

## Official Administrator and Executive Expense Report

**Name** Colleen Turner  
**Title** VP, Community Engagement & Communications (Acting)  
**Location** Calgary  
 Expenses submitted during the month of October 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)
Oct-14	P-Card	Meetings	1,065				1,065			334
Oct-14	Expense Claim	Meetings		65	167	384	616			
<b>Total</b>			<b>\$ 1,065</b>	<b>\$ 65</b>	<b>\$ 167</b>	<b>\$ 384</b>	<b>\$ 1,681</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 334</b>

**Total for the Month** \$ 2,015

Maximum daily single meal expense claimed in the month \$ 21  
 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.

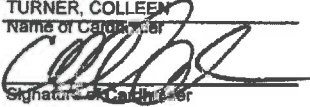


Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

**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

<b>TURNER, COLLEEN</b> Cardholder's Name	<b>VICE PRESIDENT (ACTING)</b> Cardholder's Position/Title	<b>Billing Reporting Period:</b>	<b>20/10/2014</b>
<b>COMMUNITY ENGAGEMENT &amp;</b> Cardholder's Dept	<b>SOUTHPORT TOWER</b> Cardholder's Site/Location	<b>Total Statement Amount:</b>	<b>\$1,398.96</b>
<b>COLLEEN.TURNER@ALBERTAHEALTHSERVICES.CA</b> Cardholder's e-mail address		<b>Last 6 digits of the P-Card #:</b> [REDACTED]	

Statement of Transactions							
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight Description
22/09/2014	365192475	WESTJET 8382101645084, Westjet Airlines	8.40	CAD	① 8.40	✓ .00	.002014-09-30 Travel to Edmon Seat Selection
29/09/2014	365972807	AIR CAN 0142139551328, AIR CANADA	200.68	CAD	② 200.68	✓ .00	.002014-09-30 Return from Edmonton - ELT meeting
30/09/2014	365972806	CALGARY SUN, NEWS DEALERS AND NEWSSTANDS	333.61	CAD	③ 333.61	✓ 15.88	1 year subscription for communications department, Calgary
02/10/2014	366319820	AIR CAN 0142139709365, AIR CANADA	213.28	CAD	④ 213.28	✓ .00	.002014-10-07 Return from Edmonton - ELT meeting
02/10/2014	366319621	WESTJET 8380616517372, Westjet Airlines	5.25	CAD	⑤ 5.25	✓ .00	.002014-10-07 Seat Selection for travel to Edmonton for ELT
02/10/2014	366319822	WESTJET 8382101984891, Westjet Airlines	190.18	CAD	⑥ 190.18	✓ .00	.002014-10-07 Travel to Edmonton for ELT
10/10/2014	367367628	AIR CAN 0142140022713, AIR CANADA	190.18	CAD	⑦ 190.18	✓ .00	.002014-10-15 Travel to Calgary return re ELT and Alberta Health meetings.
10/10/2014	367367627	WESTJET 8380616612581, Westjet Airlines	5.25	CAD	⑧ 5.25	✓ .00	.002014-10-14 Travel to Edmonton Seat Selection
10/10/2014	367367628	WESTJET 8382102090269, Westjet Airlines	252.13	CAD	⑨ 252.13	✓ .00	.002014-10-14 Travel to Edmonton for ELT and Alberta Health Meetings

<b>Signatures</b>		
<b>Cardholder Designate (if Applicable)</b> By signing this statement <ul style="list-style-type: none"> <li>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.</li> </ul>		
Name of Cardholder Designate _____	Cardholder Designate Position/Title _____	
Signature of Cardholder Designate _____	Date of Signature _____	
<b>Cardholder</b>		
By signing this statement <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
TURNER, COLLEEN Name of Cardholder  Signature of Cardholder	VICE PRESIDENT (ACTING) Cardholder Position/Title Oct 21/14 Date of Signature	
<b>Approver Designate (if Applicable)</b>		
By signing this statement <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
Susan Best Name of Approver Designate  Signature of Approver Designate	Exec. Assistant Approver Designate Position/Title Oct. 22, 2014 Date of Signature	
<b>Approver</b>		
By signing this statement <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
Deborah Rhodes Name of Approver  Signature of Approver	VP Corp Services & CFO Approver Position/Title Oct. 23 / 2014 Date of Signature	
<b>Submit approved statement with attachments to Accounts Payable:</b>		
<b>Attach:</b> <ul style="list-style-type: none"> <li>Original (or scanned) itemized receipts with documented business reasons including names of participants where required</li> <li>Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable:</li> <li>Copies of pre-approvals for travel</li> <li>Personal cheque payable to "Alberta Health Services"</li> <li>Return, refund and/or credit receipts</li> <li>Disputes letter</li> <li>Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason.</li> </ul>	<b>Address:</b> Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
<b>Accounts Payable only:</b>		
Reference #: _____	Reviewed by: _____	Date: _____



