

AHS Board and Executive Expense Report

Name Todd Gilchrist
Title VP People, Legal & Privacy
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	Expense Claim	Meetings		393	1,063	191	1,647	809		20
Feb-18	Direct Billing	Meetings	665				665			
Total			\$ 665	\$ 393	\$ 1,063	\$ 191	\$ 2,312	\$ 809	\$ -	\$ 20

Total for the Month \$ 3,141

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 132
 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								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 2,476.69								
1/2/2018	PARKING - Pre-paid Parking Pass for Employee Development Course in Victoria	BC	Parking - Lot or Parkade	\$ 16.24			PARKING - Pre-paid Parking Pass for Employee Development Course in Victoria	1			
1/5/2018	MILEAGE from Westlock to Home (Re: OH&S Meeting with the Union)		Mileage-Other	\$ 51.01	Westlock Administration Building	Home	MILEAGE from Westlock to Home (Re: OH&S Meeting with the Union)	1			101
1/5/2018	MILEAGE from Home to Westlock (Re: OH&S Meeting with the union)		Mileage-Other	\$ 51.01	Home	Westlock Administration Building	MILEAGE from Home to Westlock (Re: OH&S Meeting with the union)	1			101
1/5/2018	Lunch - OH&S Meeting with the Union in Westlock	AB - Other Zones	Meals Per Diem	\$ 13.00			Lunch - OH&S Meeting with the Union in Westlock Lunch \$13.00	1			
1/11/2018	Shipping Fee - Books for Employee Development Course	AB - Local	Courses and Professional Development	\$ 15.75			Shipping Fee - Books for Employee Development Course	1			
1/11/2018	Books for Employee Development Course	AB - Local	Courses and Professional Development	\$ 90.20			Books for Employee Development Course	1			
1/11/2018	Certification Renewal - Chartered Professionals in Human Resources of Alberta Association	AB - Local	Membership Dues	\$ 441.00			Certification Renewal - Chartered Professionals in Human Resources of Alberta Association	1			
1/14/2018	MILEAGE from Home to Airport for RRU Employee Development Course in Victoria		Mileage-Local-Home Zone	\$ 21.01	Home	Edmonton Airport	MILEAGE from Home to Airport for RRU Employee Development Course in Victoria	1			41.6
1/14/2018	HOTEL in Victoria (Employee Development Course)	BC	Accommodations	\$ 1,062.95			HOTEL in Victoria (Employee Development Course)	8			
1/14/2018	MEALS - Travel to Victoria for Employee Development Course	BC	Meals Per Diem	\$ 47.50			MEALS - Travel to Victoria for Employee Development Course Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			

AHS Public Disclosure Expense Claims

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
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 2,476.69								
1/15/2018	MEALS - Travel to Victoria for Employee Development Course	BC	Meals Per Diem	\$ 47.50			MEALS - Travel to Victoria for Employee Development Course Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
1/16/2018	MEALS - Travel to Victoria for Employee Development Course	BC	Meals Per Diem	\$ 47.50			MEALS - Travel to Victoria for Employee Development Course Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
1/17/2018	MEALS - Travel to Victoria for Employee Development Course	BC	Meals Per Diem	\$ 47.50			MEALS - Travel to Victoria for Employee Development Course Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
1/18/2018	MEALS - Travel to Victoria for Employee Development Course	BC	Meals Per Diem	\$ 47.50			MEALS - Travel to Victoria for Employee Development Course Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
1/19/2018	MEALS - Travel to Victoria for Employee Development Course	BC	Meals Per Diem	\$ 47.50			MEALS - Travel to Victoria for Employee Development Course Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
1/20/2018	MEALS - Travel to Victoria for Employee Development Course	BC	Meals Per Diem	\$ 47.50			MEALS - Travel to Victoria for Employee Development Course Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			

