

Official Administrator and Executive Expense Report

Name	Penny Rae
Title	Chief Information Officer
Location	Calgary
Expenses su	bmitted during the month of April 2015

							Travel (1)						
Month-Year	Source Document	Purpose	A	irfare	M	leals	Accommodation	Other Travel	Total Travel		fessional elopment (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Apr-15 Apr-15 Apr-15	P-Card Expense Claim Direct Billing	Meetings Meetings Meetings		1,247		21		89 15	89 30 1,24	5			
Total			\$	1,247	\$	21	\$ -	\$ 104	\$ 1,372	2 \$	-	\$-	\$-
Total for the Month	\$ 1,372												

Maximum daily single meal expense claimed in the month	\$ 21
Maximum daily base hotel rate claimed in the month	\$ -
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. Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report



Instruction

P-Card details Online ® Cardholder Statement Report

RAE. PENE			CHIEF INFORMATIC	ON OFFICER				
			Cardhoider's Positio	n/Title	Billin	g Reporting Per	iod	20/04/2015
INFORMAT		IOLOGY	QUARRY PARK			• • •		
Cardholder	s Dept		Cardholder's Sibs/Lo	cation	Total	Steloment Amo	unt	\$68 85
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Trans clion Data 17/04/2015	Trans ID 387366199	Marchant Name a		Amount			1	
Trans clion Data 17/04/2015	Trans ID	Marchant Name &	WCE, LIMOUSINES	Amount	CAD		1	

RUN DATE: 04/22/2015

Proprietary and Confidential Powered by BMO Spend & Payment Solutions

PAGE NO: I

	details Onlir
Services	Cardholder Statement Re
Signatures	
Cardholder Designate (If Applicable)	
By signing this statement	
Program User Guide and Topining, I have allocate	ed this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies. ed the transaction(s) to the proper cost centre.
- Wown A totand	EVERITUR Accistant
Name & Capitolder Designale	Cardholder Designate Position/Title
Xun Depa	ALL 0, 20 2016
Signature of Cardhokier Designate	Date of Standards
Cardholder	
By signing this statement	
expenses being claimed are in compliance with s	rel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm such policy.
 I stiest the expenses enclosed in this claim are for 	or velid business purposes for Alberta Health Services and that this claim has not been presidently
claimed by me of on my denait from Alberta Heal charged is allached.	th Services or any other Organization. A personal cheque for any personal expenses inadvertently
 I attest that expenses submitted in this claim have 	s been incurred by using a cost effective method, otherwise rationale and supporting analysis is
RAE, PENELOPE	CHIEF INFORMATION OFFICER
Walter of Califordier	Cardholder Position/Title
Blac	Apulaa 2015
Significant of Cardholder	Date of Signature
Approver Designate (If Applicable)	
By signing this slatement	
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C provided.	
Jisan Best	Exec. HSSistant
Name of Approver Designate	
June Dest	april 22/15
Signature of Approver Designate	Dote C. Stortager
Approve By signing this statement	
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expenses being claimed are in compliance with a	an, nonjinanny and working besinin Expense malky (1122) of Alberta Health Services and constmi sich policy.
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Taxi on April 17 from Edm. International Airport to CN Tower to attend the following AIRPORT TAXI SERVICE meetings: (1) CIO Town Hall (2) SPARC 4608 101 ST. Key Messages discussion and (3) Alta. / (7808907070) **NWT CIS Collaboration** EDMONTON AB CARD CARD TYP THOTENUT 1 DATE 2015/04/17 TIME 6626 07:29 INVOICE # RECEIPT NUMBER PURCHASE \$55.00 AMOUNT \$5.50 TIP TOTAL \$60.50 MasterCard A0000000041010 A7A656ECEF2253FE RECEIPT 0000008000-E800 GST NO. R122556194 B356C2C3E98B4F29 APP<u>POLIF</u>D 2 EXIT No. A4 IN: 04/17/15 84:49 AUTH 01-027 OUT: 04/17/15 19:01 THANK 0 14: 12 \$ 28,35 DURATION: PAID: CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

