

## Minister's Quarterly Travel Expense Summary

**Name:** Honourable Claire Trevena

**Quarter:** 2017 Jul to Sep

**Portfolio:** Transportation & Infrastructure

Travel expense summary (amount paid this quarter):

In Province Flights: \$ -

Other Travel in Province: \$ 3,383.76

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 3,383.76

Travel expenses fiscal year-to-date: \$ 3,383.76



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E127020

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 Trevena, Claire		Employee ID Personal Information	Phone Number (250) 387-1978
Client Organization Transportation and Infrastructure		Job Title	Travel Group Code 4
5. Date Completed 2017/08/01	6. Fiscal Year 2018	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial	Headquarters Victoria	

12. Mailing Address for Cheque  
PO Box 9055 Stn Prov Govt. 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	Quadra Isl - Vic (Ferry)	0800	1900	290	153.70		36.00			
07/17	Quadra Isl - Vic (Ferry)	0800	1900		0.00		61.00			
07/18	Vic	0800	1900		0.00		48.50			
07/19	Vic	0800	1900		0.00		61.00			
07/20	Vic	0800	1900		0.00		61.00			
07/21	Vic - Quadra Isle (Ferry)	0800	1900	290	153.70		61.00			
*no claim for ferry for this claim										
TOTALS OF COLUMNS					36.	37.	38.	39.	40.	Claim Total
					\$ 307.40	\$ 0.00	\$ 267.50	\$ 0.00	\$ 0.00	\$ 574.90

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
034	55001	60410	5702 Personal	55MTVNC	Government Financial Information	\$ 307.40
034	55001	60410	5750	55MTCCA		\$ 267.50
034						
034						
Less Travel Advance						
034						
AMOUNT DUE TO EMPLOYEE						54. \$ 574.90

<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.	Print Name CLAIRE TREVENA	Date Signed 8/8/17
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed

## Notes for Travel Voucher (Restricted Use) E127020 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2017/08/04 09:49:10	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	July 17: F-BL. Ferry from Quadra Island. Drove from Campbell River to Victoria. July 18: F. July 19: F-L. July 20: F. July 21: F. Drove Victoria to Campbell River. Ferry to Quadra Island.

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Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E127021

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<b>Name</b> Trevena, Claire		<b>Employee ID</b> Personal Information		<b>Phone Number</b> (250) 387-1978	
<b>Client Organization</b> Transportation and Infrastructure		<b>Job Title</b>		<b>Travel Group Code</b> 4	
<b>5. Date Completed</b> 2017/08/01		<b>6. Fiscal Year</b> 2018		<b>7. Special Cheque Issue</b>	
<b>8. Cheque Stub Information</b>		<b>14. Reason for Travel</b> Ministerial		<b>Headquarters</b> Victoria	
<b>12. Mailing Address for Cheque</b> PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2					
<b>16. Travel Dates</b> 2017	<b>17. Places Travelled</b>		<b>18. Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
07/24	Quadra Isl - Vic (Ferry)	0800	1900	290	153.70
07/25	Vic	0800	1900		0.00
07/26	Vic	0800	1900		0.00
07/27	Vic	0800	1900		0.00
07/28	Quadra Isl - Vic (Ferry)	0800	1900	290	153.70
<b>20. &amp; 21. Meals</b>					
<b>Cost</b>					
48.50					
61.00					
61.00					
61.00					
38.50					
<b>22. Lodging Costs</b>					
<b>Cost</b>					
0.00					
<b>20. &amp; 21. Miscellaneous</b>					
<b>Cost</b>					
0.00					
<b>Describe</b>					
No claim for ferry on this claim					
<b>TOTALS OF COLUMNS</b>			<b>36.</b> \$ 307.40	<b>37.</b> \$ 0.00	<b>38.</b> \$ 270.00
			<b>39.</b> \$ 0.00	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 577.40
<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>
034	55001	60410	Person	55MTVNC	Government Financial Information
034	55001	60410	5702	55MTCCA	
034			5750		
034					
<b>Less Travel Advance</b>					<b>54.</b> \$ 577.40
034					
<b>AMOUNT DUE TO EMPLOYEE</b>					
<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) E127021 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2017/08/04 11:16:57	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	July 24: F-B. Ferry from Quadra Island. Drove 290Km to Victoria. July 25: F. July 26: F. July 27: F. July 28: F-D. Drove 290KM to Campbell River. Ferry to Quadra Island.