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Print eTicket

### eTicket Receipt

Prepared For  
TURNER/COLLEEN

WESTJET RESERVATION CODE	[REDACTED]
ISSUE DATE	22Sep2014
TICKET NUMBER	[REDACTED]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	[REDACTED]
FREQUENT FLYER NUMBER	[REDACTED]

### Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
30Sep	WESTJET WS 3270	CALGARY INTL AB, CANADA  Time 7:45am	EDMONTON INTL AB, CANADA  Time 8:37am	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status USED TO FLY Fare Basis DA05T Not Valid Before 30 SEP Not Valid After 30 SEP

### Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD [REDACTED]
Endorsement / Restrictions	CAD60.00 NONREFUNDABLE NONREF - FEE FOR CHG/CXL
Fare Calculation Line	YYC WS YEA60.00CAD60.00END
Exchanged Ticket	[REDACTED]
Fare	CAD 60.00
Change Fee	CAD 75.00
Taxes/Fees/Carrier-Imposed Charges	CAD 7.12 CA1 (AIR TRAVELLERS SECURITY CHARGE) CAD 5.46 XG (GOODS AND SERVICES TAX (GST)) CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF)) CAD 3.00 YQF (OTHER AIR TRANSPORTATION CHARGES) CAD 9.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 114.58
Total Additional Collection	CAD 8.40 ✓ (1) ✓

Return from ELT

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:**  
 Ms Colleen A Turner  
 colleen.turner@albertahealthservices.ca  
 Mobile: [REDACTED]  
 Home: [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
AC8149 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Tue 30-Sep 2014 15:00	Calgary (YYC) Tue 30-Sep 2014 15:52	0	0hr52	DH3	Flex, V	

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

**Passenger Information**

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

Air Canada - Aeroplan [REDACTED] Meal Preference: None  
 Payment Card: [REDACTED] Special Needs: None  
 Seat Selection: AC8149 8C

**Purchase Summary**

Fare Summary	Adult
<b>Passenger Type</b>	
<b>Air Transportation Charges</b>	
Departing Flight - Flex	142.00
Surcharges	12.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	9.56
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	200.68
Number of passengers	x 1
Total airfare, taxes and options	200.68
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$200.68</b>

**Payment Information**

Credit/Debit Card [REDACTED] Amount paid: \$200.68  
 The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$200.68 (Airfare - per ticket)

Ticket number(s) [REDACTED]

**Fare Rules**

**Departing 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.



2615 12 St. NE, Calgary AB T2E 7W9

August 6, 2014

Communications  
10301 Southport Lane SW Fl 4  
Calgary, AB T2W 1S7

PN-S2-24

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Thank you for your continued readership. We look forward to continuing the tradition of delivering convenient, value-added home delivery service to you and your community.

Sincerely,

Ryan Popowich  
Director, Reader Sales & Service

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.



Return From ELT-2014-10-07

**Booking Information**

Booking Reference: [REDACTED]

**Customer Care**

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

Air Canada  
1-888-247-2262

Main Contact:  
Ms Colleen A Turner  
colleen.turner@albertahealthservices.ca  
Mobile: [REDACTED]  
Home: [REDACTED]  
Work: [REDACTED]

Flight Arrivals and Departures  
1-888-422-7533

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8149 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Tue 07-Oct 2014 15:00	Calgary (YYC) Tue 07-Oct 2014 15:52	0	0hr52	DH3	Flex, V	

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

**Passenger Information**

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

Air Canada - Aeroplan [REDACTED] Meal Preference: None  
Payment Card: [REDACTED] Special Needs: None  
Seat Selection: AC8149 8D

**Purchase Summary**

Fare Summary	Adult
Passenger Type	
<b>Air Transportation Charges</b>	
Departing Flight - Flex	154.00
Surcharges	12.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.16
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	213.28
Number of passengers	x 1
Total airfare, taxes and options	213.28
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$213.28</b> ✓

**Payment Information**

Credit/Debit Card [REDACTED] - Amount paid: \$213.28  
The following charges (tax inclusive) will appear on your credit or debit card statement:  
• Air Canada: \$213.28 (Airfare - per ticket)

Ticket number(s) [REDACTED]

**Fare Rules**

Departing 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.

