, 2024		Name Rachna Singh			Reason for Travel						
Headquarters Surrey - Green Timbers		Job Title Minister			Speaking event - SFU Victoria for in person meetings						
Type Of Travel In Province		Ministry ECC									
14. Fiscal year 2023-2024	15. Destination * BC Ferries	16. Start of Day hh:mm	17. End of Day hh:mm	18. Personal Vehicle Use KM	18. Other Transport Cost	19. Per Diem Meals Group 4	20. Lodging Costs Cost	21. Miscellaneous (Car Rental, Phone, ATM Fees, etc.) Cost			
Travel Date								Description			
18-Mar	SFU Harbour Center	17:00	19:00	64	\$39.04	\$0.00		\$0.00	\$0.00	\$0.00	
19-Mar	Vancouver to Victoria	11:00	23:59	65	\$39.65	\$0.00	L & D	\$48.50	\$0.00	\$0.00	
20-Mar	Victoria	06:00	23:59		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
21-Mar	Victoria to Vancouver	06:00	23:59	65	\$39.65	\$0.00	Full Day	\$61.00	\$0.00	\$0.00	
						\$0.00		\$0.00	\$0.00	\$0.00	
						\$0.00		\$0.00	\$0.00	\$0.00	
						\$0.00		\$0.00	\$0.00	\$0.00	
						\$0.00		\$0.00	\$0.00	\$0.00	
						\$0.00		\$0.00	\$0.00	\$0.00	
						\$0.00		\$0.00	\$0.00	\$0.00	
						\$0.00		\$0.00	\$0.00	\$0.00	
						\$0.00		\$0.00	\$0.00	\$0.00	
						\$0.00		\$0.00	\$0.00	\$0.00	
						\$0.00		\$0.00	\$0.00	\$0.00	
						\$0.00		\$0.00	\$0.00	\$0.00	
TOTALS OF COLUMNS				22.	23.	24.	25.	26.	27. Claim Total		
				\$118.34	\$0.00	\$109.50	\$0.00	\$0.00	\$227.84		
28. Client Code 062	29. Resp. 22001	30. Service Line 06000	31. STOB 5750		32. Project 22MTVNC		33. Supplier Code 22MTCCA		34. Amount \$0.00 \$109.50		
062	22001	06000	5701		22MTVNC		Personal Information		\$0.00 \$79.30		
062	22001	06000	5702		2200000				\$0.00 \$39.04		
									\$0.00		
									\$0.00		
Drafted by Jane Constable			Only if different from traveller			AMOUNT PAYABLE			35. \$227.84		
Approvals		36. Traveller Rachna Singh	37. Spending Authority Jane Constable			Nina Karimi - Email approval attached					
Notes: March 18 MRS drives 64km return to and from Speaking engagement no per diems to claim March 19 MRS drives from home to Legislature 65km one way, claims Lunch and Dinner per diems, ferry receipt incl (paid for on PCard) March 20 in Victoria- nothing to claim March 21 MRS drives Legislature to Home 65km one way, claims full per diems, ferry receipt incl (paid for on PCard)											Save

Where ideas work

Travel Voucher (Restricted Use)

Claim Number	TRA-SIN240404
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[illegible]

5. **How many times did you use the service in the last 12 months?**

#2

PCARD CONSTABLEJ 03APR24

Constable, Jane ECC:EX

From: British Columbia Ferry Services Inc. <no_reply@bcferries.com>
Sent: March 4, 2024 8:11 AM
To: Constable, Jane ECC:EX
Subject: Your booking is confirmed: Government Financial Information for 2024-03-10

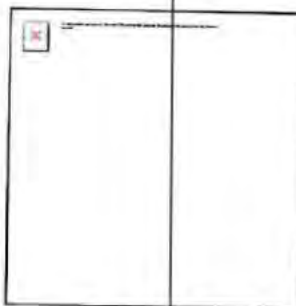
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This is a transactional or informational email that contains important details that BC Ferries must communicate to you in order to provide the best possible service. This is not a promotional email. Please do not respond to this email.

BOOKING CONFIRMATION



Booking reference:

Government Financial Information

Date issued: 04/Mar/2024 8:09:35 AM

Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Jane Constable TRAVELLER: RACHNA SINGH
027 - 501 Belleville St

Victoria, British Columbia Canada, V8W 9E2

Personal Information

Customer number: Government
Financial**DEPARTS****TIME/DATE**

Vancouver (Tsawwassen)

09:00 PM10/Mar/2024

ARRIVES**TIME/DATE**

Victoria (Swartz Bay)

10:35 PM10/Mar/2024

Fare type: Prepaid**Ferry:** Coastal Renaissance**Fare Information**

1x	20 ft. (6.10 m) Under height passenger vehicle	\$73.90
1x	12+ years	\$19.20
	Change fee	\$5.00
	Change fee	\$5.00
	Change fee	\$5.00
	Total	\$108.10
	Amount paid	\$108.10
	Due at terminal:	\$0.00

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.

**Arrive at the terminal 30 to 60 minutes prior to
scheduled departure**



RECEIPT – PLEASE RETAIN

Date of purchase:	04/Mar/2024 8:09:31 AM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial
GST number:	894623206
Purchase amount:	\$47.20 (CAD)
Card type:	MasterCard
Card ending:	Government Financial Information
Authorization #:	049601

[BC Ferries' Cancellation/Change policies](#)

British Columbia Ferry Services Inc. Customer Service Centre Suite 500 – 1321
Blanshard Street, Victoria BC, V8W 0B7 1-888-BC-FERRY (1-888-223-
3779) [bcferries.com](https://www.bcferries.com) | [Contact & customer support](#)

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#3

PCARD CONSTABLEJ 03APR24

Constable, Jane ECC:EX

From: British Columbia Ferry Services Inc. <no_reply@bcferries.com>
Sent: March 4, 2024 2:45 PM
To: Constable, Jane ECC:EX
Subject: Your booking is confirmed: Government Financial for 2024-03-21

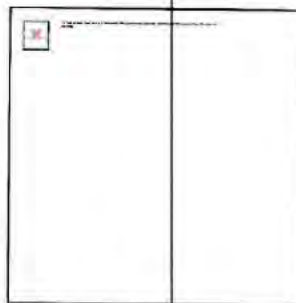
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BOOKING CONFIRMATION



Booking reference:

Government Financial
Information

Date issued: 04/Mar/2024 2:44:04 PM
Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Jane Constable **TRAVELLER: RACHNA SINGH**
027 - 501 Belleville St

Victoria, British Columbia Canada, V8W 9E2 Personal InformationCustomer number: Government
Financial

DEPARTS	TIME/DATE
Victoria (Swartz Bay)	05:00 PM21/Mar/2024
ARRIVES	TIME/DATE
Vancouver (Tsawwassen)	06:35 PM21/Mar/2024

Fare type: Prepaid

Ferry: Spirit of British Columbia

Fare Information

1x	20 ft. (6.10 m) Under height passenger vehicle	\$81.35
1x	12+ years	\$19.20
	Total	\$100.55
	Amount paid	\$100.55
	Due at terminal:	\$0.00

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**Arrive at the terminal 30 to 60 minutes prior to
scheduled departure**



What you need to redeem your booking

The ticket agent will ask for your booking reference number or the phone number you used to make the booking. Government-approved photo ID is needed for proof of age as applicable (e.g. BC Seniors).

Bookings will not be honoured and travel will be based on order of arrival at the terminal if you:

- arrive after the booking check-in has closed, 30 minutes prior to the scheduled departure;
- arrive before the booking check-in has opened, more than 60 minutes prior to the scheduled departure.

If your ferry travel is part of a vacation package, you will need to present your ferry travel voucher to the ticket agent when you arrive at the terminal. Tour operators are required to present ferry travel vouchers for all tour members.

The non-authorized resale of a booking/reservation is prohibited unless contracted through BC Ferries.

Vehicle type and size

Your booking will only be honoured for the vehicle type and size you reserved.

If your reserved vehicle height differs at check-in, your booking will not be honoured. If your reserved vehicle length differs by more than 5 feet (1.5 metres) at check-in, your booking will not be honoured. To make changes to your booking, [access your BC Ferries account online](#).

