

Official Administrator and Executive Expense Report

Name: Deb Gordon
Title: VP & Chief Health Operations Officer Northern Alberta And VP Collaborative Practice, Nursing and Health Professions (Acting)
Location: Edmonton
 Expenses submitted during the month of September 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)
Sep-14	P-Card	Meeting	1,578	22	780	382	2,762		103	
Total			\$ 1,578	\$ 22	\$ 780	\$ 382	\$ 2,762	\$ -	\$ 103	\$ -

Total for the Month \$ 2,865

Maximum daily single meal expense claimed in the month \$ 22
 Maximum daily base hotel rate claimed in the month \$ 184
 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:			
<ul style="list-style-type: none"> 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 			
GORDON, DEB	VICE PRESIDENT & CHIEF	Billing Reporting Period:	20/09/2014
Cardholder's Name	Cardholder's Position/Title	Total Statement Amount:	\$2,865.53
HEALTH OPERATIONS	SEVENTH STREET PLAZA	Cardholder's e-mail address: DEB.GORDON@ALBERTAHEALTHSERVICES.CA	
Cardholder's Dept	Cardholder's Site/Location	Last 6 digits of the P-Card #: XXXXXXXXXX	

Statement of Transactions								
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
19/08/2014	361823788	AIR CAN 0142137968817, AIR CANADA	602.96	CAD	602.96	.00	.00	Mts in Calgary with CEO and Minister of Health
26/08/2014	362556317	DELTA CALGARY SOUTH, DELTA HOTELS	383.11	CAD	383.11	.00	.00	Meetings in Calgary with CEO and Minister of Health (ELT, HRAC and mtg with AH)
28/08/2014	362556316	A CAPPELLA CATERING, CATERERS	103.42	CAD	103.42	4.92	.00	Breakfast catering for meeting with AHS Foundation Presidents, UofA Provost/VP & UofA President.
28/08/2014	362556318	ASSOCIATED CAB/ALLIED, LIMOUSINES AND TAXICABS	59.50	CAD	59.50	2.83	.00	Taxi from airport to hotel - meetings in Calgary with CEO and Minister of Health
28/08/2014	362752187	AIR CAN 0142138295692, AIR CANADA	466.46	CAD	466.46	.00	.00	Airfare - Meeting in Calgary with Official Administrator and UNA President
04/09/2014	363221594	AIR CAN 0142138546231, AIR CANADA	1.05	CAD	1.05	.00	.00	Flight from YEG to YYC - later flight booked due to extended meeting with the OA and UNA President - tax on new fare.
04/09/2014	363221595	AIR CAN 0142138546231, AIR CANADA	52.50	CAD	52.50	.00	.00	Change fee: Flight from YEG to YYC - later flight booked due to extended meeting with the OA and UNA President
04/09/2014	363221596	WESTJET 8382101172039, Westjet Airlines	454.91	CAD	454.91	.00	.00	Travel to Calgary to attend the SCN Conference in Banff
08/09/2014	363648011	ASSOCIATED CAB/ALLIED, LIMOUSINES AND TAXICABS	59.50	CAD	59.50	2.83	.00	Taxi from SPT to YYC airport after meeting with OA and UNA President in Calgary
10/09/2014	363997797	ASSOCIATED CAB/ALLIED, LIMOUSINES AND TAXICABS	63.50	CAD	63.50	3.02	.00	Taxi from YYC airport to SPT for meeting with OA and UNA President in Calgary
11/09/2014	364164059	DELTA CALGARY SOUTH, DELTA HOTELS	206.58	CAD	206.58	.00	.00	Hotel in Calgary before SCN Conference in Banff (Deb worked in YYC on Sept 11) (AHS Rate booked - lowest available)
12/09/2014	364164060	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	74.75	CAD	74.75	3.56	.00	Transportation from Lister Centre to Airport with Brenda Huband (shared)
12/09/2014	364164061	DELTA CALGARY AIRPORT, DELTA HOTELS	212.19	CAD	212.19	.00	.00	Hotel in Calgary after SCN Conference in Banff (Deb flew back to YEG in the AM) - AHS Rate booked (lowest available)
17/09/2014	364765475	ASSOCIATED CAB/ALLIED, LIMOUSINES AND TAXICABS	64.00	CAD	64.00	3.05	.00	Taxi to Airport after the SCN Conference in Banff
17/09/2014	364765476	ASSOCIATED CAB/ALLIED, LIMOUSINES AND TAXICABS	61.10	CAD	61.10	2.91	.00	Taxi from airport to hotel in Calgary - attending SCN Conference in Banff

