

## AHS Board and Executive Expense Report

**Name** Todd Gilchrist  
**Title** VP People, Legal & Privacy  
**Location** Edmonton

Expenses submitted during the month of November 2017

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)
Nov-17	Expense Claim	Meetings		93	707	550	1,350			
Nov-17	Direct Billing	Meetings	1,049				1,049			
<b>Total</b>			\$ 1,049	\$ 93	\$ 707	\$ 550	\$ 2,399	\$ -	\$ -	\$ -

**Total for the Month** \$ 2,399

Maximum daily single meal expense claimed in the month \$ 24  
Maximum daily base hotel rate claimed in the month \$ 314  
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 Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 1,349.23								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/5/2017	MILEAGE from home to Edmonton Airport for travel to Calgary & Toronto (Kanai Board visit & Top 100 Awards)		Mileage-Local-Home Zone	\$ 19.55	Home	Edmonton International Airport	MILEAGE from home to Edmonton Airport for travel to Calgary & Toronto (Kanai Board visit & Top 100 Awards)	1			41.6
11/5/2017	HOTEL - Travel to Calgary for Kanai Board Visit	AB - Other Zones	Accommodations	\$ 342.88			HOTEL - Travel to Calgary for Kanai Board Visit on November 6	2			
11/5/2017	MEALS - Travel to Calgary for Kanai Board visit (Carpooled from Calgary to Standoff, AB)	AB - Other Zones	Meals Per Diem	\$ 24.00			MEALS - Travel to Calgary for Kanai Board visit (Carpooled from Calgary to Standoff, AB) Dinner \$24.00	1			
11/5/2017	TAXI from Calgary Airport to Delta Calgary South (Kanai Board Visit)	AB - Other Zones	Taxi	\$ 55.11	Calgary Airport	Delta Calgary South Hotel	TAXI from Calgary Airport to Delta Calgary South (Kanai Board Visit)	1			
11/6/2017	MEALS - Travel to Calgary for Kanai Board visit (Carpooled from Calgary to Standoff, AB)	AB - Other Zones	Meals Per Diem	\$ 34.50			MEALS - Travel to Calgary for Kanai Board visit (Carpooled from Calgary to Standoff, AB) Bfast \$10.50 Dinner \$24.00	1			
11/6/2017	TAXI from Delta Calgary South to Southport Tower - Met Carpool group traveling to Standoff, AB for the Kanai Board Visit	AB - Other Zones	Taxi	\$ 7.80	Delta Calgary South	Southport Tower, Calgary	TAXI from Delta Calgary South to Southport Tower - Met Carpool group traveling to Standoff, AB for the Kanai Board Visit	1			
11/7/2017	TAXI from Toronto Airport to Marriott hotel in Toronto (Top 100 Employer Awards)	ON	Taxi	\$ 62.70	Toronto Airport	Toronto Marriott Hotel	TAXI from Toronto Airport to Marriott hotel in Toronto (Top 100 Employer Awards)	1			
11/7/2017	MEALS - Travel from Calgary to Toronto for Top 100 Employer Awards	AB - Other Zones	Meals Per Diem	\$ 23.50			MEALS - Travel from Calgary to Toronto for Top 100 Employer Awards Bfast \$10.50 Lunch \$13.00	1			
11/7/2017	HOTEL - Travel to Toronto for Top 100 Employer Awards	ON	Accommodations	\$ 364.24			HOTEL - Travel to Toronto for Top 100 Employer Awards.	1			

