

Minister's Quarterly Travel Expense Summary

Name: Honourable Selina Robinson

Quarter: 2017 Jul to Sep

Portfolio: Municipal Affairs & Housing

Travel expense summary (amount paid this quarter):

In Province Flights:	\$ 4,867.05
Other Travel in Province:	\$ 2,158.82
	\$ -
Out of Country Travel:	\$ -
Out of Province Travel:	\$ -
Total travel expenses paid this quarter:	\$ 7,025.87
Travel expenses fiscal year-to-date:	\$ 7,025.87

Notes for Travel Voucher (Restricted Use) E127026 for Robinson, Selina

1 note(s) returned.

Created On	Author	Note
2017/08/03 15:50:11	White, Christine (IDIR\CHRWHITE) Christine.White@gov.bc.ca	July 17 Drove to ferry, Drove to Leg, L/D/I July 18 B/D/I July 19 B/I July 20 B/D/I July 21 Flight paid on personal Visa B/I

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PURCHASE



2017/07/17
Tsawwassen
To
Swartz Bay
AUTH ONLY
RESERVATION-R1300
CONF: 1221479487
RES: 1

20' Undersize Vehi	57.50 ✓
Pers Adult	Persona
onal Reservation Pr	40.00 ✓
Inform Fuel Rebate	Personal
ation	Information
	2.00
	Personal
	Information
	10.00
	Personal
	Information
	0.00 ✓

Total
Payment
Government Financial Information

005/01-66223102
0013792680
Approved: 088601
CHANGE DUE



LANE 45

TSA 17 JUL 2017 11:16



1007109 720692

SEE REVERSE SIDE OF TICKET

White, Christine CSCD:EX

From: Reid, Heidi <Heidi.Reid@leg.bc.ca>
Sent: Thursday, July 27, 2017 1:08 PM
To: White, Christine CSCD:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

Heidi Reid | Legislative Assistant/Office Coordinator | New Democrat Official Opposition | t: 250.953.4701

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: July-27-17 1:04 PM
To: Reid, Heidi <Heidi.Reid@leg.bc.ca>
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.



If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information		
Account	HAS #	Government Financial Information
	Name	Selina Robinson

Booking	
Friday, July 21, 2017	Invoice #5653421
Flight #710	All Skeds - Baggage : Checked Baggage Fee \$0.00

17:30 Victoria Harbour / Map 
18:05 Pitt Meadows / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex
Selina Robinson, Female

Add to Calendar

Sked 700 : Carbon Offset	\$0.65
Sked 700 : Standard GO Flex	\$151.73
+ Goods and Services Tax	\$7.62
Billing	\$152.38
Taxes	\$7.62
Grand Total	\$160.00
Visa	\$160.00

Date / Time July 21, 2017 @ 4:49:06 PM
Summary Government Financial Information
Expiration
Authorization C5131I

Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure

Baggage:

All routes (except routes listed below)
25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay
35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo
50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
departure

Booking Information

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127043

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 Robinson, Selina		Employee ID Personal Information		Phone Number (250) 356-3057							
Client Organization Municipal Affairs and Housing		Job Title		Travel Group Code 4							
5. Date Completed 2017/08/10	6. Fiscal Year 2018	7. Special Cheque Issue Mail		8. Cheque Stub Information							
Type of Travel In Province		14. Reason for Travel Meetings		Headquarters Coquitlam							
12. Mailing Address for Cheque PO Box 9056 Victoria, BC V8W 9E2											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous		
2017	Destination	Start	End	Km	Cost		Cost		Cost	Describe	
07/24	Vancouver	0830	1730		0.00		12.50	PD			
07/25	Vancouver	0830	1730		0.00	3.00	12.50	PD			
07/26	Van-Vic/Vic-Van (HI)	0700	1730	60	31.80	460.00	27.00	CCA			
07/25	T-Link PrePaid	0830	1730		0.00	40.00					
TOTALS OF COLUMNS				36.	37.	38.	39.	40.	Claim Total		
				\$ 31.80	\$ 503.00	\$ 52.00	\$ 0.00	\$ 0.00	\$ 586.80		
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount				
060	51057	54000	5750	51MTCCA	Government Financial Information		\$ 27.00 Personal Information				
060	51057	54000	5701	51MTVNC			\$ 31.80				
060	51057	54000	5711	51MTVNC			\$ 460.00				
060	51057	54000	5702	5100000			\$ 68.00				
Less Travel Advance											
060											
									54.	\$ 586.80	
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) E127043 for Robinson, Selina

0 note(s) returned.

Created On	Author	Note

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* PARKING RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
997 WEST COAST EXPRESS
Compton Central Station
0
1VH82114
Tue 25 Jul 17 08:02AM

Payment Type: Compass Card
Government Financial Information

Purchase: One Day Parking

Product Price: \$ 3.00 ✓

Stall Number: 729
Receipt #: 79

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
Waterfront Station
1VH01113
Tue 25 Jul 17 04:04PM

Payment Type: VISA

Purchase: \$40 Stored Value

Product Price: \$ 40.00 ✓

Compass Card #: Government Financial Information

Credit Card #: Government Financial Information ✓

Auth #: 000951
Ref #: 100459VN3E7K
Receipt #: 96645

Card Entry: Suiped

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

White, Christine CSCD:EX

From: passengerservices@helijet.com
Sent: Tuesday, July 25, 2017 10:18 AM
To: White, Christine CSCD:EX
Subject: Thank you for choosing to take off with Helijet!

Follow Up Flag: Follow up
Flag Status: Flagged



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 # <small>Government Financial Information</small>
	Name Selina Robinson
	Company Municipal Affairs & Housing

Booking <small>Government Financial Information</small>	
Wednesday, July 26, 2017	Invoice #195268
851	FARE-YWH-Full_Summer - 2017 \$219.05
07:00 Vancouver Harbour ✓	+ GST \$10.95
07:35 Victoria Harbour	
35 minutes	Billing \$219.05
	Taxes \$10.95
Confirmed	Grand Total ✓ \$230.00
1 Passengers - Full-Fare	
- Selina Robinson, Female ✓	

[Add to Calendar](#)

Booking

Government Financial Information

Wednesday, July 26, 2017

726

16:55 Victoria Harbour ✓

17:30 Vancouver Harbour

35 minutes

Wait List w/Auto Clear -REG

1 Passengers - Full-Fare

• **Selina Robinson, Female** ✓

[Add to Calendar](#)

Invoice #195270

FARE-YWH-Full_Summer - 2017 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total ✓ **\$230.00**

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.

