

## Minister's Quarterly Travel Expense Summary

**Name:** Honourable Michelle Stilwell

**Quarter:** 2016 July to September

**Portfolio:** Social Development & Social Innovation

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 2,153.64

Other Travel in Province: \$ 2,272.17

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 4,425.81

Travel expenses fiscal year-to-date: \$ 8,483.48

SH17DEXFAL 5



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E124673

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

<b>Name</b> Stilwell, Michelle		<b>Employee ID</b> Personal Information	<b>Phone Number</b> (250) 358-7750
<b>Client Organization</b> Social Development and Social Innovation		<b>Job Title</b> Minister	<b>Travel Group Code</b> 4
<b>5. Date Completed</b> 2016/06/20	<b>6. Fiscal Year</b> 2017	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> Meetings		<b>Headquarters</b> Parksville ✓
<b>12. Mailing Address for Cheque</b>			

16. Travel Dates	17. Places Travelled				18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost			Cost		Cost	Describe Taxi
06/19	Prksvll-MapleRdg (AC)	1500	2359	54	28.62		PCARD	21.50	122.03	105.70	
06/20	MapleRdg-Prksvll (AC)	0800	1900	54	28.62			12.50			
06/21	Prksvll-Cranbrook (AC)	1000	2359	54	28.62			48.50	135.60		
06/22	Cranbrook	0800	2359		0.00			14.50	135.60		
06/23	Cranbrook-Prksvll (AC)	0800	2000	54	28.62			48.50			
<b>TOTALS OF COLUMNS</b>					<b>36.</b>	<b>37.</b>	<b>38.</b>	<b>39.</b>	<b>40.</b>	<b>Claim Total</b>	
					\$ 114.48	\$ 0.00	\$ 145.50	\$ 393.23	\$ 105.70	\$ 758.91	

<b>48. Client Code</b> 031 ✓ 031 031 031	<b>49. Resp.</b> 46001 ✓	<b>50. Service Line</b> 48000 ✓	<b>51. STOB</b> 5702	<b>52. Project</b> 460000	<b>45. Supplier Code</b> Government Financial Int	<b>Amount</b> \$ 758.91
<b>Less Travel Advance</b> 031						
<b>AMOUNT DUE TO EMPLOYEE</b>						<b>54.</b> \$ 758.91

<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	<b>Print Name</b>	<b>Date Signed</b>
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	<b>Print Name</b>	<b>Date Signed</b>
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	<b>Print Name</b>	<b>Date Signed</b>

FIN 10 (EFI-F0012 v2.6.1)

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

AIR  
\* ALL TRAVEL PAID on PCARD

July 16/16

## Notes for Travel Voucher (Restricted Use) E124673 for Stilwell, Michelle

1 note(s) returned.

Created On	Author	Note
2016/06/24 14:18:13	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Jun19:Parksville-Maple Ridge, Flew KD Air (Paid on AC MC) Taxi paid on Pers Visa, Hotel Paid on Pers Visa. Jun20:Maple Ridge-Parksville, Flew KD Air (Paid on AC MC). Jun21:Parksville-Cranbrook, Flew AC (Paid on AC MC) Hotel Paid on Pers Visa. Jun22:Cranbrook, Hotel Paid on Pers Visa. Jun23:Cranbrook-Parksville, Flew AC (Paid on AC MC)

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RICHMOND TAXI #18  
2440 SHELL RD  
RICHMOND BC  
20121533

++++  
PURCHASE  
++++

06-13-2016  
19:16:12

Acct #

Exp Date

Card Type

VI

Name: MICHELLE STILWELL

AC000000031010

VISA CREDIT

Trace # 700002

Operator 218

Inv. # 218

Auth # 083292

RRN 001503002

Total

\$105.70

(00) APPROVED-THANK YOU

Retain this copy for your records

Customer copy

RECEIVED

JUN 30 2016

# Security Concern

Security Concern

Maple Ridge, BC  
Security Concern

Security Concern

06/20/2016 08:47 AM

Registered To:

Stillwell, Michelle

CANADA

(250) 387-1243

Room # 201-A

Conf #  
Arrival 06/19/16  
Departure 06/20/16

Room Type  
Guests 2 / 0

Payment  
Acct Visa/Master

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
06/19/16	manvir	RC	ROOM CHARGE			\$107.99
06/19/16	manvir	91	HOTEL TAX			\$8.64
06/19/16	manvir	92	GST			\$5.40
06/20/16	manvir	V5	PAYMENT VISA/MC			\$122.03-
Balance Due						\$0.00

Dear Sir / Madam,

Thank you very much for being with us ! Hope you enjoyed your stay. We would appreciate it if you could spare a short moment to share some comments with us by getting onto the website below, so we know how we did and what more or differently we can do to serve you better next time. Looking forward to seeing you again soon !

Sincerely,

# Security Concern



Signature

# Security Concern Security Concern Security Concern

CRANBROOK, BC

Security Concern

C/O 06/23/2016 08:36 AM Maria12

## Registered To:

Stilwell, Michelle ✓  
Personal Information

Personal Information

Room # 321-A  
Conf #  
Arrival 06/21/16 ✓  
Departure 06/23/16 ✓  
Group 2016 Planning Session  
Room Type Personal Information  
Guests 1/0  
Payment Visa/Master  
Acct

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
Personal Information						
06/21/16	Ginny12	RC	ROOM CHRG REVENUE			\$120.00
06/21/16	Ginny12	9	GST - 5%			\$6.00
06/21/16	Ginny12	91	PST - RM TAX- 8%			\$9.60
06/22/16	Ginny12	RC	ROOM CHRG REVENUE			\$120.00
06/22/16	Ginny12	9	GST - 5%			\$6.00
06/22/16	Ginny12	91	PST - RM TAX- 8%			\$9.60
Personal Information						

Personal Security

Balance Due	\$0.00
-------------	--------

\$271.20

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE DUE PORTION OF THIS INVOICE. IF THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES TO BE PERSONALLY LIABLE FOR PAYMENT

OF THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES.

