

Official Administrator and Executive Expense Report

Name Rob Armstrong
Title Vice-President Human Resources (Acting)
Location Calgary
 Expenses submitted during the month of January 2015

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jan-15	Expense Claim	Meetings	1,437	189	919	849	3,394			-
Total			\$ 1,437	\$ 189	\$ 919	\$ 849	\$ 3,394	\$ -	\$ -	\$ -

Total for the Month \$ 3,394

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 184
 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-Jan-15 To 31-Jan-15
 Travel Period from: 8-Jan-15 To 29-Jan-15 (if applicable)
 Out-of-Province Travel No

Name: ROBERT ARMSTRONG

Position (Title): Acting VP

Location: [Redacted]

Dept: [Redacted]

DOFA Level: [Redacted]

[Redacted] (applicable)

Union: [Redacted]

Business Phone: [Redacted]

Ext: [Redacted]

Employee # (E-People): [Redacted]

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY →

Project Number

Project Task Number

Expenditure Organization

Expenditure Type

Total - Section B: Travel - Pg 2

Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense
2A	101	0005	71120000038	\$2,798.37 ✓
2B	101	0005	71120000038	\$595.94 ✓
2C				
2D				
				\$3,394.31

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

Total - Section C&D: Other & Foreign Expenses - Pg 3

Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense

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

TOTAL REIMBURSEMENT

Total Section B	\$3,394.31
Total Section C&D	
Less Cash Advance	
TOTAL CLAIM	\$3,394.31

JKR
 ✓ PB

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.

Travel, Hospitality and Working Session Expenses Policy - Document# 1122

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

Employee Signature:

[Signature]

Date

Mar-17/15

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 claim form with receipts should be sent by the approver directly to Accounts Payable for processing.

Approved By (PRINT ONLY): Deb Rhodes

DOFA Level [Redacted]

Position # [Redacted]

Phone [Redacted]

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

Signature:

Deborah Rhodes

Title

VP, Corporate Services and CEO

Date

March 19/15

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 19039-107 St, North Tower, 10th Floor, Accounts Payable, Edmonton, AB T5J 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 = Int'l)
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						
6-Jan-15	Travel to Edmonton to attend Executive Leadership Team meeting	AB - Provinc	Meeting	Yes	LD-\$32.35	\$32.35	✓		\$298.36 (1)		\$60.45 (2)			
7-Jan-15	Attendance at Corporate Services & HR Executive Committee and HR Senior Leadership Team meeting and return to Calgary	AB - Local	Meeting	Yes	BL-\$20.80	\$20.80	✓			\$178.51 (3)		\$131.10 (4)		
12-Jan-15	Travel to Edmonton to attend various meetings with staff	AB - Provinc	Meeting	Yes	D-\$20.75	\$20.75	✓		\$380.36 (5)		\$63.25 (6)			
13-Jan-15	Attendance at Executive Leadership Team/budget meeting and return to Calgary	AB - Provinc	Meeting	Yes					\$178.51 (7)	\$63.25 (8)		\$58.70 (9)		
19-Jan-15	Travel to Edmonton to attend Minister of Finance meeting re: LAPP	AB - Provinc	Meeting	Yes	LD-\$32.35	\$32.35	✓		\$380.36 (10)		\$63.25 (11)			
20-Jan-15	Attendance at Executive Leadership Team/CEO re: budget meeting	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80	✓		\$178.51 (12)	\$43.00 (13)		\$58.70 (14)		
26-Jan-15	Travel to Edmonton to attend various meetings	AB - Provinc	Meeting	Yes	D-\$20.75	\$20.75	✓		\$380.36 (15)			\$30.45 (16)		
27-Jan-15	Attendance at Senior Leaders/budget meeting	AB - Provinc	Meeting	Yes	D-\$20.75	\$20.75	✓					\$68.70 (17)		
SUBTOTALS						\$168.55			\$1,437.44	\$335.63	\$282.75	\$404.10	Total kms	

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 \$

Travel \$ Subtotal \$2,798.37

Auto fills on page 1 - TOTAL TRAVEL \$ \$2,798.37

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)