View important travel information >



RECEIPT – PLEASE RETAIN

Date of purchase:	04/Mar/2024 2:44:00 PM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial
GST number:	894623206

Purchase amount:	\$100.55 (CAD)
Card type:	MasterCard
Card ending:	Government Financial Information
Authorization #:	006014

[BC Ferries' Cancellation/Change policies](#)

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Blanshard Street, Victoria BC, V8W 0B7 1-888-BC-FERRY (1-888-223-
3779) [bcferrys.com](https://www.bcferrys.com) | [Contact & customer support](#)

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Constable, Jane ECC:EX

From: British Columbia Ferry Services Inc. <no_reply@bcferries.com>
Sent: March 4, 2024 2:41 PM
To: Constable, Jane ECC:EX
Subject: Your booking is confirmed: Government Financial Information for 2024-03-19

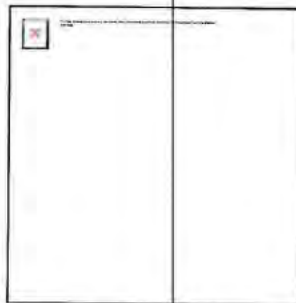
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BOOKING CONFIRMATION



Booking reference:

Government Financial Information

Date issued: 04/Mar/2024 2:39:54 PM
Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Jane Constable TRAVELLER: RACHNA SINGH
027 - 501 Belleville St

Victoria, British Columbia Canada, V8W 9E2

Personal Information

Customer number: Government
Financial**DEPARTS****TIME/DATE**

Vancouver (Tsawwassen)

11:00 AM 19/Mar/2024

ARRIVES**TIME/DATE**

Victoria (Swartz Bay)

12:35 PM 19/Mar/2024

Fare type: Prepaid

Ferry: Spirit of British Columbia

Fare Information

1x	20 ft. (6.10 m) Under height passenger vehicle	\$81.35
1x	12+ years	\$19.20
	Total	\$100.55
	Amount paid	\$100.55
	Due at terminal:	\$0.00

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**Arrive at the terminal 30 to 60 minutes prior to
scheduled departure**



What you need to redeem your booking

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RECEIPT – PLEASE RETAIN

Date of purchase:	04/Mar/2024 2:39:50 PM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial Information
GST number:	894623206

Purchase amount:	\$100.55 (CAD)
Card type:	MasterCard
Card ending:	Government Financial Information
Authorization #:	000667

[BC Ferries' Cancellation/Change policies](#)

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3779) [bcferry.com](https://www.bcferry.com) | [Contact & customer support](#)

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#5

Constable, Jane ECC:EX

From: passengerservices@helijet.com
Sent: March 5, 2024 1:11 PM
To: Constable, Jane ECC: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!

Did you know, in addition to our daily scheduled flights, [Helijet Charters](#) and our new partner [BLADE](#), can also assist you in coordinating your custom charter for business or pleasure?

Customer Information

Account

Customer #

Personal
Information,

Name

Rachna Singh

Company

Minister Office Education And Child Care

Booking

Government
Financial
Information

Tuesday, March 5, 2024

Invoice Government
Financial

717

PHS-Heliport Improvement Fee

\$7.62

SALE - Seat Sale \$255

\$242.86

Departure:

+ GST

\$12.52

16:00 Vancouver Harbour

» [Directions](#)

Billing

\$250.48

Taxes

\$12.52

Arrival:**16:35 Victoria Harbour**[» Directions](#)**35 minutes****Confirmed****1 Passengers - SALES****Rachna Singh, Female**[Add to Calendar](#)Personal Security, Personal
Information**Grand Total****\$263.00****FARE RULES:**

Available for adult passengers aged 13-64 years & unaccompanied minors. Please call Helijet Reservations to book Seniors 65+, Children and Infants Under 13 years

Helijet SALES fares are Refundable / Changeable / Upgradeable up to 5pm day prior to departure. Upgrade to higher fare may also be required if original fare not available.

After 5pm, travel is only changeable for an earlier same-day flight by contacting Helijet by phone or in-person at the terminal before your scheduled departure time.

Any same-day cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to 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)

SALE Fares do not qualify for combination with Kids Fly Free promotions.

ACCESSIBILITY :

As accessible seating is limited, passengers with limited mobility and/or special needs are asked to make

#6

PCARD CONSTABLEJ 03APR24

Constable, Jane ECC:EX

From: British Columbia Ferry Services Inc. <no_reply@bcferries.com>
Sent: March 7, 2024 11:49 AM
To: Constable, Jane ECC:EX
Subject: Your booking is confirmed: Government Financial Information for 2024-03-11

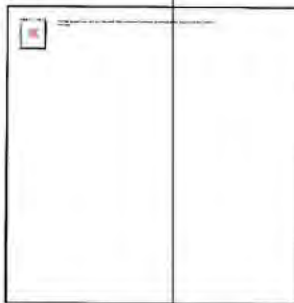
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BOOKING CONFIRMATION



Booking reference:

Government Financial Information

Date issued: 07/Mar/2024 11:47:10 AM
Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Jane Constable TRAVELLER: RACHNA SINGH
027 - 501 Belleville St

Victoria, British Columbia Canada, V8W 9E2

Personal Information

Customer number: Government
Financial**DEPARTS****TIME/DATE**

Vancouver (Tsawwassen)

07:00 AM11/Mar/2024

ARRIVES**TIME/DATE**

Victoria (Swartz Bay)

08:35 AM11/Mar/2024

Fare type: Prepaid

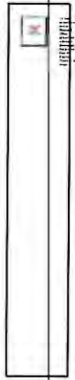
Ferry: Spirit of British Columbia

Fare Information

1x	20 ft. (6.10 m) Under height passenger vehicle	\$73.90
1x	12+ years	\$19.20
	Change fee	\$5.00
	Change fee	\$5.00
	Change fee	\$5.00
	Change fee	\$5.00
	Total	\$113.10
	Amount paid	\$113.10
	Due at terminal:	\$0.00

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.

**Arrive at the terminal 30 to 60 minutes prior to
scheduled departure**



What you need to redeem your booking

The ticket agent will ask for your booking reference number or the phone number you used to make the booking. Government-approved photo ID is needed for proof of age as applicable (e.g. BC Seniors).

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Vehicle type and size

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RECEIPT – PLEASE RETAIN

Date of purchase:	07/Mar/2024 11:47:11 AM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial
GST number:	894623206
Purchase amount:	\$5.00 (CAD)
Card type:	MasterCard
Card ending:	Government Financial Information
Authorization #:	000640

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157

Constable, Jane ECC:EX

From: British Columbia Ferry Services Inc. <no_reply@bcferries.com>
Sent: March 13, 2024 11:53 AM
To: Constable, Jane ECC:EX
Subject: Your booking is confirmed: Government Financial Information for 2024-03-19

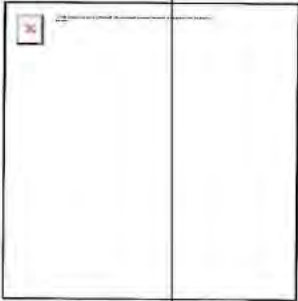
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BOOKING CONFIRMATION



Booking reference: Government Financial Information

Date issued: 13/Mar/2024 11:52:14 AM
Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Jane Constable TRAVELLER: RACHNA SINGH
027 - 501 Belleville St

Victoria, British Columbia Canada, V8W 9E2

Personal Information

Customer number: Government
Financial

DEPARTS

TIME/DATE

Vancouver (Tsawwassen)

01:00 PM19/Mar/2024

ARRIVES

TIME/DATE

Victoria (Swartz Bay)

02:35 PM19/Mar/2024

Fare type: Prepaid

Ferry: Coastal Renaissance

Fare Information

1x	20 ft. (6.10 m) Under height passenger vehicle	\$81.35
1x	12+ years	\$19.20
	Change fee	\$5.00
	Total	\$105.55
	Amount paid	\$105.55
	Due at terminal:	\$0.00

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View important travel information >



RECEIPT – PLEASE RETAIN

Date of purchase:	13/Mar/2024 11:52:10 AM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial Information
GST number:	894623206

Purchase amount:	\$5.00 (CAD)
Card type:	MasterCard
Card ending:	Government Financial Information
Authorization #:	096913

[BC Ferries' Cancellation/Change policies](#)

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#8

PCARD CONSTABLEJ 03APR24

Constable, Jane ECC:EX

From: British Columbia Ferry Services Inc. <no_reply@bcferries.com>
Sent: March 13, 2024 2:30 PM
To: Constable, Jane ECC:EX
Subject: Your booking is confirmed: Government Financial Information for 2024-04-03

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BOOKING CONFIRMATION



Booking reference:

Government Financial
Information

Date issued: 13/Mar/2024 2:29:10 PM

Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Jane Constable TRAVELLER: RACHNA SINGH
027 - 501 Belleville St

Victoria, British Columbia Canada, V8W 9E2

Personal Information

Customer number: Government
Financial**DEPARTS****TIME/DATE**

Victoria (Swartz Bay)

09:00 PM03/Apr/2024

ARRIVES**TIME/DATE**

Vancouver (Tsawwassen)

10:35 PM03/Apr/2024

Fare type: Saver

Ferry: Spirit of British Columbia

Fare Information

1x	20 ft. (6.10 m) Under height passenger vehicle	\$35.35
1x	12+ years	\$15.60
	Total	\$50.95
	Amount paid	\$50.95
	Due at terminal:	\$0.00

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scheduled departure**



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Vehicle type and size

Your booking will only be honoured for the vehicle type and size you reserved.

