

# **Board and Executive Expense Report**

Name

Brenda Huband SVP, Calgary Zone

Title Location

Calgary

Expenses submitted during the month of October 2012

				450 P. C. Barrier	Tr	avel (1)			<u> </u>			
Sour Date Docum		A	irfare	Meals	Acco	nmodation	Other Travel	Total Travel	Professional Development (2)	H	Working Sessions osting and ospitality (3)	Other (4)
September/ P-Card October 2012 26-Sep-12 P-Card P-Card 5-Oct-12 19-Oct-12 P-Card	Travel - Various meetings  Flowers for staff member Valley Ridge - Succession Planning Legal review meeting	\$	2,637		\$	345	\$ 327	\$ 3,310			1,000 24	\$ 75
Total		\$	2,637	\$	- \$	345	\$ 327	\$ 3,310	\$ .	. \$	1,024	\$ 75
Total for the Month \$  Maximum meal expense of Maximum daily hotel rate Non economy air travel in	claimed in the month	\$	24 139									

### 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



AHS - Edmonton Accounts Payable

NOV 2 0 2012

# P-Card Ca

	details	On	line	(E
rdholder S	tateme	nt F	Repo	or
artist - Indianamon	1			

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<ul> <li>Attached ALL original detailed re</li> </ul>	eceipts and supporting documents in the	same order as it appears on this state	ement 2022
	natures required where indicated below	1952 5	2012
HUBAND, BRENDA	SENIOR VP		- Complaine
Cardholder's Name	Cardholder's Position/Title	Billing Reporting Period:	20/10/2012
METROPOLITAN HOSPITALS	SOUTHPORT		
Cardholder's Dept	Cardholder's Site/Location	Total Statement Amount:	\$4,408.83
BRENDA.HUBAND@ALBERTAHEA	LTHSERVICES.CA		
Cardholder's e-mail address		Last 6 digits of the P-Card #	

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
19/09/2012	296302478	7-ELEVEN #33343(MKT 28, FUEL DISPENSER, AUTOMATED	17.27	CAD	17.27	.82		gas rental car
19/09/2012	296302479	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	25.20	CAD	25.20	1,20	.00	parking Calgary Airport
19/09/2012	296302480	THE WESTIN EDMONTON, WESTIN HOTELS	178.46	CAD	178.46	14.03	.00.	hotel - Westlock Pres
24/09/2012	296650018	CALGARY PARKING AUTHOR, AUTOMOBILE PARKING LOTS AND	16.50	CAD	16.50	.79		parking - mtg with City Manager
26/09/2012	296745511	AL FRACHE S FLOWERS LT, FLORISTS	75.00	CAD	75.00	3.57		Sympathy arrangement M. Fullerton
	296929204	AIR CAN 0142112772813, AIR CANADA	468,56	CAD	468.56	.00	.00	Prov Wide Advisory Council
	297296494	AIR CAN 0142112926609, AIR CANADA	437.06	CAD	437.06	.00	.00	COEC mtg
	297438481	AIR CAN 0142112963523, AIR CANADA	437.06	CAD	437,06	.00	.00.	Prov ED Pt Flow mtg
	297625299	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	50.40	CAD	50.40	2.40	.00	Parking Prov Sr. Lead mtg
	297625300	THE WESTIN EDMONTON, WESTIN HOTELS	167.03	CAD	167.03	14.03	.00	Prov Sr. Leadership
	297625298	VALLEY RIDGE GOLF, CLUBS COUNTRY CLUBS, MEMBERSHIP, ETC.	1,000.00	CAD	1,000.00	47.62		Valley Ridge-Succession Planning Working Sess
	298009882	AIR CAN 0142112963523, AIR CANADA	52.50	CAD	52.50	.00	.00	booking modified
	298170788	YELLOW CAB, LIMOUSINES AND TAXICABS	67,00	CAD	67.00	3.19	.00	Workforce Planning Pres
	298170789	YELLOW CAB, LIMOUSINES AND TAXICABS	67.00	CAD	67.00	3.19	.00.	Prov Wide HAC Mtg
	298408650	AIR CAN 0142112926609, AIR CANADA	52.50	CAD	52.50	.00	.00.	ilt modified
	298311180	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	50.40	CAD	50.40	2.40	.00	Prkng-Prov Wide HAC Mtg
	298788690	AIR CAN 0142113548385, AIR CANADA	308.83	CAD	308.83	.00	.00	ît Nancy G & Brenda H
	298788691	AIR CAN 0142113548386, AIR CANADA	308.83	CAD	308.83	.00	.00	its Nancy G & Brenda H.
	298788692	AIR CAN 0142113551945, AIR CANADA	5-192.28	CAD	192.28	.00	.00	fits Nancy Guebert 7 B. Huband
	298788693	AIR CAN 0142113551946, AIR CANADA	192.28	/ CAD	192.28	.00	.00	Fits N. Guebert & B. Huband
	298788694	AIR CAN 0142113566115, AIR CANADA	187.03	CAD	187.03	.00	.00	Flt Correctional Fac Tours
	298788688	A & W VULCAN QFF, EATING PLACES, RESTAURANTS	23.94	CAD	23.94	1.14		Lunch-Carmangay Legal Review
19/10/2012	298788689	GAS BAR #1774, GAS / SERVICE STATIONS	33.70	CAD	33.70	1.60		gas for fleet vehicle



# P-Card details Online ® Cardholder Statement Report

Signatures	
Cardholder Designate (if Applicable)  By signing this statement  I hereby certify that I have reviewed and reconce Policies, Program User Guide and Training. I have	ciled this statement in BMO details Online® to the best of my ability in accordance to AHS Corporate ave allocated the transaction(s) to the proper cost centre.
Kerry Pace	Exec Support
Name of Cardholder Designate	Cardholder Designate Position/Title
Signature of/Cardholder Designate	Date of Signature
Cardholder  By signing this statement  I hereby certify that the P-Card issued to be was Program User Guide.	s used for legitimate business purposes in accordance to AHS Corporate Policies and AHS P-Card inate has completed reviews and reconciliation in BMO details Online® on my behalf (if applicable).
HUBAND, BRENDA	SENIOR VP
Name) of Cardholder  Signature of Cardholder	S - 2012   cvender  Date of Signature
Approver Designate (if Applicable)  By signing this statement  I hereby certify that I have reviewed and approve Guide and Training on behalf of a authorized approver.	red this statement in BMO details Online® in accordance to AHS Corporate Policies, Program User oprover.
Listina Lussell Name of Approver Designate  Listussell  8ignature of Approver Designate	Exec admin Coordinator Approver Designate Position/Title  Nov 9 2012  Date of Signature
Approver  By signing this statement  I hereby certify that the P-card issued to be was Program User Guide and hereby approve the tra	used for legitimate business purposes in accordance to AHS Corporate Policies and AHS P-Card ansactions as listed.
Name of Approver  Signature of Approver	Approver Position/Title  Date of Signature  Date has completed reviews and approvals in BMO details Online® on my behalf (if applicable).  Approver Position/Title
Submit approved statement with attachments to Acc	counts Payable:
Attach:     Original itemized receipts     Signed Cardholder Statement Report (or copies signatures if signatures are not on report)  And where applicable:     Copies of pre-approvals for travel     Personal cheque payable to "Alberta Health Ser     Return, refund and/or credit receipts     Disputes letter	Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street
Accounts Payable only:	
Reference #:	Reviewed by: Date:

AllS rod

RUN DATE: 11/06/2012

Terminal: 876 Plate: PAX776

Zone: 9236 :3 Hour St c 556909\*1574

Yalid through:

THURSDAY 20 SEP 12 4:21 PM

AMOUNT PAID: \$16.50

START TIME 9/20/2012 1:21 PM RECEIPT NO. 55607 CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING

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DRENGA HUBANS	YELLOW GAB	(780) 462-3456	
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USTOMER'S SIGNATURE	NSA L	GRATUITY	
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BECLOA NUBART AD REALTH STREETS	BARREL TAXI (780) 489-7777
	CHECKER (780) 484-8888  ADMINISTRATION LINE: (780) 465-8500
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PRINT NAME	INT'L
CUSTOMER'S SIGNATURE	SRATUITY CONTROL
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CALGARY AIRPORT AUTHORITY

STATION C10 IN: 09/18/12 19:52 OUT: 09/19/12 19:33 PAID: \$ 25.20 (GST INCLUDED) GST No. 122556194 MASTERCARD

REF. 27 YOU HAVE 15 Min. TO EXIT THANK YOU FOR YOUR VISIT

CALGARY AIRPORT AUTHORITY

STATION C14 IN: 10/03/12 06:50 OUT: 10/04/12 19:32 PAID: \$ 50.41 (GST INCLUDED) GST No.122556194 MASTERCARD

REF. YOU HAVE 15 Min. TO EXIT THANK YOU FOR YOUR VISIT

CALGARY AIRPORT AUTHORITY

STATION C8 IN: 10/12/12 14:03 OUT: 10/13/12 17:03 PAID: \$ 50.40 (GST INCLUDED) GST No. 122556194 MASTERCARD

REF. 93 YOU HAVE 15 Min. TO EXIT THANK YOU FOR YOUR VISIT

IRANSALSTON RECORD STATES MEANTS MEANTS

"AYMENTS MERCHANI # 04/" wort Road SW GasBar#1774 .... [2]

TERM V0177491C 1.39588 REG 91
RETAIN THIS CORY FOR YOUR RECORDS 1774 \*\* Purchase CARD #

7-ELEVEN AIRPORT & N SERVICES EDMONTON AB T5J 2T2 7888983289

16:24

2012 89-19

33343 3334351C 48882555784 591938 NO: 888345 R184855488 STORE #:
TERM ID:
MERCH #: 400
TRAN # :
INVOICE NO:
GST #: R1

PUMP 2 REGULAR 14.52L AT 1.189

DATE

\$ 17.27 SALE

8.82 888345 182383 ₩ GST INCLUDED \* INVOICE AUTH#

REF:359001001279 ACI/ISO 001/00 APPROVED 182303 THANK YOU WELCOME AGAIN

RESP 001 1S0 00 TVR 0000001000 155058 ATU: A0000000041010 19:2001001047 MasterCard ISI E800 REF #

33.70 No Signature Required DATE TIME 10/19/2012 13:50:58

APPROYED

33,70 0.00 Taxes included in fuel: Credit Card Change Due

1.60

5% GST 122235922

Contact Customer Service at Questions? Comments? Please come again! 1-866-999-9890

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2012/10/19 1044 12:31:49 C306889U0-001-216-041-0 MASTERCARD RECEIPT NUMBER CARD TYPE DATE 五一番

PURCHASE TOTAL

40 \$23.0

MasterCard

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APPROVE

01 - 027AUTH# 143150 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS Komerano Josepher To Filly frisch

The Westin Edmonton
10135 100 St
Edmonton, AB T5J 0N7
780-426-3636 / 780-428-1454
http://www.westin.com/edmonton



HOTELS & RESORTS

Huband, Brenda 10101 Southport Rd Sw Calgary, AB T2W 3N2

Page Number 1
Guest Number
Folio ID A
No. Of Guest 1
Room Number 843

Invoice Nbr Arrive Date Depart Date

09-18-2012

t Date 09-19-2012

Club Account Time

09-20-2012 03:20

Duplicate Invoice

10 TO THE RESERVE OF THE RESERVE OF THE PARTY AND THE	RAZ TRESENDEN PARKA SELECTA A PROSESSOR A PLANTA			
Date	Reference	Description	Charges	Credits
09-18-2012	RT843	Room Charge	\$139.00	
09-18-2012	RT843	GST	\$7.02	
09-18-2012	RT843	DMF	\$1.39	
09-18-2012	RT843	Tourism Levy	\$5.62	
09-19-2012	360	Share Restaurant	\$22.43	
09-19-2012	MC	Mastercard		\$-178.46
09-19-2012	522A		\$1.50	
09-19-2012	624A		\$1.50	
		** Total	\$178.46	\$-178.46
		** Balance	\$0.00	
				The married shorts

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

# EXPENSE SUMMARY REPORT Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
09-18-2012	\$139.00	\$7.02	\$5.62	\$0.00	\$0.00	\$1.39	\$153.03	\$0.00
09-19-2012	\$0.00	\$0.00	\$0.00	\$22.43	\$3.00	\$0.00	\$25.43	\$-178.46
Total	\$139.00	\$7.02	\$5,62	\$22.43	\$3.00	\$1.39	\$178.46	\$-178.46

Your SPG Account P50250826688 earned at least 491 Starpoints. Get 10,000 more with the SPG Credit Card. spg.com/axpcard

I have received The Globe and Mail. If you wish to decline this paper you will be credited \$1.00 (Mon to Fri) and \$2.00 (Sat).

# AUN KERRY PACE

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AL FRACHE'S FLOWERS LTD. 2911 14 STREET S.W. CALGARY ΑĐ

CARD CARD TYPE MASTERCARD DATE 2012/09/26 TIME 5897 09:15:53 RECEIPT NUMBER M30702708-001-246-001-0

PURCHASE TOTAL

\$75.00

# APPROVED

AUTH# 111554 THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

Atanks.

