

## 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 December 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)
	P-Card	Meetings	1,849		1,004	280	3,133			
<b>Total</b>			\$ 1,849	\$ -	\$ 1,004	\$ 280	\$ 3,133	\$ -	\$ -	\$ -

**Total for the Month** \$ 3,133

Maximum daily single meal expense claimed in the month \$ -  
 Maximum daily base hotel rate claimed in the month \$ 149  
 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

<u>HUBAND, BRENDA</u> Cardholder's Name	<u>VP/CHIEF HEALTH OPERATIONS</u> Cardholder's Position/Title	Billing Reporting Period:	<u>20/12/2014</u>
<u>HEALTH OPERATIONS CENTRAL &amp;</u> Cardholder's Dept	<u>SOUTHPORT</u> Cardholder's Site/Location	Total Statement Amount:	<u>\$3,133.07</u>
<u>BRENDA.HUBAND@ALBERTAHEALTHSERVICES.CA</u> Cardholder's e-mail address		Last 6 digits of the P-Card #:	<span style="background-color: black; color: black;">XXXXXXXXXX</span>

**Statement of Transactions**

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
18/11/2014	371766401	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	37.80	CAD	37.80	1.80	.00	Prkg-Bdgt Mtg; Exec Comm; ICS Training; Pt Flow, North/South dyad; Chris Couture
20/11/2014	371766400	AIR CAN , AIR CANADA	52.50	CAD	52.50	.00	.00	Fit modified for EMS planning-; ECC; COEC; ZEOC
24/11/2014	372206131	AIR CAN , AIR CANADA	442.31	CAD	442.31	.00	.00	Exec Comm; AIW Simulation; TCC with Gerry Predy & Cheryl Bourassa; AHS & ADM Human Services
26/11/2014	372515956	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	108.15	CAD	108.15	5.15	.00	Hotel - Accelerating Primary Care Conf; Exec Comm; ECC Update; B. Stevenson; Nancy & Isabel & Deb; COEC; EMS Planning; CZ
27/11/2014	372515955	THE WESTIN EDMONTON, WESTIN HOTELS	501.84	CAD	501.84	93.87	.00	Hotel - Accelerating Primary Care Conf; Exec Comm; ECC Update; B. Stevenson; Nancy & Isabel & Deb; COEC; EMS Planning; CZ
28/11/2014	372800762	AIR CAN , AIR CANADA	52.50	CAD	52.50	.00	.00	Fit modified for EMS Interviews
02/12/2014	373329911	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	56.70	CAD	56.70	2.70	.00	2:1 Gerry/Cheryl; AIW ED Simulation/ Ruby Brown ADM
03/12/2014	373109972	THE WESTIN EDMONTON, WESTIN HOTELS	167.28	CAD	167.28	31.29	.00	2:1 Dr. Predy & C. Bourassa; AIW ED Sim; Ruby Brown et al
08/12/2014	373781326	AIR CAN , AIR CANADA	425.51	CAD	425.51	.00	.00	Exec Comm; Clinical F/Line Leaders; Long Range Planning
08/12/2014	373781327	AIR CAN , AIR CANADA	5.25	CAD	5.25	.00	.00	Fit modified to accomm interviews in Edm
08/12/2014	373781328	AIR CAN , AIR CANADA	52.50	CAD	52.50	.00	.00	Fit modified to accomm interviews in Edm
11/12/2014	374129080	AIR CAN , AIR CANADA	411.86	CAD	411.86	.00	.00	North/South Dyad Mtg; Chris Couture; UNA
16/12/2014	374870979	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	77.70	CAD	77.70	3.70	.00	Prkg for CC Project; PPAH Interviews; 2:1 with CEO; WCB; Clinical Frontline; Exec Comm; Long Range Planning
17/12/2014	374676132	THE WESTIN EDMONTON, WESTIN HOTELS	334.56	CAD	334.56	62.58	.00	Cancer Care; 2nd Rnd Interviews PPAH; WCB; 2:1 CEO; ELT; Clin Frontline Leaders
18/12/2014	374870978	AIR CAN , AIR CANADA	406.61	CAD	406.61	.00	.00	All day mtg Exec Comm Planning Session

**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

Dec 19, 2014  
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 Nov 19  
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.

