

Minister's Quarterly Travel Expense Summary

Name: Honourable Melanie Mark

Quarter: 2020 April to June

Portfolio: Advanced Education, Skills and Training

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 2,770.37

Other Travel in Province: \$ 1,199.57

Out of Country Travel: \$ -

Out of Province Travel:

Total travel expenses paid this quarter: \$ 3,969.94

Travel expenses fiscal year-to-date: \$ 3,969.94

AE21EXESLP01



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132818

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 2020/03/19		6. Fiscal Year 2021		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									
04/01	Vancouver	0800	1400	30	16.50		27.00		19.00
04/07	Vancouver	0915	1115	25	13.75				
04/08	Vancouver	0800	1500	30	16.50		27.00		19.00
									Describe prking
									prking
TOTALS OF COLUMNS				36. \$ 46.75	37. \$ 0.00	38. \$ 54.00	39. \$ 0.00	40. \$ 38.00	Claim Total \$ 138.75
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project	45. Supplier Code		Amount	
019	11001	18000		5702	1100000	Government Financial Information		\$ 138.75	
019									
019									
019									
Less Travel Advance									
019									
AMOUNT DUE TO EMPLOYEE									54. \$ 138.75
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					Print Name		Date Signed		
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					Print Name		Date Signed		
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.					Print Name		Date Signed		

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2020Apr21
SLP

Notes for Travel Voucher (Restricted Use) E132818 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2020/04/09 13:31:34	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	April 1, 2020 - drive to DTVan for meetings (prking pd by m/c) - drive home April 7, 2020 - drive to Vancouver for event - drive home April 8, 2020 - drive to DTVan for meetings (prking pd by m/c) - drive home

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Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number:	1
Entered:	04/01/2020 08:47
Exited:	04/01/2020 13:47
Ticket Number:	12805
Transaction Number:	81622
Rate:	A
Parking Fee:	\$19.00

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

Master
Government Financial Information

Approval Number:	062043
------------------	--------

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

5702
1100000
pd by m/c

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number:	2
Entered:	04/08/2020
	08:46
Exited:	04/08/2020
	14:59
Ticket Number:	12914
Transaction Number:	204880
Rate:	A
Parking Fee:	\$19.00

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

Government Financial Information

Approval Number:	044000
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Thank you for visiting
Canada Place
Above amount includes 5% GST
GST# 120996095RT0005

5702
1100000
PA by mlc

AE21EXESLP03



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132904

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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 2020/04/15		6. Fiscal Year 2021		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
2020	Destination	Start	End	Km	Cost		Cost		Cost
04/15	DTVan	0815	1430	28	15.40		27.00		19.00
04/16	DTVan	1215	1530	28	15.40				23.00
04/22	DTVan	0815	1315	28	15.40		27.00		19.00
TOTALS OF COLUMNS					36. \$ 46.20	37. \$ 0.00	38. \$ 54.00	39. \$ 0.00	40. \$ 61.00
									Claim Total \$ 161.20
48. Client Code	49. Resp.	50. Service Line		51. STOB	52. Project	45. Supplier Code		Amount	
019	11001	18000		5702	1100000	Government Financial Information		\$ 161.20	
019									
019									
019									
Less Travel Advance									
019									
								54. \$ 161.20	
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.									
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.									
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.									
Print Name								Date Signed	
Print Name								Date Signed	
Print Name								Date Signed	

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2020Apr29
SLP

Notes for Travel Voucher (Restricted Use) E132904 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2020/04/23 12:19:00	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	April 15, 2020 - drive to DTVan for mtgs (prking pd by visa) - drive home April 16, 2020 - drive to DTVan for mtgs (prking pd by visa) - drive home April 22, 2020 - drive ot DTVan for mtgs (prking pd by visa) - drive home

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Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 2
Entered: 04/15/2020 09:03
Exited: 04/15/2020 14:12
Ticket Number: 13026
Transaction Number: 204892
Rate: A
Parking Fee: \$19.00

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

Visa

Government Financial
Information

Approval Number: 052534

Thank you for visiting
Canada Place

Above amount includes 5% GST
GST# 120996095RT0005

5702
1100000
pd by visa

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number:	2
Entered:	04/16/2020 12:10
Exited:	04/16/2020 14:46
Ticket Number:	13072
Transaction Number:	204899
Rate:	A
Parking Fee:	\$23.00

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

Visa
Government Financial Information

Approval Number: 064538

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

5702
pd by VISA
1100000

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 1
Entered: 04/22/2020
08:40
Exited: 04/22/2020
12:50
Ticket Number: 13178
Transaction Number: 81719
Rate: A
Parking Fee: \$19.00

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

Visa

Government Financial Information

Approval Number: 027507

Thank you for visiting
Canada Place

1100000
5702
pd by visa

Munro, Asia AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: March 2, 2020 7:26 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, March 2, 2020

705

07:50 Vancouver Harbour (Downtown)

08:25 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Melanie Mark, Female

[Add to Calendar](#)

Invoice #477511

FARE-YWH-FULL_Winter2019 \$333.33

+ GST \$16.67

Billing \$333.33

Taxes \$16.67

Grand Total \$350.00

Mastercard \$350.00

Date / Time March 2, 2020 @ 7:25:57 AM
Government Financial Information

Summary

Expiration

Line 6
Line 12

Personal Information



Booking Confirmation

Government Financial
Booking Reference: Information

Date of issue: 03 Mar, 2020

This is your official 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.

