

Minister's Quarterly Travel Expense Summary

Name: Honourable Michelle Stilwell

Quarter: 2016 October to December

Portfolio: Social Development & Social Innovation

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 1,126.60

Other Travel in Province: \$ 2,439.23

Out of Country Travel: \$ -

Out of Province Travel: \$ 180.35

Total travel expenses paid this quarter: \$ 3,746.18

Travel expenses fiscal year-to-date: \$ 12,229.66



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E125290

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

Name Stilwell, Michelle		Employee ID Personal Information	Phone Number (250) 356-7750
Client Organization Social Development and Social Innovation		Job Title Minister	Travel Group Code 4
5. Date Completed 2016/10/05	6. Fiscal Year 2017	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel MEETINGS		Headquarters Victoria

12. Mailing Address for Cheque

16.	17.			18.		19.	20. & 21.	22.	20. & 21.	
Travel Dates	Places Travelled			Personal Vehicle Use		Other Transport Costs	Meals	Lodging Costs	Miscellaneous	
	Destination	Start	End	Km	Cost		Cost		Cost	Describe
2016										
09/26	Parksville-Vic	0800	2359	150	79.50		61.00	CCA		
09/27	Vic	0800	2359		0.00		61.00			
09/28	Vic	0800	2359		0.00		36.00			
09/29	Vic-Van-Vic (AQ)	0800	2359	55	29.15		25.00	PD		
09/30	Vic-Parksville	0800	1300	150	79.50		25.00	CCA		
10/03	Prkvl-Van-Prkvl (CH)	0700	1700	82	43.46		27.00	PD		
10/04	Parksville-Vic	1500	2359	150	79.50		14.50	CCA		
10/05	Vic-Parksville	0800	1400	150	79.50		27.00			
	*PCARD									

*PCARD

TOTALS OF COLUMNS	36.	37.	38.	39.	40.	Claim Total
	\$ 390.61	\$ 0.00	\$ 276.50	\$ 0.00	\$ 0.00	\$ 667.11

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
031	46001	48000	5701	4600000	Government Financial Information	54.15, \$ 667.11
031			5702	46MTVNC		318.00
031			5750	46MTCCA		224.50
031			5702	4600000		70.46

Less Travel Advance
031

AMOUNT DUE TO EMPLOYEE

\$ 667.11

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

Notes for Travel Voucher (Restricted Use) E125290 for Stilwell, Michelle

1 note(s) returned.

Created On	Author	Note
2016/10/06 13:53:53	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Sept26:Prkvl-Vic, Drove(ONite Priv Res Paid on CCA). Sept27-28: Vic(ONite Priv Res Paid on CCA). Sept29:Vic-Van-Vic, Flew AC Return (Paid on AC MC) ONite Priv Res (Paid on CCA). Sept30:Vic-Prkvl, Drove.Oct3:Prkvl-Van-Prkvl, Flew Helijet (Paid on AC MC). Oct4:Prkvll-Vic, Drove (ONite Priv Res Paid on CCA). Oct5:Vic-Prkvll, drove.

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SH17DEXEPAL16



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E125353

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Name Stilwell, Michelle				Employee ID Personal Information		Phone Number (250) 356-7750	
Client Organization Social Development and Social Innovation				Job Title Minister		Travel Group Code 4	
5. Date Completed 2016/10/17		6. Fiscal Year 2017		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Victoria	
12. Mailing Address for Cheque							
16. Travel Dates	17. Places Travelled			18. ⁵³ Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Cost
2016							
10/12	Prksvl-Van-Prksv HJ	0800	1900	84	44.52		27.00 PD
10/14	Prksvl-Van-Prksv HJ	0800	1900	102	54.06		27.00 PD
10/18	Parksville-Vic	0700	2359	150	79.50		27.00 CCA
10/19	Vic-Van-Vic-Prks HJ	0700	2200	150	79.50		27.00 CCA
10/20	Parksville-Van HJ	0800	2359	42	22.26		48.50 PD
10/21	Van-Parksville HI	0800	1900	42	22.26		39.50 PD
	*PCARD						126.44
				36.	37.	38.	39.
TOTALS OF COLUMNS				\$ 302.10	\$ 0.00	\$ 196.00	\$ 126.44
				40.			Claim Total
				\$ 35.00			\$ 659.54
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code Government Financial Information		Amount
031	46001	48000	5701	46MTVNC			\$159.00
031			5750	46MTCCA			\$ 54.00
031			5702	4600000			\$446.54
Less Travel Advance							
031							
AMOUNT DUE TO EMPLOYEE							54.
							\$ 659.54
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

Notes for Travel Voucher (Restricted Use) E125353 for Stilwell, Michelle

2 note(s) returned.