Deborah Rhodes  
Name of Approver

CFO  
Approver Position/Title

Deborah Rhodes  
Signature of Approver

Dec-22-14  
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

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

(1)

**RECEIPT**  
**GST NO. R122556194**

TKT NO: 30017672  
POF: C50  
IN: 11/17/14 20:50  
OUT: 11/18/14 21:45  
PAID: 37.80  
(GST INCLUDED)  
MASTERCARD  
[REDACTED]

YOU HAVE 15 MIN.  
TO EXIT

- Bdgt Mtg
- Exec Comm.
- ICS Training
- Pt Flow
- North / South Dyad
- Christine Robtune

Calgary International Airport Parkade

\$52.50

2

Kerry Pace

From: Brenda Huband  
Sent: November 20, 2014 10:24 AM  
To: Kerry Pace  
Subject: FW: Air Canada - 23-Nov: Calgary - Edmonton [REDACTED]

booking modified

- to accom. EMS planning
- ECC - TCC
- COEC
- ZKOC

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



From: Air Canada [mailto:confirmation@aircanada.ca]  
Sent: November 20, 2014 9:14 AM  
To: Brenda Huband  
Subject: Air Canada - 23-Nov: Calgary - Edmonton [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.



Access your personalized Air Canada travel information

[View your travel planner >](#)

## ng 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

### 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 <sup>1</sup>	<b>Calgary (YYC)</b> Sun 23-Nov 2014 19:30	<b>Edmonton, Edmonton Int'l (YEG)</b> Sun 23-Nov 2014 20:22	0	0hr52	DH3	Flex, W	
AC8161 <sup>1</sup>	<b>Edmonton, Edmonton Int'l (YEG)</b> Wed 26-Nov 2014 18:30	<b>Calgary (YYC)</b> Wed 26-Nov 2014 19:22	0	0hr52	DH3	Flex, W	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

## Passenger Information

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

Air Canada -  
Aeroplan :

Payment Card:

Seat Selection: AC8164 **9F** , AC8161 **11F**

Meal Preference : **Regular**

Special Needs: **None**

## Additional charges and/or refund summary

	Additional charges
Passenger Type	Adult
<b>Air Transportation Charges</b>	
Airfare (includes Surcharges)	0.00
<b>Extra Charges (Change Fee)</b>	
Change Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50
<b>Total Extra Charge (Change Fee)</b>	<b>52.50</b>

passengers	x 1
fare, taxes and options	52.50
<b>Total - Canadian dollars</b>	<b>\$52.50</b>

**Payment Information**

Credit/Debit Card : ██████████ 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)

**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)

Kerry Pace

\$442.31

2

- Toxtec Normin  
- AiW Sim  
- TCC i Kerry Pace  
+ Cheryl Bourat  
- seat selected  
- HHS + ADM Human Service

From: Brenda Huband  
Sent: November 24, 2014 7:10 AM  
To: Kerry Pace  
Subject: Fw: Air Canada - 01-Dec: Calgary - Edmonton

[Redacted]

- seat selected

From: Air Canada [mailto:confirmation@aircanada.ca]  
Sent: Monday, November 24, 2014 07:08 AM Mountain Standard Time  
To: Brenda Huband  
Subject: Air Canada - 01-Dec: Calgary - Edmonton [Redacted] - seat selected

\*\*\*\*\* 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.



Access your personalized Air Canada travel information

[View your travel planner >](#)

### Booking Information

<b>Booking Reference:</b> [Redacted]	<b>Customer Care</b> Air Canada 1-888-247-2262 <b>Flight Arrivals and Departures</b> 1-888-422-7533
<b>Electronic Ticketing confirmed. This is your official itinerary/receipt.</b> <b>Main Contact:</b> Mrs Brenda Huband brenda.huband@albertahealthservices.ca [Redacted]	
<b>Online Services</b> <b>Manage</b> my booking online (view/change my booking; select seats*). <b>Select Seats</b> <b>Maple Leaf Lounge   Meal Vouchers   On My Way</b> <b>Alert me</b> of flight status changes directly to my mobile phone or email. <b>Flight Arrivals &amp; Departures</b> - check online if my flight is on time. <b>Check-in online</b> and print my boarding pass.	



\* Can my booking be changed online?