If your reserved vehicle height differs at check-in, your booking will not be honoured. If your reserved vehicle length differs by more than 5 feet (1.5 metres) at check-in, your booking will not be honoured. To make changes to your booking, [access your BC Ferries account online](#).

View important travel information >



RECEIPT – PLEASE RETAIN

Date of purchase:	13/Mar/2024 2:29:08 PM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial Information
GST number:	894623206

Purchase amount:	\$50.95 (CAD)
Card type:	MasterCard
Card ending:	Government Financial Information
Authorization #:	092966

[BC Ferries' Cancellation/Change policies](#)

British Columbia Ferry Services Inc. Customer Service Centre Suite 500 – 1321
Blanshard Street, Victoria BC, V8W 0B7 1-888-BC-FERRY (1-888-223-
3779) [bcferries.com](https://www.bcferries.com) | [Contact & customer support](#)

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109

PCARD CONSTABLEJ 03APR24

Constable, Jane ECC:EX

From: British Columbia Ferry Services Inc. <no_reply@bcferries.com>
Sent: March 25, 2024 11:52 AM
To: Constable, Jane ECC:EX
Subject: Your booking is confirmed: Government Financial Information for 2024-04-04

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



[View or edit your booking >](#)

This is a transactional or informational email that contains important details that BC Ferries must communicate to you in order to provide the best possible service. This is not a promotional email. Please do not respond to this email.

BOOKING CONFIRMATION



Booking reference:

Government Financial
Information

Date issued: 25/Mar/2024 11:50:32 AM
Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Jane Constable TRAVELLER: RACHNA SINGH
027 - 501 Belleville St

Victoria, British Columbia Canada, V8W 9E2

Personal Information

Customer number: Government
Financial**DEPARTS****TIME/DATE**

Victoria (Swartz Bay)

07:00 PM04/Apr/2024

ARRIVES**TIME/DATE**

Vancouver (Tsawwassen)

08:35 PM04/Apr/2024

Fare type: Saver

Ferry: Spirit of Vancouver Island

Fare Information

1x	20 ft. (6.10 m) Under height passenger vehicle	\$69.65
1x	12+ years	\$18.70
	Change fee	\$5.00
	Total	\$93.35
	Amount paid	\$93.35
	Due at terminal:	\$0.00

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.

**Arrive at the terminal 30 to 60 minutes prior to
scheduled departure**



What you need to redeem your booking

The ticket agent will ask for your booking reference number or the phone number you used to make the booking. Government-approved photo ID is needed for proof of age as applicable (e.g. BC Seniors).

Bookings will not be honoured and travel will be based on order of arrival at the terminal if you:

- arrive after the booking check-in has closed, 30 minutes prior to the scheduled departure;
- arrive before the booking check-in has opened, more than 60 minutes prior to the scheduled departure.

If your ferry travel is part of a vacation package, you will need to present your ferry travel voucher to the ticket agent when you arrive at the terminal. Tour operators are required to present ferry travel vouchers for all tour members.

The non-authorized resale of a booking/reservation is prohibited unless contracted through BC Ferries.

Vehicle type and size

Your booking will only be honoured for the vehicle type and size you reserved.

If your reserved vehicle height differs at check-in, your booking will not be honoured. If your reserved vehicle length differs by more than 5 feet (1.5 metres) at check-in, your booking will not be honoured. To make changes to your booking, [access your BC Ferries account online](#).

View important travel information >



RECEIPT – PLEASE RETAIN

Date of purchase:	25/Mar/2024 11:50:29 AM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial Information
GST number:	894623206

Purchase amount:	\$42.40 (CAD)
Card type:	MasterCard
Card ending:	Personal Information
Authorization #:	094217

[BC Ferries' Cancellation/Change policies](#)

British Columbia Ferry Services Inc. Customer Service Centre Suite 500 – 1321
Blanshard Street, Victoria BC, V8W 0B7 1-888-BC-FERRY (1-888-223-
3779) [bcferrys.com](https://www.bcferrys.com) | [Contact & customer support](#)

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#10

PCARD CONSTABLEJ 03APR24

Constable, Jane ECC:EX

From: British Columbia Ferry Services Inc. <no_reply@bcferries.com>
Sent: March 28, 2024 12:33 PM
To: Constable, Jane ECC:EX
Subject: Your booking is confirmed: Government Financial Information for 2024-04-01

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[View or edit your booking >](#)

This is a transactional or informational email that contains important details that BC Ferries must communicate to you in order to provide the best possible service. This is not a promotional email. Please do not respond to this email.

BOOKING CONFIRMATION



Booking reference:

Government Financial Information

Date issued: 28/Mar/2024 12:31:49 PM
Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Jane Constable TRAVELLER: RACHNA SINGH
027 - 501 Belleville St

Victoria, British Columbia Canada, V8W 9E2

Personal Information

Customer number: Government
Financial**DEPARTS****TIME/DATE**

Vancouver (Tsawwassen)

09:00 PM01/Apr/2024

ARRIVES**TIME/DATE**

Victoria (Swartz Bay)

10:35 PM01/Apr/2024

Fare type: Prepaid

Ferry: Spirit of Vancouver Island

Fare Information

1x	20 ft. (6.10 m) Under height passenger vehicle	\$83.95
1x	12+ years	\$19.85
	Total	\$103.80
	Amount paid	\$103.80
	Due at terminal:	\$0.00

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.

**Arrive at the terminal 30 to 60 minutes prior to
scheduled departure**



What you need to redeem your booking

The ticket agent will ask for your booking reference number or the phone number you used to make the booking. Government-approved photo ID is needed for proof of age as applicable (e.g. BC Seniors).

Bookings will not be honoured and travel will be based on order of arrival at the terminal if you:

- arrive after the booking check-in has closed, 30 minutes prior to the scheduled departure;
- arrive before the booking check-in has opened, more than 60 minutes prior to the scheduled departure.

If your ferry travel is part of a vacation package, you will need to present your ferry travel voucher to the ticket agent when you arrive at the terminal. Tour operators are required to present ferry travel vouchers for all tour members.

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Vehicle type and size

Your booking will only be honoured for the vehicle type and size you reserved.

If your reserved vehicle height differs at check-in, your booking will not be honoured. If your reserved vehicle length differs by more than 5 feet (1.5 metres) at check-in, your booking will not be honoured. To make changes to your booking, [access your BC Ferries account online](#).

View important travel information >



RECEIPT – PLEASE RETAIN

Date of purchase:	28/Mar/2024 12:31:46 PM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial Information
GST number:	894623206

Purchase amount:	\$103.80 (CAD)
Card type:	MasterCard
Card ending:	Government Financial Information
Authorization #:	034052

[BC Ferries' Cancellation/Change policies](#)

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11

PCARD CONSTABLEJ 03APR24

Constable, Jane ECC:EX

From: British Columbia Ferry Services Inc. <no_reply@bcferries.com>
Sent: April 1, 2024 4:43 PM
To: Constable, Jane ECC:EX
Subject: Your booking is confirmed: Government Financial Information for 2024-04-07

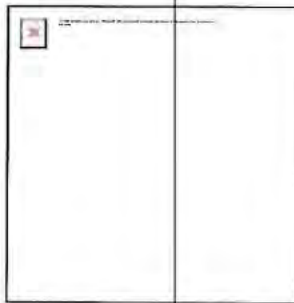
[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.



[View or edit your booking >](#)

This is a transactional or informational email that contains important details that BC Ferries must communicate to you in order to provide the best possible service. This is not a promotional email. Please do not respond to this email.