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

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



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127044

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 Robinson, Selina			Employee ID Personal Information			Phone Number (250) 356-3057						
Client Organization Municipal Affairs and Housing			Job Title			Travel Group Code 4						
5. Date Completed 2017/08/10			6. Fiscal Year 2018		7. Special Cheque Issue Mail		8. Cheque Stub Information					
Type of Travel In Province			14. Reason for Travel Meetings			Headquarters Coquitlam						
12. Mailing Address for Cheque PO Box 9056 Victoria, BC V8W 9E2												
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	Cost	Describe	
2017												
08/01	Van-Vic (HI)	0700	2359	30	15.90	230.00 ✓	48.50 CCA					
08/02	Victoria	0700	2359		0.00	16.00 ✓	48.50 CCA					
08/03	Vic-Van (HI)	0700	1730	30	15.90	239.00 ✓	27.00 CCA					
08/04	Vancouver	0700	1730		0.00	3.00 ✓	12.50 PD					
TOTALS OF COLUMNS				36.	37.	38.	39.	40.	Claim Total			
				\$ 31.80	\$ 488.00	\$ 136.50	\$ 0.00	\$ 0.00	\$ 656.30 ✓			
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount			
060	51057	54000		5750	51MTCCA		Government Financial Information		\$ 124.00 Personal Information			
060	51057	54000		5701	51MTVNC				\$ 516.80			
060	51057	54000		5702	5100000				\$ 15.50			
060												
Less Travel Advance												
060												
								AMOUNT DUE TO EMPLOYEE		54.		
										\$ 656.30 ✓		
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) E127044 for Robinson, Selina

0 note(s) returned.

Created On	Author	Note

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PARKING RECEIPT *
NOT VALID FOR TRAVEL *

BLUEBIRD CABS LTD
CAB 19
2612 QUADRA ST, 2ND FLOOR
VICTORIA, BC V8T 4E4
250-382-2222

BLUEBIRD CABS LTD
CAB 38
2612 QUADRA ST, 2ND FLOOR
VICTORIA, BC V8T 4E4
250-382-2222

TransLink
197-WEST COAST EXPRESS
Soquitlam Central Station
1
VM82115
Fri 04 Aug 17 07:29AM

TERM ID: EM342463 BATCH#: 264
SHIFT#: 001

TERM ID: FD342463 BATCH#: 024
SHIFT#: 000

Payment Type: VISA
Purchase: One Day Parking

Sale
INVR: 0000000006
VISA Chip
SEQ#: 264001001006
Application Label: VISA CREDIT
AID: A0000000031010
TVR: 00 00 00 00 00
TSI: 78 00
Government Financial Information

Sale
INVT: 000000021
VISA Chip
SEQ#: 0240010010021
Application Label: VISA CREDIT
AID: A0000000031010
TVR: 00 00 00 00 00
TSI: 78 00
Government Financial Information

Product Price: \$ 3.00 ✓

Total: CAD\$ 9.00 ✓

Total: CAD\$ 16.00 ✓

Stall Num: 429
Credit Card #: Government Financial Information

APPROVED 042091
001/00
03-Aug -17 11:58:51

APPROVED 045731
001/00
02-Aug -17 07:39:01

Auth #: 072351
Ref #: TV4UC3VY49SE
Receipt #: 11806

CUSTOMER COPY
VICTORIA'S FIRST CHOICE
THANK YOU!

CUSTOMER COPY
VICTORIA'S FIRST CHOICE
THANK YOU!

Card Entry: Chip
AID: A00000000031010
TVR: 8080008000
TSI: 7800

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

White, Christine CSCD:EX

From: passengerservices@helijet.com
Sent: Wednesday, July 26, 2017 10:50 AM
To: White, Christine CSCD:EX
Subject: Thank you for choosing to take off with Helijet!

Follow Up Flag: Follow up
Flag Status: Completed



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

Selina Robinson

Company

Municipal Affairs & Housing

Booking

Government Financial Information

Tuesday, August 1, 2017 ✓

705

07:50 Vancouver Harbour

08:25 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

• Selina Robinson, Female ✓

Invoice #195580

FARE-YWH-Full_Summer - 2017

\$219.05

+ GST

\$10.95

Billing

\$219.05

Taxes

\$10.95

Grand Total

✓ **\$230.00**

White, Christine CSCD:EX

From: passengerservices@helijet.com
Sent: Monday, July 31, 2017 4:33 PM
To: White, Christine CSCD:EX
Subject: Thank you for choosing to take off with Helijet!

Follow Up Flag: Follow up
Flag Status: Completed



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	Selina Robinson
	Company	Municipal Affairs & Housing

Booking

Government Financial Information

Thursday, August 3, 2017

716

12:25 Victoria Harbour ✓

13:00 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

• Selina Robinson, Female ✓

Invoice #195950

FARE-YWH-Full_Summer - 2017 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total ✓ **\$230.00**



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127045

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Name Robinson, Selina			Employee ID Personal Information			Phone Number (250) 356-3057				
Client Organization Municipal Affairs and Housing			Job Title			Travel Group Code 4				
5. Date Completed 2017/08/10		6. Fiscal Year 2018		7. Special Cheque Issue Mail		8. Cheque Stub Information				
Type of Travel In Province			14. Reason for Travel Meetings			Headquarters Coquitlam				
12. Mailing Address for Cheque PO Box 9056 Victoria, BC V8W 9E2										
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
2017										
08/08	Van-Vic (HJ)	0700	2359	30	15.90	230.00 ✓	39.50		CCA	
08/09	Vic-Van (HJ)	0700	1830		0.00	160.00 ✓	61.00		CCA	
08/10	Vancouver	0700	1530		0.00		27.00		Personal Information PD	
TOTALS OF COLUMNS				36.	37.	38.	39.	40.	Claim Total	
				\$ 15.90	\$ 390.00	\$ 127.50 Personal Information	\$ 0.00	\$ 0.00	\$ 533.40 Personal Information	
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount
060		51057	54000		5750	51MTCCA		Government Financial Information		100.50 Personal Information
060		51057	54000		5701	51MTVNC				15.90
060		51057	54000		5711	51MTVNC				\$ 390.00
060		51057	54000		5702	5100000				\$ 27.00
Less Travel Advance										
060										
									54. \$ 533.40 Personal Information	
									AMOUNT DUE TO EMPLOYEE	
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed		

Notes for Travel Voucher (Restricted Use) E127045 for Robinson, Selina

0 note(s) returned.

