

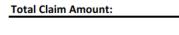
Employee Travel Claim Form

Claimant Name (Last Name, First Name): Ryan-Lloyd, Kate

| Allocation Amount | Traveler |
|-------------------|------------------|
| 592.58 | Ryan-Lloyd, Kate |
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Speaker's Reconciliation Initiatives Committee Meeting March 28, 2025 - Vancouver

| Description | Traveler | Amount |
|---|------------------|--------|
| March 28: Harbour Air Reso Change Vic-Van | Ryan-Lloyd, Kate | 50.00 |
| March 28: Harbour Air Vic-Van | Ryan-Lloyd, Kate | 179.00 |
| March 28: Harbour Air Van-Vic | Ryan-Lloyd, Kate | 339.00 |
| March 28: Mileage Home-Helijet, 8 km | Ryan-Lloyd, Kate | 5.04 |
| March 28: Mileage Heljet-Home, 8 km | Ryan-Lloyd, Kate | 5.04 |
| March 28: Per-Diem, Incidentals Only | Ryan-Lloyd, Kate | 14.50 |
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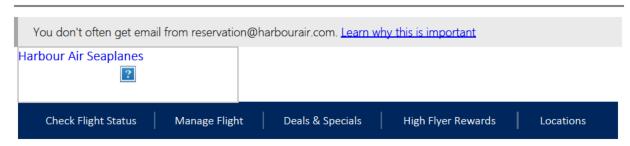


From: reservation@harbourair.com

To:

Subject: Flight Itinerary. Thanks for choosing Harbour Air!

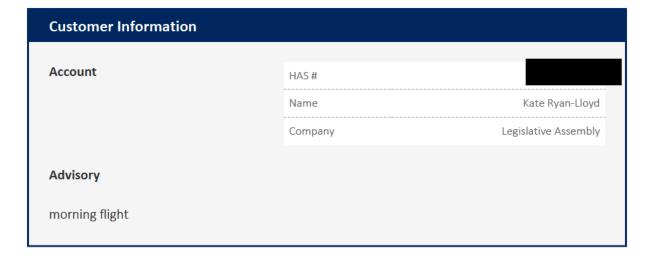
Date: March 17, 2025 **Attachments:** <u>10509249.pnq</u>

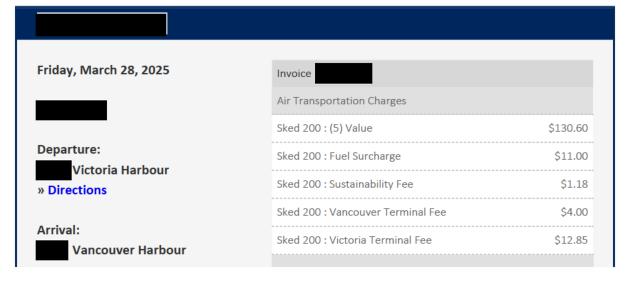


Thank you for choosing Harbour Air! To ensure your experience is as easy and enjoyable as possible, please review this email in full, along with the booking information, and fare conditions prior to arrival.

If you require changes to your reservation prior to travel, log into your account using your HAS# at www.harbourair.com to make changes 24 hours, 7 days a week.

We look forward to welcoming you aboard!





| » Directions | Taxes, Fees and Charges | | |
|---------------------------|---|---------------------|----------|
| 35 minutes | All Skeds - \$50 Change Fee | | \$47.62 |
| 33 minutes | Sked 200 : VHFC Ter | rminal Fee | \$10.85 |
| KK - Confirmed | + Goods and Service | es Tax | \$10.90 |
| 1 Passenger(s) - Value | Optional Service Cha | arges | |
| . Kate Ryan-Lloyd, Female | All Skeds - Baggage | : Value Baggage Fee | \$0.00 |
| | | | |
| Add to Calendar | Billing | | \$218.10 |
| | Taxes | | \$10.90 |
| | Grand Total | | \$229.00 |
| | | | |
| | | | |
| | Master Card | | \$179.00 |
| | Master Card Date / Time | March 17, 2025 | \$179.00 |
| | | March 17, 2025 | \$179.00 |
| | Date / Time | March 17, 2025 | \$179.00 |
| | Date / Time Summary | March 17, 2025 | \$179.00 |
| | Date / Time Summary Expiration | March 17, 2025 | \$179.00 |
| | Date / Time Summary Expiration | March 17, 2025 | \$179.00 |
| | Date / Time Summary Expiration Authorization | March 17, 2025 | |
| | Date / Time Summary Expiration Authorization Master Card | | |
| | Date / Time Summary Expiration Authorization Master Card Date / Time | | |

Value Terms & Conditions

Checking-in (Float Operations):

- Recommended check-in time: 40 minutes before scheduled departure.
- Check-in cutoff time: 20 minutes before scheduled departure.

