

Minister's Quarterly Travel Expense Summary

Name: Honourable Melanie Mark

Quarter: 2020 January to March

Portfolio: Advanced Education, Skills and Training

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 5,211.61

Other Travel in Province: \$ 1,018.71

Out of Country Travel: \$ -

Out of Province Travel:

Total travel expenses paid this quarter: \$ 6,230.32

Travel expenses fiscal year-to-date: \$ 28,217.66

AE20EXESLP41



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132398

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 Mark, Melanie			Employee ID Personal Information			Phone Number (250) 356-0179			
Client Organization Advanced Education			Job Title Minister			Travel Group Code 4			
5. Date Completed 2019/12/17		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information			
Type of Travel In Province		14. Reason for Travel Ministerial Business				Headquarters Vancouver			
12. Mailing Address for Cheque PO Box 9080 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
2019									
12/16	Vancouver	0915	1400	28	15.40				
12/17	Vancouver	0815	1200	28	15.40				
				36.	37.	38.	39.	40.	Claim Total
TOTALS OF COLUMNS				\$ 30.80	0.00 \$ 27.00	27.00 \$ 0.00	\$ 0.00	\$ 0.00	\$ 57.80
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount
019	11001	18000		5702	1100000		Government Financial Information		\$ 57.80
019									
019									
019									
Less Travel Advance									
019									
AMOUNT DUE TO EMPLOYEE									54.
									\$ 57.80
45. Employee Signature (See Audit Trail)					Print Name		Date Signed		
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.									
56. Spending Authority Signature (See Audit Trail)					Print Name		Date Signed		
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.									
57. Payment Authority Signature (See Audit Trail)					Print Name		Date Signed		
- Requisition for payment pursuant to section 32 of the Financial Administration Act.									

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2019Jan20
SLP

Notes for Travel Voucher (Restricted Use) E132398 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2019/12/18 15:38:07	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Dec 16, 2019 - drive to DTVan for meetings - drive home Per diem \$27 00* Dec 17, 2019 - drive to DTVan for meetings - drive home

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Confirmed by C. Flesh



Control No.

E132446

Name Mark, Melanie	Employee ID Personal Information	Phone Number (250) 356-0179
Client Organization Advanced Education	Job Title Minister	Travel Group Code 4

5. Date Completed 2020/01/06	6. Fiscal Year 2020	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial Business		Headquarters Vancouver

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
2020										
01/03	Burnaby	1530	1630		0.00				43.95	BlackTop cab courier
01/09	Vancouver	0830	1500	28	15.40		27.00		23.00	prking
01/13	Vancouver	1130	1345	22	12.10				9.75	prking
01/15	Vancouver	0800	1200	28	15.40					
01/16	Vancouver	0845	1415	28	15.40		27.00		19.00	prking
01/17	Vancouver	0745	1215	82	45.10		36.00		5.00	prking
01/18	Vancouver	1615	2045	25	13.75		36.00			

TOTALS OF COLUMNS	36. \$ 117.15	37. \$ 0.00	38. \$ 126.00	39. \$ 0.00	40. \$ 100.70	Claim Total \$ 343.85
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48.	Client Code 019 019 019 019	49.	Resp. 11001	50.	Service Line 18000	51.	STOB 5702	52.	Project 1100000	45.	Supplier Code Government Financial Information	Amount \$ 343.85
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[illegible]

		AMOUNT DUE TO EMPLOYEE	54.	\$ 343.85
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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
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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
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57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act	Print Name	Date Signed
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Notes for Travel Voucher (Restricted Use) E132446 for Mark, Melanie

3 note(s) returned.

Created On	Author	Note
2020/01/20 11:30:45	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Jan 3, 2020 - Black Top Cab (pd by m/c) p/u package from HA and couriered to Minister Jan 9, 2020 - Drive to meetings at DTVan location (prking pd by m/c) - drive home Jan 13, 2020 - Drive to tour ^{Personal Information} - drive home Jan 15, 2020 - Drive to meeting at DTVan location - drive home
2020/01/20 11:31:53	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Jan 16, 2020 - Drive to meetings DTVan (prking pd by m/c) - drive home Jan 17, 2020 - drive to event - drive home - drive to evening event (prking pd by m/c) - drive home. ^{Personal Information}
2020/01/20 14:23:06	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Jan 18, 2020 - drive to DTVan for event - drive home

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**BLACK TOP & CHECKER
CABS**

777 PACIFIC STREET
VANCOUVER BC V6Z 2R7
6046811701
<https://www.bt.cabs.ca>

Transaction 15006321

Total **CA\$43.95**

CREDIT CARD SALE CA\$43.95
MASTERCARD Government Financial Information
Station: BT145

03-Jan-2020 4:23:20PM

CA\$43.95 | Method: EMV
Mastercard Government Financial Information

MELANIE^{Per}_{son} MARK
Ref #: 000400949461

Auth #: 080372
MID Government Financial Information

AID: A0000000041010

AthNtwkNm: MASTERCARD
PIN VERIFIED

THANK YOU FOR YOUR BUSINESS

5702
11000000
pd by m/c

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 1
Entered: 01/16/2020 08:52
Exited: 01/16/2020 14:10
Ticket Number: 93482
Transaction Number: 78329
Rate: A
Parking Fee: \$19.00

Total Fee: \$19.00
Fee Paid: \$19.00
Master

Government Financial Information

Approval Number: 008397

Thank you for visting
Canada Place
Above amount includes 5% GST
GST# 120996095RT0005

5402
1100000
pd by m/c

CANADA PLACE

RECEIPT

TRAN IN TIME OUT TIME FEE CC#

4433 01/09 09:10 01/09 14:33 \$23.00

Government
Financial
Information

on

Information

5762
1100000
Pd by m/c

RECEIPT
Imperial Parking
Lot - 970
www.impark.com

Stall # 43
Expiration Date/Time
06:41 PM
JAN 17, 2020

Purchase Date/Time: 06:41pm Jan 17, 2020
Total Parking: \$3.84
Total TAX: \$1.15
Total Due: \$5.00
Total Paid: \$5.00
Ticket # 00009036
SN #: 50001620342
Setting: 0970 - Raven XT
Mach Name: Meter - 2

MasterCard
Auth #: 026046
PARKING VALIDATED AT
OUR RESTAURANTS
SEE INDIVIDUAL HOTELS
FOR DETAILS

Rate: \$3.85 - For 1 Hour
Pmt Type: CC (Swipe)

RECU DE STATIONNEMENT
PARKING RECEIPT
PARKING RECEIPT

7:00 AM	
7:30 AM	
8:00 AM	
8:30 AM	
9:00 AM	
9:30 AM	
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
1:00 PM	
1:30 PM	
2:00 PM	