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Signatures		
Cardholder Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> • I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies. Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre. 		
<u>Kim Belrose</u> Name of Cardholder Designate <u>K Belrose</u> Signature of Cardholder Designate	<u>Exec Assistant to VP of CHOO Northern AB</u> Cardholder Designate Position/Title <u>22 SEPT 2014</u> Date of Signature	
Cardholder By signing this statement <ul style="list-style-type: none"> • I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and 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. 		
<u>GORDON, DEB</u> Name of Cardholder <u>[Signature]</u> Signature of Cardholder	<u>VICE PRESIDENT & CHIEF HEALTH OPERATIONS OFFICER, NORTHERN AB</u> Cardholder Position/Title <u>03-10-14</u> Date of Signature	
Approver Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> • I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and 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. 		
<u>Susan Best</u> Name of Approver Designate <u>[Signature]</u> Signature of Approver Designate	<u>Exec Assistant</u> Approver Designate Position/Title <u>Oct. 7/14</u> Date of Signature	
Approver By signing this statement <ul style="list-style-type: none"> • I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and 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. 		
<u>Deborah Rhodes</u> Name of Approver <u>[Signature]</u> Signature of Approver	<u>VP Corp Serv. & CFO</u> Approver Position/Title <u>Oct 7/14</u> Date of Signature	
Submit approved statement with attachments to Accounts Payable:		
Attach: <ul style="list-style-type: none"> • 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: _____

Kim Belrose

From: Air Canada [confirmation@aircanada.ca]
Sent: Tuesday, August 19, 2014 7:26 PM
To: Deb Gordon
Subject: Air Canada - 24-Aug: Edmonton - Calgary (booking ref: [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.](#)



Booking Information

Booking Reference: [REDACTED]

Customer Care

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

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

Main Contact:

Ms Deborah Ann Gordon
deb.gordon@albertahealthservices.ca
Mobile: [REDACTED]
Home: [REDACTED]
Work: [REDACTED]

Online Services

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

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* [Can my booking be changed online?](#)

Mtgz in calgary
Aug 25/26
CCCO &
Minister of
Health.

Return portion refunded/
credited as Deb drove
back to Edmonton &
a colleague.
Will use credit
for future
Arts travel.

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8151 ¹	Edmonton, Edmonton Int'l (YEG) Sun 24-Aug 2014 16:00	Calgary (YYC) Sun 24-Aug 2014 16:49	0	0hr49	DH4	Flex, W	
AC8156 ¹	Calgary (YYC) Tue 26-Aug 2014 18:00	Edmonton, Edmonton Int'l (YEG) Tue 26-Aug 2014 18:48	0	0hr48	CRJ	Flex, M	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Deborah Ann Gordon : Adult (16+), Ticket Number: [REDACTED]

Air Canada - [REDACTED] Meal Preference : **None**
Aeroplan : [REDACTED]
Payment Card: [REDACTED] Special Needs: **None**
Seat Selection: AC8151 **9D** , AC8156 **10C**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	173.00
Return Flight - Flex	303.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	28.71
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	602.96
Number of passengers	x 1
Total airfare, taxes and options	602.96
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$602.96 ✓

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$602.96**
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$602.96 (Airfare - per ticket)

Ticket number(s): [REDACTED]

enRoute City Guide

Calgary

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

[▶ Read the complete guide](#)

Fare Rules

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

- **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- 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](#) .

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.

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

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries

to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

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

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe senders list.

This service email was sent to deb.gordon@albertahealthservices.ca because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our [Privacy Policy](#).

Please do not reply to this email, as this inbox is not monitored. If you have any questions please visit aircanada.com.

