

AHS Board and Executive Expense Report

Name Ronda White
Title Chief Audit Executive, Internal Audit & Enterprise Risk Management
Location Edmonton
 Expenses submitted during the month of February 2018

Travel (1)										
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Feb-18	P-Card	Meetings			171	103	274	2,770		
Feb-18	Expense Claim	Meetings		85		35	120			
Feb-18	Direct Billing	Meetings				138	138			
Total			\$ -	\$ 85	\$ 171	\$ 276	\$ 532	\$ 2,770	\$ -	\$ -

Total for the Month \$ 3,302

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 154
 Non economy air travel in the month \$ -

1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

2) Professional Development

Includes conference, seminar and course registration fees and material

3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
WHITE, RONDA	Chief Audit Executive, Internal Audit & ERM	Edmonton	\$ 3,044.34									
1/24/2018	Trip to Calgary Jan 24 & 25/18 for Continuing Care Operations meeting & meetings with IA/ERM Re: Audits	AB - Local	Taxi	\$ 23.69	Red Arrow Depot, Calgary	Southport, Calgary	Trip to Calgary Jan 24 & 25/18 for Continuing Care Operations meeting & meetings with IA/ERM Re: Audits	1				
1/25/2018	Parking @ Red Arrow Jan. 24 & 25/18. Trip to Calgary for Continuing Care Operators meeting & meetings with IA/ERM Re: Audits	AB - Local	Parking - Lot or Parkade	\$ 21.00			Parking @ Red Arrow Jan. 24 & 25/18. Trip to Calgary for Continuing Care Operators meeting & meetings with IA/ERM Re: Audits	1				
1/25/2018	Trip to Calgary Jan 24 & 25/18 for Continuing Care Operations meeting & meetings with IA/ERM Re: Audits	AB - Local	Taxi	\$ 22.20	Southport, Calgary	Red Arrow Depot, Calgary	Trip to Calgary Jan 24 & 25/18 for Continuing Care Operations meeting & meetings with IA/ERM Re: Audits	1				
1/25/2018	Trip to Calgary Jan 24 & 25/18 for Continuing Care Operations meeting & meetings with IA/ERM Re: Audits	AB - Local	Accommodations	\$ 171.44			Trip to Calgary Jan 24 & 25/18 for Continuing Care Operations meeting & meetings with IA/ERM Re: Audits	1				
2/1/2018	Feb 1/18 Meeting with AH (Mary P) Re: Covenant / AHS	AB - Local	Parking - Lot or Parkade	\$ 12.00			Feb 1/18 Meeting with AH (Mary P) Re: Covenant / AHS	1				
2/7/2018	March 6 & 7, 2018, UofA Executive Education: Change Management Bootcamp (Edmonton)	AB - Local	Courses and Professional Development	\$ 1,669.50			March 6 & 7, 2018, UofA Executive Education: Change Management Bootcamp (Edmonton)	1				
2/12/2018	CPA Canada Course - Introduction to Cybersecurity for CPAs	ON	Courses and Professional Development	\$ 261.45			CPA Canada Course - Introduction to Cybersecurity for CPAs	1				
2/12/2018	Institute of Internal Auditors - Exam Registration for CIA Part 1	International	Courses and Professional Development	\$ 381.16			Institute of Internal Auditors - Exam Registration for CIA Part 1 (\$294 US Funds)	1				
2/12/2018	CPA Alberta - March 16, 2018, Assurance & Professional Practice Update (1/2 Seminar)	AB - Local	Courses and Professional Development	\$ 304.50			CPA Alberta - March 16, 2018, Assurance & Professional Practice Update (1/2 Seminar)	1				
2/15/2018	Feb 15/18 Parking @ ATB Place - attend meeting with AH ADM Re: Covenant / AHS	AB - Local	Parking - Lot or Parkade	\$ 12.00			Feb 15/18 Parking @ ATB Place - attend meeting with AH ADM Re: Covenant / AHS	1				

AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
WHITE, RONDA	Chief Audit Executive, Internal Audit & ERM	Edmonton	\$ 3,044.34									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
2/16/2018	Feb 16/18 Parking @ ATB Place - attend meeting with AH ADM Re: Continuing Care	AB - Local	Parking - Lot or Parkade	\$ 12.00			Feb 16/18 Parking @ ATB Place - attend meeting with AH ADM Re: Continuing Care	1				
2/20/2018	2018 Harvard Business Review All-Access Subscription (12 issues)	International	Subscriptions	\$ 153.40			2018 Harvard Business Review All-Access Subscription (12 issues)	1				
Approver(s) for the claim		Approval Status		Approval Date								
YIU, VERNA		Approve		5-Mar-18								

Best Western Cedar Park Inn

5116 Gateway Blvd.
Edmonton, AB T6H 2H4

Pcard

(780) 434-7411

reservations@cedarparkinn.com

①

Registered To:

Parking (MUST be 0 Balance), PARK

Room #	HOUSE ACCOUNT
Transfer To	
Conf #	
Arrival	01/24/18
Departure	01/24/18
Group	
Room Type	
Guests	0 / 0
Payment	
Acct	

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
01/24/18			MASTERCARD PAYMENT			\$21.00-
Balance Due						\$21.00-

*Parking @ Red Arrow for 2 days - Jan 24 + 25
 Trip to Calgary for Continuing Care
 Operators meeting & meetings with
 IA/ERM re: audits*

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE DUE PORTION OF THIS INVOICE. IF THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES TO BE PERSONALLY LIABLE FOR PAYMENT OF THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES.

EACH Best Western® BRANDED HOTEL IS INDEPENDENTLY OWNED AND OPERATED.

GST# 851767210RP0001

Signature _____

PCard

3

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

Merchant [REDACTED]
Driver ID [REDACTED]
Record Num [REDACTED]

Sale

Application Label: MasterCard

AID: [REDACTED]
MASTERCARD Entry Method: Chip

Total: CAD\$ 22.20

2018/01/25 14:51:01

Resp Code: [REDACTED]
IWK: [REDACTED]
TST: [REDACTED]

Inv# [REDACTED] Appr Code [REDACTED]
Apprvd: Online Batch# [REDACTED]
TRN Ref #: [REDACTED]

DESCRIPTION: -----

THANK YOU
14031299-9999
WWW.THECHECKERGROUP.COM

CARRIER COPY

RETAIN THIS COPY FOR STATEMENT
VERIFICATION

316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

TERMINAL ID: [REDACTED]
MERCHANT ID: [REDACTED]
VEHICLE ID: [REDACTED]
DRIVER ID: [REDACTED]
GST ACCOUNT N.: [REDACTED]
TRIP NUMBER: [REDACTED]
PASSENGERS: [REDACTED] 1

01/25/2018
START: 14:26 END: 14:50
DISTANCE: 109.00 RATE: 1

FARE AMOUNT \$ 21.14

TAX AMOUNT \$ 1.06

TOTAL : * 22.20

MASTERCARD SALE : [REDACTED]
APPROVAL NUMBER : [REDACTED]

PASSENGER COPY

Taxi Southport to Red Arrow
THANK YOU
14031299-9999
WWW.THECHECKERGROUP.COM

Calgary
CHECKER
YELLOW CAB

PCard 2

316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

TERMINAL ID: [REDACTED]
MERCHANT ID: [REDACTED]
VEHICLE ID: [REDACTED]
DRIVER ID: [REDACTED]
GST ACCOUNT N.: [REDACTED]
TRIP NUMBER: [REDACTED]
PASSENGERS: [REDACTED] 1

01/24/2018
START: 09:26 END: 09:49
DISTANCE: 105.00 RATE: 1

FARE AMOUNT \$ 19.62

TAX AMOUNT \$ 0.96

TIP AMOUNT \$ 1.69

TOTAL * 23.69

MASTERCARD SALE : [REDACTED]
APPROVAL NUMBER : [REDACTED]

