

Minister's Quarterly Travel Expense Summary

Name: Honourable Melanie Mark

Quarter: 2021 Jul to Sep

Portfolio: Tourism, Arts, Culture and Sport

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 1,299.99

Other Travel in Province: \$ 1,411.58

Out of Country Travel:

Out of Province Travel:

Total travel expenses paid this quarter: \$ 2,711.57

Travel expenses fiscal year-to-date: \$ 3,904.89



Travel Voucher (Restricted Use)

Control No.

E133529

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 2021/03/12 06/29	6. Fiscal Year 2022	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial Business		Headquarters Vancouver -Mount Pleasant

12. Mailing Address for Cheque
PO Box 9082 Stn Prov Govt Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. \$0.55 Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Cost		Cost	Describe
2021										
06/29	Van-Victoria (HJ)	1650	2359	14	7.70		36.00	186.29		
06/30	Vic- Vancouver (HJ)	0700	1415	14	7.70	8.60	39.50			
07/04	Van-Victoria (HJ)	1015	2359	14	7.70		48.50	233.15		
07/05	Vic- Vancouver (HJ)	0700	1000	14	7.70	9.30	27.00			

TOTALS OF COLUMNS	36. ✓	37. ✓	38. ✓	39. ✓	40.	Claim Total
56 kms \$ 30.80	\$ 17.90	\$ 151.00	\$ 419.44	\$ 0.00	\$ 619.14	

48.	Client Code	49.	Resp.	50.	Service Line	51.	STOB	52.	Project	45.	Supplier Code	Amount
	126		51384		54006		5701		51MTVNC		Personal Information	\$ 48.70
	126		51384		54006		5750		51MTCCA			\$ 151.00
	126		51384 ⁴		54006		5751		51MTCCA			\$ 419.44

[illegible]

	AMOUNT DUE TO EMPLOYEE	54. \$ 619.14
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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
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Notes for Travel Voucher (Restricted Use) E133529 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2021/07/05 11:20:28	Flesh, Cindy Security Concern Cindy.Flesh@gov.bc.ca	June 29, 2021 - drive to Helijet Van/Vic (pd by p/c) shuttle to hotel o/n (pd by m/c) June 30, 2021 - walk to building for meetings - Yellow Cab (pd by m/c) to Helijet Vic/Van (pd by p/c) - drive home July 4, 2021 - drive to Helijet Van/Vic (pd by p/c) - shuttle to hotel - walk to event - walk back to hotel o/n (pd by m/c) July 5, 2021 - Bluebird Cab (pd by m/c) to Helijet Vic/Van (pd by p/c) drive home

Production *** Copyright © Government of British Columbia

Melanie Mark ✓ |

Canada

Company Name: Personal Information
Group Name:

Room No. Security Concern
Arrival : 06-29-21
Departure : 06-30-21
Folio No. :
Conf. No. Personal Information
AR No. :
Reference No. :
Custom Ref. :

Date	Description	Charges	Credits
✓ 06-29-21	Room Charge	159.00	
06-29-21	Destination Marketing Fee - 1%	1.59	
06-29-21	Municipal Tax - 3%	4.82	
06-29-21	Hotel Room Tax - 8%	12.85	
06-29-21	Goods and Services Tax - 5%	8.03	
06-30-21	Mastercard <small>Government Financial Information</small> XXXXXXXX		186.29

Total Charges	186.29	
Total Credits		186.29 ✓
Balance		0.00 ✓

Security Concern

Personal Information

Melanie Mark ✓ |
Personal Information

Canada

Company Name:

Group Name:

Room No. : Security
Arrival : 07-04-21 Concern
Departure : 07-05-21
Folio No. :
Conf. No. : Personal
AR No. : Information
Reference No. :
Custom Ref. :

Date	Description	Charges	Credits
✓ 07-04-21	Room Charge	199.00	
07-04-21	Destination Marketing Fee - 1%	1.99	
07-04-21	Municipal Tax - 3%	6.03	
07-04-21	Hotel Room Tax - 8%	16.08	
07-04-21	Goods and Services Tax - 5%	10.05	
07-05-21	Mastercard Government Financial Information XXXXXX		233.15
		Total Charges	233.15
		Total Credits	233.15 ✓
		Balance	0.00 ✓

