

Official Administrator and Executive Expense Report

Name Rob Armstrong
Title Vice-President Human Resources (Acting)
Location Calgary
 Expenses submitted during the month of September 2014

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Sep-14	Expense Claim	Meetings	464	127	530	1,086	2,207			-
Total			\$ 464	\$ 127	\$ 530	\$ 1,086	\$ 2,207	\$ -	\$ -	\$ -

Total for the Month \$ 2,207

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 174
 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

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 to the New E-People payroll system
 • Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system
 • If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)

Expense Date From: 1-Sep-14 To 30-Sep-14
 Travel Period from: 2-Sep-14 To 30-Sep-14 (if applicable)
 Out-of-Province Travel No

Name: ROBERT ARMSTRONG Position (Title): Acting VP

Location: Dept: Human Resources DOFA Level: (if applicable) Union: Business Phone #: Ext:

Employee # (E-People):

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY → Project Number Expenditure Organization Project Task Number Expenditure Type

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT		
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense	Total Section B	Total Section C&D	
2A	101	0005	71120000038	\$2,207.32						\$2,207.32		
2B												
2C												
2D												
				\$2,207.32							TOTAL CLAIM	\$2,207.32

NOTE: This section auto fills from page 2A, 2B, 2C & 2D

**User to enter Coding & \$ Amounts

NOTE: These fields do not automatically fill for Section C & D

SECTION F: AUTHORIZATION

I attest that I have read and understand the "Travel, Hospitality & Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with the principles and mandatory requirements of this policy.
 I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.
 I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.

I, by signing this form, attest that I am compliant to all the above statements

Employee Signature: *[Signature]* Date: Oct-20/14

I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.
 I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.
 I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.

Approved By (PRINT ONLY): Deb Rhodes DOFA Level [Redacted]

I, by signing this form, attest that I am compliant to all the above statements

Signature: *[Signature]* Title: VP Corp. Services + CFO Date: Oct-20/14

I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.
 I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.
 I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.

Approved By (PRINT ONLY): DOFA Level Position # Phone # Ext

I, by signing this form, attest that I am compliant to all the above statements

Signature: Title Date

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program.

Please send completed claim form (with receipts and other required backup) to: Alberta Health Services 10030-107 St, North Tower, 10th Floor, Accounts Payable, Edmonton, AB T6J 3E4

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0005 7112000038

Emp # (E-People) [REDACTED]

If expenses incurred are for multiple FC's please use pages 2B,2C,2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, DO NOT separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.

SECTION B: TRAVEL EXPENSES

NOTE: If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column Prov) where expenses were incurred (Out of N.America = Inter!)
Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

Completion of the "Cost Effective Method Used" Column is **REQUIRED**.

If you select "No" in this column,
Further Explanation is **REQUIRED** in the "Rationale is Required" section on this page

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi			
					Meal Type with value	Allowance	Meal Type	with receipt						
2-Sep-14	Executive Leadership Team meeting - Edmonton	AB - Provinc	Meeting	Yes	D-\$20.75	\$20.75		✓			\$167.28	\$30.00	✓	300.00
3-Sep-14	HRSLT meeting and various meetings in Edmonton	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80		✓				\$35.00	✓	300.00
8-Sep-14	Alberta Clinicians Counsel meeting - Edmonton	AB - Provinc	Meeting	Yes	D-\$20.75	\$20.75		✓	\$464.36	\$167.28	\$55.20		✓	
9-Sep-14	Executive Leadership Team meeting - Edmonton	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80		✓			\$63.25	\$54.60	✓	
23-Sep-14	Executive Leadership Team meeting - Edmonton	AB - Provinc	Meeting	Yes	L-\$11.60	\$11.60		✓				\$30.00	✓	600.00
30-Sep-14	Executive Leadership Team meeting - Edmonton	AB - Provinc	Meeting	Yes	LD-\$32.35	\$32.35		✓		\$185.35		\$60.45	✓	300.00
SUBTOTALS						\$127.05			\$464.36	\$529.91	\$118.45	\$210.05		Total Kms 1500.00

MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle
→ details of travel location to & from must be included above under the purpose of travel column
Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement
(see Mileage details to the left) **\$0.505**

Mileage \$ **\$757.50**

Travel \$ Subtotal **\$1,449.82**

Auto fills on page 1 - **TOTAL TRAVEL \$ \$2,207.32**

Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3

Rationale is Required for expenses that are not Cost Effective
(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 780-426-3636
<http://www.westin.com/edmonton>

WESTIN[®]

HOTELS & RESORTS

Armstrong, Robert Page Number 1 Invoice Nbr [REDACTED]
 [REDACTED] Guest Number [REDACTED] Arrive Date 09-02-2014 17:21
 [REDACTED] Folio ID [REDACTED] Depart Date 09-03-2014 09:10
 [REDACTED] No. Of Guest 1 Agent [REDACTED]
 [REDACTED] Room Number [REDACTED]

Duplicate Invoice

Date	Description	Amount	Balance
09-02-2014	Room Charge	\$149.00	
09-02-2014	GST	\$7.67	
09-02-2014	DMF	\$4.47	
09-02-2014	Tourism Levy	\$6.14	
09-03-2014	Visa		\$-167.28
	** Total	\$167.28	\$-167.28
	** Balance	\$-0.00	

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Other	Charges	Initial	Balance
09-02-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
09-03-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-167.28
Total	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$-167.28

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** Executive Leadership Team
 Meeting and various meetings
 in Edmonton*

PLACE FACE UP ON DASH
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time

06:00 PM
SEP 02, 2014

Purchase Date/Time: 09:26am Sep 02, 2014

Total Parking: \$28.57

Total get: \$1.43

Total Due: \$30.00

Total Paid: \$30.00

Ticket #: 7086107

SN #: 6000246104

Setting: Lot 256

Mach Name: Meter 1

Rate: \$30 - All Day
Payment Type: Card

Parking for
Executive Leadership
Team meeting in
Edmonton

RECEIPT

IMPARK LOT 256

NO IN AND OUT PRIVILEGES

Expiration Date/Time: 06:00pm Sep 02, 2014

Purchase Date/Time: 09:26am Sep 02, 2014

Total Parking: \$28.57

Total get: \$1.43

Total Due: \$30.00

Total Paid: \$30.00

Ticket #: 7086107

Setting: Lot 256

Mach Name: Meter 1

Rate: \$30 - All Day
Payment Type: Card

PLACE FACE UP ON DASH
IMPARK LOT 237
NO IN AND OUT PRIVILEGES

Expiration Date/Time

06:00 AM
SEP 04, 2014

Purchase Date/Time: 09:22am Sep 03, 2014

Total Parking: \$33.33

Total gst: \$1.67

Total Due: \$35.00

Rate: \$35 - All Day
Payment Type: Card

Total Paid: \$35.00

Ticket #: 88016601

Sm.#: 888012451113

Setting: Lot 237

Mach Name: Meter 1



HRSLT places various meetings in Edmontor

GST #887315636RT0001
IMPARK LOT 237

RECEIPT

IMPARK LOT 237
NO IN AND OUT PRIVILEGES

Expiration Date/Time: 06:00am Sep 04, 2014

Purchase Date/Time: 09:22am Sep 03, 2014

Total Parking: \$33.33

Total gst: \$1.67

Total Due: \$35.00

Rate: \$35 - All Day
Payment Type: Card

Total Paid: \$35.00

Ticket #: 88016601

Setting: Lot 237

Mach Name: Meter 1

Shaw Webmail 2.0



Reservation Confirmation

Airfare for AB Clinician's

Guest

*Council Meeting an GLT meeting
in Edmonton*

From : WestJet Airlines <noreply@itinerary.westjet.com>
Sender : noreply@itinerary.westjet.com
Subject : Reservation Confirmation

Fri, Sep 05, 2014 05:28 PM

To : Robert Armstrong



External images are not displayed. [Display images below](#)



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.

Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.

This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is



Main contact: **Mr Robert Armstrong**

E-mail:



Phone Number:

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the following details as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft.

If you are flying to Dublin, there are also some specific regulations you should be aware of before you leave.

**Mr. Robert
Armstrong**

Flight

**Calgary (YYC)-Edmonton (YEG),Edmonton (YEG)-
Calgary (YYC)**

WestJet FF

Ticket
Number



Seat

YYC-YEG: *;YEG-YYC: *

Air Itinerary Details

WS3270

Operated by
WESTJET ENCORE

Calgary, CA

Mon 08 Sep, 2014 **07:45 AM**

Edmonton, CA

Mon 08 Sep, 2014 **08:37 AM**

Fare type: Flex
Non-stop

WS348

WestJet

Edmonton, CA

Tue 09 Sep, 2014 **06:20 PM**

Calgary, CA

Tue 09 Sep, 2014 **07:13 PM**

Fare type: Flex
Non-stop

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 344.00	CAD 24.00	CAD 96.36	CAD 464.36	x 1	CAD 464.36

Total airfare: CAD 464.36

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 22.11
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 60.00

Total taxes: CAD 96.36

Fare family benefits

YYC-YEG: Flex Seat Sale Benefits

- One complimentary checked bag ¹

- Fully refundable if cancelled within 24 hours of booking ²
- Advanced seat selection - \$5-34.50 ¹
- \$50-57.50 itinerary change fee + applicable fare difference
- \$50-57.50 name change fee
- \$50-57.50 cancellation fee, balance credited toward future WestJet flight purchases ³

¹ Not applicable on flights operated by our airline partners
² Excluding flights departing within 24 hours of booking
³ Non-refundable to original form of payment

Fare family benefits

YEG-YYC: Flex Seat Sale Benefits

- One complimentary checked bag ¹
- Fully refundable if cancelled within 24 hours of booking ²
- Advanced seat selection - \$5-34.50 ¹
- \$50-57.50 itinerary change fee + applicable fare difference
- \$50-57.50 name change fee
- \$50-57.50 cancellation fee, balance credited toward future WestJet flight purchases ³

¹ Not applicable on flights operated by our airline partners
² Excluding flights departing within 24 hours of booking
³ Non-refundable to original form of payment

Total

Charged to 

CAD 464.36

WestJet offers

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Thank you for choosing WestJet

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HOTELS & RESORTS

Armstrong, Robert Page Number 1 Invoice Nbr [REDACTED]
 [REDACTED] Guest Number [REDACTED] Arrive Date 09-08-2014 15:53
 [REDACTED] Folio ID [REDACTED] Depart Date 09-09-2014 15:29
 [REDACTED] No. Of Guest [REDACTED] Agent [REDACTED]
 [REDACTED] Room Number [REDACTED]

Invoice

Date	Reference	Description	Charges	Credits
09-08-2014	[REDACTED]	Room Charge	\$149.00	
09-08-2014	[REDACTED]	GST	\$7.67	
09-08-2014	[REDACTED]	DMF	\$4.47	
09-08-2014	[REDACTED]	Tourism Levy	\$6.14	
09-09-2014	[REDACTED]	Visa		\$-167.28
		** Total	\$167.28	\$-167.28
		** Balance	\$-0.00	

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tourism Levy	Food/Bev	Other	Total	Balance
09-08-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28
09-09-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-167.28
Total	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28

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* Alberta Clinicians Council Meeting - Edmonton
 * ELT Meeting - Edmonton (Executive Leadership Team)

METRO AIRPORT TAXI #29
1035 59 ST SW T6X0T3
EDMONTON AB
22793364
GH2279336401

PURCHASE ####
09-08-2014 15:51:04

Name: ROBERT ARMSTRONG
A0000000031010 VISA CRED!!

RRN 001081007

Purchase \$48.00
Tip ~~\$7.20~~
Total \$55.20

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

GST 822339438
Haji 587 334 7111

Taxi from
Christian's Council
meeting to Hotel

Calgary Airport
Parkings

RECEIPT
GST NO. R122556194

TKT NO: 50285748
POF: CS7
IN: 09/08/14 06:19
OUT: 09/09/14 19:26
PAID: \$54.60
GST INCLUDED:
VISA

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

Taxi from Seventh
Street Plaza to Edmonton
International Airport

4502112-447
P-3983
EDIT
SE
213695



CAUTION
TOTAL

CASH
CASH
CASH \$63.25

ON THE AIR CONDITIONERS
YOU FOR BEING OVER 60°C

651 10440-070



USTOHLK

PLACE FACE UP ON DASH
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time

06:00 PM
SEP 23, 2014

Purchase Date/Time: 10:03am Sep 23, 2014

Total Parking: \$28.57

Total gst: \$1.43

Total Due: \$30.00

Total Paid: \$30.00

Ticket #: 04017001

S/N #: 60002451104

Setting: Lot 256

Mach Name: Meter 1

Rate: \$30 - All Day
Payment Type: Card



*Executive Leadership Team
Meeting, Edmonton*

RECEIPT

IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time: 06:00pm Sep 23, 2014

Purchase Date/Time: 10:03am Sep 23, 2014

Total Parking: \$28.57

Total gst: \$1.43

Total Due: \$30.00

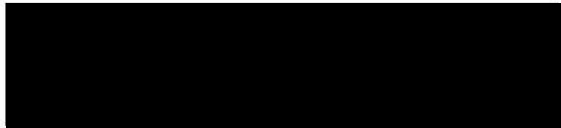
Total Paid: \$30.00

Ticket #: 04017001

Setting: Lot 256

Mach Name: Meter 1

Rate: \$30 - All Day
Payment Type: Card



PLACE FACE UP ON DASH
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time

06:00 PM
SEP 30, 2014

Purchase Date/Time: 09:11am Sep 30, 2014
Total Parking: \$28.57
Total gst: \$1.43
Total Due: \$30.00
Total Paid: \$30.00
Ticket #: 04740721
SN #: 500012451104
Setting: Lot 256
Mach Name: Meter 1

Rate: \$30 - All Day
Payment Type: Card

✓
ELT Meeting
in Edmonton

RECEIPT

IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time: 06:00pm Sep 30, 2014

Purchase Date/Time: 09:11am Sep 30, 2014

Total Parking: \$28.57

Total gst: \$1.43

Total Due: \$30.00

Total Paid: \$30.00

Ticket #: 04740721

Setting: Lot 256

Mach Name: Meter 1

Rate: \$30 - All Day

Payment Type: Card

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HOTELS & RESORTS

Armstrong, Robert

Page Number [Redacted]
 Guest Number [Redacted]
 Folio ID [Redacted]
 No. Of Guest 1
 Room Number [Redacted]

Invoice Nbr [Redacted]
 Arrive Date 09-30-2014 16:45
 Depart Date 10-01-2014 15:53
 Agent [Redacted]

Date	Reference	Description	Charges	Credits
09-30-2014	[Redacted]	Room Charge	\$174.00	
09-30-2014	[Redacted]	GST	\$8.96	
09-30-2014	[Redacted]	DMF	\$5.22	
09-30-2014	[Redacted]	Tourism Levy	\$7.17	
09-30-2014	[Redacted]	Parking Self	\$29.00	
09-30-2014	[Redacted]	GST	\$1.45	
10-01-2014	[Redacted]	Visa		\$-225.80
		** Total	\$225.80	\$-225.80
		** Balance	\$-0.00	

Hotel ✓
 195.35
 30.45 } = Parking

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tax/Levy	Meal/Bar	Phone	Other	Total	Payment
09-30-2014	\$174.00	\$8.96	\$7.17	\$0.00	\$0.00	\$35.67	\$225.80	\$0.00
10-01-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-225.80
Total	\$174.00	\$8.96	\$7.17	\$0.00	\$0.00	\$35.67	\$225.80	\$-225.80



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Continued on the next page

30.45 PKG
30.00 PKG
 60.45 ✓

** ELT Meeting in Edmonton*
** HRSLT Meeting in Edmonton*

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HOTELS & RESORTS

Armstrong, Robert

[REDACTED]

Page Number
Guest Number
Folio ID
No. Of Guest
Room Number

[REDACTED]

A

1

[REDACTED]
Invoice

Invoice Nbr
Arrive Date
Depart Date
Agent

[REDACTED]

09-30-2014 16:45

10-01-2014 15:53

[REDACTED]