

## AHS Board and Executive Expense Report

**Name** Catherine MacNeill  
**Title:** Corporate Secretary & Legal Counsel  
**Location** Calgary

Expenses submitted during the month of March 2018

Travel (1)										
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Mar-18	Expense Claim	Meetings		297	681	248	1,226	63		
Mar-18	Direct Billing	Meetings				550	550			
<b>Total</b>			\$ -	\$ 297	\$ 681	\$ 798	\$ 1,776	\$ 63	\$ -	\$ -

**Total for the Month** \$ 1,839

Maximum daily single meal expense claimed in the month \$ 24  
 Maximum daily base hotel rate claimed in the month \$ 159  
 Non economy air travel in the month \$ -

### 1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

### 2) Professional Development

Includes conference, seminar and course registration fees and material

### 3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

### 4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

### 5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
MACNEILL, CATHERINE	Corporate Secretary & Legal Counsel	Calgary	\$ 1,289.12									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
1/31/2018	Travel to Edmonton for Board Meeting	AB - Other Zones	Taxi	\$ 30.96	Home	Red Arrow	Travel to Edmonton for Board Meeting	1				
1/31/2018	To attend Board meeting in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00			To attend Board meeting in Edmonton Dinner \$24.00	1				
2/1/2018	To attend Board meeting in Edmonton	AB - Other Zones	Meals Per Diem	\$ 34.50			To attend Board meeting in Edmonton Bfast \$10.50 Dinner \$24.00	1				
2/1/2018	To attend Board meeting in Edmonton	AB - Other Zones	Accommodations	\$ 170.32			To attend Board meeting in Edmonton	1				
2/1/2018	Travel to attend Board meeting in Edmonton	AB - Other Zones	Taxi	\$ 33.36	Red Arrow	Home	Travel to attend Board meeting in Edmonton	1				
2/6/2018	Travel to Edmonton for Board Finance Committee Meeting	AB - Other Zones	Taxi	\$ 28.80	Home	Red Arrow	Travel to Edmonton for Board Finance Committee Meeting	1				
2/6/2018	To attend Board Finance meeting in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00			To attend Board Finance meeting in Edmonton Dinner \$24.00	1				
2/7/2018	To attend Board Finance meeting in Edmonton	AB - Other Zones	Meals Per Diem	\$ 47.50			To attend Board Finance meeting in Edmonton Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1				
2/7/2018	To attend Board Finance meeting in Edmonton	AB - Other Zones	Accommodations	\$ 170.32			To attend Board Finance meeting in Edmonton	1				
2/7/2018	Travel to Edmonton for Board Finance meeting	AB - Other Zones	Taxi	\$ 35.04	Red Arrow	Home	Travel to Edmonton for Board Finance meeting	1				
2/11/2018	Travel to Edmonton for Board Committee Meetings	AB - Other Zones	Taxi	\$ 26.88	Home	Red Arrow	Travel to Edmonton for Board Committee Meetings	1				

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
MACNEILL, CATHERINE	Corporate Secretary & Legal Counsel	Calgary	\$ 1,289.12									
2/11/2018	To attend Board Committee meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00			To attend Board Committee meetings in Edmonton Dinner \$24.00	1				
2/12/2018	To attend Board Committee meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 47.50			To attend Board Committee meetings in Edmonton Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1				
2/12/2018	To attend Board Committee Meetings in Edmonton	AB - Other Zones	Accommodations	\$ 170.32			To attend Board Committee Meetings in Edmonton	1				
2/13/2018	Attendance at ICD session - Board Governance	AB - Other Zones	Courses and Professional Development	\$ 63.00			Attendance at ICD session - Board Governance	1				
2/13/2018	To attend ICD Session	AB - Other Zones	Taxi	\$ 27.84	Southport Tower	Petroleum Club	To attend ICD Session	1				
2/13/2018	Took C-Train from Petroleum Club to Southport from ICD session	AB - Other Zones	Bus	\$ 3.30			Took C-Train from Petroleum Club to Southport from ICD session	1				
2/28/2018	Travel to Edmonton for Board Committee meetings	AB - Other Zones	Taxi	\$ 27.84	Home	Red Arrow	Travel to Edmonton for Board Committee meetings	1				
2/28/2018	To attend Board Committee meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 47.50			To attend Board Committee meetings in Edmonton Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1				
3/1/2018	To attend Board Committee meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 47.50			To attend Board Committee meetings in Edmonton Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1				