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8156 <sup>1</sup>	Calgary (YYC) Mon 01-Dec 2014 18:00	Edmonton, Edmonton Int'l (YEG) Mon 01-Dec 2014 18:50	0	0hr50	CRJ	Flex, H	
AC8161 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Tue 02-Dec 2014 18:30	Calgary (YYC) Tue 02-Dec 2014 19:26	0	0hr56	DH3	Flex, W	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

### Passenger Information

<b>1: Mrs Brenda Huband : Adult (16+), T</b>	
Air Canada - Aeroplan :	Meal Preference : <b>None</b>
Payment Card:	Special Needs: <b>None</b>
Seat Selection:	AC8156 <b>7F</b> , AC8161 <b>9F</b>

### Purchase Summary

#### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	<b>191.00</b>
Return Flight - Flex	<b>132.00</b>
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.06
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	<b>442.31</b>
Number of passengers	x 1
Total airfare, taxes and options	<b>442.31</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$442.31</b>

#### Payment Information

**Credit/Debit Card** amount paid: **\$442.31**

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

Air Canada: \$442.31 (Airfare - per ticket)

### enRoute City Guide

## Edmonton

4

- Acad Primary Care Conf
- Exec Comm.
- TCC Brian Stevenson
- TCC Nancy + Isabel + Deb

**RECEIPT**  
**GST NO. R122556194**

TKT NO: 30019337  
POF: C50  
IN: 11/23/14 17:38  
OUT: 11/26/14 19:49  
PAID: \$ 108.15  
(GST INCLUDED)



YOU HAVE 15 MIN.  
TO EXIT

Calgary International Airport Parkade

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

5

# WESTIN®

HOTELS & RESORTS

Huband, Brenda

Page Number 1  
 Folio ID [REDACTED]  
 No. Of Guest 1  
 Room Number

Invoice Nbr  
 Arrive Date 11-23-2014 21:14  
 Depart Date 11-26-2014 06:13  
 Agent SONISIN3

Invoice

Date	Reference	Description	Charges	Credits
11-23-2014		Room Charge	\$149.00	
11-23-2014		GST	\$7.67	
11-23-2014		DMF	\$4.47	
11-23-2014		Tourism Levy	\$6.14	
11-24-2014		Room Charge	\$149.00	
11-24-2014		GST	\$7.67	
11-24-2014		DMF	\$4.47	
11-24-2014		Tourism Levy	\$6.14	
11-25-2014		Room Charge	\$149.00	
11-25-2014		GST	\$7.67	
11-25-2014		DMF	\$4.47	
11-25-2014		Tourism Levy	\$6.14	
11-26-2014	MC	Mastercard		\$-501.84
		** Total	\$501.84	\$-501.84
		** Balance	\$0.00	

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
11-23-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
11-24-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
11-25-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
11-26-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-501.84
Total	\$447.00	\$23.01	\$18.42	\$0.00	\$0.00	\$13.41	\$501.84	\$-501.84

As a Starwood Preferred Guest you have earned at least 1341  
 Starpoints for this visit P50250826688

Continued on the next page

*Nov 26 - RCC Update  
 - COEC  
 - CZ ZEOC  
 - EMS Planning*

*- Nov 24 + 25 - conf  
 Accelerating Prim 6  
 - Exec Comm  
 - Mtg Brian Stevens  
 - TCC Nancy / Isabel  
 debt + B4*

Kerry Pace

(6) 5 52.50  
Booking modified for EMD Interviews

From: Brenda Huband  
Sent: November 28, 2014 4:45 PM  
To: Kerry Pace  
Subject: Fw: Air Canada - 01-Dec: Calgary - Edmonton [redacted] booking modified

From: Air Canada [mailto:confirmation@aircanada.ca]  
Sent: Friday, November 28, 2014 03:15 PM Mountain Standard Time  
To: Brenda Huband  
Subject: Air Canada - 01-Dec: Calgary - Edmonton [redacted] - booking modified

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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.



Access your personalized Air Canada travel information

[View your travel planner >](#)

### Booking Information

Booking Reference: [redacted]

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

**Main Contact:**

Mrs Brenda Huband  
brenda.huband@albertahealthservices.ca

**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
AC8164 <sup>1</sup>	Calgary (YYC) Mon 01-Dec 2014 19:30	Edmonton, Edmonton Int'l (YEG) Mon 01-Dec 2014 20:25	0	0hr55	DH3	Flex, V	
AC8161 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Tue 02-Dec 2014 18:30	Calgary (YYC) Tue 02-Dec 2014 19:26	0	0hr56	DH3	Flex, W	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

### Passenger Information

<b>1: Mrs Brenda Huband : Adult (16+), Ticket Number:</b> [REDACTED]	
Air Canada - Aeroplan : [REDACTED]	Meal Preference : <b>Regular</b>
Payment Card: [REDACTED]	Special Needs: <b>None</b>
Seat Selection: AC8164 <b>11F</b> , AC8161 <b>9F</b>	