AE20EXESLP43



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132475

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 Mark, Melanie			Employee ID Personal Information			Phone Number (250) 356-0179			
Client Organization Advanced Education			Job Title Minister			Travel Group Code 4			
5. Date Completed 2020/01/20		6. Fiscal Year 2020		7. Special Cheque Issue		8. Cheque Stub Information			
Type of Travel In Province		14. Reason for Travel Ministerial Business				Headquarters Vancouver			
12. Mailing Address for Cheque PO Box 9080 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
2020									
01/20	Vancouver	1700	2215	44	24.20				
01/21	NewWest	0900	1130	42	23.10				
01/22	Vancouver	0900	1545	28	15.40		27.00		23.00
01/23	*Van/Terrace/Van (PO)	0715	1630	36	19.80		27.00		98.10
01/24	Vancouver	0800	1745	34	18.70				
01/27	*Van/Vic/Van (HJ)	0715	1715	28	** 15.40	** 7.70	** 27.00		
01/28	Richmond	1045	1315	30	16.50				
01/30	Vancouver	0815	1715	30	16.50		27.00		23.00
TOTALS OF COLUMNS					36.	37.	38.	39.	40.
					**CCA \$ 149.60	\$ 7.70	\$ 108.00	\$ 0.00	\$ 144.10
									Claim Total \$ 409.40
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount
019	11001	18000		5702	1100000		Government Financial Information		\$ 359.30
019	11001	18000		5701	11MTVNC				\$ 23.10
019	11001	18000		5750	11MTCCA				\$ 27.00
Less Travel Advance									
019									
AMOUNT DUE TO EMPLOYEE									54. \$ 409.40
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		

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2020Feb11
SLP

Notes for Travel Voucher (Restricted Use) E132475 for Mark, Melanie

3 note(s) returned.

Created On	Author	Note
2020/01/30 14:39:48	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Jan 20, 2020 drive to evening event - drive home Jan 21, 2020 - drive to New West for event - drive home Jan 22, 2020 - drive to DTVan for meetings (prking pd by m/c) - drive home Jan 23, 2020 - drive to Vancouver airport (prking pd by m/c) Van/Terrace (PC pd by p/c) p/u Budget Rental Car drive to event - drive to Terrace airport drop off Budget Rental Car (rental and gas pd by m/c) Terrace/Van (PC pd by p/c) - drive home
2020/01/30 14:41:56	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Jan 27, 2020 - drive to Helijet Van/Vic (pd by p/c) shuttle to buildings - Yellow Cab (pd by m/c) to Helijet Vic/Van (pd by p/c) - drive home Jan 28, 2019 - drive to Richmond for event - drive home
2020/01/31 09:04:43	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Jan 30, 2020 - drive to DTVan for meetings and event (prking pd by m/c) - drive home

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Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 2
Entered: 01/22/2020 08:10
Exited: 01/22/2020 16:08
Ticket Number: 95109
Transaction Number: 198398
Rate: A
Parking Fee: \$23.00

Total Fee: \$23.00
Fee Paid: \$23.00

Master
Government Financial Information

Approval Number: 009481

Thank you for visiting
Canada Place
Above amount includes 5% GST
GST# 120996095RT0005

5702
1100000
pd by m/c

BUDGET

RENTAL AGREEMENT NUMBER Government Financial Information

YOUR INFORMATION

Customer Name: MARK, MELANIE
 Loyalty Level: FASTBREAK
 RapidRez Number: Personal Information
 Budget Customer Discount: BC PROVINCIAL GOVERNMENT
 Method of Payment: MASTER Government Financial Information

YOUR RENTAL

Pickup Date/Time: JAN 23,2020@10:33AM
 Pickup Location: 4912 HIGHWAY 16 WEST
 TERRACE AIRPORT
 TERRACE,BC,V8G 1L8,CA

YOUR VEHICLE CHARGES

MIN 1 DAY		FREE	TIME AND KILOMETRES
RATE CHART		KILOMETERS	
KMs:		Hourly: 100	MIN IDY/01/C 50FM = 47.99
HRLY:	36.00	Daily: 200	Time and Kilometres: 47.99
DAILY:	47.99	Weekly: 1400	
AD DY:	0.00		
WKLY:	285.54		
MNTLY:	.00		
TAXABLE FEES			
Subtotal Charges:			47.99
PST 7.000%		+	3.36
NON TAXABLE ITEMS			
GST TAX 5.00 %		+	2.40
PASSENGER VEHICLE RENTAL TAX		+	1.58
Your Total Charges:			55.33
Prepayment		+	0.00

NET CHARGES: CAD 55.33
 Your Total Due: 0.00
 Fuel service: .2479 /MI 3.000 /Gal

RECEIPT

YOUR VEHICLE INFORMATION

Budget Car Number: 33895094
 Plate Number: BC GH398C
 Total Driven: 50 KM
 Odometer In: 27005 KM
 Veh Grp Charged: Intermediate
 Veh Grp Rented: Intermediate
 Veh Description: RED TOYOTA COROLLA CE
 Fuel Reading: Out 8/8 In 8/8

Return Date/Time: JAN 23,2020@2:00PM
 Return Location: 4912 HIGHWAY 16 WEST
 TERRACE AIRPORT
 TERRACE,BC,V8G 1L8,CA

YOUR OPTIONAL PRODUCTS/SERVICES

Optional Services Total Taxable:
 Optional Services Total Non Taxable:

-----NOTICES-----BUDGET-----NOTICES-----BUDGET-----NOTICES-----BUDGET-----NOTICES-----

Thank you for renting with Budget.
 If you have questions regarding this rental, call us at 250-638-0288.
 Your vehicle was rented to you by 10004 . Your vehicle was checked in by 10004 .

5702
 110000
 pd by m/c

PETRO-CANADA
3002 KALUM STREET
TERRACE
BC V8G 0A0
(250) 615-4190

Personal Information

GST
PC0283861:7790001
TERMINAL: 017790055
PAYPOINT: 017790001

2020-01-23 13:43

PUMP 05
REGULAR
LITRES L 4.635
PRICE/L \$ 1.299
FUEL SALES \$ 6.02*

TOTAL DUE \$ 6.02

TOTAL PAID
CREDIT CARD \$ 6.02

* GST INCL. \$ 0.29

MASTERCARD
Personal Information C

AUTH 075608
PURCHASE
C 0010010010 00 027

MASTERCARD
A0000000041010
0000008000
E800
INVOICE 242465

UE~

5702
1100000
PA by m/c

Vancouver Airport

Receipt No: 7029/0614/00614

01/23/20

GST R127267383

Pay parking ticket 36.75 \$
01/23/20 07:55 - 01/24/20 07:55
Length Of Stay: 1 Days, 00:00
Epan:02995157015011050023285090??
Unit ID:105

Total Amount	36.75 \$
Net Amount:	28.23 \$
Parking Sales Tax	6.77 \$
GST+	1.75 \$
Credit Mastercard	36.75 \$

Cale Systems Inc

TYPE: PURCHASE
ACCT: MASTERCARD \$ 36.75
CARD NUMBER: ***** Financial Information
DATE/TIME: 23/01/2020 05:02:02 PM
REFERENCE #: 662640810018164250 C
AUTH #: 046017

