

Official Administrator and Executive Expense Report

Name Brenda Huband
Title VP & Chief Health Operations Officer Central & Southern Alberta
Location Calgary
 Expenses submitted during the month of August 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)
Aug-14	P-Card	Meetings	2,265		814	423	3,502			
Aug-14	Expense Claim	Meetings		113		150	263			
Total			\$ 2,265	\$ 113	\$ 814	\$ 573	\$ 3,765	\$ -	\$ -	\$ -

Total for the Month \$ 3,765

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 145
 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

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	VP/CHIEF HEALTH OPERATIONS Cardholder's Position/Title	Billing Reporting Period: 20/08/2014
HEALTH OPERATIONS CENTRAL & Cardholder's Dept	SOUTHPORT Cardholder's Site/Location	Total Statement Amount: \$3,501.77
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
21/07/2014	1	PRESTIGE TRANSPORTATIO. LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		.00Taxi from YEG to Westin
21/07/2014	2	PRESTIGE TRANSPORTATIO. LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		.00Taxi SSP to YEG
21/07/2014	3	AIR CAN 0142136924780, AIR CANADA	234.28	CAD	234.28	.00		.00Mtg 1:1 Deb Gordon; Colleen Turner, Perf Agree Align; Exec Comm; ACCA; Capital Projects
22/07/2014	4	THE WESTIN EDMONTON, WESTIN HOTELS	162.79	CAD	162.79	17.79		.00Exec Comm; Perf Rev L. Procuak
22/07/2014	5	PRESTIGE TRANSPORTATIO. LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		.00Taxi YEG to Westin
22/07/2014	6	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	54.60	CAD	54.60	2.60		.00Prkg - Exec Comm; Perf Rev L. Procuak
25/07/2014	7	AIR CAN 0142137091124, AIR CANADA	431.81	CAD	431.81	.00		.00Mtg 1:1 Deb Gordon; C. Turner; Perf Agree Align; Exec Comm; North-South Dyad
28/07/2014	8	AIR CAN 0142137173039, AIR CANADA	431.81	CAD	431.81	.00		.00Mtg Exec Comm; V. Kaminski & P. Polton
29/07/2014	9	THE WESTIN EDMONTON, WESTIN HOTELS	162.79	CAD	162.79	17.79		.00Hotel-1:1 Deb G.; Perf Agree Align; Exec Comm; ACCA; Capital Projects
30/07/2014	10	AIR CAN 0142137261436, AIR CANADA	457.01	CAD	457.01	.00		.00Mtg Exec Comm & V. Kaminski
30/07/2014	11	AIR CAN 0142137261436, AIR CANADA	52.50	CAD	52.50	.00		.00Fit modified to accomm earlier mtgs
30/07/2014	12	THE WESTIN EDMONTON, WESTIN HOTELS	162.79	CAD	162.79	17.79		.00Hotel mtgs Exec Comm; 1:1 D. Gordon; Perf Agree; Emerg Issues; ACCA
30/07/2014	13	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	55.10	CAD	55.10	3.10		.00Prkg mtgs D. Gordon; Perf Agree; Exec Comm; Emerg Issues; ACCA; Cap Proj.
31/07/2014	14	AIR CAN 0142137296338, AIR CANADA	443.36	CAD	443.36	.00		.00Fit - Exec Comm
05/08/2014	15	THE WESTIN EDMONTON, WESTIN HOTELS	162.79	CAD	162.79	17.79		.00Hotel mtgs D. Gordon; Exec Comm; Verna Y. & Deb G.
05/08/2014	16	AIR CAN 0142137450321, AIR CANADA	52.50	CAD	52.50	.00		.00Fit modified for earlier fit
05/08/2014	16	AIR CAN 0142137450321, AIR CANADA	31.50	CAD	31.50	.00		.00Fit modified for earlier fit
05/08/2014	17	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	32.59	CAD	32.59	1.58		.00Prkg mtgs Exec Comm; Verna Y. & Deb G. & R. Collings
08/08/2014	18	AIR CAN 0142137578415, AIR CANADA	12.60	CAD	12.60	.00		.00Fit modified for earlier fit
08/08/2014	18	AIR CAN 0142137578415, AIR CANADA	52.50	CAD	52.50	.00		.00Fit modified for earlier fit
12/08/2014	19	THE WESTIN EDMONTON, WESTIN HOTELS	162.79	CAD	162.79	17.79		.00Hotel mtgs Deb G.; Exec Comm; Dyad Mtg; TCC Deb G. & P. Colquhoun
12/08/2014	20	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	54.60	CAD	54.60	2.60		.00Prkg mtgs D. Gordon; & TCC D. Gordon & P. Colquhoun
13/08/2014	21	AIR CAN 0142137736465, AIR CANADA	12.60	CAD	12.60	.00		.00Fit modified for earlier fit

13/08/2014	061147915 <i>21</i>	AIR CAN 0142137736465, AIR CANADA	52.50	CAD	e	52.50	.00	.00	fit modified for earlier fit
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Signatures

Cardholder Designate (if Applicable)

By signing this statement

- 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 Policies, Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre.

