

## Minister's Quarterly Travel Expense Summary

**Name:** Honourable Melanie Mark

**Quarter:** 2021 Oct to Dec

**Portfolio:** Tourism, Arts, Culture and Sport

Travel expense summary (amount paid this quarter):

In Province Flights: \$ 7,825.31

Other Travel in Province: \$ 765.11

Out of Country Travel: \$ -

Out of Province Travel: \$ -

Total travel expenses paid this quarter: \$ 8,590.42

Travel expenses fiscal year-to-date: \$ 12,495.31



## Where ideas work

### Travel Voucher (Restricted Use)

Control No.

E134001

**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.

<b>Name</b> Mark, Melanie <b>Client Organization</b> Tourism, Arts, Culture and Sport				<b>Employee ID</b> Personal Information <b>Job Title</b> Minister of Tourism, Arts, Culture				<b>Phone Number</b> (250) 953-0905 <b>Travel Group Code</b> 4																																																																																																																																																	
<b>5. Date Completed</b> 2021/09/27		<b>6. Fiscal Year</b> 2022		<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>																																																																																																																																																		
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Ministerial Business						<b>Headquarters</b> Vancouver																																																																																																																																																	
<b>12. Mailing Address for Cheque</b> PO Box 9082 Stn Prov Govt Victoria, BC V8W 9A8																																																																																																																																																									
<table border="1"> <tr> <td><b>16. Travel Dates</b></td> <td colspan="3"><b>17. Places Travelled</b></td> <td colspan="2"><b>18. <sup>.55 KMS</sup> Personal Vehicle Use</b></td> <td><b>19. Other Transport Costs</b></td> <td><b>20. &amp; 21. Meals</b></td> <td><b>22. Lodging Costs</b></td> <td colspan="2"><b>20. &amp; 21. Miscellaneous</b></td> </tr> <tr> <td></td> <td><b>Destination</b></td> <td><b>Start</b></td> <td><b>End</b></td> <td><b>Km</b></td> <td><b>Cost</b></td> <td></td> <td><b>Cost</b></td> <td></td> <td><b>Cost</b></td> <td><b>Describe</b></td> </tr> <tr> <td>2021</td> <td>DTVan Van</td> <td>1800</td> <td>2330</td> <td>27</td> <td>14.85</td> <td></td> <td>36.00 PD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>09/24</td> <td>DTVan</td> <td>0815</td> <td>1715</td> <td>28</td> <td>15.40</td> <td></td> <td>27.00 PD</td> <td></td> <td>19.00</td> <td>prking</td> </tr> <tr> <td>09/29</td> <td>DTVan</td> <td>1100</td> <td>2230</td> <td>56</td> <td>30.80</td> <td></td> <td>48.50 PD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>09/30</td> <td>DTVan</td> <td>1730</td> <td>2215</td> <td>25</td> <td>13.75</td> <td></td> <td>36.00 PD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/01</td> <td>DTVan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/04</td> <td>VAN-Victoria (HJ)</td> <td>0700</td> <td>2359</td> <td>14</td> <td>7.70</td> <td></td> <td>61.00 CCA</td> <td>134.73</td> <td></td> <td></td> </tr> <tr> <td>10/05</td> <td>Victoria</td> <td>0700</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>61.00 CCA</td> <td>134.73</td> <td></td> <td></td> </tr> <tr> <td>10/06</td> <td>Victoria</td> <td>0700</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>48.50 CCA</td> <td>134.73</td> <td></td> <td></td> </tr> <tr> <td>10/07</td> <td>Victoria -VAN (HJ)</td> <td>0700</td> <td>1930</td> <td>14</td> <td>7.70</td> <td></td> <td>61.00 CCA</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>PCARD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5"><b>TOTALS OF COLUMNS</b></td> <td><b>36.</b> \$ 90.20</td> <td><b>37.</b> \$ 0.00</td> <td><b>38.</b> \$ 379.00</td> <td><b>39.</b> \$ 404.19</td> <td><b>40.</b> \$ 19.00</td> <td><b>Claim Total</b> \$ 892.39</td> </tr> </table>											<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. <sup>.55 KMS</sup> Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>	<b>20. &amp; 21. Meals</b>	<b>22. Lodging Costs</b>	<b>20. &amp; 21. Miscellaneous</b>			<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>		<b>Cost</b>		<b>Cost</b>	<b>Describe</b>	2021	DTVan Van	1800	2330	27	14.85		36.00 PD				09/24	DTVan	0815	1715	28	15.40		27.00 PD		19.00	prking	09/29	DTVan	1100	2230	56	30.80		48.50 PD				09/30	DTVan	1730	2215	25	13.75		36.00 PD				10/01	DTVan										10/04	VAN-Victoria (HJ)	0700	2359	14	7.70		61.00 CCA	134.73			10/05	Victoria	0700	2359		0.00		61.00 CCA	134.73			10/06	Victoria	0700	2359		0.00		48.50 CCA	134.73			10/07	Victoria -VAN (HJ)	0700	1930	14	7.70		61.00 CCA					PCARD										<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 90.20	<b>37.</b> \$ 0.00	<b>38.</b> \$ 379.00	<b>39.</b> \$ 404.19	<b>40.</b> \$ 19.00	<b>Claim Total</b> \$ 892.39
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<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act						<b>Print Name</b>		<b>Date Signed</b>																																																																																																																																																	

## Notes for Travel Voucher (Restricted Use) E134001 for Mark, Melanie

4 note(s) returned.

Created On	Author	Note
2021/10/01 10:57:25	Flesh, Cindy Security Concern Cindy.Flesh@gov.bc.ca	Sept 24, 2020 - Drive to DTVan for event - drive home Sept 29, 2020 - Drive to DTVan for meetings (prking pd by m/c) - drive to home Sept 30, 2020 - Drive to DTVan for event - drive home - drive to DTVan for event - drive home Oct 1, 2020 - Drive to DTVan for event - drive home Oct 4, 2021 - drive to Helijet Van/Vic (pd by p/c) - shuttle to buildings - walk to hotel o/n (pd by m/c) Oct 5, 2021 - walk to buildings - walk to hotel o/n (pd by m/c) Oct 6, 2021 - walk to buildings - walk to hotel o/n (pd by m/c) Oct 7, 2021 - walk to buildings - shuttle to Helijet Vic/Van (pd by m/c) - drive home.
2021/10/05 14:14:04	Flesh, Cindy Security Concern ) Cindy.Flesh@gov.bc.ca	
2021/10/06 09:01:54	Flesh, Cindy (Security Concern ) Cindy.Flesh@gov.bc.ca	
2021/10/07 09:47:36	Flesh, Cindy (Security Concern ) Cindy.Flesh@gov.bc.ca	

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5702	14.85	36	19	
KMS/PARKING	15.4	27		
	30.8	48.5		
	13.75	36		
<b>TOTAL</b>	<b>74.8</b>	<b>147.5</b>	<b>19</b>	<b>241.3</b>
5750 MTCCA	61			
MEALS	61			
	48.5			
	61			
<b>TOTAL</b>	<b>231.5</b>			<b>231.5</b>
5701 MTVNC	7.7			
KMS	7.7			
<b>TOTAL</b>	<b>15.4</b>			<b>15.4</b>
5751 MTCCA	404.19			404.19
HOTEL				
<b>CLAIM TOTAL:</b>				<b>892.39</b>

## Canada Place Parkade

999 Canada Place  
Vancouver BC, V6C 3C1

Pay Station Number: 2  
Entered: 09/29/2021 08:43  
Exited: 09/29/2021 16:18  
Ticket Number: 10813  
Transaction Number: 241938  
Rate: A  
Parking Fee: \$19.00

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

Master  
Government Financial Information

Approval Number: 099378

Thank you for visiting  
Canada Place  
Price includes applicable taxes  
GST# 120996095RT0005

5702  
paid by vmic  
5188888

**Melanie Mark**

Personal Information



Room No. : Security Concern  
 Arrival : 10-04-21  
 Departure : 10-07-21  
 Folio No. : Personal Information  
 Conf. No. :  
 AR No. :  
 Reference No. :  
 Custom Ref. :

Company Name: Ministry of Tourism, Arts &amp; Culture

Group Name:

Date	Description		Charges	Credits
10-04-21	Room Charge	✓	115.00	
10-04-21	Destination Marketing Fee - 1%		1.15	
10-04-21	Municipal Tax - 3%		3.48	
10-04-21	Hotel Room Tax - 8%		9.29	
10-04-21	Goods and Services Tax - 5%		5.81	
10-05-21	Room Charge	✓	115.00	
10-05-21	Destination Marketing Fee - 1%		1.15	
10-05-21	Municipal Tax - 3%		3.48	
10-05-21	Hotel Room Tax - 8%		9.29	
10-05-21	Goods and Services Tax - 5%		5.81	
10-06-21	Room Charge	✓	115.00	
10-06-21	Destination Marketing Fee - 1%		1.15	
10-06-21	Municipal Tax - 3%		3.48	
10-06-21	Hotel Room Tax - 8%		9.29	
10-06-21	Goods and Services Tax - 5%		5.81	
10-07-21	Mastercard			404.19
	Government Financial Information			

<b>Total Charges</b>	404.19	
<b>Total Credits</b>		✓ 404.19
<b>Balance</b>		✓ 0.00

Guest Signature: \_\_\_\_\_

~~5701~~  
 STANTICA  
 paid by m/c

Page No. 1 of 1





## Control No.

E134086

<b>Name</b> Mark, Melanie	<b>Employee ID</b> Personal Information	<b>Phone Number</b> (250) 953-0905
<b>Client Organization</b> Tourism, Arts, Culture and Sport	<b>Job Title</b> Minister of Tourism, Arts, Culture	<b>Travel Group Code</b> 4

