Alberta Health Services

www.albertahealthservices.ca

Board and Executive Expense Report

Name Brenda Huband
Title SVP, Calgary Zone
Location Calgary
Expenses submitted during the month of November 2012

			Travel (1)							
Date	**Source Document**	**Purpose**	**Airfare**	**Meals**	**Accommodation**	**Other Travel**	**Total Travel**	**Professional Development (2)**	**Working Sessions Hosting and Hospitality (3)**	**Other (4)**
October/ November 2012	P-Card	Travel - Various meetings	$ 356		$ 336	$ 243	$ 935			
5-Oct-12	P-Card	Valley Ridge - Succession Planning (credit)					-		(223)	
November 5 - 7, 2012	P-Card	Correctional Facilities Tour		61	333	555	949			
Total			$ 356	$ 61	$ 669	$ 798	$ 1,884	$ -	$ (223)	$ -

Total for the Month $ 1,661

Maximum meal expense claimed in the month	$ 61	4 persons
Maximum daily hotel rate claimed in the month	$ 139	
Non economy air travel in the month	$ -	

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

2) Professional Development
Includes conference, seminar and course registration fees and material

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

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

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

Alberta Health Services

P-Card details Online Cardholder Statement Report

Instruction:

- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

HUBAND, BRENDA Cardholder's Name	SENIOR VP Cardholder's Position/Title	Billing Reporting Period.	20/11/2012
METROPOLITAN HOSPITALS Cardholder's Dept	SOUTHPORT Cardholder's Site/Location	Total Statement Amount:	$1,660.10
BRENDA.HUBAND@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card #	[redacted]

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
24/10/2012	299386746	AIRPORT TAXI SERVICE, LIMOUSINES AND TAXICABS	54.00	CAD	54.00	2.57	.00	Taxi-SCN Mtg Edm
24/10/2012	299386747	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	50.40	CAD	50.40	2.40	.00	Parking Calg Airport-SCN mtg Edm
24/10/2012	299386748	THE WESTIN EDMONTON, WESTIN HOTELS	182.73	CAD	182.73	14.03	.00	Westin Hotel - COEC mtg
26/10/2012	299568363	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	50.40	CAD	50.40	2.40	.00	Parking-Calg Airport-ProvWide HAC Mtg
26/10/2012	299568364	THE WESTIN EDMONTON, WESTIN HOTELS	153.03	CAD	153.03	14.03	.00	Westin Hotel - HAC mtg
30/10/2012	299879315	AIRPORT TAXI SERVICE, LIMOUSINES AND TAXICABS	54.00	CAD	54.00	2.57	.00	Taxi Foundation Forum
30/10/2012	299879316	AIR CAN 0142113972758, AIR CANADA	42.00	CAD	42.00	.00	.00	Modified Flt - Correctional Tours
30/10/2012	299879317	AIR CAN 0142113972759, AIR CANADA	42.00	CAD	42.00	.00	.00	Modified Flt - Correctional Tours
30/10/2012	299879318	AIR CAN 0142113972758, AIR CANADA	52.50	CAD	52.50	.00	.00	Modified Flt - Correctional Tours
30/10/2012	299879319	AIR CAN 0142113972759, AIR CANADA	52.50	CAD	52.50	.00	.00	Modified Flt - Correctional Tours
01/11/2012	300034602	YELLOW CAB, LIMOUSINES AND TAXICABS	15.00	CAD	15.00	.71	.00	Taxi Exp COEC Mtg
02/11/2012	300034601	PRECISE PARKLINK INC, AUTOMOBILE PARKING LOTS AND GARAGES	20.00	CAD	20.00	.95		Parking Pt Qual & Safety
05/11/2012	300900281	AIR CAN 0142114183403, AIR CANADA	113.40	CAD	113.40	.00	.00	Flt modified-Corr Fac Tours
05/11/2012	300900282	AIR CAN 0142114183403, AIR CANADA	52.50	CAD	52.50	.00	.00	Flt Modified-Corr Fac Tours
05/11/2012	301539300	VALLEY RIDGE GOLF, CLUBS COUNTRY CLUBS, MEMBERSHIP, ETC.	-222.65	CAD	-222.65	-10.60	.00	Working Session-Succession Planning
05/11/2012	300418087	SERVICE PLUS INNS & SU, LODGING HOTELS, MOTELS, RESORTS	153.03	CAD	153.03	.00	.00	Correctional Facilities Tours
05/11/2012	300418088	SWISS CHALET #1710, EATING PLACES, RESTAURANTS	60.65	CAD	60.65	2.89	.00	Meals X4 - Correctional Fac Tours
05/11/2012	300418089	AVIS RENT A CAR, AVIS RENT A CAR	352.78	CAD	352.78	.00	.00	Car Rental-Corr Fac Tours
07/11/2012	300528123	AVIS RENT A CAR, AVIS RENT A CAR	139.59	CAD	139.59	.00	.00	Car Rental-Corr Fac Tours
07/11/2012	300691786	ESSO, FUEL DISPENSER, AUTOMATED	11.51	CAD	11.51	.00		Gas - rental car-Corr Fac Tours
07/11/2012	300691787	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	50.40	CAD	50.40	2.40	.00	Calg Prkng - Corr Fac Tours
07/11/2012	300691788	THE WESTIN EDMONTON, WESTIN HOTELS	180.33	CAD	180.33	14.03	.00	Westin-Corr Fac Tours