BOOKING CONFIRMATION



Booking reference:

Government Financial Information

Date issued: 01/Apr/2024 4:41:32 PM
Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Jane Constable TRAVELLER: RACHNA SINGH
027 - 501 Belleville St

Victoria, British Columbia Canada, V8W 9E2

Personal Information

Customer number: Government
Financial

DEPARTS	TIME/DATE
Vancouver (Tsawwassen)	09:00 PM07/Apr/2024
ARRIVES	TIME/DATE
Victoria (Swartz Bay)	10:35 PM07/Apr/2024

Fare type: Saver

Ferry: Coastal Renaissance

Fare Information

1x	20 ft. (6.10 m) Under height passenger vehicle	\$66.55
1x	12+ years	\$15.60
	Change fee	\$5.00
	Total	\$87.15
	Amount paid	\$87.15
	To be refunded:	\$16.65

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.

**Arrive at the terminal 30 to 60 minutes prior to
scheduled departure**



What you need to redeem your booking

The ticket agent will ask for your booking reference number or the phone number you used to make the booking. Government-approved photo ID is needed for proof of age as applicable (e.g. BC Seniors).

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RECEIPT – PLEASE RETAIN

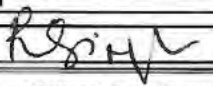
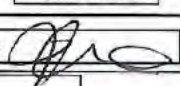
Date of purchase:	28/Mar/2024 12:31:46 PM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial Information
GST number:	894623206

Refund amount:	\$16.65
Card type:	MasterCard
Card ending:	Government Financial Information
Authorization #:	034052

[BC Ferries' Cancellation/Change policies](#)

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3779) [bcferry.com](https://www.bcferry.com) | [Contact & customer support](#)

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 Where ideas work										Travel Voucher (Restricted Use)		
										Claim Number TRA-SIN240411		
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, and 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.												
Date April 24, 2024		Name Rachna Singh		Reason for Travel 								
Headquarters Surrey Green Timbers		Job Title Minister										
Type Of Travel In Province		Ministry ECC										
14. Fiscal year 2024	15. Destination * Ferries paid on pcard	16. Start of Day hh:mm	17. End of Day hh:mm	18. Personal Vehicle Use		Other Transport		19. Per Diem Meals Group 4	20. Lodging Costs	21. Miscellaneous (Car Rental, Phone, ATM Fees, etc.)		
Travel Date				KM	Cost	Cost		Cost	Cost	Cost	Description	
8-Apr	MRS Van>Vic Ferry *	19:30	23:59	55	\$34.65	\$0.00		\$0.00	\$0.00	\$0.00		
9-Apr	Session	06:00	23:59		\$0.00	\$0.00		Full Day \$61.00	\$0.00	\$0.00		
10-Apr	Session	06:00	23:59		\$0.00	\$0.00		Full Day \$61.00	\$0.00	\$0.00		
11-Apr	MRS Vic> Van	06:00	23:59	55	\$34.65	\$89.90		Full Day \$61.00	\$0.00	\$0.00		
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
TOTALS OF COLUMNS					22. \$69.30	23. \$89.90		24. \$183.00	25. \$0.00	26. \$0.00	27. Claim Total \$342.20	
28. Client Code 062 062	29. Resp. 22001 22001	30. Service Line 06000 06000			31. STOB 5750 5701	32. Project 22000000 22MTCCA 22MTVNC		33. Supplier Code Personal Information Personal	34. Amount Perso \$183.00 Pers \$159.20 Total \$0.00 \$0.00 \$0.00			
Drafted by Jane Constable				Only if different from traveller		AMOUNT PAYABLE			35. \$342.20			
Approvals		36. Traveller Rachna Singh				37. Spending Authority Jane Constable						
Notes April 8 - MRS drives to ferry 29kms, PCARD paid ferry Van>Vic receipt incl. - No Per Diems - drives 26kms to accoms April 9 - Session - Full Per Diems April 10 - Session - Full Per Diems April 11 - Session - MRS drives to ferry 26kms - Ferry paid w/ personal card, receipt incl. - Full Per Diems - Drives home 29kms												EA checked Save

Swartz Bay
To
Tsawwassen



Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0E7

LANE 04

RECEIPT - PLEASE RETAIN

PURCHASE 2024/04/11

101	Undersize Veh1	67.40
2	BC Senior	0.00
	Adult	19.10
	Fuel Surchang	3.40
	Total	89.90

Master Card
*****Governm 89.90

AUTH 092180 6639646 0010014360 H

Mastercard
0000000041010 / 0000000001 /

NO SIGNATURE TRANSACTION

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY
SWE 11 Apr 2024 18:18:02
Personal Information

Where ideas work

Claim Number	TRA-SIN240412
--------------	---------------

Date	April 24, 2024	Name	Rachna Singh	Reason for Travel CYIC Meeting in Person
Headquarters	Surrey Green Timbers	Job Title	Minister	
Type Of Travel	In Province	Ministry	ECC	

[illegible]

			22.	23.		24.	25.	26.	27.
TOTALS OF COLUMNS									Claim Total
			\$49.14	\$0.00		\$39.50	\$0.00	\$0.00	\$88.64

28.	29.	30.	31.	32.	33.	34.
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
082	22001	06000	5702	2200000	Personal	\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00

Drafted by	Jane Constable	Only if different from traveller	AMOUNT PAYABLE	35.	\$88.64
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Approvals	36. Traveller	Rachna Singh 	37. Spending Authority	Jane Constable 
-----------	------------------	--	---------------------------	--

Notes	EA checked
April 12 - MRS drove to 100 Park Royal South = 78kms round trip - for in person meeting with The First Nations Children and Youth in Care Protocol Oversight Table Breakfast and Lunch Per Diem	Save

Where ideas work

Claim Number	TRA- S N240419
--------------	----------------

Date	April 24, 2024	Name	Rachna Singh	Reason for Travel Speaking @ BCSTA AGM in Person
Headquarters	Surrey Green Timbers	Job Title	Minister	
Type Of Travel	In Province	Ministry	ECC	

[illegible]

			TOTALS OF COLUMNS			22.	23.		24.	25.	26.	27.
						\$41.58	\$0.00		\$12.50	\$0.00	\$18.00	Claim Total \$72.08
28.	29.	30.				31.	32.	33.	34.			
Client Code	Resp.	Service Line				STOB	Project	Supplier Code	Amount			
062	22301	06000				5702	2200000	Personal	Perso \$72.08			
									\$0.00			
									\$0.00			
									\$0.00			
									\$0.00			

Drafted by Jane Constable		Only if different from traveller		AMOUNT PAYABLE		35.	\$72.08
Approvals	36.	Traveller Rachna Singh		37.	Spending Authority Jane Constable		

Notes	Personal - MRS drove to 1620 Bayshore Drive, = 66kms round trip - for in person meeting Speaking event w/ BCSTA Parking receipt incl = \$18 Breakfast Per Diem	Spending Authority
-------	--	--------------------

EA checked

Save

THANK YOU

THANK YOU

Indigo Lot 088
Westin Bayshore

Meter: VAN-088
Trans: 031432
Time: 8:27AM
Price: \$18.00

APR 19

Licence Plate:
Personal Information

Card: ***** Personal Information
Auth: 054332
Expires:

1:00AM SAT
APR 20 2024

Thank you for parking
with Indigo
604.669.7275
GST 120996095RT0005

RECEIPT

PARKING RECEIPT

PARKING RECEIPT

Where ideas work

Claim Number	TRA- SIN240425
--------------	----------------

Date	April 24, 2024	Name	Rachna Singh	Reason for Travel Session
Headquarters	Surrey Green Timbers	Job Title	Minister	
Type Of Travel	In Province	Ministry	ECC	

14.	15.	16.	17.	18.		19.		20.	21.	
Fiscal year	Destination	Start of Day	End of Day	Personal Vehicle Use	Other Transport	Per Diem Meals Group	Lodging Costs	Miscellaneous (Car Rental, Phone, ATM Fees, etc.)		
2024						Group 4				
Travel Date		hh:mm	hh:mm	KM	Cost	Cost	Cost	Cost	Cost	Description
21-Apr	MRS Van>Vic Ferry	19:30	23:59	55	\$34.65	\$188.00		\$0.00	\$0.00	\$0.00
22-Apr	Session	06:00	23:59		\$0.00	\$0.00	Full Day	\$61.00	\$0.00	\$0.00
23-Apr	Session	06:00	23:59		\$0.00	\$0.00	Full Day	\$61.00	\$0.00	\$0.00
24-Apr	Session	06:00	23:59		\$0.00		Full Day	\$61.00	\$0.00	\$0.00
25-Apr	MRS Vic> Van *	06:00	23:59	55	\$34.65	\$0.00	Full Day	\$61.00	\$0.00	\$0.00
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
	* Ferries paid on pcard				\$0.00	\$0.00		\$0.00	\$0.00	\$0.00