Kerry Pace
Name of Cardholder Designate

Exec Admin.
Cardholder Designate Position/Title

Kerry Pace
Signature of Cardholder Designate

Aug 29/14.
Date of Signature

Cardholder

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 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. A personal cheque for any personal expenses inadvertently 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 is provided.

HUBAND, BRENDA
Name of Cardholder

VP/CHIEF HEALTH OPERATIONS
Cardholder Position/Title

Brenda Huband
Signature of Cardholder

2014 Aug 29
Date of Signature

Approver Designate (if Applicable)

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 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 the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently 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 is provided.

Name of Approver Designate

Approver Designate Position/Title

Signature of Approver Designate

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 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 the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently 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 is provided.

Name of Approver

Approver Position/Title

Deborah Rhodes
Signature of Approver

Acting CFO
Sept 11/14
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 Services
Accounts Payable
7th Street Plaza
10th Floor, North Tower, 10030-107 Street
Edmonton, AB T5J 3E4

Accounts Payable only:

Reference #:

Reviewed by:

Date:

July 22/14

②

BRENDA HUBAND
July 22 2014

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6N-1C2
780-463-5000

Term Id: 4502412509440
Item # [REDACTED]
N/C PURCHASE
Op Id: 114995
Card #: [REDACTED]

APPROVED
AMOUNT CAD\$72.00

Ref. #: [REDACTED]
Auth. #: [REDACTED]
Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 862184769

Date: 2014/07/21 Time: 05:00:44
Response: AUTH [REDACTED]

CUSTOMER COPY

Jaxi
SIP to JEG ✓

①

BRENDA HUBAND
July 21/14
EIA WESTIN

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6N-1C2
780-463-5000

Term Id: 4502412509440
Item # [REDACTED]
N/C PURCHASE
Op Id: 114995
Card #: [REDACTED]

APPROVED
AMOUNT CAD\$72.00

Ref. #: [REDACTED]
Auth. #: [REDACTED]
Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 862184769

Date: 2014/07/21 Time: 04:58:40
Response: AUTH [REDACTED]

CUSTOMER COPY

Jaxi = Airport
to Westin ✓

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.

3



- 1:1 Det Gordon
 - Colleen Turner
 - Prof. Agre Align

AIR CANADA

Booking Information

Booking Reference: [Redacted]

Customer Care

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

Air Canada
 1-888-247-2262

Main Contact:

Mrs Brenda Huband
 brenda.huband@albertahealthservices.ca
 Mobile: [Redacted]
 Work: [Redacted]

Flight Arrivals and Departures
 1-888-422-7533

- Exec Comm
 - ACCA
 - Capital Projects

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8156 ¹	Calgary (YYC) Mon 28-Jul 2014 18:00	Edmonton, Edmonton Int'l (YEG) Mon 28-Jul 2014 18:48	0	0hr48	CRJ	Flex, V	

away

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: [Redacted]

Air Canada - Aeroplan [Redacted] Meal Preference: None
 Payment Card: [Redacted] Special Needs: None
 Seat Selection: AC8156 10F

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	174.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	11.16
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	234.28
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$234.28

Payment Information

Credit/Debit Card [Redacted] Amount paid: \$234.28
 The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$234.28 (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.

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



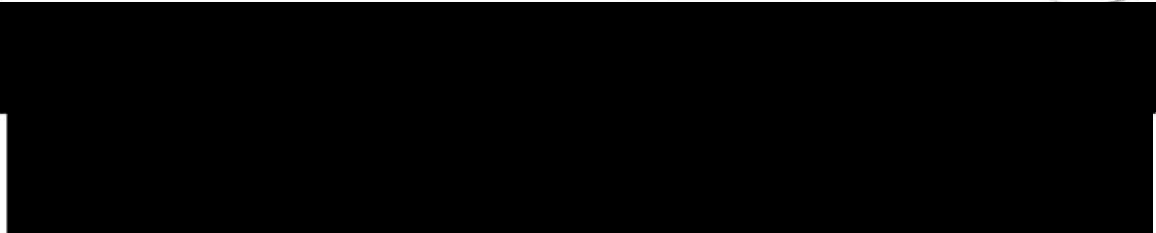
Huband, Brenda
 Page Number 1
 Guest Number [REDACTED]
 Folio ID A
 No. Of Guest 1
 Room Number [REDACTED]
 Invoice

Invoice Nbr [REDACTED]
 Arrive Date 07-21-2014 19:29
 Depart Date 07-22-2014 06:49
 Agent [REDACTED]

