

## Official Administrator and Executive Expense Report

**Name** Rob Armstrong  
**Title** VP Human Resources (Acting)  
**Location** Calgary

Expenses submitted during the month of March 2015

Travel (1)										
Month-Year	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Mar-15	Expense Claim	Meetings	1,391	254	1,071	786	3,502			
<b>Total</b>			\$ 1,391	\$ 254	\$ 1,071	\$ 786	\$ 3,502	\$ -	\$ -	\$ -

**Total for the Month** \$ 3,502

Maximum daily single meal expense claimed in the month \$ 21  
 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. 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-Mar-15 To 31-Mar-15  
 Travel Period from: To (if applicable)  
 Out-of-Province Travel No

Name: ROBERT ARMSTRONG Position (Title): Acting VP  
 Location: Dep: DOFA Level: (if applicable) Union: Business Phone #:

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	7112000038	\$3,030.00						\$3,502.92		
2B	101	0005	7112000038	\$472.92								
2C												
2D												
				\$3,502.92							TOTAL CLAIM	\$3,502.92

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.

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: 05/08/15

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): Deb Rhodes DOFA Level: Position #: Phone #:  
 Signature: *[Signature]* Title: VP, Corporate Services and CEO Date: May 27/15

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

Signature: Title: DOFA Level: Position #: Phone #: Ext: 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]

Page **2A**

*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'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-mm-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 Type	with receipt	Airfare				Hotel	Taxi
					Meal Type with value	Allowance								
3-Mar-15	Travel to Edmonton to attend meetings - Executive Leadership Team	AB - Provinc	Meeting	Yes	LD-\$32.35	\$32.35			\$380.88	\$63.25				
4-Mar-15	Attendance at CSHREC and HRSLT meetings	AB - Local	Meeting	Yes	BL-\$20.80	\$20.80			\$178.51	\$51.00				
9-Mar-15	Travel to Edmonton to attend Executive Leadership Team meeting	AB - Provinc	Meeting	Yes					\$401.36	\$63.25				
10-Mar-15	Attendance at Executive Leadership Team meeting	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80			\$78.51	\$4.80				
17-Mar-15	Travel to Edmonton to attend meetings - Executive Leadership Team meeting and meeting with CEO	AB - Provinc	Meeting	Yes	LD-\$32.35	\$32.35			\$359.36	\$63.25				
18-Mar-15	Meeting with AUPE re People Strategies	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80			\$178.51	\$83.70				
23-Mar-15	Travel to Edmonton to attend meetings - UNA re People Strategies	AB - Provinc	Meeting	Yes	LD-\$32.35	\$32.35			\$239.86	\$63.25				
24-Mar-15	Attendance at Executive Leadership Team meeting	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80			\$178.51	\$57.27				
<b>SUBTOTALS</b>						\$180.25			\$1,391.24	\$714.04	\$518.77	\$224.70	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: **\$0.505**  
 (see Mileage details to the left)

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

Mileage \$	
Travel \$ Subtotal	\$3,030.00
Auto fills on page 1 - TOTAL TRAVEL \$	\$3,030.00

✓  
R-11

**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)



Enter Finance Coding 101 0005 71120000038

Emp # (E-People)

If expenses incurred are for multiple FC's please use pages 2B, 2C, 2D (after pg3) as there should be one FC per page. If 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.America where expense 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						
30-Mar-15	Travel to Edmonton to attend meetings - HSA re People Strategies	AB - Provinc	Meeting	Yes	LD-\$32.35	\$32.35				12.00	21			
31-Mar-15	Attendance at Executive Leadership Team meeting	AB - Provinc	Meeting	Yes	A-\$41.55	\$41.55			\$357.02	22	23			
<b>SUBTOTALS</b>						\$73.90			\$357.02	\$42.00		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 \$

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

Travel \$ Subtotal \$472.92

Auto fills on page 1 - TOTAL TRAVEL \$ 472.82

✓ P.H

**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

Travel to Edmonton to attend:

Guest

- 1. Executive Leadership Team meeting
- 2. CSHREC meeting
- 3. HRSKT meeting

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

Fri, Feb 27, 2015 09:59 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.

