Minister'	s Quarterly Travel	Ex	pense Sur	nmary	
Name:	Honourable Melanie M	ζ	Quarter:	2021 Apr to Jun	
Portfolio:	: Tourism, Arts, Culture and		oort		
Travel exper	se summary (amount paid	this	quarter):		
In Province Flights:			945.72		
Other Travel in Province:		\$	247.60		
Out of Country Travel:		\$	-		
Out of	Province Travel:				
Total travel expenses paid this quarter:		\$	1,193.32		
Travel exper	uses fiscal year-to-date:	\$	1,193.32		



# Munro, Asia TACS:EX

From:	passengerservices@helijet.com
Sent:	March 21, 2021 4:23 PM
То:	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		
Sandar		Personal Information
Account	Customer #	
	Name	Melanie Mark
	Company	Ministry Of Tourism Arts Culture & Sport

Sunday, March 21, 2021	Government Financial Information	
	FARE-YWH-OffPeak_2020	\$247.62
727 17:00 Vancouver Harbour (Downtown)	+ GST	\$12.38
17:35 Victoria Harbour (Downtown)	Billing	\$247.62
35 minutes	Taxes	\$12.38
Confirmed	Grand Total	\$260.00
1 Passengers - Off-Peak	Mastercard	\$260.00

Melanie Mark, Female	Date / Time March 21, 2021 @ 4:22:45 PM	
Add to Calendar	Government Financial Information Summary	
	Expiration	
Government Financial Information	Authorization	
	Helijet fares are fully Changeable / Refundable up to 5pm th	ie
	day prior to departure.	
	After 5pm all next-day travel is non-refundable and only	
	changeable for same-day travel. Any cancellations will result a non-refundable cancellation fee equal to the value of the one-way travel.	t in
	Failure to change 1 hour prior or check-in 20 minutes prior t 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 1	.2
	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	on

## 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 a Helijet Agent, consult Helijet Passenger Rights, Tariff & Travel Information or visit the Canadian Transportation Agency's website.

GST#: R102320165

## **COVID-19 Information:**

For your ongoing safety and security, Helijet is pleased to meet or exceed any applicable federal, provincial or municipal public health regulations. See in-terminal signage or <u>helijet.com</u> for details of Helijet's enhanced Covid-19 procedures and protocols.

Please note the following COVID-19 protocols required of all passengers booked on Helijet scheduled flights in order to board a flight.

- If you are feeling unwell you are asked to stay home and rebook your trip for another time when you

#### 5711 MTVNC FY21

## Munro, Asia TACS:EX

From:	reservation@harbourair.com
Sent:	March 23, 2021 10:30 AM
То:	Munro, Asia TACS:EX
Subject:	Flight Itinerary. Thanks for choosing Harbour Air!

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

# HARBOUR AIR SEAPLANES

	Check Flight Status	Manage Flight	Deals & Specials	High Flyer Rewards	Locations
--	---------------------	---------------	------------------	--------------------	-----------

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard!

Please review all booking information and fare conditions prior to arrival.

Due to COVID-19 we have introduced enhanced <u>health and safety protocols</u> that exceed the government travel guidelines. When you arrive at the terminal, please note each passenger is required to wear a mask in our terminals and aboard the aircraft, have their temperature checked to ensure below 38 degrees, and complete and sign a <u>health declaration form</u>. Thank you for helping keep our passengers, team and communities safe!

If you have any questions regarding your reservation or wish to make any changes, please log into your account at <u>harbourair.com</u> or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Harbour Air Team

Customer Information		
Account	HAS #	Personal Information
	Name	Melanie Mark
	Company	Ministers Office For Tourism Arts Culture & Sports

### Booking

Personal Information

Wednesday, March 24, 2021	Government Financial Information	
	Air Transportation Charges	
Flight #238 16:00 Victoria Harbour / Map 膨 👘	Sked 200 : (St) GO Flex	\$191.36
16:35 Vancouver Harbour / Map 🛄	Taxes, Fees and Charges	
	All Skeds - Baggage : Checked Baggage Fee	\$0.00
35 minutes	Sked 200 : Carbon Offset	\$0.65
KK- Confirmed	Sked 200 : VHFC Terminal Fee	\$10.85
	+ Goods and Services Tax	\$10.14
1 Passenger(s) - GoFlex		
Melanie Mark, Female	Billing	\$202.86
Add to Calendar	Taxes	\$10.14
Government Financial Information	Grand Total	\$213.00

COVID-19 Update: To provide more flexibility, all change and cancellation fees will be waived on bookings for flights departing between December 8, 2020 and March 31, 2021.

