

Minister's Quarterly Travel Expense Summary

Name: Honourable Melanie Mark

Quarter: 2020 October to December

Portfolio: Tourism, Arts, Culture and Sport

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 1,825.07

Other Travel in Province: \$ 178.74

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 2,003.81

Travel expenses fiscal year-to-date: \$ 8,048.30

Munro, Asia AEST:EX

From: passengerservices@helijet.com
Sent: September 3, 2020 6:48 AM
To: Munro, Asia AEST:EX
Subject: Thank you for choosing to take off with Helijet!

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.



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

Personal Information

Thursday, September 3, 2020

851

07:00 Vancouver Harbour (Downtown)

07:35 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

Invoice

FARE-YWH-OffPeak_2020

\$247.62

+ GST

\$12.38

Billing

\$247.62

Taxes

\$12.38

Grand Total

\$260.00

Mastercard

\$260.00

Melanie Mark, Female

[Add to Calendar](#)

Date / Time

September 3, 2020 @ 6:45:57 AM

Summary

Government Financial Information

Expiration

Authorization

003469

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

COVID-19 Information:

For your ongoing safety and security, and in adherence with Government of Canada COVID-19 travel restrictions, please note: prior to being allowed to board their flight, all passengers will be subject to a Health Check - specific questions relating to any symptoms you may have, and your previous or recent out of country travel itinerary. In addition, at check-in, passengers on all flights departing or arriving at Canadian airports are required to demonstrate they have a non-medical mask or face covering to wear for the duration of the flight, otherwise they will be denied boarding onto the aircraft.

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.

Munro, Asia AEST:EX

From: passengerservices@helijet.com
Sent: September 3, 2020 4:07 PM
To: Munro, Asia AEST:EX
Subject: Thank you for choosing to take off with Helijet!

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.



Please review your reservation below.

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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

Personal Information

Thursday, September 3, 2020

Invoice

Personal Information

Personal Information

724

16:30 Victoria Harbour (Downtown)

17:05 Vancouver Harbour (Downtown)

FARE-YWH-OffPeak_2020

\$247.62

Personal Information

+ GST

\$12.38

35 minutes

Billing

\$247.62

Taxes

\$12.38

Confirmed

Personal Information

Passengers - Off-Peak

Grand Total

\$260.00

Personal Information

Melanie Mark, Female

[Add to Calendar](#)

Mastercard

\$260.00

Date / Time September 3, 2020 @ 4:06:34 PM

Government Financial Information

Summary

Expiration

Authorization 006790

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.

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R102320165

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AE21EXESLP26



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133286

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 2020/11/04		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 2020 11/04	17. Places Travelled *PCard Destination Van/Vic/Van (HJ)		18. Personal Vehicle Use Km 28	19. Other Transport Costs 8.30	20. & 21. Meals Cost 27.00
	Start 0700	End 1415	Cost 15.40		
					22. Lodging Costs
					20. & 21. Miscellaneous Cost
					Describe
TOTALS OF COLUMNS			36. \$ 15.40	37. \$ 8.30	38. \$ 27.00
				39. \$ 0.00	40. \$ 0.00
					Claim Total \$ 50.70
48. Client Code 019 019 019 019	49. Resp. 11001 11001	50. Service Line 18000 18000	51. STOB 5701 5750	52. Project 11MTVNC 11MTCCA	
				45. Supplier Code Government Financial Information	
Less Travel Advance 019				Amount \$ 23.70 \$ 27.00	
				54. \$ 50.70	
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

FIN 10 (EFI-F0012 v2.6.1)

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Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2020Nov19
SLP

Notes for Travel Voucher (Restricted Use) E133286 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2020/11/05 09:03:38	Flesh, Cindy (IDIR ⁱ Personal Information) Cindy.Flesh@gov.bc.ca	Nov 4, 2020 - Drive to Helijet Van/Vic (pd by p/c) - shuttle to buildings - Yellow Cab (8.30 pd by visa) to Helijet Vic/Van (pd by p/c) - drive home