Alberta Health Services

P-Car
details Online ®
Cardholder Statement Repor

Signatures

Cardholder Designate (if Applicable)

By signing this statement

- I hereby certify that I have reviewed and reconciled this statement in BMO details Online® to the best of my ability in accordance to AHS Corporate Policies, Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre.

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 used for legitimate business purposes in accordance to AHS Corporate Policies and AHS P-Card Program User Guide
- I acknowledge that the above Cardholder Designate has completed reviews and reconcillation in BMO details Online® on my behalf (if applicable).

HUBAND, BRENDA
Name of Cardholder

SENIOR VP
Cardholder Position/Title

Signature of Cardholder

Date of Signature

Approver Designate (if Applicable)

By signing this statement

- I hereby certify that I have reviewed and approved this statement in BMO details Online® in accordance to AHS Corporate Policies, Program User Guide and Training on behalf of a authorized approver.

Kristina Russell
Name of Approver Designate

Exec. Admin Coordinator
Approver Designate Position/Title

Signature of Approver Designate

Nov 30 2012
Date of Signature

Approver

By signing this statement

- I hereby certify that the P-card issued to be was used for legitimate business purposes in accordance to AHS Corporate Policies and AHS P-Card Program User Guide and hereby approve the transactions as listed.
- I acknowledge that the above Approver Designate has completed reviews and approvals in BMO details Online® on my behalf (if applicable).

Name of Approver

Approver Position/Title

Signature of Approver

Date of Signature

Submit approved statement with attachments to Accounts Payable:

Attach:

- Original itemized receipts
- Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report)

And where applicable:

- Copies of pre-approvals for travel
- Personal cheque payable to "Alberta Health Services"
- Return, refund and/or credit receipts
- Disputes letter

Address:

Alberta Health Services
Accounts Payable
7th Street Plaza
10th Floor, North Tower, 10030-107 Street
Edmonton, AB T5J 3E4

Accounts Payable only:

Reference #: _____ Reviewed by: _____ Date: _____

CALGARY AIRPORT
AUTHORITY

SCN mtg. lodm

STATION C14
IN: 10/23/12 06:14
OUT: 10/24/12 19:42
PAID: $ 50.40
GST INCLUDED
GST No. 122556194
MASTERCARD
[redacted]
REF. 88
YOU HAVE 15 Min.
TO EXIT
THANK YOU FOR
YOUR VISIT

SCN mtg. lodm.

AIRPORT TAXI
(780)890-70
4608 [illegible] Street
Edmonton Alberta
TCI

DATE	[illegible] 2012
TIME	15:21
START	14:53
END	15:19
DRIVER	3158
CAR	373
FARE	47.80
SURCHARGE	7.80
TIP	6.20
TOTAL	54.00

MC
[redacted]
AUTH 172843
TRANS. ID 1229687

SIGNATURE

CUSTOMER

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

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

Email: BRENDA.HUBAND@ALBERTAHEALTHSERVICES.CA

Page Number : 1
Guest Number: [redacted]
Folio ID : A
No. Of Guest: 1
Room Number : 949
Room Rate : 139.00
Club Account: [redacted]

Invoice Nbr: 128756
Arrive Date: 23-OCT-12 15:23
Depart Date: 24-OCT-12

Information Invoice

Tax ID: 861336493RT0005
The Westin Edmonton 24-OCT-12 06:28 SUJIRAI

Date	Reference	Description	Charges	Credits
23-OCT-12	138A	780-421-1483 0033 16:29	1.50	
23-OCT-12	4472	Share Lounge	28.20	
23-OCT-12	RT949	Room Charge	139.00	
23-OCT-12	RT949	GST	7.02	
23-OCT-12	RT949	DMF	1.39	
23-OCT-12	RT949	Tourism Levy	5.62	
24-OCT-12	MC	Mastercard	-182.73	
		** Total	182.73	-182.73
		*** Balance	0.00	

Continued on the next page

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

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

Email: BRENDA.HUBAND@ALBERTAHEALTHSERVICES.CA

Page Number : 2
Guest Number: [redacted]
Folio ID : A
No. Of Guest: 1
Room Number : 949
Room Rate : 139.00
Club Account: [redacted]

Invoice Nbr: 128756
Arrive Date: 23-OCT-12 15:23
Depart Date: 24-OCT-12

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.