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 1,349.23									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
11/7/2017	TAXI from Delta Calgary South Hotel to Calgary Airport for the Top 100 Employer Awards in Toronto	AB - Other Zones	Taxi	\$ 52.21	Delta Calgary South	Calgary Airport	TAXI from Delta Calgary South Hotel to Calgary Airport for the Top 100 Employer Awards in Toronto	1				
11/8/2017	PARKING at the Edmonton Airport for Travel to Calgary & Toronto (Kanai Board Visit & Top 100 Awards)	AB - Local	Parking - Lot or Parkade	\$ 75.00			PARKING at the Edmonton Airport for Travel to Calgary & Toronto (Kanai Board Visit & Top 100 Awards)	1				
11/8/2017	TAXI - From Toronto Marriott Hotel to the Toronto Airport (Top 100 Employer Awards)	ON	Taxi	\$ 82.80	Toronto Marriott	Toronto Airport	TAXI - From Toronto Marriott Hotel to the Toronto Airport (Top 100 Employer Awards)	1				
11/8/2017	MEALS - Travel to Toronto for Top 100 Employer Awards	ON	Meals Per Diem	\$ 10.50			MEALS - Travel to Toronto for Top 100 Employer Awards Bfast \$10.50	1				
11/8/2017	MILEAGE from Edmonton Airport to Home for (Calgary & Toronto Travel for Kanai Board visit & Top 100 Awards)		Mileage-Local-Home Zone	\$ 19.55	Edmonton International Airport	Home	MILEAGE from Edmonton Airport to Home for (Calgary & Toronto Travel for Kanai Board visit & Top 100 Awards)	1			41.6	
11/15/2017	PARKING at the Edmonton Airport for various meetings in Calgary including an OPS Sponsorship Mtg and 1:1's with direct reports	AB - Local	Parking - Lot or Parkade	\$ 25.00			PARKING at the Edmonton Airport for various meetings in Calgary including an OPS Sponsorship Mtg and 1:1's with direct reports	1				
11/15/2017	MILEAGE from Home to Edmonton Airport for various meetings in Calgary including an OPS Sponsorship Meeting and 1:1 Mtgs with direct reports		Mileage-Local-Home Zone	\$ 19.55	Home	Edmonton International Airport	MILEAGE from Home to Edmonton Airport for various meetings in Calgary including an OPS Sponsorship Meeting and 1:1 Mtgs with direct reports	1			41.6	
11/15/2017	MILEAGE from Edmonton Airport to Home (various meetings in Calgary including an OPS Sponsorship Meeting and 1:1 Mtgs with direct reports)		Mileage-Local-Home Zone	\$ 19.55	Edmonton International Airport	Home	MILEAGE from Edmonton Airport to Home (various meetings in Calgary including an OPS Sponsorship Meeting and 1:1 Mtgs with direct reports)	1			41.6	



## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 1,349.23									
Expense Date	Business reason		Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/15/2017	TAXI from the Calgary Airport to Southport Tower for various mtgs including OPS Sponsorship & 1:1's with direct reports		AB - Other Zones	Taxi	\$ 55.99	Calgary Airport	Southport Tower, Calgary	TAXI from the Calgary Airport to Southport Tower for various mtgs including OPS Sponsorship & 1:1's with direct reports	1			
11/15/2017	TAXI from Southport Tower to the Calgary Airport for various mtgs including OPS Sponsorship & 1:1's with direct reports		AB - Other Zones	Taxi	\$ 54.80	Southport Tower, Calgary	Calgary Airport	TAXI from Southport Tower to the Calgary Airport for various mtgs including OPS Sponsorship & 1:1's with direct reports	1			
Approver(s) for the claim		Approval Status		Approval Date								
YIU, VERNA		Approve		18-Dec-17								



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

Xxx  
Richard Gilchrist

Room:   
Folio:   
Cashier:  
Arrival: 11-05-17  
Departure: 11-07-17

Date	Description	Additional Information	Charges	Credits
11-05-17	Room Charge		154.00	
11-05-17	DMF		4.02	
11-05-17	Tourism Levy		5.52	
11-05-17	Rooms - GST		7.90	
11-06-17	Room Charge		154.00	
11-06-17	DMF		4.02	
11-06-17	Tourism Levy		5.52	
11-06-17	Rooms - GST		7.90	

<u>GST Summary</u>	
Registration No: <b>895126332</b>	
Room	15.80
F&B	0.00
Other	19.08
<b>Total</b>	<b>34.88</b>

Total	342.88	0.00
Balance Due	342.88	CDN

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.

