

Minister's Quarterly Travel Expense Summary

Name: Honourable Melanie Mark

Quarter: 2021 January to March

Portfolio: Tourism, Arts, Culture and Sport

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 247.62

Other Travel in Province: \$ 153.85

Out of Country Travel: \$ -

Out of Province Travel:

Total travel expenses paid this quarter: \$ 401.47

Travel expenses fiscal year-to-date: \$ 8,449.77

Munro, Asia TACS:EX

From: passengerservices@helijet.com
Sent: December 10, 2020 9:33 AM
To: Munro, Asia 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

Monday, December 7, 2020

703

07:55 Vancouver Harbour (Downtown)

08:30 Victoria Harbour (Downtown) ✓

Dropoff:

Shuttle Requested

35 minutes

Invoice: Government Financial Information

FARE-YWH-OffPeak_2020

\$247.62

+ GST



\$12.38

Billing

\$247.62

Taxes

\$12.38

Grand Total



\$260.00

Mastercard

\$260.00

Confirmed**1 Passengers - Off-Peak****Melanie Mark, Female** ✓[Add to Calendar](#)

Date / Time

December 7, 2020 @ 7:34:49 AM

Government Financial Information

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.

E133411

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 2021/01/22			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 2021 01/20	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals Cost 27.00	22. Lodging Costs	20. & 21. Miscellaneous		
	Destination Vancouver	Start 0815	End 1500	Km 30	Cost 16.50				Cost 19.00	Describe prking	
TOTALS OF COLUMNS					36. \$ 16.50	37. \$ 0.00	38. \$ 27.00	39. \$ 0.00	40. \$ 19.00	Claim Total \$ 62.50	
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 \$ 62.50		
Less Travel Advance 126											
					AMOUNT DUE TO EMPLOYEE					54. \$ 62.50	
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) E133411 for Mark, Melanie

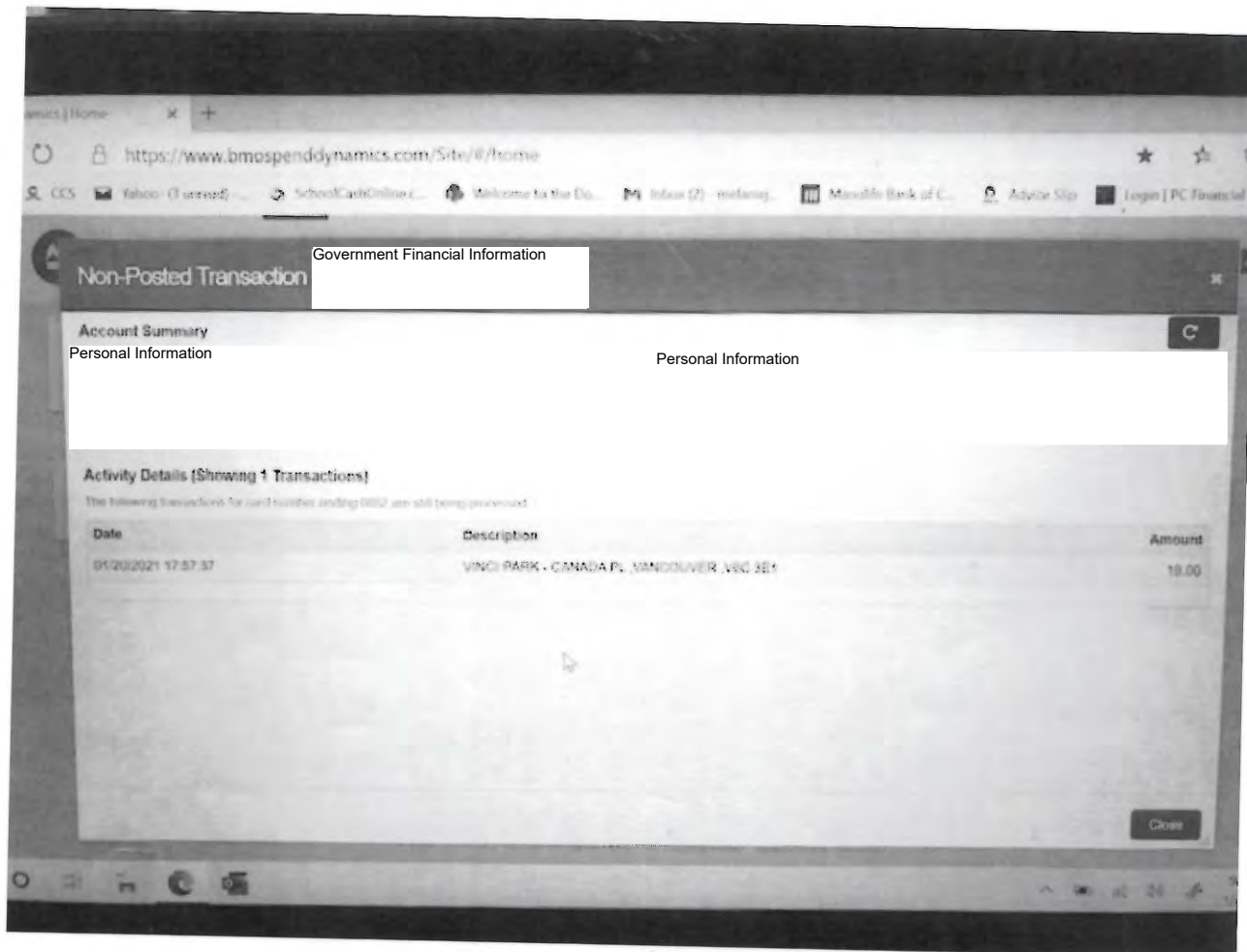
1 note(s) returned.

Created On	Author	Note
2021/02/09 12:16:24	Flesh, Cindy Security Concern Cindy.Flesh@gov.bc.ca	Jan 20, 2021 - Drive to DTVan for meetings (prking pd by m/c) - drive home.

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Flesh, Cindy TACS:EX

From: Mark, Melanie TACS:EX
Sent: January 22, 2021 9:32 AM
To: Flesh, Cindy TACS:EX
Subject: Receipt from BMO parking



Sent from my iPhone

5/1/2021
P4 by m/c
702

MA21EXEPAL88



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133571

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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 2021/03/23	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
2021	Destination	Start	End	Km	Cost
03/12	Vancouver	0830	1100	19	** 10.45
03/19	Vancouver	1240	1430	30	** 16.50
03/21	VAN-Victoria (HJ)	1545	2359		0.00
03/22	Victoria	0700	2359		0.00
03/23	Victoria	0700	2359		0.00
03/24	VIC-Vancouver (HA)	0700	1715		0.00
PCARD					
				20. & 21. Meals	22. Lodging Costs
				Cost	Cost
				(Taxi) 30.00	CCA 174.56
					174.56
					174.56
				(Taxi) 40.55	
				39.50	
TOTALS OF COLUMNS				36. \$ 26.95	37. \$ 70.55
				38. \$ 197.50	39. \$ 523.68
				40. \$ 0.00	Claim Total \$ 818.68
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code Personal Information
126	51384	54006	5702	5188888	Amount
126	51384	54006	5750	51MTCCA	** \$ 26.95
126	51384	54006	5751	51MTCCA	\$ 197.50
126	51384	54006	5701	51MTVNC	\$ 523.68
Less Travel Advance					54. \$ 818.68
126					
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 1050-06

Audited by PL Mar 25, 2021

Notes for Travel Voucher (Restricted Use) E133571 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2021/03/25 09:36:37	Flesh, Cindy Security Concern) Cindy.Flesh@gov.bc.ca	March 12, 2021 - drive to DTVan for event - drive home March 19, 2021 - drive to DTVan for event - drive home March 21, 2021 - Bonny's Taxi (pd by m/c to Helijet (pd by p/c) Van/Vic - shuttle to hotel o/n (pd by m/c) March 22, 2021 - walk to buildings - walk to hotel - o/n (pd by m/c) March 23, 2021 - walk to buildings - walk to hotel - o/n (pd by m/c) March 24, 2021 - walk to buildings - Yellow Cab (pd by m/c) to Harbour Air (pd by p/c) Vic/Van - Maclure's Cab (pd by m/c) home.