5. Date Completed 2021/10/18 10/21		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 2021	17. Places Travelled			18. .55 kms Personal Vehicle Use Km Cost		19. Other Transport Costs	20. & 21. Meals Cost	22. Lodging Costs	20. & 21. Miscellaneous Cost Describe	
10/18 Van-Victoria (HJ)	Destination	Start	End	Km	Cost		Cost			
10/19	Victoria	0700	2359	14	7.70		61.00 CCA	134.73		
10/20	Victoria	0700	2359		0.00		61.00	134.73		
10/20	Victoria	0700	2359		0.00		48.50	134.73		
10/21 Vid-Vancouver(HJ)	Vancouver(HJ)	0700	1945	14	7.70		61.00			
TOTALS OF COLUMNS					36. \$ 15.40	37. \$ 0.00	38. \$ 231.50	39. \$ 404.19	40. \$ 0.00	Claim Total \$ 651.09
48. Client Code	49. Resp.	50. Service Line	51. STOB	52. Project	45. Supplier Code	Amount				
126	51384	54006	5701	51MTVNC	Personal Information	\$ 15.40				
126	51384	54006	5750	51MVCCA		\$ 231.50				
126	51384	54006	5751	51MVCCA		\$ 404.19				
126										
Less Travel Advance										
126										
					AMOUNT DUE TO EMPLOYEE			54. \$ 651.09		
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) E134086 for Mark, Melanie**

4 note(s) returned.

Created On	Author	Note
2021/10/18 09:50:18	Flesh, Cindy Security Concern ) Cindy.Flesh@gov.bc.ca	Oct 18, 2021 - drive to Helijet Van/Vic (pd by p/c) - shuttle to buildings - walk to hotel o/n (pd by m/c)
2021/10/19 09:30:31	Flesh, Cindy Security Concern ) Cindy.Flesh@gov.bc.ca	Oct 19, 2021 - wa k to buildings - walk to hotel o/n (pd by m/c)
2021/10/20 09:24:06	Flesh, Cindy (Security Concern ) Cindy.Flesh@gov.bc.ca	Oct 20, 2021 - wa k to buildings - walk to hotel o/n (pd by m/c)
2021/10/21 10:10:06	Flesh, Cindy (Security Concern ) Cindy.Flesh@gov.bc.ca	Oct 21, 2021 - wa k to buildings - shuttle to Helijet Vic/Van (pd by p/c) - drive home

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**Melanie Mark**  
Personal Information



Security Concern

Room No. :  
Arrival : 10-18-21  
Departure : 10-21-21  
Folio No. :  
Conf. No. :  
AR No. :  
Reference No. :  
Custom Ref. :

Personal Information

Company Name: Ministry of Tourism, Arts &amp; Culture

Group Name:

Date	Description	Charges	Credits
10-18-21	Room Charge		
10-18-21	Destination Marketing Fee - 1%	\$ 134.73 per night	115.00
10-18-21	Municipal Tax - 3%		1.15
10-18-21	Hotel Room Tax - 8%		3.48
10-18-21	Goods and Services Tax - 5%		9.29
10-19-21	Room Charge		5.81
10-19-21	Destination Marketing Fee - 1%		115.00
10-19-21	Municipal Tax - 3%		1.15
10-19-21	Hotel Room Tax - 8%		3.48
10-19-21	Goods and Services Tax - 5%		9.29
10-20-21	Room Charge		5.81
10-20-21	Destination Marketing Fee - 1%		115.00
10-20-21	Municipal Tax - 3%		1.15
10-20-21	Hotel Room Tax - 8%		3.48
10-20-21	Goods and Services Tax - 5%		9.29
10-21-21	Government Financial Information		5.81
			404.19
		<b>Total Charges</b>	404.19
		<b>Total Credits</b>	404.19
		<b>Balance</b>	<b>0.00</b>

Guest Signature: \_\_\_\_\_

Page No. 1 of 1

51 MTCCA  
5751  
Pd by m/c





500-1321 Blanshard Street  
Victoria, BC V8W 0B7

Toll Free: 1-888-BC FERRY (1-888-223-3779)

Direct: (250) 386-3431

If you have any questions please call toll free: 1-888-223-3779

00111111 00111111 00111111

Personal Information

Date Issued: 07/SEP/2021 12:53:37

Cancelled by: BCF CUSTOMER SERVICE CENTRE

### Booking Cancellation

**Booking Holder:** Marina Holding

**Phone:** Personal Information

Not Valid for Travel

Page 1 of 2

### Booking Reference:

Personal Information

Departs	Time / Date	Arrives	Time / Date
Horseshoe Bay, West Vancouver	18:15	Departure Bay, Nanaimo	19:55
Metro Vancouver	28/Jul/2021	Vancouver Island	28/Jul/2021

Your reservation has been cancelled and the following items removed from your booking subject to cancellation/no show fee(s).

Price

20' UNDER HEIGHT PASSENGER VEHICLE  
1 ADULT/YOUTH

Ferry is for Minister Mark

Reservation fee

\$10.00

**Fare Type Prepaid**

**Total:** \$10.00

**Amount Paid:** \$86.15

**Amount Refunded:** -\$76.15

**Amount Due:** \$0.00

\*ORIGINAL CHARGE ON PCARD FLESHC 03AUG21

Gov  
ernm  
ent  
Infor  
mation

Took earlier ferry, everything refunded back except the reservation fee



Date Issued: 07/SEP/2021 12:53:37  
Cancelled by: BCF CUSTOMER SERVICE CENTRE

500-1321 Blanshard Street  
Victoria, BC V8W 0B7  
Toll Free: 1-888-BC FERRY (1-888-223-3779)  
Direct: (250) 386-3431  
If you have any questions please call toll free: 1-888-223-3779  
GST Number: 894623206RT0001  
Booking Number: Personal Information

Refund 2021/09/07  
Government Financial Information

Auth 008628 66376364 676502-0\_2  
/ /

01 APPROVED - THANK YOU 027

Cardholder Copy

07 Sep 2021 12:52:51



## Where ideas work

## Travel Voucher (Restricted Use)

Control No.

**E134110**

**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.

<b>Name</b> Mark, Melanie <b>Client Organization</b> Tourism, Arts, Culture and Sport				<b>Employee ID</b> Personal Information				<b>Phone Number</b> (250) 953-0905 <b>Travel Group Code</b> 4																																														
<b>5. Date Completed</b> 2021/10/22 29				<b>6. Fiscal Year</b> 2022		<b>7. Special Cheque Issue</b>			<b>8. Cheque Stub Information</b>																																													
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Ministerial Business					<b>Headquarters</b> Vancouver																																															
<b>12. Mailing Address for Cheque</b> PO Box 9082 Stn Prov Govt Victoria, BC V8W 9A8																																																						
<b>16. Travel Dates</b> 2021 10/22 10/25 10/26 10/27 10/28	<b>17. Places Travelled</b> <table border="1"> <tr> <th>Destination</th> <th>Start</th> <th>End</th> </tr> <tr> <td>Vic/Van/Vic (HJ)</td> <td>0700</td> <td>1500</td> </tr> <tr> <td>Van-Victoria (HJ)</td> <td>0700</td> <td>2359</td> </tr> <tr> <td>Vic/Van (HJ)</td> <td>0700</td> <td>2359</td> </tr> <tr> <td>Van-Victoria (HJ)</td> <td>0700</td> <td>2359</td> </tr> <tr> <td>Vancouver-Vic(HJ)</td> <td>0700</td> <td>1945</td> </tr> </table> PCARD			Destination	Start	End	Vic/Van/Vic (HJ)	0700	1500	Van-Victoria (HJ)	0700	2359	Vic/Van (HJ)	0700	2359	Van-Victoria (HJ)	0700	2359	Vancouver-Vic(HJ)	0700	1945	<b>18. 55 KMS Personal Vehicle Use</b> <table border="1"> <tr> <th>Km</th> <th>Cost</th> </tr> <tr> <td>28</td> <td>15.40</td> </tr> <tr> <td>14</td> <td>7.70</td> </tr> <tr> <td>14</td> <td>7.70</td> </tr> <tr> <td>14</td> <td>7.70</td> </tr> <tr> <td>14</td> <td>7.70</td> </tr> </table>		Km	Cost	28	15.40	14	7.70	14	7.70	14	7.70	14	7.70	<b>19. Other Transport Costs</b>  8.20	<b>20. &amp; 21. Meals</b> <table border="1"> <tr> <th>Cost</th> </tr> <tr> <td>39.50</td> </tr> <tr> <td>61.00</td> </tr> <tr> <td>61.00</td> </tr> <tr> <td>48.50</td> </tr> <tr> <td>61.00</td> </tr> </table>	Cost	39.50	61.00	61.00	48.50	61.00	<b>22. Lodging Costs</b> Personal Information	<b>20. &amp; 21. Miscellaneous</b> <table border="1"> <tr> <th>Cost</th> <th>Describe</th> </tr> <tr> <td>134.73</td> <td></td> </tr> <tr> <td>134.73</td> <td></td> </tr> <tr> <td>134.73</td> <td></td> </tr> </table>		Cost	Describe	134.73		134.73		134.73	
				Destination	Start	End																																																
				Vic/Van/Vic (HJ)	0700	1500																																																
				Van-Victoria (HJ)	0700	2359																																																
				Vic/Van (HJ)	0700	2359																																																
				Van-Victoria (HJ)	0700	2359																																																
				Vancouver-Vic(HJ)	0700	1945																																																
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134.73																																																						
134.73																																																						
<b>TOTALS OF COLUMNS</b>						<b>36.</b> \$ 46.20	<b>37.</b> \$ 16.40	<b>38.</b> \$ 271.00	<b>39.</b> \$ 404.19 Personal Information	<b>40.</b> \$ 0.00	<b>Claim Total</b> Personal Information																																											
<b>48. Client Code</b> 126 126 126 126	<b>49. Resp.</b> 51384 51384 51384	<b>50. Service Line</b> 54006 54006 54006	<b>51. STOB</b> 5701 5750 5751	<b>52. Project</b> 51MTVNC 51MTCCA 51MTCCA		<b>45. Supplier Code</b> Personal Information		<b>Amount</b> \$ 62.60 \$ 271.00 \$ 404.19 Personal Information																																														
<b>Less Travel Advance</b> 126																																																						
						<b>AMOUNT DUE TO EMPLOYEE</b>																																																
<b>45. Employee Signature (See Audit Trail)</b> - 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.						<b>Print Name</b>			<b>Date Signed</b>																																													
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>			<b>Date Signed</b>																																													
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act						<b>Print Name</b>			<b>Date Signed</b>																																													

**Notes for Travel Voucher (Restricted Use) E134110 for Mark, Melanie**

2 note(s) returned.