Mastercard
A0000000041010
0000008000E800
VERIFIED BY PIN

01 APPROVED - THANK YOU 027
-- IMPORTANT --
Retain this copy for your records
CUSTOMER COPY

5702
1100000
pd by m/c

WESTPARK - THANK YOU

WestPark Lot 248
Westin Wall Centre

Trans: 002865
Paid: \$0.00
Purchase Time:
9:06AM JAN 24, 2020
Licence plate
Personal Information

Expires;
JAN 24
7:00PM

Thanks for Parking
with WestPark
604.669.7275
GST 800470791RT0001

PARKING RECEIPT

WESTPARK - THANK YOU

WESTPARK

P/

YELLOW CAB #58
817 FISGARD ST V8W1R9
VICTORIA BC
23780031
GH2378003101

**** PURCHASE ****

01-27-2020 15:54:35
Acct # Government Financial Information C
Card Type MC
A0000000041010 Mastercard

Operator: 058
Trace # 175
Inv. # 058
Auth # 075584 RRN 001049013

Purchase \$7.70
Tip Personal Information

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

5701
11mtvnc
pd by m/c

Canada Place Parkade

888 Canada Pl #100
Vancouver BC, V6C 3C1

Pay Station Number: 1
Entered: 01/30/2020 13:59
Exited: 01/30/2020 17:02
Ticket Number: 07002
Transaction Number: 78910
Rate: A
Parking Fee: \$23.00

Total Fee: \$23.00
Fee Paid: \$23.00

Master

Government Financial Information

Approval Number: 073348

Thank you for visiting
Canada Place
Above amount includes 5% GST
GST# 120996095RT0005

5702
1100000
pd by m/c



Control No.

E132561

Name Mark, Melanie	Employee ID Personal Information	Phone Number (250) 356-0179
Client Organization Advanced Education	Job Title Minister	Travel Group Code 4

12. Mailing Address for Cheque
PO Box 9080 Stn Prov Govt Victoria, BC V8W 9E2

		36.	37.	38.	39.	40.	Claim Total
TOTALS OF COLUMNS		\$ 39.05	\$ 30.35	\$ 197.50	\$ 363.20	\$ 2.00	\$ 632.10

019	
Less Travel Advance	
019	

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
--	-------------------	--------------------

57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act	Print Name	Date Signed
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Notes for Travel Voucher (Restricted Use) E132561 for Mark, Melanie

2 note(s) returned.

Created On	Author	Note
2020/02/13 16:30:59	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Feb 5, 2020 - Bonny's taxi (pd by m/c) to Helijet Van/Vic (pd by p/c) - shuttle to buidlings for meetings - Yellow Cab (pd by m/c) to helijet Vic/Van (pd by p/c) - personal ride home
2020/02/18 08:08:17	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Feb 6, 2020 - drive to event Feb 5th - Bonny's Taxi (pd by m/c) to HJ Van/Vic (pd by p/c) - shuttle to bldgs for meetings - Yellow Cab (pd by m/c) to Helijet Vic to Van (pd by p/c) personal ride home Feb 6th - drive to event - drive home Feb 10th - drive to event (prking pd by m/c) - drive home Feb 11th - drive to HJ Van/Vic - share ride to bldgs - walk to hotel o/n (pd by m/c) Feb 12th - walk to bldgs - wa k to hotel o/n (pd by m/c) Feb 13th - walk to bldgs - shuttle to HJ Vic/Van (pd by p/c) - drive home

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Personal Information

BONNY'S TAXI B 61
5759 SIDLEY STREET
BURNABY BC

Government Financial Information

CARD
CARD TYPE MASTERCARD
DATE 2020/02/05
TIME 8334 08:47:41
CLERK ID 01
RECEIPT NUMBER
C85025073-001-120-005-0

PURCHASE
AMOUNT \$22.35
TIP Personal Information
TOTAL

Mastercard
A0000000041010
D9B277E49F0CD197
0000008000-E800
7E0EEF78C27CDA7B

APPROVED

AUTH# 056139 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

5701
LIMTUNE
pd by mic

Personal Information

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH21852400V1

**** PURCHASE ****

02-05-2020 15:58:35
Acct # Government Financial Information C
Card Type MC
A0000000041010 Mastercard

Operator: 229
Trace # 7357
Inv. # 229
Auth # 030949 RRN 001222008

Purchase \$8.00
Tip Personal Information

Total

(001) APPROVED-111111 100

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

5701
11/11/2020
pd by mlk

RECEIPT

City of New Westminster

Personal Information

Expiration Date/Time

01:18 PM
FEB 10, 2020

Purchase Date/Time: 12:18pm Feb 10, 2020
Total Due: \$2.00 Rate: Hourly Rate \$2.00
Total Paid: \$2.00 Payment Type: Card
Ticket #: 00043136
S/N #: 520015492126
Setting: NW Front St Parkade
Mach Name: R5-C2

Government

Financial Information MasterCard

Auth #: 044721

Thank you!
RECEIPT NOT REQUIRED
TO BE DISPLAYED

5702
1100000
pd by mic

Melanie Mark
 PO Box 9080 Stn. Provincial Gov
 Victoria, BC V8W 9E2
 Canada

Company Name: NDP Caucus

Group Name:

Room No. : 1103
 Arrival : 02-11-20
 Departure : 02-13-20
 Folio No. :
 Conf. No. : Personal Information
 AR No. :
 Reference No. :
 Custom Ref. :

Date	Description	Charges	Credits
02-11-20	Room Charge	155.00	
02-11-20	Destination Marketing Fee - 1%	1.55	
02-11-20	Municipal Tax - 3%	4.70	
02-11-20	Hotel Room Tax - 8%	12.52	
02-11-20	Goods and Services Tax - 5%	7.83	
02-12-20	Room Charge	155.00	
02-12-20	Destination Marketing Fee - 1%	1.55	
02-12-20	Municipal Tax - 3%	4.70	
02-12-20	Hotel Room Tax - 8%	12.52	
02-12-20	Goods and Services Tax - 5%	7.83	
02-13-20	Mastercard Government Financial Information		363.20
		Total Charges	363.20
		Total Credits	363.20
		Balance	0.00

Guest Signature: _____

Security Concern

Government
Financial
Information

CARD TYPE MASTERCARD
 DATE 2020/02/13
 TIME 04:18 08:00:50
 RECEIPT NUMBER
 C82027874-001-001-527-0
 PRE-AUTH COMPLETION
 TOTAL

\$363.20

Mastercard
 A0000000041010

APPROVED

AUTH# 019242 01-027
 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

Security Concern

Security Concern

Victoria,



Control No.

E132607

Name Mark, Melanie	Employee ID Personal Information	Phone Number (250) 356-0179
Client Organization Advanced Education	Job Title Minister	Travel Group Code 4

5. Date Completed 2020/02/18	6. Fiscal Year 2020	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial Business		Headquarters Vancouver

12. Mailing Address for Cheque
PO Box 9080 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
2020	*PCard									
02/18	*Victoria (HJ)	0600	2359		0.00		35.00		61.00	
02/19	Victoria	0700	2359		0.00				61.00	
02/20	*Vancouver (HJ)	0700	1945		0.00		34.00		61.00	

	36.	37.	38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 0.00	\$ 69.00	\$ 183.00	\$ 363.20	\$ 0.00	\$ 615.20

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
019	11001	18000	5701	11MTVNC	Government Financial	\$ 69.00
019	11001	18000	5750	11MTCCA	Information	\$ 183.00
019	11001	18000	5751	11MTCCA		\$ 363.20
019						

[illegible]

	AMOUNT DUE TO EMPLOYEE	54.	\$ 615.20
--	------------------------	-----	-----------

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) E132607 for Mark, Melanie

4 note(s) returned.