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1A2

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1A2

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#1700

TERMINAL ID:  
MERCHANT ID:  
VEHICLE ID:  
DRIVER ID:  
GST ACCOUNT #:  
TRIP NUMBER:  
PASSENGERS:

11/07/2017  
START: 06:57  
DISTANCE: 290.00

FARE AMOUNT:

TAX AMOUNT: \$ 2.16  
TIP AMOUNT: \$ 6.01  
TOTAL: \$ 52.21

MASTER CARD SALE:

APPROVAL NUMBER:

\*\*\*PASSENGER COPY\*\*\*

THANK YOU  
1-403-299-9999  
WWW.THECHECKERGROUP.COM



TERMINAL ID:  
MERCHANT ID:  
VEHICLE ID:  
DRIVER ID:  
GST ACCOUNT #:  
TRIP NUMBER:  
PASSENGERS:

11/06/2017  
START: 07:14  
DISTANCE: 8.00

FARE AMOUNT:

TAX AMOUNT: \$ 0.28  
TIP AMOUNT: \$ 2.00  
TOTAL: \$ 7.80

MASTER CARD SALE:

APPROVAL NUMBER:

\*\*\*PASSENGER COPY\*\*\*

THANK YOU  
1-403-299-9999  
WWW.THECHECKERGROUP.COM



## SALE

MID: [REDACTED]  
TID: [REDACTED] REF#: [REDACTED]  
Batch #: [REDACTED] SEQ: [REDACTED]  
11/05/17 19:29:57  
APPR CODE: [REDACTED]  
MASTERCARD

AMOUNT \$50.10  
TIP \$5.01  
TOTAL \$55.11

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MASTERCARD

THANK YOU

CUSTOMER COPY

AIRFLIGHT SERVICES

3300 STEELES W

416-445-1999

CONCORD ON

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2017/11/07  
TIME 9:38 15:51:19  
CLERK ID [REDACTED]  
RECEIPT NUMBER [REDACTED]  
PURCHASE \$67.00  
AMOUNT \$5.70  
TIP  
TOTAL \$62.70

MASTERCARD

APPROVED

AUTH# [REDACTED]

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

## GUEST FOLIO

HST # 86942 7344 RT0004

Toronto Marriott Bloor Yorkville • 90 Bloor ST E, Toronto, ON M4W 1A7 Canada • 416.961.8000 • Marriott.com/YYZMC



GILCHRIST/R

314.00 11/08/17 12:00

ACCT#

Name

Rate

Depart

Time

11/07/17 15:52

Arrive

Time

RWD#:

Room  
Clerk

Address

Payment

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
------	-----------	---------	---------	-------------

11/07 ROOM	1	314.00		
11/07 ROOM TAX	1	40.82		
11/07 DMP	1	8.34		
11/07 DMP HST	1	1.08		
11/08 MC CARD			\$364.24	

A  
M  
O

TO BE SETTLED TO: MASTERCARD CURRENT BALANCE .00

THANK YOU FOR CHOOSING MARRIOTT! TO EXPEDITE YOUR CHECK-OUT,  
PLEASE CALL THE FRONT DESK, OR PRESS "MENU" ON YOUR  
TV REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT.

----- TAXES & FEE SUMMARY -----			
DESCRIPTION	(A)	TAXED AMOUNT	TAX
HST ROOMS			40.82
A 13% HST (ROOMS)		.00	40.82
HARMONIZED SALES TAX (EGJK)			.00
NET CHARGES		TAX	CREDITS
323.42		40.82	.00
			FOLIO
			364.24

GET ALL YOUR HOTEL BILLS BY EMAIL BY UPDATING YOUR  
REWARDS PREFERENCES. OR, ASK THE FRONT DESK TO EMAIL YOUR  
BILL FOR THIS STAY. SEE "INTERNET PRIVACY STATEMENT" ON  
MARRIOTT.COM

Your Rewards points/miles earned on your eligible earnings  
will be credited to your account. Check your  
Rewards Account Statement for updated activity.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

To secure your next stay, go to [marriott.com](http://marriott.com)

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GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CA5%

Exit Lane 08/11/17 11:43  
Receipt [REDACTED]

Short-term parking tkt  
HL - No. 010687  
05/11/17 17:02  
08/11/17 11:43  
Period 3d0h0'  
(Tax) \$75.00

Total \$75.00

Payment Received  
MC \$75.00

Merch: [REDACTED]  
Auth: [REDACTED]  
Type: Swiped

Sub Total \$71.43  
Tax 5% \$3.57

00040172 - 1/1

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CA5%

Exit Lane 15/11/17 19:16  
Receipt [REDACTED]

Short-term parking tkt  
HL - No. 035867  
15/11/17 06:14  
15/11/17 19:16  
Period 1d0h0'  
(Tax) \$25.00

Total \$25.00

Payment Received  
MC \$25.00

Merch: [REDACTED]  
Auth: [REDACTED]  
Type: Swiped

Sub Total \$23.81  
Tax 5% \$1.19

00040172 - 1/1



[REDACTED]

---

**From:** Todd Gilchrist  
**Sent:** Wednesday, November 08, 2017 5:22 AM  
**To:** [REDACTED]  
**Subject:** Fwd: Receipt from Taxi

Taxi receipt from this morning.