Checking-in (Wheeled Operations):

- Check-in opens: <u>60 minutes</u> before scheduled departure time at the airport.
- Check-in cutoff time: <u>25 minutes</u> before scheduled departure .

Baggage:

From: reservation@harbourair.com

To:

Subject: Flight Itinerary. Thanks for choosing Harbour Air!

Date: March 17, 2025

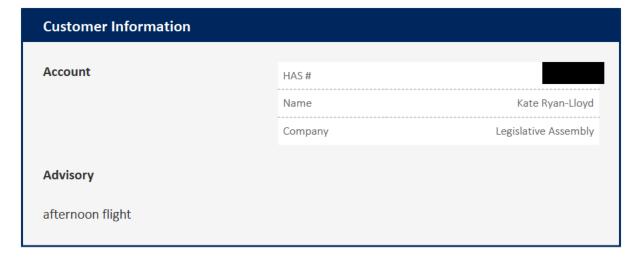
Attachments: 10509250.pnq

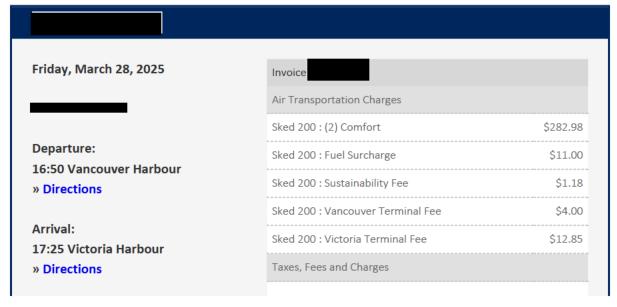


Thank you for choosing Harbour Air! To ensure your experience is as easy and enjoyable as possible, please review this email in full, along with the booking information, and fare conditions prior to arrival.

If you require changes to your reservation prior to travel, log into your account using your HAS# at www.harbourair.com to make changes 24 hours, 7 days a week.

We look forward to welcoming you aboard!





| 35 minutes | Sked 200 : VHFC Terminal Fee | \$10.85 |
|---------------------------|--|----------|
| 30 minutes | + Goods and Services Tax | \$16.14 |
| KK - Confirmed | Optional Service Charges | |
| 1 Passenger(s) - Comfort | All Skeds - Baggage : Comfort Baggage Fee (2024) | \$0.00 |
| . Kate Ryan-Lloyd, Female | | |
| | Billing | \$322.86 |
| Add to Calendar | Taxes | \$16.14 |
| | Grand Total | ¢220.00 |
| | Grand Total | \$339.00 |
| | Grand Iotal | \$559.00 |
| | Master Card | \$339.00 |
| | | |
| | Master Card | |
| | Master Card Date / Time March 17, 2025 | |
| | Master Card Date / Time March 17, 2025 Summary | |

Comfort Terms & Conditions

Checking-in (Float Operations):

- Recommended check-in time: 40 minutes before scheduled departure.
- Check-in cutoff time: 20 minutes before scheduled departure.

Checking-in (Wheeled Operations):

- Check-in opens: 60 minutes before scheduled departure time at the airport.
- Check-in cutoff time: 25 minutes before scheduled departure .

Baggage:

- Guaranteed Baggage is <u>25 lbs</u> per passenger.
- Baggage over 25lbs is subject to a fee of \$3/lb (taxes included) and travels on a spaceavailable, standby basis.
- Note third-party bookings may have different baggage terms and conditions.

Boarding:

 All passengers 18 years and above must present either one piece of valid, non-expired government issued photo identification, or two pieces of valid, non-expired governmentissued identification without a photograph.

More Information:

Please review <u>Fare Details</u> (https://harbourair.com/fares/) and <u>Booking Conditions</u> (https://www.harbourair.com/booking-conditions/).

Change & Cancellations on Comfort

Cancellations by the Passenger:

- More than 24 hours prior to scheduled departure time: Cancellations are eligible for refund to HA Credit subject to a \$25 cancellation fee for all refundable fares, fees and taxes. HA Credit is valid for 12 months following the cancellation date.
- Less than 24 hours prior to scheduled departure time: Cancellations are not eligible for refund.

Changes by the Passenger:

- More than 24 hours prior to scheduled departure time: Reservations can be changed to same tier, or higher. Passengers must pay for any difference in fare and \$25 change fee.
- Day-of, up to 1 hour before scheduled departure: Reservations can be changed to another same-day flight on the same tier for same-day \$50 change fee.