Created On	Author	Note
2016/10/21 11:17:25	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Oct12:Parksville-Van-Parkville, Few Hel jet (Paid on AC MC). Oct14:Parksville-Van-Parksville, Flew Helijet (Paid on AC MC) (Was supposed to fly KD Air from Qualicum but flight cancelled due to weather, MMS drove to Qualicum then to Helijet) Taxi paid on pers visa.
2016/10/27 11:48:03	Stilwell, Michelle (IDIR\MISTILWE) Michelle.Stilwell@gov.bc.ca	Oct12:Parksville-Van-Parkville, Flew Hel jet return (Paid on AC MC). Oct14: Parksville-Van-Parkville, Flew Helijet return (Paid on AC MC) (Originally Booked onto KD Air but Cancelled Due to Weather) Taxi paid on pers visa. Oct18:Parksville-Vic, Drove, Overnight Priv Res Paid on CCA. Oct19:Vic-Van-Vic-Parksville, Flew Helijet return(Paid on AC MC) Drove to Prksvl. Oct20:Parksville-Van, Flew Hel jet (Paid on AC MC) Hotel Paid on Per Visa. Oct21:Van-Parksville, Flew Helijet (Paid on AC MC).

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Vancouver B.C. Security Concern

Security Concern

Hon. Michelle Stilwell
Personal Information

Room Number: 2901
Arrival Date: 10-20-16
Departure Date: 10-21-16
Confirmation No. Government Financial Information
Page No.: 1 of 1
Folio No.: Personal Information
Custom Ref. No.
Invoice No.:
Cashier No.: 16

Group:**Account No.:**

INVOICE

10-21-16

Date	Description	Additional Information	Charges	Credits
10-20-16	Room Rate - Caucus		109.00	
10-20-16	GST Room Tax		5.45	
10-20-16	PST Room Tax		8.72	
10-20-16	MRDT		3.27	
10-21-16	Visa	Government Financial Information		126.44
Total			126.44	126.44
Balance			0.00 CAD	

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

Tax Summary:

GST/HST: 5.45 CAD
PST ROOM: 8.72 CAD
PST OTHER: 0.00 CAD
MRDT: 3.27 CAD
TRANSLINK PARKING TAX: 0.00 CAD

Total Tax's: 17.44 CAD**Signature:** _____**GST #:** Business Information

21150000

||||

PURCHASE

||||

10-14-2016 ✓

16:17:12

Acct # |||||

Government Financial Information

C

Exp Date **/**

Card Type VI

Name: MICHELLE STILWELL ✓

0000000000

Government Financial Information

VISA CREDIT

Trace # 200003

M21158659134

Inv. # 5

Auth # 013017

RRN 001198002

Total

\$35.00

TAXI
VANCOUVER.



1+2
5712

McKnight, Valerie SDSI:EX

From: passengerservices@helijet.com
Sent: Wednesday, June 22, 2016 3:12 PM
To: McKnight, Valerie SDSI:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Government Financial Information

Name

Michelle Stilwell

Booking

Government Financial Information

Wednesday, June 29, 2016

904

09:15 Nanaimo Harbour

09:35 Vancouver Harbour

20 minutes

Confirmed

1 Passengers - Sale

Michelle Stilwell, Female

Add to Calendar

Invoice #81368

SALE - Seat Sale \$79

\$75.24

+ GST

\$3.76

Billing

\$75.24

Taxes

\$3.76

Grand Total

\$79.00

RECEIVED

OCT 12 2016

5712

Booking		Government Financial Information
Wednesday, June 29, 2016		Invoice #81369
✓ 915		SALE - Seat Sale \$79 \$75.24
✓ 17:30 Vancouver Harbour		+ GST \$3.76
✓ 17:50 Nanaimo Harbour		
20 minutes		Billing \$75.24
		Taxes \$3.76
Confirmed		Grand Total \$79.00
1 Passengers - Sale		
Michelle Stilwell, Female		
Add to Calendar		

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.

GST#:
R102320165

Passenger Travel Information:
For detailed Travel Information visit 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 (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)
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.

McKnight, Valerie SDSI:EX

5712

4

From: Air Canada <confirmation@aircanada.ca>
Sent: Wednesday, June 29, 2016 2:30 PM
To: McKnight, Valerie SDSI:EX
Subject: Air Canada - 13-Jul: Nanaimo - Vancouver (booking ref: Government Financial Information)

***** 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 > Opens in New Window

Booking Information

Booking Reference:

Government Financial Information

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

Main Contact:

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

Mobile: Personal Information

Home:

Work:

Customer Care

Air Canada

1-888-247-2262

**Flight Arrivals and
Departures**

1-888-422-7533

Online Services

seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

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

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

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8264 ¹	Nanaimo, Nanaimo (YCD) Wed 13-Jul 2016 14:35	Vancouver, Vancouver Int'l (YVR) Wed 13-Jul 2016 15:00 - Terminal M	0	0hr25	DH3	Tango Opens in New Window , S	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Michelle Stilwell : Adult (16+), Ticket Number: 0142164331654

Air Canada -
Aeroplan :

Personal Information

Meal
Preference :

None

Payment Card:

Government Financial Information

Special Needs:

Personal Information

Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Departing Flight - Tango

176.00

Surcharges

12.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	10.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.26
Air Travellers Security Charge (ATSC)	7.12
Total before options (per passenger)	215.38
Number of passengers	x 1
Total with options	215.38
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$215.38

Payment Information

Credit/Debit Card Government Financial Information - Amount paid: **\$215.38**

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

Air Canada: \$215.38 (Air Transp. Charges - per ticket)