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4941 EAGLE VIEW LA V8Y339

VICTORIA BC

23783902

GH2378390201

PURCHASE

11-04-2020

12:31:22

Acct #

Government Financial Information

C

Card Type VI

A0000000031010

Personal Information

Operator: 049

Trace # 515

Inv. # 049

Auth # 045882

RRN 001330006

Purchase

\$8.30

Tip

Personal Information

Total

(001) APPROVED-THANK YOU

Retain this copy for your
records

Customer copy

5701
11/11/2020
PA by VISA



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133334

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) 953-0905	
Client Organization Tourism, Arts, Culture and Sport		Job Title Minister of Tourism, Arts, Culture		Travel Group Code 4	
5. Date Completed 2020/12/11		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 9082 Stn Prov Govt Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled	18. .55 KMS Personal Vehicle Use	19. Other Transport Costs	20. & 21. Meals Cost	22. Lodging Costs	20. & 21. Miscellaneous Cost**	Describe parking
2020	Destination	Start	End	Km	Cost		
12/02	Vancouver	0820	1200	** 30	16.50		
12/07	Victoria (HJ)	0700	2359	14	7.70		
12/08	Victoria	0700	2359		0.00	61.00 CCA	186.29
12/09	Victoria	0700	2359		0.00	61.00 **	186.29
12/10	Vancouver (HJ)	0700	1800	14	7.70	61.00 **	186.29
					383.20 (Flight & Taxi)	39.50 **	
	PCARD - 12/07 ONLY						

TOTALS OF COLUMNS	36. \$ 31.90	37. \$ 383.20	38. \$ 222.50	39. \$ 558.87	40. \$ 19.00	Claim Total \$ 1215.47
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48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code Personal Information	Amount
126	51384	54006	5701	51MTVNC		\$23.60 - \$ 58.10
126	51384	54006	5750	51MTCCA		\$ 222.50
126	51384	54006	5751	51MTCCA		\$ 558.87
126	51384	54006	5711	51MTVNC		\$ 375.00
Less Travel Advance	51384	54006	5702	5188888		** \$ 35.50
126						

AMOUNT DUE TO EMPLOYEE

54. \$ 1215.47

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) E133334 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2020/12/11 14:38:02	Flesh, Cindy (Security Concern) Cindy.Flesh@gov.bc.ca	Dec 2, 2020 - drive to DTVan for meeting (prking pd by m/c) - drive home Dec 7, 2020 - drive to Helijet Van/Vic (pd by p/c) - shuttle to buildings - walk to hotel o/n (pd by m/c) Dec 8, 2020 - walk to buildings - wa k to hotel o/n (pd by m/c) Dec 9, 2020 - walk to buildings - wa k to hotel o/n (pd by m/c) Dec 10, 2020 - walk to buildings - Yellow Cab (pd by m/c) to Helijet Vic/Van (pd by m/c) - drive home

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Dunnett, Jennifer TAC:EX

From:
Sent:
To:
Subject:

Cardona, Diego AEST:EX
December 2, 2020 1:35 PM
Dunnett, Jennifer TAC:EX
MMM receipt for travel voucher Cabinet Dec 2nd/2020

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 1
Entered: 12/02/2020 08:48 ✓
Exited: 12/02/2020 12:24
Ticket Number: 37174
Transaction Number: 85821
Rate: A
Parking Fee: \$19.00

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

Government Financial Information

Approval Number: 045140

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

Sent from my iPhone

Personal Information

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

Company Name:

Group Name:

Room No. : Security Concern
 Arrival : 12-07-20 ✓
 Departure : 12-10-20 ✓
 Folio No. : Personal Information
 Conf. No. :
 AR No. :
 Reference No. :
 Custom Ref. :

Date	Description	Charges	Credits
12-07-20	Room Charge	✓ 159.00	
12-07-20	Destination Marketing Fee - 1%	1.59	
12-07-20	Municipal Tax - 3%	4.82	
12-07-20	Hotel Room Tax - 8%	12.85	
12-07-20	Goods and Services Tax - 5%	8.03	
12-08-20	Room Charge	✓ 159.00	
12-08-20	Destination Marketing Fee - 1%	1.59	
12-08-20	Municipal Tax - 3%	4.82	
12-08-20	Hotel Room Tax - 8%	12.85	
12-08-20	Goods and Services Tax - 5%	8.03	
12-09-20	Room Charge	✓ 159.00	
12-09-20	Destination Marketing Fee - 1%	1.59	
12-09-20	Municipal Tax - 3%	4.82	
12-09-20	Hotel Room Tax - 8%	12.85	
12-09-20	Goods and Services Tax - 5%	8.03	
12-10-20	Government Financial Information		✓ 558.87
		Total Charges	558.87
		Total Credits	✓ 558.87
		Balance	✓ 0.00

Guest Signature: _____

SIMTECA
 S251
 pd by MIC

Flesh, Cindy TACS:EX

From:
Sent:
To:
Subject:

Mark, Melanie TACS:EX
December 11, 2020 9:48 AM
Flesh, Cindy TACS:EX
Receipt

YELLOW CAB #78
817 FISGARD ST V8W1R9
VICTORIA BC
23779769
GH2377976901

**** PURCHASE ****

12-10-2020 ✓ 16:39:05
Government Financial Information C

Card Type MC
A0000000041010 Mastercard

Operator: 078
Trace # 2278
Inv. # 078
Auth # 025673 RRN 001272018

Purchase ✓ \$8.20
Personal Information

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

YELLOW CAB #78
817 FISGARD STREET
VICTORIA, BC V8W 1R9
TEL # 250-381-2222

Sent from my iPhone

Signature
\$7.01
PA by MLC

Flesh, Cindy TACS:EX

From: passengerservices@helijet.com
Sent: December 11, 2020 1:53 PM
To: Flesh, Cindy TACS:EX
Subject: Thank you for choosing to take off with Helijet!

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.



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 Tourism Arts Culture & Sport

Booking

Personal Information

Thursday, December 10, 2020

Government Financial Information

722

FARE-YWH-FULL_2020

\$357.14

17:10 Victoria Harbour (Downtown)

+ GST

\$17.86

17:45 Vancouver Harbour (Downtown)

Billing

\$357.14

35 minutes

Taxes

\$17.86

Confirmed

Grand Total

\$375.00

1 Passengers - Full-Fare

Mastercard

\$375.00

51 MTUNC
5711
pd by mlc

Melanie Mark, Female

[Add to Calendar](#)

Date / Time

December 10, 2020 @ 4:40:40 PM

Summary

Government Financial Information

Expiration

Authorization

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)

COVID-19

All Flights Are Operated by Sikorsky S76 Helicopters with a 12 passenger capacity.

COVID-19 Safety Protocols including mandatory masks, temperature and health checks are in place.

Please read your confirmation for more COVID-19 information.

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

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GST#:

R102320165

COVID-19 Information:

For your ongoing safety and security, Helijet is pleased to participate in the Helicopter Association International COVID Clean Pledge and World Travel & Tourism Council's Safe Travels program to meet or exceed any applicable federal, provincial or municipal public health regulations. See in-terminal signage or helijet.com for Helijet's enhanced procedures and protocols.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133343

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) 953-0905							
Client Organization Tourism, Arts, Culture and Sport				Job Title Minister of Tourism, Arts, Culture				Travel Group Code 4							
5. Date Completed 2020/12/16			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 9082 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		Cost	Describe	
2020															
12/14		Victoria (HJ)	0700	2359		0.00			404.15		48.50 CCA		186.29		
12/15		Victoria	0700	2359		0.00					61.00		186.29		
12/16		Victoria	0700	2359		0.00					61.00		186.29		
12/17		Vancouver (HJ)	0700	1800		0.00	257.45				39.50				
TOTALS OF COLUMNS					36. \$ 0.00		37. \$ 661.60		38. \$ 210.00		39. \$ 558.87		40. \$ 0.00		Claim Total \$ 1430.47
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code Personal Information		Amount					
126		51384	54006		5701	51MTVNC				\$ 67.60					
126		51384	54006		5750	51MTCCA				\$ 210.00					
126		51384	54006		5751	51MTCCA				\$ 558.87					
126		51384	54006		5711	51MTVNC				\$ 594.00					
Less Travel Advance															
126															
											54. \$ 1430.47				
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) E133343 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2020/12/22 12:19:12	Flesh, Cindy Security Concern Cindy.Flesh@gov.bc.ca	Dec 14, 2020 - Bonny's taxi (pd by m/c) to Helijet (pd by m/c) Van/Vic - shuttle to buildings - walk to hotel (pd by m/c) - o/n Dec 15, 2020 - walk to buildings - walk to hotel (pd by m/c) - o/n Dec 16, 2020 - walk to buildings - walk to hotel (pd by m/c) - o/n Dec 17, 2020 - walk to buildings - Bluebird Cab (pd by m/c) to Helijet (pd by m/c) Vic/Van - Vancouver Taxi (pd by m/c) to home.

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Flesh, Cindy TACS:EX

From: passengerservices@helijet.com
Sent: December 18, 2020 10:56 AM
To: Flesh, Cindy TACS:EX
Subject: Thank you for choosing to take off with Helijet!

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.



Please review your reservation below.