Created On	Author	Note

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NOTES:

08/09 Had to come back to Victoria. Took the Ferry over. (No claim) and flew back HA
08/10 Meetings in Vancouver, L&I

White, Christine CSCD:EX

From: passengerservices@helijet.com
Sent: Thursday, August 3, 2017 1:38 PM
To: White, Christine CSCD:EX
Subject: Thank you for choosing to take off with Helijet!

Follow Up Flag: Follow up
Flag Status: Completed



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 Selina Robinson
	Company Municipal Affairs & Housing

Booking <small>Government Financial Information</small>	
Tuesday, August 8, 2017 ✓	Invoice #197089
851	FARE-YWH-Full_Summer - 2017 \$219.05
07:00 Vancouver Harbour	+ GST \$10.95
07:35 Victoria Harbour	
35 minutes	Billing \$219.05
	Taxes \$10.95
Confirmed	Grand Total ✓ \$230.00
1 Passengers - Full-Fare	
Selina Robinson, Female ✓	

[Add to Calendar](#)

Booking

Government Financial Information

Tuesday, August 8, 2017 ✓

705

07:50 Vancouver Harbour

08:25 Victoria Harbour

35 minutes

Wait List w/Auto Clear -DUPE

1 Passengers - Full-Fare

- Selina Robinson, Female

[Add to Calendar](#)

Invoice #197090

FARE-YWH-Full_Summer - 2017 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total \$230.00

Booking

Government Financial Information

Wednesday, August 9, 2017

716

12:25 Victoria Harbour

13:00 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Sale

- Selina Robinson, Female

[Add to Calendar](#)

Invoice #197093

FARE-YWH-OffPeak_Summer \$170.48

+ GST \$8.52

Billing \$170.48

Taxes \$8.52

Grand Total \$179.00

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

White, Christine CSCD:EX

From: reservation@harbourair.com
Sent: Wednesday, August 9, 2017 2:03 PM
To: White, Christine CSCD:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



- [Check Flight Status](#)
- [Manage Flight](#)
- [Deals & Specials](#)
- [High Flyer Rewards](#)
- [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account	HAS #	<small>Government Financial Information</small>
	Name	Selina Robinson

Booking Government Financial Information

Wednesday, August 9, 2017	Invoice #5703353
Flight #710	All Skeds - Baggage : Checked Baggage Fee \$0.00
17:30 Victoria Harbour / Map	Sked 700 : Carbon Offset \$0.65
18:05 Pitt Meadows / Map	Sked 700 : Standard GO Flex \$151.73
35 minutes	+ Goods and Services Tax \$7.62
KK- Confirmed	Billing \$152.38
	Taxes \$7.62

1 Passenger(s) - GoFlex

- Selina Robinson, Female

Grand Total

✓ \$160.00

Add to Calendar

Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
departure

Booking Information

- **Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under).**
- **Luggage restrictions based on fare booked.** Please see **Luggage** for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- **The maximum weight per single piece of luggage is 50 pounds.**
- **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- **Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127144

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Name Robinson, Selina		Employee ID Personal Information		Phone Number (250) 356-3057					
Client Organization Municipal Affairs and Housing		Job Title		Travel Group Code 4					
5. Date Completed 2017/09/08		6. Fiscal Year 2018		7. Special Cheque Issue EFT					
8. Cheque Stub Information		14. Reason for Travel Meetings		Headquarters Coquitlam					
12. Mailing Address for Cheque PO Box 9056 Victoria, BC V8W 9E2									
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use					
	Destination	Start	End	Km	Cost				
2017	Van-Vic/Vic-Van (H)	0700	1800		0.00				
08/14	Van-Vic (Ferry)	0800	2359	48	25.44				
08/16	Vic-Van (Ferry)	0800	1800	48	25.44				
08/17	Van-Wills Lke (PC)	0700	2359	40	21.20				
08/21	Wills Lke-Van (PC)	0700	1730	40	21.20				
08/22	Van-Vic/Vic-Van (H)	0700	1900		0.00				
08/23	Compass Card	0700	1730		0.00				
TOTALS OF COLUMNS				36.	37.	38.	39.	40.	Claim Total
				\$ 93.28	\$ 1593.73	\$ 280.00	\$ 123.17	\$ 0.00	\$ 2090.18
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount			
060	51057	54000	5750	51MTCCA	Government Financial Information	\$ 179.50			
060	51057	54000	5701	55MTCCA	51MTVNC	\$ 920.00			
060	51057	54000	5701	55MTVNC	51MTVNC	\$ 238.88			
060	51057	54000	5712	5100000		\$ 404.73			
Less Travel Advance									
060	51057	54000	5701	5100000		\$ 287.07			
060	51057	54000	5702	5100000		\$ 60.00 <i>Compass Card</i>			
AMOUNT DUE TO EMPLOYEE									54.
									\$ 2090.18
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 v2.8.1)

Production *** Copyright © Government of British Columbia

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

*08/14 Other Transport Costs include flight and Taxi of \$9.00
 08/21 Other Transport Costs include flight and Parking of \$10.50
 08/22 Other Transport Costs include flight and Parking of \$10.50
 08/16 & 08/17 *Ferry total cost for both days is \$89.50
 *Compass Card supplemental to travel claim E127045

Audited by PL Sep 12-17

Williams Lake, British Columbia
Security Concern

WILLIAMS LAKEBC

Security Concern

Government Financial Information

CARD
CARD TYPE VISA
DATE 2017/08/22
TIME 8962 08:36:36
RECEIPT NUMBER
C84037893-001-007-013-0

Guest Folio

Arrival Date: 21 Aug 2017

Departure Date: 22 Aug 2017

Room Type: Personal Information

PRE-AUTH COMPLETION
TOTAL

Folio: Personal Information

Room: 105

CC Number: Government Financial Information

\$123.17

Municipal Affairs & Housing

VISA CREDIT
A0000000031010

APPROVED

AUTH# 035771 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Description	Amount	Tax	Total
Charge	\$109.00	\$14.17	\$123.17
Payment: VISA	\$-123.17	\$0.00	\$-123.17
Room Charges	\$109.00	\$14.17	\$123.17
Other Charges	\$0.00	\$0.00	\$0.00
Credits	\$-123.17	\$0.00	\$-123.17
Balance			✓ \$0.00

\$5.00 % \$109.00

\$5.45

\$8.00 % \$109.00

\$8.72

Business Information

Signature _____



BLUEBIRD CABS LTD
CAB 44
2612 QUADRA ST. 2ND FLOOR
VICTORIA, BC V8T 4E4
250-382-2222

TERM ID: FJ342463

BATCH#: 241
SHIFT#: 002

Sale

INV#: 000000007

VISA Chip
SEQ#: 241001001007

Application Label: VISA CREDIT

AID: 0000000031010

TVR: 00 00 00 00

TSI: 70 00

Government Financial Information

Total: CAD\$ 9.00 ✓

APPROVED 034381
001/00

14-Aug-17

16:32:20

CUSTOMER COPY
VICTORIA'S FIRST CHOICE
THANK YOU!

