

## Minister's Quarterly Travel Expense Summary

**Name:** Honourable Michelle Stilwell

**Quarter:** 2017 April to June

**Portfolio:** Social Development & Social Innovation

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 807.09

Other Travel in Province: \$ 229.32

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 1,036.41

Travel expenses fiscal year-to-date: \$ 1,036.41



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E126743

**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) 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> 2017/04/10		<b>6. Fiscal Year</b> 2018		<b>7. Special Cheque Issue</b> EFT		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> n				<b>Headquarters</b> Victoria	
<b>12. Mailing Address for Cheque</b>							
<b>16. Travel Dates</b> 2017 04/04 04/05	<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>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Lodging Costs</b>
	Prksvle-Vic	1600	2359	150	79.50		<b>Cost</b>
	Vic-Parkvle	0800	1200	150	79.50		<b>Cost</b>
							<b>Describe</b>
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 159.00	<b>37.</b> \$ 0.00	<b>38.</b> \$ 77.50	<b>39.</b> \$ 0.00
				<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 236.50		
<b>48. Client Code</b> 031	<b>49. Resp.</b> Personal Information	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b>		<b>Amount</b>
031	46001	48000	5750	46MTCCA	2575890		\$ 77.50
031	46001	48000	5702	46MTVNC	2575890		\$ 159.00
<b>Less Travel Advance</b>							
031						2575890	
<b>AMOUNT DUE TO EMPLOYEE</b>						<b>54.</b> \$ 236.50	
<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>	



Helijet

## Booking Statement

Booking #  
Government Financial Information

Invoice #100577

Date  
Monday, Oct 3, 2016

FARE-ZNA-Full\_Winter

1 @

\$122.86

+ GST

\$6.14

Departure  
07:35  
Nanaimo Harbour**Canadian Dollars****\$129.00**Arrival  
07:55  
Vancouver Harbour

Mastercard

\$129.00

Government Financial InformationDuration  
20 minutes1 Passengers » Full-  
Fare  
Stilwell, MichelleStatus:  
Confirmed

(2)

**Helijet**  
Booking Statement

## Booking #

Government Financial Information

Invoice #100578

## Date

Monday, Oct 3, 2016

FARE-ZNA-Full\_Winter

1 @

\$122.86

+ GST

\$6.14

## Departure

15:45

Vancouver Harbour

**Canadian Dollars****\$129.00**

## Arrival

16:05

Nanaimo Harbour

Mastercard

\$129.00

Government Financial Information

## Duration

20 minutes

1 Passengers » Full-

Fare

Stilwell, Michelle

## Status:

Confirmed



## 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:** 0142168419369  
**Billet(s) remboursé(s):**

**Payment card refunded:** Government Financial Information  
**Carte de paiement remboursée:**

**Date of refund:** 12 October 2016  
**Date du remboursement:** 12 Octobre 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

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

### Amount refunded / Montant du remboursement

Amount eligible for refund: Montant à rembourser:	291.00
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Taxes and Airport Fees eligible for refund: Taxes et frais aéroportuaires à rembourser:	
--	--

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

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

Canada Goods and Services Tax (GST/HST #10009-2287) / Canada - Taxe sur les produits et services (TPS/TVH #1009-2287) (XG)	15.41
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**Total Amount Refunded to your payment card in Canadian dollars:**  
**Montant total remboursé sur la carte de paiement en dollars canadiens:**

**323.53**

Cancelled flight

3

Personal Information

AIR CANADA 

## Booking Confirmation

Booking Reference: Government Financial Information

Date of issue: Oct 11, 2016

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

### - Depart

Economy Tango

Monday  
31 Oct, 2016

16:20  
**Nanaimo**  
(YCD), British Columbia



16:40  
**Vancouver**  
Vancouver Intl. (YVR), British  
Columbia  
Terminal M

  
AC8268

0hr20  
Operated by: Air Canada Express -  
Jazz | Q400  
Air Canada Café  
Tango K