Air Canada, PO Box 64239, RPO Thorndcliffe, Calgary Alberta, T2K-6J7

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

[Check-in and boarding times](#)



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

AIR CANADA 

A STAR ALLIANCE MEMBER 



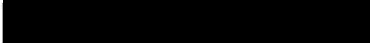

135 Southland Drive S.E. Calgary, Alberta, T2J 5X5
 Tel: 403-278-5050 Fax: 403-225-5834

②

ALBERTA HEALTH
 Ms Deb Gordon



Room: 
 Folio: 
 Cashier:
 Arrival: 08-24-14
 Departure: 08-26-14

Date	Description	Additional Information	Charges	Credits
08-24-14	In Room Dining Charges		21.60	
08-24-14	Room Charge		144.00	
08-24-14	DMF		4.32	
08-24-14	Room GST		7.42	
08-24-14	Tourism Levy		5.93	
08-25-14	Room Charge		178.00	
08-25-14	DMF		5.34	
08-25-14	Room GST		9.17	
08-25-14	Tourism Levy		7.33	
08-26-14	Mastercard			383.11

GST Summary	
Registration No:	895126332
Room	16.59
F&B	0.00
Other	0.00
Total	16.59

Total	383.11	383.11
Balance Due	0.00	CDN



AUG 25/26
 mtg in Calgary
 CEO + Minister of Health
 + director part mtg.
 o HRAC (Presenter)
 o ELT (Member)
 o All Mtg (Presenter)

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

BOOMTOWN PUB & PATIO
135 Southland Dr. S.E.
Calgary, Alberta
T2J 5X5



ROOM SERVICE

\$3.00 DELIVERY CHARGE	(18:09)	3.00
DELIVERY TIME	(00:00)	0.00
DELIVERY TIME	(18:09)	0.00
ATRIUM ROOM #	(18:09)	0.00
CHICKEN CLUBHOUSE	(18:09)	15.00

	Sub Total:	18.00
	Tax 1:	0.90
18:09	Total:	18.90

Payments:	Amt-Tend	Tip/Chg	Tally
ROOM CHARG	21.60	2.70	18.90
08/24/2014 18:29			-----
			18.90

Grat: 15% GRATUIT Applied 2.70



, GORDON

21.60

Terminal: IRD





Order Confirmation

3

Date of Event: Wednesday, August 27, 2014
 PO Number:
 Project Code:
 Expenditure Type:
 Meeting Organizer:
 Location/Boardroom:

Client/Organization Alberta Health Services	Booking Contact Kim Belrose	Booking Tel [REDACTED]	Site Contact Kim Belrose	Event # [REDACTED]
Booking Email kim.belrose@albertahealthservices.ca		Booking Cell [REDACTED]	Site Tel [REDACTED]	Guests 11 (Act)
Party Name [REDACTED]	Sales Rep [REDACTED]	Theme ON REAL	Type Of Event AM Breakfast Cont.	

Please review details to ensure accuracy.

You are welcome to keep all prepared food leftover. Remember to have your containers available to transfer the leftovers from our bowls, platters, pans, etc.

Site Locations	
Site Name	Site Address
Alberta Health Services	[REDACTED]
<u>Directions</u>	
TIMELINE:	
- Have driver arrive at 7:45am	
- Retrieval same day 2-4pm	
DRIVER:	
- On site contact same as above	
[REDACTED]	

Description	Venue			Set By	
	Start	End	Arrival		
Breakfast Cont.	8:00 am	12:00 pm	7:45 am	8:00 am	
Food/Service Items					
Food/Service Items	Comment		Price	Qty	Total
Continental Breakfast Package for 5-14 guests			4.95	11	54.45
Fruit 3oz			1.65	11	18.15
Continental Disposable Setting			0.19	11	2.09
Cold Edmonton Tier 1 Delivery Charge			13.81	1	13.81
Non Peak Hour Additional Delivery Charge			7.46	1	7.46
Edmonton Tier 1 Retrieval Charge			7.46	1	7.46

Subtotal	103.42	Paid	0.00	Pay Method	30 Days	Card Number
Tax	0.00	Balance	103.42	Card Type		Expires
Service Charge	0.00			Card Holder		
Total Value	103.42	Due Date	9/27/2014	Signature		

Continental Breakfast for mtgs @ AHS Foundation Presidents, UofA Provost+VP and UofA President.