### Additional charges and/or refund summary

	Additional charges
Passenger Type	<b>Adult</b>
<b>Air Transportation Charges</b>	
Airfare (includes Surcharges)	<b>0.00</b>
<b>Extra Charges (Change Fee)</b>	
Change Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50
Total Extra Charge (Change Fee)	<b>52.50</b>
Number of passengers	x 1
Total airfare, taxes and options	<b>52.50</b>
<b>Grand Total - Canadian dollars</b>	<b>\$52.50</b>

### 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]

### 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...

⑦

- 2:1 Gerry + Cheryl
- AIW - E D Simulation
- Rudy Brown - ADM

**RECEIPT**  
**GST NO. R122556194**

TKT NO: 40108723  
POF: C50  
IN: 12/01/14 17:23  
OUT: 12/02/14 19:57  
PAID: \$ 56.70  
(GST INCLUDED)

MASTERCARD  
[REDACTED]

YOU HAVE 15 MIN.  
TO EXIT

Calgary International Airport Parkade



\$425.51  
⑨

- Exec Comm  
- Clinical Home  
reader

Your booking is confirmed. Booking reference: [REDACTED]

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

**Passengers** Mrs Brenda Huband

Flight	From	To	Departure	Arrival
AC8856	Calgary (YYC)	Edmonton (YEG)	19:00 Mon 15-Dec 2014	19:55 Mon 15-Dec 2014
AC8161	Edmonton (YEG)	Calgary (YYC)	18:30 Tue 16-Dec 2014	19:26 Tue 16-Dec 2014

Airfare	331.00
Options	0.00
Taxes, fees and charges	94.51
Travel Insurance	Purchase travel insurance
<b>Grand Total</b>	<b>\$425.51</b>
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.



- Long Range  
Planning

**Booking Information**

Booking Reference: [REDACTED]  
Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:  
Mrs Brenda Huband  
[brenda.huband@albertahealthservices.ca](mailto:brenda.huband@albertahealthservices.ca)

**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
AC8856 <sup>1</sup>	Calgary (YYC) Mon 15-Dec 2014 19:00	Edmonton, Edmonton Int'l (YEG) Mon 15-Dec 2014 19:55	0	0hr55	DH3	Flex, W	
AC8161 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Tue 16-Dec 2014 18:30	Calgary (YYC) Tue 16-Dec 2014 19:26	0	0hr56	DH3	Flex, Q	

Operated by:  
<sup>1</sup> Air Canada Express - Jazz

**Passenger Information**

1: Mrs Brenda Huband : Adult (16+), Ticket Number: [REDACTED]  
Air Canada - [REDACTED]  
Aeroplane: [REDACTED]  
Payment Card: [REDACTED]  
Seat Selection: AC8856 9F, AC8161 11F  
Meal Preference: None  
Special Needs: None

**Purchase Summary**

Fare Summary	Adult
Passenger Type	
<b>Air Transportation Charges</b>	
Departing Flight - Flex	142.00
Return Flight - Flex	165.00
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	60.00



Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	20.26
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	<b>425.51</b>
Number of passengers	x 1
Total with options	<b>425.51</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$425.51</b>
<b>Grand Total</b>	<b>1 adult</b>
Total including travel options, taxes, fees and charges	\$425.51 CAD

**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: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

● **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who **no-show** their flight will forfeit the fare paid.

- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- 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.

 **Fly Carbon Neutral.** Offset your portion of this flight's CO<sub>2</sub> emissions.  
[Offset now](#) | [Learn more](#)

Kerry Pace

$\$52.50 + 5.25 = \$57.75$

**From:** Brenda Huband  
**Sent:** December 08, 2014 2:22 PM  
**To:** Kerry Pace  
**Subject:** Fw: Air Canada - 14-Dec: Calgary - Edmonton [REDACTED] - booking modified

10

- booking modified

- to accom. interviews in Edm.

