

Official Administrator and Executive Expense Report

Name Susan McGillivray
Title Acting Vice President, People
Location Edmonton
 Expenses submitted during the month of February 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)
Feb-14	Expense Claim	Meetings & Membership Fees	1,110	23		242	1,375	368		53
Total			\$ 1,110	\$ 23	\$ -	\$ 242	\$ 1,375	\$ 368	\$ -	\$ 53

Total for the Month \$ 1,796

Maximum meal expense claimed in the month \$ 12
 Maximum daily hotel rate claimed in the month \$ -
 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 Employer # (E-People)

Name: SUSAN MCGILLIVRAY

Location: Focus Bldg., Edmonton

Dept: People

DOFA Level:

Position (Title):

Acting Vice President

Employee # (E-People):

(if applicable)

Union:

Business Phone #

Ext:

Expense Date From:

1-Feb-14

To

28-Feb-14

Travel Period from:

5-Feb-14

To

20-Feb-14

Out-of-Province Travel No

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY →

Project Number

Expenditure Organization

Project Task Number

Expenditure Type

Total - Section B: Travel - Pg 2

Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense
2A	101	0005	71120400008	1375.67
2B				
2C				
2D				
				1375.67

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
101	0005	71120400008	66020000	\$367.50
101	0005	71120400008	41090000	52.49
				419.99

**User to enter Coding & \$ Amounts

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

TOTAL REIMBURSEMENT

Total Section B	1375.67
Total Section C&D	419.99
Less Cash Advance	
TOTAL CLAIM	\$ 1795.66

SECTION F: AUTHORIZATION

I attest that I have read and understood the "Travel, Hospitality and Working Session Expense Policy" (1122) of Alberta Health Services and certify compliance with its provisions.

I attest the expenses outlined in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or any other employee from Alberta Health Services or any other organization.

I attest that expenses outlined in this claim have been incurred by me or my authorized representative in a timely manner and in compliance with the Travel, Hospitality and Working Session Expense Policy.

Travel, Hospitality and Working Session Expense Policy Document 1122

I, signing this form, attest that I am employed by Alberta Health Services.

Employee Signature:

[Signature]

Date: 6-Mar-14

I attest that the expenses outlined in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or any other employee from Alberta Health Services or any other organization.

I attest that expenses outlined in this claim have been incurred by me or my authorized representative in a timely manner and in compliance with the Travel, Hospitality and Working Session Expense Policy.

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

Approved By (PRINT ONLY): Deb Rhodes

DOFA Level

Position #

Phone #

Ext

Signature:

[Signature]

Title: Acting CFO

Date:

March 28/14

Approved By (PRINT ONLY):

DOFA Level

Position #

Phone #

Ext

Signature:

Title

Date

Health and Personal Information on this form is collected by AHS under the authority of section 2C(b) of the Health Information Act (HIA) and sections 35(-) and 12(-) of the Freedom of Information and Protection of Privacy Act (FIPPA), respectively, for the purpose of administering AHS Policies to Pay program.

EXPENSE CLAIM DETAILS

Enter Finance Coding

101 0005

71120400008

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 = Inter)
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.Amer 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								
5-Feb-14	Special meeting of HRAC in Calgary + change fee	AB	Meeting	Yes					\$116.55		\$60.00					
12-Feb-14	Meetings in Calgary with Official Administrator	AB	Meeting	Yes	L-\$11.60	\$11.60			\$538.91		59.0	\$23.00				
20-Feb-14	Meetings in Calgary with Official Administrator	AB	Meeting	Yes	L-\$11.60	\$11.60			\$454.91		\$100.00					
SUBTOTALS									\$23.20			\$1,110.37		219.0	\$23.00	Total Kms

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 \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement
(see Mileage details to the left)

Mileage \$

Travel \$ Subtotal 1375.67

Auto fills on page 1 - TOTAL TRAVEL \$ 1375.67

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)

EXPENSE CLAIM DETAILS

If NOT claiming any expenses in Sections C or D, this page does NOT have to be submitted.

SECTION C: OTHER EXPENSES					Emp # (E-People)		Page 3			
<p>• Expenses to be claimed in this section include but are not limited to: <u>Hospitality & Hosting</u>, <u>Working Sessions</u>, <u>Relocation</u>, <u>Continuing Education</u>, <u>Business Insurance</u>, and <u>Miscellaneous Expense</u>.</p> <p>→ If expenses are for <u>travel, gas, etc.</u>, go to <u>Section B on pg 2</u>.</p> <p>• ALL "OTHER" expenses listed below MUST have a <u>secondary expense code indicated</u>!</p> <p>***Subtotal "Other Expenses" for each functional centre separately and enter each subtotal into column "Section C Total" on page 1 Section E***</p>										
Date dd-mm-yy	Business Reason for Expense - Detailed Description Required (include who attended-(if meal/hospitality), why expense was required, what expense was and pertaining to and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Finance Coding			Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this column or the amount being claimed exceeds the Policy limit stated in "Appendix A", Further Explanation is REQUIRED in the "Rationale is Required" section on this page					
		Bal Unit	Location	Functional Centre	Secondary Expense eg. 41000000 (8 characters)	Cost Effective Method Used? Y/N	Continuing Education Select type from dropdown menu (if applicable)	GST is ON till slip/receipt, enter total amount in this column WITH GST	GST is NOT on till slip/receipt, enter total amount in this column	TOTAL OTHER \$
27-Feb-14	HRIA Membership Renewal	101	0005	71120400008	66020000	Yes		\$367.50		\$367.50
12-Feb-14	Charger for iPhone	101	0005	71120400008	41090000	Yes		52.49		52.49

SECTION D: FOREIGN CURRENCY										
<p>ONLY ENTER IN THIS SECTION IF AMOUNT NOT CONVERTED INTO CDN \$ (conversion not indicated on receipt/statement)</p> <p>If foreign currency has been converted to CDN \$ on your receipt, enter expense in CDN \$ in either Section B or C as applicable.</p>										
Please click on the following link for the Bank of Canada exchange rate using the date of expense		Bank of Canada Currency Converter		Select foreign country in 'From cell', and Canadian Dollar in 'To cell'; Enter date of expense in both date cells then select convert which will give the exchange rate - enter this amount in exchange rate column						
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	Finance Coding			Secondary Expense eg. 41000000 (8 characters)	Cost Effective Method Used? Y/N	Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this column or the amount being claimed exceeds the Policy limit stated in "Appendix A", Further Explanation is REQUIRED in the "Rationale is Required" section on this page			
		Bal Unit	Location	Functional Centre			Foreign Currency Amount	Currency Type	Exchange Rate	Canadian Value

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)

Expenses Paid (Retain a copy for your records)

Do not include amounts paid by Alberta Health Services or reimbursed / reimbursable by another organization

Janice Kuzyk

From: susan mcgillivray [REDACTED]
Sent: Sunday, February 02, 2014 8:00 PM
To: Janice Kuzyk
Cc: Debbie Benkovich
Subject: Fwd: Air Canada - 05-Feb: Edmonton - Calgary (booking ref: [REDACTED]) - booking modified


Susan

Begin forwarded message:

*SPECIAL MEETING OF the Human
Resources Advisory Committee (HRAC)
Air Fare Edmonton - Calgary - Edmonton*

From: Air Canada <confirmation@aircanada.ca>
Date: February 2, 2014 at 7:58:59 PM MST
To: [REDACTED]
Subject: Air Canada - 05-Feb: Edmonton - Calgary (booking ref: [REDACTED]) - 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.



Need a car in Calgary? 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 Susan McGillivray

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
AC8133 ¹	Edmonton, Edmonton Int'l (YEG) Wed 05-Feb 2014 07:00	Calgary (YYC) Wed 05-Feb 2014 07:53	0	0hr53	DH3	Flex, G	
AC8156 ¹	Calgary (YYC) Wed 05-Feb 2014 17:30	Edmonton, Edmonton Int'l (YEG) Wed 05-Feb 2014 18:23	0	0hr53	DH4	Flex, W	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Susan McGillivray : Adult (16+), Ticket Number: [REDACTED]

Air Canada - [REDACTED]

Meal Preference : Regular

Aeroplan : [REDACTED]

Payment Card: [REDACTED]

Special Needs: None

Seat Selection: AC8133 2A , AC8156 3C

Additional charges and/or refund summary

	Additional charges
Passenger Type	Adult
Air Transportation Charges	
Airfare (includes Surcharges)	61.00
Taxes, Fees and Charges	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	3.05
Total Additional Fare	64.05
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	1
Grand Total - Canadian dollars	\$116.55

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: \$116.55

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

Air Canada: \$64.05 (Airfare)

Air Canada: \$52.50 (Change Fee per ticket)

Ticket number(s): [REDACTED]

enRoute City Guide

ASSOCIATED CAB CO. LTD.
387 - 41 AVE NE (483) 299-1111
INSIST ON THE PROFESSIONALS

SPECIAL Meeting of
The HRAE - Feb. 5/14

DATE: 2014/02/05
PICK-UP TIME: 09:13
DROP-OFF TIME: 09:38
TRIP ID: 0
LOCATION: 073000-45024103707
CAR NUMBER: [REDACTED]
CARD TYPE: [REDACTED]
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

Taxi from Calgary Airport
to Southport Tower

FARE (\$): 55.00
EXTRA (\$): 0.00
SUBTTL (\$): 55.00

TIP (\$): 5.00

TOTAL (\$): 60.00

SIGNATURE: _____

Cab from airport to
Southport Tower

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY

Janice Kuzyk

From: susan mcgillivray [REDACTED]
Sent: Tuesday, February 11, 2014 5:18 AM
To: Janice Kuzyk
Subject: Fwd: Air Canada - 12-Feb: Edmonton - Calgary (booking ref: [REDACTED])

For my trip to Calgary for a meeting with the Official Administrator and another meeting re physician compensation.

Susan

*Meeting with Official Administrator
Airfare Edmonton-Calgary-Edmonton*

Begin forwarded message:

From: Air Canada <confirmation@aircanada.ca>
Date: February 11, 2014 at 5:09:20 AM MST
To: [REDACTED]
Subject: Air Canada - 12-Feb: Edmonton - Calgary (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 Calgary

Why book your hotel stay at aircanada.com?

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

Hotels provided by WWINS.



SAVE on car rentals, shows, activities and more.

[Go to My Travel Planner](#)



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

AVIS  **Budget**

Booking Information

Booking Reference: [REDACTED]

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

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

Main Contact:

Ms Susan McGillivray

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.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8171 ¹	Edmonton, Edmonton Int'l (YEG) Wed 12-Feb 2014 07:30	Calgary (YYC) Wed 12-Feb 2014 08:23	0	0hr53	DH3	Flex, W	
AC8225 ¹	Calgary (YYC) Wed 12-Feb 2014 19:30	Edmonton, Edmonton Int'l (YEG) Wed 12-Feb 2014 20:23	0	0hr53	DH3	Flex, U	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Susan McGillivray : Adult (16+), Ticket Number: [REDACTED]

Air Canada -

Aeroplan : [REDACTED]

Payment Card: [REDACTED]

Seat Selection:

None

Meal Preference : None

Special Needs: None

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	169.00
Return Flight - Flex	251.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	25.66
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	538.91
Number of passengers	1
Travel Insurance (declined)	0.00

Grand Total - Canadian dollars

\$538.91

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$538.91**

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

Air Canada: \$538.91 (Airfare - per ticket)

Ticket number(s) [REDACTED]

enRoute City Guide

Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...

▶ [Read the complete guide](#)

What do you think of our new City Guide feature?

*my*RESTAURANTS *my*ENTERTAINMENT

*my*HOTELS



*my*enRoute
ENROUTE.AIRCANADA.COM

Fare Rules

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

Return 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.
- Customers who **no-show** their flight will forfeit the fare paid.

Meetings in Calgary with Official Administrator
 re: Senior Leadership Compensation and Physician Compensation
 Feb. 12/14

Charger for iPhone

Taxi - Calgary Airport to Southport

Parking at Edmonton Airport

S7281
 AIRWAY CALGARY INTERNATIONAL AIRPORT
 2000 AIRPORT ROAD NORTH EAST - D41K02 CON A

CALGARY, AB [REDACTED]
 Contact Email: [REDACTED]
 Phone: [REDACTED] Terminal: [REDACTED]
 Date: 02/12/2014 Transaction: [REDACTED]
 Time: 18:21 Receipt #: [REDACTED]
 Tax #: 8951/8747 R10002 Associate: [REDACTED]

Comments:

ITEM/UPC	QTY	Unit \$	Ext. \$
RE SUVEI CHARGER WITH 4 LIGHTNING CABLE BLACK 7:28068906224	1	49.99	49.99 G

SUBTOTAL : 49.99

GST (5) 5.000 2 50

L. TAX : 2.50

TOTAL : 52.49

Paid:

Payment Credit 52.49

Total Savings: 0.00

Total Items :1

ASSOCIATED CAB ALTA LTD
 391 - 41 AVE NE (483) 299-1111
 INSIST ON THE PROFESSIONALS

DATE: 2014/02/12
 PICK-UP TIME: 08:00
 DROP-OFF TIME: 08:00
 TRIP ID:
 LOCATION:
 CAR NUMBER:
 CARD TYPE:
 CARD:
 EXPIRY:
 AUTH:

FARE (\$): 54.00
 EXTRA (\$): 0.00
 SUBTTL (\$): 54.00

TIP (\$): 5.00

59.00

TOTAL (\$):

SIGNATURE:
 Calgary airport to Southport
 Tower
 FOR ONLINE TAX BOOKING
 001 00101111 ASSOCIATED CAB

GST# [REDACTED]
 Edmonton Airports
 Can-T5J 2T2 Edmonton
 Tax CodeCA5%
 POF 1st 02/12/2014 22:44
 Receipt [REDACTED]

Short-term parking tkt
 HL - No. 004424
 12/02/14 06:47 -
 13/02/14 06:46 -
 Period 1d0h0'
 (Tax) \$23.00
 Total \$23.00

Payment Received [REDACTED] \$23.00

Type: Swiped
 Sub Total \$21.90
 Tax 5% 1.10

Janice Kuzyk

From: susan mcgillivray [REDACTED]
Sent: Wednesday, February 19, 2014 7:13 AM
To: Janice Kuzyk
Subject: Fwd: Air Canada - 20-Feb: Edmonton - Calgary (booking ref: [REDACTED])

Susan

Begin forwarded message:

.. Meeting with Official Administrator
in Calgary re: Pensions
.. Meeting with Gerard Stang and Ryan Dimitriou
regarding HK issues

From: Air Canada <confirmation@aircanada.ca>

Date: February 19, 2014 at 6:51:16 AM MST

To: [REDACTED]

Subject: Air Canada - 20-Feb: Edmonton - Calgary (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 Calgary

Why book your hotel stay at aircanada.com?

Hotels provided by WWTMS.

- **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 Calgary?](#) Great rates and additional Aeroplan Miles.

AVIS  Budget

Booking Information

Booking Reference: [REDACTED]

Customer Care
Air Canada

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

Main Contact:

Ms Susan McGillivray

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.

1-888-247-2262

Flight Arrivals and
Departures

1-888-422-7533

* Can my booking be changed online?

Flight Itinerary

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AC8154 ¹	Calgary (YYC) Thu 20-Feb 2014 17:00	Edmonton, Edmonton Int'l (YEG) Thu 20-Feb 2014 17:53	0	0hr53	DH3	Flex, W	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Susan McGillivray : Adult (16+), Ticket Number:

Air Canada -

Aeroplane:

Payment Card:

Seat Selection:

Meal Preference: None

Special Needs: None

None

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	170.00
Return Flight - Flex	170.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.66
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	454.91
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$454.91

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: \$454.91

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


Air Canada: \$454.91 (Airfare - per ticket)

Ticket number(s): [REDACTED]

enRoute City Guide

Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...

 [Read the complete guide](#)

What do you think of our new City Guide feature?

myRESTAURANTS myENTERTAINMENT

myHOTELS



myenRoute
ENROUTE.AIRCANADA.COM

Fare Rules

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

Return 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.
 - 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.

Various Meeting with Official Administrator
in Calgary

From INT AIR PORT
To 10 SOUTH 10 9 AVE
Time 6:23 PM
Date 20/02/14
Trip Amount 40
Driver Name [Signature]
Car Number 911
GST 804 678 217

Taxi from Airport to
9 Ave Southland Drive

PRESTIGE 0000
CABS

780.462.4444

GST# _____
Date: Feb. 20 2014 Amount: 60
Driver: _____ Car#: _____
From: 7147 54/ 100
To: AIRPORT

10135-31 Avenue, Edmonton, AB T6N 1C2



Taxi from 54 Ave
to Calgary Airport

HRIA**PURCHASE RECEIPT**

McGillivray, Susan

Invoice Number: [REDACTED]

Invoice Date: 2/27/2014

Order Information

Order Date: 1/11/2014

Order Number: [REDACTED]

Product Information

Product Name	Price	Qty	Cost
Certified Renewal Dues	\$350.00	1	\$350.00
			Subtotal (CAD): \$350.00
			GST (5%): \$17.50
			Total (CAD): \$367.50
			Balance Due (CAD): \$0.00

Payment Information

Total Payment (CAD)	Applied to Order	Payment Date	Type
\$367.50	\$367.50	2/27/2014 1:34PM	Credit Card (CC#): [REDACTED] Credit Card Type: Visa Authorization Code: [REDACTED] Response Code: [REDACTED] ISO Code: 01

2014 Membership Renewal

DUES INVOICE
2014 MEMBERSHIP

HRIA

INVOICE: # [REDACTED]
February 10, 2014

Susan McGillivray
[REDACTED]
[REDACTED]

To: Susan McGillivray

101-0005-71120400008-66020000

Certified Member Renewal Dues	\$317.00
CCHRA	\$33.00
PLUS: 5% GST	\$17.50
Total Amount	\$367.50
Balance	\$367.50

Payment is due on receipt of this invoice.

Please note that a late fee of \$50 plus tax will be applied to any renewals paid after February 28th. In addition, as per HRIA by-laws, membership will be suspended if dues are unpaid after 60 days.

Payment Process

Step 1 - **Login** to your member profile from www.hria.ca

Step 2 - Enter your **User Name** and **Password**

Step 3 - Click the **Dues Renewal** link on the right side of the page under Order History

Payment can be provided by:

- *Credit card - enter the information online on our secure portal and print your receipt.*
- *Cheque - please include your name and order number with your cheque and allow ten days for mail and payment processing before printing your online receipt.*

G.S.T. REGISTRATION # 13483 0389 RT0001

HUMAN RESOURCES INSTITUTE OF ALBERTA