Created On	Author	Note
2020/02/18 08:56:01	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Feb 18th - drive to Hel jet Van/Vic (pd by p/c) shuttle to bldgs. - walk to hotel o/n (pd by m/c)
2020/02/19 12:09:01	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Feb 19, 2020 - walk to buildings - wa k to hotel o/n (pd by m/c)
2020/02/21 08:56:05	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	wa k to buildings - shuttle to Helijet Vic/Van (pd by p/c) Vancouver Taxi (pd by m/c) to home
2020/02/21 11:01:29	Mark, Melanie (IDIR\MELMARK) Melanie.Mark@gov.bc.ca	sorry last note say Feb 21, 2020 - it would say Feb 20,2020

Production *** Copyright © Government of British Columbia

Melanie Mark
PO Box 9080 Stn. Provincial Gov
Victoria, BC V8W 9E2
Canada

Company Name: NDP Caucus

Group Name:

Room No. : 0803
Arrival : 02-18-20
Departure : 02-20-20
Folio No. :
Conf. No. : Personal Information
AR No. :
Reference No. :
Custom Ref. :

Date	Description	Charges	Credits
02-18-20	Room Charge	155.00	
02-18-20	Destination Marketing Fee - 1%	1.55	
02-18-20	Municipal Tax - 3%	4.70	
02-18-20	Hotel Room Tax - 8%	12.52	
02-18-20	Goods and Services Tax - 5%	7.83	
02-19-20	Room Charge	155.00	
02-19-20	Destination Marketing Fee - 1%	1.55	
02-19-20	Municipal Tax - 3%	4.70	
02-19-20	Hotel Room Tax - 8%	12.52	
02-19-20	Goods and Services Tax - 5%	7.83	
02-20-20	Mastercard Government Financial Information		363.20
		Total Charges	363.20
		Total Credits	363.20
		Balance	0.00

Guest Signature: _____

Security Concern

Government
Financial
Information

CARD TYPE MASTERCARD
DATE 2020/02/20
TIME 5539 07:33:04
RECEIPT NUMBER
C84151221-001-001-685-0
PRE-AUTH COMPLETION
TOTAL

\$363.20

Mastercard
A0000000041010

APPROVED

AUTH# 037162 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Page No. 1 of 1

5751
11MTCCA
pd by mik

BONNY'S TAXI B 77
5759 SIDLEY STREET
BURNABY BC

Government Financial Information

CARD

CARD TYPE MASTERCARD

DATE 2020/02/18

TIME 0519 06:39:28

CLERK ID 01

RECEIPT NUMBER

C85025507-001-631-001-0

PURCHASE

TOTAL

\$35.00

Mastercard

A0000000041010

9EE29BF6B8C44E24

0000008000-E800

BDAAACD51F925C04

APPROVED

AUTH# 026894

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

11M TUNE
5701
pd by m/c

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

Government Financial Information

CARD
CARD TYPE MASTERCARD
DATE 2020/02/20
TIME 5089 19 34 05
CLERK ID 9
INVOICE # 9
RECEIPT NUMBER
C85005401-001-431-002-0

PURCHASE
TOTAL

\$34.00

Mastercard
A0000000041010
EBA5881737A48DCC
0000008000-E800
20EF1063EA48B698

APPROVED

AUTH# 092701 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

11MTUNC
5701
pd by m/c

Flesh, Cindy AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: June 17, 2019 11:08 AM
To: Flesh, Cindy AEST: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

Personal Information

Company

Booking

Government Financial Information

Thursday, May 16, 2019

Invoice #375532

730

FARE-YWH-FULL_Winter2019 \$333.33

19:00 Victoria Harbour (Downtown)

FARE-YWH-FULL_Winter2019 (\$333.33)

19:35 Vancouver Harbour (Downtown)

FARE-YWH-FULL_Winter2018 \$309.52

+ GST \$15.48

35 minutes

Billing \$309.52

Confirmed

Taxes \$15.48

1 Passengers - Full-Fare

Grand Total \$325.00

Personal Information

Female

Melanie Mark

Mastercard \$350.00

[Add to Calendar](#)

Date / Time May 16, 2019 @ 5:22:18 PM

Government Financial Information

Summary

Expiration

Authorization 202218

Mastercard (\$25.00)

Date / Time June 17, 2019 @ 11:07:42 AM
Government Financial Information

Summary

Expiration

Authorization 212267

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

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. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.
After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade

Flesh, Cindy AEST:EX

From: Munro, Asia AEST:EX
Sent: December 12, 2019 2:08 PM
To: Flesh, Cindy AEST:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Kinanâskomitin,
(Thank you, I am grateful to you)

Asia Munro
Administrative Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
P: (250) 419-8828 | E: asia.munro@gov.bc.ca

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.

From: Passenger Services <PassengerServices@helijet.com>
Sent: December 11, 2019 3:23 PM
To: Munro, Asia AEST:EX <Asia.Munro@gov.bc.ca>
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

Melanie Mark

Company

Ministry Of Advanced Education, Skills & Training

Booking

Government Financial
Information

Wednesday, December 11, 2019

Invoice #458068

722

15:50 Victoria Harbour (Downtown)

16:25 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Melanie Mark, Female

[Add to Calendar](#)

FARE-YWH-FULL_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

Grand Total \$350.00

Mastercard \$350.00

Date / Time December 11, 2019 @ 3:22:43 PM

Summary Government Financial Information

Expiration

Authorization 062823

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

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. 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 your air carrier or visit the Canadian Transportation Agency's website.

GST#:
R102320165

Passenger Travel Information:

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

Munro, Asia AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: December 10, 2019 7:19 AM
To: Munro, Asia AEST: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

Melanie Mark

Company

Ministry Of Advanced Education, Skills & Training

Booking

Government Financial
Information

Tuesday, December 10, 2019

703

07:30 Vancouver Harbour (Downtown)

08:05 Victoria Harbour (Downtown)

Dropoff:

Shuttle Requested

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice #478537

FARE-YWH-FULL_Winter2019

\$333.33

+ GST

\$16.67

Billing

\$333.33

Taxes

\$16.67

Grand Total

\$350.00

Mastercard

\$350.00

Date / Time

December 10, 2019 @ 7:15:20 AM

Summary

Government Financial Information

Expiration

Melanie Mark, Female

Authorization 029077

[Add to Calendar](#)

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

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. 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 your air carrier or visit the Canadian Transportation Agency's website.

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. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

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

Munro, Asia AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: December 11, 2019 3:23 PM
To: Munro, Asia AEST: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

Melanie Mark

Company

Ministry Of Advanced Education, Skills & Training

Booking

Government Financial
Information

Wednesday, December 11, 2019

722

15:50 Victoria Harbour (Downtown)

16:25 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Melanie Mark, Female

[Add to Calendar](#)

Invoice #458068

FARE-YWH-FULL_Winter2019

\$333.33

+ GST

\$16.67

Billing

\$333.33

Taxes

\$16.67

Grand Total

\$350.00

Mastercard

\$350.00

Date / Time

December 11, 2019 @ 3:22:43 PM

Summary

Government Financial Information

Expiration



AIR CANADA

YOUR BOOKING IS CONFIRMED

Booking Reference : Government Financial Information

Passengers

 **Melanie Mark**

Ticket Number

0142124647467

Seats

AC8236 -

Departing Flight

Thursday, January 23rd, 2020 Vancouver, CA (YVR) - Terrace, CA (YXT)

08:50

Non-stop - 1hr38m

10:28

Vancouver

Terrace



Economy - Standard

Sit back and relax in our comfortable Economy Class cabin; earn Aeroplan and Altitude Qualifying Miles

Includes travel operated by Air Canada Express - Jazz

Purchase summary

MasterCard

Government Financial Information

Amount paid: \$210.13

Full details can be found in your attached Itinerary/Receipt

Tax information

**Air Transportation Charges**

Base Fare	170.00
Surcharges	18.00

**Taxes, fees and charges**

Air Travellers Security Charge - Canada	7.12
Goods and Services Tax - Canada - 100092287 RT0001	10.01
Airport Improvement Fee - Canada	5.00
GRAND TOTAL - Canadian dollars	210¹³

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. [See our complete carry-on baggage policy.](#)

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Vancouver (YVR) > Terrace (YXT)

**1st bag**

\$ 31.50 CAD
Including taxes

**2nd bag**

\$ 52.50 CAD
Including taxes

Max. weight per bag:
23 kg (50 lb)

Max. dimensions per bag:
158 cm (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.



AIR CANADA

YOUR BOOKING IS CONFIRMED

Booking Reference :

Government Financial
Information

Passengers



Melanie Mark

Ticket Number

0142124647521

Seats

AC8241 -

Departing Flight

Thursday, January 23rd, 2020 Terrace, CA (YXT) - Vancouver, CA (YVR)

14:05

Non-stop - 1hr34m

15:39

Terrace

Vancouver



Economy - Standard

Sit back and relax in our comfortable Economy Class cabin; earn Aeroplan and Altitude Qualifying Miles

Includes travel operated by Air Canada Express - Jazz

Purchase summary

MasterCard

Government Financial Information

Amount paid: \$364.48

Full details can be found in your attached Itinerary/Receipt

Tax information

**Air Transportation Charges**

Base Fare	300.00
Surcharges	33.00

**Taxes, fees and charges**

Air Travellers Security Charge - Canada	7.12
Goods and Services Tax - Canada - 100092287 RT0001	17.36
Airport Improvement Fee - Canada	7.00
GRAND TOTAL - Canadian dollars	364⁴⁸

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. [See our complete carry-on baggage policy.](#)

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Terrace (YXT) > Vancouver (YVR)

**1st bag****\$ 31.50 CAD**
Including taxes**2nd bag****\$ 52.50 CAD**
Including taxes**Max. weight per bag:**
23 kg (50 lb)**Max. dimensions per bag:**
158 cm (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Munro, Asia AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: January 27, 2020 8:24 AM
To: Munro, Asia AEST: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 #

Personal Information

Name

Melanie Mark

Company

Ministry Of Advanced Education, Skills & Training

Booking

Government Financial
Information

Monday, January 27, 2020

Invoice #496852

707

FARE-YWH-FULL_Winter2019

\$333.33

08:40 Vancouver Harbour (Downtown)

+ GST

\$16.67

09:15 Victoria Harbour (Downtown)

Billing

\$333.33

Dropoff:

Taxes

\$16.67

Shuttle Requested

Grand Total

\$350.00

35 minutes

Mastercard

\$350.00

Confirmed

Date / Time

January 27, 2020 @ 8:23:17 AM

Summary

Government Financial Information

1 Passengers - Full-Fare

Expiration

Munro, Asia AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: February 4, 2020 11:04 AM
To: Munro, Asia AEST: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

Melanie Mark

Company

Ministry Of Advanced Education, Skills & Training

Booking

Government Financial
Information

Monday, January 27, 2020

Invoice #496853

724

FARE-YWH-FULL_Winter2019

\$333.33

16:20 Victoria Harbour (Downtown)

+ GST

\$16.67

16:55 Vancouver Harbour (Downtown)

Billing

\$333.33

35 minutes

Taxes

\$16.67

Grand Total

\$350.00

Confirmed

Mastercard

\$350.00

1 Passengers - Full-Fare

Date / Time

January 27, 2020 @ 3:56:34 PM

Melanie Mark, Female

Summary

Government Financial Information

[Add to Calendar](#)

Expiration



Control No.

E132644

Name Mark, Melanie	Employee ID Personal Information	Phone Number (250) 356-0179
Client Organization Advanced Education	Job Title Minister	Travel Group Code 4

5. Date Completed 2020/02/24	6. Fiscal Year 2020	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial Business		Headquarters Vancouver

16. Travel Dates	17. *PCard 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
2020										
02/24	*Victoria (HJ)	0645	2359	14	7.70		61.00	181.60		
02/25	Victoria	0700	2359		0.00		61.00	181.60		
02/26	Victoria	0700	2359		0.00		61.00	181.60		
02/27	*Vancouver (HJ)	0700	1945	14	7.70		61.00			
02/28	Vancouver	1000	1500	48	26.40		27.00			

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
019	11001	18000	5701	11MTVNC	Government Financial Information	\$ 15.40
019	11001	18000	5750	11MTCCA		\$ 244.00
019	11001	18000	5751	11MTCCA		\$ 544.80
019	11001	18000	5702	1100000		\$ 53.40

[illegible]

AMOUNT DUE TO EMPLOYEE

54.	\$ 857.60
-----	-----------

Print Name	Date Signed
------------	-------------

Print Name	Date Signed
------------	-------------

Print Name	Date Signed
------------	-------------

Notes for Travel Voucher (Restricted Use) E132644 for Mark, Melanie

3 note(s) returned.