Created On	Author	Note
2021/10/28 11:22:05	Flesh, Cindy Security Concern Cindy.Flesh@gov.bc.ca	Oct 22, 2021 - drive to helijet Van/Vic (pd by p/c) - shuttle to buildings - Yellow Cab (pd by m/c) to Helijet Vic/Van (pd by p/c) - drive home
2021/10/28 11:27:13	Flesh, Cindy (Security Concern ) Cindy.Flesh@gov.bc.ca	Oct 25, 2021 - drive to Helijet Van/Vic (pd by p/c) - shuttle to buildings - walk to hotel o/n (pd by m/c) Oct 26, 2021 - wa k to buildings - Yellow Cab (pd by m/c) to Hel jet Vic/Van (pd by p/c) - drive to event - drive home (hotel charge pd by m/c - to late to cancel) Oct 27, 2021 - drive to Helijet Van/Vic (pd by p/c) - shuttle to buildings - wa k to hotel o/n (pd by m/c) Oct 28, 2021 - wa k to buildings - shuttle to Helijet Vic/Van (pd by m/c) - drive home

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**Melanie Mark** ✓  
Personal Information

Room No. : Security Concern  
Arrival : 10-25-21  
Departure : 10-28-21  
Folio No. : Personal Information  
Conf. No. :  
AR No. :  
Reference No. :  
Custom Ref. :

Company Name: Ministry of Tourism, Arts & Culture

Group Name:

Date	Description		Charges	Credits
10-25-21	Room Charge	\$134.73 per night	✓ 115.00	
10-25-21	Destination Marketing Fee - 1%		1.15	
10-25-21	Municipal Tax - 3%		3.48	
10-25-21	Hotel Room Tax - 8%		9.29	
10-25-21	Goods and Services Tax - 5%		5.81	
10-26-21	Room Charge		✓ 115.00	
10-26-21	Destination Marketing Fee - 1%		1.15	
10-26-21	Municipal Tax - 3%		3.48	
10-26-21	Hotel Room Tax - 8%		9.29	
10-26-21	Goods and Services Tax - 5%		5.81	
10-27-21	Room Charge		✓ 115.00	
10-27-21	Destination Marketing Fee - 1%		1.15	
10-27-21	Municipal Tax - 3%		3.48	
10-27-21	Hotel Room Tax - 8%		9.29	
10-27-21	Goods and Services Tax - 5%		5.81	
10-28-21	Government Financial Information			404.19
			<b>Total Charges</b>	404.19
			<b>Total Credits</b>	✓ 404.19
			<b>Balance</b>	0.00

Guest Signature: \_\_\_\_\_

5751  
SIMTGA  
Pd by MIC

YELLOW CAB #33  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
23780023  
GH2378002301

\*\*\*\*

PURCHASE

\*\*\*\*



10-22-2021

13:35:17

Government Financial Information

Acct #

\*\*\*\*\*

Card Type MC

A0000000041010

Mastercard

Operator: 033

Trace # 2978

Inv. # 033

Auth # 081912

RRN 001994006

Purchase

\$8.20



Tip

Personal Information

Total

(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

5701  
SIMTUNE  
Ad by m/c

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

\*\*\*\* PURCHASE \*\*\*\*

✓ 10-26-2021 16:55:57  
Acct # Government Financial Information C  
Card Type MC  
A0000000041010 Mastercard

Operator: 27  
Trace # 4782  
Inv. # 27  
Auth # 091615 RRN 001365027  
TVR 0000008000 TSI E800  
TC 8DDCB124161D7A1C

Purchase \$8.20 ✓  
Tip Personal Information

Total

(001) APPROVED-THANK YOU  
(PIN VERIFIED)

Retain this copy for your  
records  
Merchant copy

5701  
510MTVAC  
PA by m/c



500-1321 Blanshard Street  
Victoria, BC V8W 0B7

Toll Free: 1-888-BC FERRY (1-888-223-3779)

Direct: (250) 386-3431

If you have any questions please call toll free: 1-888-223-3779

Personal Information 00000000000000000000

Date Issued: 07/SEP/2021 12:53:37  
Cancelled by: BCF CUSTOMER SERVICE CENTRE

### Booking Cancellation

**Booking Holder:** Marina Holding

Phone: Personal Information

Not Valid for Travel

Page 1 of 2

### Booking Reference:

Personal Information

Departs	Time / Date	Arrives	Time / Date
Horseshoe Bay, West Vancouver	18:15	Departure Bay, Nanaimo	19:55
Metro Vancouver	28/Jul/2021	Vancouver Island	28/Jul/2021

Your reservation has been cancelled and the following items removed from your booking subject to cancellation/no show fee(s).

Price

20' UNDER HEIGHT PASSENGER VEHICLE Ferry is for Minister Mark  
1 ADULT/YOUTH

Reservation fee

\$10.00

Fare Type Prepaid

Total: \$10.00

Amount Paid: \$86.15

Amount Refunded: -\$76.15

Amount Due: \$0.00

\*ORIGINAL CHARGE ON PCARD FLESHC 03AUG21

Took earlier ferry, everything refunded back except the reservation fee





Date Issued: 07/SEP/2021 12:53:37  
Cancelled by: BCF CUSTOMER SERVICE CENTRE

500-1321 Blanshard Street  
Victoria, BC V8W 0B7  
Toll Free: 1-888-BC FERRY (1-888-223-3779)  
Direct: (250) 386-3431  
If you have any questions please call toll free: 1-888-223-3779  
GST Number: 894623206RT0001  
Booking Number: Personal Information

Refund 2021/09/07  
Government Financial Information

Auth 008628 66376364 676502-0\_2  
/ /

01 APPROVED - THANK YOU 027

Cardholder Copy

07 Sep 2021 12:52:51

MA22EXEPAL37



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E134151

**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.

<b>Name</b> Mark, Melanie		<b>Employee ID</b> Personal Information		<b>Phone Number</b> (250) 953-0905	
<b>Client Organization</b> Tourism, Arts, Culture and Sport		<b>Job Title</b> Minister of Tourism, Arts, Culture		<b>Travel Group Code</b> 4	
<b>5. Date Completed</b> 2021/11/01 12	<b>6. Fiscal Year</b> 2022	<b>7. Special Cheque Issue</b>		<b>8. Cheque Stub Information</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Ministerial Business		<b>Headquarters</b> Vancouver	
<b>12. Mailing Address for Cheque</b> PO Box 9082 Stn Prov Govt Victoria, BC V8W 9A8					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>	<b>19. Other Transport Costs</b>
2021	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
10/29	Richmond	1200	1600	38	20.90
11/01	Van/Victoria (HJ)	0700	2359	14	7.70
11/02	Victoria	0700	2359		0.00
11/03	Vic-Vancouver (HJ)	0700	1945	14	7.70
11/04	Vancouver	0815	1430	29	15.95
11/05	Vancouver	0850	1200	26	14.30
11/09	Vancouver	0800	1100	28	15.40
11/10	Van/Vic/Van (HJ)	1000	1840	28	15.40
11/12	Van/Abbots/Van	0815	1200	131	72.05
	PCARD				
<b>TOTALS OF COLUMNS</b>				<b>36.</b> \$ 169.40	<b>37.</b> \$ 7.70
				<b>38.</b> \$ 231.50	<b>39.</b> \$ 255.40
				<b>40.</b> \$ 0.00	<b>Claim Total</b> \$ 664.00
<b>48. Client Code</b>	<b>49. Resp.</b>	<b>50. Service Line</b>	<b>51. STOB</b>	<b>52. Project</b>	<b>45. Supplier Code</b> Personal Information
126	51384	54006	5702	5188888	
126	53184	54006	5701	51MTVNC	
126	53184	54006	5750	51MTCCA	
126	53184	54006	5751	51MVCCA	
<b>Less Travel Advance</b>					<b>Amount</b>
126					\$ 138.60
					\$ 38.50
					\$ 231.50
					\$ 255.40
					<b>54.</b> \$ 664.00
<b>45. Employee Signature (See Audit Trail)</b> - 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.			<b>Print Name</b>		<b>Date Signed</b>
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.			<b>Print Name</b>		<b>Date Signed</b>
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.			<b>Print Name</b>		<b>Date Signed</b>

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 Nov 17-21

**Notes for Travel Voucher (Restricted Use) E134151 for Mark, Melanie**

3 note(s) returned.