Security Concern

Personal Information

Page No. 1 of 1

Flesh, Cindy TACS:EX

From: Mark, Melanie TACS:EX
Sent: July 5, 2021 10:41 AM
To: Flesh, Cindy TACS:EX
Subject: Taxi Receipts

Will send in the mail tomorrow



Personal Information

Sent from my iPhone

Munro, Asia TACS:EX

From: reservation@harbourair.com
Sent: July 6, 2021 11:03 AM
To: 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.

[Check Flight Status](#)[Manage Flight](#)[Deals & Specials](#)[High Flyer Rewards](#)[Locations](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & SaltSpring Air! To ensure your experience is as easy and enjoyable as possible, **please review the following booking information and fare conditions prior to arrival.**

The health and safety of our passengers, team and communities is, and always has been, our top priority. The enhanced measures we have implemented with our [Health First program](#) go above and beyond government travel guidelines. As of Step 3 of BC's Restart Plan, mask wearing will be optional in our terminals. **Please note that Transport Canada requires all passengers to wear a face mask while aboard our aircraft and submit a [Health Declaration Form](#).**

Prefer to sit in a single seat? We recommend reserving a [Select Seat](#). Contact us to find out about options and availability on your flight.

Have a question or need to make a change to your booking? Either log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or 1.800.665.0212 (toll free).

We appreciate your support and we look forward to welcoming you aboard!

See you soon,

The team at Harbour Air



Customer Information

Account

HAS #

Government Financial Information

Name

Melanie Mark

Company

Ministers Office For Tourism Arts Culture & Sports

Booking

Personal Information

Wednesday, June 23, 2021

Flight #211/Twin Otter

09:00 Vancouver Harbour / Map

09:35 Victoria Harbour / Map

35 minutes

KK - Confirmed

1 Passenger(s) - GoFlex

Melanie Mark, Female

[Add to Calendar](#)

Personal Information

Invoice Government Financial Information

Air Transportation Charges

Sked 200 : (St) GO Flex \$219.93

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$10.85

+ Goods and Services Tax \$11.57

Billing \$231.43

Taxes \$11.57

Grand Total \$243.00

Master Card \$243.00

Date / Time June 23, 2021 @ 8:07:15 AM

Summary

Government Financial Information

Expiration

Authorization

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 either

one piece of government issued photo identification, or two pieces of government-issued ID without a photograph.

- Physical I.D. is required. Sorry, we cannot accept copies or photos of I.D.

Guaranteed Baggage:

- 25 lbs. on all routes except listed below.
- 35 lbs. between Richmond (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.

Luggage over 50 lbs. total (per passenger) is subject to \$1 per lb, and travels on space available basis.

**Changes or cancellations within 4 hrs are subject to a \$20 fee.*

For flights departing on or before 11am, changes and cancellations must be made before 5pm the day prior to avoid the fee.


Booking

Personal Information

Wednesday, June 23, 2021

Flight #228

13:30 Victoria Harbour / 

14:05 Vancouver Harbour / 

35 minutes

KK - Confirmed

1 Passenger(s) - GoFlex

Melanie Mark, Female

[Add to Calendar](#)

Invoice

Government Financial Information

Air Transportation Charges

Sked 200 : (St) GO Flex \$219.93

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$10.85

+ Goods and Services Tax \$11.57

Billing \$231.43

Taxes \$11.57

Grand Total **\$243.00**

Master Card **\$243.00**

Date / Time June 23, 2021 @ 8:07:15 AM

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**Changes or cancellations within 4 hrs are subject to a \$20 fee.*

For flights departing on or before 11am, changes and

Munro, Asia TACS:EX

From: passengerservices@helijet.com
Sent: June 29, 2021 4:54 PM
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

Tuesday, June 29, 2021

Invoice Government Financial Information

727

17:30 Vancouver Harbour (Downtown)