X \_\_\_\_\_  
GUEST SIGNATURE

Business Information

Signature



## Security Concern

CRANBROOK Security Concern  
Security Concern

### PRE AUTH COMPLETE

MID: 5720058  
TID: 85720056 REF#: 00303078  
Batch #: 140 SEQ: 140001001015  
06/23/16 08:41:10  
APPR CODE: 063674  
VISA Government Financial Informa

20 140001001015

08:41:10

### AMOUNT

Personal Information

00 - APPROVED - 000

CUSTOMER COPY



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E124781

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<b>Name</b> Stilwell, Michelle		<b>Employee ID</b> Personal Information Job Title Minister	<b>Phone Number</b> (250) 356-7750 <b>Travel Group Code</b> 4
<b>Client Organization</b> Social Development and Social Innovation			
<b>5. Date Completed</b> 2016/07/11	<b>6. Fiscal Year</b> 2017	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> Meetings	<b>Headquarters</b> Parksville	

## 12. Mailing Address for Cheque

PO BOX 9058 STD PRODUKT, VICTORIA

16.	17.			18.		19.	20. & 21.	22.	20. & 21.	
Travel Dates	Places Travelled			Personal Vehicle Use		Other Transport Costs	Meals	Lodging Costs	Miscellaneous	
2016	Destination	Start	End	Km	Cost		Cost		Cost	Describe
06/27	Parksville-Vic	1500	2359	150	79.50		21.50			
06/28	Vic-Parksville	0800	2359	150	79.50		61.00			
06/29	Prksvl-Van-Prkvl	0800	1900	84	44.52		27.00			
	+ 112 - PCARD									

<b>TOTALS OF COLUMNS</b>	36. \$ 203.52	37. \$ 0.00	38. \$ 109.50	39. \$ 0.00	40. \$ 0.00	<b>Claim Total</b> \$ 313.02
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48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
031	46001	48000	5702	4600000	Government	71.52 \$ 313.02
031			5750	46MTCA	Financial	92.50
031			5702	46MTVNC	Information	154.00

**Less Travel Advance**  
031

## AMOUNT DUE TO EMPLOYEE

54. \$ 313.02

<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	<b>Print Name</b>	<b>Date Signed</b>
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	<b>Print Name</b>	<b>Date Signed</b>
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	<b>Print Name</b>	<b>Date Signed</b>

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

July 13-16

## Notes for Travel Voucher (Restricted Use) E124781 for Stilwell, Michelle

1 note(s) returned.

Created On	Author	Note
2016/07/11 15:36:38	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Jun27:Parksville-Vic, Drove, Overnight Private Res Paid on CCA. Jun28:Vic- Parksville, Drove. Jun29:Parksville-Van- Parksville, Flew Helijet Return (Paid on AC MC).

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# Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E124838

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<b>Name</b> Stilwell, Michelle				<b>Employee ID</b> Personal Inform		<b>Phone Number</b> (250) 356-7750	
<b>Client Organization</b> Social Development and Social Innovation				<b>Job Title</b> Minister		<b>Travel Group Code</b> 4	
<b>5. Date Completed</b> 2016/07/18		<b>6. Fiscal Year</b> 2017		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Meetings				<b>Headquarters</b> Victoria	
<b>12. Mailing Address for Cheque</b>							
<b>16. Travel Dates</b> 2016 07/13 07/14		<b>17. Places Travelled</b> Destination Parksville-Van (AK) Van-Parkville (KD) *All Flights ON T-CARD		<b>18. Personal Vehicle Use</b> Km Cost 20 10.60		<b>19. Other Transport Costs</b>	
				<b>20. &amp; 21. Meals</b> Cost 18.25/ 41.00/		<b>22. Lodging Costs</b> 327.83/	
						<b>20. &amp; 21. Miscellaneous</b> Cost 5.50/ 41.90/ Describe Compass Card Taxi	
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 10.60		<b>37.</b> \$ 0.00	
				<b>38.</b> \$ 59.25		<b>39.</b> \$ 327.83	
				<b>40.</b> \$ 47.40		<b>Claim Total</b> \$ 445.08	
<b>48. Client Code</b> 031 031 031 031		<b>49. Resp.</b> 46001		<b>50. Service Line</b> 48000		<b>51. STOB</b> 5701	
				<b>52. Project</b> 4600000		<b>45. Supplier Code</b> Government Financial Infr	
						<b>Amount</b> \$ 445.08	
<b>Less Travel Advance</b> 031						<b>Government Financial Infr</b>	
						<b>54. AMOUNT DUE TO EMPLOYEE</b> \$ 445.08	
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				<b>Print Name</b>		<b>Date Signed</b>	
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				<b>Print Name</b>		<b>Date Signed</b>	
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.				<b>Print Name</b>		<b>Date Signed</b>	

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

*July 20-16*

## Notes for Travel Voucher (Restricted Use) E124838 for Stilwell, Michelle

1 note(s) returned.

Created On	Author	Note
2016/07/18 11:08:50	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Jul13:Parksville-Van, Flew AC (Paid on AC MC) Used Compass Card for Translink, Hotel Paid on Pers Visa. Jul14:Van-Parksville, Flew KD Air (Used Credit paid previously on AC MC), Taxi paid on Pers Visa.