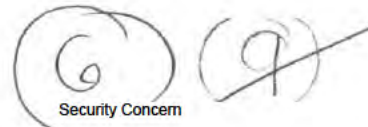
Ticket number(s): 0142164331654

Fare Rules

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

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

Security Concern



Maple Ridge, BC
CANADA

Security Concern

Business Information

06/20/2016 08:47 AM

Registered To:

Stillwell, Michelle

CANADA

Personal Information

Room # 201-A

Conf # Government Financial Information

Arrival 06/19/16

Departure 06/20/16

Room Type Personal Information

Guests Personal Information

Payment Visa/Master
Acct

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	VS	PAYMENT VISA/MC			\$122.03-

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

Government Financial Information

Dear Sir /

Thank you
short mon
more or d

Sincerely,
Managem

Security Concern

Security Concern

re a
d what

Signature

Credit From Pcard
Reconciliation
July 2016

Security Concern

Security Concern

Maple Ridge, BC
CANADA

Business Information

06/20/2016 08:47 AM

Registered To:

Stillwell, Michelle

CANADA

Personal Information

Room # 201-A

Conf # Government Financial Information

Arrival 06/19/16

Departure 06/20/16

Room Type Personal Information

Guests

Payment Visa/Master

Acct

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	VS	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

Security Concern

2 + 3

McKnight, Valerie SDSI:EX

From: passengerservices@helijet.com
Sent: Wednesday, August 3, 2016 1:49 PM
To: McKnight, Valerie SDSI:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information		
Account	Customer #	Government Financial Information
	Name	Michelle Stilwell

Booking		Government Financial Information
Tuesday, August 9, 2016		Invoice #89461
904		FARE-ZNA-Full_Summer \$103.81
09:15 Nanaimo Harbour		+ GST \$5.19
09:35 Vancouver Harbour		Billing \$103.81
20 minutes		Taxes \$5.19
Confirmed		Grand Total \$109.00
1 Passengers - Off-Peak		• Weekend and Off Peak Fares
Michelle Stilwell, Female		
<u>Add to Calendar</u>		

Tuesday, August 9, 2016**915****17:30 Vancouver Harbour****17:50 Nanaimo Harbour****20 minutes****Confirmed****1 Passengers - Off-Peak****Michelle Stilwell, Female****Add to Calendar**

Invoice #89462

FARE-ZNA-Full_Summer \$103.81

+ GST \$5.19

Billing \$103.81

Taxes \$5.19

Grand Total \$109.00

- **Weekend and Off Peak Fares**

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GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit 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 (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

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 appearing 18 years or over.

McKnight, Valerie SDSI:EX

MTVNC

1 + 3

From: Air Canada <confirmation@aircanada.ca>
Sent: Tuesday, September 13, 2016 10:46 AM
To: McKnight, Valerie SDSI:EX
Subject: Air Canada - 29-Sep: Victoria - Vancouver (booking ref: Government Financial Information)

Follow Up Flag: Follow up
Flag Status: Completed

***** 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



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	Fare Type	Meal
AC8060 ¹	Victoria,  Victoria Int'l (YYJ) Thu 29-Sep 2016 10:00	Vancouver,  Vancouver Int'l (YVR) Thu 29-Sep 2016 10:25 - Terminal M	0	0hr25	DH3	Tango , S	
AC8067 ¹	Vancouver,  Vancouver Int'l (YVR) Thu 29-Sep 2016 13:10 - Terminal M	Victoria,  Victoria Int'l (YYJ) Thu 29-Sep 2016 13:39	0	0hr29	DH4	Tango , L	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Michelle Stilwell : Adult (16+), Ticket Number: 0142167318144


Air Canada -
Aeroplan :

Personal Information 

Meal
Preference :

None

Payment Card:

Government Financial Information 

Special Needs:

Personal Information

Seat Selection:

None

5711

2: Ms Valerie Richmond : Adult (16+), Ticket Number: 0142167318145

Frequent Flyer Prog : **None** Meal Preference : **None**

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

Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Tango	115.00
Return Flight - Tango	79.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	20.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	12.61 ✓
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	264.86
Number of passengers	x 2
Total with options	529.72
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$529.72 ✓

252.25 x 2
12.61 x 2

Payment Information

Credit/Debit Card Government Financial Information ✓ - Amount paid: **\$529.72**

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

Air Canada: \$264.86 (Air Transp. Charges - per ticket)

Ticket number(s): 0142167318144, 0142167318145

Fare Rules

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

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

- **Changes:**

2

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: Michelle Stilwell ✓
Nom du passager:
Ticket(s) Refunded: 0142167318144
Billet(s) remboursé(s):

Payment card refunded: Government Financial Information ✓
Carte de paiement remboursée:
Date of refund: 14 September 2016
Date du remboursement: 14 Septembre 2016

Customer Care Service au client

On the web/Site Web
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: 218.00
 Montant à rembourser:

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

Canada Security Charge /
 Canada - Droit pour la sécurité (CA) 14.25

Canada Airport Improvement Fee /
 Canada - Frais d'améliorations aéroportuaires (SQ) 20.00

Canada Goods and Services Tax (GST/HST #10009-2287) /
 Canada - Taxe sur les produits et services (TPS/TVH #1009-2287) (XG) 12.61 ✓