PURCHASE



2017/08/16

Tsawwassen

To

Swartz Bay

AUTH ONLY
RESERVATION-R0900

CONF: 1221561145

RES: 1

20' Undersize Vehi 57.50
Personal Information

1 Reservation Pr 17.00

Fuel Rebate 2.70-

Total Personal Information

Prepayment

MasterCard

Government Financial Information

005/01-66223135

0014171140

Approved: 110113

CHANGE DUE 0.00

TOTAL: \$89.50

LANE 44

TSA 16 Aug 2017 08:01



1007131 432907

SEE REVERSE SIDE OF TICKET

PURCHASE



2017/08/17

Swartz Bay

To

Tsawwassen

AUTH ONLY
RESERVATION-R1600

CONF: 1221561145

RES: 2

20' Undersize Vehi 57.50
Personal Information

1 Reservation Pr 17.00

Fuel Rebate Personal Information

Total

Prepayment

MasterCard

Government Financial Information

005/01-66223097

0014182710

Approved: 182545

CHANGE DUE 0.00

TOTAL: \$89.50

LANE 01

SWB 17 Aug 2017 15:25



1005077 365013

SEE REVERSE SIDE OF TICKET

*Compass card supplemental to travel claim E127045

* RECEIPT *
* NOT VALID FOR TRAVEL *

TransLink
997-WEST COAST EXPRESS
Coquitlam Central Station
0
TVM82114
Thu 10 Aug 17 04:21PM

Payment Type: VISA
Purchase: \$60 Stored Value
Product Price: \$ 60.00 ✓

Compass Card #: Government Financial Information

Credit Card #: Government Financial Information ✓

Auth #: 086451
Ref #: TV4UC2VYVXB0
Receipt #: 329

Card Entry: Swiped

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

White, Christine MAH:EX

From: passengerservices@helijet.com
Sent: Tuesday, August 1, 2017 7:57 AM
To: White, Christine CSCD: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 # <small>Government Financial Information</small>
	Name Selina Robinson
	Company Municipal Affairs & Housing

Booking <small>Government Financial Information</small>	
Monday, August 14, 2017	Invoice #196715
705	FARE-YWH-Full_Summer - 2017 \$219.05
07:50 Vancouver Harbour	+ GST \$10.95
08:25 Victoria Harbour	Billing \$219.05
35 minutes	Taxes \$10.95
Confirmed	Grand Total \$230.00
1 Passengers - Full-Fare • Selina Robinson, Female	
Add to Calendar	

Booking		Government Financial Information
Monday, August 14, 2017		Invoice #196716
726		FARE-YWH-Full_Summer - 2017 \$219.05
16:55 Victoria Harbour		+ GST \$10.95
17:30 Vancouver Harbour		
35 minutes		Billing \$219.05
		Taxes \$10.95
Confirmed		Grand Total \$230.00
1 Passengers - Full-Fare		
• Selina Robinson, Female		
<u>Add to Calendar</u>		

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

Payment:
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

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.

Pacific Coastal AIRLINES®

RESERVATION CONFIRMATION

Government Financial Information

Passenger

Name	Total Charges	GST	Total Amount	Total Payments	Balance Due
ROBINSON SELINA	385.44	19.29	404.73	404.73	0.00

Itinerary

- 8P flight numbers operated by **Pacific Coastal Airlines**

Leg	Date	From	To	Flight #	Aircraft *	Status
1	21 Aug 2017	07:55 - VANCOUVER - SOUTH	09:05 - WILLIAMS LAKE	8P581	BEECH 1900	CONFIRMED
2	22 Aug 2017	15:00 - WILLIAMS LAKE	16:10 - VANCOUVER - SOUTH	8P588	BEECH 1900	CONFIRMED

* Aircraft type subject to change without notice

Charges

Date	Passenger	Description	Amount	GST	Total
15 Aug 2017	ROBINSON, SELINA	AIF - YVR	5.00	0.25	5.25
15 Aug 2017	ROBINSON, SELINA	CLASSIC FARE	164.00	8.20	172.20
15 Aug 2017	ROBINSON, SELINA	Security Surcharge	7.12	0.36	7.48
15 Aug 2017	ROBINSON, SELINA	Nav Canada Fee	13.00	0.65	13.65
15 Aug 2017	ROBINSON, SELINA	Shop (0) - 1st Checked Bag	0.00	0.00	0.00
15 Aug 2017	ROBINSON, SELINA	Carbon Surcharge	6.10	0.31	6.41
15 Aug 2017	ROBINSON, SELINA	CLASSIC FARE	164.00	8.20	172.20
15 Aug 2017	ROBINSON, SELINA	Security Surcharge	7.12	0.36	7.48
15 Aug 2017	ROBINSON, SELINA	Nav Canada Fee	13.00	0.65	13.65
15 Aug 2017	ROBINSON, SELINA	Shop (1) - 1st Checked Bag	0.00	0.00	0.00
15 Aug 2017	ROBINSON, SELINA	Carbon Surcharge	6.10	0.31	6.41
Total (CAD)			385.44	19.29	404.73

Payments

Date	Description	Payer	Method	Amount	TAN	Receipt	Authorization
15 Aug 2017	MASTERCARD	Selina Robinson	CC CA	404.73			Government Financial Information

Tax Registration: 121386296 RT0001

Pacific Coastal Airlines operates from the South Terminal of the Vancouver International Airport. Guests should check-in 45 minutes prior to the scheduled departure time with appropriate government issued identification. Please click on the following links for additional information:

- [CHECK-IN INFORMATION](#)
- [IDENTIFICATION INFORMATION](#)
- [SOUTH TERMINAL AIRPORT INFORMATION](#)
- [BAGGAGE ALLOWANCE](#)
- [CHANGES AND CANCELLATIONS](#)
- [SOUTH TERMINAL AIRPORT SHUTTLE](#)
- [PET TRAVEL](#)
- [CONTACT US](#)

For more information or to reconfirm flights please contact our Call Center at 1.800.663.2872

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Pacific Coastal administration office. International carriage hereunder is subject to the rules and limitations of liability contained in the Montreal Convention or the Warsaw Convention, and any applicable amendments.