Layover in Vancouver

1hr10

Monday  
31 Oct, 2016

17:50  
**Vancouver**  
Vancouver Intl. (YVR), British  
Columbia  
Terminal M



01:27 +1 day  
**Ottawa**  
Ottawa Intl. (YOW), Ontario

  
AC188

4hr37  
Operated by: Air Canada | A320-200 |  
Wi-Fi  
Air Canada Café  
Tango K

Total duration

6hr07



### Passengers

Travel Options


Seats


Mrs. Michelle Stilwell

Ticket Number  
0142168419369

 None

AC8268  
AC188

 **Air Canada** Account  
Personal Information

 Travelling with own wheelchair or scooter



## Purchase summary

### Government Financial Information

Amount paid: \$323.53

#### Tax information

1adult

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

\$15.41



Base Fare

1adult

268.00

Surcharges

23.00



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

15.41

Air Travellers Security Charge

7.12

Airport Improvement Fee - Canada

10.00

Total airfare and taxes before options (per passenger)

\$323<sup>53</sup>

Number of passengers

X 1

Total

\$323<sup>53</sup>

GRAND TOTAL (Canadian dollars)

\$323<sup>53</sup>



## Check-in and boarding gate deadlines

### Within Canada

90

minutes

#### Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45

minutes<sup>1</sup>

#### Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15

minutes

#### Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

**AIR CANADA**

## 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:** 0142168421495

**Billet(s) remboursé(s):**

Government Financial Information

**Payment card refunded:**

**Carte de paiement remboursée:**

**Date of refund:** 12 October 2016

**Date du remboursement:** 12 Octobre 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

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

### Amount refunded / Montant du remboursement

---

Amount eligible for refund:	282.00
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)	7.12

Canada Harmonized Sales Tax (HST #10009-2287) /	
Taxe de vente harmonisée (TVH #10009-2287) (RC)	41.10

Canada Airport Improvement Fee /	
Canada - Frais d'améliorations aéroportuaires (SQ)	27.00

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

**357.22**



Cancelled flight

7 + 9

Personal Information

AIR CANADA 


## Booking Confirmation

Booking Reference:

Government Financial Information

Date of issue: Oct 11, 2016

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

 - Depart

Economy Tango

Wednesday  
02 Nov, 2016

20:55  
**Ottawa**  
Ottawa Intl. (YOW), Ontario



22:02  
**Toronto**  
Pearson Intl. (YYZ), Ontario  
Terminal 1

  
AC467

1hr07  
Operated by: Air Canada | A320-200 |  
Wi-Fi  
Air Canada Café  
Tango A

Layover in Toronto

0hr53

Wednesday  
02 Nov, 2016

22:55  
**Toronto**  
Pearson Intl. (YYZ), Ontario  
Terminal 1



01:10 +1 day  
**Vancouver**  
Vancouver Intl. (YVR), British  
Columbia  
Terminal M

  
AC151

5hr15  
Operated by: Air Canada | A320-200 |  
Wi-Fi  
Air Canada Café  
Tango A

Total duration

7hr15



## Passengers

Travel Options

Seats


Mrs. Michelle Stilwell

Ticket Number  
0142168421495

Y9 None

AC467  
AC151

Air Canada - Aeroplan  
Personal Information


 Travelling with own wheelchair or scooter

Ms. Valerie Richmond

Ticket Number  
0142168421496

Y9 None

AC467  
AC151

No frequent flyer number provided  None



## Purchase summary

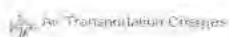
### Government Financial Information

Amount paid: \$714.44

#### Tax information

2adult

Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)  
\$82.20



Base Fare

2adults

259.00

Surcharges

23.00



Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

41.10

Air Travellers Security Charge

7.12

Airport Improvement Fee - Canada

27.00

Total airfare and taxes before options (per passenger)

\$357<sup>22</sup>

Number of passengers

X 2

Total

\$714<sup>44</sup>

GRAND TOTAL (Canadian dollars)

\$714<sup>44</sup>



## Check-in and boarding gate deadlines

### Within Canada

90  
minutes

#### Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45  
minutes<sup>1</sup>

#### Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15  
minutes

#### Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Helijet

# Booking Statement

Booking #  
Government Financial Information

Invoice #103082

Date  
Wednesday, Oct 12,  
2016

FARE-ZNA-Full\_Winter

1 @

\$122.86

+ GST

\$6.14

Departure  
09:00  
Nanaimo Harbour

**Canadian Dollars**

**\$129.00**

Arrival  
09:20  
Vancouver Harbour

Mastercard

\$129.00

Government Financial Information

Duration  
20 minutes

1 Passengers » Full-  
Fare  
Stilwell, Michelle

Status:  
Confirmed

Helijet

Booking Statement

Booking #

Government Financial Information

Invoice #103083

Date

Wednesday, Oct 12,  
2016

FARE-ZNA-Full\_Winter

1 @

\$122.86

+ GST

\$6.14

Departure

15:45  
Vancouver Harbour

**Canadian Dollars**

**\$129.00**

Arrival

16:05  
Nanaimo Harbour

Mastercard

\$129.00

Government Financial Information

Duration

20 minutes

1 Passengers » Full-

Fare

Stilwell, Michelle

Status:

Confirmed



16

**Helijet**  
Booking Statement**Booking #**

Government Financial Information

Invoice #107555

**Date**Wednesday, Oct 19,  
2016

FARE-YWH-Full\_Winter16-17

1 @

\$271.43

+ GST

\$13.57

**Departure**

10:00

Victoria Harbour

**Canadian Dollars****\$285.00****Arrival**

10:35

Vancouver Harbour

Mastercard

\$285.00

Government Financial Information

**Duration**

35 minutes

1 Passengers » Full-

Fare

Stilwell, Michelle

**Status:**

Confirmed

(17)

**Helijet**  
Booking StatementBooking #  
Government Financial Information

Invoice #107609

Date  
Wednesday, Oct 19,  
2016

FARE-YWH-Full\_Winter16-17

1 @

\$271.43

+ GST

\$13.57

Departure  
15:00  
Vancouver Harbour**Canadian Dollars****\$285.00**Arrival  
15:35  
Victoria Harbour

Mastercard

\$285.00

Government Financial Information

Duration  
35 minutes1 Passengers » Full-  
Fare  
Stilwell, MichelleStatus:  
Confirmed

18

**Helijet**  
Booking Statement

## Booking #

Government Financial Information

Invoice #107613

## Date

Thursday, Oct 20, 2016

FARE-ZNA-OffPeak\_Winter

1 @

\$103.81

+ GST

\$5.19

## Departure

11:30

Nanaimo Harbour

**Canadian Dollars****\$109.00**

## Arrival

11:50

Vancouver Harbour

Mastercard

\$109.00

Government Financial Information

## Duration

20 minutes

1 Passengers » Sale

Stilwell, Michelle

## Status:

Confirmed

(19)

**Helijet**  
Booking Statement

## Booking #

Government Financial Information

Invoice #107152

## Date

Friday, Oct 21, 2016

FARE-ZNA-Full\_Winter

1 @

\$122.86

+ GST

\$6.14

## Departure

15:45

Vancouver Harbour

**Canadian Dollars****\$129.00**

## Arrival

16:05

Nanaimo Harbour

Mastercard

\$129.00

Government Financial Information

## Duration

20 minutes

1 Passengers » Full-

Fare

Stilwell, Michelle

## Status:

Confirmed





Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E126856

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<b>Name</b> Stilwell, Michelle				<b>Employee ID</b> Personal Information		<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> 2017/06/20		<b>6. Fiscal Year</b> 2018		<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> Swearing In				<b>Headquarters</b> Victoria	
<b>12. Mailing Address for Cheque</b>							
<b>16. Travel Dates</b> 2017 06/12	<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> Parksville-Vic	<b>Start</b> 0800	<b>End</b> 2000	<b>Km</b> 150	<b>Cost</b> 79.50		<b>Cost</b> CCA 48.50
							<b>22. Lodging Costs</b>
							<b>20. &amp; 21. Miscellaneous</b>
							<b>Cost</b>
							<b>Describe</b>
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 79.50	<b>37.</b> \$ 0.00	<b>38.</b> \$ 48.50	<b>39.</b> \$ 0.00
				<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 128.00		
<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>	
031	46001	48000	5701	46MTVNC		Government Financial Information	
031	46001	48000	5750	46MTCCA			
031							
031							
<b>Less Travel Advance</b>							
031							
<b>AMOUNT DUE TO EMPLOYEE</b>						<b>54.</b> \$ 128.00	
<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>	

**Notes for Travel Voucher (Restricted Use) E126856 for Stilwell, Michelle**

1 note(s) returned.

Created On	Author	Note
2017/06/20 16:03:06	McKnight, Valerie (IDIR\VMCKNIGH) Valerie.McKnight@gov.bc.ca	June 12: Parksville-Victoria, Drove.

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