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We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

Personal Information

Name

Melanie Mark

Company

Ministry Of Tourism Arts Culture & Sport

Booking

Personal Information

Monday, December 14, 2020

Government Financial Information

703

07:55 Vancouver Harbour (Downtown)

08:30 Victoria Harbour (Downtown) ✓

35 minutes

Confirmed

1 Passengers - Full-Fare

FARE-YWH-FULL_2020

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

Mastercard



\$375.00

3711
Pd by m/k
SIMTUNA

Melanie Mark, Female

[Add to Calendar](#)

Date / Time

December 10, 2020 @ 3:57:17 PM

Government Financial Information

Summary

Expiration

Authorization

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GST#:
R102320165

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BONNY'S TAXI #B132
5759 SIDLEY ST
BURNABY BC

Government Financial Information

CARD
CARD TYPE MASTERCARD
DATE 2020/12/14
TIME 6185 07:30:08
MARK ID 01

RECEIPT NUMBER
C85012466-001-001-888-0

PURCHASE
AMOUNT \$29.15
TAX Personal Information

TOTAL Personal Information

Mastercard
0000000041010
647C16D0A81C5
0008000-E800
421D5C3C7188D0

APPROVED

TH# 019465 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

5701
SIMTUNE
pd by m/c

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

Company Name:

Group Name:

Room No. : Security Concern
 Arrival : 12-14-20
 Departure : 12-17-20
 Folio No. :
 Conf. No. : Personal Information
 AR No. :
 Reference No. :
 Custom Ref. :

Date	Description	Charges	Credits
12-14-20	Room Charge	✓ 159.00	
12-14-20	Destination Marketing Fee - 1%	1.59	
12-14-20	Municipal Tax - 3%	4.82	
12-14-20	Hotel Room Tax - 8%	12.85	
12-14-20	Goods and Services Tax - 5%	8.03	
12-15-20	Room Charge	✓ 159.00	
12-15-20	Destination Marketing Fee - 1%	1.59	
12-15-20	Municipal Tax - 3%	4.82	
12-15-20	Hotel Room Tax - 8%	12.85	
12-15-20	Goods and Services Tax - 5%	8.03	
12-16-20	Room Charge	✓ 159.00	
12-16-20	Destination Marketing Fee - 1%	1.59	
12-16-20	Municipal Tax - 3%	4.82	
12-16-20	Hotel Room Tax - 8%	12.85	
12-16-20	Goods and Services Tax - 5%	8.03	
12-17-20	Government Financial Information		558.87

Total Charges	558.87		
Total Credits		✓	558.87
Balance		✓	0.00

Guest Signature: _____

5751
 pd by m/c
 SIMTCCA

Page No. 1 of 1

Flesh, Cindy TACS:EX

From:
Sent:
To:
Subject:

Cardona, Diego TACS:EX
December 18, 2020 10:11 AM
Flesh, Cindy TACS:EX
Receipts from MMM

790 CLARK DR
VANCOUVER BC

Security Concern

CARD
CARD TYPE MASTERCARD
DATE 2020/12/17 ✓
TIME 0582 18:11:31
CLERK ID 9
INVOICE # 209
RECEIPT NUMBER
C85012159-001-246-002-0

PURCHASE
AMOUNT ✓ \$30.75
TIP
TOTAL

Personal Information

Personal Information

Mastercard
A0000000041010
9AB5BA6394AE6DD3
0000008000-E800
CCB9D0B95D075D05

APPROVED
AUTH# 056182 01-027
THANK YOU

5701
Pd by mk
51mTUNE

BLUEBIRD CAB #80
2612 QUADRA STREET V8T4E4
VICTORIA BC
23799346
TM2379934601

SALE

Batch #: 336 RRN: 0013360030
12/17/20 16:39:34
REF#: 00000003

APPR CODE: 029886

Government Financial Information

Chip
copy

Mastercard
AID: A0000000041010

AMOUNT ✓ \$7.70

00 APPROVED

Retain this copy for your
records

CUSTOMER COPY

BLUEBIRD CAB #80

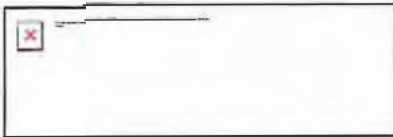
QUADRA STREET V8T4E4

5701
pd by m/c
simt vnc

Flesh, Cindy TACS:EX

From: passengerservices@helijet.com
Sent: December 18, 2020 10:46 AM
To: Flesh, Cindy TACS:EX
Subject: Thank you for choosing to take off with Helijet!

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.