MP PLACE ON DASH FACE UP PLACER SUR LE TABLÉAU DE BORD DE CÔTÉ VISIBLE

**Vancouver International Airport
Aéroport International de Vancouver**

Terminal: STM02 Plate / Plaque: 825NGD

Valid through / Valide jusqu'à:

TUESDAY 22 AUG 17

7:07 AM

AMOUNT PAID / MONTANT PAYÉ: \$10.50

ENTRY TIME / HEURE D'ARRIVÉE: 8/21/2017 7:08 AM

RECEIPT NO / # REÇU: 20442 Government Financial Information

AUTH: 09627I TRN: BCEFCA2C771BD28B

FOR ASSISTANCE, PLEASE CALL: (604) 276-7739

MP PLACE ON DASH FACE UP PLACER SUR LE TABLÉAU DE BORD DE CÔTÉ VISIBLE

For first day of parking

MP PLACE ON DASH FACE UP PLACER SUR LE TABLÉAU DE BORD DE CÔTÉ VISIBLE

**Vancouver International Airport
Aéroport International de Vancouver**

Terminal: STM02 Plate / Plaque: 825NGD

Valid through / Valide jusqu'à:

TUESDAY 22 AUG 17

7:09 AM

AMOUNT PAID / MONTANT PAYÉ: \$10.50

ENTRY TIME / HEURE D'ARRIVÉE: 8/21/2017 7:09 AM

RECEIPT NO / # REÇU: 20443 Government Financial Information
AUTH: 02582I TRN: 14120F1760165B20

FOR ASSISTANCE, PLEASE CALL: (604) 276-7739

MP PLACE ON DASH FACE UP PLACER SUR LE TABLÉAU DE BORD DE CÔTÉ VISIBLE

Paid For second day of parking

White, Christine MAH:EX

From: passengerservices@helijet.com
Sent: Tuesday, August 15, 2017 2:49 PM
To: White, Christine CSCD: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 # <small>Government Financial Information</small>
	Name Selina Robinson
	Company Municipal Affairs & Housing

Booking	<small>Government Financial Information</small>
Wednesday, August 23, 2017	Invoice #199982
705	FARE-YWH-Full_Summer - 2017 \$219.05
07:50 Vancouver Harbour	+ GST \$10.95
08:25 Victoria Harbour	Billing \$219.05
35 minutes	Taxes \$10.95
Confirmed	Grand Total \$230.00
1 Passengers - Full-Fare	
- Selina Robinson, Female	
Add to Calendar	

MTVNC TO AND FROM
VICTORIA

Booking		Government Financial Information
Wednesday, August 23, 2017		invoice #199983
726		FARE-YWH-Full_Summer - 2017 \$219.05
16:55 Victoria Harbour		+ GST \$10.95
17:30 Vancouver Harbour		
		Billing \$219.05
35 minutes		Taxes \$10.95
		Grand Total \$230.00
Confirmed		
1 Passengers - Full-Fare		
Selina Robinson, 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

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

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.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127145

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 Robinson, Selina	Employee ID Personal Information	Phone Number (250) 356-3057
Client Organization Municipal Affairs and Housing	Job Title	Travel Group Code 4

5. Date Completed 2017/09/08	6. Fiscal Year 2018	7. Special Cheque Issue EFT	8. Cheque Stub Information
--	-------------------------------	---------------------------------------	-----------------------------------

Type of Travel In Province	14. Reason for Travel Meeting	Headquarters Coquitlam
--------------------------------------	---	----------------------------------

12. Mailing Address for Cheque
PO Box 9056 Victoria, BC V8W 9E2

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	
08/28	Van-Vic/Vic-Van (HJ)	0700	1800		0.00	460.00	469.00	27.00	CCA	9.00	Taxi
08/30	Van-Vic/Vic-Van (HJ)	0630	1600	62	32.86	460.00	469.00	27.00	CCA	9.00	Taxi
08/31	Van-Vic/Vic-Van (HJ)	0700	1900		0.00	✓	414.00	27.00	CCA		
08/31	Compass Card	0700	1730		0.00	✓	60.00		Compass Card		

TOTALS OF COLUMNS				36. \$ 32.86	37. \$ 1394.00	38. \$ 81.00	39. \$ 0.00	40. \$ 18.00	Claim Total \$ 1525.86
--------------------------	--	--	--	------------------------	--------------------------	------------------------	-----------------------	------------------------	----------------------------------

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
060	51057	54000	5750	51MTCCA	Government Financial Information	\$ 81.00
060	51057	54000	5701	5155MTVNC		\$ 50.86
060	51057	54000	5711	51MTVNC		\$ 1334.00
060	51057	54000	5702	5100000		\$ 60.00

Less Travel Advance
060

AMOUNT DUE TO EMPLOYEE 54. \$ 1525.86 ✓

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** _____

*08/28 & 08/30 Flight plus Taxi

Audited by PL Sept 12-17

RECEIPT *
NOT VALID FOR TRAVEL *

translink
Waterfront Sta
VMU1122
Thu 31 Aug 17 07:11AM

Payment type: VISA
Purchase: \$50 Stated Value
Product Price: \$ 50.00

Compass Card #:
Government Financial Information

Credit Card #:
Government Financial Information

Auth #: 016941
Ref #: T00462VRUKX6
Receipt #: 19757

Card Entry: Chip
CID:A0000000031010
VR:8080008000
SI:7800

Retain for your records,
View TransLink Policies
at www.translink.ca

Thank You!

BLUEBIRD CABS LTD
CAB 16
2612 QUADRA ST. 2ND FLOOR
VICTORIA, BC V8T 4E4
250-382-2222

TERM ID: EJJ42463 BATCH#: 057
SHIFT#: 002

Cash Sale

Total: \$ 9.00
30-Aug -17 14:09:38

VICTORIA'S FIRST CHOICE
THANK YOU!