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MACLURE'S CAB 44  
1275 75TH AVE W  
VANCOUVER BC

CARD Government Financial Information  
CARD TYPE VISA  
DATE 2016/07/14  
TIME 8609 17:46:21  
CLERK ID 2  
RECEIPT NUMBER  
H85040617-001-200-002-0

PURCHASE  
TOTAL

**\$41.90**

VISA CREDIT  
A0000000031010  
69D11842F44F80D8  
0000000000-

**APPROVED**

AUTH# 086500 01-027  
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY



# Security Concern

Vancouver, BC Security Concern

Room : 1416  
Folio # : Government Finance  
Invoice # :  
Cashier # : 604722  
Page # : 1 of 1

Minister Michelle Stilwell  
Personal Information

Personal Information

Arrival : 07-13-16  
Departure : 07-14-16

Security Concern

Personal Information

Date	Description	Additional Information	Charges	Credits
07-13-16	Room charge		279.00	
07-13-16	Destination Marketing Fee		3.61	
07-13-16	Room PST		31.09	
07-13-16	Room GST		14.13	
07-14-16	Visa	XXXXXXXXXXXX Government Finance XX/XX		327.83
Total			327.83	327.83
Balance Due			0.00	

GST Summary

Room : 14.13  
F&B : 0.00  
Other : 0.00  
Total : 14.13

HST Summary

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

Security Concern






## Government Financial Information

### Compass Card Usage

A history of your all Compass Card usage. To view your purchase order history, visit your account purchase details page.

 Transactions made online appear after you've tapped your Compass Card at a card reader.

#### Transaction filters:

All

**Start date:**

Jun-21-2016

**End date:**

Jul-22-2016

Date & Time	Transaction	Amount
Jul-13-2016 04:01 PM Waterfront Stn	Tap out at Waterfront Stn Stored Value	\$1.05
Jul-13-2016 03:30 PM YVR-Airport Stn	Tap in at YVR-Airport Stn Stored Value	-\$9.20

SH 17 DEX EPAL 9



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E124856

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<b>Name</b> Stilwell, Michelle				<b>Employee ID</b> Personal Inform		<b>Phone Number</b> (250) 356-7750	
<b>Client Organization</b> Social Development and Social Innovation				<b>Job Title</b> Minister		<b>Travel Group Code</b> 4	
<b>5. Date Completed</b> 2016/07/20		<b>6. Fiscal Year</b> 2017		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Meetings				<b>Headquarters</b> Victoria	
<b>12. Mailing Address for Cheque</b> PO BOX 9058 STN PROVONT VIC, BC							
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>
2016	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>
07/18	Parksville-Van	1800	2359	57	30.21	63.40	14.50
07/19	Van-Parksville	0800	2000	92	48.76	63.40	34.00
							<b>22. Lodging Costs</b> 363.08
							<b>20. &amp; 21. Miscellaneous</b>
							<b>Cost</b> 49.00 24.00
							<b>Describe</b> Parking Parking
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 78.97	<b>37.</b> \$ 126.53	<b>38.</b> \$ 48.50	<b>39.</b> \$ 363.08
				<b>40.</b> \$ 73.00	<b>Claim Total</b> \$ 690.35		690.10
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b> Government Financial Information		<b>Amount</b>
031	46001	48000	5701	4600000			690.10 \$ 690.35
031							
031							
031							
<b>Less Travel Advance</b>							
031							
<b>AMOUNT DUE TO EMPLOYEE</b>						<b>54.</b> 690.10 \$ 690.35	
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				<b>Print Name</b>		<b>Date Signed</b>	
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				<b>Print Name</b>		<b>Date Signed</b>	
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.				<b>Print Name</b>		<b>Date Signed</b>	

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

\*07/18 VIC-PARKSVILLE-VAN Return

PA  
July 25-16

## McKnight, Valerie SDSI:EX

**From:** BCF Reservations <customerservice@bcferries.com>  
**Sent:** Monday, July 18, 2016 8:53 AM  
**To:** McKnight, Valerie SDSI:EX  
**Subject:** BC Ferries Reservation Confirmation



### Reservation Confirmation

RESERVATION	DEPARTS	TIME / DATE	ARRIVES
Government Financial Information	<b>NANAIMO</b> Departure Bay Terminal	<b>7:30 PM</b> Monday July 18	<b>VANCOUVER</b> Horseshoe Bay Terminal

**VEHICLE** Standard vehicle under 7Ft (2.13m) high

**VESSEL** Coastal Renaissance

**DEPART** Departure Bay 7:30 PM Mon Jul 18 2016

**ARRIVE** Horseshoe Bay 9:10 PM Mon Jul 18 2016

### FARE INFORMATION

**20'** Standard vehicle under 7Ft (2.13m) high **\$54.80**

Personal Information

**1** Reservation Fee \* **\$22.00**

Personal Information

**Total for this sailing**

**Due at terminal: \$** Personal Information  
vehicle & passenger fares Personal Information  
reservation fee

Vehicle and Passenger fares will be collected at the terminal Total Paid: \$22.00

Still unsure who is travelling with you? You can still add and pay for passengers at the reservation fee terminal.



We accept Visa, Mastercard and American Express. **Debit is not accepted at this time.**

Due to vessel substitutions vessel amenities cannot be guaranteed.

## Arrive at the terminal 30-60 minutes before departure



### Reservation Check-In

Check-in opens **60 minutes** prior to departure. Depending on schedules, you may not be able to check-in if you arrive more than 60 minutes early.