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 Tourism Arts Culture & Sport

Booking

Personal Information

Thursday, December 17, 2020**722****17:10 Victoria Harbour (Downtown)****17:45 Vancouver Harbour (Downtown)** ✓**35 minutes****Confirmed****1 Passengers - Sale**

Government Financial Information

SALE - Seat Sale \$219

\$208.57

+ GST

\$10.43

Billing

\$208.57

Taxes

\$10.43

Grand Total**\$219.00**

Mastercard



\$219.00

5711
 Pd by m/c
 SIMTUNC

Melanie Mark, Female

Date / Time

December 17, 2020 @ 4:41:42 PM

Government Financial Information

[Add to Calendar](#)

Summary

Expiration

Authorization

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)

COVID-19

All Flights Are Operated by Sikorsky S76 Helicopters with a 12 passenger capacity.

COVID-19 Safety Protocols including mandatory masks, temperature and health checks are in place.

Please read your confirmation for more COVID-19 information.

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

COVID-19 Information:

For your ongoing safety and security, Helijet is pleased to participate in the Helicopter Association International COVID Clean Pledge and World Travel & Tourism Council's Safe Travels program to meet or exceed any applicable federal, provincial or municipal public health regulations. See in-terminal signage or helijet.com for Helijet's enhanced procedures and protocols.



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133360

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) 953-0905				
Client Organization Tourism, Arts, Culture and Sport			Job Title Minister of Tourism, Arts, Culture			Travel Group Code 4				
5. Date Completed 2020/12/22		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 9082 Stn Prov Govt Victoria, BC V8W 9E2										
16. Travel Dates 2020 12/22	17. Places Travelled			18. 55 KMS Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals Cost	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination Vancouver	Start 0920	End 1100	Km 30	Cost 16.50				Cost 19.00 Describe prking	
TOTALS OF COLUMNS					36. \$ 16.50	37. \$ 0.00	38. \$ 0.00	39. \$ 0.00	40. \$ 19.00	Claim Total \$ 35.50
48. Client Code 126 126 126 126	49. Resp. 51384	50. Service Line 54006		51. STOB 5702	52. Project 5188888	45. Supplier Code Personal Information		Amount \$ 35.50		
Less Travel Advance 126										
					AMOUNT DUE TO EMPLOYEE					
					54. \$ 35.50					
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) E133360 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2020/12/22 13:02:47	Flesh, Cindy Security Concern Cindy.Flesh@gov.bc.ca	Dec 22, 2020 - drive to event (prking pd by m/c) - drive home

Production *** Copyright © Government of British Columbia

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number:	1
Entered:	12/22/2020
	08:35
Exited:	12/22/2020
	11:04
Ticket Number:	38816
Transaction Number:	86158
Rate:	A
Parking Fee:	\$19.00

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

Government Financial Information

Approval Number: 003271

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

5702
pd by m/c
5188888

Munro, Asia AEST:EX

From: passengerservices@helijet.com
Sent: November 4, 2020 7:44 AM
To: Munro, Asia AEST:EX
Subject: Thank you for choosing to take off with Helijet!

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.



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

Personal Information

Wednesday, November 4, 2020

703

07:55 Vancouver Harbour (Downtown)

08:30 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

Government Financial Information

SALE - Seat Sale \$209

\$199.05

+ GST

\$9.95

Billing

\$199.05

Taxes

\$9.95

Grand Total

\$209.00

Mastercard

\$209.00

Melanie Mark, Female

[Add to Calendar](#)

Date / Time

November 4, 2020 @ 7:43:53 AM

Summary

Government Financial Information

Expiration

Authorization

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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.

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COVID-19

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GST#:

R102320165

COVID-19 Information:

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Munro, Asia AEST:EX

From: passengerservices@helijet.com
Sent: December 4, 2020 1:57 PM
To: Munro, Asia AEST:EX
Subject: Thank you for choosing to take off with Helijet!

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.



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 Tourism Arts Culture & Sport

Booking

Personal Information

Wednesday, November 4, 2020

Government Financial Information

716

13:00 Victoria Harbour (Downtown)

13:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

SALE - Seat Sale \$209 \$199.05

+ GST \$9.95

Billing \$199.05

Taxes \$9.95

Grand Total \$209.00

Mastercard \$209.00

Melanie Mark, Female

[Add to Calendar](#)

Date / Time

November 4, 2020 @ 12:32:33 PM

Summary

Government Financial Information

Expiration

Authorization

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GST#:
R102320165

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