GST 80788 7335 RT0001

(GST INCLUDED)

THANK Y	100	10	R	
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Calgary International Airport Parkade

Parking at the Calgary International Airport on April 17th while attending the following meetings in Edmonton: (1) CIO Town Hall (2) SPARC Key Messages discussion and (3) Alta. / **NWT CIS Collaboration**

Alberta Health Services

TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)	
* Enter employee # (old) and Employee # (E-People) if your payroll has migrated in the New E-People payroll surfam	17-Apr-15
If your and a convergence of the People if your people in your people in the new E-People payroll system Travel Period from: <u>4-Mar-15</u> To <u>17-</u>	Apr-15 (* App
Manada Penny Pas	
Location Contraction Day	······································
Employee # (E-People)	
SECTION E: FINANCE CODING & TOTAL CLAIM	
CAPITAL PROJECT CODING ONLY -> Project Number Project Task Number	1
Expenditure Organization Expenditure Type	
Iotal - Section B: Travel - Pg 2 Iotal - Section C&D: Other & Foreign Expenses - Pg 3	
Bal Functional Total Bal Concentration Total	SEMENT
Unit Location Centre (FC) Expense Unit Location Functional Centre (FC) Expense Expense Total Section B	\$35.80
2A 101 0005 71125000069 \$35.80 Total Section C&D	
28 Less Cash Advance	
20	
2D TOTAL CLAIM	\$35.80
\$35.80 **User to enter Coding & \$ Amounts	<u> </u>
NOTE: This section auto fills from page 2A, 2B, 2C & 2D NOTE: These fields do not automatically fill for Section C & D	A
SECTION F: AUTHORIZATION	
E differt that I have used and understand the "Turnel, Halpstatty & Weeking Sounder Expenses Policy (1227' of Aberts Health Earlies and confirm expenses being classed are in compliance with the principles and neuroidance of the policy. Labited the expenses envices of the death dee for while bushness perposes for Aberts Health Earlies and the hel bash previous for Aberts Health Earlies and the hel bash previous for an any bubst from Aberts Health Earlies are any other the policy.	
1 ormen mer expenses summind in this status have been round by using a cost elivery ended, otherwise related is brown. Travel. Hapenballity and Working Session Expenses. Policy - Documentili 1122	
L by supprog the term, shall that I an complicit to at this above distansish Employees Signatures: 22-Apr-15	
I allingt that I have report and understand at applicable policies of Advertis Headin Researce, and earding expresse large classed as at accordings with such policies	
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Annexed Burgenera Deborth Bhadas	-
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a gland the/ I have read and understand all applicable policies of Alberta Health Teave ina Bail pertain to these approves being calified are in compliance with such policies	
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Haw th and Personal Information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and ascilons 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FO)P) Act, respectively, for the purpose of eclimitistering AHS Procure to Pery program.

Please send completed claim form (with receipts and other required beckup) to: Alberta Health Services 10030-107 St, North Tower, 10th Floor, Accessts Payable, Edmonton, AB TEJ 3E4

