

Official Administrator and Executive Expense Report

Name Colleen Turner
Title VP, Community Engagement & Communications (acting)
Location Calgary
 Expenses submitted during the month of March 2014

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Mar-14	P-Card	Meetings	1,259	41	150	325	1,775			272
Mar-14	Expense Claim	Meetings		158	149	519	826			
Total			\$ 1,259	\$ 199	\$ 299	\$ 844	\$ 2,601	\$ -	\$ -	\$ 272

Total for the Month \$ 2,873

Maximum daily single meal expense claimed in the month \$ 54 2 people
 Maximum daily base 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

TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)

- Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system
- Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system
- If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)

Expense Date From: 1-Feb-14 To 31-Mar-14

Travel Period from: To (if applicable)
Out-of-Province Travel

Name: Colleen Turner

Position (Title):

VP Community Engagement & Communications

Location:

Dept:

DOFA Level:

(if applicable)

Union:

Business Phone #:

Ext:

Employee # (E-People):

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY →

Project Number

Project Task Number

Expenditure Organization

Expenditure Type

Total - Section B: Travel - Pg 2

Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense
2A	101	0005	71130000000	\$826.40
2B				
2C				
2D				
				\$826.40

NOTE: This section auto fills from page 2A, 2B, 2C & 2D

Total - Section C&D: Other & Foreign Expenses - Pg 3

Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense
**User to enter Coding & \$ Amounts				

NOTE: These fields do not automatically fill for Section C & D

TOTAL REIMBURSEMENT

Total Section B	\$826.40
Total Section C&D	
Less Cash Advance	
TOTAL CLAIM	\$826.40

SECTION F: AUTHORIZATION

I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.

I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.

I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise reasonable and supporting analysis is provided above.

Travel, Hospitality and Working Session Expenses Policy - Document# 1122

I, by signing this form, attest that I am compliant to all the above statements.

Employee Signature:

Date:

March 27, 2014

I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.

I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.

I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise reasonable and supporting analysis is provided above.

Approved claim form with receipts should be sent by the co-ordinator directly to Accounts Payable for processing.

Approved By (PRINT ONLY):

Deborah Rhodes

DOFA Level:

Position #

Phone:

Ext:

I, by signing this form, attest that I am compliant to all the above statements.

Signature:

Deborah Rhodes

Title:

VP Corp Services & CFO

Date:

I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.

I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.

I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise reasonable and supporting analysis is provided above.

Approved By (PRINT ONLY):

DOFA Level:

Position #

Phone #

Ext:

I, by signing this form, attest that I am compliant to all the above statements.

Signature:

Title:

Date:

Health and personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(1) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program.

EXPENSE CLAIM DETAILS

Enter Finance Coding		101 0005 71130000000	Emp # (E-People)				Page 2A							
If expenses incurred are for multiple FC's please use pages 2B, 2C, 2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, DO NOT separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.														
SECTION B: TRAVEL EXPENSES			NOTE: If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C											
Select from dropdown (column Prov) where expenses were incurred (Out of N.America = Intert) Ensure separate lines are used for claim items that differ in Province, US and Out of North America.				Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this column, Further Explanation is REQUIRED in the "Rationale is Required" section on this page										
Date dd-mm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended (if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.America where expenses incurred?	What is travel related to?	Cost Effective Method Used? Y/N	Meal (Allowance OR Receipt)		If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)		
					Meal Allowance		Meal with Receipt		Airfare				Hotel	Taxi
					Meal Type with value	Allowance	Meal Type	with receipt						
18-Feb-14	NICU event - Southport to ACH return <i>Parking</i>		N/A	Yes							\$38.00	✓	44.00	
20-Feb-14	Lunch with M. Osinick, Alberta Cancer Foundation		Meeting	Yes			L	\$53.73	✓				40.00	
3-Mar-14	Meeting with John Larson re engagement - Southport to DT Calgary return		Meeting	Yes									26.00	
11-Mar-14	Home to YYC return - Executive meeting in Edmonton <i>Parking @ YYC</i>		Meeting	Yes	BD-\$29.95	\$29.95					\$25.20	✓	68.00	
17-Mar-14	CEO & our agent in Edmonton - mileage home to YYC return <i>Parking @ YYC</i>		N/A	Yes	A-\$41.55	\$41.55					\$50.40	✓	66.00	
24-Mar-14	Travel to Edmonton for Executive Meeting and 2 interviews for potential staff members		Meeting	Yes	LD-\$32.35	\$32.35				\$148.90	✓		311.00	
25-Mar-14	Return mileage from Edmonton to Calgary												311.00	
SUBTOTALS						\$103.85		\$53.73		\$148.90	\$83.60		Total Kms 864.00	
MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle → details of travel location to & from must be included above under the purpose of travel column Rates applicable \$0.606 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement					Enter \$0.606 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)				\$0.505					
					Mileage \$				\$436.32					
					Travel \$ Subtotal				\$390.08					
					Auto fills on page 1 - TOTAL TRAVEL \$				\$826.40					
Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3														
Rationale is Required for expenses that are not Cost Effective (Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)														