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
MACNEILL, CATHERINE	Corporate Secretary & Legal Counsel	Calgary	\$ 1,289.12									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
3/1/2018	Travel to Edmonton for Board Committee meetings	AB - Other Zones	Taxi	\$ 34.32	Red Arrow	Home	Travel to Edmonton for Board Committee meetings	1				
3/1/2018	To attend Board Committee meetings in Edmonton	AB - Other Zones	Accommodations	\$ 170.32			To attend Board Committee meetings in Edmonton	1				
Approver(s) for the claim		Approval Status	Approval Date									
GIESBRECHT, TINA		Approve	12-Mar-18									

Red Arrow → Home

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

TERMINAL ID: [REDACTED]  
MERCHANT ID: [REDACTED]  
VEHICLE ID: [REDACTED]  
PROVER ID: [REDACTED]  
METER ID: [REDACTED]  
METER TYPE: [REDACTED]

START: 22:03      END: 22:31  
DISTANCE: 142.00      RATE: 1

FARE AMOUNT: \$ 26.48

TAX AMOUNT: \$ 1.32  
TIP AMOUNT: \$ 5.56

TOTAL : \$ 33.36

MASTER CARD SALE [REDACTED]  
APPROVAL NUMBER : [REDACTED]

\*\*\*PASSENGER COPY\*\*\*

THANK YOU  
1-800-999-9999  
WWW.THEYELLOWCAB.COM



Home → Red Arrow

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#23

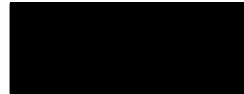
SALE

MID: [REDACTED]      REF#: [REDACTED]  
TID: [REDACTED]      SEQ: [REDACTED]  
Batch #: [REDACTED]      16:04:47  
01/31/18  
APPR CODE: [REDACTED]  
MASTERCARD

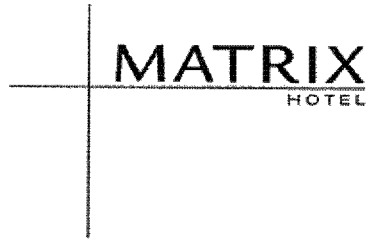
AMOUNT \$25.80  
TIP \$5.16  
TOTAL \$30.96

00 - APPROVED - 001

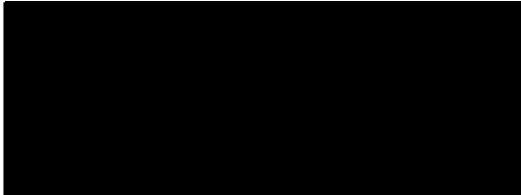
MasterCard



THANK YOU  
CUSTOMER COPY



**AB Health Services**



Macneill, Catherine

Company Name: Marlin Travel- AHS- GDS ONLY  
Group Name:

Room No. :   
Arrival : 01-31-18  
Departure : 02-01-18  
Folio No. :

Invoice No. :   
AR No. :   
Conf. No. :   
Cashier No. :   
Custom Ref. :

INVOICE

Date	Description	Charges	Credits
01-31-18	Room Revenue	159.00	
01-31-18	Destination Marketing Fee	4.77	
01-31-18	Room GST	8.19	
01-31-18	Tourism Levy	6.55	
02-05-18	Adj Room GST	-8.19	
<b>Total Charges</b>		170.32	
<b>Total Credits</b>			0.00
<b>Balance</b>			<b>170.32</b>



## Payment Receipt

### Stay Information

AB Health Services



Confirmation No.