AHS Public Disclosure Expense Claims

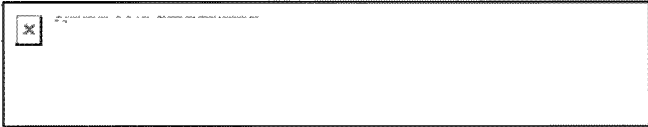
Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 2,476.69								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
1/21/2018	MEALS - Travel to Victoria for Employee Development Course	BC	Meals Per Diem	\$ 47.50			MEALS - Travel to Victoria for Employee Development Course Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
1/18/2018	Certification Renewal - Board of Canadian Registered Safety Professionals	AB - Local	Membership Dues	\$ 262.50			Certification Renewal - Board of Canadian Registered Safety Professionals	1			
1/21/2018	MILEAGE from Edmonton Airport to Home (Employee Development Course in Victoria)		Mileage-Local-Home Zone	\$ 21.01	Edmonton International Airport	Home	MILEAGE from Edmonton Airport to Home (Employee Development Course in Victoria)	1			41.6
1/21/2018	FUEL for Rental Car (Employee Development Course in Victoria)	BC	Fuel	\$ 19.46	Victoria Airport	Royal Roads University Campus	FUEL for Rental Car (Employee Development Course in Victoria)	1			
1/22/2018	MILEAGE - Alberta Hospital to Seventh Street Plaza after Meetings with the Protective Services Team		Mileage-Local-Home Zone	\$ 11.56	Alberta Hospital Edmonton	Seventh Street Plaza Edmonton	MILEAGE - Alberta Hospital to Seventh Street Plaza after Meetings with the Protective Services Team	1			22.9
2/6/2018	Wireless Mouse for tablet	AB - Local	Supplies General Office	\$ 19.99			Wireless Mouse for tablet	1			
Approver(s) for the claim		Approval Status		Approval Date							
YIU, VERNA		Approve		14-Feb-18							

From: Todd Gilchrist
Sent: Tuesday, January 02, 2018 9:02 AM
To:
Subject: Fwd: RRU Parking Permit Application

Fyi

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----
From: Do.Not.Reply@royalroads.ca
Date: 2018-01-02 8:30 AM (GMT-07:00)
To:
Subject: RRU Parking Permit Application



Tuesday, January 02, 2018

Receipt Confirmation Parking Permit Application

Personal Information

Name: Richard Todd Gilchrist

E-mail
Address:

Address:

Payment Information

Payment Method:

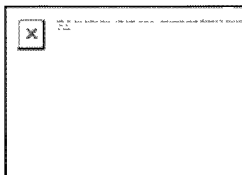
Credit Card

Amount Charged:

16.24

Order ID:

Invoice ID:



Royal Roads University
2005 Sooke Road Victoria, BC V9B 5Y2
General Inquiries: T 1.250.391.2511
Toll-Free 1.800.788.8028
royalroads.ca

Admissions: 1.877.778.6227
Fax: 1.250.391.2500
Technical Support:
Web: computerservices.royalroads.ca
E-mail: computerservices@royalroads.ca

** See attached credit
card statement for
proof of purchase*



Shipping charge for
Todd's Royal Roads Books

RRU BOOKSTORE
2005 SOCKE RD V9B5Y2
VICTORIA BC
23234989
QC2323498901



Royal Roads
UNIVERSITY

Bookstore & Library

PH/MAIL SALE

01/11/2018
Acct # [REDACTED] 09/27/17
Exp Date [REDACTED] M
Name [REDACTED] Card Type MC

Trace [REDACTED]
Inv # [REDACTED]
Auth # [REDACTED] CVD Resp. Y
RRN [REDACTED]
Ph/Mail Sale \$15.75
TOTAL \$15.75



Subtotal \$15.75

SUB TOTAL \$15.00
GST 5 \$0.75

TOTAL \$15.75
Master \$15.75

Item [REDACTED] [REDACTED]
Trans [REDACTED] [REDACTED]

RRU 005206 R1001
Returns are accepted within 7 days of
course start date with receipt and in
resalable condition.
No refunds on opened shrink-wrap.
Consult Bookstore Bookmark
for more details.
Thank You

Return this copy for your
records
Customer copy

*Todd was originally going to pick these books
up in person, however, plans changed and he
needed them to be shipped.

**Provide cred Statement as well*

Royal Roads University
2005 Sooke Road
Victoria, British Columbia V9B 5Y2

Order Information

Order Number: [REDACTED]
Order Date: 11-Jan-2018 09:37
Order Status: Pending

Customer Information

Bill To

Full Name: Todd Gilchrist
Address: [REDACTED]
City: [REDACTED]
State/Region: [REDACTED]
Postal or Zip Code: [REDACTED]
Country: Canada
Phone: [REDACTED]
Email: [REDACTED]

Ship To

Full Name: Todd Gilchrist
Address: [REDACTED]
City: [REDACTED]
State/Region: [REDACTED]
Postal or Zip Code: [REDACTED]
Country: [REDACTED]
Phone: [REDACTED]

Shipping Information

Shipping Method	Delivery Time	Fee
In store pickup	-	0.00

Order Items

Seller ID	Author Name	Title	Price	Quantity	Subtotal
[REDACTED]	laherty	Coaching: Evoking Excellence in Others 3rd Edition	62.95	1	62.95
[REDACTED]	rane	The Heart of Coaching: Using Transformational Coaching to Create a High-Performance Culture 4th Edition	22.95	1	22.95

SubTotal: 85.90
Shipping: 0.00
Sales Tax: 4.30
Total: 90.20 CAD

Payment Information

MasterCard

**See attached card statement proof of purchase* 2 of 2

CPHR Membership

Billing Information

Gilchrist, Todd

Order Number

INV [REDACTED]
ORI [REDACTED]

Product	List Price	Your Price	Qty	Total
Chartered Renewal Dues	\$420.00	\$420.00	1	\$420.00
Subtotal:				\$420.00
Discount:				\$0.00
Shipping:				\$0.00
Tax:				\$21.00
Order Total:				\$441.00

Payment Number	Date	Method	Card/Cheque Number	Applied Amount
[REDACTED]	01/11/2018	MasterCard	[REDACTED]	\$441.00
Total Payments:				\$441.00
Order Balance:				\$0.00

CPHR Alberta's Address:

Chartered Professionals in Human Resources of Alberta Association
105 – 12th Avenue SE
Suite 990
Calgary AB, T2G 1A1

G.S.T. Registration #:

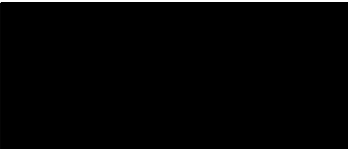
13483 0389 RT0001

\$1,062.95

Four Points by Sheraton Victoria Gateway
829 McCallum Road
Victoria, BC V9B 6W6
Canada
Tel: 250-474-6063 Fax: 250-474-6031



Richard Gilchrist



Page Number : 1 Invoice Nbr :

Guest Number :

Folio ID :

Arrive Date : 14-JAN-18 12:16

Depart Date : 21-JAN-18 09:01

No. Of Guest : 1

Room Number :

Club Account :

Voucher Number :

Tax Invoice

Tax ID : GST No. 862248309RT0001

FPbS Victoria JAN-21-2018 09:01

Date	Reference	Description	Charges (CAD)	Credits (CAD)
14-JAN-18		Room Charge	132.05	
14-JAN-18		GST	6.60	
14-JAN-18		Provincial Sales Tax	10.56	
14-JAN-18		District Tax	2.64	
15-JAN-18		Room Charge	132.05	
15-JAN-18		GST	6.60	
15-JAN-18		Provincial Sales Tax	10.56	
15-JAN-18		District Tax	2.64	
16-JAN-18		Room Charge	132.05	
16-JAN-18		GST	6.60	
16-JAN-18		Provincial Sales Tax	10.56	
16-JAN-18		District Tax	2.64	
17-JAN-18		Room Charge	132.05	
17-JAN-18		GST	6.60	
17-JAN-18		Provincial Sales Tax	10.56	
17-JAN-18		District Tax	2.64	

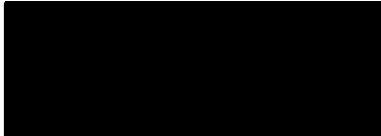
Continued on the next page

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Four Points by Sheraton Victoria Gateway
 829 McCallum Road
 Victoria, BC V9B 6W6
 Canada
 Tel: 250-474-6063 Fax: 250-474-6031



Richard Gilchrist



Page Number : 2 Invoice Nbr :

Guest Number :

Folio ID :

Arrive Date : 14-JAN-18 12:16

Depart Date : 21-JAN-18 09:01

No. Of Guest : 1

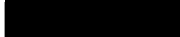
Room Number :

Club Account :

Voucher Number :

Date	Reference	Description	Charges (CAD)	Credits (CAD)
18-JAN-18		Room Charge	132.05	
18-JAN-18		GST	6.60	
18-JAN-18		Provincial Sales Tax	10.56	
18-JAN-18		District Tax	2.64	
19-JAN-18		Room Charge	132.05	
19-JAN-18		GST	6.60	
19-JAN-18		Provincial Sales Tax	10.56	
19-JAN-18		District Tax	2.64	
20-JAN-18		Room Charge	132.05	
20-JAN-18		GST	6.60	
20-JAN-18		Provincial Sales Tax	10.56	
20-JAN-18		District Tax	2.64	
21-JAN-18		Mastercard		-1062.95

For Authorization Purpose Only



Date	Code	Authorized
14-JAN-18		1247.87

**** Total** 1062.95 -1062.95

Continued on the next page

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[CRSP Examination](#)

[OHS Careers](#)

[BCRSP Programs & Services](#)

[Events](#)

[FAQ](#)

[CRSP VERIFICATION](#)

[CONTACT US](#)

[FRANÇAIS](#)

English

[My Cart \(0\)](#) [Logout](#)

Update Profile

Board of Canadian Registered Safety Professionals: HST Number:

6700 Century Ave, Ste. 100
Mississauga, ON L5N 6A4
Canada

R100304195

Status	Pending
Renewal Year	2018

Order Submitted:

January 18, 2018 - 1:25pm

Title	Unit price	Quantity	Total
Certification Renewal (member-fee-renewal)	250.00 CAD	1	250.00 CAD
Subtotal			250.00 CAD
GST			12.50 CAD
Order total			262.50 CAD

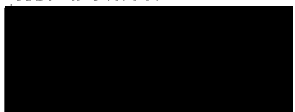
*See attached Credit card statement for proof of purchase.

Select a billing address:

Home Address

Billing information:

Todd R. Gilchrist



[Privacy](#) [Quality Policy](#) [Copyright](#) [Accessibility](#)

Wireless Mouse

✓ Thanks for your order.

Order details

An email confirmation will be sent to lisa.m.martin@ahs.ca. Please note the following information:

Your Dell Purchase ID: [REDACTED]

Order ID: [REDACTED]

Estimated delivery: 2018-02-14

Let us help you do more

Continue Shopping

Shop all products

See Terms & Conditions

What happens next.

- You will receive an email confirmation which includes important information and any order updates.
- Track your order through your My Account page.
- Don't have a Dell Account? Click here to track deliveries and more.

▼ Add to my cart

Payment Method



ending: [REDACTED]

Expire: [REDACTED]

Richard J Gilbert

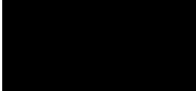
Delivery method

Ground Delivery

FREE

Deliver To

Todd Gáchrist



lisa.m.martin@ahs.ca

Bill To

Same as delivery

See attached credit card statement



Dell Wireless Mouse- WM126 - Black

Show Savings

Item Total

Estimated Delivery Date: 2018-02-14

\$2.99

-\$6.00

\$19.99

Langford Cheuron
704 Goldstream ave
Victoria, BC
STN 09900696
purchase C/MASTERCARD

Date: 01/21/18

Time: 09:42:24

Invoice#:

Auth#:

Ref#:

01 APPROVED-
THANK YOU 027

*Fuel for
Perkins
car*

Pump#: 3

15.333L @ \$ 1.269/L

REG/Self \$ 19.46

Total

\$ 19.46

Verified By Pin

GST Note:

FUEL : \$ 0.93

TOTAL : \$ 0.93

IMPORTANT - Retain
this copy for your
records

THANK YOU FOR
SHOPPING AT CHEURON
GST#R23366349RT0004

From: Dell Automated Email <automated_email@dell.com> on behalf of Dell Canada Online Sales <dell_automated_email@dell.com>
Sent: Tuesday, February 06, 2018 10:24 AM
To: [REDACTED]
Subject: Dell Order Has Been Acknowledged



We have received your order

Thank you for your order, Todd Gilchrist!

Below is a list of what you ordered.

Note: If you've ordered several items, they may ship separately and on different dates. This provides you with faster delivery, at no additional cost.

If you have not received your order confirmation email within 5 business days, please contact our Order Support experts for assistance.

Order Info

Order Date: 06/02/2018
DPID: [REDACTED]

Subtotal: \$25.99
Order Level Promotion (ex VAT): -\$6.00
Shipping & Handling: \$0.00
PST: \$0.00
GST: \$1.00
HST: \$0.00
Total Amount: \$20.99

Payment Info

Credit Card - MASTER

Order Details

Description	Unit Price	Quantity	Total Price
Dell Wireless Mouse-WM126 - Black	\$19.99	1	\$19.99

Wireless mouse

Shipping Info

Todd Gilchrist
[REDACTED]

Billing Info

Todd Gilchrist
[REDACTED]

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 :	Todd Gilchrist	Reporting Period for the Month of :	Jan-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
24-Jan-2018	Direct Billing	Airline Ticket	Edmonton to Calgary - There were various face-toface meetings booked in Calgary on Jan 25th, however, Todd had to cancel his flights as was sick.	Marlin Travel	310.88
14-Jan-2018	Direct Billing	Airline Ticket	Edmonton to Victoria - Employee Development Course from June 14-21, 2018	Marlin Travel	353.64
	Direct Billing	Airline Ticket		Marlin Travel	
	Direct Billing	Airline Ticket		Marlin Travel	
Total Paid in the Month					\$ 664.52



Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: [REDACTED] Booking Date: 09 Jan 18 Client: [REDACTED] Agent: [REDACTED] File Locator: [REDACTED]
--	---

PASSENGERS: MR RICHARD TODD GILCHRIST

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	211.92	0.00	\$0.00	98.96	0.00	310.88 CAD
Total:	211.92	0.00	0.00	98.96	0.00	310.88 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	01/08/2018		[REDACTED]	310.88 CAD
					0.00 CAD
				Total Payment:	310.88 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL BUSINESS

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: 09 Jan 18
Client: [REDACTED]
Agent: [REDACTED]

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:	08 Jan 18
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03140	EDMONTON INTL 24 Jan 18 6:00PM		CALGARY INTL 24 Jan 18 7:00PM	I/	



AIR

Passengers:	RICHARD TODD GILCHRIST	Booking Date:	08 Jan 18
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03229	CALGARY INTL 25 Jan 18 6:15PM		EDMONTON INTL 25 Jan 18 7:11PM	Q/	



Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: [REDACTED] Booking Date: 20 Dec 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]	236.68	0.00	\$0.00	95.96	0.00	332.64 CAD
WESTJET Ticket # [REDACTED]	21.00	0.00	\$0.00	0.00	0.00	21.00 CAD
Total:	257.68	0.00	0.00	95.96	0.00	353.64 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	12/18/2017	[REDACTED]	[REDACTED]	332.64 CAD
	[REDACTED]	12/18/2017	[REDACTED]	[REDACTED]	21.00 CAD
				Total Payment:	353.64 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL TRAINING COURSE AT ROYAL ROADS UNIVERSITY

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: 20 Dec 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

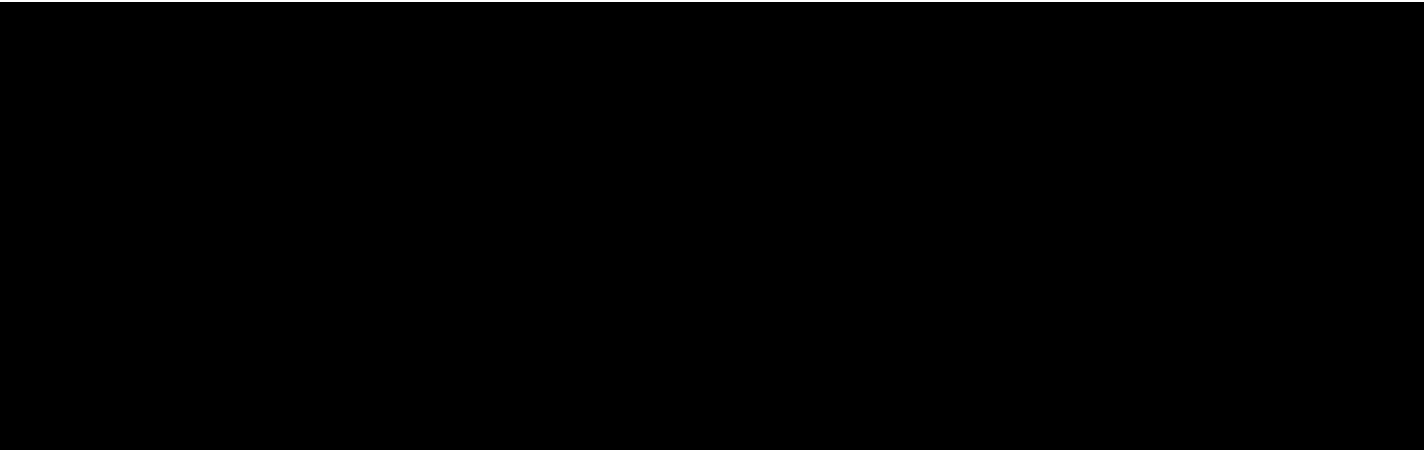


AIR

Passengers:	RICHARD TODD GILCHRIST	Booking Date:	18 Dec 17
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03175	EDMONTON INTL 14 Jan 18 10:00AM		VICTORIA INTL 14 Jan 18 11:05AM	D/	

Passengers:	RICHARD TODD GILCHRIST	Booking Date:	18 Dec 17
		File Locator/Ticket #:	[REDACTED]



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

Trip #: [REDACTED]
Booking Date: 20 Dec 17
Client: [REDACTED]
Agent: [REDACTED]
Agents email: [REDACTED]@MARLINTRAVEL.CA
File Locator: [REDACTED]



AIR

Passengers: RICHARD TODD GILCHRIST

Booking Date: 18 Dec 17
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03174	VICTORIA INTL 21 Jan 18 11:35AM		EDMONTON INTL 21 Jan 18 2:27PM	D/	

Passengers: RICHARD TODD GILCHRIST

Booking Date: 18 Dec 17
File Locator/Ticket #: [REDACTED]