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 [ATA 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.



Economy - Flex

Wednesday
18 Mar, 2020

16:00
Prince George
(YXS)
British Columbia



17:19
Vancouver
Vancouver Int. (YVR),
Terminal M

AC8212

1hr19
Economy T
Operated by: Air Canada Express -
Jazz | [De Havilland Dash 8-400](#)
Air Canada Bistro

Passengers

Melanie Mark

Ticket number
0142128943415

Seats
AC8212 Personal Information

Purchase summary

MasterCard
Government Financial Information
Amount paid: \$332.98
Tax information
GST no. 10009-2287 RT0001 \$15.86

1 adult

Base fare - Economy - Flex	273.00
Surcharges	12.00
Grand Total	
Air Travellers Security Charge - Canada	7.12
Goods and Services Tax - Canada - 100092287 RT0001	15.86
Airport Improvement Fee - Canada	25.00
Total before options (per passenger)	\$332⁹⁸
GRAND TOTAL (Canadian dollars)	\$332⁹⁸

Line 7
Line 9

Personal Information



Booking Confirmation

Government Financial Information

Booking Reference

Date of issue: 03 Mar, 2020

This is your official 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 - Flex

Tuesday
17 Mar, 2020

08:20
Vancouver
Vancouver Int. (YVR).
Terminal M



09:56
Smithers
(YYD).
British Columbia

AC8562

1hr36
Economy G
Operated by: Air Canada Express -
Jazz | **De Havilland Dash 8-400**
Air Canada Bistro

Passengers

Melanie Mark
Ticket number
0142128943398

Seats
AC8562 Personal Information

Purchase summary

MasterCard
Government Financial Information
Amount paid: \$418.03
Tax information
GST no. 10009-2287 RT0001 \$19.91

1 adult

Base fare - Economy - Flex	366.00
Surcharges	18.00
Air Travellers Security Charge - Canada	7.12
Goods and Services Tax - Canada - 100092287 RT0001	19.91
Airport Improvement Fee - Canada	5.00
Total before options (per passenger)	\$418.03
GRAND TOTAL (Canadian dollars)	\$418.03

Munro, Asia AEST:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: March 6, 2020 4:04 PM
To: Munro, Asia AEST:EX
Subject: Air Canada - 17 Mar: Vancouver - Smithers (Booking Reference: Personal Information Your booking has been cancelled)



AIR CANADA

Your booking has been cancelled.

Government Financial Information

Booking Reference:

Date of issue: 03 Mar, 2020



MELANIE MARK

Ticket number: 0142128943398

Please allow a minimum of three weeks (unless otherwise stated by applicable law) for your \$12.73 refund to be processed and credited to the original form of payment. You will receive an email confirmation once your refund has been processed. Non-refundable travel options such as paid seat selection, Maple Leaf Lounge access and Air Canada Bistro snack and meal vouchers may be applied to future flights, subject to availability.

FARE SUMMARY

1 adult

 Air transportation charges 386.00

 Taxes, fees and charges 32.03

Total fare paid 418.03

NON-REFUNDABLE FEES

1 adult

 Air transportation charges -386.00

 Taxes, fees and charges -19.30

Total non-refundable fees -405.30

Total fare paid

418.03

Total non-refundable fees


-405.30

Balance (refund or travel credit) - Canadian dollars

\$1273

📞 CANADA, U.S.: 1 (888) 247-2262

 **AIR CANADA**

A STAR ALLIANCE MEMBER 



To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit aircanada.com.

Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal information you provide, please view our [Privacy Policy](#).

Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary Alberta, T2K 6J7

Munro, Asia AEST:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: March 6, 2020 4:03 PM
To: Munro, Asia AEST:EX
Subject: Air Canada - 18 Mar: Prince George - Vancouver (Booking Reference: Government Financial Information) - Your booking has been cancelled



AIR CANADA

Your booking has been cancelled.

Booking Reference: Government Financial Information

Date of issue: 03 Mar, 2020



MELANIE MARK
Ticket number: 0142128943415

Please allow a minimum of three weeks (unless otherwise stated by applicable law) for your \$33.73 refund to be processed and credited to the original form of payment. You will receive an email confirmation once your refund has been processed. Non-refundable travel options such as paid seat selection, Maple Leaf Lounge access and Air Canada Bistro snack and meal vouchers may be applied to future flights, subject to availability.