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Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E127050

**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> Trevena, Claire		<b>Employee ID</b> Personal Information	<b>Phone Number</b> (250) 387-1978
<b>Client Organization</b> Transportation and Infrastructure		<b>Job Title</b>	<b>Travel Group Code</b> 4
<b>5. Date Completed</b> 2017/08/11	<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> Ministerial		<b>Headquarters</b> Victoria

**12. Mailing Address for Cheque**  
PO Box 9055 Stn Prov Govt 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
07/31	Ferry Quadra Isl - Vic (HA)	0800	1900	20	10.60		70.00	61.00	CCA	
08/01	Vic	0800	1900		0.00			48.50	CCA	
08/02	Vic	0800	1900		0.00			48.50	CCA	
08/03	Vic-Van-Quadra (HA) -(CMA)	0700	2100	20	10.60	4.10		61.00	PD	
*no claim for ferry on this claim										
*PCARD (CMA)										

no claim for ferry on this claim

\*PCARD (CMA)

<b>TOTALS OF COLUMNS</b>	<b>36.</b> \$ 21.20	<b>37.</b> \$ 74.10	<b>38.</b> \$ 219.00	<b>39.</b> \$ 0.00	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 314.30
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48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
034	55001	60410	5702-5701--	55MTVNC	Government Financial Information	\$ 91.20
034	55001	60410	5750	55MTCCA		\$158.00
034	55001	60410	5702	5500102		\$ 65.10
034						

**Less Travel Advance**  
034

AMOUNT DUE TO EMPLOYEE

\$ 314.30

<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) E127050 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2017/08/11 13:48:55	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	July 31: F. Ferry from Quadra Island. Drove 20km to Campbell River Airport. Flew Camp. R. - Vic. Cab of \$70.00 Airport - Legislature. Aug 1: F-L. Aug 2: F-L. Aug 3: F. Flew HA Vic - Van. Meetings in Vancouver. Took Skytrain of \$4.10 from Van - Airport. Flew CMA Van - Campb. R. Drove 20km to Ferry. Ferry to Quadra Isl.

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BRITISH COLUMBIA  
LEGISLATIVE  
LIBRARY



31/7-3/8

per diem

31

1-2 breakfast  
dinner

3

per diem

cab from airport 44.3 31/7

translink to airport 4.10 4/8

mileage to ybc 31/7 20km

Contact us for your information and research needs

Phone: (250) 387-6510

Fax: (250) 356-2248

Intranet: <http://intranet/library/intranet/>

E-mail: [llbc.ref@leg.bc.ca](mailto:llbc.ref@leg.bc.ca)

\*\*\*\*\*  
\* RECEIPT \*  
\* NOT VALID FOR TRAVEL \*  
\*\*\*\*\*

TransLink  
980-CANADA LINE  
Waterfront Stn  
TVM50122  
Thu 03 Aug 17 05:13PM

Payment Type: VISA  
Purchase: 2 Zone Ticket  
1 Adult \$4.10  
Product Price: \$ 4.10

Compass Ticket #: Government Financial Information

Credit Card #: Government Financial Information

Auth #: 076631  
Ref #: TUC3CAVY2CZM  
Receipt #: 38319

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

Retain for your records.  
View TransLink Policies  
at [www.translink.ca](http://www.translink.ca)

Thank You!

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400  
GH2185240028

\*\*\*\* PURCHASE \*\*\*\*

07-31-2017 12:54:30

Acct # Government Financial RF

Exp Date \*\*/\*\* Card Type VI

Name:

A00000000031010 VISA CREDIT

Operator: 128

Trace # 6608

Inv. # 1547

Auth # 00512I RRN 001697002

Total \$70.00

(001) APPROVED-THANK YOU

Retain this copy for your  
records

Customer copy

[www.yellowcabvictoria.com](http://www.yellowcabvictoria.com)  
250-381-2222





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## Travel Voucher (Restricted Use)

Control No.