### Transaction Details

**Current Date**

02-15-18

**Current Time**

02:20 PM

**Receipt No.**



**Transaction Date**

02-15-18

**Payment Method**

Mastercard



**Amount**

170.32 CAD

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Signature

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Cashier No. 1003

Home -> Red Arrow

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#1051

**SALE**

MID: [REDACTED]  
TID: [REDACTED] REF# [REDACTED]  
Batch #: [REDACTED] SEQ: [REDACTED]  
02/06/18 18:08:10  
APPR CODE: [REDACTED]  
MASTERCARD  
[REDACTED]

AMOUNT \$24.00  
TIP \$4.80  
TOTAL \$28.80

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MasterCard  
[REDACTED]

THANK YOU

CUSTOMER COPY

Red Arrow -> Home

CALGARY CITY CABS  
4852 50 AVE NE UNIT 6  
CALGARY, AB T3J4L8  
(403) 605-9999

**SALE**

Batch #: [REDACTED] REF# [REDACTED]  
02/07/18 SEQ: [REDACTED] 22:38:48  
APPR CODE: [REDACTED]  
MASTERCARD  
[REDACTED]

AMOUNT \$29.20  
TIP \$5.84  
TOTAL \$35.04

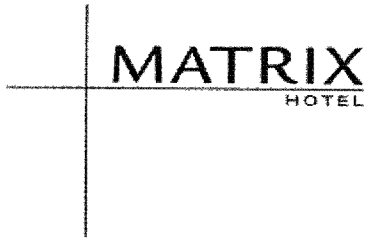
00 - APPROVED - 001

MasterCard  
[REDACTED]

Thank You  
Please Come Again

CUSTOMER COPY





MS Catherine Macneill

Room No. : [REDACTED]  
Arrival : 02-06-18  
Departure Date : 02-07-18  
Folio No. :  
Conf. No. : [REDACTED]  
P.O. No. :

Company Name: Marlin Travel- AHS- GDS ONLY  
Group Name:

INVOICE

Date	Description	Charges	Credits
02-06-18	Room Revenue	159.00	
02-06-18	Destination Marketing Fee	4.77	
02-06-18	Tourism Levy	6.55	
02-07-18	Mastercard [REDACTED]		198.44
		<b>Total Charges</b>	198.44
		<b>Total Credits</b>	198.44
		<b>Balance</b>	<b>0.00</b>

Merchant ID [REDACTED]  
Transaction ID [REDACTED]  
Approval Code [REDACTED]  
Approval Amount 198.44

Credit Card # [REDACTED]  
Capture Method Swiped  
Transaction Amount 198.44

**Claiming only \$170.32**

198.44  
- 28.12  
-----  
170.32

Home → Red Arrow

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#1562

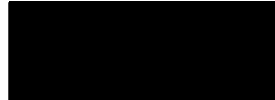
**SALE**

MID [REDACTED]  
TID [REDACTED] REF#: [REDACTED]  
Batch #: [REDACTED] SEQ: [REDACTED]  
02/11/18 16:09:37  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT	\$22.40
TIP	\$4.48
TOTAL	\$26.88

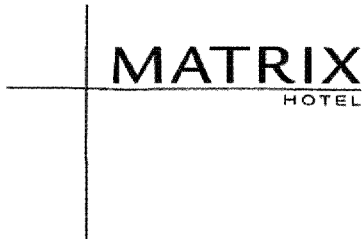
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MasterCard



THANK YOU

CUSTOMER COPY



**MS Catherine Macneill**

Room No. [REDACTED]  
Arrival : 02-11-18  
Departure Date : 02-12-18  
Folio No. :  
Conf. No. [REDACTED]  
P.O. No. :

Company Name: Marlin Travel- AHS- GDS ONLY

Group Name:

**INVOICE**

Date	Description	Charges	Credits
02-11-18	Room Revenue	159.00	
02-11-18	Destination Marketing Fee	4.77	
02-11-18	Tourism Levy	6.55	
		<b>Total Charges</b>	
		170.32	
		<b>Total Credits</b>	0.00
		<b>Balance</b>	<b>170.32</b>

+ diet coke

**Subject:** FW: Order Confirmation

**From:** [admin@icd.ca](mailto:admin@icd.ca) [mailto:[admin@icd.ca](mailto:admin@icd.ca)]

**Sent:** January 19, 2018 11:35 AM

**To:** Catherine MacNeill <[Catherine.MacNeill@albertahealthservices.ca](mailto:Catherine.MacNeill@albertahealthservices.ca)>; [orders@icd.ca](mailto:orders@icd.ca)

**Subject:** Order Confirmation

**Institute of Corporate Directors**

2701-250 Yonge Street, Toronto, ON M5B 2L7

**Order Number** [REDACTED]

**Order Date** 19/01/2018

**Order Total** 63.00

**Purchase Order**

**Payment Method** Master Card [REDACTED]

**Name on Card** Catherine MacNeill

**Ship To**

**Shipping Method**

Qty	Item	Price	Total
1	Board Governance - Ms Catherine A. MacNeill <b>When:</b> 13/02/2018 - 13/02/2018 <b>Where:</b> [REDACTED]	60.00	60.00