FARE SUMMARY

	1 adult
 Air transportation charges	285.00
 Taxes, fees and charges	47.98
Total fare paid	332.98

NON-REFUNDABLE FEES

	1 adult
 Air transportation charges	-285.00
 Taxes, fees and charges	-14.25
Total non-refundable fees	-299.25

Total fare paid	332.98
Total non-refundable fees	-299.25
Balance (refund or travel credit) - Canadian dollars	\$33⁷³

📞 CANADA, U.S.: 1 (888) 247-2262



To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit aircanada.com.

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Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary Alberta, T2K 6J7

Munro, Asia AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: March 5, 2020 6:06 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

Thursday, March 5, 2020

Invoice #473006

858

FARE-YVH-FULL_Winter2019

\$333.33

18:40 Victoria Harbour (Downtown)

+ GST

\$16.67

19:15 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

March 5, 2020 @ 6:05:26 PM
Government Financial Information

Summary

Expiration

[Add to Calendar](#)



Itinerary/Receipt

Your booking is confirmed.
Thank you for choosing Central Mountain Air.
Please bring a copy of this document to the airport

CMA Reservations
1-888-865-8585
reservations@flycma.com
www.flycma.com

Main Contact Information

Name: SEAMUS WOLFE
Email: asia.munro@gov.bc.ca

Booking Reference

Government Financial Information

Flight Itinerary

Flight	From	To	Aircraft	Status
--------	------	----	----------	--------

Passenger Information

Name

*All charges and payments appear in: CAD

Purchase Summary

Passenger	Description	Amount	Tax 1	Tax 2	Total
WOLFE, SEAMUS	Cancellation Charge	\$50.00	2.5000	2.5000	\$52.50
MARK, MELANIE	Cancellation Charge	\$50.00	2.5000	2.5000	\$52.50
WOLFE, SEAMUS	Cancellation Charge	\$50.00	2.5000	2.5000	\$52.50
MARK, MELANIE	Cancellation Charge	\$50.00	2.5000	2.5000	\$52.50
Total		\$200.00	\$10.00	\$0.00	\$210.00

Payment Information

Date	Payer's Name	Payment Amount	Transaction Type
05 Nov 2019	Asia Monroe	\$472.76	MASTERCARD
06 Mar 2020	asia munro	\$384.30	MASTERCARD



Itinerary/Receipt

Your booking is confirmed.
Thank you for choosing Central Mountain Air.
Please bring a copy of this document to the airport

CMA Reservations
1-888-865-8585
reservations@flycma.com
www.flycma.com

Main Contact Information

Name: SEAMUS WOLFE
Email: asia.monroe@gov.bc.ca

Booking Reference: Government Financial Information
Personal Information

Flight Itinerary

Flight	From	To	Aircraft	Status
9M559	16:10 - Williams Lake 14 Nov 2019	17:20 - Vancouver - South 14 Nov 2019	Beech1900D	CONFIRMED

Passenger Information

Name
MARK MELANIE

*All charges and payments appear in: CAD

Purchase Summary

Passenger	Description	Amount	Tax 1	Tax 2	Total
WOLFE,SEAMUS	Z - FLEX - Z	\$185.00	9.2500	9.2500	\$194.25
WOLFE,SEAMUS	ATSC	\$7.12	0.3600	0.3600	\$7.48
WOLFE,SEAMUS	Navigation Fee	\$12.00	0.6000	0.6000	\$12.60
WOLFE,SEAMUS	Airports Surcharge	\$17.00	0.8500	0.8500	\$17.85
WOLFE,SEAMUS	Fuel Surcharge	\$4.00	0.2000	0.2000	\$4.20
MARK,MELANIE	Z - FLEX - Z	\$185.00	9.2500	9.2500	\$194.25
MARK,MELANIE	ATSC	\$7.12	0.3600	0.3600	\$7.48
MARK,MELANIE	Navigation Fee	\$12.00	0.6000	0.6000	\$12.60
MARK,MELANIE	Airports Surcharge	\$17.00	0.8500	0.8500	\$17.85
MARK,MELANIE	Fuel Surcharge	\$4.00	0.2000	0.2000	\$4.20
Total		\$450.24	\$22.52	\$0.00	\$472.76

Payment Information

Date	Payer's Name	Payment Amount	Transaction Type
05 Nov 2019	Asia Monroe	\$472.76	MASTERCARD



Itinerary/Receipt

Your booking is confirmed.
Thank you for choosing Central Mountain Air.
Please bring a copy of this document to the airport