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)**

WS FF

Ticket  
Number

Seat

YYC-YEG: \*;YEG-YYC: \*

### Air Itinerary Details

WS3395	<b>Calgary, CA</b>	<b>Edmonton, CA</b>	Fare type: Flex
Operated by	Tue 03 Mar, 2015 <b>07:00</b>	Tue 03 Mar, 2015 <b>08:03</b>	Non-stop
WESTJET ENCORE	<b>AM</b>	<b>AM</b>	

WS3288	<b>Edmonton, CA</b>	<b>Calgary, CA</b>	Fare type: Flex
Operated by	Wed 04 Mar, 2015 <b>07:30</b>	Wed 04 Mar, 2015 <b>08:27</b>	Non-stop
WESTJET ENCORE	<b>PM</b>	<b>PM</b>	

### 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 274.00	CAD 24.00	CAD 92.86	CAD 390.86	x 1	CAD 390.86
						<b>Total airfare: CAD 390.86</b>

### Tax details

Rate code	Description	Amount
XG	<b>Goods and Services Tax (GST)</b>	CAD 18.61
CA	<b>Air Travellers Security Charge (ATSC)</b>	CAD 14.25
SQ	<b>Airport Improvement Fee (AIF)</b>	CAD 60.00
		<b>Total taxes: CAD 92.86</b>

### Fare family benefits

#### YYC-YEG: Flex Seat Sale Benefits

- No fee for first checked bag<sup>1</sup>



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

**WESTIN**  
 HOTELS & RESORTS

3

Robert Armstrong  
 [Redacted]

Page Number : [Redacted] Invoice Nbr : [Redacted]  
 Guest Number : [Redacted]  
 Folio ID : [Redacted]  
 Arrive Date : 03-MAR-15 16:11  
 Depart Date : 04-MAR-15 12:06  
 No. Of Guest : [Redacted]  
 Room Number : [Redacted]  
 Club Account : [Redacted]

Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edmonton 04-MAR-15 12:10 [Redacted]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
03-MAR-15	[Redacted]	Room Charge	159.00	
03-MAR-15	[Redacted]	GST	8.19	
03-MAR-15	[Redacted]	DMF	4.77	
03-MAR-15	[Redacted]	Tourism Levy	6.55	
04-MAR-15	[Redacted]	Visa		-178.51
** Total			178.51	-178.51
*** Balance			0.00	

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](http://westin.com/eatwell)

[Redacted]

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Continued on the next page



Taxi from Edmonton  
Airport to 7th Street  
Plaza

(2)

AIRPORT TAXI SERVICE  
4600 161 ST. (780)8907070  
EDMONTON, AB  
T6E 5G3

Term ID: 05180814

**Purchase**

VISA Entry Method: C

Invoice #: [REDACTED]

Amount: \$ 55.00

Tip: \$ 8.25

Total: \$ 63.25

DATE 02/03 08:22:28

Seq #: [REDACTED]

Appr Code: [REDACTED]

Resp Code: 01/027

VISA CREDIT  
A000000031010  
4A CB 5A 36 35 95 ED 58  
00 00 30 00 00  
F8 00  
87 A2 D0 33 D0 E7 1F C1

**APPROVED**  
**Thank You**

Customer Cop.

IMPORTANT -  
return this receipt for your records

EST 64755 4011 K10001

Taxi to Edmonton  
Airport

(4)

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

Terminal 335/66233628  
Driver 2063  
15/02/01 17:37:57

VISA Card #: [REDACTED]

VISA CREDIT

CHIP CARD

AID : A0000000031010

TVR : 0080008000

Ref # [REDACTED]

Auth # [REDACTED]

**PURCHASE**

FARE : \$ 53.00

TIP : \$ 8.00

TOTAL : \$ 61.00

APPROVED - THANK YOU  
(01-027)

IMPORTANT: Retain a  
copy for your records

Customer Copy

Parking at  
Calgary Airport

(5)