Created On	Author	Note
2021/11/10 12:30:28	Flesh, Cindy (Security Concern) Cindy.Flesh@gov.bc.ca	Oct 29, 2021 - drive to Richmond for meeting - drive home Nov 1, 2021 - drive to Helijet Van/Vic (pd by p/c) - shuttle to buildings - walk to hotel (pd by m/c) o/n Nov 2, 2021 - walk to buildings - wa k to hotel (pd by m/c) o/n Nov 3rd - walk to buildings - Yellow Cab (pd by m/c) to Helijet Vic/Van (pd by p/c) - drive home
2021/11/10 12:32:26	Flesh, Cindy Security Concern Cindy.Flesh@gov.bc.ca	Nov 4, 2021 - drive to DTVan for event - drive home Nov 5, 2021 - drive to DTVan for event - drive home Nov 9, 2021 - drive to DTVan for event - drive home
2021/11/12 09:57:02	Flesh, Cindy Security Concern Cindy.Flesh@gov.bc.ca	Nov 10, 2021 - drive to Hel jet Van/Vic (pd by p/c) - shuttle to buildings - walk to Helijet Vic/Van (pd by p/c) - drive home Nov 11, 2021 - drive to Abbotsford for event and meeting - drive home

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**Melanie Mark**

Personal Information

Company Name: Ministry of Tourism, Arts &amp; Culture

Group Name:

Room No. : Security Concern  
 Arrival : 11-01-21  
 Departure : 11-03-21  
 Folio No. : Personal Information  
 Conf. No. :  
 AR No. :  
 Reference No. :  
 Custom Ref. :

Date	Description	Charges	Credits
11-01-21	Room Charge	109.00	
11-01-21	Destination Marketing Fee - 1%	1.09	
11-01-21	Municipal Tax - 3%	3.30	
11-01-21	Hotel Room Tax - 8%	8.81	
11-01-21	Goods and Services Tax - 5%	5.50	
11-02-21	Room Charge	109.00	
11-02-21	Destination Marketing Fee - 1%	1.09	
11-02-21	Municipal Tax - 3%	3.30	
11-02-21	Hotel Room Tax - 8%	8.81	
11-02-21	Goods and Services Tax - 5%	5.50	
11-03-21	Mastercard		255.40
	Government Financial Information		
		<b>Total Charges</b>	255.40
		<b>Total Credits</b>	255.40
		<b>Balance</b>	<b>0.00</b>

Guest Signature: \_\_\_\_\_

Page No. 1 of 1

5751  
 SIMTCCA  
 pd by mic



YELLOW CAB #38 XXXXXX  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
23779744  
GH2377974401

\*\*\* PURCHASE \*\*\*

11-03-2021 18:04:37  
Acct # Government Financial Information C  
Card Type MC  
A0000000041010 Mastercard

Operator: 138  
Trace # 411  
Inv. # 138  
Auth # 096003 RRN 001011001

Purchase \$7.70  
Tip Personal Information  
Total

001 APPROVED THANK YOU  
001 APPROVED THANK YOU

Retain this copy for your  
records  
Customer copy

5701  
pd by m/c  
SIMTVAJC



## Control No.

E134224

<b>Name</b> Mark, Melanie	<b>Employee ID</b> Personal Information	<b>Phone Number</b> (250) 953-0905
<b>Client Organization</b> Tourism, Arts, Culture and Sport	<b>Job Title</b> Minister of Tourism, Arts, Culture	<b>Travel Group Code</b> 4

<b>5. Date Completed</b> 2021/11/16	<b>6. Fiscal Year</b> 2022	<b>7. Special Cheque Issue</b>	<b>8. Cheque Stub Information</b>
<b>Type of Travel</b> In Province	<b>14. Reason for Travel</b> Ministerial Business		<b>Headquarters</b> Vancouver

16. Travel Dates	17. <b>Places Travelled</b>	18. .55 KMS <b>Personal Vehicle Use</b>	19. <b>Other Transport Costs</b>	20. & 21. <b>Meals</b>	22. <b>Lodging Costs</b>	20. & 21. <b>Miscellaneous</b>	
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>	<b>Cost</b>	<b>Describe</b>
2021							
11/15	Van/Vic/Van (HJ)	0700	1945	28	15.40	61.00	
11/16	Van/Victoria (HJ)	0700	2359	14	7.70	61.00	
11/17	Vic-Vancouver (HJ)	0700	1945	14	7.70	61.00	
11/18	Van/Vic/Van (Ferry)	0700	1945	14	7.70	61.00	
	HJ on P CARD						

48.	49.	50.	51.	52.	45.	
<b>Client Code</b>	<b>Resp.</b>	<b>Service Line</b>	<b>STOB</b>	<b>Project</b>	<b>Supplier Code</b>	<b>Amount</b>
126	51384	54006	5701	51MTVNC	Personal Information	\$ 63.80
126	51384	54006	5750	51MTCCA		\$ 244.00
126	51384	54006	5751	51MTCCA		\$ 127.70

[illegible]

54.	\$ 435.50
-----	-----------

<b>45. Employee Signature (See Audit Trail)</b> - 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
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act	Print Name	Date Signed

## Notes for Travel Voucher (Restricted Use) E134224 for Mark, Melanie

2 note(s) returned.

Created On	Author	Note
2021/11/18 13:15:23	Flesh, Cindy Security Concern ) Cindy.Flesh@gov.bc.ca	Nov 15, 2021 - drive to Hel jet Van/Vic (pd by p/c) - shuttle to buildings - personal ride to Helijet Vic/Van (pd by p/c) - drive home Nov 16, 2021 - drive to Hel jet Van/Vic (pd by p/c) shuttle to buildings - wa k to hotel (pd by m/c) o/n Nov 17, 2021 - walk to buildings - Yellow Cab (pd by m/c) to Hel jet Vic/Van (pd by p/c) - drive home Nov 18, 2021 - drive to Hel jet Van/Vic (pd by p/c) - shuttle to buildings - shuttle to Helijet Vic/Van (pd by p/c) - drive home
2021/11/19 10:04:38	Flesh, Cindy Security Concern ) Cindy.Flesh@gov.bc.ca	UPDATE to Nov 18th NOTES - Helijet cancelled due to weather- share ride to BC Ferry Vic/Van (walk on) (pd by m/c) share ride to Helijet DTVan to p/u car - drive home

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

**Melanie Mark**

Personal Information



Security Concern

Room No.

Arrival : 11-16-21

Departure : 11-17-21

Folio No. : Personal Information

Conf. No. :

AR No. :

Reference No. :

Custom Ref. :

Company Name: Ministry of Tourism, Arts &amp; Culture

Group Name:

Date	Description	Charges	Credits
11-16-21	Room Charge	109.00	
11-16-21	Destination Marketing Fee - 1%	1.09	
11-16-21	Municipal Tax - 3%	3.30	
11-16-21	Hotel Room Tax - 8%	8.81	
11-16-21	Goods and Services Tax - 5%	5.50	
11-17-21	Mastercard Government Financial Information		127.70

**Total Charges**

127.70

**Total Credits**

127.70

**Balance**

0.00

**Guest Signature:** \_\_\_\_\_

Page No. 1 of 1

5750  
SIMMCC  
Pd by m/c



**YELLOW CAB OF  
VICTORIA**

515 PENDRAY ST  
VICTORIA, BC V8V 2A3  
7786782615

Driver name: King (778-6782615)

Transaction 001718

**Total**

Personal Information

**CASH 7.80**



Government Financial Information



17-Nov-2021 18:12:34

Personal Information

**Mastercard**

Government Financial Information

MELANIE MARK

Reference ID: 132200500250

Auth ID: 018925

Personal Information

AID: A0000000041010

AthNtwkNm: MASTERCARD

PIN VERIFIED

Hope you enjoyed the trip. Have a  
great day! Car 238

SIMTTUNC  
pd by m/c  
5701



Suite 500 - 1321 Blanshard Street  
Victoria BC Canada V8W 0B7

RECEIPT - PLEASE RETAIN

**PURCHASE 2021/11/18** ✓

1 Adult	17.60
Fuel Rebate	0.10-
<b>Total</b>	<b>17.50</b>

**MasterCard**

Government Financial Information

**17.50** ✓

AUTH 030272 66251946 0010017860 C

Mastercard

A0000000041010 / 0000000000 / E000

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

CARDHOLDER COPY

\*\*\*CUSTOMER COPY\*\*\*  
Personal Information

SIMTUNE  
5701  
Pd by MIC

## Purdy, Sandra TACS:EX

---

**From:** Flesh, Cindy TACS:EX  
**Sent:** October 4, 2021 9:04 AM  
**To:** Purdy, Sandra TACS:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!