### **GoFlex Fare Conditions:**

- Check in 25 minutes prior to departure time.
- Refundable up to 4 hrs\* prior to departure.

- Changeable up to 4 hrs\* prior to departure (subject to difference in fare value).

- As always, no fees will be applied in the event of weather disruptions.

- 50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure.

- Select Seating \$10 (space permitting).

**Required Travel Documents:** 

All passengers 18 years and above must present government issued photo identification.

### **Guaranteed Baggage:**

- 25 lbs. on all routes except listed below.

- 35 lbs. between Richm ond (YVR South), Ganges & Maple Bay.

- 50 lbs between Richmond (YVR South), Victoria & Nanaimo.

### Standby Baggage:

- 25 lbs. (space available) on all routes except listed below.

- 15 lbs. (space available) between Richmond (YVR South), Ganges & Maple Bay.

- 0 lbs. between Richmond (YVR South), Victoria & Nanaimo.

BRITISH COLUMBIA BC Public Service	Whe	re id	eas	WOI	:k				
T	ravel '	Vouc	her	' (Res	strict	ed Use	e)		Control No.
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ame Iark, Melanie ient Organization			Persona	ployee ID Information				Phone Numb (250) 953-09 Travel Group	05
ourism, Arts, Culture	and Sport				urism, Arts,	Culture		4	oout
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HJ flights paid by the office purchase card

DJ May 13/21

		hark, meranic
1 note(s) returned.		
Created On	Author	Note
2021/05/13 09:27:16 Secu	Flesh. Cindv rity Concern Cindy.Flesh@gov.bc.ca	May 9, 2021 - Bonny's Taxi (pd by m/c) to Helijet Van/Vic (pd by p/c) shuttle to hotel o/n (pd by m/c) May 10, 2021 - walk to buildings - walk to hotel o/n (pd by m/c) May 11, 2021 - walk to buildings - Yellow Cab (pd by m/c) to Helijet Vic/Van (pd by p/c) - personal ride home.
	ation the Conversion of Coversion of Dritich Co	

### Notes for Travel Voucher (Restricted Use) E133660 for Mark, Melanie

Production \*\*\* Copyright © Government of British Columbia

BONNY'S TAXI B 35 5759 SIDLEY ST BURNABY BC Government Financial Information CARD CARD TYPE MASTERCARD DATE 2021/05/09 🖌 TIME 0899 16:50:28 CLERK ID 02 RECEIPT NUMBER C85040857-001-057-003-0 -----PURCHASE AMOUNT \$31.25 \* TIP Personal Information TOTAL Personal Information

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Mastercard Personal Information

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33C489606BFC6ED5 0000008000-E800 0A50863D9B83694F

# APPROVED

AUTH# 011313 01-027 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

5 Tol pd by male SIMMAUNC

Melanie Mark 🕜	Room No.	Security Concern
Canada	Arrival	: 05-09-21
Canada	Departure	: 05-11-21
	Folio No.	Personal Information
	Conf. No.	4
Company Name:	AR No.	1
Group Name:	Reference No.	21
	Custom Ref.	4

Date	Description	Charges	Credits
05-09-21	Room Charge	156.00	
05-09-21	Destination Marketing Fee - 1%	1.56	
05-09-21	Municipal Tax - 3%	4.73	
05-09-21	Hotel Room Tax - 8%	12.60	
05-09-21	Goods and Services Tax - 5%	7.88	
05-10-21	Room Charge	156.00	
05-10-21	Destination Marketing Fee - 1%	1.56	
05-10-21	Municipal Tax - 3%	4.73	
05-10-21	Hotel Room Tax - 8%	12.60	
05-10-21	Goods and Services Tax - 5%	7.88	
05-11-21	Mastercard Government Financial Information	114.5	365.54
	XXXXXXX		

Total Charges	365.54		
Total Charges	303,34		
Total Credits		365.54	4
Balance		0.00	-

Security Concern

SISI Pà buy mic Simtcon

Page No. 1 of 1



# **YELLOW CAB VICTORIA #163**

817 Fisgard St VICTORIA, BC V8W1R9 +1 250-381-2222

http://yellowcabvictoria.com

yellowcab163@yahoo.com

Subtotal Total Taxes Tip \$6.40 \$0.00 Personal Information

Personal Information

# Total

PAYMENT ID: Personal Information

### Hide Details

Card: Government Financial Information 11-May-2021, 18:09 Method: EMV Auth ID: 062305 Reference ID: Personal Information Authorizing Network: MASTERCARD AID: CVM: PIN VERIFIED

Government Financial Information

DATE

11-May-2021 18:09

5701 Pd by MIC SIMITURE

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57. Payn	nent Auti	nority Signa bayment pur	ature (See Audit Tra suant to section 32 of	<b>ail)</b> of the Finar	ncial	Pri	nt Name			Date	Signed	1	