Total Amount Refunded to your payment card in Canadian dollars:
Montant total remboursé sur la carte de paiement en dollars canadiens:

264.86

McKnight, Valerie SDSI:EX

5-6

From: Air Canada <confirmation@aircanada.ca>
Sent: Tuesday, September 13, 2016 3:39 PM
To: McKnight, Valerie SDSI:EX
Subject: Air Canada - 29-Sep: Victoria - Vancouver (booking ref: Government Financial Information)

***** 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

[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	Fare Type	Meal
AC8060 ¹	Victoria, Victoria Int'l (YYJ) Thu 29-Sep 2016 10:00	Vancouver, Vancouver Int'l (YVR) Thu 29-Sep 2016 10:25 - Terminal M	0	0hr25	DH3	Tango, S	
AC8069 ¹	Vancouver, Vancouver Int'l (YVR) Thu 29-Sep 2016 14:25 - Terminal M	Victoria, Victoria Int'l (YYJ) Thu 29-Sep 2016 14:54	0	0hr29	DH4	Tango, L	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Michelle Stilwell : Adult (16+), Ticket Number: 0142167337215

Air Canada -
Aeroplan :

Personal Information

Meal
Preference :

None

Payment Card:

Government Financial Information

Special Needs:

Personal Information

Seat Selection: None

2: Mr Blake Hodson : Adult (16+), Ticket Number: 0142167337216

Frequent Flyer Prog :	None	Meal Preference :	None
Payment Card:	Government Financial Information	Special Needs:	None
Seat Selection:	None		

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Tango	115.00
Return Flight - Tango	79.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	20.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	12.61
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	264.86
Number of passengers	x 2
Total with options	529.72
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$529.72

252.25 x 2
GST 12.61 x 2

Payment Information

Credit/Debit Card

Government Financial Information

- Amount paid: **\$529.72**

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

Air Canada: \$264.86 (Air Transp. Charges - per ticket)

Ticket number(s): 0142167337215, 0142167337216

Fare Rules

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

Return Flight Vancouver (YVR) To Victoria (YYJ) - 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.

7-10

Itinerary / Receipt

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

Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: Government Financial Information

Name: Mrs Michelle Stilwell
E-mail: VALERIE.MCKNIGHT@GOV.BC.CA
Payment: Government Financial Information

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

Air Canada Flight Information
 1-888-422-7533
[International Reservations](#)

Alert me of flight changes
[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8060	Victoria (YYJ)	Vancouver (YVR)	DH3	Economy (S)	Confirmed
<i>Operated by:</i>	Thu 29-Sept 2016	Thu 29-Sept 2016			
<i>Air Canada Express-Jazz</i>	10:00	10:25 - TERMINAL M -MAIN			
AC8067	Vancouver (YVR)	Victoria (YYJ)	DH4	Economy (S)	Confirmed
<i>Operated by:</i>	Thu 29-Sept 2016	Thu 29-Sept 2016			
<i>Air Canada Express-Jazz</i>	13:10 - TERMINAL M -MAIN	13:39			

Passenger Information

Passenger: 1 Mrs Michelle Stilwell

Ticket number: 014 2167 565391

Frequent Flyer Pgm: Air Canada Aeroplan

Program number: Personal Information

Passenger: 2 **Mr Blake Hodson**
Ticket number: **014 2167 565392**

Purchase Summary

Passenger: 1 Ticket number 014 2167 565391

Date of issue <i>Michelle Stilwell</i>	19-Sept 2016
Fare Amount in Canadian dollars:	254.00
<i>(including navigational & other charges)</i>	
Taxes, Fees & Charges	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	✓ 1.80
Total Fare in Canadian dollars:	✓ 37.80A 8
Options <i>Michelle Stilwell</i>	
Change fee in Canadian dollars	✓ 100.00 7
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	✓ 5.00

Ticket particularities:
AC ONLY/NON-REF/CHGE FEE

Passenger: 2 Ticket number 014 2167 565392

Date of issue	19-Sept 2016
Fare Amount in Canadian dollars:	254.00
<i>(including navigational & other charges)</i>	
Taxes, Fees & Charges	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	✓ 1.80
Total Fare in Canadian dollars:	✓ 37.80A 10
Options <i>Blake Hodson</i>	
Change fee in Canadian dollars	✓ 100.00 9
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	✓ 5.00

***Fare calculation:**
29SEP16YYJ AC YVR Q12.00R115.00AC YYJ Q12.00R115.00CAD254.00
END ROE1.00 PD14.25CA12.61XG20.00SQ

Canadian tax registration numbers:
XG Canada Goods and Service Tax (GST) #10009-2287
RC Canada Harmonized Sales Tax (HST) #10009-2287
XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.