that Will Adv County Page 1 of 2

thase States Itinerary Rody 11/8,56 ancancida.com - Flights - Booking Confirmation Search Select Rocco, Passonpers Furchase Soats Itinerary Your booking is confirmed. Booking reference: PRFD5A **Print Itinerary** An email booking confirmation has been sent to: brenda.huband@albertahealthservices.ca. **Email Itinerary** Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com. Add to calendar Passenger(s): Mrs Brenda Huband 358.00 Options 0.00 Front Acres Departure Tares, fees, Charges 110.56 AC8150 Calgary (YYC) Edmonton (YEG) 16:22 Fri 12-Oct 2012 Fri 12-Oct 2012 Travel Insurance Purchase Travel AC8151 Edmonton (YEG) Calgary (YYC) 16:52 Sat 13-Oct 2012 Sat 13-Oct 2012 **Grand Total** \$468.56 Canadian dollars View detailed Itinerary/Receipt Itinerary/Receipt Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board. **Booking Information** AIR CANADA (4) Customer Care Booking Reference: PRFD5A Air Canada Electronic Ticketing confirmed. This is your official itinerary/receipt. Flight Arrivals and Departures Main Contact: Mrs Brenda Huband brenda.huband@albertahealthservices.ca Mobile: Work: Home: Flight Itinerary Flight To Stops Duration Aircraft Meal Type AC81501 Edmonton, 0hr52 DH3 Tango Fri 12-Oct 2012 Edmonton Int'l 15:30 Fri 12-Oct 2012 16:22 Calgary (YYC) Sat 13-Oct 2012 AC81511 Edmonton, Ohr52 DH<sub>3</sub> Tanco Edmonton Int'l Plus. S (YEG) 16:52 Sat 13-Oct 2012 16:00 Operated by: <sup>1</sup> Air Canada Express - Jazz **Passenger Information** 1: Mrs Brenda Huband : Adult (16+), Ticket Number: 0142112772813 Air Canada - Aeroplan : Meal Preference: None Payment Card: Special Needs: None AC8150 11F , AC8151 3F

1 adult

\$468.56 CAD

0901

Seat Selection:

**Purchase Summary** 

Total including travel options, taxes, fees and charges

Search Solect Review Passengers Furchase Seats Itinerary allex Your booking is confirmed. Booking reference: LV52LZ **Print Itinerary** An email booking confirmation has been sent to: brenda.huband@albertahealthservices.ca. **Email Itinerary** Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com. Add to calendar Passenger(s): Mrs Brenda Huband Ablas 328.00 Options 0.00 ron Departule Arrival Taxes, fees, charges 109.06 AC8172 Calgary (YYC) Edmonton (YEG) 17:30 18:22 Tue 23-Oct 2012 Tue 23-Oct 2012 Travelinsurance Purchase Travel AC8171 Edmonton (YEG) Calgary (YYC) 19:27 Insurance Wed 24-Oct 2012 Wed 24-Oct 2012 **Grand Total** \$437.06 Canadian dollars View detailed Itinerary/Receipt Itinerary/Receipt Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board. AIR CANADA (4) **Booking Information** Customer Care Booking Reference: LV52LZ Air Canada Electronic Ticketing confirmed. This is your official 1-888-247-2262 itinerary/receipt. Flight Arrivals and Departures Main Contact: 1-888-422-7533 Mrs Brenda Huband brenda.huband@albertahealthservices.ca Mobile Work Home Flight Itinerary Fare Flight From To Stops Duration Aircraft Meal Type Calgary (YYC) Tue 23-Oct 2012 AC81721 Edmonton. 0hr52 DHO Tango Plus, S Edmonton Int'i 17:30 (YEG) Tue 23-Oct 2012 18:22 Calgary (YYC) Wed 24-Oct 2012 19:22 Edmonton, AC81711 Ohr52 PH3 Tan Edmonton Int'l (YEG) Wed 24-Oct 2012 18:30 Operated by: <sup>1</sup> Air Canada Express - Jazz **Passenger Information** 1: Mrs Brenda Huband: Adult (16+), Ticket Number: 0142112926609 Air Canada - Aeroplan : Meal-Preference: None Payment Card: Special Needs: Seat Selection: AC8172 11F , AC8171 11F **Purchase Summary Grand Total** 1 adult Total including travel options, taxes, fees and charges \$437.06 CAD

#### Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Tango Plus

Return Flight Edmonton (YEG) To Calgary (YYC) - Tango Plus

#### · Changes:

- Prior to day of departure Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- Airport same-day changes (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
- Same-day standby is not permitted, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

#### Cancellations

- · Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- · Customers who no-show their flight will forfeit the fare paid.
- Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Earn 100% Air Canada Status Miles for Air Canada-operated flights.
- · Read complete fare rules applicable to this fare.

#### **Important Information**

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the Travel decramentation page for important information on Identification required for travel.

#### **Baggage Policy**

Carry-on baggage | Checked baggage

#### Flight confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check your fight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.

#### Travel insurance

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance online from RBC Travel Insurance Company via Air Canada or by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected.

Fitzel insurgoes durchased in safety and streetly differed, provided and undersection by CRC (case) insurance Company ("ESC"), Air Cotade expressly displaces any responsibility or regard to are inspect, purchased by the customer more LPC Insurance.