EXPENSE CLAIM DETAILS

E	inter Finance Coding 101 0005	7112500	0069		Emp # (E-P	eopie)	1						Pa	ge 2A
If expenses	s incurred are for multiple FC's please use pages 28 m slip, <u>DO NOT</u> separate any taxes (eg. GST). Sec	,2C,2D (a	fter pg3) as	there sho	uld be one F required in th	C per page his section i	OR it	more imes / are pre-det	are required	for the same le system.	FC use the	se additione	l pages. En	ter total
AND ADDRESS OF ADDRESS OF TAXABLE PARTY	B: TRAVEL EXPENSES NOTE: I expense										n go ta SECTI	ONC	H	
	pdown (column Prav) where expenses were incurred (Out of N An is lines are used for cleim dems that differ in Province, US and Out i I					Comple	etion o		Effective Met I select "No"			EQUIRED		
	Business Reeson for Travel - Detailed Description	Prov, US, or			Fu	uther Expl	enatio		RED in the "R	ationale is Re	equired" sec	tion on this	page	
Date	Reguland (include desilination, who attended-(if reall),	Out of N.Amar	What is travel	Cost Effective	L	Allowance				ing claimed is stated in App		Rental Carl Bus/LRT/	Per Diem	Missoo
dd-mmm-yy	why travel was necessary and detailed explanation of reason) A description of just "electing" will be returned for electionation	where sopennes incurred?	related to?	Method Used? Yes/No	Alexi Ale Nevi Type with value	Aljowance	Mead Abuni Type	with Receipt	rati Airtare	Hotel	Taxi		Allowance	(km)
4-Mar-15	Attended the following meetings in Earn (1) Corporate Services & HR Executive Committee and (2) CMO Mescat Alfaire Operational Session (and tr 10960-104 St NW to Matrix Hotel at end of day)	AB - Provinc	Meeting	Yes							\$15,00	2		
17-Apr-15	Attended the following meetings in Edm. (1) CKI Town Halt; (2) SPARC Day Key Massagee and (3) Alm. / NWT Cts Collaboration	AB - Provinc	Meeting	Yes	BL-\$20 80	\$20.60								
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<u> </u>	SUBTOTALS	1	1]	1	\$20.60					\$15.00	1		Total Kins
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No	ote: Total will auto fill into pg 1, Section E, if form com	pleted ele	ctronically	- Additiona	i pg 2's can t	pe found af	ter Paç	ge 3		Au	to fills on pa		L TRAVEL \$	And the second second
	e is Required for expenses that are not Cost F lysis supporting the method to assess cost a		ess shou	id be atta	ched to the	claim for	m)				*****	5. 6.17		

When not carpooling, flying is a better option when considering productivit. I am able to work at the airport using either my Blackberry, iPad or laptop or just catching up on my reading (e-mails / documentation) prior to the flight, during the flight and in taxis to and from the airport.

St. Const. and Second

Date _		Amount	
From_	AL MUSICARDON BELEVISION AND I AND IN THE ADDRESS		
То			
То		n an har and a second	
Driver	_	Car#	
	780-425-2525	780-425-8	
	www.co-o	ptaxi.com	

Taxi in Edmonton on March 4th to the Matrix Hotel following the CMO Medical Affairs Operational Session at the Polish Hall (10960 - 104th Street N.W.)

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atterrateatthservices.ca

Total Albertan Satisfaction

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. hotel accommodation, airline tickets, car rental, hosting events and working sessions.
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all other expenses paid by AHS not mentioned above
- Copies of invoices and other relevant back up must be attached including approvals for working sessions/hosting events
- 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 No

1		
	Name: Penny Rae	Paparting David for the Manth of Falmer Day and the same
1		Reporting Period for the Month of: February 21 to March 20, 2015

Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2015-03-11	Direct Billing	Transportation	Cgy/Edm return to attend Analytics Oversight , SPARC Launch, CIS RFP, ISF Framework	Marlin Travel - Inv.	\$382.96
2015-03-16	Direct Billing	Transportation	Cgy/Edm return to attend AB Health with Orion Health, and IMIT Strategy Develop. & Engagement	Marlin Travel - Inv	\$372.96
2015-03-20	Direct Billing	Transportation	Edm/Calgary areturn to attend CIS	Marlin Travel - Inv.	\$128.48

			Stakeholder Session - FLIGHT CANCELLED DUE TO ILLNESS	
	Choose One	Choose One		
	Choose One	Choose One		and a second
Total Paid in the Month				\$884.40

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MARLIN TRAVEL O-O PERCY HUNT TRAVELGROUP INC MAIN FLOOR, 9929 108TH ST. EDMONTON, AB T5K 1G8 GST Reg#: 885101915 Branch: Agent:

To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER 10030-107 ST EDMONTON AB CA T5J 3E4 Flights Calgary/Edm. return on March 11-12 to attend the following mtgs.: (1) CIS RFP discussion (2) Analytics Oversight (3) SPARC Launch (4) ISF Framework for Ambulatory EMR's

> Invoice Number: Date: Page: Our Reference:

March 10, 2015 1/2

INVOICE

For MRS PENNY J RAE AC WS

Wednesday, March 11, 2015

🛹 Air

WESTJET AIRLINES From: CALGARY AB To: EDMONTON INTL AB Stops: 0 Arrival: 11Mar15 WESTJET ENCO

 Flight:
 3395
 Q CLASS

 07:00 AM
 Equipment:
 DH4

 08:03 AM

Mile(s) Flown: 163

Thursday, March 12, 2015

🐳 Air

Cost: TKT-

Total:

WESTJET AIRLINES From: EDMONTON INTL AB To: CALGARY AB Stops: 0 Arrival: 12Mar15

 Flight:
 348
 Q CLASS

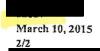
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 Equipment:
 73W

 07:04 PM

Mile(s) Flown: 163

	and the second	
KT		284.00
	Tax:	98.96
	Ticket Total:	382.96
	Grand Total:	382.96
Less (Credit Card Payments:	382.96
Credit / Balanc	e Due To This Invoice:	0.00
	Total Balance Due:	0.00

Invoice Number: Date: Page: Our Reference:



INVOICE

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE ACCEPTED:......DECLINED:...... DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD.. ...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER...... PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE. CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDER WRITTEN BY MANULIFE FINANCIAL 24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL 1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT 1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0 OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA. MARLIN TRAVEL O-O PERCY HUNT TRAVELGROUP INC MAIN FLOOR, 9929 108TH ST. EDMONTON. AB T5K 1G8 GST Reg#: 885101915 Branch:

To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER 10030-107 ST EDMONTON AB CA T5J 3E4 Flights Calgary/Edm. return on March 16 to attend the following mtgs.: (1) AB Health / Orion Health; and (2) IMIT Strategy Development & Engagement Session as well as pre-meeting

> Invoice Number: Date: Page: Our Reference:

> > M CLASS

March 11, 2015 1/2

Mile(s) Flown: 163

INVOICE

Flight: 3395

08:03 AM

07:00 AM Equipment: DH4

For

Agent:

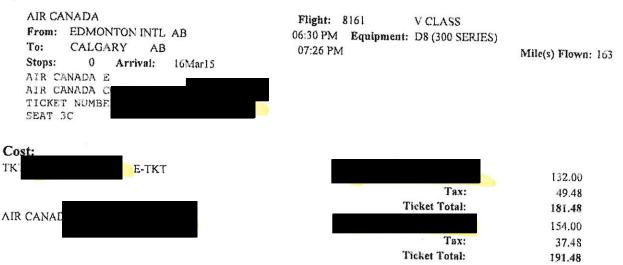
MRS PENELOPE J RAE

Monday, March 16, 2015

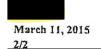
🛹 Air

WESTJET AIRLINES From: CALGARY AB To: EDMONTON INTL AB Stops: 0 Arrival: 16Mar15 WESTJET ENCO

🛹 Air



Invoice Number: Date: Page: Our Reference:



INVOICE

Total:

Grand Total:	372.96
Less Credit Card Payments:	372.96
Credit / Balance Due To This Invoice:	0.00
Total Balance Due:	0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE ACCEPTED:......DECLINED:......DECLINED:.....DECLINED:.....DECLINED:.....DECLINED:.....DECLINED:.....DECLINED:.....DECLINED:.....DECLINED:........ DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER...... PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE. CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDER WRITTEN BY MANULIFE FINANCIAL 24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL 1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT 1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0 OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA. MARLIN TRAVEL O-O PERCY HUNT TRAVELGROUP INC MAIN FLOOR, 9929 108TH ST. EDMONTON, AB T5K 1G8 GST Reg#: 885101915 Branch: Agent:

To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER 10030-107 ST EDMONTON AB CA T5J 3E4 One way flight Edm. to Calgary on March 20th after attending CIS Stakeholder Session. Flight cancelled due to illness and delegate attended meeting.

> Invoice Number: Date: Page: Our Reference:

March 13, 2015 1/2

INVOICE

For

MRS PENELOPE J RAE

Friday, March 20, 2015

<, Air

AIR CANADA From: EDMONTON INTL AB To: CALGARY AB Stops: 0 Arrival: 20Mar15 AIR CANADA E

Flight: 8149 L CLASS 03:00 PM Equipment: D8 (300 SERIES) 03:56 PM

Mile(s) Flown: 163

E-TKT

Total:

	91.00
Tax:	37.48
Ticket Total:	128.48
Grand Total:	128.48
Less Credit Card Payments:	128.48

Less Credit Card Payments:	128.48
Credit / Balance Due To This Invoice:	0.00
Total Balance Due:	0.00

1 HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE ACCEPTED:......DECLINED:..... DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....

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albertaneatthservices.ca

Total Albertan Satisfaction

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. hotel accommodation, airline tickets, car rental, hosting events and working sessions.
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all other expenses paid by AHS not mentioned above
- · Copies of invoices and other relevant back up must be attached including approvals for working sessions/hosting events
- 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 X No

Name: Penny Rae	Reporting Period for the Month of: March 21 st to April 20, 2015

Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2015-04-17	Direct Billing	Transportation	Cgy/Edm return on April 17 to attend CIO Town Hall, IT Video, SPARC Day Key Messages and NWT CIS Collaboration (credit from cancelled March 20 flight applied to cost of fare)	Marlin Travel - Inv	\$362.96
	Direct Billing	Choose One			

	Choose One	Choose One	
	Choose One	Choose One	
	Choose One	Choose One	
Total Paid in the Mo	onth		\$362.96

 \mathbf{x}

Flights Calgary/Edm. return on April 17 to attend the following mtgs.: (1) CIO Town Hall (2) Video Session (3) SPARC Key Messages (4) Alberta/NWT CIS Collaboration

MARLIN TRAVEL O-O PERCY HUNT TRAVELGROUP INC MAIN FLOOR, 9929 108TH ST. EDMONTON, AB T5K 1G8 GST Reg#: 885101915 Branch: Agent:

To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER 10030-107 ST EDMONTON AB CA T5J 3E4

Invoice	Number:
Date:	
Page:	
Our R	eference:

April 15, 2015 1/2

Mile(s) Flown: 163

INVOICE

Flight: 8170

06:51 AM

For MRS PENNY J RAE

AC WS

Friday, April 17, 2015 Air

> AIR CANADA From: CALGARY AB To: EDMONTON INTL AB Stops: 0 Arrival: 17Apr15 AIR CANADA E

🐝 Air

AIR CANADAFlight: 8157S CLASSFrom:EDMONTON INTL AB06:00 PMEquipment: DH4To:CALGARYAB06:50 PMMile(s) Flown: 163Stops:0Arrival:17Apr15AIR CANADA ECanada ECanada ECanada E



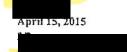
Total:

288.00 Tax: 74.96 Ticket Total: 362.96 Grand Total: 362.96 Less Credit Card Payments: 362.96 Credit / Balance Due To This Invoice: 0.00 Total Balance Due: 0.00

S CLASS

06:00 AM Equipment: D8 (300 SERIES)

Invoice Number: Date: Page: Our Reference:



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