18:05 Victoria Harbour (Downtown) ✓

35 minutes

Confirmed

2 Passengers - Off-Peak

FARE-CHILD2020

\$103.81

FARE-YWH-OffPeak_2020

\$247.62

FARE-1stCHILDFREE2020

(\$103.81)

+ GST

\$12.38 ✓

Billing

\$247.62

Taxes

\$12.38

Grand Total

\$260.00 ✓

Makayla Ronaldson, Child
Melanie Mark, Female

[Add to Calendar](#)

Personal Information

Mastercard

\$260.00

Date / Time

June 29, 2021 @ 4:53:19 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

Munro, Asia TACS:EX

From: passengerservices@helijet.com
Sent: July 6, 2021 11:06 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

Wednesday, June 30, 2021

714

13:00 Victoria Harbour (Downtown)

13:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Sale

Invoice Government Financial Information

SALE - Seat Sale \$229

\$218.09

+ GST

\$10.90

Billing

\$218.09

Taxes

\$10.90

Grand Total

\$228.99

Mastercard

\$228.99

Melanie Mark, Female

[Add to Calendar](#)

Personal Information

Date / Time

June 30, 2021 @ 12:57:33 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)

ACCESSIBILITY:

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

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

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Please read your confirmation for more COVID-19 information.

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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.



Control No.

E133833

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 2021/07/26	6. Fiscal Year 2022	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial Business	Headquarters Vancouver -Mount Pleasant	

PO Box 9082 Stn Prov Govt Victoria, BC V8W 9E2

16. Travel Dates	17. Places Travelled			18. ^{\$0.55} Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Cost		Cost	Describe
2021										
07/20	Vancouver	1030	1315	37	20.35		27.00		20.00	prking
07/23	Vancouver & Area	0900	1900	51	28.05		48.50			
07/26	Vancouver & Area	0930	1630	48	26.40		27.00		16.00	prking
07/27	Vancouver & Area	0745	1600	247	135.85					
07/28	Van-Ladysmith (ferry)	1700	2359	54	29.70	86.15	36.00	125.35		
07/29	Van-Vancouver (ferry)	0700	2100	207	113.85	86.15	61.00			

[illegible]

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
126	51384	54006	5702	5188888	Personal Information	\$ 887.35
126						
126						
126						

[illegible][illegible]

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	\$ 007.00
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56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
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57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act	Print Name	Date Signed
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Notes for Travel Voucher (Restricted Use) E133833 for Mark, Melanie

4 note(s) returned.

Created On	Author	Note
2021/07/30 10:11:02	Flesh, Cindy Security Concern Cindy.Flesh@gov.bc.ca	July 20, 2021 - drive to DTVan for event (prking pd by m/c) - drive home July 23rd - drive to Richmond for event - drive home - drive to DTVan for evening event - drive home July 26, 2021 - drive to Richmond for events - drive to DTVan for meeting (prking pd by m/c) - drive home July 27, 2021 - drive to Surrey for event - drive to Cultus Lake for events - drive to Chilliwack for event - drive to Abbotsford for event - drive home.
2021/07/30 10:13:33	Flesh, Cindy Security Concern Cindy.Flesh@gov.bc.ca	July 27, 2021 - drive to Horseshore Bay BC Ferry Terminal Van/Nanaimo (pd by m/c) - drive to Ladysmith - o/n hotel (pd by m/c)
2021/07/30 10:18:34	Flesh, Cindy Security Concern Cindy.Flesh@gov.bc.ca	July 28th - drive to Duncan for event - drive to Nanaimo for event - drive to Parksville for event - drive to Qualicum Beach for event - drive to Lantzville for event - drive to Departure Bay BC Ferry Terminal Nan/Van (pd by m/c) - drive home
2021/07/30 11:52:52	Flesh, Cindy Security Concern Cindy.Flesh@gov.bc.ca	July 29 July 29, 2011 - drive to DTVan for evening event - drive home

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RECEIPT
REÇU

RECEIVED FROM REÇU DE		DATE <u>July 20/2021</u> ✓
<u>Twenty Dollars</u>		\$ <u>20.00</u> ✓
		100 DOLLARS
FOR POUR <u>West Park Canada Place</u>		
TAX REG. NO. N° DE TAXE <u>120996095 RT0005</u>		BY PAR <u>CR</u>
		SDC71SE