BLUEBIRD CABS LTD
CAB 16
2612 QUADRA ST. 2ND FLOOR
VICTORIA, BC V8T 4E4
250-382-2222

TERM ID: EJJ42463 BATCH#: 057
SHIFT#: 002

Sale

INVT: 000000005 Chip
VISA SEQ#:057001001005
Application Label: VISA CREDIT
AID:A0000000031010
TVR:80 80 00 80 00
157:78 00
Government Financial Information

Total:CAD\$ 9.00

APPROVED 083711
001/00

28-Aug -17 16:01:14

CUSTOMER COPY
VICTORIA'S FIRST CHOICE
THANK YOU!

**MTVNC TO AND
FROM VICTORIA**

White, Christine MAH:EX

From: passengerservices@helijet.com
Sent: Monday, August 14, 2017 12:18 PM
To: White, Christine CSCD: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 # <small>Government Financial Information</small>
	Name Selina Robinson
	Company Municipal Affairs & Housing

Booking <small>Government Financial Information</small>	
Monday, August 28, 2017	Invoice #199537
705	FARE-YWH-Full_Summer - 2017 \$219.05
07:50 Vancouver Harbour ✓	+ GST \$10.95
08:25 Victoria Harbour	
35 minutes	Billing \$219.05
	Taxes \$10.95
Confirmed	Grand Total ✓ \$230.00
1 Passengers - Full-Fare	
Selina Robinson, Female	
Add to Calendar	

**MTVNC TO AND
FROM VICTORIA**

Booking		Government Financial Information
Monday, August 28, 2017		Invoice #199538
724		FARE-YWH-Full_Summer - 2017 \$219.05
16:20 Victoria Harbour ✓		+ GST \$10.95
16:55 Vancouver Harbour		
35 minutes		Billing \$219.05
		Taxes \$10.95
Confirmed		Grand Total ✓ \$230.00
1 Passengers - Full-Fare		
Selina Robinson, 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

Payment:
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

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.

White, Christine MAH:EX

From: passengerservices@helijet.com
Sent: Thursday, August 10, 2017 3:44 PM
To: White, Christine CSCD: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 # <small>Government Financial Information</small>
	Name Selina Robinson
	Company Municipal Affairs & Housing

Booking	<small>Government Financial Information</small>
Wednesday, August 30, 2017	Invoice #198206
851	FARE-YWH-Full_Summer - 2017 \$219.05
07:00 Vancouver Harbour ✓	+ GST \$10.95
07:35 Victoria Harbour	Billing \$219.05
35 minutes	Taxes \$10.95
Confirmed	Grand Total ✓ \$230.00
1 Passengers - Full-Fare	
Selina Robinson, Female	
<u>Add to Calendar</u>	

**MTVNC TO AND FROM
VICTORIA**

Booking		Government Financial Information
Wednesday, August 30, 2017		Invoice #198587
718		FARE-YWH-Full_Summer - 2017 \$219.05
14:30 Victoria Harbour ✓		+ GST \$10.95
15:05 Vancouver Harbour		
35 minutes		Billing \$219.05
		Taxes \$10.95
Confirmed		Grand Total ✓ \$230.00
1 Passengers - Full-Fare		
Selina Robinson, Female		
<u>Add to Calendar</u>		

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

Payment:
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

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.

Harbour Air Seaplanes

MTVNC TO AND FROM
VICTORIA

Vancouver (604) 274-1277
Victoria (250) 364-2215
Nanaimo (250) 714-0004
Ganges 1-877-537-9880

Toll-free 1-800-565-0212
Website: www.harbourair.com
8/31/2017 7:34:33 AM
GST: 84295 5358 RT0001

CUSTOMER COPY

Government Financial Information

Booking

Selma Robinson
Thursday, August 31, 2017
1 Passenger(s)

Flight #327A
Departs 08:00 AM @ Vancouver Harbour ✓
Arrives 08:30 AM @ Victoria Harbour

Invoice #: 5712249

1.00 All Skeds - Baggage : Chec \$0.00 CDN
1.00 Sked 200 : Carbon Offset \$0.65 CDN
1.00 Sked 200 : VHFC Terminal \$9.85 CDN
1.00 Sked 200/300 : Standard \$185.64 CDN

Selma Robinson
Thursday, August 31, 2017
1 Passenger(s)

Flight #370/Twin Otter
Departs 17:00 PM @ Victoria Harbour ✓
Arrives 17:30 PM @ Vancouver Harbour

Invoice #: 5712250

1.00 All Skeds - Baggage : Chec \$0.00 CDN
1.00 Sked 200 : Carbon Offset \$0.65 CDN
1.00 Sked 200 : VHFC Terminal \$9.85 CDN
1.00 Sked 200/300 : Standard \$185.64 CDN

Goods and Services Tax \$19.70 GST

Grand Total \$414.00 CDN ✓

Payment Information:

Master Card \$414.00 CDN

Date/Time 8/31/2017 7:34:29 AM
Station HCXHC05
Terminal ID HCXHC05
Action Pre-Auth Completion
Card Type M/C



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127146

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 Robinson, Selina			Employee ID Personal Information			Phone Number (250) 356-3057					
Client Organization Municipal Affairs and Housing			Job Title			Travel Group Code 4					
5. Date Completed 2017/09/08		6. Fiscal Year 2018		7. Special Cheque Issue		8. Cheque Stub Information					
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Coquitlam					
12. Mailing Address for Cheque PO Box 9056 Victoria, BC V8W 9E2											
16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals		22. Lodging Costs	20. & 21. Miscellaneous	
2017	Destination	Start	End	Km	Cost		Cost		Cost	Cost	Describe
09/05	Vancouver	0800	2359		0.00		39.50	PD	292.57		
09/06	Vancouver	0800	2359		0.00		39.50	PD	292.57		
09/07	Van-Vic (HA)	0800	2359		0.00	207.00	39.50	CCA	Personal Information	10.00	Taxi
09/08	Vic-Van (HA)	0800	1830		0.00	160.00	39.50	CCA	Personal Information		
TOTALS OF COLUMNS					36. \$ 0.00	37. 367.00	38. \$ 158.00	39. \$ 585.14	40. 10.00	Claim Total \$ 1120.14	
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount					
060	51057	54000	5750	51MTCCA	Government Financial Information	79.00 Personal Information					
060	51057	54000	5701	5155MTVNC	Personal Information	\$ 10.00					
060	51057	54000	5751	5702	Personal Information	\$ 664.14					
060			5711	51MTVNC	Personal Information	\$ 367.00					
Less Travel Advance											
060											
AMOUNT DUE TO EMPLOYEE										54. \$ 1120.14	
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				