Check-in and boarding times

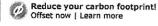
#### Links

Manage my booking online: Flight Departure & Arrivals: General conditions of carriage:

http://www.alrcanada.com/mybookings http://www.alrcanada.com/flightstatus http://www.aircanada.com/conditionsofcarrlage

Information and Services

http://www.aircanada.com/travelinfo



aircanada.ccm - Flights - Booking Confirmation

Charge Flights Review Furchese Seats the review Furchese Seats the review Furchese Seats the Furchese Seats the Review Fur

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



			5			
Booking Information						AIR CANADA 🌘
Booking Reference: LV52LZ	Cust	tomer Car	e	· White pull become very	of property processes of the second	
Electronic Ticketing confirmed. This is your official		anada 3-247-2262				
itinerary/receipt.		t Arrivals a	nd Depar	tures		
Main Contact: Mrs Brenda Huband brenda.huband@albertahealthservices.ca Mobile: Home: Work:	1-888	3-422-7533				
Flight Itinerary				***************************************	The second second second	
Flight From To	Stops	Duration	Aircraft	Fare Type	Meal	
ACB363 <sup>1</sup> Calgary (YYC) Tue 23-Oct 2012 09:30 Edmonton, Edmonton Int'l (YEG) Tue 23-Oct 2012 10:22	0	Ohr52	DH3	Tango Plus, S		
AC8171 <sup>1</sup> Edmonton, Edmonton Int'l Wed 24-Oct 2012 (YEG) 19:22 Wed 24-Oct 2012 18:30	0	0hr52	DH3	Tango Pius, S		
Operated by:  Air Canada Express - Jazz						
Passenger Information  1: Mrs Brenda Huband : Adult (16+), Ticket Number  Air Canada - Aeropian :  Payment Card:  Seat Selection:  AC8363 11F, AC8171 11F	Meal :	121129266 Preference: al Needs:	09 Regu None	ar		
Additional charges and/or refund summar	у					
Grand Total	/	1:	adult	The latest and the second or	and the second s	
Total including travel options, taxes, fees and charges	( -	\$52.50	CAD			
The following charges (tax inclusive) will appear on your cr	redit or d	lebit card sta	etement:			
Air Canada: \$52.50 (Change Fee per ticket)						
Ticket number(s): 0142112926609						
Fare Rules		Parls for the tende for the tendence of a part is			ode saniudes by guginnig	
Departing Flight Calgary (YYC) To Edmonton (YEG) - Tar		nie in <b>a</b> rmenimie <del>rama</del> ann	C part (Active spheriesser street			a minima e e e e e e e e e e e e e e e e e e e
Return Flight Edmonton (YEG) To Calgary (YYC) - Tango				**********		
Changes:						
<ul> <li>Prior to day of departure - Change fee per direction taxes and any additional fare difference. Changes of Airport same-day changes (subject to availability direction, per passenger. Same-day flights only.</li> </ul>	an be m	ade up to 2	hours prio	to departi	ure.	
<ul> <li>Same-day standby is not permitted, except for parand Montreal, or Toronto and Ottawa (connecting file</li> </ul>	ssengers ghts exc	travelling o	n a flight t	etween To	ronto	
· Flights can only be used in sequence from the place						
Cancellations:	of depar	ture specifie	d on the it	inerary.		

Cancellations can be made up to 45 minutes prior to departure.

On \$437.06
Prov. 6D PT. Flowing.

Your booking is confirmed. Booking reference: NFTSCA **Print Itinerary** An email booking confirmation has been sent to: brenda.huband@albertahealthservices.ca. **Email Itinerary** Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com. Add to calendar Passenger(s): Mrs Brenda Huband Ah face 328.00 Option. 0.00 Fligne Denasture Intival 109.06 ACB150 Calgary (YYC) Edmonton (YEG) 15:30 16:22 Tue 27-Nov 2012 Tue 27-Nov 2012 Purchase Travel AC8131 Edmonton (YEG) Calgary (YYC) 05:35 06:27 Insurance Thu 29-Nov 2012 Thu 29-Nov 2012 **Grand Total** \$437.06 Canadian dollars View detailed Itinerary/Receipt Itinerary/Receipt Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board. **Booking Information** AIR CANADA (16) Booking Reference: Customer Care NFTSCA Air Canada Electronic Ticketing confirmed. This is your official 1-888-247-2262 Flight Arrivals and Departures Main Contact: 1-888-422-7533 Mrs Brenda Huband brenda.huband@albertahealthservices.ca Mobile: i Home: Flight Itinerary Fare Flight From To Stops Duration Aircraft Meal Туре Calgary (YYC) Edmonton. AC81501 0hr52 DH3 Tango Tue 27-Nov 2012 Edmonton Int'l Plus, S 15:30 (YEG) Tue 27-Nov 2012 16:22 Edmonton, Calgary (YYC) AC81311 0hr52 Tango Edmonton Int'l Thu 29-Nov 2012 (YEG) Thu 29-Nov 2012 06:27 05:35 Operated by: <sup>1</sup> Air Canada Express - Jazz Passenger Information 1: Mrs Brenda Huband : Adult (16+), Ticket Number 0142112963523 Air Canada - Aeroplan : Meal Preference: None Payment Card: Special Needs: None Seat Selection: AC8150 11F, AC8131 11F **Purchase Summary Grand Total** 1 adult Total including travel options, taxes, fees and charges \$437.06 CAD