SH17DEXEPAL18



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E125532

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

Name Stilwell, Michelle				Employee ID Personal Information		Phone Number (250) 356-7750	
Client Organization Social Development and Social Innovation				Job Title Minister		Travel Group Code 4	
5. Date Completed 2016/11/08		6. Fiscal Year 2017		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Victoria	
12. Mailing Address for Cheque							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Lodging Costs
2016							
10/31	Prksville-Ottawa (AC)	1500	2359	52	27.56		36.00
11/01	Ottawa	0800	2359		0.00		61.00
11/02	Ottawa	0800	2359		0.00		36.00
11/03	Ottawa-Van (AC)	0800	2359		0.00		27.00
11/06	Van-Parksville (HA)	0800	1500	41	21.73	202.00	
Personal Information							
11/09	Parksville-Van (KD)	0800	2359	15	7.95		14.50
11/10	Van-Parksville (KD)	0800	1000	15	7.95		12.50
*PCARD							
TOTALS OF COLUMNS				36.	37.	38.	39.
				123 KM	\$ 65.19	\$ 202.00	\$ 197.80
							40. \$ 15.10
							Claim Total
							\$ 667.09
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		
					Government Financial Information		
031	46001	48000	5701	4600000			
031	46001	48000	5705	4600000			
031	46001	48000	5702	4600000			
031	46001	48000	5712	4600000			
Less Travel Advance							
031							
AMOUNT DUE TO EMPLOYEE							54.
							Personal Information
							\$ 667.09
45. Employee Signature (See Audit Trail)				Print Name		Date Signed	
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.							
56. Spending Authority Signature (See Audit Trail)				Print Name		Date Signed	
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.							
57. Payment Authority Signature (See Audit Trail)				Print Name		Date Signed	
- Requisition for payment pursuant to section 32 of the Financial Administration Act.							

FIN 10 (EFI-F0012 v2.6.1)

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

*11/06 - Flight (HA) not on the P-Card

Audited by PL Nov 25-16

*10/14 - \$35.00 Taxi already claimed on E125353

Notes for Travel Voucher (Restricted Use) E125532 for Stilwell, Michelle

1 note(s) returned.

Created On	Author	Note
2016/11/23 15:59:59	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Oct14: Vancouver, From TVE125353, Taxi Paid on Pers Visa. Oct31:Parksville-Ottawa, Flew AC (Paid Pers/Private) Nov1:Ottawa. Nov2:Ottawa. Nov3:Ottawa-Vancouver, Flew AC (Paid Pers/Private). Nov6:Vancouver-Parksville, Flew Harbour Air (Paid on Pers Visa). Nov9:Parksville-Van, Flew KD Air (Paid on AC MC) ONite Hotel Paid on Pers Visa. Nov10:Van-Parkville, Flew KD Air (Paid on AC MC) Taxi Paid on Pers Visa.

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Flight #1135
Departs 12:50 PM @ Vancouver Harbour
Arrives 13:10 PM @ Nanaimo Harbour

Invoice #: 5351240

1.00 Air Share - Airshare - Ched \$7.00 CDN
1.00 Share 1100 - Carbon Offset \$0.50 CDN
1.00 Share 1100 - Port Fee \$1.65 CDN
1.00 Share 1100 - VHF Terminal \$9.85 CDN
1.00 Share 1100 - Non-Peak GO F \$80.37 CDN

Goods and Services Tax \$9.62 GST

Gross Total \$202.00 CDN

Payment Information:

via \$202.00 CDN

Date/Time 08/11/2015 12:19:18 PM
Station HCKHC007
Terminal ID HCKHCC07
Action Purchase/Telephone
Card Type VISA
Card Number
Amount \$202.00
Authorization 045058
Trace Number 090001001014
Response 00-001/APPROVED 045058

Government Financial Information

CUSTOMER COPY

Free WiFi Password: hqquest99





TRAVEL AUTHORIZATION

This form must be used for all out-of-province travel requests.
It may, at the discretion of ministries, be used for in-province travel requests.

☒ Out-of-Province ☐ Out-of-Canada ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)		VOTE	
Social Development and Social Innovation		031	
EMPLOYEE NAME		EMPLOYEE ID.	
Michelle Stilwell			
POSITION		BARGAINING UNIT / GROUP NO.	
Minister			
BRANCH / LOCATION / REGION			
Minister's Office			
DATE DEPARTING YYYY / MM / DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKDAYS AWAY	ESTIMATED OVERTIME CLAIM HOURS
2016/10/31	2016/11/2	3	
IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS <input type="checkbox"/> N / A, OR:			
DESTINATIONS			
Ottawa Ont			
METHOD OF TRAVEL			
Flight			
PURPOSE OF TRAVEL Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc. Meetings with Federal Government			

ESTIMATED COSTS (IN CAN. \$)	
Transportation	900
Meals	200
Lodging	500
Overtime	
Fees	
Other	
SUB TOTAL	1,600
Less Costs paid by others	
TOTAL COSTS	1,600

SIGNATURES			
Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.			
PLEASE SIGN ONE BOX ONLY			
DIRECTOR			
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD	
ASSISTANT DEPUTY MINISTER			
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD	
DEPUTY MINISTER: DEPUTY COS, MICHELE CADARLO			
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD	
		2016/10/24	
MINISTER: PREMIER			
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD	
		OCT 27 2016	

EMPLOYEE'S SIGNATURE	DATE SIGNED YYYY / MM / DD
	2016/10/11

FIN 99/WEB Rev. 2008/10/08

Originator completes and forwards a copy to immediate supervisor for approval(s). If travel is approved, the supervisor retains a copy and returns the original to the originator. The originator attaches the original and a copy to their travel voucher.