**From:** Air Canada [mailto:confirmation@aircanada.ca]  
**Sent:** Monday, December 08, 2014 02:19 PM Mountain Standard Time  
**To:** Brenda Huband  
**Subject:** Air Canada - 14-Dec: Calgary - Edmonton [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**  
1-888-422-7533

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

**Main Contact:**  
Mrs Brenda Huband  
brenda.huband@albertahealthservices.ca

#### 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 <sup>1</sup>	Calgary (YYC) Sun 14-Dec 2014 19:30	Edmonton, Edmonton Int'l (YEG)	0	0hr55	DH3	Flex, W	

Sun 14-Dec 2014  
20:25

AC8161<sup>1</sup> **Edmonton, Edmonton Int'l (YEG)** **Calgary (YYC)** 0 0hr56 DH3 Flex, Q  
Tue 16-Dec 2014 19:26  
18:30

Operated by:  
<sup>1</sup> Air Canada Express - Jazz

### Passenger Information

**1: Mrs Brenda Huband : Adult (16+),** [REDACTED]  
Air Canada - [REDACTED] Meal Preference : **Regular**  
Aeroplan : [REDACTED]  
Payment Card: [REDACTED] Special-Needs: **None**  
Seat Selection: AC8164 **11F** , AC8161 **11F**

### Additional charges and/or refund summary

	Additional charges
Passenger Type	<b>Adult</b>
<b>Air Transportation Charges</b>	
Airfare (includes Surcharges)	<b>5.00</b>
<b>Taxes, Fees and Charges</b>	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.25
Total Additional Fare	<b>5.25</b>
<b>Extra Charges (Change Fee)</b>	
Change Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50
Total Extra Charge (Change Fee)	<b>52.50</b>
Number of passengers	x 1
Total with options	<b>57.75</b>
<b>Grand Total - Canadian dollars</b>	<b>\$57.75</b>

### Payment Information

**Credit/Debit Card** [REDACTED] Amount paid: **\$57.75**  
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$5.25 (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](#)

Your booking is confirmed. Booking reference: [REDACTED]

An email booking confirmation has been sent to: [brenda.huband@albertahealthservices.ca](mailto:brenda.huband@albertahealthservices.ca).

Use your booking reference to retrieve your official Itinerary/Receipt at [aircanada.com](http://aircanada.com).

*North/South Dyed M,  
- Mtg Chris Bonturel  
- "UNA"*

**Passengers** Mrs Brenda Huband

Flight	From	To	Departure	Arrival
AC8164	Calgary (YYC)	Edmonton (YEG)	19:30 Sun 21-Dec 2014	20:25 Sun 21-Dec 2014
AC8153	Edmonton (YEG)	Calgary (YYC)	18:00 Mon 22-Dec 2014	18:53 Mon 22-Dec 2014

Airfare	318.00
Options	0.00
Taxes, fees and charges	93.86
Travel Insurance	Purchase travel insurance
<b>Grand Total</b>	<b>\$411.86</b>
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]

**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](mailto:brenda.huband@albertahealthservices.ca)

**Flight Arrivals and Departures**  
1-888-422-7533

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8164 <sup>1</sup>	Calgary (YYC) Sun 21-Dec 2014 19:30	Edmonton, Edmonton Int'l (YEG) Sun 21-Dec 2014 20:25	0	0hr55	DH3	Flex, G	
AC8153 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Mon 22-Dec 2014 18:00	Calgary (YYC) Mon 22-Dec 2014 18:53	0	0hr53	DH4	Flex, G	

Operated by:  
<sup>1</sup> Air Canada Express - Jazz

**Passenger Information**

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

Air Canada - Aeroplan : [REDACTED]  
Payment Card: [REDACTED]  
Seat Selection: AC8164 9F, AC8153 12F

Meal Preference: None  
Special Needs: None

**Purchase Summary**

**Fare Summary**

**Total charge for 1 adult**

<b>Air Transportation Charges</b>	
Departing Flight (Flex) (including surcharges)	159.00
Return Flight (Flex) (including surcharges)	159.00

is	0.00
es, Fees and Charges	93.86
cal	411.86
Travel Insurance (declined)	0.00

**Grand Total - Canadian dollars \$411.86**

**Payment Information**

**Credit/Debit Card** [REDACTED] Amount paid: **\$411.86**

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

- Air Canada: \$411.86 (Airfare - per ticket)

Ticket number(s): 0142142350214

**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.
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- Flights can only be used in sequence from the place of departure specified on the itinerary.

**Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
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- 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 to check in at the baggage counter.