### Reservation Check-In

Reservation check-in must occur **30 minutes** prior to scheduled departure. If not checked in by this time, the reservation will not be valid and you will travel standby (on next available sailing). Your reservation fee will not be refunded.

### What you need to redeem your reservation

The ticket agent will ask for your **reservation number** or **phone number** used to make the booking.

Security Concern

Vancouver, BC  
Security Concern  
Security Concern  
Business Information

Room : 0306  
Folio # : Government Fina  
Invoice # :  
Cashier # : 176  
Page # : 1 of 1

Minister Michelle Stilwell  
Personal Information

Arrival : 07-18-16  
Departure : 07-19-16  
Security Concern

Personal Information

Date	Description	Additional Information	Charges	Credits
07-18-16	Room Charge		309.00	
07-18-16	Destination Marketing Fee		4.00	
07-18-16	Room PST		34.43	
07-18-16	Room GST		15.65	
07-19-16	Parking	Personal Information	38.57	
07-19-16	Parking - Tax		8.10	
07-19-16	Parking - GST		2.33	
07-19-16	Visa	XXXXXXXXXXXX Government Financial XX/XX		412.08
Total			412.08	412.08
Balance Due			0.00	

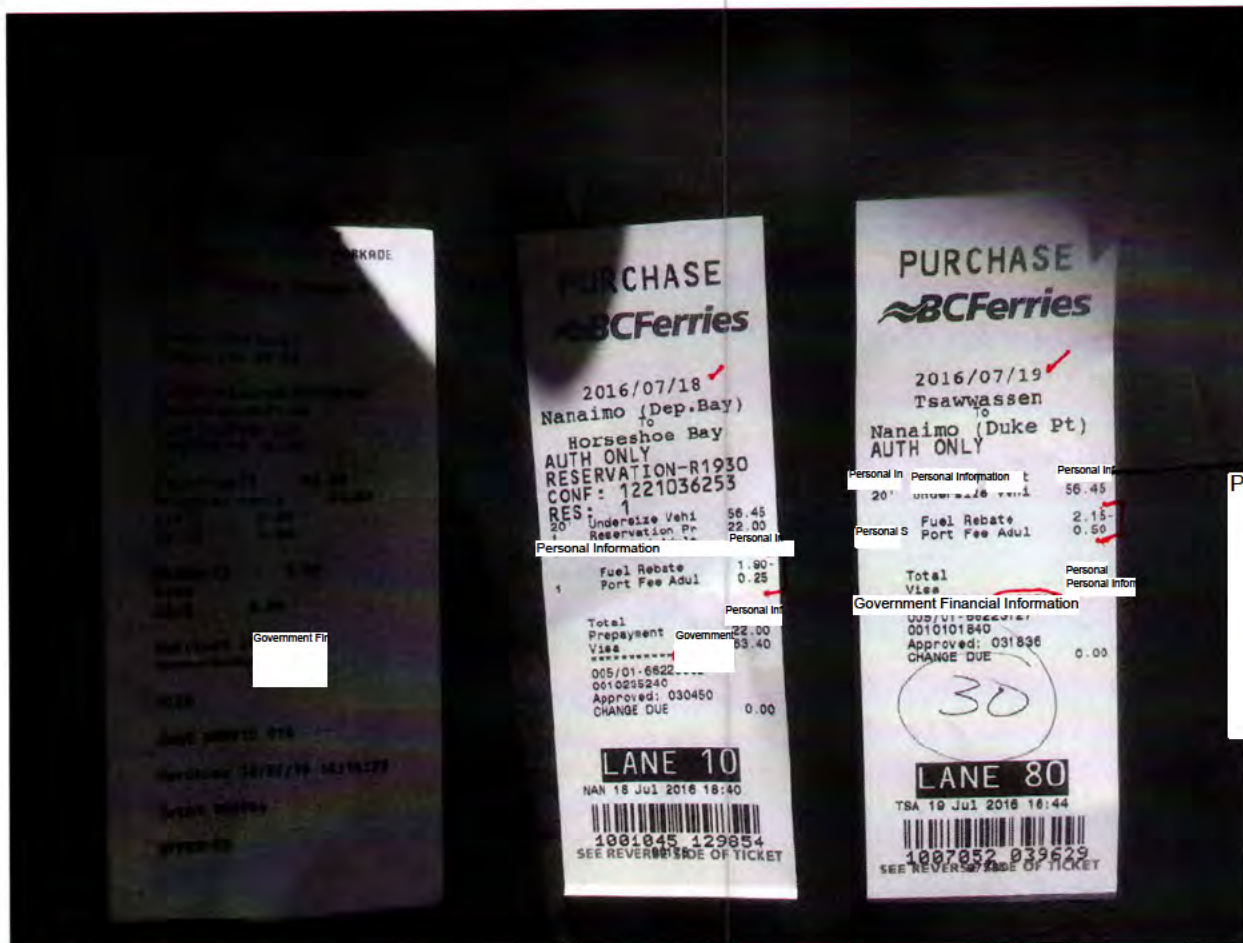
GST Summary

Room : 15.65  
F&B : 0.00  
Other : 2.33  
Total : 17.98

HST Summary

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

Security Concern



Parking \$24.00

-.25



①

**TOLL FREE 1-800-665-4244    info@kdair.com**  
**Flight Confirmation Boarding Pass**

Billed to :	
Email Address:	valerie.mcknight@gov.bc.ca
Phone Numbers :	Personal Information