Reset Form



Security Concern

5702

November 01st 2016

Ms. Michelle Stilwell
Personal Information

Ms. Michelle Stilwell
Security Concern

Confirmation Number:

Government Financial Information

Arrival Date:

November 09th 2016

Departure Date:

November 10th 2016

Check-In Time:

4:00pm

Check-Out Time:

11:00am

Rate Information

Rate Type:

BC Provincial Government Rate (Business Travel)

Room Rate:

\$172.00

Number of nights:

1

Taxes:

15% (5%GST, 10% Hotel Room Tax)

Total of your stay:

\$197.80

The following daily rate changes apply during your stay:

Room Information

Personal Information

Room Type:

1

Number of adults:

0

Number of children:

Security Concern

Check-In Requirement:

- Must be 19 years or older to check in
- Matching credit card with valid picture ID will be required at check in
- Accounts without a credit card will require a \$500 cash deposit on top of room & tax at check in
- Company ID or membership card will be required to honor corporate rates or member rates
- Please register all occupants during reservation or check in process to ensure room access

PLEASE NOTE THAT WE DO NOT ACCEPT PRE PAID CREDIT CARDS OR
A CREDIT CARD WITHOUT A VALID LEGAL NAME WITH MATCHING PHOTO ID

Rate Rules and Cancellation Policy

- Your reservation is guaranteed for late arrival.
- Please cancel your reservation by 4:00 PM Pacific Standard Time 24 Hours before day of arrival to avoid cancellation penalties (1 night's room and taxes)

Pet Policy: We are a pet friendly resort. For those guests who will be traveling with their pet(s), there will be a pet fee of \$25.00 (tax included) per night on top of your room rate. This fee will only be charged up to a maximum of 3 nights per visit.

Security Concern

GARDEN CITY CABS#104
2633 VIKING WAY UN V6V3B6
RICHMOND BC
23008714
GH2300871401

PURCHASE

11-10-2016

10:24:15

Acct #

Government Financial Information

Exp Date **/**

Card Type VI

Name: MICHELLE STILWELL ✓

A0000000

Government Financial
Information

VISA CREDIT

Trace # 2288

Operator 1

Inv. # 449

Auth # 024606

RRN 001790002

Total**\$15.10** ✓

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

RECEIVED
NOV 25 2016
ESA



Control No.

E125632

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

5. Date Completed 2016/11/24		6. Fiscal Year 2017		7. Special Cheque Issue		8. Cheque Stub Information																																																																														
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Victoria																																																																														
12. Mailing Address for Cheque																																																																																				
<table border="1"> <tr> <td>16. Travel Dates 2016</td> <td colspan="3">17. Places Travelled</td> <td colspan="2">18. .53 Personal Vehicle Use</td> <td>19. Other Transport Costs</td> <td>20. & 21. Meals</td> <td>22. Lodging Costs</td> <td colspan="2">20. & 21. Miscellaneous</td> </tr> <tr> <td></td> <td>Destination</td> <td>Start</td> <td>End</td> <td>Km</td> <td>Cost</td> <td></td> <td>Cost</td> <td></td> <td>Cost</td> <td>Describe</td> </tr> <tr> <td>11/17</td> <td>Parksville-Van (HJ)</td> <td>1000</td> <td>2359</td> <td>42</td> <td>22.26</td> <td></td> <td>48.50</td> <td>210.32</td> <td></td> <td></td> </tr> <tr> <td>11/18</td> <td>Van-Prksvil-Van (HJ)</td> <td>0800</td> <td>2359</td> <td>52</td> <td>27.56</td> <td></td> <td>34.00</td> <td>Personal Information</td> <td>7.00</td> <td>Taxi</td> </tr> <tr> <td>11/19</td> <td>Van-Parksville (KD)</td> <td>0800</td> <td>1200</td> <td>15</td> <td>7.95</td> <td></td> <td>12.50</td> <td>120.93</td> <td></td> <td></td> </tr> <tr> <td>11/18</td> <td>Prksvil-Van (KD)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>*PCARD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								16. Travel Dates 2016	17. Places Travelled			18. .53 Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous			Destination	Start	End	Km	Cost		Cost		Cost	Describe	11/17	Parksville-Van (HJ)	1000	2359	42	22.26		48.50	210.32			11/18	Van-Prksvil-Van (HJ)	0800	2359	52	27.56		34.00	Personal Information	7.00	Taxi	11/19	Van-Parksville (KD)	0800	1200	15	7.95		12.50	120.93			11/18	Prksvil-Van (KD)											*PCARD									
16. Travel Dates 2016	17. Places Travelled			18. .53 Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous																																																																											
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	*PCARD																																																																																			
TOTALS OF COLUMNS				109 KMS	36. \$ 57.77	37. \$ 0.00	38. \$ 95.00	39. 331.25 Personal Information	40. \$ 7.00	Claim Total Personal Information	\$491.02																																																																									
48. Client Code		49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code Government Financial Information			Amount Personal Information																																																																											
031		46001	48000	5701	4600000				\$ 491.02																																																																											
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57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act						Print Name		Date Signed																																																																												

Notes for Travel Voucher (Restricted Use) E125632 for Stilwell, Michelle

1 note(s) returned.