TOTALS OF COLUMNS			22. \$69.30	23. \$188.00	24. \$244.00 Personal	25. \$0.00	26. \$0.00	27. Claim Total Personal \$501.30
28. Client Code 062 062	29. Resp. 22001 22001	30. Service Line 06000 06000	31. STOB 5750 5701	32. Project 2200000 22MTVCA 22MTVNC	33. Supplier Code Personal Personal	34. Amount Personal Inform \$244.00 \$257.30 \$0.00 \$0.00 \$0.00		

Drafted by	Jane Constable	Only if different from traveller	AMOUNT PAYABLE	35.	Personal Information	\$500
------------	----------------	----------------------------------	----------------	-----	----------------------	-------

Approvals	36. Traveller	Rachna Singh 	37. Spending Authority	Jane Constable 
-----------	------------------	--	---------------------------	--

Notes	April 21 - MRS drives to ferry 29kms, Personal Card paid ferry Van>Vic receipt incl. - No Per Diem - drives 26kms to accoms	EA checked
	April 22 - Session - Full Per Diem	
	April 23 - Session - Full Per Diem	
	April 24 - Session - Full Per Diem	
	April 25 - Session - MRS drives to ferry 26kms - Ferry paid w/P Card, receipt incl. - Full Per Diem - Drives home 29kms	
		Save

Tsawwassen
To
Swartz Bay



Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 42

RECEIPT - PLEASE RETAIN

PURCHASE 2024/04/21

20'	Undersize Vehi	67.40
1	Adult	19.10
1	Priority Loadi	98.10
	Fuel Surcharg	3.40

Total	188.00
-------	--------

Master Card
*****Govern 188.00

AUTH 036788 66330900 0010018000 H

Mastercard

0000000041010 / 0000000001 /

NO SIGNATURE TRANSACTION

01 APPROVED - THANK YOU 027

CHANGE DUE	0.00
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CARDHOLDER COPY

TSA 21 Apr 2024 20:23:45
Personal Information



Travel Voucher (Restricted Use)

Claim Number	TRA- SIN240502
--------------	----------------

Date	May 8, 2024	Name	Rachna Singh	Reason for Travel Ministerial Business
Headquarters	Surrey-Green Timbers	Job Title	Minister	
Type Of Travel	In Province	Ministry	ECC	

14.	15.	16.	17.	18.		19.	20.	21.	
Fiscal year	Destination	Start of Day	End of Day	Personal Vehicle Use	Other Transport	Per Diem Meals Group	Lodging Costs	Miscellaneous (Car Rental, Phone, ATM Fees, etc.)	
2025						Group 4			
Travel Date		hh:mm	hh:mm	KM	Cost	Cost	Cost	Cost	Description
28-Apr	MRS Van>Vic Ferry *	11:00	19:00	55	\$34.65	\$0.00		\$0.00	
29-Apr	Session	06:00	23:59		\$0.00	\$0.00	Full Day	\$61.00	\$0.00
30-Apr	Session	06:00	23:59		\$0.00	\$0.00	Full Day	\$61.00	\$0.00
1-May	Session	06:00	23:59		\$0.00	\$0.00	Full Day	\$61.00	\$0.00
2-May	MRS Vic>Van Ferry *	06:00	23:59	55	\$34.65	\$0.00	Full Day	\$61.00	\$0.00
					\$0.00	\$0.00		\$0.00	
					\$0.00	\$0.00		\$0.00	
					\$0.00	\$0.00		\$0.00	
					\$0.00	\$0.00		\$0.00	
					\$0.00	\$0.00		\$0.00	
	Ferries paid on pcard				\$0.00	\$0.00		\$0.00	

TOTALS OF COLUMNS			22.	23.	24.	25.	26.	27.
			\$69.30	\$0.00	\$244.00	\$0.00	\$0.00	Claim Total \$313.30
28.	29.	30.	31.	32.	33.	34.		
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount		
062	22001	06000	5701	220000 22MTVNC	Personal	Personal \$69.30		
062	22001	06000	5750	22MTCCA	Information	Personal \$244.00		
						\$0.00		
						\$0.00		
						\$0.00		

Drafted by Hayley Hyndman		Only if different from traveller		AMOUNT PAYABLE 35. \$313.30	
Approvals 36. Traveller Rachna Singh		37. Spending Authority Hayley Hyndman			

Notes	04/28: MRS drove to ferry 29KM, Ferry paid w/ Pcard Van > Vic, no per diems, drove 26KM's to accom. 04/29: Session, FD+I per diem 04/30: Session, FD+I per diem 05/01: Session, FD+I per diem 05/02: Session, MRS drove 26KM to ferry, Ferry paid w/ Pcard Vic > Van, FD+I, 26KM's to home.	EA Checked	Save
-------	---	------------	------

 Where ideas work										Travel Voucher (Restricted Use)	
										Claim Number TRA- SISIN240508	
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, and 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.											
Date May 8, 2024			Name Rachna Singh			Reason for Travel					
Headquarters Surrey-Green Timbers			Job Title Minister			Ministerial Business					
Type Of Travel In Province			Ministry ECC								
14. Fiscal year 2025	15. Destination	16. Start of Day hh:mm	17. End of Day hh:mm	18. Personal Vehicle Use KM	Other Transport Cost	19. Per Diem Meals Group 4 Cost	20. Lodging Costs Cost	21. Miscellaneous (Car Rental, Phone, ATM Fees, etc.) Cost Description			
Travel Date											
4-May	MRS Van>Vic Ferry	01:00	23:59	55	\$34.65	\$0.00	L & D	\$48.50	\$0.00	\$0.00	
5-May	MRS Vic>Van Ferry	06:00	18:00	55	\$34.65	\$89.90	B & L	\$39.50	\$0.00	\$0.00	
6-May	MRS HA Van > Vic **	08:30	23:59		\$0.00	\$119.00 **	L & D	\$48.50	\$0.00	Personal	Uber \$32.04
7-May	Session	06:00	23:59		\$0.00	\$0.00	Full Day	\$61.00	\$0.00	\$0.00	
8-May	Session HA Vic>Van	06:00	17:00		\$0.00	\$63.55 ^	B & L	\$39.50	\$0.00	\$0.00	^ Taxi
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
TOTALS OF COLUMNS				22.	23.	24.	25.	26.	27.		
				\$69.30	\$272.45	\$237.00	\$0.00	\$32.04	Claim Total Personal Information \$610.79		
28. Client Code	29. Resp.	30. Service Line	31. STOB			32. Project	33. Supplier Code	34. Amount			
062	22001	06000	5701			220000 22MTVNC	Personal Information	Person \$254.79			
062	22001	06000	5750			22MTCCA		Personal \$237.00			
062	22001	06000	5711			22MTVNC		Personal \$119.00 *			
								\$0.00			
								\$0.00			
Drafted by Hayley Hyndman			Only if different from traveller			AMOUNT PAYABLE			35. Personal Information \$610.79		
Approvals		36. Traveller Rachna Singh	37. Spending Authority Hayley Hyndman								
Notes 05/04: MRS drove to ferry 26KM for reception in Vic, ferry paid on Pcard, incidentals per diem, drove to accom 26KM. 05/05: MRS drove to ferry 26KM, Ferry paid for on personal card, BL+I per diem, drove home 26KM. 05/06: MRS uber to HA terminal, HA flight paid on personal card, LD+I per diem. 05/07: Session, full day per diem. 05/08: MRS HA flight home paid on Pcard, BL+I per diem, taxi home.											
											Save

May 5 - purchase on personal card



Suite 500 - 1321 Blanshard Street
Victoria BC Canada V8W 0B7

LANE 07

RECEIPT - PLEASE RETAIN

PURCHASE 2024/05/05

2	Undersize Vehi	67.40
1	Adult	19.10
	Fuel Surcharg	3.40
Total		89.90
Master Card		
*****Personal		89.90
311H 831072 66336699 0010011260 H		
Mastercard		
31000000041010 / 0000000001 /		
M SIGNATURE TRANSACTION		
C APPROVED - THANK YOU 027		
CHANGE DUE		0.00

CARDHOLDER COPY
\$MB 05 May 2024 14:21:03
Personal Information

OKET

May 6 Harbour Air -purchase on Hyndman, Hayley ECC:EX personal card.