PASSENGER COPY

Red arrow to Southport
THANK YOU
14031299-9999
WWW.THECHECKERGROUP.COM

CHECKER
YELLOW CAB

pcard




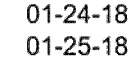
DELTA

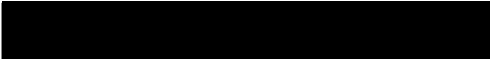
CALGARY SOUTH

135 Southland Drive S.E Calgary, Alberta, T2J 5X5
Telephone: 403-278-5050 Fax: 403-225-5834

④

Ab Health Services
Ms Ronda White
Canada

Room: 
Folio: 
Cashier:
Arrival: 01-24-18
Departure: 01-25-18

Date	Description	Additional Information	Charges	Credits
01-24-18	Room Charge		154.00	
01-24-18	DMF		4.02	
01-24-18	Tourism Levy		5.52	
01-24-18	Rooms - GST		7.90	
01-25-18	Master Card			171.44

GST Summary	
Registration No:	895126332
Room	7.90
F&B	0.00
Other	9.54
Total	17.44

Total	171.44	171.44
Balance Due	0.00	CDN

*Hotel in Calgary - trip to meet with various groups re: IA audits + IA/ERM team.
Also meeting with Continuing Care Operators on Jan 25/18 re: CC Audits*

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

ATB PLACE
GST:887315638RT001
RECEIPT C2

5

IN: 01.02.18 09:17
OUT: 01.02.18 10:27
AMOUNT: \$ 12.00
CC-DATA:

Feb 01 2018 10:27 am

TRANSACTION
RECORD

Card Number :

Card Entry : CHIP

Trans Type :
PURCHASE

Amount : \$12.00

Auth # :

Sequence # :

Term ID :

Date :
18/02/01

Time :
10:26:45

APPROVED

BY ENTERING A VERIFIED
PIN, CARDHOLDER
AGREES TO PAY ISSUER
SUCH TOTAL IN
ACCORDANCE WITH
ISSUERS AGREEMENT
WITH
CARDHOLDER

Application Label:
MasterCard

AID:
TVR:
TC :
TSI:

*** CUSTOMER
COPY ***

*Mtg with AH
(Mary P.) re:
Covenant/AMS*

GSTt:887315638RT001
Thank you for
Visiting!

[REDACTED]

From: [REDACTED]
Sent: Wednesday, February 07, 2018 10:31 AM
To: [REDACTED]
Subject: FW: Emailing: Order Information

(6)

From: Ronda White
Sent: Wednesday, February 07, 2018 8:35 AM
To: [REDACTED] Ronda White
Subject: Emailing: Order Information



[Home](#) [Account](#) [Order History](#) [Order Information](#)

Order Information

Receipt

Order Details

Order ID: [REDACTED]
Date Added: 07/02/2018

Payment Method: Credit Card

Payment

Card: [REDACTED]
Card Type: M

Payment Address

ronda white
Alberta Health Services
14th Floor
Seventh Street Plaza, North Tower
Edmonton T5J 3E4
Alberta
Canada

6

Product Name	Model	Quantity	Price	Total	
Change Management Bootcamp (Edmonton) - Program Location / Start Date: Edmonton - Mar 6, 2018 - Important Information: If you are paying for somebody else, please add their names and emails in the comment section when you checkout.	EECorp-BESC-Chg Mgmt Btcp-2017-18	1	\$1,590.00 (CAD)	\$1,590.00 (CAD)	Return
			Sub-Total:	\$1,590.00 (CAD)	
			GST:	\$79.50 (CAD)	
			Total:	\$1,669.50 (CAD)	

Order History

Date Added	Status	Comment
07/02/2018	Payment Complete	

Print

Customer Service

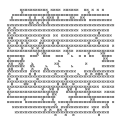
- [Contact Us](#)
- [Returns](#)
- [Site Map](#)

Extras

- [Brands](#)
- [Gift Vouchers](#)
- [Affiliates](#)
- [Specials](#)