Thank you for choosing Harbour Air!

We look forward to welcoming you aboard and getting you to your destination on schedule. We proudly maintain a 98% reliability factor, however it is important to note that flights can be disrupted due to adverse weather conditions. Prior to arrival, should you have any questions regarding the status of your flight we encourage you to review our website or contact us.

Air Passenger Protection Regulations Notice:

If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the *Air Passenger Protection Regulations*. For more information about your passenger rights please contact Harbour Air, or visit the Canadian Transportation Agency's website.

Passenger rights and flight interruptions

Previous Balance Credit Limit



Card Transactions

2025/03/04 to 2025/04/03

Ryan-Lloyd Kate - BMO - (7970)

View Non-Posted Transactions

| Tran Date Supplier | Image(s) | Source Amount | Amount Tax | Amount Incl |
|----------------------|------------------|---------------|------------|-------------|
| 2025/03/17 Harbour A | ir Reservatio No | | 5.36 | 50.00 |
| 2025/03/17 Harbour A | ir Reservatio No | | 36.32 | 339.00 |
| 2025/03/17 Harbour A | ir Reservatio No | | 19.18 | 179.00 |



Employee Travel Claim Form

| Claimant Name (Last Name, First Name): | Rvan-Llovd, Kate |
|--|------------------|
| Claimant Name (Last Name, First Name): | Ryan-Lioya, Kate |

| Allocation Amount | Traveler |
|-------------------|------------------|
| 439.00 | Ryan-Lloyd, Kate |
| - | |
| - | |
| - | |
| | |

Speaker's Reconciliation Initiatives Committee Meeting March 28, 2025 - Vancouver

| Description | Traveler | Amount |
|---|------------------|--------|
| March 28: Harbour Air New Booking* | Ryan-Lloyd, Kate | 439.00 |
| *I had to change her flight last minute due to | | |
| unforeseen circumstances causing the Clerk | | |
| to miss the originally scheduled flight. | | |
| This occurred past the rebooking window, hence, | | |
| why we had to book an entirely new flight. | | |
| We requested a refund, which Harbour Air refused. | | |
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Total Claim Amount:

439.00



Previous Balance Credit Limit



Card Transactions

2025/03/04 to 2025/04/03

Ryan-Lloyd Kate - BMO

View Non-Posted Transactions

| Tran Date | Supplier | Image(s) | Source Amount | Amount Tax | Amount Incl | |
|------------|------------------------|----------|---------------|------------|-------------|--|
| 2025/03/17 | Harbour Air Reservatio | No | | 5.36 | 50.00 | |
| 2025/03/17 | Harbour Air Reservatio | No | | 36.32 | 339.00 | |
| 2025/03/17 | Harbour Air Reservatio | No | | 19.18 | 179.00 | |
| 2025/03/27 | Harbour Air Reservatio | No | | 26.68 | 249.00 | |
| 2025/03/27 | Harbour Air Reservatio | No | | 31.71 | 295.99 | |
| 2025/03/28 | Harbour Air Reservatio | No | | 47.04 | 439.00 | |

From: reservation@harbourair.com

To: Ryan-Lloyd, Kate;

Subject: Flight Itinerary. Thanks for choosing Harbour Air!

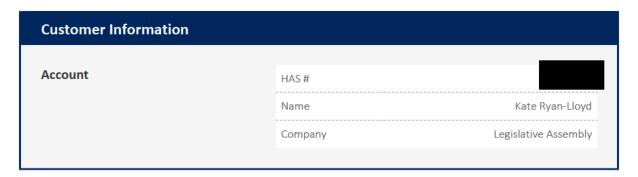
Date: March 28, 2025 **Attachments:** 10519713.png



Thank you for choosing Harbour Air! To ensure your experience is as easy and enjoyable as possible, please review this email in full, along with the booking information, and fare conditions prior to arrival.

If you require changes to your reservation prior to travel, log into your account using your HAS# at www.harbourair.com to make changes 24 hours, 7 days a week.