RECEIPT ALBERTA CHILDREN'S HOSPITAL

RECEIPT
ENTRY TIME: 18:21:14 09:06
EXIT TIME: 18:21:14 10:46
PARK-DUR.: 01:25:00
AMOUNT: 8.40
KIND OF PAYMENT: VISA
[REDACTED]



RECEIPT GST NO. R122556194

EXIT No. 45
IN: 23/11/14 05:27
OUT: 23/11/14 17:37
DURATION: 0 12: 10
PAID: \$ 25.20
(GST INCLUDED)
VISA
[REDACTED]

THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

Parking @ airport
Edmonton mtgs

REDWATER STADIUM
1535 UXBIDGE DRIVE NW
CALGARY AB

CARD [REDACTED]
CARD TV [REDACTED]
DATE 2014/02/20
TIME 6711 13:30:00
SERVER ID [REDACTED]
CHECK # [REDACTED]
TABLE # [REDACTED]
RECEIPT NUMBER [REDACTED]

CHASE
JUNT \$48.
\$10.
TOTAL

\$53.75

A
00000031010
F00074F000042
0000000-E800
7400E25EDAF0900
000000000-F300

APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

11 FEB 11 11:11
COP

detailed
receipt missing
attestation
attached.

Thank to Myka Osinchuk
AB Cancer Foundation

- Kate Seibert, Trn
- Sprack Seibert, RFFA

April 14, 2014

I hereby attest that on February 20, 2014 I incurred an expense of \$53.73 at a business lunch with Myka Osinchuk, Vice President, Alberta Cancer Foundation.

Although the detailed receipt for this lunch has been misplaced, no alcohol was ordered.

A handwritten signature in black ink, appearing to read 'Colleen Turner', with a long horizontal flourish extending to the right.

Colleen Turner

VP, Community Engagement & Communications

RECEIPT
GST NO. R122556194

EXIT No. A1
IN: 03/17/14 05:09
OUT: 03/18/14 17:07
DURATION: 1 11: 58
PAID: \$ 52.48
(GST INCLUDED)
VISA



THANK YOU FOR
YOUR VISIT

Calgary International Airport Parking

New CEO Announcement
Edmonton

MATRIX

Mr. Collins, Turner

Canada

Room Number:

Arrival Date: 03-24-14

Departure Date: 03-25-14

Page No: 1 of 1

Continuation No:

INFORMATION INVOICE

Info No:

03-25-14

Date	Description	Charges	Credits
03-24-14	Room Service	22.90	
03-24-14	Room Revenue	150.00	
03-24-14	Destination Marketing Fee - 3%	4.17	
03-24-14	Tourism Levy - 4%	5.73	
Total		176.80	0.00

Balance

176.80

- 77.90

198.90 ✓

Signature:

I agree that my liability for all charges involved and agree to be held responsible in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #R123456789 RT 001

1-Night

Accommodation

- Edmonton Int'ls

Instruction:

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

TURNER, COLLEEN	VICE PRESIDENT	Billing Reporting Period:	20/03/2014
Cardholder's Name	Cardholder's Position/Title	Total Statement Amount:	\$2,046.79
COMMUNICATIONS	SOUTHPORT TOWER	Last 6 digits of the P-Card #:	[REDACTED]
Cardholder's Dept	Cardholder's Site/Location		
COLLEEN.TURNER@ALBERTAHEALTHSERVICES.CA			
Cardholder's e-mail address			

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description	
19/01/2014	343570345	YELLOW CAB, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43	✓	Taxi Fare - Airport to Edm Gen - Staff mtgs	①
19/02/2014	343570345	YELLOW CAB, LIMOUSINES AND TAXICABS	69.00	CAD	69.00	3.28	✓	Taxi Fare - Edm General to Airport	②
27/03/2014	343570347	JOBTARGET LLC, EMPLOYMENT AGENCIES, TEMPORARY HELP SERVICES	235.90	USD	269.27	.00	✓	ABC job ad for Community Engagement Lead	③
07/03/2014	345392091	AIR CAN 0142131900085, AIR CANADA	587.21	CAD	587.21	.00	✓	March 11 - Travel to Edmonton for ELT meeting	④
11/03/2014	34563851	YELLOW CAB, LIMOUSINES AND TAXICABS	55.00	CAD	55.00	2.82	✓	March 11 travel from downtown Edmonton to YEG	⑤
12/03/2014	345774076	PRESTIGE TRANSPORTATION, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43	✓	ELT meeting, taxi from airport	⑥
16/03/2014	346087393	AIR CAN 0142132230600, AIR CANADA	232.18	CAD	232.18	.00	✓	March 17 travel to Edmonton for announcement of new CEO	⑦
17/03/2014	346204753	AIR CAN 0142131282862, AIR CANADA	440.96	CAD	440.96	.00	✓	YEG to YYC - announcement of new CEO	⑧
18/03/2014	346294752	YELLOW CAB, LIMOUSINES AND TAXICABS	57.20	CAD	57.20	2.72	✓	Downtown to YEG - announcement of new CEO	⑨
20/03/2014	346294750	MATRIX HOTEL, LODGING HOTELS, MOTELS, RESORTS	189.70	CAD	189.70	9.03	✓	Announcement of new CEO	⑩
20/03/2014	346294751	MATRIX HOTEL, LODGING HOTELS, MOTELS, RESORTS	3.15	CAD	3.15	.15	✓	1 Night Hotel Announcement of new CEO - meal to be refunded	⑪

by personal check.

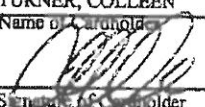
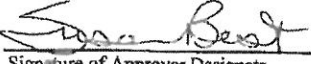
AHS.pdf

RUN DATE: 03/21/2014

Proprietary and Confidential
Powered by BMO Spend & Payment Solutions



C
Cardholder St

Signatures	
Cardholder Designate (if Applicable)	
By signing this statement	
<ul style="list-style-type: none"> I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate 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	
<ul style="list-style-type: none"> I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and expenses being claimed are in compliance with such policy. I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. A personal cheque for any personal expenses inadvised charged is attached. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis provided. 	
TURNER, COLLEEN Name of Cardholder	VICE PRESIDENT, Cardholder Position/Title
 Signature of Cardholder	March 26, 2014 Date of Signature
Approver Designate (if Applicable)	
By signing this statement	
<ul style="list-style-type: none"> I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and expenses being claimed are in compliance with such policy. I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvised charged has been obtained. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis provided. 	
Susan Best Name of Approver Designate	Exec. Assistant Approver Designate Position/Title
 Signature of Approver Designate	April 17, 2014 Date of Signature

Approver

By signing this statement

- I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and expenses being claimed are in compliance with such policy.
- I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses charged has been obtained.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis provided.

Deborah Rhodes

Name of Approver

VP Corp Services & CFO (Acting)

Approver Position/Title

Deborah Rhodes

Signature of Approver

April 21/14

Date of Signature

Submit approved statement with attachments to Accounts Payable:

Attach:

- Original (or scanned) itemized receipts with documented business reasons including names of participants where required
- 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
- Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason.