Created On	Author	Note
2016/11/28 16:12:32	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	Nov17:Parksville-Van, Flew Helijet (Paid on AC MC) Overnight Hotel Paid on Pers Visa. Nov18:Van-Parksville-Van, Flew Helijet in am (Paid on AC MC) Taxi paid on Pers Visa, Flew KD Air (Paid on AC MC) Overnight Hotel Paid on Pers Visa. Nov19: Van-Parksville, Flew KD Air (Paid on AC MC)

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Security Concern

Room : 0707
Folio # :
Invoice # :
Cashier # :
Page # : 1 of 1

Personal Information

Security Concern

Vancouver, BC, Canada
Security Concern
Security Concern
G.S.T. / H.S.T. Registration Business Information

Minister Michelle Stilwell
Personal Information

Arrival : 11-17-16
Departure : 11-18-16
Personal Information

Date	Description	Additional Information	Charges	Credits
11-17-16	Room charge		179.00	
11-17-16	Destination Marketing Fee		2.31	
11-17-16	Room PST		19.94	
11-17-16	Room GST		9.07	
11-18-16	Visa	Government Financial Information		210.32
Total			210.32	210.32
Balance Due			0.00	

GST Summary

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

HST Summary

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

Security Concern



Security Concern

Security Concern

Security Concern

Security Concern

Security Concern

Security Concern

Langley, BC Security Concern

Ms Michelle Stilwell
Personal Information

Receipt

Invoice date 11/24/2016
Our reference Government Financial Information

Guest **Ms Michelle Stilwell** Arrival **11/18/2016** Departure **11/19/2016** Room **504**

Date	Description	Ref.	Quantity	Unit Price	Total (\$)
11/18/2016	Room Charge		1	105.00	105.00
11/18/2016	Hotel Room Tax (PST)		1	8.40	8.40
11/18/2016	Hotel Municipal Tax		1	2.10	2.10
11/18/2016	Goods & Services Tax		1	5.25	<u>5.25</u>

Personal Information

Personal Information

Total invoice Personal Information

11/19/2016 Government Financial Information

11/19/2016 Personal Information

Total Paid

Total Due 0.00

HST Registration # Business Information



Security Concern

Signature X

Security Concern



1275 W. 75th Ave., Vancouver, BC V6P 3G4

604-683-6666

604-731-9211

Date:

18 11 16

Received From:

\$ 7.00

From:

To:

Cab No.:

Driver:

Airport Service • 24 Hour Courier • Serving you since 1911
Visit www.maclurescabs.ca or email: contactus@maclurescabs.ca

GST INCLUDED. GST# R121458582



From: passengerservices@helijet.com
Sent: Monday, November 21, 2016 2:30 PM
To: White, Christine SDSI:EX
Subject: Thank you for choosing to take off with Helijet!

**PAID**
OCT 11

Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

Customer Information**Account**

Customer #

Government Financial Information

Name

Michelle Stilwell

Company

Gouvernement Of Canada

Booking

Government Financial Information

Friday, October 14, 2016**915****17:20 Vancouver Harbour****17:40 Nanaimo Harbour****20 minutes****Confirmed****1 Passengers - Full-Fare****Michelle Stilwell, Female****Add to Calendar**

Invoice #107500 ✓

FARE-ZNA-Full_Winter

\$122.86

+ GST

\$6.14

Billing

\$122.86

Taxes

\$6.14 ✓

Grand Total**\$129.00**

Mastercard

\$129.00

Date / Time

October 14, 2016 @ 4:23:56 PM

Summary

Government Financial Information

Expiration

Government Financial Information

White, Christine SDSI:EX

5712

From: passengerservices@helijet.com
Sent: Monday, November 21, 2016 2:30 PM
To: White, Christine SDSI:EX
Subject: Thank you for choosing to take off with Helijet!



PAID
OCT 14

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

Government Financial Information

Customer #

Name

Michelle Stilwell

Company

Gouvernement Of Canada

Booking

Government Financial Information

Friday, October 14, 2016

906

11:30 Nanaimo Harbour

11:50 Vancouver Harbour

20 minutes

Confirmed

1 Passengers - Off-Peak

Michelle Stilwell, Female

[Add to Calendar](#)