Created On	Author		Note
2020/02/25 09:52:43	Flesh, Cindy (IDIR\CFLESH)	Cindy.Flesh@gov.bc.ca	Feb 24th - drive to HJ Van/Vic (pd by p/c) shuttle to buildings - walk to hotel o/n (pd by m/c) Feb 25th - walk to buildings - walk to hotel o/n (pd by m/c)
2020/02/26 10:33:31	Flesh, Cindy (IDIR\CFLESH)	Cindy.Flesh@gov.bc.ca	Feb 26, 2020 - walk to buildings - wa k to hotel o/n (pd by m/c)
2020/02/28 15:39:30	Flesh, Cindy (IDIR\CFLESH)	Cindy.Flesh@gov.bc.ca	Feb 27, 2020 walk to buildings - shuttle to HJ Vic/Van (pd by p/c) drive home Feb 28, 2020 drive to events - drive home

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Melanie Mark
PO Box 9080 Stn. Provincial Gov
Victoria, BC V8W 9E2
Canada

Company Name: NDP Caucus

Group Name:

Room No. : 1010
Arrival : 02-24-20
Departure : 02-27-20
Folio No. :
Conf. No. Security Concern
AR No. :
Reference No. :
Custom Ref. :

Date	Description	Charges	Credits
02-24-20	Room Charge	155.00	
02-24-20	Destination Marketing Fee - 1%	1.55	
02-24-20	Municipal Tax - 3%	4.70	
02-24-20	Hotel Room Tax - 8%	12.52	
02-24-20	Goods and Services Tax - 5%	7.83	
02-25-20	Room Charge	155.00	
02-25-20	Destination Marketing Fee - 1%	1.55	
02-25-20	Municipal Tax - 3%	4.70	
02-25-20	Hotel Room Tax - 8%	12.52	
02-25-20	Goods and Services Tax - 5%	7.83	
02-26-20	Room Charge	155.00	
02-26-20	Destination Marketing Fee - 1%	1.55	
02-26-20	Municipal Tax - 3%	4.70	
02-26-20	Hotel Room Tax - 8%	12.52	
02-26-20	Goods and Services Tax - 5%	7.83	
02-27-20	Mastercard Government Financial Information		544.80
Total Charges		544.80	
Total Credits			544.80
Balance			0.00

Guest Signature: _____

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

CARDHOLDER COPY

APPROVED
AUTH# 030224 01-027
THANK YOU

Mastercard
A0000000041010

\$544.80

PRE-AUTH COMPLETION
TOTAL

RECEIPT NUMBER
C82027874-001-001-672-0

DATE 2020/02/27
TIME 08:04:25

CARD TYPE MASTERCARD
CARD INFORMATION

Security Concern

Page No. 1 of 1



Control No.

E132677

Name	Employee ID	Phone Number
Mark, Melanie	Personal Information	(250) 356-0179
Client Organization	Job Title	Travel Group Code
Advanced Education	Minister	4

5. Date Completed 2020/03/02	6. Fiscal Year 2020	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial Business		Headquarters Vancouver

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	*PCard Destination	Start	End	Km	Cost		Cost		Cost	Describe
2020										
03/02	*Victoria (HJ)	0700	2359	14	7.70		61.00	193.31		
03/03	Victoria	0700	2359		0.00		48.50	193.31		
03/04	Victoria	0700	2359		0.00		61.00	193.31		
03/05	*Vancouver (HJ)	0700	1945	14	7.70		61.00			

TOTALS OF COLUMNS	36. \$ 15.40	37. \$ 0.00	38. \$ 231.50	39. \$ 579.93	40. \$ 0.00	Claim Total \$ 826.83
-------------------	-----------------	----------------	------------------	------------------	----------------	--------------------------

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
019	11001	18000	5701	11MTVNC	Government Financial	\$ 15.40
019	11001	18000	5750	11MTCCA	Information	\$ 231.50
019	11001	18000	5751	11MTCCA		\$ 579.93
019						

Less Travel Advance	019	
---------------------	-----	--

AMOUNT DUE TO EMPLOYEE

54.	\$ 826.83
-----	-----------

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) E132677 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2020/03/05 10:22:32	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	March 2, 2020 - drive to HJ Van/Vic (pd by m/c) - shuttle to buildings - wa k to hotel o/n (pd by m/c) March 3, 2020 - walk to buildings - wa k to hotel o/n (pd by m/c) March 4, 2020 - walk to buildings - wa k to hotel o/n (pd by m/c) March 5, 2020 - walk to buildings - shuttle to HJ Vic/Van (pd by m/c) - drive home

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Melanie Mark
 PO Box 9080 Stn. Provincial Gov
 Victoria, BC V8W 9E2
 Canada

Company Name: NDP Caucus

Group Name:

Room No. : 1010
 Arrival : 03-02-20
 Departure : 03-05-20
 Folio No. :
 Conf. No. : Personal Information
 AR No. :
 Reference No. :
 Custom Ref. :

Date	Description	Charges	Credits
03-02-20	Room Charge	165.00	
03-02-20	Destination Marketing Fee - 1%	1.65	
03-02-20	Municipal Tax - 3%	5.00	
03-02-20	Hotel Room Tax - 8%	13.33	
03-02-20	Goods and Services Tax - 5%	8.33	
03-03-20	Room Charge	165.00	
03-03-20	Destination Marketing Fee - 1%	1.65	
03-03-20	Municipal Tax - 3%	5.00	
03-03-20	Hotel Room Tax - 8%	13.33	
03-03-20	Goods and Services Tax - 5%	8.33	
03-04-20	Room Charge	165.00	
03-04-20	Destination Marketing Fee - 1%	1.65	
03-04-20	Municipal Tax - 3%	5.00	
03-04-20	Hotel Room Tax - 8%	13.33	
03-04-20	Goods and Services Tax - 5%	8.33	
03-05-20	Mastercard Government Financial Information		579.93

11 MTCCA
 5751
 pd by m/c

Total Charges	579.93	
Total Credits		579.93
Balance		0.00

Guest Signature: _____

Mastercard
 A0000000041010
APPROVED
 AUTH# 098764 01-027
 THANK YOU
 CARDHOLDER COPY
 IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

PRE-AUTH COMPLETION
 TOTAL
\$579.93
 RECEIPT NUMBER
 C82027874-001-001-182-0
 TIME 5244 07:40:03
 DATE 2020/03/05
 CARD TYPE Government Financial Information
 MASTERCARD

Security Concern

Page No. 1 of 1



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132799

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 Mark, Melanie			Employee ID Personal Information			Phone Number (250) 356-0179				
Client Organization Advanced Education			Job Title Minister			Travel Group Code 4				
5. Date Completed 2020/03/16		6. Fiscal Year 2020		7. Special Cheque Issue			8. Cheque Stub Information			
Type of Travel In Province		14. Reason for Travel Ministerial Business						Headquarters Vancouver		
12. Mailing Address for Cheque PO Box 9080 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	
2020	Vancouver	1225	1330	28	15.40					
03/16	Vancouver									
03/20	* Victoria (HJ)	0715	2359	14	7.70		27.00		32.28	
03/21	* Vancouver (HJ)	0700	1600	14	7.70					
01/15	Vancouver	0900	1130		0.00				20.00	
									private residence	
									prking Supplemental to E	
TOTALS OF COLUMNS					36. \$ 30.80	37. \$ 0.00	38. \$ 27.00	39. \$ 0.00	40. \$ 52.28	Claim Total \$ 110.08
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project	45. Supplier Code Government Financial Information		Amount		
019	11001	18000		5702	1100000			\$ 35.40		
019	11001	18000		5750	11MTCCA			\$ 27.00		
019	11001	18000		5751	11MTCCA			\$ 32.28		
019	11001	18000		5701	110000MTVNC			\$ 15.40		
Less Travel Advance 019										
									54. \$ 110.08	
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) E132799 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2020/03/23 14:51:36	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	March 16, 2020 - drive to DTVan for mtgs - drive home March 20, 2020 - drive to Hel jet Van/Vic (pd by p/c) - shuttle to buildings for meeting - o/n personal residence March 21, 2020 - personal ride to Helijet Vic/Van (pd by p/c) - drive home Jan 15, 2020 - claiming missed and lost parking receipt 20.00 TV E132446 (have attached BMO statement)