CMA Reservations
1-888-865-8585
reservations@flycma.com
www.flycma.com

Main Contact Information

Name: SEAMUS WOLFE
Email: asia.munro@gov.bc.ca

Booking Reference: Government Financial Information
Personal Information

Flight Itinerary

Flight	From	To	Aircraft	Status
--------	------	----	----------	--------

Passenger Information

Name

*All charges and payments appear in: CAD

Purchase Summary

Passenger	Description	Amount	Tax 1	Tax 2	Total
WOLFE,SEAMUS	Cancellation Charge	\$50.00	2.5000	2.5000	\$52.50
MARK,MELANIE	Cancellation Charge	\$50.00	2.5000	2.5000	\$52.50
Total		\$100.00	\$5.00	\$0.00	\$105.00

Payment Information

Date	Payer's Name	Payment Amount	Transaction Type
05 Nov 2019	Asia Monroe	\$472.76	MASTERCARD



Booking Confirmation

Line 21
Line 28

Personal Information

Booking Reference

Government Financial
Information

Date of issue: 06 Mar, 2020

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- Depart

Economy - Standard

Monday
16 Mar, 2020

12:15
Vancouver
Vancouver Int. (YVR),
Terminal M



13:04
Kamloops
(YKA),
British Columbia

AC8192

0hr49
Economy M
Operated by: Air Canada Express -
Jazz | **De Havilland Dash 8-400**
Air Canada Bistro

Passengers

Melanie Mark

Ticket number
0142129108281

Seats

AC8192 -



Purchase summary

MasterCard
Government Financial
Information

1 adult

Tax information
GST no. 10009-2287 RT0001 \$21.31

Base fare - Economy - Standard	402.00
Surcharge	12.00
Air Travellers Security Charge - Canada	7.12
Goods and Services Tax - Canada - 100092287 RT0001	21.31
Airport Improvement Fee - Canada	5.00
Total before options (per passenger)	\$447.43
GRAND TOTAL (Canadian dollars)	\$447.43



eTicket Receipt

Prepared For
MARK/MELANIE MS

Government Financial Information

RESERVATION CODE	
ISSUE DATE	06Mar20
TICKET NUMBER	8382156159187
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
18Mar20	WESTJET WS 3282	PRINCE GEORGE BC, CANADA Time 13:50	VANCOUVER BC, CANADA Time 15:12	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis SANF5EHS Not Valid Before 18MAR20 Not Valid After 18MAR20

Allowances

Baggage Allowance

YXS to YVR - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER
INTERNET,ETC

Carry On Allowances

YXS to YVR - 1 Piece (WS - WESTJET)

Carry On Charges

YXS to YVR - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX Government Financial Information
Fare Calculation Line	YXS WS YVR324.00CAD324.00END
Fare	CAD 324.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)

	CAD 17.16 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.25 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 386.53

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

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 <http://www.iatatravelcenter.com/privacy> 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. (applicable for interline carriage)

[Important Legal Notices](#)

Line 21
Line 28

Munro, Asia AEST:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: March 13, 2020 10:07 AM
To: Munro, Asia AEST:EX
Subject: Air Canada - 17 Mar: Vancouver - Prince George (Booking Reference: [redacted])
Your booking has been cancelled

Government
Financial
Information



AIR CANADA

Your booking has been cancelled.

Booking Reference: [redacted]

Government Financial
Information

Date of issue: 12 Mar, 2020



MELANIE MARK
Ticket number: 0142129337857

Please allow a minimum of three weeks (unless otherwise stated by applicable law) for your \$490.48 refund to be processed and credited to the original form of payment. You will receive an email confirmation once your refund has been processed. Non-refundable travel options such as paid seat selection, Maple Leaf Lounge access and Air Canada Bistro snack and meal vouchers may be applied to future flights, subject to availability.

FARE SUMMARY

	1 adult
Air transportation charges	455.00
Taxes, fees and charges	35.48
Total fare paid	490.48

NON-REFUNDABLE FEES

	1 adult
Air transportation charges	-0.00
Taxes, fees and charges	-0.00
Total non-refundable fees	-0.00

Total fare paid

490.48

Balance (refund) - Canadian dollars


\$490⁴⁸



CANADA, U.S.: 1 (888) 247-2262



AIR CANADA

A STAR ALLIANCE MEMBER 



To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit aircanada.com.

Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal information you provide, please view our [Privacy Policy](#).

Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary Alberta, T2K 6J7



Booking Confirmation


Booking Reference:  Government Financial Information

Personal Information

Date of issue: 06 Mar, 2020

This is your official 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.