Date	Reference	Description	Charges	Credits
07-21-2014	[REDACTED]	Room Charge	\$145.00	
07-21-2014	[REDACTED]	GST	\$7.47	
07-21-2014	[REDACTED]	DMF	\$4.35	
07-21-2014	[REDACTED]	Tourism Levy	\$5.97	
07-22-2014	MC	Mastercard		\$-162.79
		** Total	\$162.79	\$-162.79
		** Balance	\$0.00	

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
07-21-2014	\$145.00	\$7.47	\$5.97	\$0.00	\$0.00	\$4.35	\$162.79	\$0.00
07-22-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-162.79
Total	\$145.00	\$7.47	\$5.97	\$0.00	\$0.00	\$4.35	\$162.79	\$-162.79



tell us about your stay. www.westin.com/reviews

FIND CLARITY, BOOST HAPPINESS - Like a gym membership for your mind,
 Headspace gives you simple tools to feel happier, work smarter and sleep better.
 Get some Headspace at westin.com/headspace

- Exec Comm.
 - Perf. Rev L. Prociuk

5

BRENDA HUBAND
July 21/2014
EAT WESTIN

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6H-1C2
780-463-5000

Term Id: 4502412509440
Item # [REDACTED]
M/C PURCHASE
Op Id: 114995
Card #: [REDACTED]

APPROVED

AMOUNT CAD\$72.00

Ref. #: [REDACTED]
Auth. #: [REDACTED]

Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 862184769

Date: 2014/07/21 Issue: 11:51:00
Response: AUTH ([REDACTED])

CUSTOMER COPY

Jaxi - Airport to Westin

✓

(6)

- Exec Comm.
- L. Prociuk Prof Rev.

CALGARY AIRPORT
AUTHORITY

STATION C50
IN: 07/21/14 16:24
OUT: 07/22/14 20:00
PAID: \$ 54.60
(GST INCLUDED)
GST No. 122556194
MASTERCARD

REF.

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

Kerry Pace

#431.81

- 111 New London
- Colleen Turner
- Prof. Agnee Align
- Exec. Comm
- North-South Flyer

7

From: Brenda Huband
 Sent: July 25, 2014 8:23 AM
 To: Kerry Pace
 Subject: Fw: Air Canada - 11-Aug: Calgary - Edmonton (booking ref: [REDACTED] - seat selected)

From: Air Canada [mailto:confirmation@aircanada.ca]
 Sent: Friday, July 25, 2014 08:21 AM Mountain Standard Time
 To: Brenda Huband
 Subject: Air Canada - 11-Aug: 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.



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:
 Mrs Brenda Huband
 brenda.huband@albertahealthservices.ca
 Mobile: [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
AC8148 ¹	Calgary (YYC) Mon 11-Aug 2014	Edmonton, Edmonton Int'l	0	0hr50	DH4	Flex, G	

	14:30	(YEG)	Mon 11-Aug 2014				
			15:20				
AC8153 ¹	Edmonton, Edmonton Int'l (YEG)	Calgary (YYC)	Tue 12-Aug 2014	0	0hr49	DH4	Flex, G
	Tue 12-Aug 2014	18:00	18:49				

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: [REDACTED]

Air Canada - [REDACTED] Meal Preference: **None**

Aeroplan : [REDACTED]

Payment Card: [REDACTED] Special Needs: **None**

Seat Selection: AC8148 **12F**, AC8153 **12F**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Flex</u>	162.00
Return Flight - <u>Flex</u>	151.00
<u>Surcharges</u>	24.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	20.56
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	431.81
Number of passengers	1
Travel Insurance (declined)	0.00

Grand Total - Canadian dollars **\$431.81**

Payment Information

Credit/Debit Card [REDACTED] amount paid: **\$431.81**
 The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$431.81 (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

*Exec Lorna
- Mtg V Kinnick
+ P Pekon*

Your booking is confirmed. Booking reference: [REDACTED]

An email booking confirmation has been sent to: brenda.huband@albertahealthservices.ca.
Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Mrs Brenda Huband

Flight	From	To	Departure	Arrival
AC8134	Calgary (YYC)	Edmonton (YEG)	08:30 Mon 18-Aug 2014	09:20 Mon 18-Aug 2014
AC8169	Edmonton (YEG)	Calgary (YYC)	17:00 Tue 19-Aug 2014	17:52 Tue 19-Aug 2014

Airfare	337.00
Options	0.00
Taxes, fees and charges	94.81
Travel Insurance	Purchase Travel Insurance
Grand Total	\$431.81
Canadian dollars	

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



Booking Information



Booking Reference: [REDACTED]
Electronic Ticketing confirmed. This is your official itinerary/receipt.
Main Contact:
Mrs Brenda Huband
brenda.huband@albertahealthservices.ca
Mobile: [REDACTED]
Work: [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
AC8134 ¹	Calgary (YYC) Mon 18-Aug 2014 08:30	Edmonton, Edmonton Int'l (YEG) Mon 18-Aug 2014 09:20	0	0hr50	DH4	Flex, G	
AC8169 ²	Edmonton, Edmonton Int'l (YEG) Tue 19-Aug 2014 17:00	Calgary (YYC) Tue 19-Aug 2014 17:52	0	0hr52	DH3	Flex, G	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: [REDACTED]
Air Canada - Aeroplan : [REDACTED]
Payment Card: [REDACTED]
Seat Selection: AC8134 12F , AC8169 9F
Meal Preference: None
Special Needs: None