**Kathy Board**

**From:** noreply@itinerary.westjet.com on behalf of WestJet Airlines [noreply@itinerary.westjet.com]  
**Sent:** October 02, 2014 1:32 PM  
**To:** Kathy Board  
**Subject:** Reservation Confirmation



WestJet  
22 Aerial Place N.E.  
Calgary, Alberta,  
Canada  
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.  
**Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.**  
This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

**Booking Confirmation**

Your reservation code is [REDACTED] Main contact: Colleen Turner  
E-mail: colleen.turner@albertahealthservices.ca  
Phone Number [REDACTED]

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)  
Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft.  
If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

**Guest**

Colleen Turner Flight Calgary (YYC)-Edmonton (YEG)  
WestJet FF [REDACTED]  
Ticket Number [REDACTED]  
Seat YYC-YEG: 6C

**Air Itinerary Details**

WS3270 Calgary, CA Edmonton, CA Fare type: Flex  
Operated by WESTJET Tue 07 Oct, 2014 07:45 AM Tue 07 Oct, 2014 08:37 AM Non-stop  
ENCORE

**Fare breakdown**

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 132.00	CAD 12.00	CAD 46.18	CAD 190.18	x 1	CAD 190.18
						<b>Total airfare: CAD 190.18 ✓</b>

**Tax details**

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 9.06
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		<b>Total taxes: CAD 46.18</b>

**Fare family benefits**

YYC-YEG: Flex Seat Sale Benefits

- No fee for first checked bag
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece (for travel after October 28, 2014)



- Second checked bag fee of \$20-23.60 CAD and excess checked baggage fee of \$50-59 CAD per eligible piece (for travel before October 29, 2014)
- Lower change and cancellation fees

Seats		
Regular seat	WS 3270 YYC - YEG Seat 6C Colleen Turner	CAD 5.00 + CAD 0.25 Tax
		Total Seats: CAD 5.25

Total		
Charged to MASTERCARD		⑥ CAD 190.18 ✓
Charged to MASTERCARD		⑤ CAD 5.25 ✓
Total		CAD 195.43 ✓

### WestJet offers

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### Important Information

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- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
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  - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
  - [Seat selection](#) (How it works, changing your seat and more)
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- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

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### Contact Information

If you have questions about your reservation, call WestJet at 1-888-937-8538 (1-888-WESTJET) and have the itinerary number ready. Thank you for choosing WestJet.

Air Canada  
Oct 15 Edmonton to Calgary

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:**  
Ms Colleen A Turner  
colleen.turner@albertahealthservices.ca  
Mobile: [REDACTED]  
Home: [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
AC8143 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Wed 15-Oct 2014 12:00	Calgary (YYC) Wed 15-Oct 2014 12:50	0	0hr50	DH4	Flex, W	

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

**Passenger Information**

**1: Ms Colleen A Turner : Adult (16+), Ticket Number:** [REDACTED]  
Air Canada - Aeroplan [REDACTED] Meal Preference: None  
Payment Card: [REDACTED] Special Needs: None  
Seat Selection: AC8143 12D

**Purchase Summary**

Fare Summary	Adult
<b>Passenger Type</b>	
<b>Air Transportation Charges</b>	
Departing Flight - Flex	132.00
Surcharges	12.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	9.06
Air Travellers Security Charge (ATSC)	7.12
<b>Total airfare and taxes before options (per passenger)</b>	<b>190.18</b>
Number of passengers	x 1
<b>Total airfare, taxes and options</b>	<b>190.18</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$190.18</b> ✓ ⑦ ✓

**Payment Information**

**Credit/Debit Card:** [REDACTED] Amount paid: \$190.18  
The following charges (tax inclusive) will appear on your credit or debit card statement:  
• Air Canada: \$190.18 (Airfare - per ticket)

Ticket number: [REDACTED]

**Fare Rules**

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

- **Change:**
  - 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 to check in at the baggage counter.