(Deb Gordon, Verna Yin, Mike House, Myka Osinichuk, Andrew Otway, Joyce Law, Wendy Dugas, Carl Amrhein, Indira Samarasakara, Kathryn Todd)

Hospitality
 less than \$60
 no preapproval required

Kim Belrose

From: A CAPPELLA CATERING [esp_receipt@moneris.com]
Sent: Thursday, August 28, 2014 4:17 PM
To: Kim Belrose
Subject: Transaction Receipt - Do Not Reply

Categories: KIM ACTION

A CAPPELLA CATERING
12105-120 Avenue
Edmonton AB
T5L 4K4
T: 780-454-2642

www.acappella.ab.ca

APPROVED

TYPE	PURCHASE
ORDER ID	██████████
AMOUNT (CAD)	\$103.42
CARD NUM ACCOUNT	██
DATE	Aug 28 2014 04:17PM
REF NUM	██
AUTH CODE	██████████

APPROVED - THANK YOU 027

Please keep this email as your transaction receipt.

This receipt has been sent from an unmonitored email account.
Do not reply to this email.

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

④

DATE: 2014/08/24
PICK UP TIME: 17:03
DROP OFF TIME: 17:25
TRIP ID: 8
LOCATION: 073000-45024103707
CAR NUMBER: 1187
DRIVER: 887314-45024103707
CARD TYPE: MC
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$) : 52.50
EXTRA (\$) : 0.00
SUBTTL (\$) : 52.50

TIP (\$) : 7.00

TOTAL (\$) : 59.50 ✓

SIGNATURE: *[Signature]*

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA
Auth 25/26 mtgs in 44C
CEO + Minister of
CUSTOMER'S COPY Health.

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

⑩

DATE: 2014/09/04
PICK-UP TIME: 07:55
DROP-OFF TIME: 08:28
TRIP ID: 8
LOCATION: 073000-45024103707
CAR NUMBER: 1449
DRIVER: 514554
CARD TYPE: [REDACTED]
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$) : 56.50
EXTRA (\$) : 0.00
SUBTTL (\$) : 56.50

TIP (\$) : 7.00

TOTAL (\$) : 63.50 ✓

SIGNATURE: _____

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA
CUSTOMER'S COPY

Taxi from airport to
SPT from mtg @ OA
& WNA President.

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

⑨

DATE: 2014/09/04
PICK-UP TIME: 17:32
DROP-OFF TIME: 18:07
TRIP ID: 389145
LOCATION: 073000-45024103707
CAR NUMBER: 1453
CARD TYPE: MC
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$) : 52.50
EXTRA (\$) : 0.00
SUBTTL (\$) : 52.50

TIP (\$) : 7.00

TOTAL (\$) : 59.50 ✓

SIGNATURE: _____

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA
CUSTOMER'S COPY

Taxi from SPT to
airport after mtg @
OA & WNA President

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.



5

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 Deborah Ann Gordon
deb.gordon@albertahealthservices.ca
Mobile: [REDACTED]
Home: [REDACTED]
Work: [REDACTED]
At destination: [REDACTED]

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8133 ¹	Edmonton, Edmonton Int'l (YEG) Thu 04-Sep 2014 07:00	Calgary (YYC) Thu 04-Sep 2014 07:47	0	0hr47	CRJ	Flex, W	
AC8156 ¹	Calgary (YYC) Thu 04-Sep 2014 18:00	Edmonton, Edmonton Int'l (YEG) Thu 04-Sep 2014 18:49	0	0hr49	CRJ	Flex, W	

Operated by:
1 Air Canada Express - Jazz

Passenger Information

1: Ms Deborah Ann Gordon : Adult (16+), Ticket Number: [REDACTED]

Air Canada - Aeroplan [REDACTED] Meal Preference: **None**
Payment Card: [REDACTED] Special Needs: **None**
Seat Selection: AC8133 9C, AC8156 9C

Purchase Summary

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	173.00
Return Flight - Flex	173.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	22.21
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	466.46
Number of passengers	x 1
Total airfare, taxes and options	466.46
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$466.46

Travel to Calgary -
Mtg re Official
Administrator +
UNA President.