Itinerary No : Government Financial Inform      Invoice date :    2016-May-05  
GST No :    12977037RT      Flight Date :    2016-Jun-19

**You are confirmed on the following flights :**

	Passenger Name	Flight No	Flight Time	From	To
1	Michelle Stilwell (AF)	419	Jun-19/2016 05:55 pm	XQU	YVR
	Michelle Stilwell (AF)	420	Jun-20/2016 06:40 pm	YVR	XQU

	Ticket Fare		GST	Total
1	247.62	Qualicum Beach to Vancouver South	12.38	260.00
Total	247.62		12.38	\$ 260.00



3 + 5 11

## McKnight, Valerie SDSI:EX

**From:** passengerservices@helijet.com  
**Sent:** Monday, April 11, 2016 11:22 AM  
**To:** McKnight, Valerie SDSI:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

Account

Customer #

Government Fina

Name

Michelle Stilwell

### Booking #

Government Financial Information

Wednesday, May 4, 2016

Invoice #65250

728

FARE-YWH-Full\_Winter

\$265.71

17:30 Victoria Harbour

+ GST

\$13.29

18:05 Vancouver Harbour

Billing

\$265.71

35 minutes

Taxes

\$13.29

Grand Total

\$279.00

Confirmed

1 Passengers - Full-Fare

Michelle Stilwell

[Add to Calendar](#)

Thursday, May 5, 2016

705

07:50 Vancouver Harbour

08:25 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Michelle Stilwell

[Add to Calendar](#)

Invoice #65251

FARE-YWH-Full\_Winter \$265.71

+ GST \$13.29

Billing \$265.71

Taxes \$13.29

Grand Total \$279.00

# **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.

## **Itinerary Status Codes:**

KK = Confirmed / WL = Waitlist / XL = Cancelled

## **Passenger Travel Information:**

For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

## **Passenger Check-in:**

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

## **Terminals:**

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

## **Parking:**

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

## **Aircraft Type:**

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

## **Travel Documentation:**

Government issued Photo ID must be presented at check-in of all flights for all passengers.

## **Changes/Cancellations & No Show Penalty:**

## McKnight, Valerie SDSI:EX

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Monday, May 16, 2016 11:05 AM  
**To:** McKnight, Valerie SDSI:EX  
**Subject:** Val is sending you the itinerary for your next trip from Nanaimo to Cranbrook.

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



### Itinerary/Receipt

From: Val

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

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



### Booking Information

**Booking Reference:**

Government Financial Information

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

**Main Contact:**

Mrs Michelle Stilwell

**Personal Information**

Work: Personal Information

**Online Services**

**Manage** my booking online (view/change my booking; select seats\*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

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

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

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

\* Can my booking be changed online?

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Upgrade status
AC8260 <sup>1</sup>	Nanaimo, Nanaimo (YCD) Tue 21-Jun 2016 11:05	Vancouver, Vancouver Int'l (YVR) Tue 21-Jun 2016 11:30 - Terminal M	0	4hr28	DH3	-
AC8217 <sup>1</sup>	Vancouver, Vancouver Int'l (YVR) Tue 21-Jun 2016 14:05 - Terminal M	Cranbrook (YXC) Tue 21-Jun 2016 16:33	0		DH3	-
AC8218 <sup>1</sup>	Cranbrook (YXC) Thu 23-Jun 2016 16:55	Vancouver, Vancouver Int'l (YVR) Thu 23-Jun 2016 17:28 - Terminal M	0	3hr28	DH3	-
AC8265 <sup>1</sup>	Vancouver, Vancouver Int'l (YVR) Thu 23-Jun 2016 19:00 - Terminal M	Nanaimo, Nanaimo (YCD) Thu 23-Jun 2016 19:23	0		DH3	-

Operated by:

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

## Passenger Information

1: Mrs Michelle Stilwell : Adult (16+), Ticket Number: 0142162585044

Air Canada -  
Aeroplan :

Personal Information

Meal  
Preference :

None

Payment Card:

XXXX-XXXX-XXXX

Government Finan

Special Needs:

Personal Information

Seat Selection: None

## Purchase Summary

Fare Summary

Passenger Type

Adult

<b>Air Transportation Charges</b>	
Base Fare	429.00
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	21.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	24.41
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	512.66
Number of passengers	x 1
Total with options	512.66
<b>Grand Total - Canadian dollars</b>	<b>\$512.66</b>

### Payment Information

**Credit/Debit Card xxxx-xxxx-xxxx-<sup>Government Fin</sup>** - Amount paid: **\$512.66**

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

Air Canada: \$512.66 (Air Transp. Charges - per ticket)

Ticket number(s): 0142162585044

## Fare Rules

**Departing Flight Nanaimo (YCD) To Cranbrook (YXC) - Tango**

**Return Flight Cranbrook (YXC) To Nanaimo (YCD) - Tango**

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$100 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger. Exception: fee is \$100 CAD/USD for flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded)
  - **Same-day standby** at the airport is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue

9 + 10

## McKnight, Valerie SDSI:EX

**From:** passengerservices@helijet.com  
**Sent:** Monday, May 2, 2016 9:24 AM  
**To:** McKnight, Valerie SDSI:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

#### Account

Customer #

Government

Name

Michelle Stilwell

### Government Financial Information

**Tuesday, May 24, 2016**

Invoice #70497

**916**

FARE-ZNA-Full\_Summer

\$103.81

**18:05 Nanaimo Harbour**

+ GST

\$5.19

**18:25 Vancouver Harbour**

Billing

\$103.81

**20 minutes**

Taxes

\$5.19

**Grand Total**

**\$109.00**

**Confirmed**

**1 Passengers - Off-Peak**

• Michelle Stilwell

• **Weekend and Off Peak Fares**

[Add to Calendar](#)