From: Singh, Rachna ECC:EX
Sent: May 6, 2024 5:44 PM
To: Hyndman, Hayley ECC:EX
Subject: Fwd: Flight Itinerary. Thanks for choosing Harbour Air!

Get [Outlook for iOS](#)

From: reservation@harbourair.com <reservation@harbourair.com>
Sent: Sunday, May 5, 2024 2:45:29 PM
To: rachna.singh@gov.bc.ca <rachna.singh@gov.bc.ca>
Subject: Flight Itinerary. Thanks for choosing Harbour Air!

You don't often get email from reservation@harbourair.com. [Learn why this is important](#)

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[Check Flight Status](#)

[Manage Flight](#)

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[Locations](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air! To ensure your experience is as easy and enjoyable as possible, please review this email in full, along with the booking information, and fare conditions prior to arrival.

If you require changes to your reservation prior to travel, log into your account using your HAS# at www.harbourair.com to make changes 24 hours, 7 days a week.

We look forward to welcoming you aboard!

Customer Information

Account

HAS #

Government
Financial

Name

Rachna Singh

Booking

Personal Information

Monday, May 6, 2024

Flight #513

Departure:

09:00 Richmond (YVR South)

» [Directions](#)

Arrival:

09:30 Victoria Harbour

» [Directions](#)

30 minutes

KK - Confirmed

1 Passenger(s) - Light

Rachna Singh, Female

Invoice **Personal Information**

Air Transportation Charges

Sked 500 : (5) Light \$81.49

Sked 500 : Richmond Terminal Fee \$7.00

Sked 500 : Fuel Surcharge \$11.00

Sked 500 : Sustainability Fee \$1.00

Sked 500 : Victoria Terminal Fee \$12.85

Taxes, Fees and Charges

+ Goods and Services Tax \$5.66

Baggage

All Skeds - Baggage : Light Baggage Fee \$0.00

Billing \$113.34

Taxes \$5.66

Grand Total \$119.00

[Add to Calendar](#)

The Light fare is non-changeable and non-refundable when cancelled, and allowed one personal item 8 pounds or less. Please review all the terms & conditions.

Light Terms & Conditions

Checking-in:

- Harbour Air recommends that passengers arrive at the terminal at least 40 minutes before the scheduled departure time.
- Passengers must be fully checked-in 20 minutes before the scheduled departure time.
- Passengers not checked-in before the check-in cutoff times will not be able to board their scheduled flight and will not be refunded their fare. Harbour Air reserves the right to cancel the passenger's return flights.

Required Travel Documents:

- All passengers 18 years and above must present either one piece of valid government issued photo identification, or two pieces of government-issued identification without a photograph.

Baggage:

May 6 - uber

Hyndman, Hayley ECC:EX

paid on personal card.

From: Singh, Rachna <R.Singh@leg.bc.ca>
Sent: May 8, 2024 9:31 AM
To: Hyndman, Hayley ECC:EX
Subject: Fwd: Your Monday morning trip with Uber

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

Get [Outlook for](#)

From: Uber Receipts <noreply@uber.com>
Date: May 6, 2024 at 8:48:52 AM PDT
To: Personal Information
Subject: Your Monday morning trip with Uber

Uber

Total **CA\$40.52**
May 6, 2024

Thanks for tipping,
Rachna

Here's your updated Monday
morning ride receipt.



Total

Personal Information

Good news - you've been refunded a portion of your original upfront price on this trip because of a change to the anticipated route.

Trip fare	CA\$32.04
-----------	-----------

Subtotal	CA\$32.04
----------	-----------

BC License Recovery Surcharge	CA\$0.90
-------------------------------	----------

Municipal License Recovery Surcharge	CA\$0.10
--------------------------------------	----------

Personal Information

GST	CA\$1.65
-----	----------

Payments



Rachna Personal Information
5/6/24 8:48 AM

Personal Information

By law, fares charged must be at least \$3.35. If you are initially charged less than \$3.35 due to a promotion, your fare will be increased to \$3.35, with a new receipt, within 72 hours.

[Visit the trip page](#) for more information, including invoices (where available)

[Switch Payment Method](#)

[Download PDF](#)

You rode with Harjot

4.97 ★ Rating



Has passed a multi-step safety screen

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more >](#)

UberX 24.78 kilometers | 26 min



8:05 AM

Personal Information



8:31 AM

Vancouver International
Airport (YVR), Richmond, BC
V7B 0A4, CA

May 8 taxi Receipt

RICHMOND TAXI

2440 SHELL RD
RICHMOND, BC V6X 2P1
6042483135
WWW.RICHMONDTAXI.CA

HOPE YOU ENJOYED YOUR RIDE !
CALL US AGAIN PLEASE
*****RICHMOND TAXI CO.LTD*****

Transaction 2101571

Total

CA\$63.55

Personal Information

CREDIT CARD SALE
MASTERCARD

Personal
Information

Personal
Information

Retain this copy for statement
validation

Station: Car 1

08-May-2024 5:27:53P

Personal
Information | Method:

CONTACTLESS

Mastercard

Personal Information

Reference ID: 413000639576

Auth ID: 02601Z

MID: *****7326

AID: A0000000041010

AthNtwkNm: MASTERCARD

NO CARDHOLDER VERIFICATION

Thank you!

GST- #12669 4488 RT 0001

Security Concern

Where ideas work

TRA-SIN240516

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purpose of travel expense administration and under the authority of the Financial Administration Act, and 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.

Date	May 17, 2024	Name	Rachna Singh	Reason for Travel Ministerial Business								
Headquarters	Surrey- Green Timbers	Job Title	Minister									
Type Of Travel	In Province	Ministry	ECC									
14. Fiscal year 2025 Travel Date	15. Destination	16. Start of Day hh:mm	17. End of Day hh:mm	18. Personal Vehicle Use KM	Other Transport Cost	19. Per Diem Meals Group Group 4 Incidentals	20. Lodging Costs Cost	21. Miscellaneous (Car Rental, Phone, ATM Fees, etc.) Cost	Description			
12-May	Victoria * BC Ferries	19:00	23:59	55	\$34.65	\$0.00	\$14.50	\$0.00	\$0.00			
13-May	Session	06:00	23:59		\$0.00	\$0.00	\$61.00	\$0.00	\$0.00			
14-May	Session	06:00	23:59		\$0.00	\$0.00	\$61.00	\$0.00	\$0.00			
15-May	Session	06:00	23:59		\$0.00	\$0.00	\$61.00	\$0.00	\$0.00			
16-May	Vancouver * BC Ferries	06:00	22:00	55	\$34.65	\$0.00	\$61.00	\$0.00	\$0.00			
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
	Ferries paid on pcard				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
TOTALS OF COLUMNS				22.	23.	24.	25.	26.	27.			
				\$69.30	\$0.00	\$258.50	\$0.00	\$0.00	Claim Total	\$327.80		
28. Client Code 062	29. Resp. 22001	30. Service Line 06000	31. STOB 5701	32. Project \$30000 22MTVNC 22MTCCA	33. Supplier Code Personal Information	34. Amount Persona \$69.30 Perso \$258.50						
						\$0.00						
						\$0.00						
						\$0.00						
Drafted by	Hayley Hyndman	Only if different from traveller		AMOUNT PAYABLE			35.	\$327.80				
Approvals	36. Traveller Rachna Singh	37. Spending Authority Hayley Hyndman										
Notes	05/12: MRS drove to ferry 26km for Session, ferry paid on pcard, incidentals per diem, drove to accom 29km. 05/13: Session, full day per diem. 05/14: Session, full day per diem. 05/15: Session, full day per diem. 05/16: MRS drove to ferry 29km for Session, ferry paid on pcard, full day per diem, drove home 26km.										Personal Information	Save



RECEIPT – PLEASE RETAIN

Date of purchase:	02/May/2024 3:22:41 PM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial
GST number:	894623206
Purchase amount:	\$5.00 (CAD)
Card type:	MasterCard
Card ending:	Personal Information
Authorization #:	036069

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3779) [bcferries.com](https://www.bcferries.com) | [Contact & customer support](#)

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Booking Statement for Harbour Air Seaplanes

25

Booking

Government
Financial
I f t i

Date

Wednesday, May 8, 2024

Departure

16:00

Victoria Harbour

Arrival

16:30

Richmond (YVR South)

Duration

30 minutes

1 Passenger(s) » Comfort

Education, Minister

Status:

KK - Confirmed

Invoice Government
Financial
I f t i

Air Transportation Charges

Sked 500 : (1) Comfort 1 @ \$224.34

Sked 500 : Fuel Surcharge 1 @ \$11.00

Sked 500 : Richmond Terminal Fee 1 @ \$7.00

Sked 500 : Sustainability Fee 1 @ \$1.00

Sked 500 : Victoria Terminal Fee 1 @ \$12.85

Taxes, Fees and Charges

+ Goods and Services Tax \$12.81

Baggage

All Skeds - Baggage : Comfort 0 @ \$0.00
Baggage Fee

Canadian Dollars

\$269.00

Master Card

\$269.00

***** Government
Financial
Information (#099854)

Please carefully review the Comfort Tier terms and conditions pertaining to baggage restrictions and pricing.