E127113

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<b>Name</b> Trevena, Claire		<b>Employee ID</b> Personal Information	<b>Phone Number</b> (250) 387-1978
<b>Client Organization</b> Transportation and Infrastructure		<b>Job Title</b>	<b>Travel Group Code</b> 4
<b>5. Date Completed</b> 2017/08/29	<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> Ministerial		<b>Headquarters</b> Victoria
<b>12. Mailing Address for Cheque</b> PO Box 9055 Stn Prov Govt 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	Camp R - Vic	0800	1900		0.00		61.00 CCA		✓ 185.63	Car Rental & Gas
08/09	Vic - Kam (AC)	0800	1900		0.00		48.50 CCA/PD			
08/10	Kam - Quesnel	0800	1900		0.00		48.50 PD	✓ 111.87		
08/11	Quesnel - Camp R	0800	2000		0.00		48.50 PD			
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 0.00	38. \$ 206.50	39. \$ 111.87	40. \$ 185.63	Claim Total \$ 504.00

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
034	55001	60410	5702	55MTVNC	Government Financial Information	\$ 185.63
034	55001	60410	5750	55MTCCA		\$ 73.50
034	55001	60410	5751	55MTCCA		\$
034	55001	60410	5702	5500102		\$ 244.87

**Less Travel Advance**  
034

AMOUNT DUE TO EMPLOYEE

54. \$ 504.00 ✓

## 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

CLAIRE TREVENA

Date Signed

Personal Information

## 56. Spending Authority Signature (See Audit Trail)

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

Print Name

Dennis W. Hurd

## 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) E127113 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2017/08/29 12:06:14	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Aug 8: Full Day. Car Rental = \$153.43 + \$32.20 in gas. Drove Campbell River - Victoria. Aug 9: Full - Lunch. Flew AC Vic - Kam. Ovrnqt at Security Concern Derrick Harder paid for Security Concern Aug 10: Full - Lunch. Ministry staff drove from Kam - Quesnel. Overnight at Security = \$111.87 Concern Aug 11: Full - Lunch. MoTI staff drove Quesnel - PG. Flew CMA PG - Camb. River.

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Quesnel, BC V2J 6R8 Security Concern  
Security Concern

Name: Claire Trevena ✓  
Personal Information

Guest Name: Claire Trevena Arrival: August 10, 2017 Departure: August 11, 2017  
Company: bc pro government

Group: Room 124

Bill To: Trevena, Claire

Attn:

Property Code: Security Concern Invoice # 252337 PO #

Res. # Government Financial Information

Date	Description	Voucher	Amount
10/8/17	Daily	que-124 ✓	99.00
10/8/17	Provincial Room Tax	que-124	7.92
10/8/17	GST	que-124	4.95
11/8/17	Visa Payment	thank you	-111.87
		Balance: ✓	0.00

Business Information  
GST/HST #

	Total Tax
GST	\$4.95
Provincial Room Tax	\$7.92
Total	\$12.87





Car and Truck Rental

GST Reg No 101370930 RT 0001

www.bcbudget.com

Devon Transport Ltd. (An Independent Budget System Sub Licensee)

HEAD OFFICE &amp; ADMINISTRATION

2501 Kenworth Road  
Nanaimo, BC V9T 3M4

(250)729-2420 FAX (250)729-2410 EMAIL: custserv@bcbudget.com

Government Financial Information

Renter: TREVENA, CLAIRE

BCD Number: A162000

Company: GOVERNMENT OF BC

Credit Card: VISA Government Financial Information

Rental Rate Used: PRG-CAM-16 - A

Km Charge: 0.10 per Km

Period	From	To	Amount	Km Cap	Type
Day	1	End	41.79	200	Regular
Week	1	End	248.35	1400	Regular
Hour	25	End	20.91	0	Regular

Daily Rate is based on a 24 hour day minimum day charge.