<b>Departing Flight : Edmonton (YEG) To Calgary (YYC) - Flex</b>	
	<b>1st bag:</b> <b>Complimentary</b>
	<b>2nd bag:</b> <b>\$20.00 CAD</b> + taxes* per direction
<b>Regular Baggage Allowance</b>	Max. weight per bag: 23 kg (50 lb) Max. linear dimensions per bag: 158 cm (62 in)

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

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

**Stopovers**  
 Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

**Note:** If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

**Important Information**

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

**Before You Go: A 'To-Do' List**

All passengers are advised to view the Travel documentation page for important information on identification required for travel.

Contact us Help

Enter your search



Flights Vacations Deals Travel Info My WestJet Rewards

### Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code [REDACTED]

### Guest details

Ms Colleen Turner

Flight

Calgary (YYC)-Edm  
WestJet FF  
Ticket number  
Seat

YYC-YEG  
8C

Seat 8C

### Air itinerary details

Calgary (YYC)  
Tue Oct 14 2014, 7:45 AM  
De Havilland Dash 8-400 Turboprop

Edmonton (YEG)  
Tue Oct 14 2014, 8:37 AM

WS 3270  
Operated by WESTJET ENCORE

Fare type: Flex  
Non-stop

### Pricing breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
Adult	\$191.00	\$12.00	\$49.13	\$252.13	x 1	\$252.13 CAD

YYC-YEG: Flex fare type benefits

No fee for first checked bag

Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece (for travel after October 28, 2014)

Second checked bag fee of \$20-23.60 CAD and excess checked baggage fee of \$50-59 CAD per eligible piece (for travel before October 29, 2014)

Lower change and cancellation fees

9 Total airfare: \$252.13 CAD ✓

### Seats

Regular seat

WS 3270 YYC-YEG Seat 8C Ms Colleen Turner

\$5.00 CAD + \$0.25 CAD tax

8 Total seats: \$5.25 CAD ✓

### Earn WestJet dollars. Pay when you pick up your car. Book now.

Reserve now and pay when you pick up your vehicle.

All displayed quotes include taxes and fees. Click on the arrows to see other options.

Pick-up from: Edmonton (YEG) Tue Oct 14 2014, 9:07 AM





Drop-off to: Edmonton (YEG) Wed Oct 15 2014, 8:37 AM

Intermediate 3 Door,

Compact 2 Door,

Economy 4 Door,

Compact 5 Door,

<p>Automatic, AC</p>  <p><b>Total price</b> <b>\$81.45 CAD</b> <small>(Includes taxes and fees)</small></p> <p><b>\$81.45 CAD/day</b></p> <p><b>SELECT</b></p> <p><a href="#">Rate details</a></p>	<p>Automatic, AC</p>  <p><b>Total price</b> <b>\$99.11 CAD</b> <small>(Includes taxes and fees)</small></p> <p><b>\$99.11 CAD/day</b></p> <p><b>SELECT</b></p> <p><a href="#">Rate details</a></p>	<p>Automatic, AC</p>  <p><b>Total price</b> <b>\$39.85 CAD</b> <small>(Includes taxes and fees)</small></p> <p><b>\$39.85 CAD/day</b></p> <p><b>SELECT</b></p> <p><a href="#">Rate details</a></p>	<p>Automatic, AC</p>  <p><b>Total price</b> <b>\$39.85 CAD</b> <small>(Includes taxes and fees)</small></p> <p><b>\$39.85 CAD/day</b></p> <p><b>SELECT</b></p> <p><a href="#">Rate details</a></p>
---	---	---	---

WestJet Rewards members earn 1% back in WestJet dollars on car rentals booked at westjet.com.\*  
\* WestJet dollars will be awarded on the cost of your rental before taxes, fees and charges.

Charged to	[REDACTED]	\$252.13 CAD
Charged to	[REDACTED]	\$5.25 CAD
<b>Total:</b>		<b>\$257.38 CAD</b>

**Important details**

WestJet permits one piece of carry-on baggage and one personal item on board. If you are on a flight operated by one of our partners, your allowance may be different - learn more. All carry-on baggage must pass through security. Make sure your carry-on complies and avoid having to surrender your personal items. Review what you can - and can't - take on your flight by visiting our restricted items info page or [catsa.gc.ca](#).