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 - Flex

Tuesday
17 Mar, 2020


07:15
Vancouver
Vancouver Int. (YVR),
Terminal M

08:31
Prince George
(YXS),
British Columbia


AC8201


1hr16
Economy Q
Operated by: Air Canada Express -
Jazz | [De Havilland Dash 8-400](#)
Air Canada Bistro

Passengers

 **Melanie Mark**
Ticket number
0142129337857

Seats Personal
AC8201 Information

Purchase summary

Your refund	1 adult	Your additional charges	1 adult
Air transportation charges		Air transportation charges	
Base fare		Base fare	
Melanie Mark (ADT)	0.00	Melanie Mark (ADT)	41.00
Taxes, Fees and Charges	0.00	Taxes, Fees and Charges	
Subtotal	0.00	Goods and Services Tax - Canada - 100092267 RT0001	2.05
Travel Options	0.00	Subtotal	43.05
Seat selection	0.00	 Change Fee	Waived
TOTAL REFUND	\$0.00	Travel Options	0.00
		Seat selection	0.00
		TOTAL CHARGES	\$43.05

Your additional charges
An additional charge of \$43.05 CAD applies. A payment card will be required at time of purchase. Additional charges and change fees will appear on your statement as separate transactions.

Change Fees charged in relation to Canadian domestic flights which are subject to GST/HST, include the GST/HST. Change Fees charged in relation to flights in Canada originating from Quebec which are subject to the GST and the QST, include the GST and the QST. Change Fees charged in relation to flights originating in Canada with a destination to the United States (except Hawaii) and subject to the GST, include the GST. If you require a receipt with a tax breakdown, to please contact Air Canada's Call Centre.

Line 21
Line 28
Line 31
Line 32

Munro, Asia AEST:EX

From: Air Canada <confirmation@aircanada.ca>
Sent: March 13, 2020 10:07 AM
To: Munro, Asia AEST:EX
Subject: Air Canada - 17 Mar: Vancouver - Prince George (Booking Reference: ^{Government Financial Information} Your booking has been cancelled



AIR CANADA

Your booking has been cancelled.

Booking Reference: ^{Government Financial Information}

Date of issue: 12 Mar, 2020



MELANIE MARK
Ticket number: 0142129337857

Please allow a minimum of three weeks (unless otherwise stated by applicable law) for your \$490.48 refund to be processed and credited to the original form of payment. You will receive an email confirmation once your refund has been processed. Non-refundable travel options such as paid seat selection, Maple Leaf Lounge access and Air Canada Bistro snack and meal vouchers may be applied to future flights, subject to availability.

FARE SUMMARY

1 adult

 Air transportation charges	455.00
 Taxes, fees and charges	35.48
Total fare paid	490.48

NON-REFUNDABLE FEES

1 adult

 Air transportation charges	-0.00
 Taxes, fees and charges	-0.00
Total non-refundable fees	-0.00

Total fare paid

490.48

Balance (refund) - Canadian dollars

\$490⁴⁸

📞 CANADA, U.S.: 1 (888) 247-2262



To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit aircanada.com.

Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal information you provide, please view our [Privacy Policy](#).

Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary Alberta, T2K 6J7

Munro, Asia AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: March 20, 2020 8:09 AM
To: Munro, Asia AEST:EX
Subject: Thank you for choosing to take off with Helijet!

Follow Up Flag: Follow up
Flag Status: Flagged



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

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

Booking

Government Financial Information

Friday, March 20, 2020

707

08:40 Vancouver Harbour (Downtown)

09:15 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

- Melanie Mark, Female

Invoice #527954

SALE - Seat Sale \$189 \$180.00

+ GST \$9.00

Billing \$180.00

Taxes \$9.00

Grand Total \$189.00

Mastercard \$189.00

Date / Time March 20, 2020 @ 8:09:05 AM

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

From: passengerservices@helijet.com <passengerservices@helijet.com>

Date: March 31, 2020 at 1:44:30 PM PDT

To: Mark, Melanie <M.Mark@leg.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

Saturday, March 21, 2020

Invoice #527955

Personal Information

786

14:30 Victoria Harbour (Downtown)

15:05 Vancouver Harbour (Downtown)

FARE-YWH-OffPeak_2020

\$247.62

Personal Information

35 minutes

Confirmed

+ GST

\$12.38

Personal Information

Passengers - Off-Peak

Billing

\$247.62

Melanie Mark, Female

Taxes

\$12.38

Personal Information

[Add to Calendar](#)

Grand Total **\$260.00**

Mastercard **\$189.00**

Date / Time March 21, 2020 @ 12:54:30 PM

Summary Government Financial Information

Expiration

Authorization 073229

Mastercard **\$71.00**

Date / Time March 21, 2020 @ 2:08:20 PM

Summary Government Financial Information

Expiration

Authorization 052356

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

Munro, Asia AEST:EX

From: Passenger Services <PassengerServices@helijet.com>
Sent: March 21, 2020 12:55 PM
To: Munro, Asia AEST:EX
Subject: Thank you for choosing to take off with Helijet!