<b>Item Total</b>	60.00
<b>Shipping</b>	0.00
<b>Handling</b>	0.00
<b>GST</b>	3.00
<b>Tax</b>	
<b>Item Grand Total</b>	
<b>Invoice Total</b>	
<b>Transaction Grand Total</b>	63.00

GST# 12179 8201

QST# 12048 55478

SPTT - Petroleum Club

ASSOCIATED CAB  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#1547

SALE

MIC [REDACTED]  
TID [REDACTED] REF# [REDACTED]  
Batch [REDACTED] SEQ: [REDACTED]  
02/13/18 11:48:52  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$23.20  
TIP \$4.64  
TOTAL \$27.84

00 - APPROVED - 001

MasterCard



Thank You

CUSTOMER COPY



13:33

3.30 EFT 18.02.13

[REDACTED] 3rdStSW

Adult Regular 00.00

Petroleum Club → SPTT

Home → Red Arrow

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
Car#1805

**SALE**

Batch # [REDACTED] REF# [REDACTED]  
02/28/18 SEQ [REDACTED] 07:18:09  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$23.20  
TIP \$4.64  
TOTAL \$27.84

00 - APPROVED - 001

MasterCard



THANK YOU

CUSTOMER COPY

Red Arrow → Home

CALGARY CITY CABS  
4852 50 AVE NE UNIT 6  
CALGARY, AB T3J4L8  
(403) 605-9999  
www.calgarycitycabs.org

**SALE**

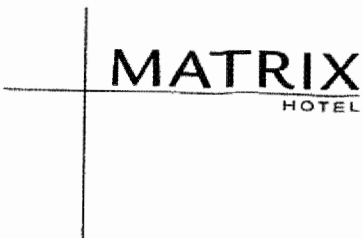
Batch # [REDACTED] REF# [REDACTED]  
03/01/18 SEQ [REDACTED] 22:26:28  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$28.60  
TIP \$5.72  
TOTAL \$34.32

00 - APPROVED - 001

Thank You  
Please Come Again

CUSTOMER COPY



MS Catherine Macneill

Room No. [Redacted]  
Arrival : 02-28-18  
Departure Date : 03-01-18  
Folio No. [Redacted]  
Conf. No. [Redacted]  
P.O. No. [Redacted]

Company Name: Marlin Travel- AHS- GDS ONLY  
Group Name:

INVOICE

Date	Description	Charges	Credits
[Redacted]	[Redacted]	[Redacted]	[Redacted]
02-28-18	Room Revenue	159.00	✓
02-28-18	Destination Marketing Fee	4.77	✓
02-28-18	Tourism Levy	6.55	✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]
03-01-18	Mastercard		212.09

Total Charges	212.09	
Total Credits		212.09
Balance		0.00

Merchant ID [Redacted]  
 Transaction ID [Redacted]  
 Approval Code [Redacted]  
 Approval Amount 212.09

Credit Card # [Redacted] 170.32  
 Capture Method Swiped  
 Transaction Amount 212.09

Claiming only \$170.32

Handwritten calculation:  
 212.09  
 - 34.42  
 - 7.00  
 - .35  
 -----  
 170.32

## Executive Expenses Report Direct Billing Summary

**Purpose of This Form:**

The purpose of this form is to report expenses incurred on behalf of a designated Executive and paid for by a third party vendor. The information will be used for public disclosure reporting.