My Account

7



Order no. [REDACTED] Thank you

You will be sent an email confirmation of this order, but you may also wish to print a copy for your records

user information

Ronda M. White
Alberta Health Services

[REDACTED]

shipping method

n/a

payment method

credit card

shipping address

[REDACTED]

billing address

[REDACTED]

Item	Item no.	Quantity	Price
Introduction to cybersecurity for CPAs On-Demand Courses - Registration	59605816-16	1	\$249.00
Subtotal:			\$249.00
Shipping & handling:			\$0.00
GST/HST:			\$12.45
Total charged to your credit card:			\$261.45

DETAILS FOR INTRODUCTION TO CYBERSECURITY FOR CPAS

The total amount of CPD credits/hours available for this event is up to 5 hours

PRODUCT / EVENT INFORMATION

You will receive an email with your log-in access to the CPA Canada online learning environment at <https://education.cpacanada.ca>
The email should reach you within the hour
If you do not receive this email, please email D2Lsupport@cpacanada.ca or contact the helpdesk portal at <https://cpacanada.service-now.com/support>

Chartered Professional Accountants of Canada / Comptables professionnels agréés du Canada

Note:

Download items (e.g., eBooks and Folio Views infobases) are available from your CPAstore my downloads page

CPA Canada tax registration numbers
GST/HST - 83173 3647 RT0001
QST - 1219981046 TQ0001



Confirmation of Form Completion

Ronda White [Redacted]

Thank you for submitting the CIA (3 Part Version) - Part 1 Exam form. For any questions or concerns, please submit an incident by clicking on the 'New Incident' link in the left-hand side navigation bar of your CCMS profile and a member of our staff will gladly respond to you shortly.
Your form number is [Redacted]

Logout

[Return to IIA](#)

Home

- [Home](#)
- [Personal Information](#)
- [Update Personal Info](#)
- [History](#)
- [Order History](#)
- [Change Password](#)
- [New Incident](#)

Certifications

[Certification Progress](#)

Help

- [Contact Us](#)
- [Incident History](#)

Forms

[Complete a Form](#)

Official Receipt / Invoice

The Institute of Internal Auditors
1035 Greenwood Blvd., Suite 401,
Lake Mary, FL 32746 USA
+1-407-937-1111

Received From

Ronda White
[Redacted]

Order Summary

Order / Invoice ID : [Redacted]
 Order / Invoice Date: **2/7/18 11:28 AM**
 Product Category: **Exam Registrations**
 Order Status: **Complete**
 Order Total: **\$294.00 (USD)**
 Payment Type: **Credit Card**

Payment Information

Name (as it appears on credit card) **ronda white**
 Credit Card Number [Redacted]
 Credit Card Type **MASTERCARD**
 Expiration Date [Redacted]
 Amount Charged: **\$294.00 (USD)**
 Authorization Code: [Redacted]
 Billing Address: [Redacted]
 Billing Postal/Zip Code: [Redacted]

Order Detail

Item	Description	Quantity	Per Item Price	Amount
3200-00-0101	CIA Part 1 (3P) Member - 5% GST	1	\$294.00 (USD)	\$294.00 (USD)

This online merchant, The Institute of Internal Auditors, is located in the United States at 1035 Greenwood Blvd, Suite 401 Lake Mary, FL 32746.

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v 1802 28

\$381.16 CAD

9

Location: Search > View Cart

Chartered Professional Accountants of Alberta
1900 TD Tower
10088 - 102 Avenue
Edmonton Alberta, T5J 4R2
Canada

Invoice Address:
R.M. WHITE, CPA, CA



G.S.T. REG #: 10690 4287 RT0003
Member #:
Order ID #:
Date: 2/11/2018 7:28 PM
Credit Card Number:
Card Holders Name: Ronda White
Authorization Number:

	Description	Amount
	ASSURANCE & PROFESSIONAL PRACTICE UPDATE	\$290.00
	GST	\$14.50
	Total Amount Due:	\$304.50

ASSURANCE & PROFESSIONAL PRACTICE UPDATE

You are registered for this offering.