Ministry Payment Authority ARCS 1050-06

DJ June 15/21

Notes for Travel Voucher (Rest	tricted Use) E133707 for Mark, Melanie
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2 note(s) returned.	les for fraver voucher	(Resulcted Use) E153707 Ion	
Created On		Author	Note
2021/06/04 13:55:10	Flesh Cindy Security Concern	/ Cindy.Flesh@gov.bc.ca	May 28th drove to various meetings in the DTVan and surrounding areas - drove home
2021/06/04 14:02:47	Flesh. Cindy Security Concern	, , ,	(prking pd by m/c)

Production \*\*\* Copyright © Government of British Columbia

Personal Information

Activity Datalls (Showing 1 Transactions) Gov The following transactions for card number anding error still being processed.

on

Date ent Fina Fina √ 05/28/2021 18:46:56 Infor mati

Description CAPILANO SUSPENSION, NORTH VANCOU, V7R4J1 Amount 5.00 V

5702 PN by mic 5188888

	MA	22	EX	E	DIJ	114
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# **Travel Voucher (Restricted Use)**

Control No.

E133741 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. **Employee ID** Name Phone Number Pore Mark, Melanie (250) 953-0905 Information Job Title **Client Organization** Travel Group Code Minister of Tourism, Arts, Culture Tourism, Arts, Culture and Sport 4 7. Special Cheque Issue 5. Date Completed 6. Fiscal Year 8. Cheque Stub Information 2021/06/15 2022 Type of Travel 14. Reason for Travel Headquarters In Province **Ministerial Business** Vancouver-Mount Pleasant 12. Mailing Address for Cheque PO Box 9082 Stn Prov Govt Victoria, BC V8W 9E2 16. 17. 18. 19. 20. & 21. 22. 20. & 21. \$0.55 Personal Travel **Places Travelled** Other Meals Miscellaneous Vehicle Use Transport Dates Lodging Destination Costs Cost Costs Cost Describe 2021 Start End Km Cost 05/18 1245 16.50 Vancouver 1015 30 27 00 06/14 Vancouver 0930 1200 30 16.50 16.00 prking 37. **Claim Total** 36 38. 39. 40. TOTALS OF COLUMNS 60 kms \$ 33.00 \$ 0.00 \$27.00 \$ 0.00 \$ 16.00 \$76.00  $\checkmark$ 50. 48. 49 51. 52. 45. **Client Code** Resp. Service Line STOB Project Supplier Code Amount 126 51384 54006 5702 5188888 \$76.00 Information 126 126 126 Less Travel Advance 126 54. AMOUNT DUE TO EMPLOYEE \$ 76.00 1 45. Employee Signature (See Audit Trail) Print Name Date Signed - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party. 56. Spending Authority Signature (See Audit Trail) Print Name Date Signed - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies. 57. Payment Authority Signature (See Audit Trail) Print Name Date Signed - Requisition for payment pursuant to section 32 of the Financial Administration Act. Production \*\*\* Copyright © Government of British Columbia FIN 10 (EFI-F0012 v2.6.1) Ministry Spending Authority ARCS 1240-20

Ministry Payment Authority ARCS 1050-06

DJ June 17/21

Created On		Author	Note
2021/06/16 12:39:52	Flesh, Cindy Security Concern	Cindy.Flesh@gov.bc.ca	May 18, 2021 - drive to DT Van for event - drive home June 14, 2021 - drive to DT Van for event (prking pd by m/c) - drive home

### Notes for Travel Voucher (Restricted Use) E133741 for Mark, Melanie

Account Summary Personal Information

C

Activity Details (Showing 1 Transactions) Gove The following transactions for card number endingrounds are still being processed.

Date	nt <b>Pansi</b> ption	Amount
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	n	

5702 mic 5888812

Personal Information

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		250) 953-090					Personal				elanie 🖌	Mark, Me
	Code	avel Group	Tr				Informati				ganizatio	
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	enaneous	WISC	Lodging	Inedis	Transport	icle Use			ITavelle	Flaces I	1.5.1	Dates
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1	1 million 1	100 C		27.00	66.85	0.00	101	1445		/Van(HA) /Card x 2	10 1 10 1 10 1 10 10 10 10 10 10 10 10 1	06/23
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DJ June 29/21

1 note(s) returned.	el voucher (Res	stricted Use = 155765 for f	wark, melame
Created On		Author	Note
2021/06/24 09:05:05 Se	Flesh, Cindv curity Concern	Cindy.Flesh@gov.bc.ca	June 23, 2021 - Bonny's Taxi (pd by m/c) to Harbour Air Van/Vic (pd by p/c)- walk to buildings - walk to Harbour Air Vic/Van (pd by p/c) - Yellow Cab (pd by m/c) to CO - MACLURE's Cab (pd by m/c) to home.
		ht @ @	