Sent from my Samsung device

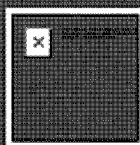
----- Original message -----

From: Taxi via Square <receipts@messaging.squareup.com>

Date: 2017-11-08 6:56 AM (GMT-05:00)

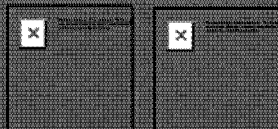
To: Todd Gilchrist [REDACTED]

Subject: Receipt from Taxi



Taxi

How was your experience?



\$82.80

Custom Amount	\$72.00
Subtotal	\$72.00
Tip	\$10.80
Total	\$82.80



Taxi  
Last Location  
416-827-2321

MasterCard [REDACTED]

RICHARD GILCHRIST

08/11/2017,  
06:55

[REDACTED]  
Auth code:  
[REDACTED]

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

TERMINAL ID:  
MERCHANT ID:  
VEHICLE ID :  
DRIVER ID :  
GST ACCOUNT #:  
TRIP NUMBER:  
PASSENGERS:

11/15/2017  
START: 16:11  
DISTANCE: 295.00

END: 16:56  
RATE: 1

FARE AMOUNT: \$ 47.43

TAX AMOUNT: \$ 2.37  
TIP AMOUNT: \$ 5.00

TOTAL : \$ 54.80

MASTER CARD SALE :

APPROVAL NUMBER :

\*\*\*PASSENGER COPY\*\*\*

THANK YOU  
14031299-9999  
WWW.THECHECKERGROUP.COM



ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#305

SALE

MID: [REDACTED]  
TID: [REDACTED]  
Batch # [REDACTED]  
11/15/17  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

REF#: [REDACTED]  
SEQ: [REDACTED]  
09:26:07

AMOUNT \$50.90  
TIP \$5.09  
TOTAL \$55.99

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MASTERCARD

THANK YOU  
CUSTOMER COPY

## 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**

<b>Name :</b>	Todd Gilchrist	<b>Reporting Period for the Month of :</b>	Nov-17
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
5-Nov-2017	Direct Billing	Airline Ticket	Airfare - Edmonton to Calgary & Toronto - Kanai Board Visit & Top 100 Employer Awards	Marlin Travel	597.09
15-Nov-2017	Direct Billing	Airline Ticket	Airfare - Edmonton to Calgary - Face-to-Face Meetings & OPS Sponsor Meeting	Marlin Travel	267.49
7-Nov-2017	Direct Billing	Airline Ticket	Flight CHANGE - from Calgary to Toronto (Top 100 Employer Awards)	Marlin Travel	184.39
<b>Total Paid in the Month</b>					<b>\$ 1,048.97</b>



Invoice

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

Trip #: [REDACTED]  
Booking Date: 18 Oct 17  
Client: [REDACTED]  
Agent: [REDACTED]  
Agents email: [REDACTED]@MARLINTRAVEL.CA  
File Locator: [REDACTED]

PASSENGERS: MR RICHARD TODD GILCHRIST

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	391.88	0.00	\$0.00	157.96	0.00	549.84 CAD
WESTJET Ticket # [REDACTED]	47.25	0.00	\$0.00	0.00	0.00	47.25 CAD
Total:	439.13	0.00	0.00	157.96	0.00	597.09 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	10/16/2017	[REDACTED]	[REDACTED]	549.84 CAD
	[REDACTED]	10/17/2017	[REDACTED]	[REDACTED]	47.25 CAD
Total Payment:					597.09 CAD
Balance Due CAD Currency					0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL TOP 100 AWARDS

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000  
UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
\*\*\*\*\* AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 \*\*\*\*\*  
\*\*\*\*\*PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\*  
PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY -----  
-----WESTJET AIRLINE RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY TICKET MUST BE CANCELLED AT LEAST 2 HOURS PRIOR OR NO CREDIT WILL APPLY 24 HOURS IN ADVANCE GO TO WWW.WESTJET.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.