Wednesday, May 25, 2016

Invoice #70498

909

14:00 Vancouver Harbour

14:20 Nanaimo Harbour

20 minutes

Confirmed

1 Passengers - Off-Peak

Michelle Stilwell

[Add to Calendar](#)

FARE-ZNA-Full\_Summer

\$103.81

+ GST

\$5.19

Billing

\$103.81

Taxes

\$5.19

Grand Total

\$109.00

- Weekend and Off Peak Fares

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

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**Itinerary Status Codes:**

KK = Confirmed / WL = Waitlist / XL = Cancelled

**Passenger Travel Information:**

For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

**Passenger Check-in:**

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

**Terminals:**

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

**Parking:**

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

**Aircraft Type:**

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

**Travel Documentation:**

Government issued Photo ID must be presented at check-in of all flights for all passengers.

**Changes/Cancellations & No Show Penalty:**

1079

## McKnight, Valerie SDSI:EX

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Wednesday, May 25, 2016 10:44 AM  
**To:** McKnight, Valerie SDSI:EX  
**Subject:** Air Canada - 10-Jun: Vancouver - Nanaimo (booking ref: Government Financial In)

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

AIR CANADA 

Personal Information

### Itinerary/Receipt

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

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



Opens in  
New Window

Access your  
personalized  
Air Canada travel  
information

[View your planner >](#)

## Booking Information

Booking Reference:

Government Financial Information

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

**Main Contact:**

Mrs Michelle Stilwell

valerie.mcknight@gov.bc.ca

Personal Information

**Customer Care**

Air Canada

1-888-247-2262

**Flight Arrivals and  
Departures**

1-888-422-7533

Work: Personal Information

Online Services

seats\*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

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

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

Check-in online and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8257 <sup>1</sup>	Vancouver, Vancouver Int'l (YVR) Fri 10-Jun 2016 07:25 - Terminal M	Nanaimo, Nanaimo (YCD) Fri 10-Jun 2016 07:47	0	0hr22	DH3	Tango Opens in New Window , S	

Operated by:

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

## Passenger Information

1: Mrs Michelle Stilwell : Adult (16+), Ticket Number: 0142162931933

Air Canada -  
Aeroplan :

Personal Information

Meal  
Preference :

None

Payment Card:

xxxx-xxxx-xxxx

Government Finan

Special Needs:

Personal Information

Seat Selection: None

## Purchase Summary

### Fare Summary

Passenger Type

Adult

### Air Transportation Charges

Departing Flight - Tango

154.00

Surcharges

12.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	5.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	8.91
Air Travellers Security Charge (ATSC)	7.12
Total before options (per passenger)	<b>187.03</b>
Number of passengers	x 1
Total with options	<b>187.03</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$187.03</b>

### Payment Information

Credit/Debit Card ~~xxxx-xxxx-xxxx~~ Government Plan - Amount paid: **\$187.03**

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

Air Canada: \$187.03 (Air Transp. Charges - per ticket)

Ticket number(s): 0142162931933

## Fare Rules

### Departing Flight Vancouver (YVR) To Nanaimo (YCD) - Tango

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$100 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger. Exception: fee is \$100 CAD/USD for flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded)
  - **Same-day standby** at the airport is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express

Heli'jet

(3)

5712

Booking Statement

Booking #

Government Financial Information

Invoice #71038

Date

Monday, Jun 6, 2016

FARE-ZNA-Full\_Summer

1 @

\$103.81

Departure

09:15

Nanaimo Harbour

+ GST

\$5.19

**Canadian Dollars**

**\$109.00** ✓

Arrival

09:35

Vancouver Harbour

Mastercard

\$109.00

Government Financial Info

#####

Duration

20 minutes

Weekend and Off Peak Fares

1 Passengers » Off-Peak

Stilwell, Michelle

Status:

Confirmed

Helijet

(5)

Booking Statement

Booking #  
Government Financial Inform

Invoice #71036

Date  
Tuesday, Jun 7, 2016

FARE-ZNA-Full\_Winter

1 @

\$122.86

Departure  
17:30  
Vancouver Harbour

+ GST

\$6.14

**Canadian Dollars**

**\$129.00**

Arrival  
17:50  
Nanaimo Harbour

Mastercard

\$129.00

Government Financial Inform

\*\*\*\*\*

Duration  
20 minutes

1 Passengers » Full-  
Fare  
Stilwell, Michelle

Status:  
Confirmed

7

## McKnight, Valerie SDSI:EX

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Friday, June 10, 2016 11:34 AM  
**To:** McKnight, Valerie SDSI:EX  
**Subject:** Air Canada - 13-Jun: Nanaimo - Vancouver (booking ref: Government Financial) - seat selected

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

Personal Information

AIR CANADA 

### Itinerary/Receipt

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

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



Opens in  
New Window

Access your  
personalized  
Air Canada travel  
information

[View your planner >](#)

## Booking Information

**Booking Reference:**

Government Financial Informa

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

**Main Contact:**

Mrs Michelle Stilwell  
valerie.mcknight@gov.bc.ca

### Personal Information

Work Personal Information

**Online Services**

**Customer Care**

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

seats\*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

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

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

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

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8260 <sup>1</sup>	Nanaimo, Nanaimo (YCD) Mon 13- Jun 2016 11:05	Vancouver, Vancouver Int'l (YVR) Mon 13-Jun 2016 11:29 - Terminal M	0	0hr24	DH3	Flex Opens in New Window , M	