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Card Transactions

12/27/2019 to 01/26/2020
Mark Melanie J Government Financial Information


Tran Date	Supplier	Source Amount	Amount Tax	Amount Incl	
-----------	----------	---------------	------------	-------------	--

01/15/2020	Vinci Park - Canada Pl	2.14	(20.00)
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Personal Information



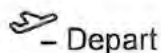
Booking Confirmation

Booking Reference:  Government Financial Information

Date of issue: 26 Nov, 2018

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

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the [IATA Travel Centre website](#) or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view [Air Canada's Privacy Policy](#) directly.



- Depart

Economy - Basic

Sunday
07 Apr, 2019

21:55

Vancouver

Vancouver Int. (YVR), BC
Terminal M



22:24

Victoria

Victoria Int. (YYJ), BC



AC8081

0hr29

Economy L

Operated by: Air Canada Express -
Jazz | **Q400**

 Economy Basic is a [restricted fare](#)

Passengers

 **Melanie Mark**

Ticket Number
0142104087880

Air Canada - Aeroplan
Personal Information

Seats
AC8081 Personal Information



Purchase summary

MasterCard
Government Financial
Amount paid: \$136.63

Tax information

GST/HST no. 10009-2287 RT0001
\$6.51

1 adult

Base Fare	85.00
Surcharges	12.00

Goods and Services Tax - Canada no. 100092287 RT0001	5.46
--	------

Air Travellers Security Charge - Canada	7.12
---	------

Airport Improvement Fee - Canada	5.00
----------------------------------	------

Total airfare and taxes before options	\$114.58
--	----------

Melanie Mark

AC8081 **Personal Information**

\$1.80

Goods and Services Tax - Canada no. 100092287 RT0001	1.93
--	------

Total with options and seat selection fee	\$136.63
---	----------

GRAND TOTAL (Canadian dollars)	\$136.63
--------------------------------	----------



Check-in and boarding gate deadlines

Within Canada

90

minutes

Recommended check-in time

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

45

minutes¹

Check-in and baggage drop-off deadline

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

15

minutes

Boarding gate deadline

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

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



Booking Confirmation

Government Financial Information

Booking Reference:

Date of issue: 26 Nov, 2018

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

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- Depart

Economy - Basic

Sunday
05 May, 2019

20:40

Vancouver

Vancouver Int. (YVR), BC
Terminal M



21:10

Victoria

Victoria Int. (YYJ), BC

AC8081

0hr30

Economy T

Operated by: Air Canada Express -
Jazz | Q400

ⓘ Economy Basic is a **restricted fare**.

Passengers

Melanie Mark

Ticket Number
0142104088604

Air Canada - Aeroplan
Personal Information

Seats

AC8081 Personal Information



Purchase summary

MasterCard
Government Financial
Information

Amount paid: \$149.00

Tax information

GST/HST no. 10009-2287 RT0001
\$6.96

1 adult

Base Fare	94.00
Surcharges	12.00

Goods and Services Tax - Canada no. 100092287 RT0001	5.91
Air Travellers Security Charge - Canada	7.12
Airport Improvement Fee - Canada	5.00
Total airfare and taxes before options	\$124⁰³

Melanie Mark

Personal Information

AC8081 **21:00**

Goods and Services Tax - Canada no. 100092287 RT0001 **1.35**

Total with options and seat selection fee **\$146⁰⁸**

GRAND TOTAL (Canadian dollars) **\$146⁰⁸**



Check-in and boarding gate deadlines

Within Canada

90

minutes

Recommended check-in time

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

45

minutes

Check-in and baggage drop-off deadline

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

15

minutes

Boarding gate deadline

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

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



Booking Confirmation

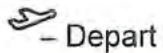
Government Financial Information

Booking Reference:

Date of issue: 26 Nov, 2018

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Economy - Basic

Sunday
28 Apr. 2019

21:55
Vancouver
Vancouver Int. (YVR), BC
Terminal M



22:24
Victoria
Victoria Int. (YYJ), BC

AC8081

0hr29
Economy L
Operated by: Air Canada Express -
Jazz | Q400

ⓘ Economy Basic is a [restricted fare](#)

Passengers

Melanie Mark

Seats
AC8081 Personal Information

Ticket Number
0142104088296

Air Canada - Aeroplan
Personal Information



Purchase summary

MasterCard
Government Financial
Amount paid \$136.63

Tax information

GST/HST no. 10009-2287 RT0001
\$8.51

1 adult

Base Fare	85.00
Surcharges	12.00

Goods and Services Tax - Canada no. 100092287 RT0001	5.46
--	------

Air Travellers Security Charge - Canada	7.12
---	------

Airport Improvement Fee - Canada	5.00
----------------------------------	------

Total airfare and taxes before options	\$114.58
--	-----------------

Melanie Mark

Personal Information

AC8081	21.00
--------	-------

Goods and Services Tax - Canada no. 100092287 RT0001	1.05
--	------

Total with options and seat selection fee	\$136.63
---	-----------------

GRAND TOTAL (Canadian dollars)	\$136.63
--------------------------------	-----------------



Check-in and boarding gate deadlines

Within Canada

90

minutes

Recommended check-in time

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

45

minutes¹

Check-in and baggage drop-off deadline

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

15

minutes

Boarding gate deadline

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

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



Booking Confirmation

Government Financial Information

Booking Reference

Date of issue: 27 Nov, 2018

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

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Depart

Economy - Basic

Sunday
12 May, 2019

22:20
Vancouver
Vancouver Int. (YVR), BC
Terminal M



22:50
Victoria
Victoria Int. (YYJ), BC

AC8081

0hr30
Economy L
Operated by: Air Canada Express -
Jazz | **Q400**

! Economy Basic is a **restricted fare**

Passengers

Melanie Mark

Ticket Number
0142104144039

Air Canada - Aeroplan
Personal Information

Seats
AC8081 Personal Information



Purchase summary

MasterCard
Government
Financial Information

Amount paid \$139.78

Tax information

GST/HST no. 10009-2287 RT0001
\$6.66

1 adult

Base Fare	88.00
Surcharges	12.00

Goods and Services Tax - Canada no. 100092287 RT0001	5.61
--	------

Air Travellers Security Charge - Canada	7.12
---	------

Airport Improvement Fee - Canada	5.00
----------------------------------	------

Total airfare and taxes before options	\$117.73
--	----------

Melanie Mark

Personal Information
AC8081

31.00

Goods and Services Tax - Canada no. 100092287 RT0001	1.05
--	------

Total with options and seat selection fee	\$139.78
---	----------

GRAND TOTAL (Canadian dollars)	\$139.78
--------------------------------	----------