We look forward to welcoming you aboard!



| Friday, March 28, 2025 | Invoice | |
|---------------------------------------|-----------------------------------|----------|
| | Air Transportation Charges | |
| | Sked 200 : (1) Flex | \$378.22 |
| Departure: | Sked 200 : Fuel Surcharge | \$11.00 |
| 17:50 Vancouver Harbour » Directions | Sked 200 : Sustainability Fee | \$1.18 |
| | Sked 200 : Vancouver Terminal Fee | \$4.00 |
| Arrival: 18:25 Victoria Harbour | Sked 200 : Victoria Terminal Fee | \$12.85 |
| » Directions | Taxes, Fees and Charges | |
| 25 milester | Sked 200 : VHFC Terminal Fee | \$10.85 |
| 35 minutes | + Goods and Services Tax | \$20.90 |
| KK - Confirmed | Optional Service Charges | |

| 1 Passenger(s) - Flex . Kate Ryan-Lloyd, Female | All Skeds - Baggage : Flex Baggage Fee (2024) | \$0.00 |
|---|---|----------|
| | Billing | \$418.10 |
| Add to Calendar | Taxes | \$20.90 |
| | Grand Total | \$439.00 |

Flex Terms & Conditions

Checking-in (Float Operations):

- Recommended check-in time: 40 minutes before scheduled departure.
- Check-in cutoff time for Flex passengers: 15 minutes before scheduled departure.

Checking-in (Wheeled Operations):

- Check-in opens: 60 minutes before scheduled departure time at the airport.
- Check-in cutoff time: 25 minutes before scheduled departure.

Baggage:

- Guaranteed Baggage is <u>25 lbs</u> per passenger. Additional 25 lbs of guaranteed baggage can be pre-reserved ahead of the flight by replying to this email.
- Baggage over 50lbs is subject to a fee of \$3/lb (taxes included) and travels on a highpriority, space-available, standby basis.
- Note third-party bookings may have different baggage terms and conditions.

Boarding:

- Priority Boarding is included in Flex Tier, when and where available.
- All passengers 18 years and above must present either one piece of valid, non-expired government issued photo identification, or two pieces of valid, non-expired governmentissued identification without a photograph.

More Information:

Please review <u>Fare Details</u> (https://harbourair.com/fares/) and <u>Booking Conditions</u> (https://harbourair.com/booking-conditions/).

Change & Cancellations on Flex

Cancellations by the Passenger:

- More than 1 hour prior to scheduled departure time: Cancellations are eligible for refund to original form of payment for all refu ndable fares, fees and taxes.
- Less than 1 hour prior to scheduled departure time: Cancellations are not eligible for refund.

Changes by the Passenger:

- Before day-of scheduled departure: Reservations can be changed. Passengers must pay for any difference in fare.
- Day-of, up to 1 hour before scheduled departure: Reservations can be changed to another same-day flight on the same tier.

Thank you for choosing Harbour Air!

We look forward to welcoming you aboard and getting you to your destination on schedule. We proudly maintain a 98% reliability factor, however it is important to note that flights can be disrupted due to adverse weather conditions. Prior to arrival, should you have any questions regarding the status of your flight we encourage you to review our website or contact us.

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Passenger rights and flight interruptions

Customer Contact Centre: 1.800.665.0212

www.harbourair.com

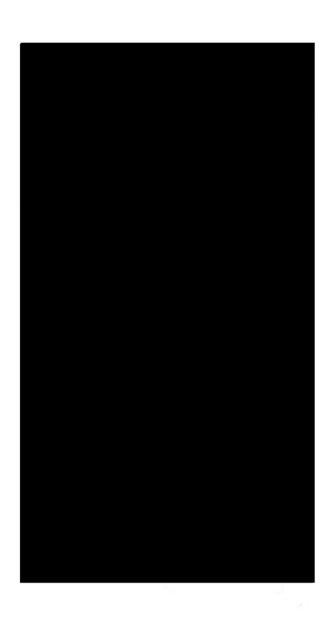


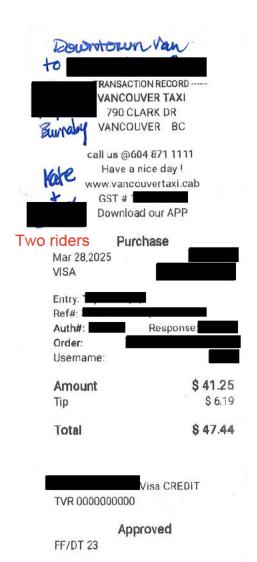
Employee Travel Claim Form

| Allocation Amount | | Traveler |
|-------------------|-------|------------------|
| | | |
| | 22.69 | Ryan-Lloyd, Kate |
| | - | |
| | - | |
| | - | |

Speaker's Reconciliation Advisory
Committee Meeting
Burnaby
March 28, 2025

| Description | Traveler | Amount |
|---------------------|---------------------|--------|
| | | |
| | | |
| Tari Danistana Man | Door Hood Kets | 22.60 |
| Taxi: Downtown Van- | y. Ryan-Lloyd, Kate | 22.69 |
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Important:Retain this copy for your record