Change Flights Review Furchase Seats Itinerary

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on



#### **Booking Information**

AIR CANADA (16)

- had to change fly to accomm. UR.N. Gind event

Booking Reference: NFTSCA

**Customer Care** 

Electronic Ticketing confirmed. This is your official

1-888-247-2262

itinerary/receipt.

Flight Arrivals and Departures

Main Contact: Mrs Brenda Huband

brenda.huband@albertahealthservices.ca

Home: Work:

1-888-422-7533

Flight Itinerary

Flight	From	То	Stops	Duration	Aircraft	Fare Type	Meal
AC8164 <sup>1</sup>	Calgary (YYC) Tue 27-Nov 2012 20:55	Edmonton, Edmonton Int'l (YEG) Tue 27-Nov 2012 21:49	0	Ohr54	DH1	Tango Plus, S	
AC81311	Edmonton, Edmonton Int'l (YEG) Thu 29-Nov 2012	Calgary (YYC) Thu 29-Nov 2012 06:27	0	Ohr52	DHJ	Tango Plus, S	

Operated by:

Air Canada Express - Jazz

#### **Passenger Information**

1: Mrs Brenda Huband: Adult (16+), Ticket Number: 0142112963523

Meal Preference:

Special Needs:

Regular None

Payment Card: Seat Selection:

AC8164 9F . AC8131 11F

#### Additional charges and/or refund summary

**Grand Total** 

1 adult \$52.50 CAD

Total including travel options, taxes, fees and charges

The following charges (tax inclusive) will appear on your credit or debit card statement: . Air Canada: \$52.50 (Change Fee per ticket)

Ticket number(s): 0142112963523

# **Fare Rules**

Departing Flight Calgary (YYC) To Edmonton (YEG) - Tango Plus

Return Flight Edmonton (YEG) To Calgary (YYC) - Tango Plus

- · Changes:
  - Prior to day of departure Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
  - Airport same-day changes (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
  - Same-day standby is not permitted, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded).
  - · Flights can only be used in sequence from the place of departure specified on the itinerary.
- Cancellations:
  - Tickets are non-refundable and non-transferable.
  - Cancellations can be made up to 45 minutes prior to departure.

The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7 780-426-3636 / 780-428-1454 http://www.westin.com/edmonton WESTIN WESTIN

HOTELS & RESORTS

Huband, Brenda 10101 Southport Rd Sw Calgary, AB T2W 3N2 Page Number Guest Number Folio ID No. Of Guest Room Number

Invoice Nbr Arrive Date Depart Date

10-03-2012 10-04-2012

r 54

Club Account

Time

10-04-2012 08:20

#### Invoice

		A CONTRACTOR OF THE PROPERTY O		
Date	Reference	Description	Charges	Credits
10-03-2012	3306	Share Lounge	\$14.00	
10-03-2012	RT546	Room Charge	\$139.00	
0-03-2012	RT546	GST	\$7.02	
0-03-2012	RT546	DMF	\$1.39	
.0-03-2012	RT546	Tourism Levy	\$5.62	/
0-04-2012	MC	Mastercard		\$-167.03
		** Total	\$167.03	\$-167.03
		** Balance	\$0.00	`

# EXPENSE SUMMARY REPORT

#### Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
10-03-2012	\$139.00	\$7.02	\$5.62	\$0.00	\$0.00	\$15.39	\$167.03	\$0.00
10-04-2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-167.03
Total	\$139.00	\$7.02	\$5.62	\$0.00	\$0.00	\$15.39	\$167.03	\$-167.03

Your SPG Account P50250826688 earned at least 459 Starpoints. Get 10,000 more with the SPG Credit Card. spg.com/axpcard

I have received The Globe and Mail. If you wish to decline this paper you will be credited \$1.00 (Mon to Fri) and \$2.00 (Sat).