Follow Up Flag: Follow up
Flag Status: Flagged



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Government
Financial Information

Name

Melanie Mark

Company

Ministry Of Advanced Education, Skills & Training

Booking

Government Financial
Information

Saturday, March 21, 2020

Invoice #527955

786

SALE - Seat Sale \$189

\$180.00

14:30 Victoria Harbour (Downtown)

+ GST

\$9.00

15:05 Vancouver Harbour (Downtown)

Billing

\$180.00

35 minutes

Taxes

\$9.00

Confirmed

Grand Total

\$189.00

1 Passengers - Sale

Mastercard

\$189.00

Melanie Mark, Female

Date / Time

March 21, 2020 @ 12:54:30 PM

[Add to Calendar](#)

Government Financial Information

Summary

Expiration

Authorization 073229

Fully Changeable / Refundable up to 5pm the day prior to departure.

Does not qualify for combination with Kids Fly Free promotions.

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

AE20EXESLP07



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E132926

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 2020/04/29		6. Fiscal Year 2021		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										
04/29	DTVan	0815	1430	28	15.40		27.00		19.00	
05/01	DTVan	1015	1345	28	15.40		27.00			
05/06	DTVan	0815	1415	28	15.40		27.00		19.00	
05/08	DTVan	1100	1330	28	15.40		27.00			
TOTALS OF COLUMNS				36.	37.	38.	39.	40.	Claim Total	
				\$ 61.60	\$ 0.00	\$ 108.00	\$ 0.00	\$ 38.00	\$ 207.60	
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code Government Financial Information		Amount			
019	11001	18000	5702	1100000			\$ 207.60			
019										
019										
019										
Less Travel Advance										
019										
AMOUNT DUE TO EMPLOYEE								54.		
								\$ 207.60		
45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.					Print Name		Date Signed			
56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.					Print Name		Date Signed			
57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.					Print Name		Date Signed			

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2020May13
SLP

Notes for Travel Voucher (Restricted Use) E132926 for Mark, Melanie

2 note(s) returned.

Created On	Author	Note
2020/05/07 10:19:10	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	April 29, 2020 - drive to DTVan for mtgs (prking pd by visa) - drive home May 1, 2020 - drive to DTVan for mtgs - drive home May 6, 2020 - drive to DTVan for mtgs (prking pd by m/c) - drive home May 8, 2020 - Drive to DTVan for mtgs - drive home
2020/05/11 09:32:43	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	

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Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 1
Entered: 04/29/2020 08:42
Exited: 04/29/2020 14:17
Ticket Number: 13324
Transaction Number: 81766
Rate: A
Parking Fee: \$19.00

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

Visa
Government Financial Information

Approval Number: 092786

Thank you for visiting
Canada Place
Above amount includes 5% GST
GST# 120906095RT0005

1100000
5702
pd by visa

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number:	1
Entered:	05/06/2020 08:32
Exited:	05/06/2020 14:03
Ticket Number:	13475
Transaction Number:	81804
Rate:	A
Parking Fee:	\$19.00

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

Master
Government Financial Information

Approval Number:	049666
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Thank you for visiting
Canada Place
Above amount includes 5% GST
GST# 120996095RT0005

1100000
pd by visa
5702



Control No.

E132952

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 2020/05/20	6. Fiscal Year 2021	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	
	*PCard									
	Destination	Start	End	Km	Cost		Cost		Cost	Describe
2020										
05/13	DTVan	0815	1415	28	15.40		27.00		19.00	prking
05/20	DTVan	0815	1415	28	15.40		27.00		19.00	prking
05/22	*Vic/Van/Vic (HJ)	0815	1915	28	15.40		48.50			
05/26	DTVan	1130	1615	28	15.40		27.00		16.00	prking
05/27	DTVan	0815	1315	28	15.40		27.00			

	36.	37.	38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 77.00	\$ 0.00	\$ 156.50	\$ 0.00	\$ 54.00	\$ 287.50

48.	Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
	019	11001	18000	5702	1100000	Government Financial Information	\$ 223.60
	019	11001	18000	5701	11MTVNC		\$ 15.40
	019	11001	18000	5750	11MTCCA		\$ 48.50
	019						

[illegible]

	AMOUNT DUE TO EMPLOYEE	54. \$ 287.50
--	------------------------	---------------

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) E132952 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2020/05/29 10:53:21	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	May 13, 2020 - drive to DTVan (prking pd by m/c) for mtgs - drive home May 20, 2020 - drive to DTVan (prking by by mc/) for mtgs - drive home May 22, 2020 - drive to Helijet Van/Vic (pd by p/c) shuttle to bldgs. - personal ride to Helijet Vic/Van (pd by p/c) - drive home May 26, 2020 - drive to DTVan (prkig pd by m/c) for mtgs - drive home May 27, 2020 - drive to DTVan for mtgs - drive home

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Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 1
Entered: 05/13/2020 08:41
Exited: 05/13/2020 13:59
Ticket Number: 13639
Transaction Number: 81835
Rate: A
Parking Fee: \$19.00