[redacted]

EXPENSE SUMMARY REPORT

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other
23-OCT-12	139.00	7.02	5.62	0.00	1.50	29.59
Total	139.00	7.02	5.62	0.00	1.50	29.59

Date	Total	Payment
23-OCT-12	182.73	0.00
Total	182.73	0.00

Kerry Pace

From: Brenda Huband
Sent: November 29, 2012 12:24 PM
To: Kerry Pace
Subject: FW: The Westin Edmonton Folio
Attachments: Ref 4472.pdf; The Westin Edmonton.pdf

Brenda Huband
Senior Vice President - Calgary Zone
10301 Southport Lane SW
Calgary AB T2W 1S7
[redacted]

From: Park, Esther [mailto:esther.park@westin.com]
Sent: November 29, 2012 12:18
To: Brenda Huband
Subject: The Westin Edmonton Folio

Hello Ms. Huband,

Thank you very much for your recent stay at The Westin Edmonton.

I had connected with your assistant Ms. Kerry Pace and she had requested that I send you your folio from your stay.

I have attached the folio from November 27-29, 2012 along with the dinner you had in our Lounge from October 23, 2012.

Should you require anything else please do not hesitate to contact me and I will most delighted to assist you.

We look forward to welcoming you again.

Be well,
Esther

ESTHER
PARK
Management Trainee

THE WESTIN EDMONTON
10135-100 Street, Edmonton, Alberta T5J 0N7 Canada
780.493.8035 780.428.1454

THE WESTIN EDMOI
Share Restaurant
GST# 861336493RT0000

213 Trevor

27/1 4472 GST 1
23OCT'12 7:26PM

1 Fish & Chips	24.00
FOOD	24.00
Tax	1.20
Total Due	$25.20

Gratuity: 3.00

Total : 28.20

Room # 949

Name Print BRENDA HUBANI

Signature Brenda Hubani

CALGARY AIRPORT
AUTHORITY

STATION C14
IN: 10/25/12 17:45
OUT: 10/26/12 20:28
F. $ 50.48
T. INCLUD
GST No. 122550[illegible]
MASTERCARD
[redacted]
REF.
YOU HAVE 15
TO EXIT
THANK YOU FOR
YOUR VISIT

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

WESTIN®
HOTELS & RESORTS

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

Page Number	1	Invoice Nbr	1000089449
Guest Number	[redacted]	Arrive Date	10-25-2012
Folio ID	A	Depart Date	10-26-2012
No. Of Guest	1		
Room Number	1049		
Club Account	[redacted]		
Time	10-26-2012 06:50		

Invoice

Date	Reference	Description	Charges	Credits
10-25-2012	RT1049	Room Charge	$139.00	
10-25-2012	RT1049	GST	$7.02	
10-25-2012	RT1049	DMF	$1.39	
10-25-2012	RT1049	Tourism Levy	$5.62	
10-26-2012	MC	Mastercard		$-153.03
		** Total	$153.03	$-153.03
		** Balance	$0.00	

EXPENSE SUMMARY REPORT
Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
10-25-2012	$139.00	$7.02	$5.62	$0.00	$0.00	$1.39	$153.03	$0.00
10-26-2012	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$-153.03
Total	$139.00	$7.02	$5.62	$0.00	$0.00	$1.39	$153.03	$-153.03

[redacted]

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).

Foundation Forum

AIRPORT TAXI
(780)890-7070
2908 101 Street
Edmonton, Alberta
T6E 5G9

DATE	[illegible] 24, 2012
[illegible]	21:02
[illegible]ART	20:33
[illegible]GO	21:00
DRIVER	3267
CAR	508
FARE	48.00
SUBTOTAL	48.00
TIP	6.00
TOTAL	54.00

MC
[redacted]
AUTH: 230203
TRANS. ID: 1234646

[illegible]ATURE

CUSTOMER'S COPY

Kerry Pace

From: Brenda Huband
Sent: October 30, 2012 7:59 AM
To: Kerry Pace
Subject: FW: Air Canada - 05-Nov: Calgary - Grande Prairie (booking ref: MABKYV) - booking modified

From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: October 30, 2012 7:58
To: Brenda Huband
Subject: Air Canada - 05-Nov: Calgary - Grande Prairie (booking ref: MABKYV) - booking modified

****** PLEASE DO NOT REPLY TO THIS E-MAIL ******

AIR CANADA

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.

Scan this barcode to check in at any Air Canada check in kiosk.

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

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

Booking Information

Booking Reference: MABKYV

Electronic Ticketing confirmed. This is your official itinerary/receipt.
Main Contact:
Mrs Brenda Huband
brenda.huband@albertahealthservices.ca
Mobile: [redacted]
Home: [redacted]
Work: 1[redacted]

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

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.

line and print my boarding pass.

* Can my booking be changed online?

tinerary

	From	To	Stops	Duration	Aircraft	Fare Type	Meal
8483[1]	**Calgary (YYC)** Mon 05-Nov 2012 21:40	**Grande Prairie (YQU)** Mon 05-Nov 2012 23:15	0	1hr35	DH3	Tango Plus, H	

perated by:
Air Canada Express - Jazz

assenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: 0142113972758

Air Canada - Aeroplan : [redacted]
Meal Preference : **Regular**
Payment Card: [redacted]
Special Needs: **None**
Seat Selection: AC8483 **11F**

2: Mrs Nancy Guebert : Adult (16+), Ticket Number: 0142113972759

Air Canada - Aeroplan : [redacted]
Meal Preference : **Regular**
Payment Card: [redacted]
Special Needs: **None**
Seat Selection: AC8483 **11D**

Additional charges and/or refund summary

	Additional charges
Passenger Type	**Adult**
Airfare (includes Surcharges)	**40.00**
Taxes, Fees and Charges	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.00
Total Additional Fare	**42.00**
Extra Charges (Change Fee)	
Change Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50
Total Extra Charge (Change Fee)	**52.50**
Number of passengers	2
Sub Total	**189.00**
Grand Total - Canadian dollars	**$189.00**

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

Air Canada: $84.00 (Airfare)
Air Canada: $52.50 (Change Fee per ticket)

Ticket number(s): 0142113972758, 0142113972759

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

Booking Information

Booking Reference: MABKYV

Electronic Ticketing confirmed. This is your official itinerary/receipt.
Main Contact:
Mrs Brenda Huband
brenda.huband@albertahealthservices.ca
Mobile: [redacted]
Work: [redacted]
Home: [redacted]

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

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
AC8481[1]	**Calgary (YYC)** Mon 05-Nov 2012 18:30	**Grande Prairie (YQU)** Mon 05-Nov 2012 20:05	0	1hr35	DH3	Tango Plus, Q	

Operated by:
[1] Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: 0142113548385

Air Canada - Aeroplan : [redacted]
Meal Preference : **None**
Payment Card: [redacted]
Special Needs: **None**
Seat Selection: AC8481 **11F**

2: Mrs Nancy Guebert : Adult (16+), Ticket Number: 0142113548386

Air Canada - Aeroplan : [redacted]
Meal Preference : **None**
Payment Card: [redacted]
Special Needs: **None**

ıection: AC8481 **11D**

:hase Summary

are Summary

Passenger Type	Adult
Departing Flight - Tango Plus	**244.00**
Surcharges	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.
  - 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.

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

Important Information

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

CHARGE TO: [redacted]

[redacted]

BARREL TAXI (780) 489-7777

CHECKER (780) 484-8888

ADMINISTRATION LINE: (780) 465-8500

AUTH. NO.	DRIVER	UNIT NO
TIME	DAY / MO. / YR.	

G.S.T. #	
FROM	
TO	
PRINT NAME	
CUSTOMER'S SIGNATURE X	

Diners Club International ☐
MasterCard ☐
VISA ☐
AMERICAN EXPRESS ☐

FARE		
INT'L		
GRATUITY		
TOTAL		

THE ISSUER OF THE CARD IDENTIFIED ON THIS ITEM IS AUTHORIZED TO PAY THE AMOUNT SHOWN AS TOTAL UPON PROPER PRESENTATION. I PROMISE TO PAY SUCH TOTAL TOGETHER WITH ANY OTHER CHARGES DUE THEREON SUBJECT TO AND IN ACCORDANCE WITH THE AGREEMENT COVERING THE USE OF SUCH CARD.

CUSTOMER COPY

Pt. Q+A Forum - Medical Affairs

LEAVE ON DASH - THIS SIDE UP

EXPIRATION DATE

02/11/12 23:00

EXPIRATION TIME

AMOUNT PAID

$ 20.00 93600000 07:21

UNIVERSITY OF CALGARY

TICKET VALID THIS LOT ONLY.

NON TRANSFERABLE 1468802

DETACH RECEIPT FROM TICKET

DATE ISSUED 02/11/12

TIME ISSUED 07:21

AMOUNT PAID $ 20.00

CREDIT CARD NUMBER LOT 3

EXPIRATION DATE & EXPIRATION TIME CC

UNIVERSITY OF CALGARY

GST #R108102864

RECEIPT 1468802

Change Flights Review Purchase Seats Itinerary

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.

Print Itinerary

Email Itinerary

Add to calendar

Passengers Mrs Brenda Huband

Flight	From	To	Departure	Arrival
AC8155	Edmonton (YEG)	Calgary (YYC)	17:00 Wed 07-Nov 2012	17:52 Wed 07-Nov 2012

	108.00
	0.00
	5.40
	52.50
Grand Total Canadian dollars	**$165.90**

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

Booking Reference: **MSAUJV**

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Mrs Brenda Huband
brenda.huband@albertahealthservices.ca
Mobile: [redacted]
Home:
Work: 1[redacted]

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8155[1]	Edmonton, Edmonton Int'l (YEG) Wed 07-Nov 2012 17:00	Calgary (YYC) Wed 07-Nov 2012 17:52	0	0hr52	DH3	Tango Plus, H	

Operated by:
[1] Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: 0142114183403

Air Canada - Aeroplan : [redacted]
Payment Card: [redacted]
Seat Selection: AC8155 7F

Meal Preference: **Regular**
Special Needs: **None**

Additional charges and/or refund summary

	1 adult
Grand Total	
Total including travel options, taxes, fees and charges	**$165.90 CAD**

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

- Air Canada: $113.40 (Airfare)
- Air Canada: $52.50 (Change Fee per ticket)

Ticket number(s): 0142114183403

Fare Rules

Departing 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 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.
  - 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 documentation 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 flight 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.

Check-in and boarding times

Links

Manage my booking online:	http://www.aircanada.com/mybookings
Flight Departure & Arrivals:	http://www.aircanada.com/flightstatus
General conditions of carriage:	http://www.aircanada.com/conditionsofcarriage
Information and Services	http://www.aircanada.com/travelinfo

Reduce your carbon footprint!
Offset now | Learn more

Kerry Pace

From: Catherine Keenan
Sent: November 05, 2012 9:02 AM
To: Kerry Pace
Subject: FW: Invoice & Charges
Attachments: Event Charges - 339573.pdf; Invoice.pdf

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

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.

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 T3B 5L4
O. 403.221.9682 ext. 242 | F. 403.247.3394
bentwistle@valleyridgegolf.com | www.valleyridgegolf.com

Become a FAN on Facebook www.facebook.com/valleyridgegolf

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

Statement of Account

Statement Date: 11/4/2012

Account #: [redacted]

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

Amount Enclosed: _____

Balance Due: **-$ 222.65**

Please detach and return top portion with payment

Account	Date	Reference	Description	Charge	Balance
			BALANCE FORWARD		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	60 Days	90+ Days
0.00	0.00	0.00	-222.65

INNS
& SUITES

Service Plus Inns & Suites

A Division of GameHost Income Fund
10810 - 107 Avenue
Grande Prairie, AB T8V 7A9
Telephone: (780)538-3900 Fax: (780)532-8558

Nov 06, 2(
8:41

BRENDA HUBAND
10101 SOUTHPORT ROAD, SW
Calgary, AB T2W 3N2

Arrival Date: November-05-12
Departure Date: November-06-12

Member #: 98382

Folio #: [redacted]
Room Number: 331
Rate: $139.00
Pay Method: MC1574

Information: W/ NANCY GUEBERT

Date	Department	Reference	Voucher	Room	Debit	Credit
11/05/12	Guest Room	Auto Posted		331	$139.00	
11/05/12	G.S.T. Room	Auto Posted		331	$6.95	
11/05/12	Tourism Levy	Auto Posted		331	$5.56	
11/05/12	Destination Mktg Fee	Auto Posted		331	$1.39	
11/05/12	G.S.T. Room	Auto Posted		331	$0.07	
11/05/12	Tourism Levy	Auto Posted		331	$0.06	
11/06/12	Mastercard	CHECKED-OUTMC1574		331		$153.(

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

Balance: $0.(

G.S.T. REG. # R888210101

Signature _____

SERVICE PLUS INNS & SUITES
10810 107 AVE
GRANDE PRAIRIE, AB, T8V 7A9
(780) 538 3900

Merchant ID: [illegible]
Term ID: 200

Ref #: [illegible]

Force

[redacted]
MASTERCARD

Entry Method: CHIP

11/06/12 08:40:25

Inv #: 000017

App Code: 028134

Approved

Batch#: 000509

Total: $ 153.39

I agree to pay above total amount according to card issuer agreement
(Merchant agreement if credit voucher)
Retain this copy for statement verification.

Application Label: MasterCard
AID: A0000000041010
TVR: 00 00 00 00 00
TSI: 80 00

Customer Copy
Merchant Copy

Swiss Chalet
10820 100th Ave
Grande Prairie, AB, T8V 7K1

Transll 73

TRANSACTION RECORD

Card #: [redacted]
Card Entry: CHIP
Trans:PURCHASE Amount:$52.74
Tip:$7.91 Total:$60.65
Auth #:21[illegible]58 Sequence #:000894
Date:12/11/06 Time:19:37:43

APPROVED

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

App Label:MasterCard AID:A0000000041010
TVR:0000000000 TSI:E800
TC: A18DEE49386176/E

*** CUSTOMER COPY ***

Swiss Chalet 1710
10820 100th Ave
Grande Prairie, AB, T8V 7K1
(780) 831-0355
814487880 RT0001

41 Shane B

Tbl 30/1 Chk 73 Gst 3
Nov06'12 07:04PM
*** Memo Check ***

Dining Room
Seat:1

1 CHK SOUP BOWL	3.99
1 APP GREEK SALAD	4.79
1 BUTTRNUT CUP	2.99
1 CHK CAESAR	10.99
1 DOUBLE LEG	12.29
+ GREEK SALAD	
MULTIGRAIN ROLL	
NO FETA ON GREEK	
*KITCHEN MSG	
1 CHK STIR FRY	12.49
RICE	
1 TONIC WATER	2.69
Subtotal	50.23
GST	2.51
Total Due	52.74

Tell Us How We Did Today to get
A FREE Soup, Salad or Perogies
with the purchase of an entree.
Complete our Guest survey at:
www.swisschaletfeedback.com
or call 1-866-239-3842
ACCESS CODE:1710
One per table; must show this receipt and survey validation code; cannot combine with other offers; expiry in 21 days; valid only at participating locations.

AVIS

Aviscar Inc.

AVIS

Aviscar Inc.

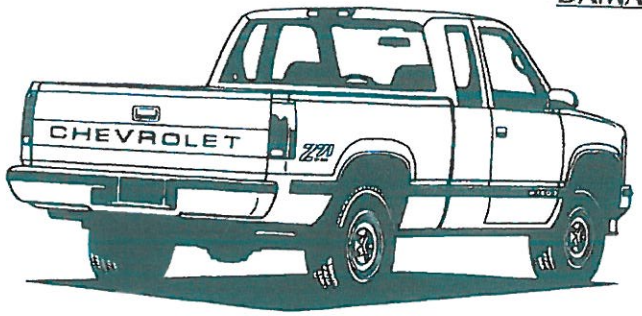
VEHICLE CONDITION REPORT

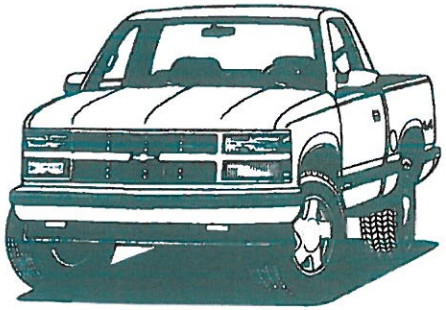
UNIT NO.: _____ KM's OUT: _____ STALL NO.: _____

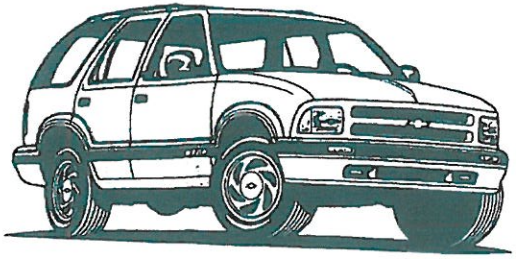
MAKE: _____ MODEL: _____ LICENCE NO.: _____

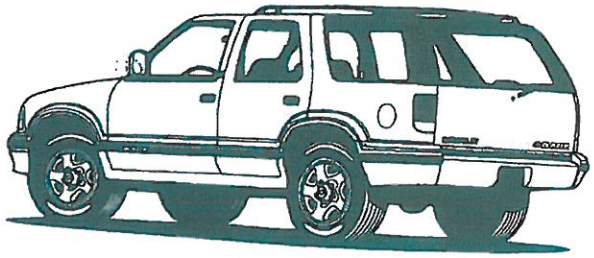
OPTION: _____ INSPECTED BY: _____

DAMAGES









WINDSHIELD: _____

EXTERIOR: _____

INTERIOR: _____

D P

[ ] Insurance & Registration
[ ] Snow Brush
[ ] Extension Cord
[ ] Tool Kit

RENTER IS RESPONSIBLE FOR ALL LOSS OR DAMAGE DUE TO OFF ROAD USAGE, ABNORMAL WEAR AND TEAR AND TOTAL COST OF REPLACING DAMAGED WINDSHIELD AND TIRES. RENTER AGREES TO PAY A REASONABLE CLEANING CHARGE IF THE VEHICLE IS RETURNED WITH EXCESSIVE MUD, DUST OR SOILAGE INSIDE OR OUT.

I HEREBY ACKNOWLEDGE RECEIPT OF THE ABOVE VEHICLE IN THE CONDITION DESCRIBED.

CUSTOMER SIGNATURE _____ DATE _____

WINDSHIELD AND TIRE DAMAGE WAIVER

THE RENTER AGREES TO PAY A FEE OF $ _____ PER DAY TO WAIVER THEIR RESPONSIBILITY FOR DAMAGES TO WINDSHIELD AND TIRES.

RENTER ACCEPTS _____ RENTER DECLINES _____

CHECK IN

DATE _____

KMS IN _____

FUEL IN _____

NEW DAMAGES

CLEANING CHARGE _____

INSPECTED BY _____

R & L Concepts

Corrected Total Edm.

ESSO EXPRESS PAY

ROCKY MTN.ESSO
EDMON.INT.AIRPORT
EDMONTON AB

Site #: 00303401
2012/11/07 13:09
MCARDFLEET
[redacted]
1574

Auth#	150950-F
Inv #	TFH53058
Credit	
Pump#02	EREG
Litres	11.522
@ $0.999/Ltr	
Fuel	$11.51

TL/NoTax	$11.51
Total	$11.51
GST In Fuel	$0.55

IMPORTANT retain this copy for your records

THANK YOU

AVIS®

[illegible]

Aviscar Inc.

[illegible] Rate [illegible] /F 0 DY 15 HR
0 HR [illegible] .00 =
15 HR [illegible] 65.22 =
0 DY [illegible] 87.22 =
0 WE [illegible] 610.54 =
MTN 1DY/2W/F 90FR =
Discount 10.0% = 97.22
TTPE & TTLEASE = 8.72
* 5.00/DY CUS FAC CHG + = 76.50
* .98/DY ERF + = 5.00
LDW + = .98
**15.61% REF + = 30.95
&VLF-A/C TAX + = 17.50
FTP SUR @ 0.25D/% 5.25% = 1.25
Subtotal = 0.75
PST/TVP .00% + = 132.98
GST/TPS 5.00 % + = 0.00
Total Charges = 6.61
AMOUNT DUE CV CAD = 139.59
=VEHICLE LICENSE FEE/AIR COND/CONTING = 139.59
EXCISE TAX RECOVERY $1.25 PER DAY
* 5.00/DY CUS FAC CHG
ENERGY RECOVERY FEE
**CONCESSION REDUT/FEY [illegible]

The amount that appears in "Amount Due" has been billed to your Master Card. All charges are subject to audit and change if any errors are found. For local inquiries call 780-890-7596. Thank you for renting from Avis.

[illegible]

[illegible] Contract No. 14-537813
Reservation # [illegible]
[illegible] Cust. F
[illegible]

[illegible]

[illegible] = [illegible]
[illegible]
[illegible]

Loue [illegible] [illegible] [illegible]
Retour [illegible] [illegible]
Km Depart 10203 [illegible] 10303
Km Parcourus V8 Cust. To R/B
[illegible] =
[illegible]

Tarif 2W/F 0 DY 15 HR
0 HR [illegible] .00 =
15 HR [illegible] 65.22 =
0 DY [illegible] 87.22 =
0 WE [illegible] 610.54 =
MTN 1DY/2W/F 90FR =
Remise 10.0% = 87.22
Durée & Km = 8.72
**15.61% FRAIS + = 78.50
* 3.00FR.REDEVANCE/JOUR + = 17.50
FR ENERGIE 0.85$/JR + = 5.00
SFPD + = .98
FFTV-Clim + = 30.95
FRS PgU @ 0.25$/% 5.25% = 1.25
Sous-Total = 0.75
FST/TVP .00% = 132.98
GST/TPS 5.00% = 0.00
Montant total = 6.61
MONTANT DU CV CAD = 139.59
=Frais D'Immatric. Vehi/Recouv. Imm = 139.59
D'Accise sur Air Clim. 1.25$ par jour
RED. INSTA. CLIENT @ 3.00/J
REDV. VALORIS. IN. @ .98/JR
** FRAIS DE RECOUVREMENT DE CONCESSION

Le montant dû figure sur le "Montant Dû" de votre facture de location. Toutes les [illegible] sont sujettes à la vérification et peuvent être modifiées si nécessaire. Pour renseignements locaux, appelez 780-890-7596. Merci d'avoir choisi Avis.

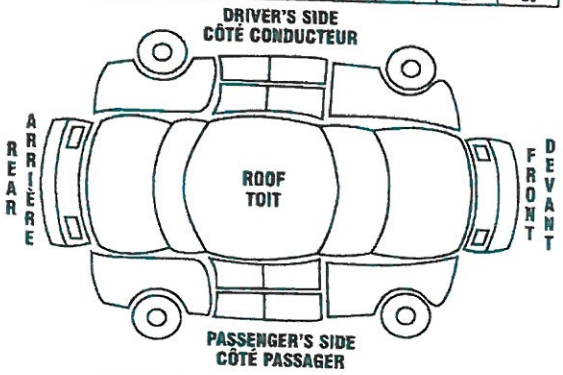
Parked in Stall # / *Stationné dans espace N°*	By Driver ID / *N° du chauffeur*	Date / *Date*

Car # / *N° MVA du Véhicule*	Licence # / *N° d'immatriculation*

Model / *Modèle*	Kms / *Kilométrage*	Colour / *Couleur*

Gas Level / *Niveau d'essence*

E/V	1/8	2/8	3/8	4/8	5/8	6/8	7/8	F/P
G0	G1	G2	G3	G4	G5	G6	G7	G8



☐ Windshield OK / Pare-brise OK ☐ No damage / Sans dommage

"D" Dent / *Bosselure* "S" Scrape Scratch / *Stries* "C" Chip-Crack / *Éclat-Fêlure*

Write letter type on damaged area of the car
Identifiez la surface endommagée du véhicule par la lettre type

We feature a non-smoking fleet. If smoking occurs in the vehicle during the rental period, an additional charge up to $250 will be applied.

Nous louons des véhicules non-fumeur. Au cas du on aurait fumé dans le véhicule durant la location, des frais supplémentaires allant jusqu'à 250,00 $ s'appliqueront.

Renter's Initials / Initiales client: +N

Renter agrees to liability per contract terms. The renter agrees to inspect the vehicle for any damage not noted & report the same to company Representative before leaving the premises.

Le locataire accepte la responsabilité afférente aux termes du contrat. Le locataire consent à inspecter le véhicule pour tout dommage non indiqué et à le rapporter au représentant de la compagnie avant de quitter les lieux.

RENTER RESPONSIBLE FOR ALL DAMAGE AT TIME OF RETURN THAT IS NOT NOTED ON THIS VEHICLE INSPECTION REPORT.

LE LOCATAIRE EST RESPONSABLE, AU RETOUR DU VÉHICULE, DE TOUT DOMMAGE NON MENTIONNÉ SUR CE RAPPORT D'INSPECTION.

Customer Signature / *Signature du client*

Inspection sheet completed by employee #/ *Feuille d'inspection complétée par employé N°*

1-02-060G 06/10

Parking airport for Conac. Fac. Tours

CALGARY AIRPORT
AUTHORITY

STATION 44
IN: 11/05/12 19:53
OUT: 11/07/12 18:24
PAID: $ 50.40
(GST INCLUDED)
GST No. 122556194
MASTERCARD
[redacted]
37
YOU HAVE 15 Min.
TO EXIT
THANK YOU FOR
YOUR VISIT

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

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

Email: BRENDA.HUBAND@ALBERTAHEALTHSERVICES.CA

Page Number : 1
Guest Number: [redacted]
Folio ID : A
No. Of Guest: 1
Room Number : 1246
Room Rate : 139.00
Club Account: [redacted]

Invoice Nbr: 131222
Arrive Date: 06-NOV-12 23:38
Depart Date: 07-NOV-12

Information Invoice

Tax ID: 861336493RT0005
The Westin Edmonton 07-NOV-12 06:28 SUJIRAI

Date	Reference	Description	Charges	Credits
06-NOV-12	RT1246	Room Charge	139.00	
06-NOV-12	RT1246	GST	7.02	
06-NOV-12	RT1246	DMF	1.39	
06-NOV-12	RT1246	Tourism Levy	5.62	
06-NOV-12	RT1246	Parking Self	26.00	
06-NOV-12	RT1246	GST	1.30	
07-NOV-12	MC	Mastercard	-180.33	
		** Total	180.33	-180.33
		*** Balance	0.00	

Continued on the next page

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

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

Email: BRENDA.HUBAND@ALBERTAHEALTHSERVICES.CA

Page Number : 2
Guest Number: [redacted]
Folio ID : A
No. Of Guest: 1
Room Number : 1246
Room Rate : 139.00
Club Account: [redacted]

Invoice Nbr: 131222
Arrive Date: 06-NOV-12 23:38
Depart Date: 07-NOV-12

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.

[redacted]

EXPENSE SUMMARY REPORT

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other
06-NOV-12	139.00	7.02	5.62	0.00	0.00	28.69
Total	139.00	7.02	5.62	0.00	0.00	28.69

Date	Total	Payment
06-NOV-12	180.33	0.00
Total	180.33	0.00