**Expenses Paid Directly to Third Party Vendors:**

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

### Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- A personal cheque must be attached to cover expenses deemed ineligible.
- Indicate whether you have expenses to report in this section for this reporting period: **YES**

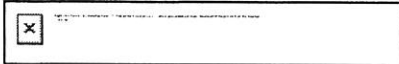
<b>Name :</b> Catherine MacNeill	<b>Reporting Period for the Month of :</b> Feb-18
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
31-Jan-18	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (February 1) to attend Board Meeting	Marlin Travel	137.52
06-Feb-18	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (February 7) to attend Board Finance Meeting	Marlin Travel	137.52
11-Feb-18	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (February 12) to attend Governance and Community Engagement Board Meetings	Marlin Travel	137.52
28-Feb-18	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (March 1) to attend Finance and Audit & Risk Board Meetings	Marlin Travel	137.52
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
<b>Total Paid in the Month</b>					<b>\$ 550.08</b>



**From:** Red Arrow Reservations <itinerary@redarrow.ca>  
**Sent:** January 12, 2018 4:22 PM  
**To:** [REDACTED]  
**Subject:** Red Arrow Itinerary/Receipt

**INVOICE**



2018-01-12

*You can reach us at:*

ALBERTA HEALTH SERVICES - MARLIN TRAVEL  
 10030 107 STREET  
 EDMONTON, AB T5J 3E4

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
[REDACTED]	2018-01-12	[REDACTED]			2018-01-31	2018-02-01	-	Website User

*Travellers:*

macneill/catherine

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
<b>CEEXP 16:30</b> Assigned to: 12A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2018-01-31. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 19:50 on 2018-01-31. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 72.38	\$ 68.76
<b>EDMCAL 18:30.</b> Assigned to: 12A Departs Edmonton (EDMTO / ETO 10014 104 St) at 18:30 on 2018-02-01. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 22:00 on 2018-02-01. (3 hrs 30 mins)	3 hrs 30 mins	Adult	1	\$ 72.38	\$ 68.76

**Base Price:** \$ 144.76

**Discounts:** \$ 7.24

**Service Charges:** \$ 0.00

**Invoice Total:** \$ 137.52

**Payments Received:** \$ 137.52

**Balance Due:** \$ 0.00

**Payments Received**

DATE	GUEST	REFERENCE	AMOUNT
2018-01-12	ALBERTA HEALTH SERVICES - MARLIN TRAVEL MARLIN TRAVEL	MasterCard [REDACTED]	\$ 137.52

**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.**

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. \*\*Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit [www.redarrow.ca](http://www.redarrow.ca) or view the policy posted on our information boards at our Ticket Offices\*\* \*\*Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time\*\* Corporate Billing Accounts - Please pay off your monthly statement & not individual invoices.

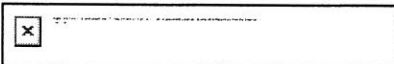
If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

**Thank you for booking with Red Arrow Motorcoach. We appreciate your business!**

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

**From:** [REDACTED]  
**Sent:** February 6, 2018 2:23 PM  
**To:** [REDACTED]  
**Subject:** Red Arrow Itinerary/Receipt

**ITINERARY/RECEIPT**



2018-02-06

*You can reach us at:*

ALBERTA HEALTH SERVICES - MARLIN TRAVEL  
 10030 107 STREET  
 EDMONTON, AB T5J 3E4

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
[REDACTED]	2018-01-12	[REDACTED]			2018-02-06	2018-02-07	-	Website User

*Travellers:*

MacNeill/Catherine

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
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<b>CALEDM 18:30 YYC.</b>	3 hrs 45 mins	Adult	1	\$ 72.38	\$ 68.76
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Assigned to: 12A  
 Departs Calgary (CALTO / CTO 205 9 Ave SE)  
 at 18:30 on 2018-02-06.  
 Arrives Edmonton (EDMTO / ETO 10014 104 St)  
 at 22:15 on 2018-02-06. (3 hrs 45 mins)

<b>EDMCAL 18:30.</b>	3 hrs 30 mins	Adult	1	\$ 72.38	\$ 68.76
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Assigned to: 03C  
 Departs Edmonton (EDMTO / ETO 10014 104 St)  
 at 18:30 on 2018-02-07.  
 Arrives Calgary (CALTO / CTO 205 9 Ave SE)  
 at 22:00 on 2018-02-07. (3 hrs 30 mins)

**Payments Received**

**Base Price:** \$ 144.76

DATE	GUEST	REFERENCE	AMOUNT
2018-01-12	ALBERTA HEALTH SERVICES - MARLIN TRAVEL MARLIN TRAVEL	MasterCard [REDACTED]	\$ 137.52

Discounts:	\$ 7.24
Service Charges:	\$ 0.00
<b>Invoice Total:</b>	<b>\$ 137.52</b>
Payments Received:	\$ 137.52
<b>Balance Due:</b>	<b>\$ 0.00</b>

**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.  
PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE**

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. \*\*Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit [www.redarrow.ca](http://www.redarrow.ca) or view the policy posted on our information boards at our Ticket Offices\*\*  
\*\*Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time\*\* Corporate Billing Accounts: Payment due 30 days after completion of trip.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

**Thank you for booking with Red Arrow Motorcoach. We appreciate your business!**

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

**From:** Red Arrow Reservations <itinerary@redarrow.ca>  
**Sent:** February 9, 2018 9:47 AM  
**To:** [REDACTED]  
**Subject:** Red Arrow Itinerary/Receipt

**ITINERARY/RECEIPT**



2018-02-09

*You can reach us at:*

ALBERTA HEALTH SERVICES - MARLIN TRAVEL  
 10030 107 STREET  
 EDMONTON, AB T5J 3E4

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
[REDACTED]	2018-01-12	[REDACTED]			2018-02-11	2018-02-12	-	Website User

*Travellers:*

macneill/catherine

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
<b>CEEXP 16:30.</b> Assigned to: 12A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2018-02-11. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 19:50 on 2018-02-11. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 72.38	\$ 68.76
<b>ECEXP 16:30.</b> Assigned to: 02C Departs Edmonton (EDMTO / ETO 10014 104 St) at 16:30 on 2018-02-12. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 19:50 on 2018-02-12. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 72.38	\$ 68.76

**Payments Received**

DATE	GUEST	REFERENCE	AMOUNT
2018-01-12	ALBERTA HEALTH SERVICES - MARLIN TRAVEL MARLIN TRAVEL	MasterCard [REDACTED]	\$ 137.52

**Base Price:** \$ 144.76

**Discounts:** \$ 7.24

**Service Charges:** \$ 0.00

**Invoice Total:** \$ 137.52

**Payments Received:** \$ 137.52

**Balance Due:** \$ 0.00

**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.  
PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE**

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. \*\*Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit [www.redarrow.ca](http://www.redarrow.ca) or view the policy posted on our information boards at our Ticket Offices\*\* \*\*Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time\*\* Corporate Billing Accounts: Payment due 30 days after completion of trip.

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[REDACTED]

**From:** [REDACTED]  
**Sent:** March 1, 2018 9:46 AM  
**To:** [REDACTED]  
**Subject:** FW: Red Arrow Itinerary/Receipt

**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** March-01-18 9:26 AM  
**To:** [REDACTED]  
**Subject:** Red Arrow Itinerary/Receipt

**ITINERARY/RECEIPT**



2018-03-01

*You can reach us at:*

ALBERTA HEALTH SERVICES - MARLIN TRAVEL  
10030 107 STREET  
EDMONTON, AB T5J 3E4

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
[REDACTED]	2018-01-12	[REDACTED]			2018-02-28	2018-03-01	-	Website User

*Travellers:*

macneill/catherine

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
<b>CALEDM 08:00.</b> Assigned to: 12A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 08:00 on 2018-02-28. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 11:50 on 2018-02-28. (3 hrs 50 mins)	3 hrs 50 mins	Adult	1	\$ 72.38	\$ 68.76
<b>EDMCAL 18:30.</b> Assigned to: 03C Departs Edmonton (EDMTO / ETO 10014 104 St) at 18:30 on 2018-03-01.	3 hrs 30 mins	Adult	1	\$ 72.38	\$ 68.76



Arrives Calgary (CALTO / CTO 205 9 Ave SE)  
 at 22:00 on 2018-03-01. (3 hrs 30 mins)

**Payments Received**

DATE	GUEST	REFERENCE	AMOUNT
2018-01-12	ALBERTA HEALTH SERVICES - MARLIN TRAVEL MARLIN TRAVEL	MasterCard [REDACTED]	\$ 137.52

<b>Base Price:</b>	\$ 144.76
<b>Discounts:</b>	\$ 7.24
<b>Service Charges:</b>	\$ 0.00
<b>Invoice Total:</b>	\$ 137.52
<b>Payments Received:</b>	\$ 137.52
<b>Balance Due:</b>	\$ 0.00

**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.  
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TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. \*\*Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit [www.redarrow.ca](http://www.redarrow.ca) or view the policy posted on our information boards at our Ticket Offices\*\*  
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