Invoice #107479

FARE-ZNA-OffPeak_Winter \$103.81

+ GST \$5.19

Billing \$103.81

Taxes \$5.19

Grand Total \$109.00

Mastercard \$109.00

Date / Time October 14, 2016 @ 11:13:19 AM

Summary Government Financial Information

Expiration Government Financial Information

SH17DEXEPAL20



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E125663

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

Name Stilwell, Michelle				Employee ID Personal Information 2017		Phone Number (250) 356-7750	
Client Organization Social Development and Social Innovation				Job Title Minister		Travel Group Code 4	
5. Date Completed 2016/11/29		6. Fiscal Year 2017		7. Special Cheque Issue		8. Cheque Stub Information	
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Victoria	
12. Mailing Address for Cheque							
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals
	Destination	Start	End	Km	Cost		Cost
2016							Lodging Costs
11/21	Parksville-Van (HJ)	1300	2359	42	22.26		21.50 PD
11/22	Van-Parksville (HJ)	0800	1200	42	22.26		12.50 PD
11/24	Parksville-Vic	0300	2359	150	79.50		21.50 CCA
11/25	Vic-Parksville	0800	1400	150	79.50		25.00 CCA
*PCARD							
TOTALS OF COLUMNS				36. \$ 203.52	37. \$ 0.00	38. \$ 80.50	39. \$ 245.58
				40. \$ 0.00	41. Claim Total \$ 529.60		
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount
031	46001	48000	5701	46MTVNC	Government Financial Information		\$ 159.00 \$ 529.60
031	46001	48000	5750	46MTCCA			\$ 46.50
031	46001	48000	5702	4600000			\$ 324.10
Less Travel Advance							
031							
AMOUNT DUE TO EMPLOYEE							54. \$ 529.60
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.				Print Name		Date Signed	
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.				Print Name		Date Signed	
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.				Print Name		Date Signed	

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited by PL
Dec 02-16

Personal Information

McKnight, Valerie SDSI:EX

Nov21:Parksville-Van, Flew Helijet (Paid on AC MC) Overnight hotel paid on Pers Visa. Nov22:Van-Parksville, Flew Helijet Paid on AC MC. Nov24:Parksville-Vic, Drove, Overnight Private Res Paid on CCA. Nov25:Vic-Parksville, Drove.

Valerie McKnight

Administrative Coordinator to the

Honourable Michelle Stilwell,

Minister of Social Development and Social Innovation

Phone: (250) 387-1423 Fax: (250) 356-7292



Security Concern

Room : 1216
Folio # : Personal Information
Invoice # :
Cashier # : 246
Page # : 1 of 1

Vancouver, BC, Canada Security Concern
Security Concern
G.S.T. / H.S.T. Registration Business Information

Minister Michelle Stilwell ✓
Personal Information

Arrival : 11-21-16
Departure : 11-22-16
Personal Information

Date	Description	Additional Information	Charges	Credits
11-21-16	Room Charge		209.00	
11-21-16	Destination Marketing Fee		2.70	
11-21-16	Room PST		23.29	
11-21-16	Room GST		10.59	
11-22-16	Mastercard	Government Financial Information ✓		245.58
Total			245.58	245.58 ✓
Balance Due			0.00	

GST Summary

Room : 10.59
F&B : 0.00
Other : 0.00
Total : 10.59

HST Summary

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

Security Concern



Security Concern

Security Concern

Security Concern



Control No.

E125698

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

12. Mailing Address for Cheque

*PCARD

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB Personal Information	Project	Supplier Code	Amount
					Government Financial Information	Personal Information
031	46001	48000		4600000		
031	46001	48000	5702	46MTVNC		\$ 169.50
031	46001	48000	5750	46MTCCA		\$ 61.00
031	46001	48000	5702	4600000		\$ 71.52

031

54. \$ 302.02

- 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.

Date Signed _____

- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.

Date Signed _____

- Requisition for payment pursuant to section 32 of the Financial Administration Act.

Date Signed _____

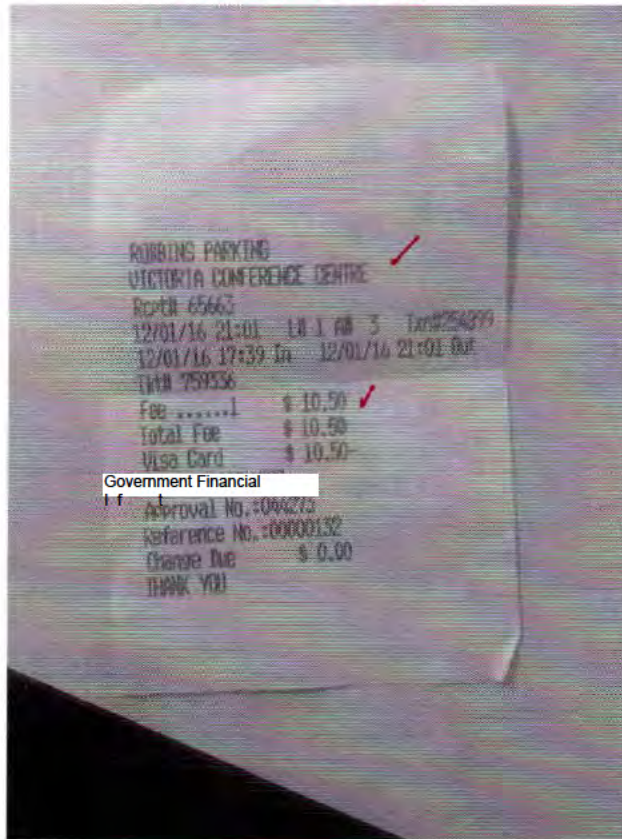
Notes for Travel Voucher (Restricted Use) E125698 for Stilwell, Michelle

1 note(s) returned.

Created On	Author	Note
2016/12/05 14:22:55	Stilwell, Michelle (IDIR\MISTILWE) Michelle.Stilwell@gov.bc.ca	Nov30:Parksville-Van-Parksville, Flew Helijet Return (Paid on AC MC). Dec1: Parksville- Vic, Drove, Overnight Private Residence (Paid on CCA), Parking paid on Pers Visa. Dec2:Vic-Parksville, drove.

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Dec 01, 2016



MTV NC