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

Master
Government Financial
Information

Approval Number: 061894

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

5702
1100000
pd by m/c

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 1
Entered: 05/20/2020 08:36
Exited: 05/20/2020 12:04
Ticket Number: 13852
Transaction Number: 81882
Rate: A
Parking Fee: \$19.00

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

Master

Government Financial Information

Approval Number: 072804

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

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 1
Entered: 05/26/2020 11:22
Exited: 05/26/2020 13:11
Ticket Number: 14113
Transaction Number: 81959
Rate: A
Parking Fee: \$16.00

Total Fee: \$16.00
Fee Paid: \$16.00

Master
Government Financial
Information

Approval Number: 076968

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

5702
1100000
pd by m/c



Control No.

E132970

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 2020/06/02	6. Fiscal Year 2021	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	
	*PCard Destination	Start	End	Km	Cost		Cost		Cost	Describe
2020										
06/02	DTVan	0915	1230	28	15.40		27.00		20.00	prking
06/03	DTVan	0815	1445	28	15.40		27.00		19.00	prking
06/09	DTVan	0815	1715	27	14.85					
06/11	*Van/Vic/Van(HA)	0800	1715	30	16.50		27.00		20.00	prking

TOTALS OF COLUMNS	36. \$ 62.15	37. \$ 0.00	38. \$ 81.00	39. \$ 0.00	40. \$ 59.00	Claim Total \$ 202.15
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48.	Client Code	49.	Resp.	50.	Service Line	51.	STOB	52.	Project	45.	Supplier Code	Amount
	019		11001		18000		5702		1100000		Government Financial	\$ 138.65
	019		11001		18000		5701		11MTVNC		Information	\$ 36.50
	019		11001		18000		5732.50		11MTCCA			\$ 27.00

[illegible]

	AMOUNT DUE TO EMPLOYEE	54. \$ 202.15
--	------------------------	------------------

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) E132970 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2020/06/12 15:12:56	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	June 2, 2020 - drive to DTVan for meetings (prking pd by m/c) - drive home June 3, 2020 - drive to DTVan for meetings (prking pd by m/c0 - dirve home June 9, 2020 - drive to DTVan for meetings - drive home June 11, 2020 - drive to Vancouver Harbour Air (prking pd by m/c) Van/Vic (pd by p/c) - wa k to buildings - walk to Harbour Air Vic/Van (pd by p/c) - drive home

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Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 2
Entered: 06/02/2020 09:50
Exited: 06/02/2020 12:09
Ticket Number: 14422
Transaction Number: 205154
Rate: A
Parking Fee: \$20.00

Total Fee: \$20.00
Fee Paid: \$20.00

Master
Government Financial
Information

Approval Number: 051835

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

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 2
Entered: 06/03/2020 08:47
Exited: 06/03/2020 14:18
Ticket Number: 14482
Transaction Number: 205178
Rate: A
Parking Fee: \$19.00

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

Master
Government Financial
Information

Approval Number: 076366

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

5702
1100000
pd by m/c

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1100000
pd by m/c

SHAW TOWER PARKADE
MANAGED BY
ADVANCED PARKING

Receipt Number: H1002000074968

Ticket-Nr: 10172561

In: 06-11-2020 8:11

Out: 06-11-2020 16:46

Duration: 08:35

Transient Parker \$ 20.00

Total: \$ 20.00

Validations: \$ 0.00

Balance Due: \$ 20.00

Credit-Card \$ 20.00

Change \$ 0.00



Control No.

E133012B

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 2020/06/18	6. Fiscal Year 2021	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										
06/17	DTVan	0800	1300	28	15.40		27.00			
06/19	Burnaby	1145	1330	24	13.20		27.00		19.00	
06/21	Victoria	1530	2359	70	38.50	73.75	36.00			prking
06/22	Victoria	0700	2359		0.00		61.00			
06/23	Victoria	0700	2350		0.00		61.00			
06/24	Vancouver	0700	2100	70	38.50	73.50	61.00			

	36.	37.	38.	39.	40.	Claim Total
TOTALS OF COLUMNS	\$ 105.60	\$ 147.25	\$ 273.00	\$ 760.23	\$ 19.00	\$ 1305.08

48.	Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount
	019	11001	18000	5702	1100000	Government	\$ 101.60
	019	11001	18000	5701	11MTVNC	Financial	\$ 224.25
	019	11001	18000	5750	11MTCCA	Information	\$ 219.00
	019	11001	18000	5751	11MTCCA		\$ 760.23

Less Travel Advance	019	
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AMOUNT DUE TO EMPLOYEE