Operated by:

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

## Passenger Information

1: Mrs Michelle Stilwell : Adult (16+), Ticket Number: 0142163591786

Air Canada -  
Aeroplan :

Personal Information

Meal

Preference :

None

Payment Card:

XXXX-XXXX-XXX

Government Financial Infor

Special Needs:

None

Seat Selection:

Personal Information

## Purchase Summary

### Fare Summary

Passenger Type

Adult

### Air Transportation Charges

Departing Flight - Flex

414.00

Surcharges

12.00

### Taxes, Fees and Charges

Canada Airport Improvement Fee

10.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

22.16

Air Travellers Security Charge (ATSC)

7.12

Total before options (per passenger)

465.28

Number of passengers

x 1

Total with options

465.28

Travel Insurance (declined)

0.00

**Grand Total - Canadian dollars**

**\$465.28**

## Payment Information

Government Financ

**Credit/Debit Card xxxx-xxxx-xxxx- Amount paid: \$465.28**

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

Air Canada: \$465.28 (Air Transp. Charges - per ticket)

Ticket number(s): 0142163591786

## Fare Rules

**Departing Flight Nanaimo (YCD) To Vancouver (YVR) - Flex**

- **Changes:**

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

- **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who **no-show** their flight will forfeit the fare paid.

- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.

- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.



(4)

5712

## Itinerary/Receipt

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

**CMA Reservations**  
1-888-865-8585  
[reservations@flycma.com](mailto:reservations@flycma.com)  
[www.flycma.com](http://www.flycma.com)

## Main Contact Information

Name:

Email:

Booking Reference #: Government Financial Inf  
**Personal Information**

## Flight Itinerary

Flight	From	To	AirCraft	Status
--------	------	----	----------	--------

\*All charges and payments appear in: CAD

## Purchase Summary

Passenger	Description	Amount	Tax	Total
STILWELL, MICHELLE	Cancellation Charge	75.00	3.75	78.75
	<b>Total</b>	75.00	3.75	78.75

## Payment Information

Date	Payer's Name	Payment Amount	Transaction Type
12/04/2016	Valerie McKnight	195.43	MASTERCARD
07/06/2016	Valerie McKnight	-195.43	MASTERCARD
07/06/2016	STILWELL, MICHELLE	195.43	VISA

## Electronic Refund Receipt / Reçu de remboursement électronique

We are pleased to confirm a refund has been processed to your payment card.

Nous sommes heureux de confirmer qu'un remboursement a été porté à votre carte de paiement.

**Please print this refund receipt for your reference.**

**Veuillez imprimer ce reçu pour vos dossiers.**

### Refund Information / Détails du remboursement

**Passenger Name:**  
**Nom du passager:** Michelle Stilwell

**Ticket(s) Refunded:** 0142163591786  
**Billet(s) remboursé(s):**

Government Financial In

**Payment card refunded:** CC-CAXXXXXXXXXX  
**Carte de paiement remboursée:**

**Date of refund:** 10 June 2016  
**Date du remboursement:** 10 Juin 2016

#### Customer Care Service au client

On the web/Site Web  
[www.aircanada.com](http://www.aircanada.com)

**Air Canada Reservations**  
**Réservations d'Air Canada**  
1 888 247-2262

**Aeroplane Centre**  
**Centre Aéroplan**  
1 800 361-5373

### Amount refunded / Montant du remboursement

Amount eligible for refund: 426.00  
Montant à rembourser:

Taxes and Airport Fees eligible for refund:  
Taxes et frais aéroportuaires à rembourser:

Canada Security Charge / 7.12  
Canada - Droit pour la sécurité (CA)

Canada Airport Improvement Fee / 10.00  
Canada - Frais d'améliorations aéroportuaires (SQ)

Canada Goods and Services Tax (GST/HST #10009-2287) /  
Canada - Taxe sur les produits et services (TPS/TVH #1009-2287) (XG) 22.16

**Total Amount Refunded to your payment card in Canadian dollars:**

**Montant total remboursé sur la carte de paiement en dollars canadiens:**

**465.28** ✓

# Security Concern

# Security Concern

Maple Ridge, BC  
CANADA

06/20/2016 08:47 AM

Registered To:

Stillwell, Michelle

CANADA

Personal Information

Business Information

Room # 201-A

Conf #  
Arrival 06/19/16  
Departure 06/20/16

Room Type  
Guests

Payment  
Acct Visa/Master

Personal Information  
Personal Info 0 **ONLY 1 GUEST**

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
06/19/16	manvir	RC	ROOM CHARGE			\$107.99
06/19/16	manvir	91	HOTEL TAX			\$8.64
06/19/16	manvir	92	GST			\$5.40
06/20/16	manvir	V5	PAYMENT VISA/MC			\$122.03
Balance Due						\$0.00

Government Financial Information

Dear Sir / Madam,

Thank you very much for being with us ! Hope y  
short moment to share some comments with us |  
more or differently we can do to serve you betti

Sincerely,  
Security Concern  
Security Concern

Security Concern

Signature

# Security Concern Security Concern

Cranbrook Security Concern  
Security Concern

Registered To:

Personal Information

(250) 387-1421

Room # 321-A

Conf # Government

Arrival 06/21/16

Departure 06/23/16

Group 15016, Trip/Meeting Session

Room Type Personal Information

Guests 1 / 0

Payment Visa/Master

Acct

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
06/25/16			Personal Information			
06/21/16	Ginny1	RC	ROOM CHRG REVENUE			\$120.00
06/21/16	Ginny1	0	GST - 5%			\$6.00
06/21/16	Ginny1	91	PST - RM TAX- 8%			\$9.60
06/22/16	Ginny1	RC	ROOM CHRG REVENUE			\$120.00
06/22/16	Ginny1	9	GST - 5%			\$6.00
06/22/16	Ginny1	91	PST - RM TAX- 8%			\$9.60
06/23/16	Maria12	VS	PAYMENT VISA			
						Perso

Balance Due \$0.00

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE DUE PORTION OF THIS INVOICE. IF THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES TO BE PERSONALLY LIABLE FOR PAYMENT OF THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES.