Purchase Summary

Fare Summary

Total charge for 1 adult	
Air Transportation Charges	
Departing Flight (Flex) (including surcharges)	174.00
Return Flight (Flex) (including surcharges)	163.00

	0.00
Fees and Charges	94.81
fare Charge	431.81
Insurance (declined)	0.00
Grand Total - Canadian dollars	\$431.81

Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$431.81**
 The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$431.81 (Airfare - per ticket)

Ticket number(s) [REDACTED]

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.
- 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.

- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

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	
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

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

WESTIN
 HOTELS & RESORTS

9

Huband, Brenda Page Number [REDACTED] Invoice Nbr [REDACTED]
 [REDACTED] Guest Number [REDACTED] Arrive Date 07-29-2014 08:00
 [REDACTED] Folio ID A Depart Date 07-30-2014 06:10
 [REDACTED] No. Of Guest 1 Agent [REDACTED]
 [REDACTED] Room Number [REDACTED]
 Invoice

Date	Reference	Description	Charges	Credits
07-29-2014	[REDACTED]	Room Charge	\$145.00	
07-29-2014	[REDACTED]	GST	\$7.47	
07-29-2014	[REDACTED]	DMF	\$4.35	
07-29-2014	[REDACTED]	Tourism Levy	\$5.97	
07-30-2014	MC	Mastercard		\$-162.79
		** Total	\$162.79	\$-162.79
		** Balance	\$0.00	

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
07-29-2014	\$145.00	\$7.47	\$5.97	\$0.00	\$0.00	\$4.35	\$162.79	\$0.00
07-30-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-162.79
Total	\$145.00	\$7.47	\$5.97	\$0.00	\$0.00	\$4.35	\$162.79	\$-162.79

[REDACTED]

[REDACTED]

Tell us about your stay. www.westin.com/reviews

FUEL YOUR BODY - It's easy to maintain a healthy lifestyle on the road. Our extensive SuperFoodsRx(TM) menu features nutrient-rich, delicious dishes that fuel your body and give you the focused energy you need. Discover dishes to supercharge your day at westin.com/eatwell

- 1:1 Herb G.
- Perf. Agreement
- TCC A. Taylor
- Toxic Comm.
- ACC A
- Capital Projects

Kerry Pace

\$451.01

- Exec Comm. (10)
- 2:1 Vickie K.

From: Brenda Huband
Sent: July 30, 2014 11:14 AM
To: Kerry Pace
Subject: Fw: Air Canada - 04-Aug: Calgary - Edmonton (booking ref: [REDACTED]) - seat selected

From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: Wednesday, July 30, 2014 11:00 AM Mountain Standard Time
To: Brenda Huband
Subject: Air Canada - 04-Aug: 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.



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:
Mrs Brenda Huband
brenda.huband@albertahealthservices.ca
Mobile: [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
AC8164 ¹	Calgary (YYC) Mon 04-Aug 2014	Edmonton, Edmonton Int'l	0	0hr51	DH3	Flex, V	

19:30	(YEG) Mon 04-Aug 2014 20:21				
8171 ¹	Edmonton, Edmonton Int'l (YEG) Tue 05-Aug 2014 19:00	Calgary (YYC) Tue 05-Aug 2014 19:52	0	0hr52	DH3 Flex, W

ated by:
Canada Express - Jazz

Sender Information

Mrs Brenda Huband : Adult (16+), Ticket Number: [REDACTED]	
Canada - [REDACTED]	Meal Preference : None
oplan : [REDACTED]	
ment Card: [REDACTED]	Special Needs: None
t Selection: AC8164 11D , AC8171 9F	

Chase Summary

Summary	Adult
enger Type	
Transportation Charges	
arting Flight - Flex	174.00
irn Flight - Flex	163.00
harges	24.00
Fees, Fees and Charges	
ada Airport Improvement Fee	60.00
ada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.76
ravellers Security Charge (ATSC)	14.25
il airfare and taxes before options (per passenger)	457.01
iber of passengers	1
el Insurance (declined)	0.00
nd Total - Canadian dollars	\$457.01

Payment Information

edit/Debit Card [REDACTED] amount paid: \$457.01
 following charges (tax inclusive) will appear on your credit or debit card statement:

Canada: \$457.01 (Airfare - per ticket)

cket number(s): [REDACTED]

Route City Guide

Edmonton

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

[Read the complete guide](#)

#2d.0

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.



11

Booking Information



Booking Reference: [REDACTED]

Customer Care

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

Air Canada
1-888-247-2262

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

Flight Arrivals and Departures
1-888-422-7533

*Changed jet to accom
earlier mtgs.
- Exec Comm
- 2:1 Vickie*

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8164 ¹	Calgary (YYC) Mon 04-Aug 2014 19:30	Edmonton, Edmonton Int'l (YEG) Mon 04-Aug 2014 20:21	0	0hr51	DH3	Flex, V	
AC8153 ¹	Edmonton, Edmonton Int'l (YEG) Tue 05-Aug 2014 18:00	Calgary (YYC) Tue 05-Aug 2014 18:49	0	0hr49	DH4	Flex, W	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: [REDACTED]

Air Canada - Aeroplan : [REDACTED] Meal Preference: **Regular**
Payment Card: [REDACTED] Special Needs: **None**
Seat Selection: AC8164 11D , AC8153 12F

Additional charges and/or refund summary

Passenger Type	Additional charges
	Adult
Air Transportation Charges	
Airfare (Includes Surcharges)	0.00
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	1
Grand Total - Canadian dollars	\$52.50

Payment Information
Credit/Debit Card [REDACTED] amount paid: **\$52.50**
The following charges (tax inclusive) will appear on your credit or debit card statement:
• Air Canada: \$52.50 (Change Fee per ticket)

Ticket number(s) [REDACTED]

Fare Rules

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

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

- Exec. Comm. - to merge issue
 - 1:1 deb. - ACCA
 - Perf. Agreement
WESTIN
 HOTELS & RESORTS
 (12)

Huband, Brenda
 Page Number [redacted] Invoice Nbr [redacted]
 Guest Number [redacted] Arrive Date 07-28-2014 19:46
 Folio ID A Depart Date 07-29-2014 07:59
 No. Of Guest 1 Agent [redacted]
 Room Number [redacted]
 invoice

Date	Reference	Description	Charges	Credits
07-28-2014	[redacted]	Room Charge	\$145.00	
07-28-2014	[redacted]	GST	\$7.47	
07-28-2014	[redacted]	DMF	\$4.35	
07-28-2014	[redacted]	Tourism Levy	\$5.97	
07-29-2014	MC	Mastercard		\$-162.79
		** Total	\$162.79	\$-162.79
		** Balance	\$0.00	

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
07-28-2014	\$145.00	\$7.47	\$5.97	\$0.00	\$0.00	\$4.35	\$162.79	\$0.00
07-29-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-162.79
Total	\$145.00	\$7.47	\$5.97	\$0.00	\$0.00	\$4.35	\$162.79	\$-162.79

[redacted]

[redacted]

Tell us about your stay. www.westin.com/reviews

KIDS EAT WELL AT WESTIN - Discover kids' meals that are as delicious as they are nutritious with the Westin Eat Well Menu for Kids, developed with Superchefs(TM) to make kids and parents happy. Learn more at westin.com/eatwell

- Staff Scheduling
- 1:1 Francois B.
- Capital Projects
- Comp. Adjust

- 1:1 Det Gordon
- Perf. Agreement
- TCC A. Taylor
- Exec Comm.
- Emerg. Issues
- ACC A

13

RECEIPT
GST NO. R122556194

CALGARY AIRPORT
AUTHORITY

STATION [REDACTED]
IN: 07/28/14 15:44
OUT: 07/30/14 16:22
PAID: \$ 65.10
(GST INCLUDED)
GST No. 122556194
MASTERCARD



YOU HAVE 15 Min.
TO EXIT
THANK YOU FOR

\$444.36

(14)

- Exec Comm

Kerry Pace

From: Brenda Huband
Sent: July 31, 2014 7:58 AM
To: Kerry Pace
Subject: FW: Air Canada - 25-Aug: Calgary - Edmonton (booking ref [redacted] seat selected

Brenda Huband
Vice President & Chief Health Operations Officer, Central & Southern Alberta



From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: July 31, 2014 7:55
To: Brenda Huband
Subject: Air Canada - 25-Aug: 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.



Booking Information

Booking Reference: [redacted]	Customer Care Air Canada 1-888-247-2262 Flight Arrivals and
Electronic Ticketing confirmed. This is your official	

/receipt.
 Contact:
 Brenda Huband
 b.huband@albertahealthservices.ca
 Mobile: [REDACTED]
 Work: [REDACTED]

Departures
 1-888-422-7533

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
AC8148 ¹	Calgary (YYC) Mon 25-Aug 2014 14:30	Edmonton, Edmonton Int'l (YEG) Mon 25-Aug 2014 15:20	0	0hr50	DH4	Flex, W	
AC8153 ¹	Edmonton, Edmonton Int'l (YEG) Tue 26-Aug 2014 18:00	Calgary (YYC) Tue 26-Aug 2014 18:49	0	0hr49	DH4	Flex, G	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: [REDACTED]
 Air Canada - [REDACTED] Meal Preference: **None**
 Aeroplan : [REDACTED]
 Payment Card: [REDACTED] Special Needs: **None**
 Seat Selection: AC8148 **12F** , AC8153 **12F**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	173.00
Return Flight - Flex	151.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.11
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	443.36
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$443.36

Information

Debit Card [REDACTED] Amount paid: **\$443.36**
Following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$443.36 (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](#)

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.
 - 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.
- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Allowance and Fees

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



15

Huband, Brenda Page Number [Redacted] Invoice Nbr [Redacted]
 [Redacted] Guest Number [Redacted] Arrive Date 08-04-2014 21:13
 [Redacted] Folio ID [Redacted] Depart Date 08-05-2014 05:40
 [Redacted] No. Of Guest 1 Agent [Redacted]
 [Redacted] Room Number [Redacted]

Duplicate Invoice

Date	Reference	Description	Charges	Credits
08-04-2014	[Redacted]	Room Charge	\$145.00	
08-04-2014	[Redacted]	GST	\$7.47	
08-04-2014	[Redacted]	DMF	\$4.35	
08-04-2014	[Redacted]	Tourism Levy	\$5.97	
08-05-2014	MC	Mastercard		\$-162.79
		** Total	\$162.79	\$-162.79
		** Balance	\$0.00	

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
08-04-2014	\$145.00	\$7.47	\$5.97	\$0.00	\$0.00	\$4.35	\$162.79	\$0.00
08-05-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-162.79
Total	\$145.00	\$7.47	\$5.97	\$0.00	\$0.00	\$4.35	\$162.79	\$-162.79

[Redacted]

[Redacted]

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BETTER BALANCE - The soothing scent of White Tea revitalizes and uplifts from the moment you step through our doors. Enhance any environment by taking our signature scent home with you. Learn more at westin.com/store

- 1:1 Det Gordon
 - Exec Comm.
 - Mtg - Verna + Det

\$52.50 ✓
\$31.50

16

AIR CANADA 

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

*Modified for
earlier flight.*

Main Contact Information

Booking reference 

Name: Mrs Brenda Huband
E-mail: BRENDA.HUBAND@ALBERTAHEALTHSERVICES.CA
Form of payment: 

Customer Care
Air Canada Reservations
1-888-247-2262
Air Canada Flight Information
1-888-422-7533




International Reservations

Alert me of flight changes
Flight notification

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8151	Edmonton International (YEG)	Calgary (YYC)	DH4	Q	Confirmed
<i>Operated by:</i>	Tue 05-Aug 2014	Tue 05-Aug 2014			
<i>Air Canada Express-Jazz</i>	16:00	16:49			

Passenger Information

Name: Mrs Brenda Huband
Frequent Flyer Pgm: 
Passenger 1
Ticket number: 
Program number: 

Purchase Summary

Passenger: 1 Ticket number 

Date of issue
Fare Amount in Canadian dollars:
(including navigational & other charges)

05-Aug 2014
391.00

*- 1:1 Det Gordon
- Exec Comm.
- Mtg @ Verna + Det*

Taxes, Fees & Charges

Canada Goods and Services Tax (GST/HST #10009-2287) (XG) 1.50
 Combined Taxes *see fare calculation below (XT) PD

Total Fare in Canadian dollars: 31.50A

Options

Change fee in Canadian dollars 50.00
 Canada Goods and Services Tax (GST/HST #10009-2287) (XG) 2.50
 Ticket particularities:
 AC ONLY/NON-REF/CHGE FEE

*Fare calculation:

05AUG14YYC AC YEA Q12.00R174.00AC YYC Q12.00R193.00CAD391.00

END ROE1.00 PD14.25CA21.76XG60.00SQ

Canadian tax registration numbers:

XG Canada Goods and Service Tax (GST) #10009-2287

RC Canada Harmonized Sales Tax (HST) #10009-2287

XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Important Information & Conditions

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](#) and [US Secure Flight Program](#) US Secure Flight Program for important information on documents and identification required for travel.

Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via www.aircanada.com/insurance or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of the United States can purchase travel insurance from CSA Travel Protection via www.aircanada.com/us/en/insurance or by calling 1-866-473-3315. To make sure you get the best possible protection, purchase insurance prior to your departure.

Comments, Compliments and Complaints

Would you like to comment on a past travel experience? Your comments, compliments and complaints will help us improve the services we offer. Send us an e-mail (aircanada.com/customerrelations) or write to us at: Air Canada - Customer Relations, PO Box 64239, RPO Thorncliffe, Calgary, AB, Canada T2K 6J7.

- TCC e Verna + Delo G. + Kutta Kollin.
- Exec Comm.

17

RECEIPT
GST NO. R122556194

CALGARY AIRPORT
AUTHORITY

STATION C50
IN: 08/04/14 17:21
OUT: 08/05/14 17:28
PAID: \$ 32.55
(GST INCLUDED)
GST No. 122556194
MASTERCARD



YOU HAVE 15 Min.
TO EXIT
THANK YOU FOR

Calgary International Airport Parkade

(18)

\$12.60 + \$52.50

\$65.10

Kerry Pace

From: Brenda Huband
Sent: August 08, 2014 10:46 AM
To: Kerry Pace
Subject: FW: Air Canada - 11-Aug: Calgary - Edmonton (booking ref: [redacted] booking modified)

- to accomm earlier time

Brenda Huband
Vice President & Chief Health Operations Officer, Central & Southern Alberta



From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: August 08, 2014 10:45
To: Brenda Huband
Subject: Air Canada - 11-Aug: Calgary - Edmonton (booking ref: [redacted] booking modified)

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



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.



Booking Information

Booking Reference: [redacted] Customer Care
Air Canada
1-888-247-2262

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

Main Contact:

Mrs Brenda Huband
brenda.huband@albertahealthservices.ca
Mobile: [REDACTED]
Work: [REDACTED]

Flight Arrivals and Departures

1-888-422-7533

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
AC8156 ¹	Calgary (YYC) Mon 11-Aug 2014 18:00	Edmonton, Edmonton Int'l (YEG) Mon 11-Aug 2014 18:48	0	0hr48	CRJ	Flex, V	
AC8153 ¹	Edmonton, Edmonton Int'l (YEG) Tue 12-Aug 2014 18:00	Calgary (YYC) Tue 12-Aug 2014 18:49	0	0hr49	DH4	Flex, G	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: [REDACTED]

Air Canada -
Aeroplan :

Meal Preference : **Regular**

Payment Card:

Special Needs: **None**

Seat Selection:

AC8156 12F , AC8153 12F

Additional charges and/or refund summary

	Additional charges
Passenger Type	Adult
Air Transportation Charges	
Airfare (includes Surcharges)	12.00
Taxes, Fees and Charges	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.60
Total Additional Fare	12.60
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	\$65.10

Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$65.10**

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

Air Canada: \$12.60 (Airfare)

Air Canada: \$52.50 (Change Fee 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](#)

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.
 - 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.
- Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Allowance and Fees

19

- 1,1 New E.
- TCC & Deb H. P. Colquhoun
re VP search
- Exec. Comm
- North South Royal Mtg.

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

Brenda Huband

[Redacted]

Page Number : [Redacted]
Guest Number: [Redacted]
Folio ID : A
No. Of Guest: 1
Room Number : [Redacted]
Room Rate : 145.00
Club Account: [Redacted]

Invoice Nbr: [Redacted]
Arrive Date: 11-AUG-14 13:02
Depart Date: 12-AUG-14 06:08

Email: BRENDA.HUBAND@ALBERTAHEAL
THSERVICES.CA

Tax Invoice

Tax ID: 815461330RT0001
The Westin Edmonton 12-AUG-14 06:08 SUFISAK

Date	Reference	Description	Charges	Credits
11-AUG-14	[Redacted]	Room Charge	145.00	
11-AUG-14	[Redacted]	GST	7.47	
11-AUG-14	[Redacted]	DMF	4.35	
11-AUG-14	[Redacted]	Tourism Levy	5.97	
12-AUG-14	[Redacted]	Mastercard		-162.79
		** Total	162.79	-162.79
		*** Balance	0.00	

REST EASY - Nothing recharges mind and body like sound sleep. Experience superior rest at home with the Westin Heavenly(R) Bed, a revitalizing retreat for the sleep of your dreams. Learn more at westin.com/store

[Redacted]

Continued on the next page

- 1.1 Aleb Gordon
- TCC - Det. Pam Colquhoun
re VP search

20

RECEIPT
GST NO. R122556194

CALGARY AIRPORT
AUTHORITY
RECEIPT C50

[REDACTED]
(Ticket Number)

STATION C50

IN: 08/11/14 16:01

OUT: 08/12/14 18:59

PAID: \$ 54.60 GST IN

GST NO. 1222556194

MASTERCARD
[REDACTED]

YOU HAVE 15 MIN.

Calgary International Airport Parkade

Kerry Pace

\$52.50 \$12.60

\$65.10

(2)

From: Brenda Huband
Sent: August 13, 2014 10:32 AM
To: Kerry Pace; Rosalie Krause
Subject: FW: Air Canada - 17-Aug: Calgary - Edmonton (booking ref: [redacted] booking modified)

-accommodate earlier flt.

FYI

Brenda Huband
Vice President & Chief Health Operations Officer, Central & Southern Alberta



From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: August 13, 2014 10:16
To: Brenda Huband
Subject: Air Canada - 17-Aug: Calgary - Edmonton (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.



Booking Information

Booking Reference: [redacted]

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

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

Main Contact:
 Mrs Brenda Huband
 brenda.huband@albertahealthservices.ca
 Mobil [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
AC8156 ¹	Calgary (YYC) Sun 17-Aug 2014 18:00	Edmonton, Edmonton Int'l (YEG) Sun 17-Aug 2014 18:48	0	0hr48	CRJ	Flex, V	
AC8169 ¹	Edmonton, Edmonton Int'l (YEG) Tue 19-Aug 2014 17:00	Calgary (YYC) Tue 19-Aug 2014 17:52	0	0hr52	DH3	Flex, G	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband - Adult (16+) - Ticket Number: [REDACTED]	
Air Canada - Aeroplan : [REDACTED]	Meal Preference : Regular
Payment Card: [REDACTED]	Special Needs: None
Seat Selection: AC8156 9F , AC8169 9F	

Additional charges and/or refund summary

	Additional charges
Passenger Type	Adult
Air Transportation Charges	
Airfare (includes Surcharges)	12.00
Taxes, Fees and Charges	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.60
Total Additional Fare	12.60
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	\$65.10

Payment Information

Credit/Debit Card xxx xxx xxx 1574 Amount paid: \$65.10

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

Air Canada: \$12.60 (Airfare)

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

Ticket number(s) XXXXXXXXXX

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](#)

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.
 - 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.
- Up to 24 hours after the purchase of a [new ticket](#), Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our [Baggage Guide](#).

Sept 11 2014



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-Aug-14 To 31-Aug-14
 Travel Period from: 1-Aug-14 To 31-Aug-14
 Out-of-Province Travel

Name: Brenda Huband Position (Title): VP & Chief Health Ops Officer - Central & Southern AB
 Location: [Redacted] Dept: Admin DOFA Level: [Redacted] Union: Business Phone #: [Redacted] 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					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT		
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense	Total Section B	Total Section C&D	
2A	101	0767	71205000206	\$244.35	101	0767	71205000206	62310000		\$263.54		
2B	101	0767	71205000206	\$19.19								
2C												
2D												
				\$263.54							TOTAL CLAIM	\$263.54

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

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

SECTION F: AUTHORIZATION

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

I attest that expenses included in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or 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, efficient schedule and a supporting rationale as provided above.

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

Employee Signature: Brenda Huband Date: 2014 Sept 3

I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, and confirm expenses being claimed are in compliance with the policies.

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

Approved By (PRINT ONLY): Deborah Rhodes DOFA Level: [Redacted]

Signature: Deborah Rhodes Title: Acting CFO Date: Sept 11/14

Approved By (PRINT ONLY): _____ DOFA Level: _____ Position #: _____ Phone #: _____ Ext: _____

Signature: _____ Title: _____ Date: _____

Receipts and other supporting documents must be submitted with this claim. Receipts must be submitted for all expenses over \$25.00. Receipts must be submitted for all expenses over \$25.00. Receipts must be submitted for all expenses over \$25.00.

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0767 71205000206

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-mmm-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? Yes/No	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						
4-Aug-14	On STAT day - Travel from 45 Slopes View Pt to YYC & return (Exec Comm)	AB - Local	Meeting	Yes										74.00
5-Aug-14	Edm all day at mtgs (Exec Comm)- per diem rate	AB - Local	Meeting	Yes	A-\$41.55	\$41.55								
11-Aug-14	Travel from SPTT to Whitehorn EMS at 3705-35 St NE & return	AB - Local	Meeting	Yes										45.00
11-Aug-14	Travel from SPTT to YYC & return (Exec Comm)	AB - Local	Meeting	Yes	BD-\$29.95	\$29.95								58.00
14-Aug-14	Travel from SPTT to RGH & return - Workforce Optimization Mtg	AB - Local	Meeting	Yes										10.00
17-Aug-14	Travel from SPTT to YYC & return (Mtg with V. Kaminski & P. Pelton)	AB - Local	Meeting	Yes										58.00
18-Aug-14	Edm all day mtgs - Emerg Issues & Exec Comm	AB - Local	Meeting	Yes	A-\$41.55	\$41.55								
20-Aug-14	Travel from FMC to SPTT - 1 way	AB - Local	Meeting	Yes										15.00
SUBTOTALS						\$113.05								Total Kms 260.00

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 **\$0.505** 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)* \$0.505

Mileage \$ \$131.30

Travel \$ Subtotal \$113.05

Auto fills on page 1 - TOTAL TRAVEL \$ \$244.35

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

Enter Finance Coding _____

Emp # (E-People) _____

Page 2B

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'l)
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-mmm-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? Yes/No	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											
21-Aug-14	Travel from SPTT to PLC for Safety Rounds & return	AB - Local	Meeting	Yes															
SUBTOTALS															Total Kms				
															38.00				

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 **\$0.505** 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) \$0.505

Mileage \$ \$19.19

Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3

Travel \$ Subtotal

Auto fills on page 1 - TOTAL TRAVEL \$ \$19.19

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)