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: \$466.46
The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$466.46 (Airfare - per ticket)

Ticket number(s) [REDACTED]

Kim Belrose

From: Air Canada [confirmation@aircanada.ca]
Sent: Thursday, September 04, 2014 10:52 AM
To: Deb Gordon
Subject: Air Canada - 04-Sep: Edmonton - Calgary (booking ref: [REDACTED] booking modified)

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

(6) (7)



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:

Ms Deborah Gordon
deb.gordon@albertahealthservices.ca
Mobile: [REDACTED]
Home: [REDACTED]
Work: [REDACTED]
At des: [REDACTED]

- Mtg in Calgary
COA & UNA
President

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.

- Later flight booked
as meeting was
extended last
minute.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8133 ¹	Edmonton, Edmonton Int'l (YEG) Thu 04-Sep 2014 07:00	Calgary (YYC) Thu 04-Sep 2014 07:47	0	0hr47	CRJ	Flex, W	
AC8164 ¹	Calgary (YYC) Thu 04-Sep 2014 19:30	Edmonton, Edmonton Int'l (YEG) Thu 04-Sep 2014 20:22	0	0hr52	DH3	Flex, V	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Deborah Gordon : Adult (16+), Ticket Number [REDACTED]	
Air Canada - [REDACTED]	Meal Preference : Regular
Aeroplan : [REDACTED]	
Payment Card: [REDACTED]	Special Needs: None
Seat Selection: AC8133 9C , AC8164 5F	

Additional charges and/or refund summary

	<u>Additional charges</u>
Passenger Type	Adult
Air Transportation Charges	
Airfare (includes Surcharges)	1.00
Taxes, Fees and Charges	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.05
Total Additional Fare	1.05
Extra Charges (Change Fee)	
Change Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50
Total Extra Charge (Change Fee)	52.50
Number of passengers	x 1
Total airfare, taxes and options	53.55
Grand Total - Canadian dollars	\$53.55

Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$53.55**
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$1.05 (Airfare)
Air Canada: \$52.50 (Change Fee per ticket)

Ticket number(s) [REDACTED]

enRoute City Guide

Calgary

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



[Read the complete guide](#)

Fare Rules

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

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours

Itinerary confirmation

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

⑧

Your reservation code is: XXXXXXXXXX

Guest details

Ms Deborah Gordon Flight Edmonton (YEG)-Calgary (YYC), Calgary (YYC)-Edmonton (YEG)
 WestJet FF XXXXXXXXXX
 Ticket number XXXXXXXXXX
 Seat YEG-YYC YYC-YEG

* You may not select a seat at this time. Seat selection will be available in the 'Manage bookings' section of your WestJet profile, during online check-in, or at the airport.

Air itinerary details

Edmonton (YEG) Wed Sep 10 2014, 9:10 PM Dehavilland Dash 8-400 Turboprop	Calgary (YYC) Wed Sep 10 2014, 10:00 PM	WS 3288 Operated by WESTJET ENCORE	Fare type: Flex Non-stop
Calgary (YYC) Fri Sep 12 2014, 7:45 AM Dehavilland Dash 8-400 Turboprop	Edmonton (YEG) Fri Sep 12 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	\$335.00	\$24.00	\$95.91	\$454.91	x 1	\$454.91 CAD



YEG-YYC: Flex fare type benefits

One complimentary checked bag ¹

Fully refundable if cancelled within 24 hours of booking ²

Advanced seat selection - \$5-34.50 ¹

\$50-57.50 itinerary change fee + applicable fare difference

\$50-57.50 name change fee

\$50-57.50 cancellation fee, balance credited toward future WestJet flight purchases ³

¹ Not applicable on flights operated by our airline partners

² Excluding flights departing within 24 hours of booking

³ Non-refundable to original form of payment

YYC-YEG: Flex fare type benefits

One complimentary checked bag ¹

Fully refundable if cancelled within 24 hours of booking ²

Advanced seat selection - \$5-34.50 ¹

\$50-57.50 itinerary change fee + applicable fare difference

\$50-57.50 name change fee

\$50-57.50 cancellation fee, balance credited toward future WestJet flight purchases ³

¹ Not applicable on flights operated by our airline partners

² Excluding flights departing within 24 hours of booking

³ Non-refundable to original form of payment

Travel to Calgary / return.