5188888
5702
pd by visa

Canada Place Parkade

999 Canada Place

Vancouver BC, V6C 3C1

Pay Station Number: 1
Entered: 07/26/2021 13:59 ✓
Exited: 07/26/2021 15:36
Ticket Number: 77962
Transaction Number: 99048
Rate: A
Parking Fee: \$16.00

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

Master
Government Financial
Information

Approval Number: 067991

Thank you for visiting

Canada Place

Price includes applicable taxes

GST# 120996095RT0005

5701
5188888
PA by m/c

Sent from my iPhone



Booking Holder

Melanie Mark ✓ |
Personal Information

Provide booking reference number to ticket agent

DEPARTS

TIME/DATE

Vancouver (Horseshoe Bay)

06:15 PM28/Jul/2021

✓ |

ARRIVES

TIME/DATE

Nanaimo (Departure Bay)

07:55 PM28/Jul/2021

Fare type: Prepaid

Ferry: Coastal Renaissance

Fare Information

1x

20 ft. (6.10 m) Under height
passenger vehicle

Personal Information

1x

12+ years

Port authority fees:

Reservation fee

\$10.00

✓ |

Personal Information

Total

Amount paid

Due at terminal:

Personal Information

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.

Reservation
fee
10.00

**Arrive at the terminal 30 to 120 minutes prior to
scheduled departure**

5702
5188888
PA by mjc

Flesh, Cindy TACS:EX

From:
Sent:
To:
Subject:

Mark, Melanie TACS:EX
July 30, 2021 8:32 AM
Flesh, Cindy TACS:EX
Receipts

Security Concern

Security Concern

LADYSMITH DR Security Concern

Security Concern

Folio (Detailed)

Name: MARK, MELANIE Confirmation Number: Personal Information
ACCOUNT/ INVOICE # :

Room: Security Concern Room Type: Personal Information
Rate Plan: Security Concern
Arrival: 2021-07-28 (Wed) Departure: 2021-07-29 (Thu) Nights: 1 Guests: 1/0
GTD: MC - MASTERCARD Government Financial Information

Room Rate:
2021-07-28 (Wed) - 2021-07-28 \$109.00 + \$16.35 Tax per night.

Date	Code	Description	Amount	Balance
2021-07-28	RM	ROOM CHARGE	\$109.00	\$109.00
2021-07-28	GST	GST TAX	\$5.45	\$114.45
2021-07-28	MARK	DESTINATION MARKETING FEE	\$2.18	\$116.63
2021-07-28	PST	PST TAX	\$8.72	\$125.35
2021-07-29	MC	MASTER CARD Security Concern	-\$125.35	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	Dis
\$109.00	\$16.35	\$0.00	\$0.00	-\$125.35	\$0.00	\$0.00

Security Concern

5702
5188888
PA by MIC

Flesh, Cindy TACS:EX

From: British Columbia Ferry Services Inc. <no_reply@bcferries.com>
Sent: July 20, 2021 2:04 PM
To: Flesh, Cindy TACS:EX
Subject: Your booking is confirmed: ^{Personal Information} for 2021-07-28 , ^{Personal Information} for 2021-07-29

Follow Up Flag: Follow up
Flag Status: Flagged

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



Melanie your booking is now confirmed.

[View or edit your booking\(s\)](#)

Please review your itinerary below to confirm your details and note the check-in time for your sailing.

This is a transactional or informational email that contains important details that BC Ferries must communicate to you in order to provide the best possible service. This is not a promotional email. Please do not respond to this email.