Comfort Terms & Conditions

Checking-in:

- Harbour Air recommends that passengers arrive at the terminal at least 40 minutes before the scheduled departure time.
- Passengers must be fully checked-in 20 minutes before the scheduled departure time.
- Passengers not checked-in before the check-in cutoff times will not be able to board their scheduled flight and will not be refunded their fare. Harbour Air reserves the right to cancel the passenger's return flights.

Required Travel Documents:

- All passengers 18 years and above must present either one piece of valid government issued photo identification, or two pieces of government-issued identification without a photograph.

Baggage:

- Guaranteed Baggage is 20 lbs per passenger.
- Baggage over 20 lbs per passenger is subject to a fee of \$2/lb (tax included) and travels on a space-available, standby basis.
- All baggage counts towards allowance, including purses, briefcases, backpacks, etc.
- Individual bags may not weigh more than 50 lbs.
- If you have booked with a 3rd party, your baggage terms and conditions may be different than what is shown here. Please refer to your third-party terms and conditions.

Change & Cancellations on Comfort

Cancellations by the Passenger:

- More than 24 hours prior to scheduled departure time: cancellations are eligible for refund to HA Credit, valid for 12 months following the cancellation date, for all refundable fares, fees and taxes.
- Less than 24 hours prior to scheduled departure time: cancellations are not eligible for refund.

Changes by the Passenger:

- More than 24 hours prior to scheduled departure: Reservations can be changed. Limit of 1 change per reservation and passengers must pay for any difference in fare.
 - Less than 24 hours prior to scheduled departure time: Reservations can be moved up to an earlier flight for \$50 and fare difference by contacting the Harbour Air team on the same day of travel. Comfort flights cancelled within 24 hours of departure time are non-refundable.
 - For changes from the Comfort Tier to the Flex Tier, the original (Comfort Tier) terms and conditions relating to cancellation and change remain on the reservation.
-

Booking Statement for Harbour Air Seaplanes

26

Booking #
Government
Financial

Invoice Government
Financial
Information

Date
Wednesday, May 8, 2024

Departure
16:15
Victoria Harbour

Arrival
16:50
Vancouver Harbour

Duration
35 minutes

1 Passenger(s) » Comfort
Education, Minister

Status:
CX - Cancelled

Master Card \$344.00

**** * Government
Financial
Information (#094811)

HA Credit \$-344.00

Please carefully review the Comfort Tier terms and conditions pertaining to baggage restrictions and pricing.

Comfort Terms & Conditions

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- Passengers must be fully checked-in 20 minutes before the scheduled departure time.
- Passengers not checked-in before the check-in cutoff times will not be able to board their scheduled flight and will not be refunded their fare. Harbour Air reserves the right to cancel the passenger's return flights.

Required Travel Documents:

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-



RECEIPT – PLEASE RETAIN

Date of purchase:	26/Apr/2024 10:55:59 AM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial Information
GST number:	894623206
Purchase amount:	\$88.35 (CAD)
Card type:	MasterCard
Card ending:	Government Financial
Authorization #:	068649

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What you need to redeem your booking

The ticket agent will ask for your booking reference number or the phone number you used to make the booking. Government-approved photo ID is needed for proof of age as applicable (e.g. BC Seniors).

Bookings will not be honoured and travel will be based on order of arrival at the terminal if you:

- arrive after the booking check-in has closed, 30 minutes prior to the scheduled departure;
- arrive before the booking check-in has opened, more than 60 minutes prior to the scheduled departure.

If your ferry travel is part of a vacation package, you will need to present your ferry travel voucher to the ticket agent when you arrive at the terminal. Tour operators are required to present ferry travel vouchers for all tour members.

The non-authorized resale of a booking/reservation is prohibited unless contracted through BC Ferries.

Vehicle type and size

Your booking will only be honoured for the vehicle type and size you reserved.

If your reserved vehicle height differs at check-in, your booking will not be honoured. If your reserved vehicle length differs by more than 5 feet (1.5 metres) at check-in, your booking will not be honoured. To make changes to your booking, [access your BC Ferries account online](#).

View important travel information >



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Date of purchase:	26/Apr/2024 11:02:50 AM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial Information
GST number:	894623206

Purchase amount:	\$103.80 (CAD)
Card type:	MasterCard
Card ending:	Government Financial
Authorization #:	062852

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View important travel information >



RECEIPT – PLEASE RETAIN

Date of purchase:	26/Apr/2024 11:06:35 AM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial Information
GST number:	894623206

Purchase amount:	\$103.80 (CAD)
Card type:	MasterCard
Card ending:	Government Financial
Authorization #:	097854

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RECEIPT – PLEASE RETAIN

Date of purchase:	29/Apr/2024 4:00:08 PM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial
GST number:	894623206
Purchase amount:	\$103.80 (CAD)
Card type:	MasterCard
Card ending:	Government Financial
Authorization #:	046245

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What you need to redeem your booking

The ticket agent will ask for your booking reference number or the phone number you used to make the booking. Government-approved photo ID is needed for proof of age as applicable (e.g. BC Seniors).

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- arrive after the booking check-in has closed, 30 minutes prior to the scheduled departure;
- arrive before the booking check-in has opened, more than 60 minutes prior to the scheduled departure.

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View important travel information ›



RECEIPT – PLEASE RETAIN

Date of purchase:	26/Apr/2024 11:12:58 AM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial
GST number:	894623206

Purchase amount:	\$50.95 (CAD)
Card type:	MasterCard
Card ending:	Government Financial
Authorization #:	077984

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3779) [bcferries.com](https://www.bcferries.com) | [Contact & customer support](#)

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From: [British Columbia Ferry Services Inc.](#)
To: [Constable, Jane WLRS:EX](#)
Subject: Your booking is confirmed: Government for 2024-04-08
Date: April 4, 2024 8:34:01 AM Financial

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

BC Ferries logo



[View or edit your booking >](#)

This is a transactional or informational email that contains important details that BC Ferries must communicate to you in order to provide the best possible service. This is not a promotional email. Please do not respond to this email.

BOOKING CONFIRMATION

barcode



Booking reference:

Government Financial
Information

Date issued: 04/Apr/2024 8:32:27 AM

Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Jane Constable
027 - 501 Belleville St
Victoria, British Columbia
Canada, V8W 9E2

Personal Information

Customer number: Personal
Information

DEPARTS	TIME/DATE	ARRIVES	TIME/DATE
Vancouver (Tsawwassen)	09:00 PM 08/Apr/2024	Victoria (Swartz Bay)	10:35 PM 08/Apr/2024

Fare type: Saver

Ferry: Coastal Renaissance

Fare Information

1x	20 ft. (6.10 m) Under height passenger vehicle	\$45.75
1x	12+ years	\$15.60
	Change fee	\$5.00
	Change fee	\$5.00
	Total	\$71.35
	Amount paid	\$71.35

To be refunded: \$15.80

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.

**Arrive at the terminal 30 to 60 minutes prior to
scheduled departure**

BC Ferries logo



RECEIPT – PLEASE RETAIN

Date of purchase:	28/Mar/2024 12:31:46 PM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial Information
GST number:	894623206
Refund amount:	\$15.80
Card type:	MasterCard
Card ending:	Government Financial
Authorization #:	034052

[BC Ferries' Cancellation/Change policies](#)

British Columbia Ferry Services Inc.
Customer Service Centre
Suite 500 – 1321 Blanshard Street, Victoria BC, V8W 0B7
1-888-BC-FERRY (1-888-223-3779)

[bcferries.com](#) | [Contact & customer support](#)

From: [British Columbia Ferry Services Inc.](#)
To: [Constable, Jane WLRS:EX](#)
Subject: Your booking is confirmed: Personal for 2024-04-21
Date: April 10, 2024 10:31:48 AM

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

BC Ferries logo



[View or edit your booking >](#)

This is a transactional or informational email that contains important details that BC Ferries must communicate to you in order to provide the best possible service. This is not a promotional email. Please do not respond to this email.