Address:

Alberta Health Serv
Accounts Payable
7th Street Plaza
10th Floor, North T
Edmonton, AB T5J

Accounts Payable only:

Reference #:

Reviewed by:

Date:

A11K/nd

RUN DATE: 03/21/2014

Proprietary and Confidential
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[illegible]

Taxi fare:
Airport to Edm Gen
- staff mtg.
Feb-19, 2014

2

Taxi fare
Edm Gen. to Airport

VELOCITY 386
10135 31 AGENCY MM
EDMONTON AB T8H-102
788-462-3456

Very Tel: [REDACTED]
Fax: [REDACTED]
E-MAIL: [REDACTED]
Op. [REDACTED]
Card No. [REDACTED]

APPROVED

AMOUNT CAD\$59.00 ✓

06% ON LINE AT EDMONTON.CA
THANK YOU FOR BEING OUR GUEST

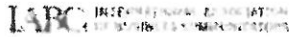
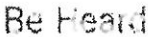
86T 100403070

Date: 2013/02/19 Time: 14:07:52
Ref: [REDACTED]

CUSTOMER COPY

00

Executive Director Position
P Card / Colleen

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GO



MEMBERS ONLY
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My Recruiting Account
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jobs

Employers / Recruiters

Welcome to the IABC Job Centre
The IABC Job Centre is the definitive career resource for the communication profession, serving job seekers and employers in all industries and communication functions.

Employer/Recruiter Section

[Post a Job](#)
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[Search Resumes](#)

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[My Jobs](#)
[Resume Bank](#)
[My Candidates](#)
[My Company](#)
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[Jobs Home](#)

Welcome Colleen Turner - [log out](#)

Your order has been completed and a receipt emailed to you. It may take up to 30 minutes to receive the receipt.

[Click here](#) to return to your account.

International Association of Business Communicators (IABC) site map





JobTarget

RECEIPT

PURCHASER INFO

Alberta Health Services

Canary Islands
Attn: Colleen Turner

ORDER #

DATE

02/21/14

IO / PO #

--

AMOUNT PAID

USD 235.00

PURCHASED BY

Colleen Turner

colleen.turner@albertahealthservices.ca

PRODUCT	DESCRIPTION	AMOUNT
MAKE YOUR JOB ONE OF THE FIRST SEEN BY JOBSEEKERS FOR 45 DAYS Job Posting - Web	International Association of Business Communicators (IABC) (paid - creditcard) Job Name: Executive Director, Internal Communications Job Title: Executive Director, Internal Communications	USD 235.00

3

SUBTOTAL	USD 235.00
TAXES	USD 0.00
TOTAL PAID	USD 235.00
AMOUNT DUE	USD 0.00

= \$269.27 CAN

✓

Booking Reference: [REDACTED]

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

Main Contact:

Ms Colleen A Turner

Mobile: [REDACTED]

Home: [REDACTED]

Work: [REDACTED]

Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

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.

Customer Care

Air Canada

1-888-247-2262

**Flight Arrivals and
Departures**

1-888-422-7533

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8170 ¹	Calgary (YYC) Tue 11-Mar 2014 06:00	Edmonton, Edmonton Int'l (YEG) Tue 11-Mar 2014 06:59	0	0hr59	DH3	Flex, V	
AC8151 ¹	Edmonton, Edmonton Int'l (YEG) Tue 11-Mar 2014 16:00	Calgary (YYC) Tue 11-Mar 2014 16:48	0	0hr48	DH4	Flex, M	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Colleen A Turner, Adult (16+), Ticket Number [REDACTED]

Air Canada -
Aeroplan:

Meal Preference: **None**

Payment Card:

Special Needs: **None**

Seat Selection: **AC8170 5D, AC8151 13D**

Return
airfare
Calg → Edm →
Calg.