Worked in Calgary

Sept 11th before

travelling to the

SCN Conference in

Banff.

→ one portion of this flight refunded as flight was delayed to Calgary. Deb re-book

Kim Belrose

From: WestJet [travelbank@westjet.com]
Sent: Thursday, September 11, 2014 10:37 AM
To: Deb Gordon
Subject: Refund to Account

Hello Deborah Gordon

A credit has been processed and issued to your WestJet Travel Bank. You can access your Travel Bank at any time by signing into your WestJet account at <https://profile.westjet.com?mrd=0>

Account [REDACTED]

Travel Bank Refund 170.23

Your cancellation has been processed

Travel Bank credits can be used to pay for future travel with WestJet, excluding group bookings, WestJet Vacations packages, and flights with partner airlines. You can redeem your Travel Bank credits online by signing in to your WestJet account before booking, or call us at 1-888-937-8538 (1-888-WESTJET).

For more information about fraudulent transactions involving WestJet Travel Bank credits for sale, please visit www.westjet.com

Regards,

WestJet

You have received this notification because you booked a flight with WestJet. Replies to this email will not be received. © 2014 WestJet. All rights reserved. WestJet, 22 Aerial Place NE, Calgary, AB T2E 3J1, Canada.

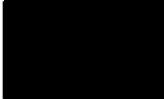
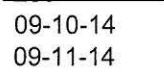



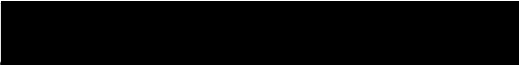
DELTA
CALGARY SOUTH

135 Southland Drive S.E. Calgary, Alberta, T2J 5X5
Tel: 403-278-5050 Fax: 403-225-5834

AB HEALTH SERVICES
Ms Deb Gordon



Room: 
Folio: 
Cashier: 
Arrival: 09-10-14
Departure: 09-11-14

Date	Description	Additional Information	Charges	Credits
09-10-14	Room Charge		184.00 ✓	
09-10-14	DMF		5.52	
09-10-14	Room GST		9.48	
09-10-14	Tourism Levy		7.58	
09-11-14	Mastercard			206.58
GST Summary			Total	206.58 ✓
Registration No: 895126332			Balance Due	0.00 CDN
Room	9.48			
F&B	0.00			
Other	0.00			
Total	9.48			

①

Hotel in Calgary
pre-SCN Conference in
Banff.

Deb worked in
Calgary on Sept 11th
before travelling to
Banff - a colleague.

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Kim Belrose

From: Delta Hotels and Resorts [no_reply@zd.deltahotels.com]
Sent: Thursday, September 04, 2014 12:31 PM
To: Deb Gordon
Subject: Reserved# 33866180 Delta Calgary South Arr: Wednesday, September 10, 2014
Attachments: reservation.ics



confirmation [REDACTED]

[f](#) [t](#) [en français](#)

hotel information

Delta Calgary South
135 Southland Drive SE
Calgary, AB T2J 5X5

403-278-5050



check in time: 15:00
check out time: 11:00

guest details

Deb Gordon
deb.gordon@albertahealthservices.ca

reservation details

confirmation [REDACTED]

dates

arrival date: Wednesday, September 10, 2014
departure date: Thursday, September 11, 2014
length of stay: 1 night
[click here to add to Outlook calendar](#)
[click here to add to TripIt](#)

number of guests

1 adult 0 children

room and rate(s)

Mode Deluxe Room, 1 King, Pull-out
Alberta Health Services

payment information

room rate	\$184.00
room total	\$184.00
taxes, levies and fees	\$22.58
total	\$206.58CAD

Guaranteed for late arrival.

policies

Cancel by 4PM on the day of arrival



IT WAS OUR PLEASURE TO BOOK YOUR RESERVATION

CLICK HERE TO COMPLETE A SHORT SURVEY

HOW DID WE DO?