BOOKING CONFIRMATION

Personal Information

Booking reference:

Personal Information

Date issued: 20/Jul/2021 2:02:13 PM
Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Melanie Mark ✓
Personal Information

Provide booking reference number to ticket agent

DEPARTS	TIME/DATE	
Vancouver (Horseshoe Bay)	06:15 PM28/Jul/2021 ✓	BC Ferries \$76.15 credit issued to P/Card 03Sep21
ARRIVES	TIME/DATE	
Nanaimo (Departure Bay)	07:55 PM28/Jul/2021	

Fare type: Prepaid

Ferry: Coastal Renaissance

Fare Information

1x	20 ft. (6.10 m) Under height passenger vehicle	\$58.60
1x	12+ years	\$17.30
	Port authority fees:	\$0.25
	Reservation fee	\$10.00 non-refundable
	Total	\$86.15
	Amount paid	\$86.15
Due at terminal:		\$0.00

The Canada Revenue Agency (CRA) and Province of British Columbia regard the supply of ferry services as GST and PST exempt. BC Ferries charges 5% GST as required under the applicable legislation on ancillary services such as cabin rentals, specialty lounges, food and retail services.

Arrive at the terminal 30 to 120 minutes prior to scheduled departure

Booking reference:

Personal Information

Date issued: 20/Jul/2021 2:02:13 PM

Booked by: BC FERRIES PUBLIC WEBSITE

Booking Holder

Melanie Mark ✓
Personal Information

Provide booking reference number to ticket agent

DEPARTS	TIME/DATE	
Nanaimo (Departure Bay)	06:15 PM29/Jul/2021 ✓	Pd to Melanie Mark X Ref E133833
ARRIVES	TIME/DATE	
Vancouver (Horseshoe Bay)	07:55 PM29/Jul/2021	\$86.15 to be reimbursed to Finance

Fare type: Prepaid

Ferry: Queen of Oak Bay

Fare Information

1x	20 ft. (6.10 m) Under height passenger vehicle	\$58.60
1x	12+ years	\$17.30
	Port authority fees:	\$0.25
	Reservation fee	\$10.00
	Total	\$86.15
	Amount paid	\$86.15
Due at terminal:		\$0.00

your request, you will have the option to travel on the next available sailing where your request can be accommodated.

Follow us on Twitter [@BCFerries](https://twitter.com/BCFerries) for service updates.



RECEIPT – PLEASE RETAIN

Date issued:	20/Jul/2021 2:01:53 PM
Booked by:	BC FERRIES PUBLIC WEBSITE
Booking number(s):	Personal Information
GST number:	894623206
Purchase amount:	\$172.30 ✓
Card type:	MasterCard
Card ending:	Government
Authorization #:	Financial Information

British Columbia Ferry Services Inc. Customer Service Centre Suite 500 – 1321
Blanshard Street, Victoria BC, V8W 0B7 [1-888-BC-FERRY](tel:1888BCFERRY) (1-888-223-
3779) bcferries.com

Copyright © 2021 British Columbia Ferry Services Inc.

Munro, Asia TRAN:EX

From: passengerservices@helijet.com
Sent: August 9, 2021 3:41 PM
To: Munro, Asia TRAN: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

Sunday, July 4, 2021

783

11:00 Vancouver Harbour (Downtown)

11:35 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak ✓ |

Invoice

Personal Information

FARE-SummerSale2021_25% off \$260

\$185.71

+ GST

\$9.29

Billing

\$185.71

Taxes

\$9.29

Grand Total

\$195.00

Mastercard

\$195.00

✓ |

Melanie Mark, Female ✓ |

[Add to Calendar](#)

Personal Information

Date / Time

July 4, 2021 @ 10:44:07 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)

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:

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.

GST#:
R102320165

Munro, Asia TRAN:EX

From: passengerservices@helijet.com
Sent: August 9, 2021 3:20 PM
To: Munro, Asia TRAN: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

Monday, July 5, 2021

704

08:35 Victoria Harbour (Downtown)

09:10 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak ✓ |

Invoice #

FARE-SummerSale2021_25% off \$260 \$185.71

+ GST \$9.29

Billing \$185.71

Taxes \$9.29

Grand Total \$195.00

Mastercard \$195.00 ✓ |

Melanie Mark, Female ✓ |

[Add to Calendar](#)

Personal Information

Date / Time

July 5, 2021 @ 7:56:37 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.

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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



Control No.