Security Concern

Room : 0685
Folio # : Personal Information
Invoice # :
Cashier # : 10019
Page # : 1 of 1

Vancouver, BC Security Concern
 Security Concern

G.S.T. / H.S.T. Registration Business Information

Ms Selina Robinson
 Personal Information

Arrival : 09-05-17
Departure : 09-07-17
 Personal Information

Date	Description	Additional Information	Charges	Credits
09-05-17	Room Charge - Provincial Govt		249.00	
09-05-17	Destination Marketing Fee		3.22	
09-05-17	Hotel Room Tax		27.74	
09-05-17	Room GST		12.61	
09-06-17	Room Charge - Provincial Govt		249.00	
09-06-17	Destination Marketing Fee		3.22	
09-06-17	Hotel Room Tax		27.74	
09-06-17	Room GST		12.61	
09-07-17	Visa	Government Financial Information		585.14
Total			585.14	585.14
Balance Due			0.00	

GST Summary

Room : 25.22
F&B : 0.00
Other : 0.00
Total : 25.22

HST Summary

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

Security Concern

Security Concern

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. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (16.00% per annum.)
 I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Security Concern

VICTORIA TAXI # 32
2925 DOUGLAS ST
VICTORIA BC

Government Financial Information

CARD
CARD TYPE VISA
DATE 2017/09/07
TIME 2156 18:10:10
RECEIPT NUMBER
C85061398-001-001-366-0

PURCHASE
TOTAL

\$10.00

VISA CREDIT
A0000000031010
308B7E8A114F92E7
8080008000-6800
EC3675F7D150FE87
8080008000-7800

APPROVED

AUTH# 002771 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

White, Christine MAH:EX

From: reservation@harbourair.com
Sent: Thursday, September 7, 2017 1:29 PM
To: White, Christine MAH:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) [Manage Flight](#) [Deals & Specials](#) [High Flyer Rewards](#) [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account	HAS #	Government Financial Information
	Name	Selina Robinson

Booking

Government Financial Information

Thursday, September 7, 2017

Flight #371/Twin Otter

17:00 Vancouver Harbour / Map

17:30 Victoria Harbour / Map

30 minutes

KK- Confirmed

Invoice #5711569

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200/300 : Standard GO Flex	\$186.64
+ Goods and Services Tax	\$9.85

Billing **\$197.15**

1 Passenger(s) - GoFlex
Selina Robinson, Female

Taxes \$9.85

Grand Total \$207.00

Add to Calendar

Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
departure

Booking Information

- **Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under).**
- **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- **The maximum weight per single piece of luggage is 50 pounds.**
- **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- **Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Scheduled flight group bookings of 4 or more; any cancellations made within 24 hours of departure are

White, Christine MAH:EX

From: Harbour Air, Whistler Air & Saltspring Air <services@blueskybooking.net>
Sent: Monday, August 14, 2017 4:08 PM
To: White, Christine CSCD:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account	HAS #	Government Financial Information
	Name	Selina Robinson

Booking

Government Financial Information

Thursday, September 7, 2017	Invoice #5711569
Flight #227	All Skeds - Baggage : Checked Baggage Fee \$0.00
18:30 Vancouver Harbour / Map	Sked 200 : Carbon Offset \$0.65
19:05 Victoria Harbour / Map	Sked 200 : VHFC Terminal Fee \$9.86
35 minutes	Sked 200/300 : Standard GO Flex \$186.64
KK- Confirmed	+ Goods and Services Tax \$9.85
	Billing \$197.15

1 Passenger(s) - GoFlex
Selina Robinson, Female

Taxes	\$9.85
Grand Total	\$207.00

[Add to Calendar](#)

Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
departure


Booking

Government Financial Information

Friday, September 8, 2017

Flight #710

17:30 Victoria Harbour / Map 

18:05 Pitt Meadows / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex
Selina Robinson, Female

[Add to Calendar](#)

Invoice #5711570

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 700 : Carbon Offset	\$0.65
Sked 700 : Standard GO Flex	\$151.73
+ Goods and Services Tax	\$7.62

Billing \$152.38

Taxes \$7.62

Grand Total	\$160.00
--------------------	-----------------

Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127228

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 Robinson, Selina Client Organization Municipal Affairs and Housing			Employee ID <small>Personal Information</small> Job Title			Phone Number (250) 356-3057 Travel Group Code 4				
5. Date Completed 2017/09/22		6. Fiscal Year 2018		7. Special Cheque Issue EFT		8. Cheque Stub Information				
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Coquitlam				
12. Mailing Address for Cheque PO Box 9056 Victoria, BC V8W 9E2										
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	Cost	Describe
2017										
09/08	Hme fr P Medws	1800	1900		0.00		42.00			
09/10	Van to Vic (HA)	1200	2359		0.00	207.00	<small>Personal Information</small>	48.50	CCA	
09/11	Victoria	0800	2359		0.00			61.00		
09/12	Victoria	0800	2359		0.00			61.00		
09/13	Victoria	0800	2359		0.00			61.00		
09/14	Vic to Van (HI)	0800	2000		0.00	315.00		61.00		
TOTALS OF COLUMNS					36.	37.	38.	39.	40.	Claim Total
					\$ 0.00	\$ 564.00	\$ 292.50	\$ 0.00	\$ 0.00	<small>Personal Information</small>
										\$ 856.50
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount
060		51057	54000		5701	5155MTVNC		Government Financial Information		\$ 522.00
060		51057	54000		5750	51MTCCA				\$ 292.50
060		51057	54000		5701	51MTVNC				\$ 42.00
060										
Less Travel Advance										
060										
										54. \$ 856.50
										<small>Personal Information</small>
										AMOUNT DUE TO EMPLOYEE
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.						Print Name		Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						Print Name		Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.						Print Name		Date Signed		

Notes for Travel Voucher (Restricted Use) E127228 for Robinson, Selina

1 note(s) returned.

Created On	Author	Note
2017/09/22 14:32:33	White, Christine (IDIR\CHRWHITE) Christine.White@gov.bc.ca	09/08 - MSR took cab from Pitt Meadows Airport to Home (return trip from Victoria) 09/10-09/14 MSR flew to Victoria for Session & Meetings and returned home. Flight paid on MSR Credit Card.