Purchase Summary**Fare Summary**

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Flex</u>	169.00
Return Flight - <u>Flex</u>	297.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	27.96
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	587.21
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$587.21

④

LouAnn Williams

From: LouAnn Williams on behalf of Colleen Turner
Sent: March 07, 2014 1:50 PM
To: LouAnn Williams
Subject: FW: Air Canada - 11-Mar: Calgary - Edmonton (booking ref: [REDACTED]) - seat selected

From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: March 07, 2014 13:46
To: Colleen Turner
Subject: Air Canada - 11-Mar: Calgary - Edmonton (booking ref: [REDACTED]) seat selected

***** 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.



Hotels in Edmonton

Book a hotel

Hotels provided by WWTMS.

Why book your hotel stay at aircanada.com?

- **Lowest price** guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com



**SAVE on car rentals, shows,
activities and more.**

Go to My Travel Planner



Need a car in Edmonton? Great rates and additional Aeroplan Miles.

AVIS  **Budget**

Booking Information

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$587.21**

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

Air Canada: \$587.21 (Airfare - per ticket)

Ticket number(s) [REDACTED]

enRoute City Guide

Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...

[Read the complete guide](#)

What do you think of our new City Guide feature?

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - **Flex**

Return Flight Edmonton (YEG) To Calgary (YYC) - **Flex**

- **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.
 - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). 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.
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Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Departing Flight : Calgary (YYC) To Edmonton (YEG) - **Flex**

Return Flight : Edmonton (YEG) To Calgary (YYC) - **Flex**

	1st bag:	2nd bag:
Regular Baggage Allowance	Complimentary	\$20.00 CAD + taxes* per direction
	Max. weight per bag: 23 kg (50 lb) Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel. Please note that checked baggage fees may be assessed a second time if your itinerary includes a stopover lasting more than 24 hours.

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Important Information

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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.

[Check-in and boarding times](#)



**Best Airline in
North America**
four years in a row



YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456

5

Term Id: [REDACTED]
Item # [REDACTED]
MasterCard
PURCHASE
Op Id: [REDACTED]
Card #: [REDACTED]

AID: A0000500041010

APPROVAL: 0

AMOUNT	CAD\$50.00
TIP	CAD\$5.00
=====	
TOTAL	CAD\$55.00

✓

Taxi - Downtown Edm
to Airport

Ref. #: [REDACTED]
Auth. #: [REDACTED]
Resp. Code: 00
TVR: 4000000000
TSI: E000

BOOK ON LINE AT EDMONTON.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2014/03/11 Time: [REDACTED]
Response: AUTH [REDACTED]

P

COLLEEN TURNER.
March 11/2014.
SSP > EIA.

PRESTIGE TRANSPORTATION
18125 31 Avenue NW
Edmonton AB T6H-1C2
708-463-5000

Term Id: 4582412509440
Tlen: [REDACTED]
H/C: [REDACTED]
Op Id: [REDACTED]
Card #: [REDACTED]

APPROVED

AMOUNT CAD\$72.00 ✓

Ref. #: [REDACTED]
Auth. #: [REDACTED]
Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 862104769

Date: [REDACTED]
Response: AUTH [REDACTED]

CUSTOMER COPY

Receipt is for
taxi fare on March 11/14
although date on
receipt is March 13 -
attached is explanation

⑥

6

Susan Best

From: LouAnn Williams
Sent: Thursday, April 17, 2014 12:30 PM
To: Susan Best
Subject: FW: Receipt for Colleen Turner

Will this work?

LouAnn

From: tobias tobias [mailto: [REDACTED]]
Sent: April 17, 2014 12:17
To: LouAnn Williams
Subject: Re: Receipt for Colleen Turner

Hi LouAnn,

Please note that the payment for March 11 was put through on March 13. I have hand written on top, so that you are aware of which trip (date, destination) the payment is for (There shouldn't be any additional charges gone other than that for March 11.) Please let me know if this clears your confusions.

You can always contact me if there are any concerns.

Tobias



Need a car in Edmonton? Great rates and additional Aeroplan Miles.

AVIS Budget

Booking Information

Booking Reference: [REDACTED]

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

Main Contact:

Ms Colleen A Turner

colleen.turner@albertahealthservices.ca

Mobile: [REDACTED]

Home: [REDACTED]

Work: [REDACTED]

Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

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.