X  
GUEST SIGNATURE

Business Information

Signature

Personal Information

Government Financial Information

SH7DEXSLP1



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E124930

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

<b>Name</b> Stilwell, Michelle ✓		<b>Employee ID</b> Personal Information Job Title Minister	<b>Phone Number</b> (250) 356-7750 <b>Travel Group Code</b> 4
<b>Client Organization</b> Social Development and Social Innovation			
<b>5. Date Completed</b> 2016/08/02	<b>6. Fiscal Year</b> 2017	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> Session		<b>Headquarters</b> Victoria
<b>12. Mailing Address for Cheque</b>			

16.	17.			18.		19.	20. & 21.	22.	20. & 21.	
Travel Dates	Places Travelled			Personal Vehicle Use		Other Transport Costs	Meals	Lodging Costs	Miscellaneous	
2016	Destination	Start	End	Km	Cost		Cost		Cost	Describe
07/24	Parksville-Vic	1500	2359	150	79.50		21.50			
07/25	Vic	0800	2359		0.00		61.00			
07/26	Vic	0800	2359		0.00		61.00			
07/27	Vic	0800	2359		0.00		48.50			
07/28	Vic-Parksville	0800	2359	150	79.50		61.00			

<b>TOTALS OF COLUMNS</b>	36. \$ 159.00 ✓	37. \$ 0.00	38. \$ 253.00 ✓	39. \$ 0.00	40. \$ 0.00	<b>Claim Total</b> \$ 412.00 ✓
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48. <b>Client Code</b> 031 ✓ 031 ✓ 031 031	49. <b>Resp.</b> 46001 ✓ 46001	50. <b>Service Line</b> 48000 ✓ 48000	51. <b>STOB</b> 57 5701 ✓ 5750	52. <b>Project</b> 46MTVNC 46MTCCA	45. <b>Supplier Code</b> Government Financial Information	<b>Amount</b> \$ 412.00 \$ 253.00
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<b>Less Travel Advance</b> 031					<b>Government Financial</b> 111-1	
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<b>AMOUNT DUE TO EMPLOYEE</b>					54. \$ 412.00
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<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	<b>Print Name</b>	<b>Date Signed</b>
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	<b>Print Name</b>	<b>Date Signed</b>
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	<b>Print Name</b>	<b>Date Signed</b>

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Ministry Spending Authority ARCS 1240-20  
Ministry Payment Authority ARCS 1050-0809 Aug 16  
sp.

## Notes for Travel Voucher (Restricted Use) E124930 for Stilwell, Michelle

1 note(s) returned.

Created On	Author	Note
2016/08/02 16:17:00	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	July24:Parksville-Vic, Drove, Overnight Private Residence Paid on CCA. Jul25- 27:Vic, Overnight Priv Res Paid on CCA. Jul28:Vic-Parksville, Drove.

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Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E124984

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

<b>Name</b> Stilwell, Michelle				<b>Employee ID</b> Personal		<b>Phone Number</b> (250) 356-7750	
<b>Client Organization</b> Social Development and Social Innovation				<b>Job Title</b> Minister		<b>Travel Group Code</b> 4	
<b>5. Date Completed</b> 2016/08/11		<b>6. Fiscal Year</b> 2017		<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Meeting				<b>Headquarters</b> Victoria ✓	
<b>12. Mailing Address for Cheque</b>							
<b>16. Travel Dates</b> 2016 08/09	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>
	<b>Destination</b> Prksvl-Van-Prksv (H5) *P-CARD	<b>Start</b> 0800	<b>End</b> 1900	<b>Km</b> 82	<b>Cost</b> 43.46 ✓		<b>Cost</b> 36.00 ✓
							<b>Lodging Costs</b>
							<b>Cost</b>
							<b>Describe</b>
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 43.46	<b>37.</b> \$ 0.00	<b>38.</b> \$ 36.00	<b>39.</b> \$ 0.00
						<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 79.46
<b>48. Client Code</b> 031 031 031 031	<b>49. Resp.</b> 46001	<b>50. Service Line</b> 48000	<b>51. STOB</b> 5701	<b>52. Project</b> 4600000		<b>45. Supplier Code</b> Government Financial Information	
<b>Amount</b> \$ 79.46							
<b>Less Travel Advance</b> 031							
<b>AMOUNT DUE TO EMPLOYEE</b>							<b>54.</b> \$ 79.46
<b>45. Employee Signature (See Audit Trail)</b> - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				<b>Print Name</b>		<b>Date Signed</b>	
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				<b>Print Name</b>		<b>Date Signed</b>	
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.				<b>Print Name</b>		<b>Date Signed</b>	

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

PL  
Aug 26/16

## Notes for Travel Voucher (Restricted Use) E124984 for Stilwell, Michelle

1 note(s) returned.

Created On	Author	Note
2016/08/11 16:14:37	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Aug9:Parksville-Van-Parksville, Flew Helijet (Paid on AC MC).

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