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ALOUETTE TAXI
22606 DEWDNEY TRUNK RD
MAPLE RIDGE BC V2X 3J9
6044655555

SALE

Server #: 000034 REF#: 00000008
Batch #: 178 SEQ: 178001001008
09/08/17 18:44:17
APPR CODE: 02461
VISA Government Financial Information

AMOUNT \$42.00

00 - APPROVED - 001

VISA CREDIT
AID: A0000000031010
TVR: 00 00 00 00 00

Thank You
Please Come Again
ALOUETTE TAXICAB #34
MAPLE RIDGE BC

CUSTOMER COPY

Supplemental to TV E127146

From: reservation@harbourair.com
Sent: Tuesday, September 5, 2017 6:51 PM
To: White, Christine CSCD:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



- Check Flight Status
- Manage Flight
- Deals & Specials
- High Flyer Rewards
- My Account

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information	
Account	HAS # <small>Government Financial Information</small>
	Name Selina Robinson

Booking <small>Government Financial Information</small>	
Sunday, September 10, 2017 ✓	Invoice #57487A2
Flight #217	All Skeds - Baggage : Checked Baggage Fee \$0.00
13:30 Vancouver Harbour / Map	Sked 200 : Carbon Offset \$0.65
14:05 Victoria Harbour / Map	Sked 200 : VHFC Terminal Fee \$9.86
35 minutes	Sked 200/300 : Standard GO Flex \$186.64
KK- Confirmed	+ Goods and Services Tax \$9.85
	Billing \$197.15

1 Passenger(s) - GoFlex
Selina Robinson, Female

Taxes \$9.85

Grand Total ✓ \$207.00

Add to Calendar

Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
departure

Booking Information

- **Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under).**
- **Luggage restrictions based on fare booked.** Please see **Luggage for complete details.** All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- **The maximum weight per single piece of luggage is 50 pounds.**
- **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- **Cancellations:**
- Please note that flights may experience delays or cancellations due to inclement weather.
- Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are

White, Christine MAH:EX

From: passengerservices@helijet.com
Sent: Tuesday, August 15, 2017 2:24 PM
To: White, Christine CSCD: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	Government Financial Information
Customer #	
Name	Selina Robinson
Company	Municipal Affairs & Housing

Booking	
Sunday, September 10, 2017	Invoice #199957
789	FARE-YWH-OffPeak_Summer \$170.48
17:30 Vancouver Harbour	+ GST \$8.52
18:05 Victoria Harbour	
35 minutes	Billing \$170.48
Confirmed	Taxes \$8.52
1 Passengers - Off-Peak	Grand Total \$179.00
Selina Robinson, Female	Weekend and Off Peak Fares
Add to Calendar	<i>CANCELLED</i>

Booking

Thursday, September 14, 2017

858

18:40 Victoria Harbour

19:15 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

Selina Robinson, Female

Add to Calendar

Invoice #199956

FARE-YWH-Full_Winter17-18 \$300.00

+ GST \$15.00

Billing \$300.00

Taxes \$15.00

Grand Total ✓ \$315.00

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.

GST#: R102320165

Passenger Travel Information:
For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

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.

MA18EXEPAL41



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E127229

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 Robinson, Selina				Employee ID Personal Information		Phone Number (250) 356-3057				
Client Organization Municipal Affairs and Housing				Job Title		Travel Group Code 4				
5. Date Completed 2017/09/22		6. Fiscal Year 2018		7. Special Cheque Issue EFT		8. Cheque Stub Information				
Type of Travel In Province		14. Reason for Travel Meetings				Headquarters Coquitlam				
12. Mailing Address for Cheque PO Box 9056 Victoria, BC V8W 9E2										
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
2017										
09/17	Van to Vic (HJ)	1700	2359	30	15.90	189.00 ✓	21.50 CCA			
09/18	Victoria	0800	2359		0.00		61.00 CCA			
09/19	Victoria	0800	2359		0.00		48.50 CCA			
09/20	Victoria	0800	2359		0.00		61.00 CCA			
09/21	Vic to Van (HJ)	0800	2000	30	15.90	315.00 ✓	61.00 CCA			
TOTALS OF COLUMNS				36.	37.	38.	39.	40.	Claim Total	
				\$ 31.80	\$ 504.00	\$ 253.00	\$ 0.00	\$ 0.00	\$ 788.80	
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code		Amount			
060	51057	54000	5701 5711	5155MTVNC	Government Financial Information		\$ 504.00			
060	51057	54000	5750	51MTCCA			\$ 253.00			
060	51057	54000	5701	51MTVNC			\$ 31.80			
Less Travel Advance										
060										
									54. AMOUNT DUE TO EMPLOYEE	
									\$ 788.80	
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 v2.8.1)

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

Audited by PL Sept 25-25

Notes for Travel Voucher (Restricted Use) E127229 for Robinson, Selina

1 note(s) returned.

Created On	Author	Note
2017/09/22 14:44:37	White, Christine (IDIR\CHRWHITE) Christine.White@gov.bc.ca	09/17 - MSR travelled to Victoria for Session/Meetings. Flight paid on MSR CC - Dinner 09/18 - B/L/D/I 09/19 - B/D/I 09/20 - B/D/L/I 09-21 - MSR Travelled back to Vancouver. Flights pain on MSR CC - B/L/D/I

Production *** Copyright © Government of British Columbia

From: passengerservices@helijet.com
Sent: Tuesday, August 15, 2017 2:25 PM
To: White, Christine CSCD: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 Selina Robinson
Company Municipal Affairs & Housing

Booking

Government Financial Information

Sunday, September 17, 2017

789

17:30 Vancouver Harbour

18:05 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Off-Peak

- Selina Robinson, Female

[Add to Calendar](#)

Invoice #199958

FARE-YWH-OffPeak_Winter17-18 \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

Grand Total \$189.00

Weekend and Off Peak Fares

Booking**Thursday, September 21, 2017****858****18:40 Victoria Harbour****19:15 Vancouver Harbour****35 minutes****Confirmed****1 Passengers - Full-Fare**

Selina Robinson, Female

[Add to Calendar](#)

Invoice #135953

FARE-YWH-Full_Winter17-18 \$300.00

+ GST \$15.00

Billing \$300.00

Taxes \$15.00

Grand Total \$315.00**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.

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

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.