**RECEIPT**  
**GST NO. R122556194**

TKT [REDACTED]  
POF: [REDACTED]  
IN: 03/03/15 05:38  
OUT: 03/04/15 20:33  
PAID: \$ 56.70  
(GST INCLUDED)  
VISA

YOU HAVE 15 MIN.  
TO EXIT

Calgary International Airport Parkade



### My itinerary

[Send me a copy of my itinerary](#)

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is [REDACTED]

[View itinerary details](#)

### Guest details

Mr Robert Armstrong Flight Calgary (YYC)-Edmonton (YEG)-Edmonton (YEG)-Calgary (YYC)  
 WestJet FF [REDACTED]  
 Ticket number [REDACTED]  
 Seat YYC-YEG YEG-YYC

*Travel to Edmonton to attend Executive Leadership Team meeting*

*(6)*

### Air itinerary details

Calgary (YYC) Mon Mar 9 2015, 8:00 PM Boeing 737-700	Edmonton (YEG) Mon Mar 9 2015, 8:50 PM	W5 153 WestJet	Fare type: Flex Non-stop
Edmonton (YEG) Tue Mar 10 2015, 7:30 PM De Havilland Dash 8-400 Turboprop	Calgary (YYC) Tue Mar 10 2015, 8:27 PM	W5 3288 Operated by WESTJET ENCORE	Fare type: Flex Non-stop

### Pricing 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	\$284.00	\$24.00	\$93.36	\$401.36	x 1	\$401.36 CAD

YYC-YEG: Flex fare type benefits

No fee for first checked bag<sup>1</sup>

Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece<sup>1</sup>

Lower change and cancellation fees

<sup>1</sup> Not applicable on flights operated by our airline partners

YEG-YYC: Flex fare type benefits

No fee for first checked bag<sup>1</sup>

Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece<sup>1</sup>

Lower change and cancellation fees

<sup>1</sup> Not applicable on flights operated by our airline partners

Total airfare: **\$401.36 CAD**

Charged [REDACTED] **\$401.36 CAD**

### Manage my air booking

[Change Itinerary](#)

*Itinerary is not eligible for change.*



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

# WESTIN®

HOTELS & RESORTS

Robert Armstrong



Page Number : [Redacted] Invoice Nbr : [Redacted]  
 Guest Number : [Redacted]  
 Folio ID : [Redacted]  
 Arrive Date : 09-MAR-15 21:41  
 Depart Date : 10-MAR-15 12:01  
 No. Of Guest : 1  
 Room Number : [Redacted]  
 Club Account : [Redacted]

Tax Invoice

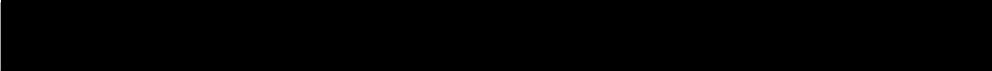
Tax ID : 815461330RT0001

The Westin Edmonton 10-MAR-15 12:10 [Redacted]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
09-MAR-15	[Redacted]	In Room Dining	<del>26.57</del>	
09-MAR-15	[Redacted]	Room Charge	159.00	
09-MAR-15	[Redacted]	GST	8.19	
09-MAR-15	[Redacted]	DMF	4.77	
09-MAR-15	[Redacted]	Tourism Levy	6.55	
10-MAR-15	[Redacted]	Visa		-205.08
		** Total	205.08	-205.08
		*** Balance	0.00	

(8)  
 178.51  
 \$178.51

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Continued on the next page

Taxi from Edmonton  
Airport to Weston Hotel

(7)

Taxi to Edmonton  
Airport

(9)

Parking at  
Calgary Airport

RECEIPT (10)  
GST NO. R122556194

YELLOW CAB  
11115 50 Avenue NW  
Edmonton AB T6A 1G6  
Tel: 462-1158

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

TKT NO [REDACTED]  
POF: C57  
IN: 03/09/15 18:29  
OUT: 03/10/15 20:31  
PAID: \$ 54.60  
(GST INCLUDED)  
VISA

Terminal 616/66231050  
Driver [REDACTED]  
15/03/10

YOU HAVE 15 MIN.  
TO EXIT

APPROVED  
AMOUNT CAD\$00.0  
TIP CAD\$8.2  
TOTAL CAD\$08.2  
\$62.25

VISA  
Card : [REDACTED]  
VISA CRE [REDACTED]  
CHIP CARD  
AID : A0000000031010  
TVR : 0080008000  
Ref # [REDACTED]  
Auth # [REDACTED]

Calgary International Airport Parkade

FARE : \$ 56.80  
TIP : \$ 8.00  
TOTAL : \$ 64.80  
\$ 64.80

APPROVED - THANK YOU  
(01-027)

IMPORTANT: Retain a  
copy for your records

Customer Copy

date  
confirmed  
(570)





### My itinerary

[Send me a copy of my itinerary](#)

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is [REDACTED]

*Travel to Edmonton to Attend:*  
• ELT meeting  
• Meeting with CEO  
• Meeting with AULÉ re: People Strategies  
• HRSC meeting

[View itinerary details](#)

### Guest details

Mr Robert Armstrong Flight Calgary (YYC)-Edmonton (YEG) Edmonton (YEG)-Calgary (YYC)  
WestJet FF [REDACTED]  
Ticket number [REDACTED]  
Seat YYC-YEG YEG-YYC

### Air itinerary details

Calgary (YYC) Tue Mar 17 2015, 7:00 AM Bombardier Dash 8-400 Turboprop	Edmonton (YEG) Tue Mar 17 2015, 8:03 AM	WS 3395 Operated by WESTJET ENCORE	Fare type: Econo Non-stop
Edmonton (YEG) Wed Mar 18 2015, 6:15 PM Boeing 737-700	Calgary (YYC) Wed Mar 18 2015, 7:04 PM	WS 348 WestJet	Fare type: Econo Non-stop

### Pricing 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	\$244.00	\$24.00	\$91.36	\$359.36	x 1	\$359.36 CAD

YYC-YEG: Econo fare type benefits

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

Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece<sup>1</sup>

<sup>1</sup> Not applicable on flights operated by our airline partners

YEG-YYC: Econo fare type benefits

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

Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece<sup>1</sup>

<sup>1</sup> Not applicable on flights operated by our airline partners

Total airfare: **\$359.36 CAD**

Charged to [REDACTED] **\$359.36 CAD**

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### Manage my air booking



[Change itinerary](#)

Itinerary is not eligible for change.



[Cancel itinerary](#)

This itinerary is not eligible for online cancel.

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



Robert Armstrong

Page Number : [REDACTED] Invoice Nbr : [REDACTED]  
 Guest Number : [REDACTED]  
 Folio ID : [REDACTED]  
 Arrive Date : 17-MAR-15 17:09  
 Depart Date : 18-MAR-15 11:58  
 No. Of Guest : [REDACTED]  
 Room Number : [REDACTED]  
 Club Account : [REDACTED]

Tax Invoice

Tax ID : S15461330RT0001

The Westin Edmonton 18-MAR-15 12:00 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-MAR-15	[REDACTED]	Room Charge	159.00	
17-MAR-15	[REDACTED]	GST	8.19	
17-MAR-15	[REDACTED]	DMF	4.77	
17-MAR-15	[REDACTED]	Tourism Levy	6.55	
18-MAR-15	[REDACTED]	Visa		-178.51
** Total			178.51	-178.51
*** Balance			0.00	

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STAY LONGER - Enjoy more time to explore your destination with the benefits of Westin Weekend, from extended breakfast hours to late Sunday checkouts. Book your next Westin Weekend at [westin.com/weekend](http://westin.com/weekend)

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

Continued on the next page



Taxi from Edmonton  
Airport to 27th Street Plaza

(12)

24-7 TAXI  
10577 109 ST #201  
EDMONTON, AB, T6H3B1  
MID: 87112250014  
GST#: 000000000000000000

TID: 045  
Operator#: 71126

SALE

[REDACTED]

CHIP

[REDACTED] 93.71 In: [REDACTED]  
000006 Batch#: [REDACTED]  
a1#: 00000003

[REDACTED] VISA CREDIT  
TVR 0000000000 TSI FOC

Amount: \$56.00  
Tip: \$8.25  
Total: \$63.25

Auth Code [REDACTED]  
APPROVED

Customer copy

Taxi to Edmonton  
Airport

(14)

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

Terminal 406/66233553  
Driver 3917  
15/03/13 16:17:11

VISA  
Card : [REDACTED]  
VISA CREDIT  
CHIP CARD  
AID : A000000003101J  
TVR : 0080008000  
Ref # 0010018410 C  
Auth # [REDACTED]

FARE : \$ 52.60  
TIP : \$ 7.50  
TOTAL : \$ 60.10

APPROVED - THANK YOU  
(01-027)

IMPORTANT: Retain a  
copy for your records

Customer Copy

60.10  
23.60  
83.70

Parking at  
Calgary Airport

RECEIPT (15)  
GST NO. R122556T94

TKT H [REDACTED]  
POF: CS7  
IN: 03/17/15 05:50  
OUT: 03/18/15 19:15  
PAID: \$ 56.70  
(GST INCLUDED)

YOU HAVE 15 MIN.  
TO EXIT

Calgary International Airport Parkade

Taxi to AUPG offices

(14)

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

Terminal 396/66234699  
Driver 4578  
15/03/13 10:22:35

VISA  
Card : [REDACTED]  
VISA CREDIT  
CHIP CARD  
AID : A0000000031010  
TVR : 0080008000  
Ref # 0010019650 C  
Auth # [REDACTED]

FARE : \$ 20.60  
TIP : \$ 3.00  
TOTAL : \$ 23.60

APPROVED - THANK YOU  
(01-027)

IMPORTANT: Retain a  
copy for your records

Customer Copy



### My itinerary

Send me a copy of my itinerary

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code [REDACTED]

*Travel to Edmonton to Attend:*  
*• Meeting with UNIA re: People Strategies*  
*• ELT meeting*

[View itinerary details](#)

### Guest details

Mr Robert Armstrong Flight Calgary (YYC)-Edmonton (YEG), Edmonton (YEG)-Calgary (YYC)  
WestJet FF [REDACTED]  
Ticket number [REDACTED]  
Seat [REDACTED]

### Air itinerary details

Calgary (YYC) Mon Mar 23 2015, 8:00 AM De Havilland Dash 8-400 Turboprop	Edmonton (YEG) Mon Mar 23 2015, 9:03 AM	WS 3270 Operated by WESTJET ENCORE	Fare type: Econo Non-stop
Edmonton (YEG) Tue Mar 24 2015, 7:30 PM De Havilland Dash 8-400 Turboprop	Calgary (YYC) Tue Mar 24 2015, 8:27 PM	WS 3288 Operated by WESTJET ENCORE	Fare type: Econo Non-stop

### Pricing 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	\$130.00	\$24.00	\$85.66	\$239.66	x 1	\$239.66 CAD

#### YYC-YEG: Econo fare type benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.\*
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece†
- \* Not applicable on flights operated by our airline partners

#### YEG-YYC: Econo fare type benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.\*
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece†
- \* Not applicable on flights operated by our airline partners

Total airfare: **\$239.66 CAD**

(16)

Charged to Travel Bank: **\$239.66 CAD**

### Manage my air booking



Change Itinerary

Itinerary is not eligible for change.



Cancel Itinerary

This itinerary is not eligible for online cancel.

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

# WESTIN<sup>®</sup>

HOTELS & RESORTS

Robert Armstrong

Page Number : [REDACTED] Invoice Nbr : [REDACTED]  
 Guest Number : [REDACTED]  
 Folio ID : [REDACTED]  
 Arrive Date : 23-MAR-15 15:06  
 Depart Date : 24-MAR-15 16:10  
 No. Of Guest : [REDACTED]  
 Room Number : [REDACTED]  
 Club Account : [REDACTED]

Tax Invoice

18

Tax ID : 815461330RT0001  
 The Westin Edmonton 24-MAR-15 16:20

Date	Reference	Description	Charges (CAD)	Credits (CAD)
23-MAR-15	[REDACTED]	Room Charge	159.00	
23-MAR-15	[REDACTED]	GST	8.19	
23-MAR-15	[REDACTED]	DMF	4.77	
23-MAR-15	[REDACTED]	Tourism Levy	6.55	
24-MAR-15	[REDACTED]	Visa		-178.51
** Total			178.51	-178.51
*** Balance			0.00	

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Tell us about your stay: [www.westin.com/reviews](http://www.westin.com/reviews)

Continued on the next page



Taxi from Edmonton  
Airport

(17)

YELLOW CAB  
10135 31 AVENUE NW  
EDMONTON AB T6H-1C2  
780-462-3456

Term Id: 45024124782462  
ILEN #: 1261  
VISA CREDIT  
PURCHASE

[Redacted]

APPROVED

JUN1 CAD\$55.0  
3 CAD\$8.2  
TOT CAD\$63.25

[Redacted]

Resp. Code: 00  
TUR: 400006000  
TBI: F000

BOOK ON LINE AT CONTACTI.COM  
THANK YOU FOR BEING OUR GUEST

651 100433070

Date: 2015-03-11 Time: 09:42:00  
Response: AUT

\*\*\*CI COPY\*\*\*

Taxi to Edmonton  
Airport

(19)

YELLOW CAB  
10135 31 AVENUE NW  
EDMONTON AB T6H-1C2  
780-462-3456

Term Id: 45024124782298  
ILEN #: 10267  
SA CREDIT  
PURCHASE

[Redacted]

APPROVED

MOBILE (CAD\$49.10)  
IP (CAD\$7.4)  
TOT CAD\$57.27

[Redacted]

\$57.27

BOOK ON LINE AT CONTACTI.COM  
THANK YOU FOR BEING OUR GUEST

651 100433070

Date: 2015-03-11 Time: 09:42:00  
Response: AUT

\*\*\*CI COPY\*\*\*

Parking at  
Calgary Airport

(20)

RECEIPT  
GST NO. R122556194

TKT [Redacted]  
POF: [Redacted]  
IN: 03/23/15 00:30  
OUT: 03/24/15 10:17  
PAID: \$ 56.70  
(GST INCLUDED)  
VISA

[Redacted]

YOU HAVE 15 MIN.  
TO EXIT

Calgary International Airport Parkade

Travel to Edmonton to Attend:  
 1. Meeting with HSAA re: People Strategies  
 2. ELT meeting

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



Robert Armstrong

Page Number : [Redacted]  
 Guest Number : [Redacted]  
 Follo ID : [Redacted]  
 Arrive Date : 30-MAR-15 14:42  
 Depart Date : 01-APR-15 13:53  
 No. Of Guest : 1  
 Room Number : [Redacted]  
 Club Account : [Redacted]

Invoice Nbr : [Redacted]

Tax Invoice

(22)

Tax ID : 815461330RT0001

The Westin Edmonton 01-APR-15 14:00 [Redacted]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
30-MAR-15	[Redacted]	Room Charge	159.00	
30-MAR-15	[Redacted]	GST	8.19	
30-MAR-15	[Redacted]	DMF	4.77	
30-MAR-15	[Redacted]	Tourism Levy	6.55	
<del>31-MAR-15</del>	[Redacted]	<del>In Room Dining</del>	<del>27.17</del>	<i>per claim</i>
31-MAR-15	[Redacted]	Room Charge	159.00	
31-MAR-15	[Redacted]	GST	8.19	
31-MAR-15	[Redacted]	DMF	4.77	
31-MAR-15	[Redacted]	Tourism Levy	6.55	
01-APR-15	[Redacted]	Visa		-384.19 <i>27.17*</i>
** Total			384.19	-384.19 <i>3370.2</i>
*** Balance			0.00	

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