E133905

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 2021/08/27	6. Fiscal Year 2022	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel Ministerial Business	Headquarters Vancouver- Mount Pleasant	

12. Mailing Address for Cheque
PO Box 9082 Stn Prov Govt Victoria, BC V8W 9A8

16. Travel Dates	17. Places Travelled			18. ^{.55 KMS} Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Cost		Cost	Describe
2021										
08/19	Vancouver & Area	0830	1115	28	15.40				3.50	prking
08/19	Vancouver & Area	1600	2030	30	16.50					
08/20	Vancouver & Area	1100	1345	26	14.30				5.00	prking
08/21	Vancouver & Area	1005	1400	26	14.30					
08/24	Vancouver & Area	1630	1915	30	16.50		36.00			
08/27	Vancouver & Area	0850	1340	25	13.75					
08/27 07/29	TV E133833	0800	0810		0.00				-86.15	BC Ferry overpayment

TOTALS OF COLUMNS	36. \$ 90.75	37. \$ 0.00	38. \$ 36.00	39. \$ 0.00	40. \$ -77.65	Claim Total \$ 49.10
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48.	Client Code 126 126 126 126	49.	Resp. 51384	50.	Service Line 54006	51.	STOB 5702	52.	Project 5188888	45.	Supplier Code <small>Personal Information</small>	Amount \$ 49.10
------------	--	------------	-----------------------	------------	------------------------------	------------	---------------------	------------	---------------------------	------------	---	---------------------------

125					
Less Travel Advance					
126					

	AMOUNT DUE TO EMPLOYEE	54.	\$ 49.10
--	------------------------	-----	----------

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

Audited by PL Sep 02, 2021

Notes for Travel Voucher (Restricted Use) E133905 for Mark, Melanie

1 note(s) returned.

Created On	Author	Note
2021/09/02 09:33:24	Flesh, Cindy (Security Concern) Cindy.Flesh@gov.bc.ca	Aug 19, 2021 - drive to event (prking pd by m/c) - drive home Aug 19th - drive to event - drive home Aug 20, 2021 - drive to event (prking pd by m/c) - drive home Aug 21, 2021 - drive to event - drive home Aug 24, 202 - drive to event - drive home Aug 27, 2021 - drive to event and meeting - drive home Aug 27, 2021 - credit of 86:15 due to overpayment on TV E133833 (BC Ferry charge)

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Government Financial Information

Account Summary

Beginning Cycle Balance
Payments
Current Cycle Transactions
Current Balance

Personal Information

0.00

Credit Limit
Current Balance
Authorizations
Available Credit

Personal Information

Activity Details |

Personal Information

The following transactions for card number ending **Gover** are still being processed

Date		Description	Amount
08/20/2021 15:19:59	✓	PAY PARKING STATION ,VANCOUVER ,V6S4L3	✓ 5.00

Personal Information

Personal Information

pd by m/c

Important Note

We will never ask you to provide credit card details, password credentials, or any personal information in an email or over the phone. If you do receive a request like this please report it immediately to your Administrator.

Last visit: 08/20/2021

Company data last loaded: 08/19/2021

YOU

WESTPARK - THANK YOU

WESTPARK - THANK

Lonsdale Quay
WESTPARK LOT 117

Meter: 03014490-3014490
Trans: 217240
Time: 9:59AM AUG 19
Price: \$3.50
Licence Plate:
Personal Information

Card: Government Financial Information
Auth: 086543
Expires:

11:59AM THU
AUG19 2021

THANKS FOR PARKING
WITH WESTPARK
604.669.7275
www.westpark.com

PARKING RECEIPT

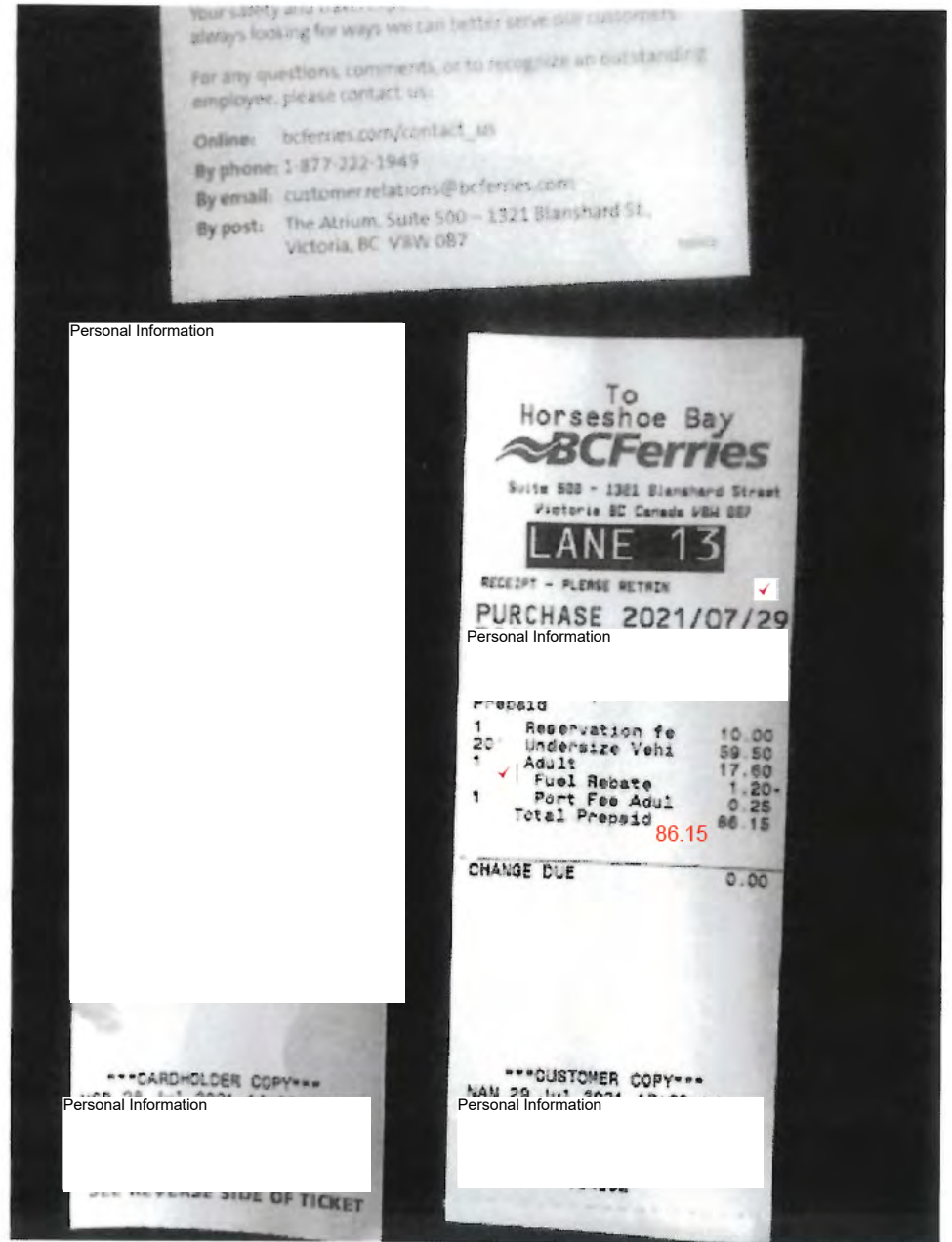
PARKING RECEIPT

5702

Personal Information

pa by m/c

Sent from my iPhone





Where ideas work

Travel Voucher (Restricted Use)

Control No.

E133969

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 2021/09/16 ²¹			6. Fiscal Year 2022			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 9A8															
16. Travel Dates		17. Places Travelled			18. 55 KMS 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	
2021															
09/08		Vancouver	0845	1900	29	15.95			48.50				29.30	prking	
09/09		Vancouver	0800	1715	29	15.95			27.00				18.55	prking	
09/16		Vancouver	0830	2100	50	27.50									
09/17		Vancouver	1430	1630	21	11.55									
09/18		Vancouver	1000	1930	48	26.40									
09/19		Vancouver	1245	1830	24	13.20									
09/20		Vancouver	0900	1230	28	15.40							20.00	prking	
09/21		Vancouver	0900	1115	28	15.40							19.00	prking	
TOTALS OF COLUMNS					36. \$ 141.35		37. \$ 0.00		38. \$ 75.50		39. \$ 0.00		40. \$ 86.85		Claim Total \$ 303.70
48. Client Code		49. Resp.		50. Service Line		51. STOB		52. Project		45. Supplier Code Personal Information		Amount			
126		51384		54006		5702		5188888				\$ 303.70			
126															
126															
126															
Less Travel Advance															
126															
											AMOUNT DUE TO EMPLOYEE		54. \$ 303.70		
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) E133969 for Mark, Melanie

3 note(s) returned.