EXPENSE CLAIM DETAILS

Enter Finance Coding **101 0005 71120000038**

Emp # (E-People) XXXXXXXXXX

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 meet), 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	Tax
					Meal Type with value	Allowance	Meal Type	with receipt						
28-Jan-15	Absence of various meetings with staff and return to Calgary	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80	✓			\$383.16	\$191.98			
29-Jan-15	Return to Calgary	AB - Provinc	N/A	Yes						\$85.05				
SUBTOTALS						\$20.80				\$383.16	\$191.98	Total Km		

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 \$

Travel \$ Subtotal \$595.94

Auto fills on page 1 - TOTAL TRAVEL \$ 595.94

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)

Shaw Webmail



Reservation Confirmation

To Edmonton for attendance at
① Executive Leadership Team meeting (ELT)
② Corporate Services + HR Executive
Committee (CSHREC) meeting
③ HR Sr. Leadership Team meeting

Guest

From : WestJet Airlines <noreply@itinerary.westjet.com>

Fri, Jan 02, 2015 01:58 PM

Sender : noreply@itinerary.westjet.com

Subject : Reservation Confirmation

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 **Calgary, CA** **Edmonton, CA** Fare type: Econo
Operated by Tue 06 Jan, 2015 **07:40 AM** Tue 06 Jan, 2015 **08:42 AM** Non-stop
WESTJET ENCORE

WS348 **Edmonton, CA** **Calgary, CA** Fare type: Econo
WestJet Wed 07 Jan, 2015 **06:15** Wed 07 Jan, 2015 **07:10** Non-stop 1

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 184.00	CAD 24.00	CAD 88.36	CAD 296.36	x 1	CAD 296.36
Total airfare: CAD 296.36						

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 14.11
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 60.00
Total taxes: CAD 88.36		

Fare family benefits

YYC-YEG: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.¹

- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹

¹ Not applicable on flights operated by our airline partners

Fare family benefits

YEG-YYC: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹

¹ Not applicable on flights operated by our airline partners

Total

Charged to VISA

CAD 296.36

WestJet offers

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Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#) ; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage info page](#).
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:

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



Armstrong, Robert

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

Invoice Nbr
 Arrive Date 01-06-2015 12:47
 Depart Date 01-07-2015 16:04
 Agent

Invoice

Date	Reference	Description	Charges	Credits
01-06-2015		Room Charge	\$159.00	
01-06-2015		GST	\$8.19	
01-06-2015		DMF	\$4.77	
01-06-2015		Tourism Levy	\$6.55	
01-06-2015		Parking Self	\$29.00	
01-06-2015		GST	\$1.45	
01-07-2015		Visa		\$-208.96
		** Total	\$208.96	\$-208.96
		** Balance	\$0.00	

Handwritten notes:
 = 178.51 (circled 3)
 = 30.45* (circled 2)

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bar	Phone	Other	Total	Payment
01-06-2015	\$159.00	\$8.19	\$6.55	\$0.00	\$0.00	\$35.22	\$208.96	\$0.00
01-07-2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-208.96
Total	\$159.00	\$8.19	\$6.55	\$0.00	\$0.00	\$35.22	\$208.96	\$-208.96

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Continued on the next page

Attendance at ELT, CSAREC & HRSLT meeting in Edmonton

Attendance at Meetings in Edmonton

Parking for
ELT meeting

Rental car from
Edmonton Airport to
Edmonton to attend meetings
and return

Parking at
Calgary Airport

RECEIPT
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

License Plate Number

Expiration Date/Time

06:00 PM
JAN 06, 2015

Purchase Date/Time: 11:20am Jan 06, 2015
Total Parking: \$26.57
Total amt: \$1.43
Total Due: \$30.00 Rate: \$30 - All Day
Total Paid: \$30.00 Payment Type: Card
Ticket # [redacted]
S/N #: 6000246104
Setting: Lot 256
Mach Name: Meter 1

GST #887316632RT00

30.45 (29)
30.00 (28)

60.45

(2) ✓



RA 167717917 Bill 0
Rental 06-JAN-2015 10:42 AM
EDMONTON INTL ARPT
Return 07-JAN-2015 04:14 PM
EDMONTON INTL ARPT

HUBERT ARMSTRONG
Vehicle [redacted]
Model [redacted]
Class Driven ICAR Class Charged ICAR
License# X09182 State/Province AB
M/Kms Driven: 99
M/Kms Out: 4876
M/Kms In: 4976

Charges	No Unit	Price	Amount
T & H	2 Days	27.79	55.68*
LIN IN M/KM	0 M/Kms		0.00*
DISCNT TBM 5.00%			-2.78*
AP CONCESSION FEE			8.40*
CUSTOMER FACILITY CHARGE			8.00*
VEHICLE LICENSE FEE			1.58*
CA GST ALBERTA @6.000 %			3.64

Total Charges CAD 74.40

Amount Due CAD 74.40

* Taxable Items
Subject to Audit
Your loyalty number is 762903794
For Reservations: 1-800-RENT-A-CAR

RECEIPT
GST NO. R122556194

TK [redacted]
POF: C57
IN: 01/06/15 06:06
OUT: 01/07/15 19:48
PAID: \$ 56.70 ✓
(GST INCLUDED)
VISA

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

56.70
74.40

131.10

(4) ✓

Shaw Webmail



Reservation Confirmation

Travel to Edmonton for:
① Attendance at meetings with various staff

Guest

② Attendance at Executive Leadership Team meeting re: budget

From : WestJet Airlines <noreply@itinerary.westjet.com>

Thu, Jan 08, 2015 08:26 AM

Sender : noreply@itinerary.westjet.com

Subject : Reservation Confirmation

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.

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Booking Confirmation

Your reservation code is

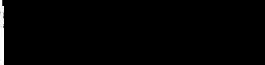


Main contact: **Mr Robert Armstrong**

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

WS349 **Calgary, CA** **Edmonton, CA** Fare type: Flex
 WestJet Mon 12 Jan, 2015 **09:50 AM** Mon 12 Jan, 2015 **10:45 AM** Non-stop

WS348 **Edmonton, CA** **Calgary, CA** Fare type: Econo
 WestJet Tue 13 Jan, 2015 **06:15 PM** Tue 13 Jan, 2015 **07:10 PM** Non-stop

5

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 264.00	CAD 24.00	CAD 92.36	CAD 380.36	x 1	CAD 380.36
Total airfare: CAD 380.36						

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 18.11
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 60.00
Total taxes: CAD 92.36		

Fare family benefits

YYC-YEG: Flex Seat Sale Benefits

- No fee for first checked bag¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50

CAD per eligible piece¹

- Lower change and cancellation fees

¹ Not applicable on flights operated by our airline partners

Fare family benefits

YEG-YYC: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹

¹ Not applicable on flights operated by our airline partners

Total

Charged to VISA 

CAD 380.36

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- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:

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



Armstrong, Robert Page Number [REDACTED] Invoice Nbr [REDACTED]
 [REDACTED] Guest Number [REDACTED] Arrive Date 01-12-2015 14:44
 [REDACTED] Folio ID [REDACTED] Depart Date 01-13-2015 16:09
 [REDACTED] No. Of Guest [REDACTED] Agent [REDACTED]
 [REDACTED] Room Number [REDACTED]

Duplicate Invoice

Date	Description	Charges	Credits
01-12-2015	Room Charge	\$159.00	
01-12-2015	GST	\$8.19	
01-12-2015	DMF	\$4.77	
01-12-2015	Tourism Levy	\$6.55	
01-13-2015	Visa		\$-178.51
	** Total	\$178.51	\$-178.51
	** Balance	\$0.00	

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food/Rev	Phone	Other	Total	Payment
01-12-2015	\$159.00	\$8.19	\$6.55	\$0.00	\$-0.00	\$4.77	\$178.51	\$0.00
01-13-2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-178.51
Total	\$159.00	\$8.19	\$6.55	\$0.00	\$-0.00	\$4.77	\$178.51	\$-178.51

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Tell us about your stay. www.westin.com/reviews

FIND CLARITY, BOOST HAPPINESS - Like a gym membership for your mind, Headspace gives you simple tools to feel happier, work smarter and sleep better. Get some Headspace at westin.com/headspace

Attendance at meetings in Edmonton

Taxi from Edmonton International Airport

Taxi to Edmonton International Airport

Parking at Calgary Airport

RECEIPT
GST NO. R122556194

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6E-1C2
780-462-3456

Term Id: 45024124782559
Item #: 1783
VISA CREDIT
PURCHASE
Op Id: 775027
Card #: [REDACTED]