BOOKING CONFIRMATION

barcode



Booking reference:
Government Financial
Information

Date issued: 10/Apr/2024 10:30:30 AM

Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Jane Constable
027 - 501 Belleville St
Victoria, British Columbia
Canada, V8W 9E2

Personal Information
-

Customer number: Personal
Information

DEPARTS	TIME/DATE	ARRIVES	TIME/DATE
Victoria (Swartz Bay)	09:00 PM 21/Apr/2024	Vancouver (Tsawwassen)	10:35 PM 21/Apr/2024

Fare type: Saver

Ferry: Spirit of British Columbia

Fare Information

1x	20 ft. (6.10 m) Under height passenger vehicle	\$56.15
1x	12+ years	\$15.60
Total		\$71.75
Amount paid		\$71.75
Due at terminal:		\$0.00

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.

**Arrive at the terminal 30 to 60 minutes prior to
scheduled departure**

BC Ferries logo



RECEIPT – PLEASE RETAIN

Date of purchase:	10/Apr/2024 10:30:27 AM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial
GST number:	894623206
Purchase amount:	\$71.75 (CAD)
Card type:	MasterCard
Card ending:	Government Financial
Authorization #:	058168

[BC Ferries' Cancellation/Change policies](#)

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1-888-BC-FERRY (1-888-223-3779)

[bcferries.com](#) | [Contact & customer support](#)

From: [British Columbia Ferry Services Inc.](#)
To: [Constable, Jane WLRS:EX](#)
Subject: Your booking is confirmed: Personal Information for 2024-04-25
Date: April 10, 2024 10:33:39 AM

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

BC Ferries logo



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BOOKING CONFIRMATION

barcode



Booking reference:
Government Financial
Information

Date issued: 10/Apr/2024 10:32:24 AM

Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Jane Constable
027 - 501 Belleville St
Victoria, British Columbia
Canada, V8W 9E2

Personal Information

Customer number: Personal Information

DEPARTS	TIME/DATE	ARRIVES	TIME/DATE
Victoria (Swartz Bay)	07:00 PM 25/Apr/2024	Vancouver (Tsawwassen)	08:35 PM 25/Apr/2024

Fare type: Saver

Ferry: Spirit of Vancouver Island

Fare Information

1x	20 ft. (6.10 m) Under height passenger vehicle	\$69.65
1x	12+ years	\$18.70
Total		\$88.35
Amount paid		\$88.35
Due at terminal:		\$0.00

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.

**Arrive at the terminal 30 to 60 minutes prior to
scheduled departure**

BC Ferries logo



RECEIPT – PLEASE RETAIN

Date of purchase:	10/Apr/2024 10:32:21 AM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Government Financial
GST number:	894623206
Purchase amount:	\$88.35 (CAD)
Card type:	MasterCard
Card ending:	Government Financial
Authorization #:	056614

[BC Ferries' Cancellation/Change policies](#)

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1-888-BC-FERRY (1-888-223-3779)

[bcferries.com](#) | [Contact & customer support](#)

Where ideas work

Claim Number	TRA- SIN240618
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Date	June 25, 2024	Name	Rachna Singh	Reason for Travel Ministerial Business
Headquarters	Surrey Green Timbers	Job Title	Minister	
Type Of Travel	In Province	Ministry	ECC	

14.	15.	16.	17.	18.			19.	20.	21.	
Fiscal year	Destination	Start of Day	End of Day	Personal Vehicle Use		Other Transport	Per Diem Meals Group	Lodging Costs	Miscellaneous (Car Rental, Phone, ATM Fees, etc.)	
2025							Group 4			
Date		hh:mm	hh:mm	KM	Cost	Cost	Cost	Cost	Cost	Description
6-Jun	Van	08:30	17:00	62	\$39.06	\$0.00		\$0.00	\$0.00	\$10.50 Parking
7-Jun	North Van, Langley	06:00	23:59		\$0.00	\$0.00	B & L \$39.50	\$0.00	\$0.00	
11-Jun	Chilliwack	06:00	23:59		\$0.00	\$0.00	L \$27.00	\$0.00	\$0.00	
13-Jun	Burnaby	06:00	23:59	40	\$25.20	\$0.00		\$0.00	\$0.00	\$0.00
14-Jun	Coquitlam	06:00	23:59	64	\$40.32	\$0.00	B & L \$39.50	\$0.00	\$0.00	
18-Jun	Vancouver	06:00	23:59		\$0.00	\$0.00	L \$27.00	\$0.00	\$0.00	
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00		\$0.00	\$0.00	\$0.00

			22.	23.		24.	25.	26.	27.
TOTALS OF COLUMNS			\$104.58	\$0.00		\$133.00	\$0.00	\$10.50	Claim Total \$248.08

28.	29.	30.	31.	32.	33.	34.
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
062	22001	06000	5702	2200000	Personal Information	\$248.08
						\$0.00
						\$0.00
						\$0.00
						\$0.00

Drafted by	Hayley Hyndman	Only if different from traveller	AMOUNT PAYABLE	35.	\$248.08
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Approvals	36. Traveller	Rachna Singh - Email approval attached	37. Spending Authority	Hayley Hyndman
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Notes	06/06: Travel 62km to event in Vancouver and back home. \$10.50 for parking at event. 06/07: Travel to North Vancouver and Langley for announcements. Claim B&L. 06/11: Travel to Chilliwack for announcement. Claim L. 06/13: Travel 40km to Burnaby and back for interview. 06/14: Travel 64km to Coquitlam and back for tour. Claim B&L. 06/18: Claim L.
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Save

RECEIPT
IMPARK

Lot 531
www.impark.com

Licence Plate Number

Personal Information

Expiration Date/Time

03:35 PM

JUN 06, 2024

Purchase Date/Time: 02:35pm Jun 06, 2024

Total Due: \$10.50

Rate: \$10.50 - For 1 Hour

Total Paid: \$10.50

Pmt Type: IC (Swipe)

Ticket #: 00054237

S/N #: 500012120056

Setting 0531

Mach Name: Meter - 1

Government Financial
Information

MasterCard

Auth #: 08078Z

PARKING RECEIPT

REÇU DE STATIONNEMENT

PARKING RECEIPT

REÇU DE STATIONNEMENT

Line 3



Reservation Confirmation

Your reservation is now confirmed

Reservation Number:

Personal Information

*All charges and payments appear in: CAD

Main Passenger

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
SINGH, RACHNA	\$306.70	\$15.33	\$322.03	\$322.03	\$0.00

Passenger(s)

SINGH, RACHNA

Seat(s)

Personal
Security

Flight Itinerary

Leg	Flight Number	Date	Departure	Arrival	Aircraft	Status
1	8P1307	27 May 2024	16:10 - VANCOUVER	17:02 - PENTICTON	SAAB 340A	CONFIRMED

8P flight numbers operated by Pacific Coastal Airlines.
Aircraft type and schedule subject to change without notice.

Purchase Summary

Leg	Passenger	Description	Amount	GST	Total
1	SINGH, RACHNA	AIF - YVR	\$5.00	\$0.25	\$5.25
1	SINGH, RACHNA	Q - ENCORE FARE	\$239.84	\$11.99	\$251.83
1	SINGH, RACHNA	Security Surcharge	\$9.46	\$0.47	\$9.93
1	SINGH, RACHNA	Fuel Surcharge	\$20.00	\$1.00	\$21.00
1	SINGH, RACHNA	Nav Canada Fee	\$17.00	\$0.85	\$17.85
1	SINGH, RACHNA	Carbon Surcharge	\$15.40	\$0.77	\$16.17
Total			\$306.70	\$15.33	\$322.03

Payment Information

Date	Payer's Name	Amount	Transaction Type	PO Number	Receipt	Authorization
23 May 2024	Hayley Hyndman	\$322.03	MASTERCARD		3912491	050959

Tax Registration: 121386296 RT0001

Online Check-In

Pacific Coastal customers have the option of checking-in online anytime between 24 hours and up to 1 hour ahead of their scheduled departure time. After completing online check-in, you have the option of printing a boarding pass, or emailing an electronic version to your mobile device, which will be scanned at the boarding gate. If you are checking a bag, we recommend that you **drop your checked baggage off 60 minutes prior** to your scheduled departure time. Checked baggage acceptance **closes 40 minutes prior** to scheduled departure time. To check-in online click [here](#).