Created On	Author	Note
2021/09/16 11:47:04	Flesh, Cindy (Security Concern) Cindy.Flesh@gov.bc.ca	Sept 8, 2021 - drive to DTVan for meetings (prking pd by m/c) - drive home Sept 9, 2021 - drive to DTVan for meetings (prking pd by m/c) - drive home
2021/09/21 12:44:58	Flesh, Cindy (Security Concern) Cindy.Flesh@gov.bc.ca	Sept 16, 2021 - Drive to DTVan for events and meetings - drive home Sept 17, 2021 - Drive to Burnaby for event - drive home Sept 20, 2021 - Drive to DTVan for meeting (prking pd by m/c) - drive home Sept 21, 2021 - Drive to DTVan for meeting (prking pd by m/c) - drive home
2021/09/21 14:23:30	Flesh, Cindy (Security Concern) Cindy.Flesh@gov.bc.ca	Sept 18, 2021 - drive to DTVan for event - drive home - drive back to DTVan for event - drive home Sept 19, 2021 - drive to DTVan for event - drive home

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GOLDEN PROPERTIES

CAN-1 1

PS01 08/09/21 18:08
Receipt 045288

Short-term parking tkt
1 - No. 062744
08/09/21 09:21 ✓
08/09/21 18:08
Period 0d8h48'
(TGST) \$22.50
Sub Total \$22.50
Tax \$6.80
Total \$29.30 ✓

Payment Received
TYPE: PURCHASE

MC
Government Financial Information

REF: 6628130300133609605
AUTH #: 072222
INV: 8E9C728F49
APPROVED-THANK YOU

043F7866 - 1/1

Sub Total \$22.50
TLT 24% \$5.40 GST
5% \$1.40

5702
5188888
pd by m/c

GOLDEN PROPERTIES

CAN-1 1

PS01 09/09/21 16:26 ✓
Receipt 045485

Short-term parking tkt
1 - No. 062932
09/09/21 08:45
09/09/21 16:26
Period 0d7h42'
(TGST) \$14.25
Sub Total \$14.25
Tax \$4.30
Total \$18.55 ✓

Payment Received
TYPE: PURCHASE

MC
Government Financial Information

REF: 6628130300133707905
AUTH #: 076529
INV: 8E9D0B25F7
APPROVED-THANK YOU

1/1 - E6897846

Sub Total \$14.25
TLT 24% \$3.42 GST
5% \$0.88

5702
5188888
pd by m/c

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 2
Entered: 09/20/2021 ✓
09:50
Exited: 09/20/2021
12:05
Ticket Number: 8463
Transaction Number: 241050
Rate: A
Parking Fee: \$20.00 ✓

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

Government Financial Information

Approval Number: 081487

5702
5188888
PA by m/c

Thank you for visiting
Canada Place

Price includes applicable taxes

GST# 120996095RT0005

Canada Place Parkade

999 Canada Place
Vancouver BC, V6C 3C1

Pay Station Number: 4

Entered: 09/21/2021

09:00

Exited: ✓ 09/21/2021

11:07

Ticket Number: 8650

Transaction Number: 56262

Rate: A

Parking Fee: \$19.00 ✓

Tax1: \$0.00

Tax2: \$0.00

Tax3: \$0.00

5702
5183388
PA by MIC

Total Fee: \$19.00

Fee Paid: \$19.00

Master
Government Financial Information

Approval Number: 089489

Thank you for visiting
Canada Place

Above price includes applicable taxes

GST# 120996095RT0005