Cindy Flesh  
Administrative Coordinator to the  
Honourable Melanie Mark  
*Minister of Tourism, Arts, Culture and Sport*

**\*\*As of May 4, 2020 amendments to the Lobbyists Transparency Act has come into force. You must ensure that you are in compliance with the registration requirements under the Act.** The Office of the Registrar of Lobbyists can assist you to determine if you are in compliance, please contact the Office of the Registrar of Lobbyists at <https://www.lobbyistsregistrar.bc.ca/> \*\*

*\*\*Please note: This email message, including attachments, is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, distribution, disclosure or reproduction is strictly prohibited. If you have received this email in error, please notify sender by return email and delete all copies.\*\**

**From:** passengerservices@helijet.com <passengerservices@helijet.com>  
**Sent:** October 4, 2021 7:32 AM  
**To:** Flesh, Cindy TACS:EX <Cindy.Flesh@gov.bc.ca>  
**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 &amp; Sport

**Booking**

Personal Information

**Monday, October 4, 2021****703****07:55 Vancouver Harbour (Downtown)****08:30 Victoria Harbour (Downtown)** ✓**35 minutes****Confirmed****1 Passengers - Full-Fare** ✓**Melanie Mark, Female**[Add to Calendar](#)

Personal Information

Invoice

Personal Information

FARE-YWH-FULL\_2020

\$357.14

+ GST

✓ \$17.86

Billing

\$357.14

Taxes

\$17.86

**Grand Total**✓ **\$375.00**

Mastercard

\$375.00

Date / Time

October 4, 2021 @ 7:31:09 AM

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:**

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



**Purdy, Sandra TACS:EX**

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

5

**From:** [passengerservices@helijet.com](mailto:passengerservices@helijet.com) <[passengerservices@helijet.com](mailto:passengerservices@helijet.com)>

**Sent:** October 7, 2021 5:50 PM

**To:** Flesh, Cindy TACS:EX <[Cindy.Flesh@gov.bc.ca](mailto:Cindy.Flesh@gov.bc.ca)>

**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.**

**Helijet**

Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

#### Customer Information

##### Account

Customer #

Personal Information

Name

Melanie Mark

Company

Ministry Of Tourism Arts Culture & Sport

#### Booking

Personal Information

Thursday, October 7, 2021

Invoice

Personal Information

858

18:35 Victoria Harbour (Downtown) ✓

19:10 Vancouver Harbour (Downtown)

FARE-YWH-FULL

\$357.14

+ GST

✓ \$17.86

Billing

\$357.14



35 minutes

Confirmed

1 Passengers - Full-Fare

Melanie Mark, Female

[Add to Calendar](#)

Personal Information

Taxes

\$17.86

Grand Total

\$375.00

Mastercard

\$375.00

Date / Time

October 7, 2021 @ 5:43:21 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.

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**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 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

14

**Purdy, Sandra TACS:EX**

**From:** passengerservices@helijet.com  
**Sent:** November 15, 2021 4:10 PM  
**To:** Purdy, Sandra 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 &amp; Sport

**Booking**

Personal Information

**Monday, October 18, 2021****703****07:55 Vancouver Harbour /** **08:30 Victoria Harbour /** **35 minutes****Confirmed****1 Passengers - Full-Fare**

Invoice

FARE-YWH-FULL

\$357.14

+ GST



\$17.86

Billing

\$357.14

Taxes

\$17.86

**Grand Total****\$375.00**

Mastercard

\$375.00

**Melanie Mark, Female**

[Add to Calendar](#)

Personal Information

Date / Time

October 18, 2021 @ 7:38:10 AM

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.

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COVID-19:

Effective October 30, 2021 - For flights departing up to and including November 30, 2021, there are two accepted options:

1. proof of Full Vaccination (two dose)
2. proof of Partial Vaccination (single dose) + Negative Molecular Test\* taken within 72 hours of departure.

For flights departing after November 30, 2021, proof of Full Vaccination is required to board your flight.

Before you travel, visit [travel.gc.ca](https://travel.gc.ca) for details on accepted vaccines and tests.

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

Please read your confirmation for more information on COVID-19 protocols.

ACCESSIBILITY:

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**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**



21

**Purdy, Sandra TACS:EX**

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

**From:** [passengerservices@helijet.com](mailto:passengerservices@helijet.com) <[passengerservices@helijet.com](mailto:passengerservices@helijet.com)>

**Sent:** October 21, 2021 6:16 PM

**To:** Flesh, Cindy TACS:EX <[Cindy.Flesh@gov.bc.ca](mailto:Cindy.Flesh@gov.bc.ca)>

**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, October 21, 2021

Invoice

Personal Information

858

18:35 Victoria Harbour / [Map](#) 




FARE-YWH-FULL

\$357.14

+ GST



\$17.86

19:10 Vancouver Harbour / [Map](#) 

Billing

\$357.14

35 minutes

**Confirmed**

**1 Passengers - Full-Fare** ✓  
**Melanie Mark, Female**

[Add to Calendar](#)

Personal Information

Taxes	\$17.86
<b>Grand Total</b>	<b>\$375.00</b> ✓

Mastercard	\$375.00
------------	----------

Date / Time      October 21, 2021 @ 6:15:12 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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**ACCESSIBILITY:**

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**COVID-19:**

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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



(22) + (23)

**Purdy, Sandra TACS:EX**

**From:** passengerservices@helijet.com  
**Sent:** November 10, 2021 2:32 PM  
**To:** Purdy, Sandra 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 #

Name

Company

Personal Information

Melanie Mark

Ministry Of Tourism Arts Culture &amp; Sport

**Booking**

Personal Information

**Friday, October 22, 2021****703****07:55 Vancouver Harbour / Map****08:30 Victoria Harbour / Map** ✓**35 minutes****Confirmed**Personal Information  
**Invoice**

Personal Information

FARE-YWH-OffPeak\_2021

Personal Information

+ GST

Billing

Taxes

**Grand Total**

\$266.67

✓ \$13.33

\$266.67

\$13.33

✓ **\$280.00**Personal Information  
passengers - Off-Peak

Personal Information

**Melanie Mark, Female**

[Add to Calendar](#)

Personal Information

Mastercard

\$280.00

Date / Time

October 22, 2021 @ 7:35:03 AM

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.

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Effective October 30, 2021 - For flights departing up to and including November 30, 2021, there are two accepted options:

1. proof of Full Vaccination (two dose)
2. proof of Partial Vaccination (single dose) + Negative Molecular Test\* taken within 72 hours of departure.

For flights departing after November 30, 2021, proof of Full Vaccination is required to board your flight.

Before you travel, visit [travel.gc.ca](https://travel.gc.ca) for details on accepted vaccines and tests.

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

Please read your confirmation for more information on COVID-19 protocols.

**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.


(22) / (23)

## Booking

Personal Information

Friday, October 22, 2021

716

14:00 Victoria Harbour / [Map](#)  ✓14:35 Vancouver Harbour / [Map](#)  ✓

35 minutes

Confirmed

1 Passengers - Off-Peak

Melanie Mark, Female ✓

[Add to Calendar](#)

Personal Information

Invoice Personal Information

FARE-YWH-OffPeak\_2021 \$266.67

+ GST ✓ \$13.33

Billing \$266.67

Taxes \$13.33

**Grand Total** ✓ **\$280.00**

Mastercard \$280.00

Date / Time October 22, 2021 @ 1:12:42 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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2. proof of Partial Vaccination (single dose) + Negative Molecular Test\* taken within 72 hours of departure.

For flights departing after November 30, 2021, proof of Full Vaccination is required to board your flight.

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



24

## Purdy, Sandra TACS:EX

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

**From:** [passengerservices@helijet.com](mailto:passengerservices@helijet.com) <[passengerservices@helijet.com](mailto:passengerservices@helijet.com)>

**Sent:** October 25, 2021 7:35 AM

**To:** Flesh, Cindy TACS:EX <[Cindy.Flesh@gov.bc.ca](mailto:Cindy.Flesh@gov.bc.ca)>

**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, October 25, 2021**

**703**

**08:50 Vancouver Harbour /** [Map](#)

**09:25 Victoria Harbour /** [Map](#)

**35 minutes**

Personal Information  
**Invoice**

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

**Grand Total**

**\$375.00**

## Confirmed

### 1 Passengers - Full-Fare

Melanie Mark, Female

[Add to Calendar](#)

Personal Information

Mastercard

\$375.00

Date / Time

October 25, 2021 @ 7:34:01 AM

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:

Proof of Full Vaccination (two dose) or Partial Vaccination (single dose) + Negative Molecular Test Is Required Before Boarding for flights up to and including November 30, 2021. For flights departing after November 30, 2021, Proof of Full Vaccination is required.

Before you travel, visit [travel.gc.ca](http://travel.gc.ca) for details on accepted vaccines and tests.

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

Please read your confirmation for more information on COVID-19 protocols.

#### 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.

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**



20

## Purdy, Sandra TACS:EX

**From:** passengerservices@helijet.com  
**Sent:** November 10, 2021 2:49 PM  
**To:** Purdy, Sandra 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, October 26, 2021

724

17:20 Victoria Harbour / [Map](#)

17:55 Vancouver Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Off-Peak

Invoice

FARE-YWH-OffPeak\_2021

+ GST

Billing

Taxes

Grand Total

Mastercard

\$266.67

\$13.33

\$266.67

\$13.33

\$280.00

\$280.00

**Melanie Mark, Female**

[Add to Calendar](#)

Personal Information

Date / Time

October 26, 2021 @ 4:56:59 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:

Effective October 30, 2021 - For flights departing up to and including November 30, 2021, there are two accepted options:

1. proof of Full Vaccination (two dose)
2. proof of Partial Vaccination (single dose) + Negative Molecular Test\* taken within 72 hours of departure.

For flights departing after November 30, 2021, proof of Full Vaccination is required to board your flight.

Before you travel, visit [travel.gc.ca](https://travel.gc.ca) for details on accepted vaccines and tests.

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

Please read your confirmation for more information on COVID-19 protocols.