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

Trip #: [REDACTED]  
Booking Date: 18 Oct 17  
Client: [REDACTED]  
Agent: [REDACTED]  
Agents email: [REDACTED]@MARLINTRAVEL.CA  
File Locator: [REDACTED]

## MY ITINERARY

Passengers	Citizenship	Required Travel Documents
RICHARD TODD GILCHRIST	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



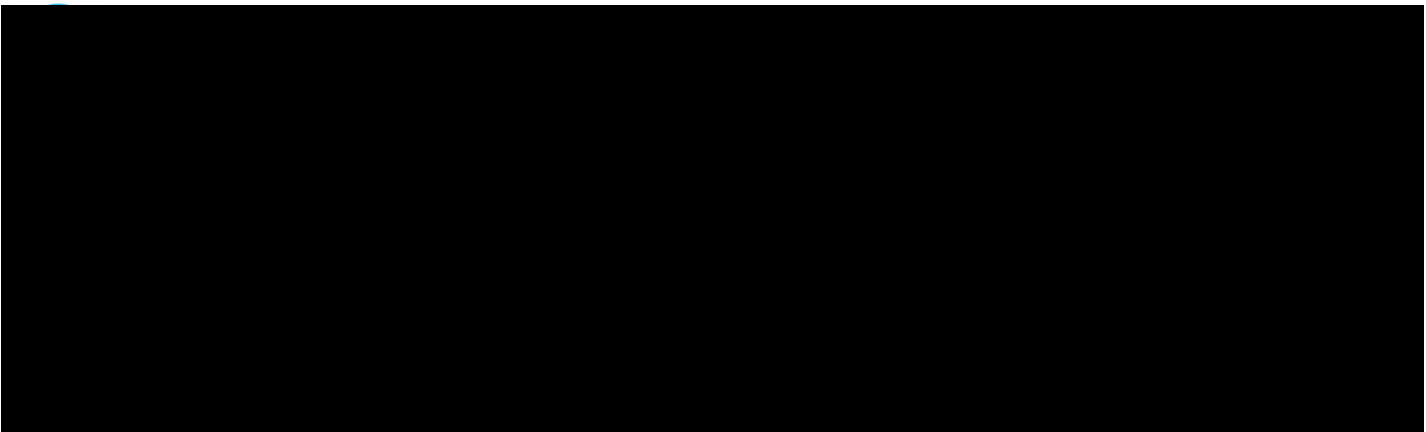
AIR

Passengers: RICHARD TODD GILCHRIST		Booking Date: 16 Oct 17				
		File Locator/Ticket #: [REDACTED]				
Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03140	EDMONTON INTL		CALGARY INTL	X/	
		05 Nov 17 6:00PM		05 Nov 17 6:58PM		

Passengers: RICHARD TODD GILCHRIST		Booking Date: 17 Oct 17	
		File Locator/Ticket #: [REDACTED]	

Passengers: RICHARD TODD GILCHRIST		Booking Date: 16 Oct 17				
		File Locator/Ticket #: [REDACTED]				
Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	00658	CALGARY INTL		TORONTO PEARSON	D/	
		07 Nov 17 8:30AM		07 Nov 17 2:13PM		

Passengers: RICHARD TODD GILCHRIST		Booking Date: 17 Oct 17	
		File Locator/Ticket #: [REDACTED]	



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

Trip #: [REDACTED]  
Booking Date: 18 Oct 17  
Client: [REDACTED]  
Agent: [REDACTED]  
Agents email: [REDACTED]@MARLINTRAVEL.CA  
File Locator: [REDACTED]



AIR

Passengers: RICHARD TODD GILCHRIST

Booking Date: 16 Oct 17  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	00431	TORONTO PEARSON 08 Nov 17 9:00AM		EDMONTON INTL 08 Nov 17 11:14AM	D/	

Passengers: RICHARD TODD GILCHRIST

Booking Date: 17 Oct 17  
File Locator/Ticket #: [REDACTED]



## Invoice

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

Trip #: [REDACTED]  
Booking Date: 18 Oct 17  
Client: [REDACTED]  
Agent: [REDACTED]  
Agents email: [REDACTED]@MARLINTRAVEL.CA  
File Locator: [REDACTED]

**PASSENGERS:** MR RICHARD TODD GILCHRIST

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	158.03	0.00	\$0.00	98.96	0.00	256.99 CAD
WESTJET Ticket # [REDACTED]	10.50	0.00	\$0.00	0.00	0.00	10.50 CAD
<b>Total:</b>	<b>168.53</b>	<b>0.00</b>	<b>0.00</b>	<b>98.96</b>	<b>0.00</b>	<b>267.49 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	10/17/2017		[REDACTED]	256.99 CAD
					0.00 CAD
				Total Payment:	256.99 CAD

**Balance Due CAD Currency 10.50 CAD**

**Payment Due Date: 18 Oct 17**

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL PLP MEETING

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000  
UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
\*\*\*\*\* AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED  
STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS  
CODE 2EC0 \*\*\*\*\* PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\*  
PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE  
NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY



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

Trip #: [REDACTED]  
Booking Date: 18 Oct 17  
Client: [REDACTED]  
Agent: [REDACTED]  
Agents email: [REDACTED]@MARLINTRAVEL.CA  
File Locator: [REDACTED]

## MY ITINERARY

Passengers	Citizenship	Required Travel Documents
RICHARD TODD GILCHRIST	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers:	RICHARD TODD GILCHRIST	Booking Date:	17 Oct 17
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	00242	EDMONTON INTL 15 Nov 17 7:30AM		CALGARY INTL 15 Nov 17 8:28AM	I/	
WESTJET	03229	CALGARY INTL 15 Nov 17 6:15PM		EDMONTON INTL 15 Nov 17 7:10PM	P/	

Passengers:	RICHARD TODD GILCHRIST	Booking Date:	17 Oct 17
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	00242	EDMONTON INTL 15 Nov 17 7:30AM		CALGARY INTL 15 Nov 17 8:28AM	I/	
WESTJET	03229	CALGARY INTL 15 Nov 17 6:15PM		EDMONTON INTL 15 Nov 17 7:10PM	P/	



## Invoice

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

Trip #: [REDACTED]  
Booking Date: 26 Oct 17  
Client: [REDACTED]  
Agent: [REDACTED]  
Agents email: [REDACTED]@MARLINTRAVEL.CA  
File Locator: [REDACTED]

**PASSENGERS:** MR RICHARD TODD GILCHRIST

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	84.39	0.00	\$0.00	0.00	100.00	184.39 CAD
<b>Total:</b>	<b>84.39</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>184.39 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	10/25/2017		[REDACTED]	184.39 CAD
Total Payment:					184.39 CAD

**Balance Due CAD Currency 0.00 CAD**

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL THE TOP 100 AWARDS

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000  
UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL

\*\*\*\*\* AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 \*\*\*\*\* PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\*  
PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY -----  
-----WESTJET AIRLINE RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY TICKET MUST BE CANCELLED AT LEAST 2 HOURS PRIOR OR NO CREDIT WILL APPLY 24 HOURS IN ADVANCE GO TO WWW.WESTJET.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.

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

Trip #: [REDACTED]  
Booking Date: 26 Oct 17  
Client: [REDACTED]  
Agent: [REDACTED]  
Agents email: [REDACTED]@MARLINTRAVEL.CA  
File Locator: [REDACTED]

## MY ITINERARY

Passengers	Citizenship	Required Travel Documents
RICHARD TODD GILCHRIST	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers:		RICHARD TODD GILCHRIST		Booking Date:		25 Oct 17	
				File Locator/Ticket #:		[REDACTED]	
Airline	Flight	From	Terminal	To	Class/Seat	Stops	
WESTJET	03140	EDMONTON INTL 05 Nov 17 6:00PM		CALGARY INTL 05 Nov 17 6:58PM	X/		
WESTJET	00656	CALGARY INTL 07 Nov 17 7:00AM		TORONTO PEARSON 07 Nov 17 12:44PM	P/		
WESTJET	00431	TORONTO PEARSON 08 Nov 17 9:00AM		EDMONTON INTL 08 Nov 17 11:14AM	D/		