### Notes for Travel Voucher (Restricted Use) E133763 for Mark, Melanie

Production \*\*\* Copyright © Government of British Columbia

BONNY'S TAXI B 125 5759 SIDLEY STREET BC BURNABY Government Financial Information CARD CARD TYPE MASTERCARD 2021/06/23 -DATE 5487 08:21:03 TIME CLERK ID 01 RECEIPT NUMBER C85048770-001-412-001-0

PURCHASE TOTAL

# \$30.25

Mastercard Personal Information

66AE9D88F6E34A90 0000008000-E800 9F6D09D1E9D6A406

# APPROVED

AUTH# 035991 01-027 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

5701 SIMITUNC Paby MIL

#### YELLOW CAB # 224 1441 CLARK V5L3K9 VANCOUVER BC Phone #604 681 1111 27093310 TM2709331001

### SALE

Batch #: 345 RRN: 0013450120 06/23/21 -14:36:30 CHLIERA. 1 REF#: 00000007 APPR CODE: 074896 MASTERCARD Government Financial Chip \*\*/\*\* Information Mastercard Personal Information

AMOUNT

15.35 \$15.35 ¥ Information

TOTAL

TIP

### **00 APPROVED**

Rotain this copy for your resords

Thank you for using Yellow Cab GST # 105762447R T001

CUSTOMER COPY

5701 SIMTUNE Pd by mic

MACLURE'S CAB 77 1275 75TH AVE W VANCOUVER BC

### Government Financial Information

CARD		
CARD TYP	MASTERCARD	h
DATE	2021/06/23	41
TIME	0979 19:35:50	
CLERK I	2	
RECEIPT	NUMBER	
C85046	059-001-715-005-0	
PURCHASI	E	
- MOUNT	\$21.25	1
IIP	Personal Information	

Mastercard

Personal Information

TOTAL

661D613B9EC6442D 0000008000-E800 E9C0E385C67DB784

# APPROVED

AU1H# 052985 01-027 THANK YOU

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## Munro, Asia TACS:EX

From: Sent: To: Subject: passengerservices@helijet.com June 4, 2021 10:50 AM Munro, Asia TACS:EX Thank you for choosing to take off with Helijet!

tex texture. 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

Sunday, May 9, 2021	Personal Invoice Information	
	FARE-YWH-OffPeak_2020	\$247.62
727 17:30 Vancouver Harbour (Downtown)	+ GST	\$12.38
18:05 Victoria Harbour (Downtown) 💙	Billing	\$247.62
35 minutes	Taxes	\$12.38
Confirmed	Grand Total	\$260.00
1 Passengers - Off-Peak	Mastercard	\$260.00 🗸

Melanie Mark, Female 🗸

### Add to Calendar

Personal Information

Date / Time

May 9, 2021 @ 4:54:24 PM 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)

### ACCESSIBILITY:

As accessible seating is limited, passengers with limited mobility and/or special needs are asked to make their seat request with a Helijet Reservations Agent by phone at +1.800.665.4354 - online bookings made without calling may not be honoured on the desired flight.

COVID-19:

Helijet flights continue to operate for your essential travel, if you're not sure if your trip is essential please refer to the Province of British Columbia's website:

https://www2.gov.bc.ca/gov/content/covid-19/travel/current

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 a Helijet Agent, consult Helijet Passenger Rights, Tariff & Travel Information or visit the Canadian Transportation Agency's website.

### Munro, Asia TACS:EX

From: Sent: To: Subject: passengerservices@helijet.com June 4, 2021 10:56 AM Munro, Asia TACS:EX Thank you for choosing to take off with Helijet!

TEXTERNAL 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 #	Government Financial Information
	Name	Melanie Mark
	Company	Ministry Of Tourism Arts Culture & Sport

	Personal	
Tuesday, May 11, 2021	Invoice Information	
	FARE-YWH-OffPeak_2020	\$247.62
730	+ GST	\$12.38
18:30 Victoria Harbour (Downtown)	$\checkmark$	
19:05 Vancouver Harbour (Downtown)	Dilling	\$247.62
	Billing	\$247.02
35 minutes	Taxes	\$12.38
	Grand Total	\$260.00
Confirmed		
	Mastercard	\$260.00
1 Passengers - Off-Peak		

### Melanie Mark, Female 🖌

### Add to Calendar

Personal Information

Date / Time

May 11, 2021 @ 6:12:09 PM 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.

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