<b>Departing Flight</b> : Calgary (YYC) To Edmonton (YEG) - <b>Flex</b>	
<b>Return Flight</b> : Edmonton (YEG) To Calgary (YYC) - <b>Flex</b>	
Regular Baggage Allowance	<b>1st bag:</b> <b>Complimentary</b>
	<b>2nd bag:</b> <b>\$25.00 CAD</b> + 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>

*- Calgary dancer now*  
*- 2nd Round Interviews x2 for PPAH*  
*- WCB*  
*- 2:1 CEO*  
*- Clin Frontline Leaders*  
*- Exec Team*



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Huband, Brenda

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

Invoice Nbr  
 Arrive Date 12-14-2014 16:39  
 Depart Date 12-16-2014 06:14  
 Agent SUKHMIN

Invoice

Date	Reference	Description	Charges	Credits
12-14-2014		Room Charge	\$149.00	
12-14-2014		GST	\$7.67	
12-14-2014		DMF	\$4.47	
12-14-2014		Tourism Levy	\$6.14	
12-15-2014		Room Charge	\$149.00	
12-15-2014		GST	\$7.67	
12-15-2014		DMF	\$4.47	
12-15-2014		Tourism Levy	\$6.14	
12-16-2014	MC	Mastercard		\$-334.56
		** Total	\$334.56	\$-334.56
		** Balance	\$0.00	

EXPENSE SUMMARY REPORT  
 Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
12-14-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
12-15-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
12-16-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-334.56
Total	\$298.00	\$15.34	\$12.28	\$0.00	\$0.00	\$8.94	\$334.56	\$-334.56

As a Starwood Preferred Guest you have earned at least 894 Starpoints for this visit

Thank you for choosing Starwood Hotels We look forward to welcoming you back soon! Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

Tell us about your stay. [www.westin.com/reviews](http://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](http://westin.com/eatwell)

Continued on the next page

- Calg. Under 1.00
- PPA - interviews
- 2:1 CEO
- WEB - TCC
- Clinical Frontline Leaders
- Exec.
- Long Range Planning

**RECEIPT**  
**GST NO. R122556194**

TKT NO:30027713  
POF: C50  
IN: 12/14/14 17:39  
OUT:12/16/14 19:36  
PAID: \$ 77.70  
(GST INCLUDED)  
MASTERCARD

YOU HAVE 15 MIN.  
TO EXIT

Calgary International Airport Parkade

Kerry Pace

\$406.<sup>61</sup>

Exec Planning Session

**From:** Brenda Huband  
**Sent:** December 18, 2014 7:34 AM  
**To:** Kerry Pace  
**Subject:** FW: Air Canada - 29-Dec: Calgary - Edmonton [REDACTED] - seat selected

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



**From:** Air Canada [mailto:confirmation@aircanada.ca]  
**Sent:** December 18, 2014 7:33 AM  
**To:** Brenda Huband  
**Subject:** Air Canada - 29-Dec: Calgary - Edmonton (booking ref: [REDACTED]) - seat selected

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

AIR CANADA 

## Itinerary/Receipt

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







Access your personalized  
Air Canada travel information

[View your planner >](#)

## Booking Information

Booking Reference: [REDACTED]

### Customer Care

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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

### Online Services

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**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
AC8130 <sup>1</sup>	<b>Calgary (YYC)</b> Mon 29-Dec 2014 06:00	<b>Edmonton, Edmonton Int'l (YEG)</b> Mon 29-Dec 2014 07:00	0	1hr00	DH3	Flex, G	
AC8169 <sup>1</sup>	<b>Edmonton, Edmonton Int'l (YEG)</b> Mon 29-Dec 2014 17:00	<b>Calgary (YYC)</b> Mon 29-Dec 2014 17:56	0	0hr56	DH3	Flex, U	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

## Passenger Information

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

Air Canada -  
Aeroplan :

Meal Preference : **None**

Payment Card:

Special Needs: **None**

Seat Selection: AC8130 **11F** , AC8169 **12F**

## Purchase Summary

### Fare Summary

Passenger Type	<b>Adult</b>
<b>Air Transportation Charges</b>	
Departing Flight - <u>Flex</u>	<b>132.00</b>
Return Flight - <u>Flex</u>	<b>157.00</b>
<u>Surcharges</u>	24.00
<b>Taxes, Fees and Charges</b>	
<u>Canada Airport Improvement Fee</u>	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	19.36
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total before options (per passenger)	<b>406.61</b>
Number of passengers	x 1
Total with options	<b>406.61</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$406.61</b>

**Payment Information**

**Credit/Debit Card** [REDACTED] - Amount paid: **\$406.61**  
 The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$406.61 (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.
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  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.