Your checked baggage allowance depends on the aircraft you are travelling on, the fare option purchased and the destination you are travelling to or from. You may be permitted additional items, or items that are overweight or oversized in checked baggage. For more details, please see Checked and excess baggage.



Use web check in to print your boarding pass and select your seat for free. This service is available as early as 24 hours (and up to 60 minutes) before your scheduled flight. Selecting some seats requires a fee.



Identification and travel documents required vary based on where you are travelling and may change based on your nationality. Visit our ID requirements section for more information.



Do you have a special need? For information on travelling with oxygen, assistive devices, or a service animal see Guests with special needs.



We know how valuable your time is. To ensure we are able to depart and arrive as scheduled, please be sure you are through security and at your departure gate 30 minutes prior to your flight's scheduled departure time. If you arrive at the gate less than 10 minutes prior to departure and the aircraft is already boarded you will be denied boarding.

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**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: 9-30-14 To 10.15.14  
 Travel Period from: \_\_\_\_\_ To \_\_\_\_\_ (if applicable)  
 Out-of-Province Travel \_\_\_\_\_

Name: Colleen Turner Position (Title): VP Community Engagement & Communications  
 Location: \_\_\_\_\_ Dept: CE & Communications DOFA Level: \_\_\_\_\_ (if applicable) Union: \_\_\_\_\_ Business P: \_\_\_\_\_ 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	0005	7113000000	615.72						615.72		
2B												
2C												
2D												
				615.72							TOTAL CLAIM	615.72

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

\*\*User to enter Coding & \$ Amounts

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

✓ 10/21

**SECTION F: AUTHORIZATION**

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

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

I, by signing this form, attest that I am compliant to all the above statements  
 Employee Signature: Colleen Turner Date: Oct. 21, 2014

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

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

Approved By (PRINT ONLY): Deb Rhodes DOFA Level: \_\_\_\_\_ Position #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Signature: Deborah Rhodes Title: VP, Corporate Services & CFO Date: Oct. 23/14

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

Approved By (PRINT ONLY): \_\_\_\_\_ DOFA Level: \_\_\_\_\_ Position #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

**EXPENSE CLAIM DETAILS**

Enter Finance Coding 101 0005 7113000000

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 = Int'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? Y/N	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)	
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi				
					Meal Type with value	Allowance	Meal Type	with receipt							
30-Sep-14	Travel to YYC return for ELT meeting in Edmonton - Cab from Airport to DT and Calgary Airport Parking. Mileage to/from Calgary Airport	AB	Meeting	Yes	L-\$11.60	\$11.60	L	✓			① \$60.40	② \$25.20	✓	66.00	✓
7-Oct-14	Travel to YYC return for ELT meeting in Edmonton	AB	Meeting	Yes	L-\$11.60	\$11.60	L	✓			③ \$69.00	④ \$27.30	✓	66.00	✓
14-Oct-14	Travel to Edmonton for ELT and attend a meeting next morning (Oct 15) with Alberta Health.	AB	Meeting	Yes						⑤ \$167.28	✓			66.00	✓
14-Oct-14	Travel to Edmonton for ELT meeting return to Calgary	AB	Meeting	Yes	L-\$11.60	\$11.60	L	✓							
14-Oct-14	Overnight In Edmonton Oct. 14, dinner expenses.	AB	Meeting	Yes	D-\$20.75	\$20.75	D	✓							
14-Oct-14	Breakfast the morning of Oct. 15.	AB	Meeting	Yes	B-\$9.20	\$9.20	B	✓							
14-Oct-14	Airport Parking expenses Calgary	AB	Meeting	Yes								⑥ \$54.60	✓		
10-15-14	DT Edmonton to Airport Return to Calgary	AB	Meeting	Yes							⑦ \$47.20	✓			
<b>SUBTOTALS</b>						\$64.75				\$167.28	\$176.60	\$107.10		Total Kms 198.00	

**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 \$0.805 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.605 km, \$0.47 km OR rate per Union Agreement  
(see Mileage details to the left)

**.505**

Mileage \$ **99.99**

Travel \$ Subtotal **\$515.73**

Auto fills on page 1 - TOTAL TRAVEL \$ **615.72**

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)

SEPT 30/11

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

②

EXIT No. A103  
IN: 09/30/14 07:00  
OUT: 09/30/14 15:07  
DURATION: 0 08: 07  
PAID: \$ 25.20 ✓  
(GST INCLUDED)  
VISA



THANK YOU FOR  
YOUR VISIT

Calgary International Airport Parkade

Airport Parking

Co-op Taxi Line  
(780) 425-2525  
www.co-optaxi.com

①

Terminal 356/66233644  
Driver 4158  
14/09/30 13:25:51

VISA

Card :



VISA

CHIP CARD

AID : A0000000031010

TVR : 0000008000

VERIFIED BY PIN

Ref #

Auth #



		PURCHASE
FARE	: \$	56.40
TIP	: \$	4.00
-----		
TOTAL	: \$	60.40 ✓

APPROVED - THANK YOU  
(01-027)

IMPORTANT: Retain a  
copy for your records

Merchant Copy

Downtown Edmonton to YEG



oct 7

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

EXIT No. A4  
IN: 10/07/14 06:40  
OUT: 10/07/14 15:33  
DURATION: 0 08: 53  
PAID: \$ 27.30  
(GST INCLUDED)  
VISA

④



THANK YOU FOR  
YOUR VISIT

Calgary International Airport Parkade

Airport Parking  
oct 7

ATS GROUP  
4608 101 ST NW T8C9B7089  
EDMONTON, AB  
T6E-5G9

Term ID: 05225908

③

**Purchase**



VISA

Entry Method: C

Invoice #: [Redacted]

Amount: \$ 66.00

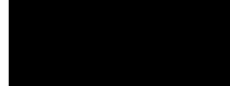
Tip: \$ 3.00

Total: \$ 69.00

2014/10/07

09-02-32

Seq #:



Appr Code:

Resp Code: 01/027

VISA  
A0000000031010  
AA 0F 60 84 D0 29 F1 80  
00 00 00 00 00 00  
FB 00  
ED 40 20 E5 B5 A1 EF 19

**APPROVED**  
**Thank You**

Customer Copy

- IMPORTANT -  
retain this copy for your records

GST R2211401-1 RTN#01

oct 17  
Downtown Edmonton  
to Airport

5

# M metterra

HOTEL ON WHYTE

- ELT Mtg Oct 14  
- Mtg with Governm  
OR Oct 15 @ 7:30 a

N/A Colleen Turner



Guest Name

Room Number: [Redacted]  
Arrival Date: 10-14-14  
Departure Date: 10-15-14  
Page No: 1 of 1

### INVOICE

Folio No: [Redacted]

10-15-14

Date	Description	Charges	Credits
10-14-14	Room	149.00	
10-14-14	Destination Marketing Fee - 3%	4.47	
10-14-14	Tourism Levy - 4%	6.14	
10-14-14	Room GST - 5%	7.67	
10-15-14	Visa [Redacted]		167.28
<b>Total</b>		<b>167.28</b>	<b>167.28</b> ✓
<b>Balance</b>		<b>0.00</b>	

**Signature:** \_\_\_\_\_

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #105631154 RT 0001

Oct 15  
OK to Airport  
Return to Calgary

Oct 14 - 15  
Airport Parking

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

(6)

EXIT No. A5  
IN: 10/14/14 06:50  
OUT: 10/15/14 13:16  
DURATION: 1 06: 26  
PAID: \$ 54.60  
(GST INCLUDED)  
VISA

THANK YOU FOR  
YOUR VISIT

Calgary International Airport Parkade

CAPITAL WXI LTD (AUTAR BILL)  
2762 54 AVE NW  
EDMONTON AB T6E 0G9  
TEL: 788-468-4679

Term Id: 78899190  
Invoice #: 0000160  
VISA PURCHASE  
CREDIT  
App Label: VISA  
ATD: 0000000031010  
TUR: 0000000000

[Redacted]

APPROVED 000  
THANK YOU

AMOUNT \$44.20  
TIP \$3.00  
TOTAL \$47.20

No signature required

Seq. [Redacted]  
Auth. [Redacted]  
TC: CA4C67C888266707  
TS: 20141015102416  
Date: 2014/10/15 Time: 10:24:09

\*\*\*CUSTOMER COPY\*\*\*

Oct 15  
cab  
OK to Airport  
return.