54.	\$ 1305.08
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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
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) E133012 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2020/06/25 12:23:10	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	<p>June 17, 2020 - drive to DTVan for mtgs (prking pd by m/c) - drive home</p> <p>June 19, 2020 - drive to Burnaby for event - drive home</p> <p>June 21st - drive to BC Ferry Van/Nan (pd by m/c) - drive to Victoria hotel o/n (pd by m/c)</p> <p>June 22nd - walk to buildings - walk to hotel o/n (pd by m/c)</p> <p>June 23rd - walk to building - walk to hotel o/n (pd by m/c)</p> <p>June 24th - drive to buildings - drive to BC Ferry Vic/Van (pd by m/c) - drive home</p>

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Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number:	1
Entered:	06/17/2020
	08:37
Exited:	06/17/2020
	11:48
Ticket Number:	15245
Transaction Number:	82210
Rate:	A
Parking Fee:	\$19.00

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

Master
Government Financial
Information

Approval Number:	022635
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Thank you for visiting
Canada Place

Above amount includes 5% GST
GST# 120996095RT0005

5702
1100000
pd by m/c

Nanaimo^{To} (Dep. Bay)



RECEIPT - PLEASE RETAIN

PURCHASE 2020/06/21

20'	Undersize Vehi	57.50
1	Adult	17.20
	Fuel Rebate	1.20-
1	Port Fee Adul	0.25
Total		73.75

Master Card
Government Financial Information 73.75

num 670631 66307757 0010011640 C

Mastercard

00000000041010 / 0000000000 / E000

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY

HSB 21 Jun 2020 14:16:36



1003067 537372

106317

SEE REVERSE SIDE OF TICKET

5701
11mtunc
pa by mic

Swartz Bay
To
Tsawwassen



LANE 02

RECEIPT - PLEASE RETAIN

PURCHASE 2020/06/24
BOOKING-R1900
REF#: B200764564

Standard - Partially Prepaid
Personal Information

20	Undersize Vehi	57.50
1	Adult	17.20
	Fuel Rebate	1.20

Total	Personal
Personal Information	Information

Master Card
Government Financial Information 73.50

RUTH 010856 66307704 0010015740 C

Mastercard

0000000041010 / 0000000000 / E000

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

CHANGE DUE 0.00

CARDHOLDER COPY

SWB 24 Jun 2020 18:20:20



1005038 971895

89338

SEE REVERSE SIDE OF TICKET

5701
11mTUNE
pd by m/c

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

Company Name:

Group Name:

Room No. : 1403
 Arrival : 06-21-20
 Departure : 06-24-20
 Folio No. :
 Conf. No. : Personal Information
 AR No. :
 Reference No. :
 Custom Ref. :

Date	Description	Charges	Credits
06-21-20	Room Charge	216.30	
06-21-20	Destination Marketing Fee - 1%	2.16	
06-21-20	Municipal Tax - 3%	6.55	
06-21-20	Hotel Room Tax - 8%	17.48	
06-21-20	Goods and Services Tax - 5%	10.92	
06-22-20	Room Charge	216.30	
06-22-20	Destination Marketing Fee - 1%	2.16	
06-22-20	Municipal Tax - 3%	6.55	
06-22-20	Hotel Room Tax - 8%	17.48	
06-22-20	Goods and Services Tax - 5%	10.92	
06-23-20	Room Charge	216.30	
06-23-20	Destination Marketing Fee - 1%	2.16	
06-23-20	Municipal Tax - 3%	6.55	
06-23-20	Hotel Room Tax - 8%	17.48	
06-23-20	Goods and Services Tax - 5%	10.92	
06-24-20	Mastercard Government Financial Information		760.23

5751
 11/MTCCA
 pd by m/c

Total Charges	760.23	
Total Credits		760.23
Balance		0.00

Guest Signature: _____

Munro, Asia AEST:EX

From: passengerservices@helijet.com
Sent: June 4, 2020 9:50 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

Friday, May 22, 2020

707

09:45 Vancouver Harbour (Downtown)

10:20 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

Melanie Mark, Female

[Add to Calendar](#)

Invoice #529741

SALE - Seat Sale \$219

\$208.57

+ GST

\$10.43

Billing

\$208.57

Taxes

\$10.43

Grand Total

\$219.00

Mastercard

\$219.00

Date / Time

May 22, 2020 @ 8:26:48 AM

Government Financial Information

Summary

Expiration

Munro, Asia AEST:EX

From: passengerservices@helijet.com
Sent: June 4, 2020 9:50 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

Friday, May 22, 2020

730

18:00 Victoria Harbour (Downtown)

18:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

Passengers - Off-Peak

Personal Information

Melanie Mark, Female

[Add to Calendar](#)

Invoice #529742

Personal Information

FARE-YWH-OffPeak_2020

\$247.62

Personal Information

+ GST

\$12.38

Billing

\$247.62

Taxes

\$12.38

Grand Total

\$260.00

Mastercard

\$260.00

Date / Time

May 22, 2020 @ 5:29:02 PM