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MTVNC

BONNY'S TAXI BM 44
5759 SIDLEY STREET
BURNABY BC

CARD
CARD TYPE MASTERCARD
DATE 2021/03/21
TIME 7357 16:19:45
CLERK ID 01
RECEIPT NUMBER
C85019053-001-305-007-0

PURCHASE
AMOUNT \$30.00
TIP
TOTAL

Mastercard
A0000000041010
46C11272C3084032
0000008000-E800
6A1D405A8BBE54AD

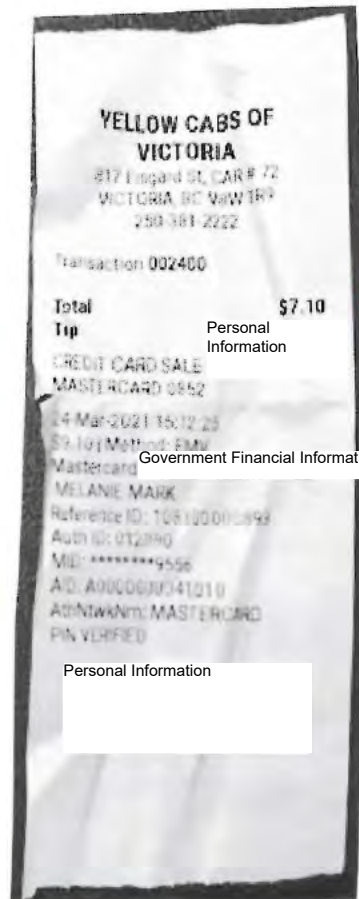
APPROVED

AUTH# 059922 01-027
THANK YOU

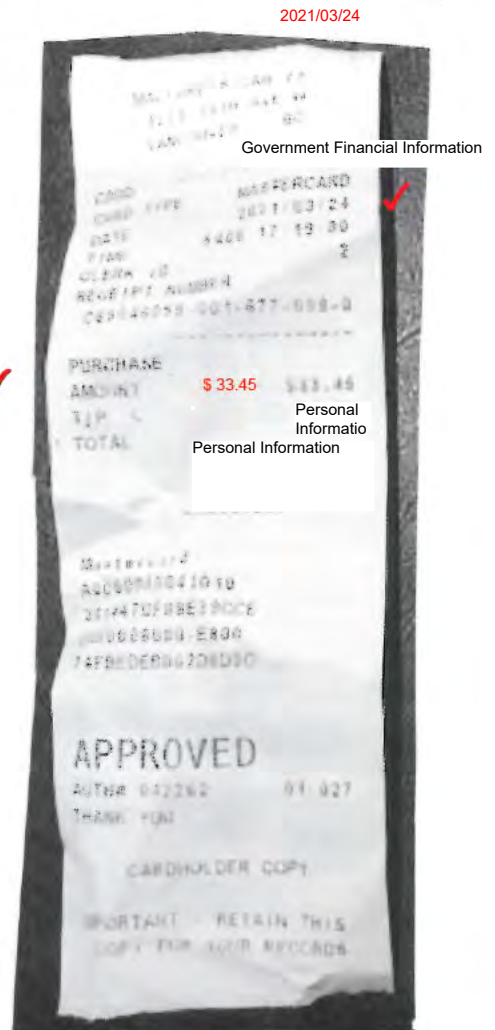
CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

5701
SIMTUNE
pd by m/c



5701
SIMTUNE
pd by m/c



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. :
 Arrival : 03-21-21 ✓
 Departure : 03-24-21 ✓
 Folio No. :
 Conf. No. :
 AR No. :
 Reference No. :
 Custom Ref. :

Date	Description	Charges	Credits
03-21-21	Room Charge	✓ 149.00	
03-21-21	Destination Marketing Fee - 1%	1.49	
03-21-21	Municipal Tax - 3%	4.51	
03-21-21	Hotel Room Tax - 8%	12.04	
03-21-21	Goods and Services Tax - 5%	7.52	
03-22-21	Room Charge	✓ 149.00	
03-22-21	Destination Marketing Fee - 1%	1.49	
03-22-21	Municipal Tax - 3%	4.51	
03-22-21	Hotel Room Tax - 8%	12.04	
03-22-21	Goods and Services Tax - 5%	7.52	
03-23-21	Room Charge	✓ 149.00	
03-23-21	Destination Marketing Fee - 1%	1.49	
03-23-21	Municipal Tax - 3%	4.51	
03-23-21	Hotel Room Tax - 8%	12.04	
03-23-21	Goods and Services Tax - 5%	7.52	
03-24-21	Government Financial Information		523.68
Total Charges		523.68	
Total Credits			✓ 523.68
Balance		✓	0.00

Guest Signature: _____

5751
 51mmTCCA
 Pd by m/c