Rates do not include fuel or refueling charge plus surcharge and applicable taxes (currently \$4.00 per litre).

Must be Provincial Govt employee or authorized representative

Location Fee: 6% subject to taxes

VLF/ERF: 4.97 (Per Day) subject to taxes and Location Fee

Contract close subject to final vehicle inspection

Rented In Campbell River

GST: 5% PST: 7% PVRT: 1.50 per Day

Maximum 5000 kilometers per rental. Excess mileage will be charged.

Rates are applicable within BC

Customer is responsible to advise Budget of all toll crossings. All unreported crossings will be subject to an administration fee of \$25.00

Accidents must be reported to Budget within 24 hours.

Contract close subject to final audit.

Remarks:

/Estimated Charges: \$48.38

Vehicle Rented:

Owner: a/Devon Transport

Unit #: 817735

Class: Mini-Vans

Time Out: 08 Aug 2017 08:18

Licence: EE262J

Time In: 08 Aug 2017 15:33

Km Out: 7538

Location Out: Campbell River Shoppers Row

Km In: 7806

Location In: Z-Victoria Downtown

Km Driven: 268

Renter is fully responsible for vehicle until vehicle is checked in and inspected by Budget staff.

## Charges:

Item	Unit	Qty	Charge	GST	PST	PVRT	Billed To
Drop Charge	Flat	1	83.00	4.15	5.81	0.00	
Vehicle Rental	Day	1	41.79	2.09	2.93	0.00	
Kilometer Charge	Km	68	6.80	0.34	0.48	0.00	
Location Fee	6 %	1	4.98	0.25	0.35	0.00	
Location Fee	6 %	1	0.41	0.02	0.03	0.00	

All the following Debit/Credit transactions are in Canadian Dollars (CAD\$) unless otherwise indicated.

## Payments &amp; Refunds

Total: 153.43

Type	Date	Amount	Exchange	Amount	Location
VISA	08 Aug 2017 16:24			153.43	CAMSR

Government Financial Information

## Amount Owing

Net Charges &amp; Taxes:

153.43

Net Payment &amp; Refunds:

153.43 ✓

Contract Copy: #4

Print Date &amp; Time: 29 Aug 2017 10:50

For receipt purpose only. Refer to original contract for completed terms.

Page 1 of 1

Customer Copy

PETRO-CANADA  
2670 DOUGLAS ST.  
VICTORIA  
BC V8T 4M1  
(250) 386-2312

GST 871743571  
PST 10022185  
PC0309908:9120001  
TERMINAL: 019120055  
PAYPOINT: 019120001

2017-08-08 11:30

PUMP 05  
REGULAR  
LITRES L 26.418  
PRICE/L \$ 1.219  
FUEL SALES \$ 32.20\*

TOTAL OWED \$ 32.20 ✓

TOTAL PAID  
CREDIT CARD \$ 32.20

\* GST INCL. \$ 1.53

UISA  
Government Financial Information

INVOICE 309956  
AUTH 079241  
PURCHASE  
T 0010010010 00 027  
APPROVED  
THANK YOU

-- IMPORTANT --  
RETAIN THIS COPY  
FOR YOUR RECORDS  
- CUSTOMER'S COPY -

SURVEY? EARN POINTS  
& CHANCE TO WIN GAS  
PETRO-CANADA.CA/HERO

Expenses  
8-11/16

Gas rental

91 10 11  
breakfast + dinner  
per dia





Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E127116

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<b>Name</b> Trevena, Claire		<b>Employee ID</b> Personal Information	<b>Phone Number</b> (250) 387-1978
<b>Client Organization</b> Transportation and Infrastructure		<b>Job Title</b>	<b>Travel Group Code</b> 4
<b>5. Date Completed</b> 2017/08/30	<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> Ministerial		<b>Headquarters</b> Victoria

**12. Mailing Address for Cheque**  
PO Box 9055 Stn Prov Govt 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										
08/13	Camp R - Vic (Bus)	1300	1800		0.00	✓ 56.05	36.00	CCA		
08/14	Victoria	0800	1700		0.00		48.50	CCA		
08/15	Victoria	0800	1900		0.00		48.50	CCA		
08/16	Vic - Van (HA)	0800	2000		0.00		48.50	CCA/PD	459.64	
08/17	Van - Vic - Van (HJ)	0800	1900		0.00		61.00	CCA/PD	529.24	
08/18	Vic - Camp. R (PCA) Van-	0800	1700		0.00		27.00	PD		
	*PCARD									
TOTALS OF COLUMNS					36. \$ 0.00	37. \$ 56.05	38. \$ 269.50	39. \$ 988.88	40. \$ 0.00	Claim Total \$ 1314.43

48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
034	55001	60410	5702	55MTVNC	Government Financial Information	\$ 56.05
034	55001	60410	5751	55MTCCA		\$ 170.50
034	55001	60410	5750	55MTCCA		\$ 1087.88
034	55001	60410	5701	5500102		

**Less Travel Advance**  
034

AMOUNT DUE TO EMPLOYEE

54. \$ 1314.43

<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> CLARE TREVENA	<b>Date Signed</b> 31/11/17
<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> Dennis Harder	
<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>

\*08/16 CCA B&L 25.00  
PD D&I 36.00

\*08/17 CCA B 12.50  
PD D&I 36.00

Audited by PL Sept 05-17



## Notes for Travel Voucher (Restricted Use) E127116 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2017/08/30 13:42:34	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Aug 13: Full - BF & Lunch. Took Tofino Bus (\$56.06) Campbell River-Vic. Aug 14: Full - Lunch. Aug 15: Full- Lunch. Aug 16: Full - Lunch. HA Vic - Van. Ovrngt in Vancouver=\$459.64 Aug 17: Full. Flew HJ Van - Vic for Cabinet. Flew HJ Vic - Van. Ovrngt in Vancouver @ 529.24. Aug 18: Full - Lunch & Dinner. Flew PCA Van - Camp.

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\*Aug 13 had meetings in Victoria

## Your Itinerary

Date Booked: Saturday, August 12 2017 13:14 pm

Reservationist: Dylan Green

Last Updated: Saturday, August 12 2017 14:33 pm

Group Name: Government Financial Information

Confirmation Number: Government Financial Information

Status: PAID



### Itinerary Guest Summary

1 x SBPM PTH-Vic exc Sa

### Itinerary For Trevena, Claire

Total

Mobile Phone: 1 250 203 1406

Land Line

Phone:

Personal Information

Email:

jacqueline.chapotelle@gov.bc.ca

Country:

Canada

### Activities

Please be ready at 14:10 pm. Departure time is at 14:10 pm.

Activity: SBPM PTH-Vic exc Sa - Sunday, August 13 2017

\$59.00

Guests: 1 (ad)

Hotel:

Pickup: CAMPBELL RIVER - Depot, Tyee plaza, next to Coast Hotel and Ferry Terminal, 1003 Shoppers Row 14:10 pm

Drop Off: VICTORIA - Bus Depot, 721 Douglas 19:10 pm

Booked By: Tofino Bus

Notes:

### Important Activity Information:

What kind of ticket do you have? All reservations on this route are DRIVER PICKUP TICKETS, please give your name and reservation number to the driver when boarding the bus. Portion of trip from Nanaimo - Victoria with Interline Partner Greyhound Canada. For those travelling past Nanaimo to Duncan and Victoria, make sure to collect your Greyhound interline ticket for the portion from Nanaimo - Duncan - Victoria from the Tofino Bus All Island Express driver.