ACCESSIBILITY:

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**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

## Purdy, Sandra TACS:EX

**From:** passengerservices@helijet.com  
**Sent:** November 10, 2021 2:49 PM  
**To:** Purdy, Sandra 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, October 27, 2021

703

07:55 Vancouver Harbour / [Map](#) 

08:30 Victoria Harbour / [Map](#)  

Dropoff:

Shuttle Requested

35 minutes

Invoice Personal Information

SALE - Seat Sale \$219

\$208.57

+ GST

 \$10.43

Billing

\$208.57

Taxes

\$10.43

**Grand Total**

 **\$219.00**

Mastercard

\$219.00



**Confirmed**

**1 Passengers - Sale**

**Melanie Mark, Female** ✓

[Add to Calendar](#)

Personal Information

Date / Time

October 27, 2021 @ 7:34:42 AM

Summary

Government Financial Information

Expiration

Authorization

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

Does not qualify for combination with Kids Fly Free promotions.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

**COVID-19:**

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

Please read your confirmation for more information on COVID-19 protocols.

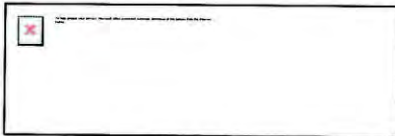
**ACCESSIBILITY:**

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.

## Flesh, Cindy TACS:EX

**From:** passengerservices@helijet.com  
**Sent:** August 18, 2021 2:51 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

**Monday, October 25, 2021**

**703**

**07:55 Vancouver Harbour (Downtown)**

**08:30 Victoria Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

Personal Information  
Invoice

FARE-YWH-FULL\_2020

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

**Grand Total**

**\$375.00**

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.



Melanie Mark, Female

[Add to Calendar](#)

Personal Information

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)

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Please read your confirmation for more COVID-19 information.

**Booking**

Personal Information

**Thursday, October 28, 2021**

**858**

**18:35 Victoria Harbour (Downtown)**

**19:10 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

**Melanie Mark, Female**

[Add to Calendar](#)

**Invoice**

Personal Information

FARE-YWH-FULL_2020	\$357.14
+ GST	\$17.86
Billing	\$357.14
Taxes	\$17.86
<b>Grand Total</b>	<b>\$375.00</b>

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

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## Purdy, Sandra TACS:EX

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

**From:** [passengerservices@helijet.com](mailto:passengerservices@helijet.com) <[passengerservices@helijet.com](mailto:passengerservices@helijet.com)>  
**Sent:** November 1, 2021 7:39 AM  
**To:** Flesh, Cindy TACS:EX <[Cindy.Flesh@gov.bc.ca](mailto:Cindy.Flesh@gov.bc.ca)>  
**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 #

Name

Company

#### Personal Information

Melanie Mark

Ministry Of Tourism Arts Culture & Sport


### Booking

Personal Information

**Monday, November 1, 2021**

**703**

**07:55 Vancouver Harbour /** 

**08:30 Victoria Harbour /** 

**35 minutes**

#### Invoice

Personal Information

FARE-YWH-FULL

+ GST

Billing

Taxes

\$357.14

\$17.86

\$357.14

\$17.86

**Confirmed**

**1 Passengers - Full-Fare**  
**Melanie Mark, Female**

[Add to Calendar](#)

Personal Information

**Grand Total**

**\$375.00**

**Mastercard**

**\$375.00**

Date / Time

November 1, 2021 @ 7:36:03 AM

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.

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COVID-19:

Effective October 30, 2021 - For flights departing up to and including November 30, 2021, there are two accepted options:

1. proof of Full Vaccination (two dose)
  2. proof of Partial Vaccination (single dose) + Negative Molecular Test\* taken within 72 hours of departure.
- For flights departing after November 30, 2021, proof of Full Vaccination is required to board your flight.

Before you travel, visit [travel.gc.ca](https://travel.gc.ca) for details on accepted vaccines and tests.

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

Please read your confirmation for more information on COVID-19 protocols.

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





## Control No.

E134253

<b>Name</b> Mark, Melanie	<b>Employee ID</b> Personal Information	<b>Phone Number</b> (250) 953-0905
<b>Client Organization</b> Tourism, Arts, Culture and Sport	<b>Job Title</b> Minister of Tourism, Arts, Culture	<b>Travel Group Code</b> 4

5. Date Completed 2021/11/23	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

16. Travel Dates	17. Places Travelled			18. Personal Vehicle Use		19. Other Transport Costs	20. & 21. Meals	22. Lodging Costs	20. & 21. Miscellaneous	
	Destination	Start	End	Km	Cost		Cost		Cost	Describe
2021										
11/22	Van/VicVan (HJ)	0700	1945	28	15.40	382.90	61.00 CCA		(Flight 375.00 & Taxi 7.90)	
11/23	Van-Victoria (HJ)	0700	2359	14	7.70		61.00 CCA	127.70		
11/24	Vic-Vancouver (HJ)	0700	1945	14	7.70	8.30	61.00 ""			
11/25	Van/Vic/Van (HJ)	0700	1945	14	7.70		61.00 ""			
PCARD except 11/22 Vic-Van										

[illegible]

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
126	51384	54006	5701	51MTVNC	Personal Information	\$ 54.70
126	51384	54006	5750	51MTCCA		\$ 244.00
126	51384	54006	5711	51MTVNC		\$ 375.00
126	51384	54006	5751	51MTCCA		\$ 127.70

120	
Less Travel Advance	

[illegible]

<b>45. Employee Signature (See Audit Trail)</b> - 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
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act	Print Name	Date Signed



**Notes for Travel Voucher (Restricted Use) E134253 for Mark, Melanie**

1 note(s) returned.

Created On	Author	Note
2021/11/25 16:54:28	Flesh, Cindy (Security Concern ) Cindy.Flesh@gov.bc.ca	Nov 22, 2021 - drive to Hel jet Van/Vic (pd by p/c) - shuttle to buildings - Bluebird Cab (pd by m/c) to Helijet Vic/Van (pd by p/c) - drive home Nov 23, 2021 - drive to Hel jet Van/Vic (pd by p/c) - shuttle to buildings - wa k to hotel (pd by m/c) o/n Nov 24, 2021 - walk to buildings - Yellow Taxi (pd by m/c) to Helijet Vic/Van (pd by p/c) - drive home Nov 25, 2021 - drive to Hel jet Van/Vic (pd by p/c) - shuttle to buildings - shuttle to Helijet Vic/Van (pd by p/c) - drive home

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# HELIJET INTERNATIONAL

PAID ON  
PERSONAL CC

Helijet International Inc  
5911 Airport Rd S  
Vancouver International Airport  
BC V7B 1B5  
Toll Free (800)665 4354  
info@helijet.com  
www.helijet.com

11/22/2021 6:21:37 PM  
GST: R102320165

BLUEBIRD CABS #10  
2612 QUADRA ST  
VICTORIA BC

CARD Government Financial Information  
CARD TYPE MASTERCARD  
DATE 2021/11/22  
TIME 7857 18:17:45  
RECEIPT NUMBER  
C85063608-001-538-010-0

PURCHASE  
TOTAL

\$7.90

Mastercard  
A0000000041010  
AA7DC5727E41B712  
0000008000-E800  
2797EA181A37FBDE

APPROVED

AUTH# 063314 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

CUSTOMER COPY  
\*Cancellation Required 5pm Day Prior\*  
Check-in is 20 Minutes Prior to Departure  
50lb Baggage Allowance  
Full Rules available on Helijet.com

\*\*Carriage is subject to the applicable  
tariffs, conditions of carriage and  
related regulations available at Helijet  
We(the "carrier") hereby invite the  
public at any time to request a copy  
of our tariffs for the domestic service  
we provide\*\*  
Booking Personal Information

Melanie Mark (Ministry Of Tourism Arts ...  
Monday, November 22, 2021  
1 Passengers  
Confirmed

858  
Departs 18:35 @ Victoria Harbour  
Arrives 19:10 @ Vancouver Harbour

Invoice #

Personal Information

1 FARE-YWH-FULL \$357.14 CAD

GST \$17.86 GST

Grand Total \$375.00 CAD

Payment Information:

Mastercard \$375.00 CAD

Date/Time 11/22/2021 6:21:27 PM  
Station JYWHCS02  
Terminal ID W66248400  
Action Purchase  
Card Type M/C  
Card Number Government Financial Information  
Amount \$375.00  
Authorization 016617  
Message APPROVED - THANK YOU  
Trace Number 0012870230  
Response 01-005/APPROVED 016617  
Chip Label Mastercard  
Chip ID A0000000041010  
TVR/TSI 0000008000/6800

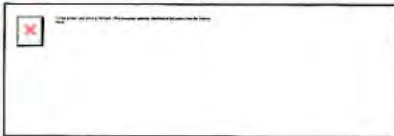
5701  
pd by m/c  
51mTVNG

5701  
pd by m/c  
51mTVNG

## Flesh, Cindy TACS:EX

**From:** passengerservices@helijet.com  
**Sent:** November 22, 2021 6:22 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

Monday, November 22, 2021

Invoice Personal Information

858

18:35 Victoria Harbour / [Map](#)  

19:10 Vancouver Harbour / [Map](#)  

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes


\$17.86

**Grand Total**

**\$375.00**

Confirmed

1 Passengers - Full-Fare

Mastercard 

\$375.00

Melanie Mark, Female ✓

[Add to Calendar](#)

Personal Information

Date / Time

November 22, 2021 @ 6:21:31 PM

Summary

Government Financial Information

Name

Expiration

Authorization

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

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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.