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

Announcement of new CEO in Edmonton

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8170 ¹	Calgary (YYC) Mon 17-Mar 2014 06:00	Edmonton, Edmonton Int'l (YEG) Mon 17-Mar 2014 06:59	0	0hr59	DH3	Flex, V	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Colleen A Turner : Adult (16+), Ticket Number: [REDACTED]

Air Canada - [REDACTED]

Meal Preference : None

Aeroplan : [REDACTED]

Payment Card: [REDACTED]

Special Needs: None

Seat Selection: [REDACTED]

None

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Departing Flight - Flex

172.00

Surcharges

12.00

Taxes, Fees and Charges

Canada Airport Improvement Fee

30.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

11.06

Air Travellers Security Charge (ATSC)

7.12

Total airfare and taxes before options (per passenger)

232.18

Number of passengers

1

Travel Insurance (declined)

0.00

Grand Total - Canadian dollars

\$232.18

Airfare for flight Calg -> Edm

(7)

Payment Information

LouAnn Williams

From: Colleen Turner
Sent: March 16, 2014 10:26 AM
To: LouAnn Williams; Kathy Board
Subject: Fwd: Air Canada - 17-Mar; Calgary - Edmonton (booking ref: [REDACTED])

Follow Up Flag: Follow up
Flag Status: Flagged

This is on my Pcard. Just FYI.
Cancelling matrix for tonight. (Just so you know I did that.)
C

Begin forwarded message:

From: Air Canada <confirmation@aircanada.ca>
Date: March 16, 2014 at 10:21:10 AM MDT
To: Colleen Turner <Colleen.Turner@albertahealthservices.ca>
Subject: Air Canada - 17-Mar; Calgary - Edmonton (booking ref: [REDACTED])

***** 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.



Hotels in Edmonton

From (per night)

\$109 CAD

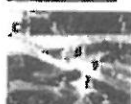


BEST WESTERN
Cedar Park Inn:

★★★★

From (per night)

\$239 CAD



Delta Edmonton
Centre Suite Hotel:

★★★★

From (per night)

\$170 CAD



Varscona Hotel on
Whyte:

★★★★

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- Aeroplan Mile offer exclusive to aircanada.com

Hotels provided by WWTMS.



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activities and more.**

[Go to My Travel Planner](#)

Credit/Debit Card [REDACTED] - Amount paid: **\$232.18**

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

Air Canada: \$232.18 (Airfare - per ticket)

Ticket number(s) [REDACTED]

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - **Flex**

- **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.
 - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). 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.
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Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Departing Flight : Calgary (YYC) To Edmonton (YEG) - Flex

Regular Baggage
Allowance

1st bag:
Complimentary

2nd bag:
\$20.00 CAD

+ taxes* per direction

Max. weight per bag: 23 kg (50 lb)
Max. linear dimensions per bag: 158 cm (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

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Important Information

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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.

Check-in and boarding times

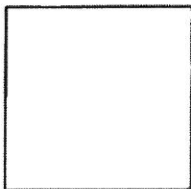


Fly Carbon Neutral. Offset your portion of this flight's CO₂ emissions.
[Offset now](#) | [Learn more](#)



**Best Airline in
North America
four years in a row**





☐ Upgrade to a higher level of comfort with Star Alliance Upgrade Awards.

☐ Need a car in Calgary? Great rates and additional Aeroplan Miles.

Booking Information

Booking Reference:

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

Main Contact:

Ms Colleen A Turner
colleen.turner@albertahealthservices.ca

Mobile:

Home:

Work:

Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

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.