Subtotal	\$56.19
Discount(s)	(\$-2.81)
Net Sale	\$53.38
GST	\$2.67
Total	\$56.05

### Payment Transaction(s)

Payment type	Date	User	Details	Assignment	PNREF	Response	Amount
Credit Card	2017-08-12 13:14:49		Claire Trevena		Government Financial Information		\$56.05
Online Promo Code Applied	2017-08-12 13:14:50		weband3and7day...	SBPM PTH-Vic exc Sa 2017-08-13			\$2.81
No Payment Processed	2017-08-12 14:33:25	Dylan Green					\$0.00

Outstanding balance \$0.00

Same day online reservations - if you have just purchased a ticket online for a pick up location that is not a bus depot e.g. Woodgrove Transit Exchange, Buckley Bay) please make sure to let our call centre know so we can alert our driver. This is for same day bookings only.

### Vancouver passengers

At the Vancouver Bus Depot, Pacific Central Station, you must have your reservation or ticket (printed or on your mobile phone) ready to show

VANCOUVER

Security Concern

Government Financial Information

Reservation Number

Send to Claire Trevena

x

x,

Phone x

Guest Name Claire Trevena

Arrival Date  
16/08/2017Departure Date  
18/08/2017

Room Information

0708 - Personal Information

Bill To Trevena, Claire

x

x,

Phone x

Folio Number Personal Information

Trans Date	Description		Voucher	Amount
<b>Charges</b>				
16/08/2017	Room Charge w/8	Best Available Rate	van-0708	✓ 389.00
16/08/2017	Good & Service Tax		van-0708	19.85
16/08/2017	Room Tax		van-0708	42.79
16/08/2017	Facility Fee		van-0708	8.00
17/08/2017	Room Charge w/8	Best Available Rate	van-0708	✓ 449.00
17/08/2017	Good & Service Tax		van-0708	22.85
17/08/2017	Room Tax		van-0708	49.39
17/08/2017	Facility Fee		van-0708	8.00
Subtotal				988.88
Total Charges				988.88

**Payments**

18/08/2017	Visa	Government Financial Information		-988.88
Subtotal				-988.88
Total Payments				-988.88
Balance Due:				0.00

**Totals**

Facility Fee	\$16.00
Good & Service Tax	\$42.70
Room Charge w/8	\$838.00
Room Tax	\$92.18
Total	\$988.88

Business Information  
GST:

I have received the goods and / or services in the amount shown here on. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If charging to a credit card, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature: \_\_\_\_\_





Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E127118

**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> Trevena, Claire	<b>Employee ID</b> Personal Information	<b>Phone Number</b> (250) 387-1978
<b>Client Organization</b> Transportation and Infrastructure	<b>Job Title</b>	<b>Travel Group Code</b> 4

<b>5. Date Completed</b> 2017/08/30	<b>6. Fiscal Year</b> 2018	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
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<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> Ministerial	<b>Headquarters</b> Victoria
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**12. Mailing Address for Cheque**  
PO Box 9055 Stn Prov Govt Victoria, BC V8W 9E2

PC Card 2005 Staff for Govt. Victoria, ES VOW 022										
16.	17.			18.		19.	20. & 21.	22.	20. & 21.	
Travel Dates	Places Travelled			Personal Vehicle Use		Other Transport Costs	Meals	Lodging Costs	Miscellaneous	
2017	Destination	Start	End	Km	Cost		Cost		Cost	Describe
08/21	Camp R - Vic	0800	1700	290	153.70		48.50			
08/22	Victoria	0730	1800		0.00		61.00			
08/23	Vic - Camp. R	0730	2100	290	153.70		48.50			
08/24	Camp R - Van (PC)	0830	1900		0.00	65.00	36.00 PD	457.08		
08/25	Van - Camp R (CM)	0800	1500		0.00	25.00	39.50 PD			
*PCARD										

\*PCARD

<b>TOTALS OF COLUMNS</b>	<b>36.</b> \$ 307.40	<b>37.</b> \$ 90.00	<b>38.</b> \$ 233.50	<b>39.</b> \$ 457.08	<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 1087.98 ✓
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48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
034	55001	60410	5702	55MTVNC	Government Financial Information	\$ 307.40
034	55001	60410	5750	55MTCCA		\$ 158.00
034	55001	60410	5751	55MTCCA		
034	55001	60410	5702	5500102		\$ 622.58

**Less Travel Advance**  
034

AMOUNT DUE TO EMPLOYEE

54. \$ 1087.98

**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

Claire Trevena

Date Signed

Personal Information

**56. Spending Authority Signature (See Audit Trail)**  
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.

Print Name

Derrick Hardin

**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) E127118 for Trevena, Claire

1 note(s) returned.