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**



Security Concern



**Melanie Mark**  
Personal Information



Room No. : Securit  
Arrival : 11-23-21  
Departure : 11-24-21  
Folio No. :  
Conf. No. : Personal  
AR No. : Information  
Reference No. :  
Custom Ref. :



Company Name: Ministry of Tourism, Arts & Culture  
Group Name:

Date	Description	Charges	Credits
11-23-21	Room Charge	109.00	
11-23-21	Destination Marketing Fee - 1%	1.09	
11-23-21	Municipal Tax - 3%	3.30	
11-23-21	Hotel Room Tax - 8%	8.81	
11-23-21	Goods and Services Tax - 5%	5.50	
11-24-21	Mastercard Government Financial Information		127.70
		<b>Total Charges</b>	127.70
		<b>Total Credits</b>	127.70
		<b>Balance</b>	0.00

Guest Signature: \_\_\_\_\_

Page No. 1 of 1

5750  
Simmtcca  
Pd by m/c

Security Concern

Security Concern

Victoria, BC | Canada,

YELLOW CAB#107  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
23888271  
6N0388827101

✓  
\*\*\*\* PURCHASE \*\*\*\*  
11-24-2021 11-24-2021 10:10:02  
Government Financial Information  
Card Type MC  
A0000000041010 Mastercard

Trace # 2655  
Inv. # 2891  
Auth # 018268 RRN 001154004

Purchase \$8.30 ✓  
Tip Personal Information  
Total

{001} APPROVED THANK YOU  
{001} APPROVED THANK YOU

Retain this copy for your  
records  
Customer copy

817 FISGARD STREET, VICTORIA  
V8W 1R9  
TEL#250-381-2222

5701  
J/mTune  
Pd by m/c



Where ideas work

## Travel Voucher (Restricted Use)

Control No.

E134266

**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.

<b>Name</b> Mark, Melanie				<b>Employee ID</b> Personal Information				<b>Phone Number</b> (250) 953-0905				
<b>Client Organization</b> Tourism, Arts, Culture and Sport				<b>Job Title</b> Minister of Tourism, Arts, Culture				<b>Travel Group Code</b> 4				
<b>5. Date Completed</b> 2021/11/26 12/15				<b>6. Fiscal Year</b> 2022				<b>7. Special Cheque Issue</b>				
<b>8. Cheque Stub Information</b>				<b>14. Reason for Travel</b> Ministerial Business				<b>Headquarters</b> Vancouver				
<b>12. Mailing Address for Cheque</b> PO Box 9082 Stn Prov Govt Victoria, BC V8W 9A8												
<b>16. Travel Dates</b>		<b>17. Places Travelled</b>			<b>18. 55 KMS Personal Vehicle Use</b>		<b>19. Other Transport Costs</b>		<b>20. &amp; 21. Meals</b>		<b>22. Lodging Costs</b>	
		<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>			<b>Cost</b>			<b>Cost</b>
2021												
11/26		Vancouver	0830	1230	28	15.40						
11/27		Vancouver	1315	1415	28	15.40						
11/28		Vancouver	1530	1745	23	12.65						
12/03		Burnaby	1045	1315	4	2.20						
12/08		Vancouver	0815	1645	28	15.40			27.00			19.00
12/13		Vancouver	0830	1100	25	13.75						
12/14		Vancouver	1210	1350	28	15.40						20.00
12/15		Vancouver	0745	1315	28	15.40			27.00			19.00
<b>TOTALS OF COLUMNS</b>					<b>36.</b>	<b>37.</b>	<b>38.</b>	<b>39.</b>	<b>40.</b>	<b>Claim Total</b>		
					\$ 105.60	\$ 0.00	\$ 81.00	\$ 0.00	\$ 58.00	\$ 244.60		
<b>48. Client Code</b>		<b>49. Resp.</b>	<b>50. Service Line</b>		<b>51. STOB</b>	<b>52. Project</b>		<b>45. Supplier Code</b>		<b>Amount</b>		
126		51384	54006		5702	5188888		Personal Information		\$ 244.60		
126												
126												
126												
<b>Less Travel Advance</b>												
126												
										<b>54.</b>		
										\$ 244.60		
<b>AMOUNT DUE TO EMPLOYEE</b>												
<b>45. Employee Signature (See Audit Trail)</b> - 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.						<b>Print Name</b>			<b>Date Signed</b>			
<b>56. Spending Authority Signature (See Audit Trail)</b> - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.						<b>Print Name</b>			<b>Date Signed</b>			
<b>57. Payment Authority Signature (See Audit Trail)</b> - Requisition for payment pursuant to section 32 of the Financial Administration Act.						<b>Print Name</b>			<b>Date Signed</b>			

## Notes for Travel Voucher (Restricted Use) E134266 for Mark, Melanie

2 note(s) returned.

Created On	Author	Note
2021/12/15 09:20:35	Flesh, Cindy Security Concern ) Cindy.Flesh@gov.bc.ca	Nov 26, 2021 - drive to DTVan for meeting - drive home Nov 27, 2021 - drive to DTVan for event - drive home Nov 28, 2021 - drive to DTVan for event - drive home Dec 3, 2021 - drive to Burnaby for meeting - drive home Dec 8, 2021 - drive to DTVan (prking pd by m/c) for meetings - drive home Dec 13, 2021 - drive to DTVan for event - drive home Dec 14, 2021 - drive to DTVan (prking pd by m/c) for meetings - drive home Dec 15, 2021 - drive to DTVan for meeting (prking pd by m/c) - drive home
2021/12/15 15:24:04	Flesh, Cindy (Security Concern ) Cindy.Flesh@gov.bc.ca	

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WESTPARK - CANADA PLACE  
999 CANADA PL  
VANCOUVER BC

Government Financial Information

CARD  
CARD TYPE        MASTERCARD  
DATE              2021/12/08  
TIME              6457 16:30:10  
RECEIPT NUMBER  
C85054831-001-808-009-0

PURCHASE  
TOTAL

\$19.00

Mastercard  
A0000000041010  
8896D27F1F54AC51  
0000008000-E800  
3AAB7F61D845F6B8

APPROVED

AUTH# 041822

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

51888888  
Pd 570d  
by m/c

# Canada Place Parkade

999 Canada Place  
Vancouver BC, V6C 3C1

Pay Station Number:	2
Entered:	12/14/2021 ✓
	12:19
Exited:	12/14/2021
	14:28
Ticket Number:	32045
Transaction Number:	250539
Rate:	A
Parking Fee:	\$20.00 ✓

---

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

Government Financial Information

Approval Number:	015705
------------------	--------

Thank you for visiting

Canada Place

Price includes applicable taxes

GST# 120996095RT0005

51893888  
5702  
Pd by MIC

# Canada Place Parkade

999 Canada Place  
Vancouver BC, V6C 3C1

Pay Station Number: 2  
Entered: 12/15/2021 ✓  
08:24  
Exited: 12/15/2021  
12:45  
Ticket Number: 32264  
Transaction Number: 250661  
Rate: A  
Parking Fee: \$19.00 ✓

---

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

Government Financial Information

Approval Number: 016541

Thank you for visting  
Canada Place  
Price includes applicable taxes  
GST# 120996095RT0005

51888888  
12/15/2021  
PAID BY MIC



(2)

**Purdy, Sandra TACS:EX**

**From:** passengerservices@helijet.com  
**Sent:** December 8, 2021 11:51 AM  
**To:** Purdy, Sandra 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, November 3, 2021 ✓

724

17:20 Victoria Harbour / [Map](#) ✓

17:55 Vancouver Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Off-Peak

Invoice Personal Information

FARE-YWH-OffPeak\_2021 \$266.67

+ GST ✓ \$13.33

Billing \$266.67

Taxes \$13.33

**Grand Total \$280.00**

Mastercard ✓ \$280.00



**Melanie Mark, Female**

[Add to Calendar](#)

Personal Information

Date / Time

November 3, 2021 @ 5:06:11 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:**

Effective October 30, 2021 - For flights departing up to and including November 30, 2021, there are two accepted options:

1. proof of Full Vaccination (two dose)
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For flights departing after November 30, 2021, proof of Full Vaccination is required to board your flight.

Before you travel, visit [travel.gc.ca](https://travel.gc.ca) for details on accepted vaccines and tests.

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

Please read your confirmation for more information on COVID-19 protocols.