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

Return trip
Edm to Calg.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8151 ¹	Edmonton, Edmonton Int'l (YEG) Tue 18-Mar 2014 16:00	Calgary (YYC) Tue 18-Mar 2014 16:48	0	0hr48	DH4	Latitude, B	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Colleen A Turner : Adult (16+), Ticket Number

Air Canada -

Aeroplan :

Payment Card:

Seat Selection: **AC8151 8C**

Meal Preference : **None**

Special Needs: **None**

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Departing Flight - **Latitude**

375.00

Surcharges

12.00

Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	20.96
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	440.08
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$440.08

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$440.08**

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

Air Canada: \$440.08 (Airfare - per ticket)

Ticket number(s) [REDACTED]

Fare Rules

Departing Flight Edmonton (YEG) To Calgary (YYC) - Latitude

- **Changes:**
 - Changes are permitted and a change fee does not apply.
 - Your total ticket price may increase if changes are made and the original fare you booked is no longer available, or if you call Air Canada Reservations, who may not have access to the original fare. Advance purchase may apply.
 - Lower Latitude fares may be available only at aircanada.com for selected flights and dates. **Any changes not completed on aircanada.com may result in a higher Latitude fare** than would otherwise be available.
 - **Same-day standby** is permitted at no charge.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **fully refundable** and **non-transferable**.
Partially used tickets may be submitted for a refund assessment. The refund will be calculated as follows: actual fare paid minus the value of the portion of the journey that has been flown.
 - **Cancellations** can be made up to 45 minutes prior to departure.
- **Complimentary Preferred Seat and advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Within Continental North America, a complimentary snack selection will be offered on most short haul flights between 1.5 and 2 hours (does not apply to Air Canada Express flights operated by Jazz); and a complimentary snack and sandwich selection will be offered on most flights of more than 2 hours (sandwich selection is not offered on Air Canada Express flights operated by Jazz).
- Flights operated by Air Canada: earn 125% Aeroplan Miles (Altitude Qualifying Miles).

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	1st bag:	2nd bag:
Regular Baggage Allowance	Complimentary	\$20.00 CAD
		+ taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

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☐ **Fly Carbon Neutral.** Offset your portion of this flight's CO₂ emissions.
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--	--

9

YELLOW CAB
10133 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456

Term ID: 45624124782158

Item

MasterCard

PURCHASE

Op Id:

Card N

ATC: A0000000041818

APPROVED

AMOUNT CAD\$52.00

TIP CAD\$5.20

TOTAL CAD\$57.20



Ref. N

Auth. N

Resp. Code: 00

TUR: 4000005000

TSI: E800

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2014/03/18 Time: 14:50:28

Response: AUTH

Downtown to Airport

MATRIX HOTEL

Ms Colleen Turner

Room Number: [REDACTED]

Arrival Date: 03-17-14

Departure Date: 03-18-14

Page No: 1 of 1

Confirmation No [REDACTED]

INFORMATION INVOICE

Folio No: [REDACTED]

03-21-14

Date	Description	Charges	Credits
03-17-14	Room Service	36.80	
03-17-14	Room Service	-36.80	
03-17-14	Room Service	40.80	
03-17-14	Room Revenue	139.00	
03-17-14	Destination Marketing Fee - 3%	4.17	
03-17-14	Tourism Levy - 4%	5.73	
03-18-14	Mastercard		189.70
03-18-14	Refreshment Centre - Snickers	3.15	
03-18-14	Mastercard		3.15
Total		192.85	192.85
Balance		0.00	

- detailed receipt attached →

11

189.70 to be refunded by cheq. 3.15 from C. Turner

192.85
- 3.15
189.70

10

Signature: _____

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. G.S.T. #86634 4302 RT 0001

One night accomod in Edm to attend announcement of new AHS CEO

Matrix Hotel
10640-106 Avenue
GST # 866344302

9 IN ROOM 5 WILSON

Check [REDACTED] Guests: 1

03/17/2014 05:31PM

1	HOUSE SALAD	12.25
1	*add salmon	8.75
1	FRUIT PLATE	7.25
	Delivery Charge	2.00
	Grat 17%	4.80
	Room Charge	40.00
	0915	
	0915/TURNER	

Subtotal	28.25
G.S.T.	1.75
Service Chrg	6.00
Payment	36.00
Change Due	\$4.00

----- Check Closed -----
03/17/2014 05:56:16PM

40.80

(10)

Detailed receipt
for Room Service
@matrix