Created On	Author	Note
2017/08/31 12:34:50	Chapotelle, Jacqueline (IDIR\JCHAPOTE) Jacqueline.Chapotelle@gov.bc.ca	Aug 21: Full - BF. Drove 290km Camp R - Vic. Aug 22: Full. Aug 23: Full-Lunch. Drove 290km Camp R- Vic. Aug 24: Full-BF & Lunch. \$23 taxi to airport. Flew PCA Camp R - Van.\$42taxi to hotel. Ovrngt At <sup>Security</sup> \$457.08. Aug 25: Full - Dinner, Flew CMA Van - Camp R. \$25 Taxi to ferry home (Quadra Isl).

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Security Concern

Security Concern

Vancouver, BC Security Concern  
Canada  
Security Concern

Claire Trevena  
Personal Information

Page Number : 1 Invoice Nbr : 445563  
Guest Number : 1643468  
Folio ID : A  
Arrive Date : 24-AUG-17 19:17  
Depart Date : 25-AUG-17 08:23  
No. Of Guest : Pe \* 1 guest claimed  
Room Number : 691  
Club Account : Personal Information

Tax ID : Business Information

Government Financial Information AUG-25-2017 08:23 REBENAG

Date	Time	Reference	Description	Charges (CAD)	Credits (CAD)
24-AUG-17	03:46	RT691	Room Charge	389.00	
24-AUG-17	03:46	RT691	Room GST	19.72	
24-AUG-17	03:46	RT691	Destination Marketing Fee	5.02	
24-AUG-17	03:46	RT691	Room MRDT	11.83	
24-AUG-17	03:46	RT691	Room PST	31.51	
25-AUG-17	08:22	VI	Visa-2173		-457.08

\*\*\*For Authorization Purpose Only\*\*\*

Government Financial Information

Date	Code	Authorized
24-AUG-17	05414I	544.6

Approve EMV Receipt for VI - 2173: PIN Verified

TC:06DD442B83E0B12B TVR:8080008000 AID:A0000000031010

Application Label:VISA CREDIT

** Total	457.08	-457.08
*** Balance	0.00	

Continued on the next page



# CAMPBELL RIVER



1500 Island Highway  
Campbell River, BC  
V9W 2E5

250-287-8294  
250-287-TAXI

Date Aug 24/17  
From Downtown  
To Airport  
TOTAL \$ 28.00  
GST included

Charge To \_\_\_\_\_  
Address \_\_\_\_\_  
Print Name \_\_\_\_\_  
Sign Name \_\_\_\_\_

Driver LES  
Cab # 2

RICHMOND TAXI #6

2440 SHELL RD V6X2P1

RICHMOND BC

20123539

|||| PURCHASE ||||

08-24-2017 19:13:03  
Acct # Government Financial C  
Exp Date Government Card Type VI  
Name: CLAIRE TREVENA  
A0000000031010 VISA CREDIT

Trace # 670005 Operator 206  
FB2012353901

Inv. # 206  
Auth # 042481 RRN 001036005

Total \$42.00

( 00 ) APPROVED-THANK YOU

Retain this copy for your records

Official Receipt

250-287-TAXI

Amount \$25- Date 25 Aug/17

Taxi From: C.R. Airport

Taxi To: Quachan Ferry Dock

Car# \_\_\_\_\_ Driver: [Signature]

- 21 Mileage to Victoria
- lunch & dinner
- 22 Full p. diet
- 23 breakfast & dinner
- mileage to CR.
- 24<sup>th</sup> cab to airport
- " from " dinner
- 25<sup>th</sup> hotel
- cab to ferry
- breakfast & lunch