# **Kerry Pace**

#-1000

From:

Catherine Keenan

Sent:

November 05, 2012 9:02 AM

To:

Kerry Pace

Subject:

FW: Invoice & Charges

Attachments:

Event Charges - 339573.pdf; Invoice.pdf

From: Becky Entwistle [mailto:BEntwistle@valleyridgegolf.com] Sent: November 05, 2012 8:57

To: Catherine Keenan Subject: Invoice & Charges

Good Morning Catherine,

Thank you once again for choosing Valley Ridge Golf Club to host your meeting! It was a pleasure having your group here! I have attached your refunded balance owning as well as back up charges. I will be sure to process the refunded balance owing to the credit card on file.

Hi Kerry – for the p-card records. They charged \$1000 deposit and there is a credit with the final invoice. Catherine

If you have any feedback regarding the event, I would love to hear it! I have attached our comment form for you to fill out at your convenience. It is with your feedback that we can better understand how to meet & exceed our guest's expectations.

Thanks,

Becky Entwistle | Events & Marketing Manager Valley Ridge Golf Club 11618 Valley Ridge Park NW | Calgary, AB TJB 5L4 O. 403,221,9682 ext, 242 | F. 403,247,3394 bentwistle@valleyridgegolf.com | www.valleyridgegolf.com

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339573

11/01/2012

1

## M120077 - Alberta Health Services 10101 Southport Road S.W. CALGARY, AB Canada T2W3N2

2493	1		River Room Room Rental With Catering	GTX	\$300.00	\$300.00
5799	1	EA	2012 Coffee Pot Catering	GTX	\$25.00	\$25.00
11033	11	EA	2012 Mini Muffins CH	GTX	\$2.25	\$24.75
11038	11	EA	2012 Granola Bars CH	GTX	\$1.50	\$16.50
11046	11	EA	2012 Artisan Sandwich Buffet CH	GTX	\$21.99	\$241.89
11146	11	EA	2012 Juice Drinks CH	GTX	\$1.75	\$19.25
G	1		GST	G	\$31.37	\$31.37
T	1		GST ON S/C	T	\$5.65	\$5.65
X	1		SERVICE CHARGE	X	\$112.94	\$112.94



Valley Ridge Golf Inc. 11618 Valley Ridge Park NW Calgary, AB T3B 5L4

# **Statement of Account**

Statement Date: 11/4/2012 Account #: 0006210-000

M120077 - Alberta Health Services 10101 Southport Road S.W. CALGARY, AB T2W3N2

Amount	Enclosed:	
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**Balance Due:** 

-\$ 222.65

Please detach and return top portion with payment

Account Date Reference # Reference # Total:  BALANCE FORWARD	Balanco:
BALANCE FORWARD	THE RESERVE OF THE PARTY OF THE
	0.00
6210-000 10/05/12 337776 PAYMENT -1,000.00	-1,000.00
6210-000 11/01/12 339573 OFFICE 777.35	-222.65

GST # 87222 2302 RT0001

Current	30 Days		90+ Days
0.00	0.00	0.00	-222.65

Want travel insurance? Protect yourself and your family against unforeseen circumstances.

Need a car in Grande Prairie? Great rates and additional Aeropian Miles. AVIS

ircumstances.
//S Budget #6/7, -

## **Booking Information**

**Customer Care Booking Reference:** MABKYV Air Canada 1-888-247-2262 Electronic Ticketing confirmed. This is your official Flight Arrivals and Itinerary/receipt. **Departures** Main Contact: 1-888-422-7533 Mrs Brenda Huband brenda.huband@albertahealthservices.ca Mobile: Work: 1 Home: 1 **Online Services** Manage my booking online (view/change my booking; select seats\*). Alert me of flight status changes directly to my mobile phone or email. Flight Arrivals & Departures - check online if my flight is on time. Check-in online and print my boarding pass. \* Can my booking be changed online? Flight Itinerary

Flight From To Stops Duration Aircraft Fare Type Meal Calgary (YYC) **Grande Prairie** Mon 05-Nov Tango Plus, (YQU) AC84811 0 1hr35 DH3 2012 Mon 05-Nov 2012 Q 18:30 20:05

Operated by:

Air Canada Express - Jazz

**Passenger Information** 1: Mrs Brenda Huband: Adult (16+), Ticket Number: 0142113548385 Air Canada -Meal Preference : None Aeroplan: Payment Card: Special Needs: None Seat Selection: AC8481 11F 2: Mrs Nancy Guebert : Adult (16+), Ticket Number: 0142113548386 Air Canada -Meal Preference : None Aeroplan: Payment Card: Special Needs: None Seat Selection:

AC8481 11D

## **Purchase Summary**

Fare Summary	
Passenger Type	Adult
Departing Flight - <u>Tango Plus</u>	244.00
<u>Surcharges</u>	18.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	14.71
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	308.83
Number of passengers	2
RBC Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$617,66

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$308.83 (Airfare - per ticket)

Ticket number(s): 0142113548385, 0142113548386

#### **Fare Rules**

Departing Flight Calgary (YYC) To Grande Prairie (YQU) - Tango Plus

- Changes:
  - Prior to day of departure Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
  - Airport same-day changes (subject to availability) are permitted at a flat fee of \$75
     CAD/USD per direction, per passenger. Same-day flights only.
  - Same-day standby is available only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
  - o Flights can only be used in sequence from the place of departure specified on the itinerary.
- Cancellations:
  - Tickets are non-refundable and non-transferable.
  - c Cancellations can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - o Customers who no-show their flight will forfeit the fare paid.
- Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Earn 100% Air Canada Status Miles for Air Canada-operated flights.

Please read important information and notices regarding Air Canada's general conditions of carriage.

#### **Important Information**

aircanada.com - Flights - Booking Confirmation Mov le Conscheration Page 1 of 2 Your booking is confirmed. Booking reference: MFFEIZ **Print Itinerary** An email booking confirmation has been sent to: brenda.huband@albertahealthservices.ca. **Email Itinerary** Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com. Add to calendar Passengers Mrs Brenda Huband, Mrs Nancy Guebert Lirface 288,00 Ophens 0.00 Crom Deperture Ser and Taxes, lives, charges and surcharges 96.56 AC8368 Grande Prairie (YQU) Edmonton (YEG) 20:50 21:57 Tue 06-Nov 2012 Tue 06-Nov 2012 Trivel Insurance Purchase Travel Insurance **Grand Total** \$384.56 Canadian dollars View detailed Itinerary/Receipt Itinerary/Receipt Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board. AIR CANADA (\*) **Booking Information Customer Care Booking Reference:** MFFEIZ Electronic Ticketing confirmed. This is your official 1-888-247-2262 itinerary/receipt. Flight Arrivals and Departures Main Contact: 1-888-422-7533 Mrs Brenda Huband brenda.huband@albertahealthservices.ca Work: Ноте: Flight Itinerary Fare Flight Duration Stops Aircraft Meal AC83681 Grande Edmonton, Edmonton 1hr07 DHO Tarigo Prairie (YQU) Tue 06-Nov Int'l (YEG) Plus, L Tue 06-Nov 2012 2012 21:57 20:50 Operated by: Air Canada Express - Jazz **Passenger Information** 1: Mrs Brenda Huband: Adult (16+), Ticket Number: 0142113551945 Air Canada - Aeroplan : Meal Preference: None Payment Card: Special Needs: None Seat Selection: AC8368 11F 2: Mrs Nancy Guebert : Adult (16+), Ticket Number: 0142113551946 Air Canada - Aeropian : Meal Preference: None Payment Card: Special Needs: Seat Selection: AC8368 11D **Purchase Summary Grand Total** 2 adults

\$384.56 CAD

Total including travel options, taxes, fees and charges



		Search Select Review Pass	engers Purchase Seats	Itinerary			
Your booking is confirmed. Booking reference: MSAUJV							
		firmation has been sent t				Email Itinerary	
Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.							
Passen	gers Mrs Brenda Huband	i			filhee	134.00	
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AC816	63 Edmonton (YEG)	Calgary (YYC)	20:30 Wed 07-Nov 2012	21:22 Wed 07-Nov 2012	Takes, fees, charges and surcharges	53.03	
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					Grand Total Canadian dollars	\$187.03	
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Main Con Mrs Brend	tact:	1-888-422	ivals and Departures -7533				
Flight It	inerary						
Flight	From	To Stops Dura	tion Aircraft Fare Type	Meal			
AC8163 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Wed 07-Nov 2012 20:30	Calgary 0 0hr (YYC) Wed 07-Nov 2012 21:22	52 DH3 Tango i lus, T				
Operated I	by: da Express - Jazz						
Passeng	er Information						
1: Mrs B	Brenda Huband : Adult (16	+), Ticket Number: 01421:	13566115	the statement of the st			
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Seat Select		Special III					
Purchase	e Summary						
Grand Tot Total inclu	tal iding travel options, taxes, fe	es and charges	\$187.	1 adult 03 CAD			
Fare Rule	es						
Departing	Flight Edmonton (YEG) To (	Calgary (YYC) - Tango Plus	And an annual of the Property Constant of the National Annual Section (No. 1821)	Martin and the state of the sta		**************************************	
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