Date & Time Mar 16, 2018 12:30 PM
Format Half-Day PM
CPD Hours 3.5
Facility Sawridge Inn
4235 Gateway Blvd
Edmonton, AB
Phone: 780-438-1222 ☎
Fax: 780-
Meeting Room Maligne
Payment \$304.50

Offering Special Notes

Facility Special Notes

10

ATB PLACE
GST:887315638RT001
RECEIPT C2

IN: 15.02.18 11:53
OUT: 15.02.18 13:46
AMOUNT: \$ 12.00
CC-DATA:

Feb 15 2018 01:46 pm

TRANSACTION
RECORD

Card Number :
[REDACTED]

Card Entry : CHIP

Trans Type :
PURCHASE

Amount : \$12.00

Auth # : [REDACTED]

Sequence # : [REDACTED]

Term ID : [REDACTED]

Date :
18/02/15

Time :
13:46:08

APPROVED

BY ENTERING A VERIFIED
PIN, CARDHOLDER
AGREES TO PAY ISSUER
SUCH TOTAL IN
ACCORDANCE WITH
ISSUERS AGREEMENT
WITH
CARDHOLDER

Application Label:
MasterCard

AID: [REDACTED]
TVR: [REDACTED]
TC: [REDACTED]
TSI: [REDACTED]

*** CUSTOMER
COPY ***

mtg with AH ADM
re: Covenant/ATB

GSTt:887315638RT001
Thank you for
Visiting!

ATB PLACE
GST:887315638RT001
RECEIPT C2

11

IN: 16.02.18 09:48
OUT: 16.02.18 11:21
AMOUNT: \$ 12.00
CC-DATA:

Feb 16 2018 11:21 am

TRANSACTION
RECORD

Card Number :
[REDACTED]

Card Entry : CHIP

Trans Type :
PURCHASE

Amount : \$12.00

Auth # : [REDACTED]

Sequence # : [REDACTED]

Term ID : [REDACTED]

Date :
18/02/16

Time :
11:21:01

APPROVED

BY ENTERING A VERIFIED
PIN, CARDHOLDER
AGREES TO PAY ISSUER
SUCH TOTAL IN
ACCORDANCE WITH
ISSUERS AGREEMENT
WITH
CARDHOLDER

Application Label:
MasterCard

AID: [REDACTED]
TVR: [REDACTED]
TC: [REDACTED]
TSI: [REDACTED]

*** CUSTOMER
COPY ***

Mtg with AH
ADM re: Cont Care

GSTt:887315638RT001
Thank you for
Visiting!
60DB

12



Thank you for your order of *Harvard Business Review*. Your order has been received and has been processed as follows.

Account Details

Account Number [REDACTED]

Email: [REDACTED]

Expires: Jan 1, 2019

Billing/Shipping Address

Ronda White
14th Floor, North Tower
10030 107 Street
Edmonton, AB T5J3E4

Item	Order Date	Term	Amount
<i>Harvard Business Review</i> All-Access	Feb 19, 2018	12 issues	\$119.00

Sales Tax: \$0.00

Total Amount: \$119.00

\$153.40 CAD

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
WHITE, RONDA	Chief Audit Executive, Internal Audit & ERM	Edmonton	\$ 119.50									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
1/22/2018	Jan 22/18 Parking @ ATB Place - Attend all day meeting with AH Re: Continuing Care Audit Strategy	AB - Local	Parking - Lot or Parkade	\$ 35.00			Jan 22/18 Parking @ ATB Place - Attend all day meeting with AH Re: Continuing Care Audit Strategy	1				
1/24/2018	Trip to Calgary Jan. 24 & 25/18 for Continuing Care Operators meeting and meetings with IA/ERM Re: Audits	AB - Other Zones	Meals Per Diem	\$ 47.50			Trip to Calgary Jan. 24 & 25/18 for Continuing Care Operators meeting and meetings with IA/ERM Re: Audits Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1				
1/25/2018	Trip to Calgary Jan. 24 & 25/18 for Continuing Care Operators meeting and meetings with IA/ERM Re: Audits	AB - Other Zones	Meals Per Diem	\$ 37.00			Trip to Calgary Jan. 24 & 25/18 for Continuing Care Operators meeting and meetings with IA/ERM Re: Audits Lunch \$13.00 Dinner \$24.00	1				
Approver(s) for the claim		Approval Status		Approval Date								
YIU, VERNA		Approve		5-Mar-18								