**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.

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

**Purdy, Sandra TACS:EX**

7

**From:** Flesh, Cindy TACS:EX  
**Sent:** November 10, 2021 10:43 AM  
**To:** Purdy, Sandra TACS:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

Cindy Flesh  
Administrative Coordinator to the  
Honourable Melanie Mark  
*Minister of Tourism, Arts, Culture and Sport*

**\*\*As of May 4, 2020 amendments to the Lobbyists Transparency Act has come into force. You must ensure that you are in compliance with the registration requirements under the Act.** The Office of the Registrar of Lobbyists can assist you to determine if you are in compliance, please contact the Office of the Registrar of Lobbyists at <https://www.lobbyistsregistrar.bc.ca/> \*\*

*\*\*Please note: This email message, including attachments, is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, distribution, disclosure or reproduction is strictly prohibited. If you have received this email in error, please notify sender by return email and delete all copies.\*\**

**From:** passengerservices@helijet.com <passengerservices@helijet.com>  
**Sent:** November 10, 2021 10:41 AM  
**To:** Flesh, Cindy TACS:EX <Cindy.Flesh@gov.bc.ca>  
**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 &amp; Sport

**Booking**

Personal Information

**Wednesday, November 10, 2021****711****11:00 Vancouver Harbour /** [Map](#)**11:35 Victoria Harbour /** [Map](#)**Dropoff:****Shuttle Requested****35 minutes****Confirmed****1 Passengers - Sale****Melanie Mark, Female**[Add to Calendar](#)

Personal Information

**Invoice** Personal InformationSALE - Seat Sale \$219 **\$208.57**+ GST **\$10.43**Billing **\$208.57**Taxes **\$10.43****Grand Total \$219.00****Mastercard \$219.00**

Date / Time November 10, 2021 @ 10:40:21 AM

Summary

Personal Information

Expiration

Authorization

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

Does not qualify for combination with Kids Fly Free promotions.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

**COVID-19:**

Effective October 30, 2021 - For flights departing up to and



8

## Purdy, Sandra TACS:EX

**From:** passengerservices@helijet.com  
**Sent:** December 8, 2021 11:52 AM  
**To:** Purdy, Sandra 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 #

Name

Company

#### Personal Information

Melanie Mark

Ministry Of Tourism Arts Culture & Sport

### Booking

#### Personal Information

Wednesday, November 10, 2021

724

17:20 Victoria Harbour / [Map](#)

17:55 Vancouver Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Off-Peak

#### Invoice

FARE-YWH-OffPeak\_2021

+ GST

Billing

Taxes

**Grand Total**

Mastercard

\$266.67

\$13.33

\$266.67

\$13.33

**\$280.00**

\$280.00



Melanie Mark, Female



[Add to Calendar](#)

Personal Information

Date / Time

November 10, 2021 @ 4:59:40 PM

Summary

Government Financial Information

Expiration

Authorization

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

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13+14

## Purdy, Sandra TACS:EX

**From:** passengerservices@helijet.com  
**Sent:** December 10, 2021 10:55 AM  
**To:** Purdy, Sandra 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 #

Name

Company

Personal Information

Melanie Mark

Ministry Of Tourism Arts Culture & Sport

### Booking

Personal Information

Monday, November 15, 2021

703

07:55 Vancouver Harbour / Map

08:30 Victoria Harbour / Map

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoic

Personal Information

FARE-YWH-FULL

+ GST

Billing

Taxes

Grand Total

Mastercard

\$357.14

\$17.86

\$357.14

\$17.86

\$375.00

\$375.00

Melanie Mark, Female



[Add to Calendar](#)

Personal Information

Date / Time

November 15, 2021 @ 7:37:42 AM

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.

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

Please read your confirmation for more information on COVID-19 protocols.

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.

Booking

Personal Information



Monday, November 15, 2021

858

18:35 Victoria Harbour / [Map](#)

19:10 Vancouver Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Full-Fare

Melanie Mark, Female

[Add to Calendar](#)

Personal Information

Invoice: Personal Information

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

**Grand Total**

**\$375.00**

Mastercard

\$375.00

Date / Time

November 15, 2021 @ 6:16:21 PM

Government Financial Information

Summary

Expiration

Authorization

Helijet fares are fully Changeable / Refundable up to 5pm the day prior to departure.

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Please read your confirmation for more information on COVID-19 protocols.



15

## Purdy, Sandra TACS:EX

**From:** passengerservices@helijet.com  
**Sent:** November 16, 2021 7:34 AM  
**To:** Purdy, Sandra 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, November 16, 2021



703

07:55 Vancouver Harbour / [Map](#)



08:30 Victoria Harbour / [Map](#)



35 minutes

Confirmed

1 Passengers - Full-Fare

#### Invoice

Personal Information

FARE-YWH-FULL

\$357.14

+ GST



\$17.86

Billing

\$357.14

Taxes

\$17.86

**Grand Total**

**\$375.00**

Mastercard



\$375.00

**Melanie Mark, Female**

[Add to Calendar](#)

Personal Information

Date / Time

November 16, 2021 @ 7:32:07 AM

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.

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**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

117

## Purdy, Sandra TACS:EX

**From:** passengerservices@helijet.com  
**Sent:** November 17, 2021 6:24 PM  
**To:** Purdy, Sandra 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.

**Helijet**

Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

#### Account

Customer #

Name

Company

Personal Information

Melanie Mark

Ministry Of Tourism Arts Culture & Sport

### Booking

Personal Information

Wednesday, November 17, 2021

858

18:35 Victoria Harbour / [Map](#)

19:10 Vancouver Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice #

FARE-YWH-FULL

+ GST

Billing

Taxes

Grand Total

Mastercard

\$357.14

\$17.86

\$357.14

\$17.86

\$375.00

\$375.00



Melanie Mark, Female



[Add to Calendar](#)

Personal Information

Date / Time

November 17, 2021 @ 6:14:09 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.

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ACCESSIBILITY:

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**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**



20

**Purdy, Sandra TACS:EX**

**Subject:**

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

**From:** [passengerservices@helijet.com](mailto:passengerservices@helijet.com) <[passengerservices@helijet.com](mailto:passengerservices@helijet.com)>

**Sent:** November 18, 2021 7:28 AM

**To:** Flesh, Cindy TACS:EX <[Cindy.Flesh@gov.bc.ca](mailto:Cindy.Flesh@gov.bc.ca)>

**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.**

**Helijet**

Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

#### Customer Information

##### Account

Customer #

Name

Company

Personal Information



Melanie Mark

Ministry Of Tourism Arts Culture & Sport

#### Booking

Personal Information

Thursday, November 18, 2021



703

07:55 Vancouver Harbour / [Map](#)

08:30 Victoria Harbour / [Map](#)

35 minutes

Invoice

Personal Information

FARE-YWH-FULL

+ GST

Billing

Taxes



\$357.14

\$17.86

\$357.14

\$17.86

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

Personal Information

**Grand Total****\$375.00****Mastercard** ✓**\$375.00**

Date / Time

November 18, 2021 @ 7:27:06 AM

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.

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**COVID-19:**

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**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

22

Purdy, Sandra TACS:EX

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

From: [passengerservices@helijet.com](mailto:passengerservices@helijet.com) <[passengerservices@helijet.com](mailto:passengerservices@helijet.com)>

Sent: November 22, 2021 7:37 AM

To: Flesh, Cindy TACS:EX <[Cindy.Flesh@gov.bc.ca](mailto:Cindy.Flesh@gov.bc.ca)>

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.**

**Helijet**

Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

#### Account

Customer #

Personal Information

Name



Melanie Mark

Company

Ministry Of Tourism Arts Culture & Sport

### Booking

Personal Information

Monday, November 22, 2021



703

07:55 Vancouver Harbour / [Map](#)

08:30 Victoria Harbour / [Map](#)



35 minutes

Invoice

Personal Information

FARE-YWH-FULL

\$357.14

+ GST



\$17.86

Billing

\$357.14

Taxes

\$17.86



## Confirmed

**1 Passengers - Full-Fare**  
**Melanie Mark, Female**

[Add to Calendar](#)

Personal Information

## Grand Total

\$375.00

Mastercard

\$375.00

Date / Time

November 22, 2021 @ 7:36:24 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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### ACCESSIBILITY:

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23

Purdy, Sandra TACS:EX

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

From: [passengerservices@helijet.com](mailto:passengerservices@helijet.com) <[passengerservices@helijet.com](mailto:passengerservices@helijet.com)>

Sent: November 24, 2021 6:19 PM

To: Flesh, Cindy TACS:EX <[Cindy.Flesh@gov.bc.ca](mailto:Cindy.Flesh@gov.bc.ca)>

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.**

**Helijet**

Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

#### Customer Information

##### Account

Customer #

Personal Information

Name



Melanie Mark

Company

Ministry Of Tourism Arts Culture & Sport

#### Booking

Personal Information

Wednesday, November 24, 2021 ✓

858

18:35 Victoria Harbour / [Map](#)

19:10 Vancouver Harbour / [Map](#) ✓

35 minutes

Invoice

Personal Information

FARE-YWH-FULL

\$357.14

+ GST



\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total



\$375.00

## Confirmed

1 Passengers - Full-Fare

Melanie Mark, Female



[Add to Calendar](#)

Personal Information

Mastercard

\$375.00

Date / Time

November 24, 2021 @ 6:18:43 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.

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(26) + (27)

## Purdy, Sandra TACS:EX

**From:** passengerservices@helijet.com  
**Sent:** December 10, 2021 10:56 AM  
**To:** Purdy, Sandra 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.



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We look forward to welcoming you aboard your flight soon!

### Customer Information

#### Account

Customer #

Name

Company

Personal Information

Melanie Mark

Ministry Of Tourism Arts Culture & Sport

### Booking

Personal Information

Thursday, November 25, 2021

703

07:55 Vancouver Harbour / [Map](#)

08:30 Victoria Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Full-Fare

Invoice

FARE-YWH-FULL

+ GST

Billing

Taxes

Grand Total

Mastercard

\$357.14

\$17.86

\$357.14

\$17.86

\$375.00

\$375.00



Melanie Mark, Female



[Add to Calendar](#)

Personal Information

Date / Time

November 25, 2021 @ 7:37:23 AM

Summary

Government Financial Information

Expiration

Authorization

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Booking

Personal Information

Thursday, November 25, 2021

858

19:30 Victoria Harbour / [Map](#)

20:05 Vancouver Harbour / [Map](#)

35 minutes

Confirmed

1 Passengers - Full-Fare

Melanie Mark, Female

[Add to Calendar](#)

Personal Information

Invoice

Personal Information

FARE-YWH-FULL

\$357.14

+ GST

\$17.86

Billing

\$357.14

Taxes

\$17.86

Grand Total

\$375.00

Mastercard

\$375.00

Date / Time

November 25, 2021 @ 6:17:10 PM

Government Financial Information

Summary

Expiration

Authorization

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