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

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

45
minutes¹

Check-in and baggage drop-off deadline

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

15
minutes

Boarding gate deadline

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

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



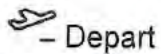
Booking Confirmation

Government Financial
Booking Reference: Information

Date of issue: 27 Nov, 2018

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

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- Depart

Economy - Basic

Sunday
26 May, 2019

22:20
Vancouver
Vancouver Int. (YVR), BC
Terminal M



22:50
Victoria
Victoria Int. (YYJ), BC

AC8081

0hr30
Economy L
Operated by: Air Canada Express -
Jazz | Q400

! Economy Basic is a [restricted fare](#)

Passengers

Melanie Mark
Ticket Number
0142104144288
Air Canada - Aeroplan
Personal Information

Seats Personal Information
AC8081



Purchase summary

MasterCard
Government Financial

Information
Amount paid: \$570.41

Tax information

GST/HST no. 10009-2287 RT0001
\$27.16

1 adult

Base Fare - Depart - Economy - Standard	204.00
Base Fare - Return - Economy - Standard	259.00
Surcharges	24.00

Goods and Services Tax - Canada no. 100092287 RT0001	26.06
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	20.00

Total airfare and taxes before options **\$547³¹**

Michael Eso

AC8060 Personal Information

11.00

AC8081

11.00

Goods and Services Tax - Canada no. 100092287 RT0001

1.10

Total with options and seat selection fee: **\$570⁴¹**

GRAND TOTAL (Canadian dollars) **\$570⁴¹**



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

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

45
minutes¹

Check-in and baggage drop-off deadline

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

15
minutes

Boarding gate deadline

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

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

Munro, Asia AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: February 5, 2020 8:54 AM
To: Munro, Asia AEST: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	Melanie Mark
	Company	Ministry Of Advanced Education, Skills & Training

Booking

Government Financial Information

Wednesday, February 5, 2020

709

09:30 Vancouver Harbour (Downtown)

10:05 Victoria Harbour (Downtown)

Dropoff:

Shuttle Requested

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice #505096

FARE-YWH-FULL_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

Grand Total \$350.00

Mastercard \$350.00

Date / Time February 5, 2020 @ 8:53:32 AM

Summary Government Financial Information

Expiration

Melanie Mark, Female

Authorization

086686

[Add to Calendar](#)

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

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. 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 your air carrier or visit the Canadian Transportation Agency's website.

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. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure, at no charge. All same-day bookings are non-refundable.

After 5pm, all next-day travel is non-refundable and only changeable with a \$50 change fee; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

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

Munro, Asia AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: February 21, 2020 9:28 AM
To: Munro, Asia AEST: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

Melanie Mark

Company

Ministry Of Advanced Education, Skills & Training

Booking

Government Financial
Information

Wednesday, February 5, 2020

Invoice #505098

724

FARE-YWH-FULL_Winter2019

\$333.33

17:05 Victoria Harbour (Downtown)

+ GST

\$16.67

17:40 Vancouver Harbour (Downtown)

Billing

\$333.33

35 minutes

Taxes

\$16.67

Grand Total

\$350.00

Confirmed

Mastercard

\$350.00

1 Passengers - Full-Fare

Melanie Mark, Female

Date / Time

February 5, 2020 @ 4:00:55 PM

Government Financial Information

Summary

Expiration

[Add to Calendar](#)

Munro, Asia AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: February 21, 2020 9:29 AM
To: Munro, Asia AEST: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	Melanie Mark
	Company	Ministry Of Advanced Education, Skills & Training

Booking

Government Financial Information

Tuesday, February 11, 2020

705

07:50 Vancouver Harbour (Downtown)

08:25 Victoria Harbour (Downtown)

Dropoff:

Shuttle Requested

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice #477499

FARE-YWH-FULL_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

Grand Total \$350.00

Mastercard \$350.00

Date / Time February 11, 2020 @ 7:29:56 AM

Government Financial Information

Summary

Expiration

Melanie Mark, Female

Authorization

050353

[Add to Calendar](#)

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

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. 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 your air carrier or visit the Canadian Transportation Agency's website.

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. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure, at no charge. All same-day bookings are non-refundable.

After 5pm, all next-day travel is non-refundable and only changeable with a \$50 change fee; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

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

Subject:

FW: Thank you for choosing to take off with Helijet!



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We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer
#

Government Financial
Information

Name

Melanie Mark

Company

Ministry Of Advanced Education, Skills &
Training

Booking

Government Financial
Information

Thursday, February 13, 2020

Invoice #472998

858

18:40 Victoria Harbour

(Downtown)

19:15 Vancouver Harbour

(Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Melanie Mark, Female

[Add to Calendar](#)

FARE-YWH-FULL_Winter2019

\$333.33

+ GST

\$16.67

Billing

\$333.33

Taxes

\$16.67

Grand Total

\$350.00

Mastercard

\$350.00

Date / Time

February 13, 2020 @ 5:01:28 PM

Summary

Government Financial Information

Expiration

Authorization 077084

Munro, Asia AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: February 21, 2020 9:29 AM
To: Munro, Asia AEST:EX
Subject: Thank you for choosing to take off with Helijet!



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We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Government Financial Information

Name

Melanie Mark

Company

Ministry Of Advanced Education, Skills & Training

Booking

Government Financial Information

Tuesday, February 18, 2020

Invoice #512791

851

07:00 Vancouver Harbour (Downtown)

07:35 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Melanie Mark, Female

[Add to Calendar](#)

FARE-YWH-FULL_2020

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

Mastercard

\$375.00

Date / Time

February 18, 2020 @ 6:43:06 AM

Summary

Government Financial Information

Expiration

Munro, Asia AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: February 20, 2020 6:06 PM
To: Munro, Asia PREM: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

Government Financial Information

Account	Customer #	
	Name	Melanie Mark
	Company	Ministry Of Advanced Education, Skills & Training

Booking

Government Financial Information

Thursday, February 20, 2020

858

18:40 Victoria Harbour (Downtown)

19:15 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Melanie Mark, Female

[Add to Calendar](#)

Invoice #473004

FARE-YVH-FULL_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

Grand Total \$350.00

Mastercard \$350.00

Date / Time February 20, 2020 @ 6:05:39 PM

Summary Government Financial Information

Expiration

Munro, Asia AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: February 24, 2020 7:29 AM
To: Munro, Asia AEST: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

Melanie Mark

Company

Ministry Of Advanced Education, Skills & Training

Booking

Government Financial
Information

Monday, February 24, 2020

Invoice #477510

705

07:50 Vancouver Harbour (Downtown)

08:25 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Melanie Mark, Female

[Add to Calendar](#)

FARE-YWH-FULL_Winter2019

\$333.33

+ GST

\$16.67

Billing

\$333.33

Taxes

\$16.67

Grand Total

\$350.00

Mastercard

\$350.00

Date / Time

February 24, 2020 @ 7:28:14 AM

Government Financial Information

Summary

Expiration