ALD: A000000031010

DUED

AMOUNT	CAD\$55.00
	CAD\$8.25
	CAD\$63.25 ✓

Auth. #: [REDACTED]
Resp. Code: 00
TUR: 400000000
TSI: F800

BOOK ON LINE AT WWW.TAXI.COM
(THANK YOU FOR BEING OUR GUEST)

GST 100463070

Date: 2015/02/13 Time: 11:36:47
Response: AUTH [REDACTED]

* * * C U S T O M E R * * *

(6)

AIRPORT TAXI SERVICE
4000 101 ST. (7808907070)
EDMONTON, AB
T6E-5G9

Ter ID: 0556022

Purchase

[REDACTED]

Amount: \$	55.00
Tip: \$	8.25
Total: \$	63.25 ✓

2015/02/13 ✓

Seq #: [REDACTED]

Appr Code: [REDACTED]

Resp Code: 01/027

VISA CREDIT
A000000031010
50 76 07 73 45 3A 00 CD
00 00 00 00 00
FB 00
00 71 79 20 72 CD 08 27

APPROVED
Thank You

(8)

POF: C56
IN: 01/12/15 06:58
OUT: 01/15/15 22:34
PAID: \$ 56.72 ✓
(GST INCLUDED) ✓
VISA

[REDACTED]

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

(9)

Customer Copy
- IMPORTANT -
retain this copy for your records
GST054829800

Shaw Webmail



Reservation Confirmation

Travel to Edmonton for attendance at:

Guest

- ① Minister of Finance meeting re: LAPP
- ② Executive Leadership Team/CEO meeting re: Budget

From : WestJet Airlines <noreply@itinerary.westjet.com>

Thu, Jan 15, 2015 02:35 PM

Sender : noreply@itinerary.westjet.com

Subject : Reservation Confirmation

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.

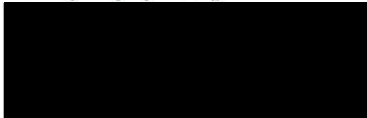
If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

**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 **Calgary, CA** **Edmonton, CA** Fare type: Flex
 Operated by **Mon 19 Jan, 2015 07:40** **Mon 19 Jan, 2015 08:42** Non-stop
 WESTJET ENCORE **AM** **AM**

WS3288 **Edmonton, CA** **Calgary, CA** Fare type: Econo
 Operated by **Tue 20 Jan, 2015 09:15 PM** **Tue 20 Jan, 2015 10:15 PM** Non-stop
 WESTJET ENCORE

10

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 264.00	CAD 24.00	CAD 92.36	CAD 380.36	x 1	CAD 380.36
Total airfare: CAD 380.36						



Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 18.11
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 60.00
Total taxes: CAD 92.36		

Fare family benefits

YYC-YEG: Flex Seat Sale Benefits

- No fee for first checked bag¹

- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹
- Lower change and cancellation fees

¹ Not applicable on flights operated by our airline partners

Fare family benefits

YEG-YYC: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹

¹ Not applicable on flights operated by our airline partners

Total

Charged to VISA

CAD 380.36

WestJet offers

Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#) ; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage info page](#).
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454

WESTIN

HOTELS & RESORTS

Robert Armstrong
 [Redacted]

Page Number : [Redacted] Invoice Nbr : [Redacted]
 Guest Number : [Redacted]
 Folio ID : [Redacted]
 Arrive Date : 19-JAN-15 14:46
 Depart Date : 20-JAN-15 12:00
 No. Of Guest : 1
 Room Number : [Redacted]
 Club Account : [Redacted]

12

Copy Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton 06-MAR-15 13:1 [Redacted]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-JAN-15	[Redacted]	In Room Dining	76.68	<i>Per diem claimed</i>
19-JAN-15	[Redacted]	Room Charge	159.00	
19-JAN-15	[Redacted]	GST	8.19	
19-JAN-15	[Redacted]	DMF	4.77	
19-JAN-15	[Redacted]	Tourism Levy	6.55	
20-JAN-15	[Redacted]	Visa		
		** Total	255.19	255.19
		*** Balance	0.00	178.51 ✓

FUEL YOUR BODY - It's easy to maintain a healthy lifestyle on the road. Our extensive SuperFoodsRx(TM) menu features nutrient-rich, delicious dishes that fuel your body and give you the focused energy you need. Discover dishes to supercharge your day at westin.com/eatwell

Continued on the next page

Attendance at meetings in Edmonton

Taxi from Edmonton International Airport

Taxi to Edmonton International Airport

Calgary Airport Parking

Jan 19/15
67-25 ✓
⑪

YELLOW CAB
10135 21 AVE/100C HWY
EDMONTON AB T6A 1C6
780 461 2454

1. 10:40:41 - 18:51
FROM: 100C
VISA CREDIT
PURCHASE

010:0000000031010

APPROVED

00
00
00
\$63.25

Co-op Taxi Line
(780) 425-2525
www.co-optaxi.com

⑬

Terminal 378/66233509
Driver 4685
15/01/20 18:17:22

VISA
Card [REDACTED]
VISA CREDIT
CHIP CARD
AID : A0000000031010
TVR : 0080008000
VERIFIED BY PIN
Ref [REDACTED]
Auth [REDACTED]

		PURCHASE
FARE	: \$	55.00
TIP	: \$	8.00

TOTAL	: \$	63.00 ✓

APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain a
copy for your records

Merchant Copy

RECEIPT
GST NO. R122556194

TKT [REDACTED] ⑭
POF: CS6
IN: 01/19/15 06:05
OUT: 01/20/15 22:21 ✓
PAID: \$ 56.78
(GST INCLUDED) ✓
VISA

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

Shaw Webmail



Reservation Confirmation

Travel to Edmonton for attendance at:
① Senior Leaders meeting re budget
① Various meetings with staff

Guest

From : WestJet Airlines <noreply@itinerary.westjet.com> Fri, Jan 23, 2015 02:35 PM
Sender : noreply@itinerary.westjet.com
Subject : Reservation Confirmation
To : Robert Armstrong [Redacted]

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 [Redacted]

Main contact: **Mr Robert Armstrong**
E-mail: [Redacted]
Phone Number: [Redacted]

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

WS153 **Calgary, CA** **Edmonton, CA** Fare type: Flex
WestJet Mon 26 Jan, 2015 08:00 Mon 26 Jan, 2015 08:51 Non-stop
PM PM

15

WS3259 **Edmonton, CA** **Calgary, CA** Fare type: Econo
Operated by Wed 28 Jan, 2015 05:15 Wed 28 Jan, 2015 06:18 Non-stop
WESTJET ENCORE PM PM

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 264.00	CAD 24.00	CAD 92.36	CAD 380.36	x 1	CAD 380.36
Total airfare: CAD 380.36						

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 18.11
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 60.00
Total taxes: CAD 92.36		

Fare family benefits

YYC-YEG: Flex Seat Sale Benefits

- No fee for first checked bag¹

- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹
- Lower change and cancellation fees

¹ Not applicable on flights operated by our airline partners

Fare family benefits

YEG-YYC: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹

¹ Not applicable on flights operated by our airline partners

Total

Charged to VISA

CAD 380.36

WestJet offers

Get travel insurance

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Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#) ; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage info page](#).
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0M7
 780-426-3636
 http://www.westin.com/edmonton



Armstrong, Robert Page Number
 [Redacted] st Number
 [Redacted] io ID
 No. Of Guest
 Room Number

Invoice Nbr [Redacted]
 Arrive Date 01-26-2015 21:43
 Depart Date 01-28-2015 16:14
 Agent [Redacted]

Invoice

Date	Reference	Description	Charges	Credits
01-26-2015	01.26.15	-ADJ Guest Incentive Programs		\$-15.00
01-26-2015	[Redacted]	Room Charge	\$184.00	
01-26-2015	[Redacted]	GST	\$9.48	
01-26-2015	[Redacted]	DMF	\$5.52	
01-26-2015	[Redacted]	Tourism Levy	\$7.58	
01-26-2015	[Redacted]	Parking Self	\$29.00	
01-26-2015	[Redacted]	GST	\$1.45	
01-26-2015	[Redacted]	In Room Dining	\$40.46	per diem claimed
01-27-2015		-ADJ Guest Incentive Programs		\$-15.00
01-27-2015	[Redacted]	Room Charge	\$184.00	
01-27-2015	[Redacted]	GST	\$9.48	
01-27-2015	[Redacted]	DMF	\$5.52	
01-27-2015	[Redacted]	Tourism Levy	\$7.58	
01-27-2015	[Redacted]	Parking Self	\$29.00	
01-27-2015	[Redacted]	GST	\$1.45	
01-27-2015	[Redacted]	In Room Dining	\$16.91	per diem claimed
01-28-2015	VI	Visa		\$-501.43
		** Total	\$531.43	\$-531.43
		** Balance	\$0.00	

Handwritten notes:
 = 191.58 ✓ (189)
 Parking = 30.45 ✓ (16)
 = 191.58 ✓ (18b)
 = 30.45 = * (17a)

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Dev	Phone	Other	Total	Payment
01-26-2015	\$184.00	\$9.48	\$7.58	\$40.46	\$0.00	\$20.97	\$262.49	\$0.00
01-27-2015	\$184.00	\$9.48	\$7.58	\$16.91	\$0.00	\$20.97	\$238.94	\$0.00
01-28-2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-501.43
Total	\$368.00	\$18.96	\$15.16	\$57.37	\$0.00	\$41.94	\$501.43	\$-501.43

Handwritten note: (18)

Continued on the next page

Parking = ~~60.00~~ ✓
 Hotel = 383.16 ✓

Attendance at meetings in Edmonton

Parking at Royal Alexandra Hospital for Sr. Leaders meeting

LEAVE ON DASH - THIS SIDE UP

EXPIRATION DATE EXPIRATION TIME

28/01/15 07:55 AM

AMOUNT PAID
\$14.25 770200000 07:55 AM

Alberta Health Services
CHANGES ARE FOR USE OF PARKING OFFICE ONLY. ALBERTA HEALTH SERVICES ENGAGE AND IS TO PROTECT THE PROPERTY OF ITS PATRONS BUT WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO CAR OR CONTENTS.
NON TRANSFERABLE

DETACH RECEIPT FROM TICKET

DATE ISSUED TIME ISSUED AMOUNT PAID

27/01/15 07:55 AM \$14.25

CREDIT CARD NUMBER
CC

Alberta Health Services
RECEIPT

Parking at South Street Plaza

RECEIPT
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

License Plate Number

Expiration Date/Time

06:16 PM

JAN 27, 2015

Purchase Date/Time: 03:10pm Jun 27, 2015

Total Parking: \$22.86

Total amt: \$1.14

Total Due: \$24.00

Total Paid: \$24.00

Ticket #: [REDACTED]

S/N #: 6000245104

Setting: Lot 256

Mach Name: Meter 1

Rate: \$24 - 3 hours
Payment Type: Card

Rental Car in Edmonton for meetings

Enterprise

IA 167766810 BIL 1020005622
Start: 20 JAN 2015 11:14 AM
Location: INTL ARPT
End: 20 JAN 2015 03:11 PM
Location: INTL ARPT

ROBERT ARMSTRONG
Vehicle # [REDACTED]
Model [REDACTED]
Class [REDACTED] Class Charged SCAR
License# K85346 State/Province AB
4/Kms Driven 74
4/Kms Out 16994
4/Kms In 16066

CHARGES	No Unit	Price	Amount
8 M	2 Days	42.00	84.00*
INCL. H/W/O	0 M/Kms		0.00*
CUSTOMER FACILITY CHARGE			6.00*
AP CONCESSION FEE			13.35*
VEHICLE LICENSE FEE			1.68*

Total Charges CAD 106.93
[REDACTED] -106.93
Amount Due CAD 0.00

* Taxable Items
Subject to Audit
Your loyalty number is X3PYSSM
or Reservations: 1-800-RENT-A-CAR

Parking at Calgary Airport

RECEIPT
GST NO. R122556194

TKT [REDACTED]
POF [REDACTED] CS6
IN: 01/26/15 18:21
OUT: 01/29/15 11:46
PAID: \$ 85.05
(GST INCLUDED)
VISA

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

30.45 (7a)

14.25 (17b)

24.00 (17c)

68.70 (17)

Jan. 27, ✓