*Expense
Claim*

ATB PLACE
GST: 887315638RT001
RECEIPT C1

13

IN: 22.01.18 08:44
PAY: 22.01.18 16:43
AMOUNT: \$ 35.00

Jan 22 2018 04:43 pm

TRANSACTION
RECORD

Card Number :

Card Entry : CHIP

Trans Type : PURCHASE

Amount : \$35.00

Auth #

Sequence #

Term ID

Date : 18/01/22

Time : 16:43:01

APPROVED

BY ENTERING A VERIFIED
PIN, CARDHOLDER
AGREES TO PAY ISSUER
SUCH TOTAL IN
ACCORDANCE WITH ISSUERS
AGREEMENT WITH
CARDHOLDER

Application Label:
AMERICAN EXPRESS

AID:
TVR:
TC:
TSI:

*** CUSTOMER
COPY ***

*Parking @ ATB Place
for all day mtg
with AH re: Continuing
Care Audit Strategy
Thank you for*

Expense Report Direct Bill Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive or an AHS Board Member and paid for by a third party vendor. The information will be used for public disclosure reporting.

Expenses Paid Directly to Third Party Vendors:

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS.

Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund.

It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- A personal cheque must be attached to cover expenses deemed ineligible.
- Indicate whether you have expenses to report in this section for this reporting period: YES

Name : Rhonda Whtie	Reporting Period for the Month of : Feb-18
----------------------------	---

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
24/01/2018	Direct Billing	Other Transportation	Red Arrow - Edmonton to Calgary (Depart Jan.24 & returned Jan. 25 (Invoice # [REDACTED] Attended various meetings with the Internal Audit/ERM team and Continuing Care Operators meeting.	Other	137.52
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
Total Paid in the Month					\$ 137.52

Nella Turlione

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: Tuesday, January 23, 2018 2:00 PM
To: [REDACTED]
Subject: Red Arrow Itinerary/Receipt

ITINERARY/RECEIPT



2018-01-23

You can reach us at:

ALBERTA HEALTH SERVICES - MARLIN TRAVEL
10030 107 STREET
EDMONTON, AB T5J 3E4

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
[REDACTED]	2018-01-11	[REDACTED]			2018-01-24	2018-01-25	-	Website User

Travellers:

White/Ronda

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
ECEXP 06:00 Assigned to: 01A Departs Edmonton (EDMCEDAR / Best Western Cedar Park Inn 5116 Gateway Blvd) at 06:15 on 2018-01-24. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 09:20 on 2018-01-24. (3 hrs 5 mins)	3 hrs 5 mins	Adult	1	\$ 72.38	\$ 68.76
CEEXP 16:30 Assigned to: 11B Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2018-01-25. Arrives Edmonton (EDMCEDAR / Best Western Cedar Park Inn 5116 Gateway Blvd) at 19:35 on 2018-01-25. (3 hrs 5 mins)	3 hrs 5 mins	Adult	1	\$ 72.38	\$ 68.76

mins)

				Base Price:	\$ 144.76
				Discounts:	\$ 7.24
				Service Charges:	\$ 0.00
				Invoice Total:	\$ 137.52
				Payments Received:	\$ 137.52
				Balance Due:	\$ 0.00

<i>Payments Received</i>			
DATE	GUEST	REFERENCE	AMOUNT
2018-01-11	Alberta Services	MasterCard [REDACTED]	\$ 137.52

**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.
PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE**

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. **Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices** **Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time** Corporate Billing Accounts: Payment due 30 days after completion of trip.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication