

AHS Board and Executive Expense Report

Name Catherine MacNeill
Title: Corporate Secretary & Legal Counsel
Location Calgary
 Expenses submitted during the month of May 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)
May-18	Expense Claim	Meetings		283	852	209	1,344	63		
May-18	Direct Billing	Meetings				413	413			
Total			\$ -	\$ 283	\$ 852	\$ 622	\$ 1,757	\$ 63	\$ -	\$ -

Total for the Month \$ 1,820

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	\$ 348.55									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
4/4/2018	Attendance at ICD session - Collaboration and Consolidation Issues for Not-for-Profits	AB - Other Zones	Courses and Professional Development	\$ 63.00			Attendance at ICD session - Collaboration and Consolidation Issues for Not-for-Profits	1				
4/10/2018	Travel to Edmonton for Board Committee meetings	AB - Other Zones	Taxi	\$ 28.08	Home	Red Arrow	Travel to Edmonton for Board Committee meetings	1				
4/10/2018	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				
4/11/2018	To attend Board Committee meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 34.50			To attend Board Committee meetings in Edmonton Bfast \$10.50 Dinner \$24.00	1				
4/11/2018	To attend Board Committee meetings in Edmonton	AB - Other Zones	Accommodations	\$ 170.32			To attend Board Committee meetings in Edmonton	1				
4/11/2018	Trave to Edmonton for Board Committee meetings	AB - Other Zones	Taxi	\$ 28.65	Red Arrow	Home	Trave to Edmonton for Board Committee meetings	1				
Approver(s) for the claim		Approval Status		Approval Date								
GIESBRECHT, TINA		Approve		1-May-18								



From: admin@icd.ca
Sent: April 4, 2018 3:29 PM
To: [Redacted]
Subject: Order Confirmation

Institute of Corporate Directors

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

Order Number [Redacted]
Order Date 04/04/2018
Order Total 63.00
Payment Method Master Card [Redacted]
Name on Card Catherine MacNeill

Qty	Item	Price	Total
1	Collaboration and Consolidation Issues for Not-for-Profits - Ms Catherine A. MacNeill	60.00	60.00
	When: 09/05/2018 - 09/05/2018		
	Where: Calgary Petroleum Club Devonian Room 319 5 Avenue SW Calgary, AB		
	Item Total		60.00
	Shipping		0.00
	Handling		0.00
	GST		3.00
	Transaction Grand Total		63.00

GST# 12179 8201
QST# 12048 55478

Home → Red Arrow

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#127

SALE

MI [REDACTED]
TH [REDACTED] REF# [REDACTED]
Batch #: [REDACTED] SEQ: [REDACTED] 16:06:41
04/10/18
APPR CODE: [REDACTED]
MASTERCARD [REDACTED]

AMOUNT \$23.40
TIP \$4.68
TOTAL \$28.08

00 - APPROVED - 001

MasterCard



THANK YOU

CUSTOMER COPY

Red Arrow → Home

CALGARY UNITED CABS
5660 10TH ST NE
SUITE 8
CALGARY AB T2E 8W7
(403) 777-1111
UI# A024

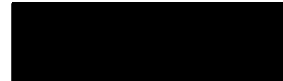
SALE

Batch #: [REDACTED] REF#: [REDACTED]
04/11/18 SEQ: [REDACTED] 20:26:28
APPR CODE: [REDACTED]
MASTERCARD [REDACTED]

AMOUNT \$24.65
TIP \$4.00
TOTAL \$28.65

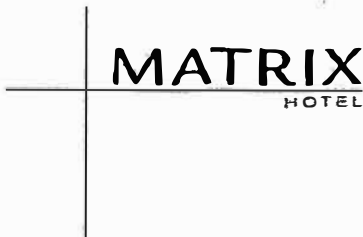
00 - APPROVED - 001

MasterCard



www.calgarycabs.ca

CUSTOMER COPY



MS Catherine Macneill

Room No. : [REDACTED]
Arrival : 04-10-18
Departure Date : 04-11-18
Folio No. : [REDACTED]
Conf. No. : [REDACTED]
P.O. No. :

Company Name: AHS - Vision/Marlin Travel
Group Name:

INVOICE

Date	Description	Charges	Credits
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
04-10-18	Room Revenue	159.00	
04-10-18	Destination Marketing Fee	4.77	
04-10-18	Tourism Levy	6.55	
04-10-18	Mastercard		208.16
Total Charges		208.16	
Total Credits			208.16
Balance			0.00

Claiming only \$170.32

(32.54)

170.32

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
MACNEILL, CATHERINE	Corporate Secretary & Legal Counsel	Calgary	\$ 1,058.50									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
5/9/2018	Parking to attend ICD session in Calgary	AB - Local	Parking - Lot or Parkade	\$ 31.50			Parking to attend ICD session in Calgary	1				
5/22/2018	Travel to Edmonton for Board Committee Meetings	AB - Local	Taxi	\$ 26.88	Home	Red Arrow	Travel to Edmonton for Board Committee Meetings	1				
5/22/2018	To attend Board Committee Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 37.00			Lunch \$13.00 Dinner \$24.00	1				
5/23/2018	To attend Board Committee Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 47.50			Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1				
5/24/2018	To attend Board Committee Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 34.50			Bfast \$10.50 Dinner \$24.00	1				
5/24/2018	Travel to Edmonton for Board Committee Meetings	AB - Local	Taxi	\$ 34.80	Red Arrow	Home	Travel to Edmonton for Board Committee Meetings	1				
5/24/2018	To attend Board Committee Meetings in Edmonton	AB - Other Zones	Accommodations	\$ 340.64			To attend Board Committee Meetings in Edmonton	2				
5/29/2018	To attend Board Committee and Public Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00			Dinner \$24.00	1				
5/30/2018	To attend Board Committee and Public Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 47.50			Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1				
5/31/2018	To attend Board Committee and Public Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 34.50			Bfast \$10.50 Dinner \$24.00	1				
5/29/2018	Travel to Edmonton for Board Committee and Public Meetings	AB - Local	Taxi	\$ 28.08	Home	Red Arrow	Travel to Edmonton for Board Committee and Public Meetings	1				
5/31/2018	Travel to Edmonton for Board Committee and Public Meetings	AB - Local	Taxi	\$ 30.96	Red Arrow	Home	Travel to Edmonton for Board Committee and Public Meetings	1				
5/31/2018	To attend Board Committee and Public Meetings in Edmonton	AB - Other Zones	Accommodations	\$ 340.64			To attend Board Committee and Public Meetings in Edmonton	2				
Approver(s) for the claim		Approval Status		Approval Date								
GIESBRECHT, TINA		Approve		4-Jun-18								

Parking for ICD

RECEIPT

License Plate Number



Expiration Date/Time

06:00 PM
MAY 09, 2018

Purchase Date/Time: 06:48am May 09, 2018

Total Parking: \$30.00

Total Federal: \$1.50

Total Due: \$31.50

Rate: \$30 - 6 pm
Payment Type: Card

Ticket # [Redacted]
S/N # [Redacted]
Setting: Lot 175
Mach Name: Lot 175-1

[Redacted] MasterCard

Auth #: [Redacted]

GST REG #887315638

ING RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT

Home -> Red Arrow

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299 1111
Car#467

SALE

Batch #: [Redacted] REF#: [Redacted]
05/22/18 SEQ: [Redacted] 07:04:34
APPR CODE: [Redacted]
MASTERCARD

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

00 - APPROVED - 001

MasterCard
[Redacted]

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

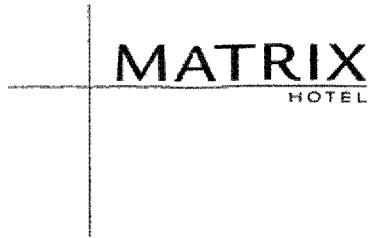
Batch #: [Redacted] REF#: [Redacted]
05/24/18 SEQ: [Redacted] 20:29:38
APPR CODE: [Redacted]
MASTERCARD

AMOUNT \$29.00
TIP \$5.80
TOTAL \$34.80

00 - APPROVED - 001

MasterCard
[Redacted]

Thank You
Please Come Again
CUSTOMER COPY



MS Catherine Macneill

Room No. : [redacted]
Arrival : 05-22-18
Departure Date : 05-24-18
Folio No. : [redacted]
Conf. No. : [redacted]
P.O. No. :

Company Name: AHS - Vision/Marlin Travel
Group Name:

INVOICE

Date	Description	Charges	Credits
[redacted]			
05-22-18	Room Revenue	159.00	
05-22-18	Destination Marketing Fee	4.77	
05-22-18	Tourism Levy	6.55	
[redacted]			
05-23-18	Room Revenue	159.00	
05-23-18	Destination Marketing Fee	4.77	
05-23-18	Tourism Levy	6.55	
05-23-18	Mastercard		412.10
		Total Charges	412.10
		Total Credits	412.10
		Balance	0.00

(32.99)
(3.00)
(35.47)
Page No. 1 of 1

340.64

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] 16:12:06
05/29/18
APPR CODE: [REDACTED]
MASTERCARD

AMOUNT \$23.40
TIP \$4.68
TOTAL \$28.08

00 - APPROVED - 001

THANK YOU

CUSTOMER COPY

Red Arrow → Home

CHECKER/YELLOW CAB
316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

Merchant ID: 4327651X
Driver ID: [REDACTED]
Record Num. [REDACTED]

Sale

Application Label: MasterCard

AID: [REDACTED]
MASTERCARD Entry Method: Chip

Amount: \$ 25.80
Tip: \$ 5.16

Total: CAD\$ 30.96

2018/05/31 22:17:10

Resp Code: [REDACTED]

TVR: [REDACTED]
TSI: [REDACTED]

Inv#: [REDACTED]

Appr Code: [REDACTED]

Apprvd: Online

Batch#: [REDACTED]

TRN Ref #: [REDACTED]

DESCRIPTION: -----

THANK YOU
(403)299-9999
WWW.THECHECKERGROUP.COM

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT
VERIFICATION

316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

TERMINAL ID: [REDACTED]
MERCHANT ID: [REDACTED]
VEHICLE ID: [REDACTED]
DRIVER ID: [REDACTED]
GST ACCOUNT #: [REDACTED]
TRIP NUMBER: [REDACTED]
PASSENGERS: [REDACTED]

05/31/2018
START: 21:52 END: 22:16
DISTANCE: 135.80 RATE: 1

FARE AMOUNT: \$ 24.57

TAX AMOUNT: \$ 1.23
TIP AMOUNT: \$ 5.16

TOTAL : \$ 30.96

MASTER CARD SALE : [REDACTED]

APPROVAL NUMBER : [REDACTED]

PASSENGER COPY

THANK YOU
(403)299-9999
WWW.THECHECKERGROUP.COM





MS Catherine Macneill

Room No. : [REDACTED]
Arrival : 05-29-18
Departure Date : 05-31-18
Folio No. : [REDACTED]
Conf. No. : [REDACTED]
P.O. No. :

Company Name: AHS - Vision/Marlin Travel
Group Name:

INVOICE

Date	Description	Charges	Credits
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
05-29-18	Room Revenue	159.00	
05-29-18	Destination Marketing Fee	4.77	
05-29-18	Tourism Levy	6.55	
05-30-18	Room Revenue	159.00	
05-30-18	Destination Marketing Fee	4.77	
05-30-18	Tourism Levy	6.55	
05-30-18	Mastercard		373.53

Total Charges 373.53

Total Credits 373.53

Balance

0.00

(32.89)

340.64

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

Name : Catherine MacNeill	Reporting Period for the Month of : Apr-18
----------------------------------	---------------------------------------------------

DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
10-Apr-18	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (April 11) to attend Board Finance and Audit & Risk Committee Meetings	Marlin Travel	137.52
	Direct Billing	Choose from Drop-down List		Marlin Travel	
	Direct Billing	Choose from Drop-down List		Marlin Travel	
	Direct Billing	Choose from Drop-down List		Marlin Travel	
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
Total Paid in the Month					\$ 137.52

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: April 2, 2018 4:17 PM
To: [REDACTED]
Subject: Red Arrow Itinerary/Receipt

ITINERARY/RECEIPT



2018-04-02

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]			2018-04-10	2018-04-11	-	Website User

Travellers:

macneill/catherine

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CEEXP 16:30. Assigned to: 12A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2018-04-10. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 19:50 on 2018-04-10. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 72.38	\$ 68.76
ECEXP 16:30. Assigned to: 12C Departs Edmonton (EDMTO / ETO 10014 104 St) at 16:30 on 2018-04-11. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 19:50 on 2018-04-11. (3 hrs 20 mins)	3 hrs 20 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.
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 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

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

Name : Catherine MacNeill	Reporting Period for the Month of : May-18
----------------------------------	---------------------------------------------------

DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
22-May-18	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (May 24) to attend Board Governance, Community Engagement, Quality & Safety, Finance and Audit & Risk Committee Meetings	Marlin Travel	137.52
29-May-18	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (May 31) to attend Board Human Resources and Audit & Risk Committee Meetings, Public Board Meeting and CLS Board Meeting	Marlin Travel	137.52
	Direct Billing	Choose from Drop-down List		Marlin Travel	
	Direct Billing	Choose from Drop-down List		Marlin Travel	
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
Total Paid in the Month					\$ 275.04

From: [REDACTED]@visiontravel.ca>
Sent: May 3, 2018 12:53 PM
To: [REDACTED]
Subject: Red Arrow Itinerary/Receipt - MAY 22

Follow Up Flag: Follow up
Flag Status: Flagged

ITINERARY/RECEIPT



2018-05-03

You can reach us at:

ALBERTA HEALTH SERVICES - VISION 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]			2018-05-22	2018-05-24	-	Website User

Travellers:

macneill/catherine

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CAEDM 08:00. Assigned to: 12A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 08:00 on 2018-05-22. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 11:50 on 2018-05-22. (3 hrs 50 mins)	3 hrs 50 mins	Adult	1	\$ 72.38	\$ 68.76
ECEXP 16:30. Assigned to: 12A Departs Edmonton (EDMTO / ETO 10014 104 St) at 16:30 on 2018-05-24.	3 hrs 20 mins	Adult	1	\$ 72.38	\$ 68.76

Arrives Calgary (CALTO / CTO 205 9 Ave SE)
 at 19:50 on 2018-05-24. (3 hrs 20 mins)

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 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: [REDACTED]@visiontravel.ca>
Sent: May 3, 2018 12:52 PM
To: [REDACTED]
Subject: Red Arrow Itinerary/Receipt - MAY 29

Follow Up Flag: Follow up
Flag Status: Flagged

ITINERARY/RECEIPT



2018-05-03

You can reach us at:

ALBERTA HEALTH SERVICES - VISION 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]			2018-05-29	2018-05-31	-	Website User

Travellers:

macneill/catherine

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CEEXP 16:30. Assigned to: 12A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2018-05-29. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 19:50 on 2018-05-29. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 72.38	\$ 68.76
EDMCAL 18:30. Assigned to: 05C Departs Edmonton (EDMTO / ETO 10014 104 St) at 18:30 on 2018-05-31.	3 hrs 30 mins	Adult	1	\$ 72.38	\$ 68.76

Arrives Calgary (CALTO / CTO 205 9 Ave SE)
at 22:00 on 2018-05-31. (3 hrs 30 mins)

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.
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 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