If you have a question about this reservation, please contact us by phone 1-800-268-1133 or send us an email at deltanet@deltahotels.com. You can obtain more information regarding Delta Hotels and Resorts from our [website](#). We thank you for your patronage and wish you a pleasant stay at the Delta Calgary South. Other special requests may be confirmed at check in.



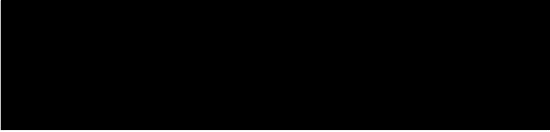
DELTA

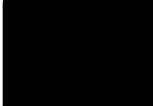
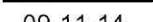
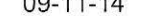
CALGARY AIRPORT


2001 Airport Road N.E., Calgary, Alberta, T2E 6Z8
Tel: 403-291-2600 Fax: 403-250-6121

13

AB HEALTH SERVICES
Ms Deb Gordon



Room: 
Folio: 
Cashier: 
Arrival: 09-11-14
Departure: 09-12-14

Date	Description	Additional Information	Charges	Credits
09-11-14	Room Charge		189.00 ✓	
09-11-14	Room Destination Marketing Fee		5.67	
09-11-14	Room Tourism Levy		7.79	
09-11-14	Room GST		9.73	
09-12-14	Mastercard			212.19
Total			212.19	212.19 ✓
Balance Due			0.00 CDN	

GST Summary	
Reg No:807209770 RT0001	
Room	9.73
F&B	0.00
Other	0.00
Total	9.73

*Hotel in Calgary
after SCN Conference
in Banff.
Deb flew back to TSN
in the am*

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Kim Belrose

From: Delta Hotels and Resorts [no_reply@zd.deltahotels.com]
Sent: Thursday, September 04, 2014 12:31 PM
To: Deb Gordon
Subject: Reserved [REDACTED] Delta Calgary Airport Arr: Thursday, September 11, 2014
Attachments: reservation.ics



confirmation [REDACTED]

[f](#) [t](#) [en français](#)

hotel information

Delta Calgary Airport
2001 Airport Road N.E.
Calgary, AB T2E 6Z8

403-291-2600

check in time: 15:00
check out time: 12:00



guest details

Deb Gordon
deb.gordon@albertahealthservices.ca

reservation details

confirmation [REDACTED]

dates

arrival date: Thursday, September 11, 2014
departure date: Friday, September 12, 2014
length of stay: 1 night
[click here to add to Outlook calendar](#)
[click here to add to TripIt](#)

number of guests

1 adult 0 children

room and rate(s)

Delta Room, 2 Queens
AB Health Services

payment information

room rate	\$189.00
room total	\$189.00
taxes, levies and fees	\$23.19
total	\$212.19CAD

Guaranteed for late arrival.

policies

Cancel by 4PM on the day of arrival



IT WAS OUR PLEASURE TO BOOK YOUR RESERVATION

CLICK HERE
TO COMPLETE A SHORT SURVEY

HOW DID WE DO?

If you have a question about this reservation, please contact us by phone 1-800-268-1133 or send us an email at deltanet@deltahotels.com. You can obtain more information regarding Delta Hotels and Resorts from our [website](#). We thank you for your patronage and wish you a pleasant stay at the Delta Calgary Airport. Other special requests may be confirmed at check in.

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PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6N-1C2
780-463-5800

Id:4502412509423
#:0533
Card
CHASE
1212059

400000000041010

APPROVED

AMOUNT

CAD\$65
CAD\$9

TOTAL

CAD\$74

Code: 00
4000000000
E800

Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
651 862184769

2014/09/12 Time: 09:21:
Date: AUTH 112116

Taxi from Lister
Centre to airport for
SCN Conference in Banff,
E B Huband

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2014/09/10
PICK-UP TIME: 22:28
DROP-OFF TIME: 22:45
TRIP ID: 8
LOCATION: 073000-45024103707
CAR NUMBER: 8941
CARD TYPE: MC
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$): 54.10
EXTRA (\$): 0.00
SUBTTL (\$): 54.10

15

TIP (\$) 7.00

TOTAL (\$) 61.10

SIGNATURE [Signature]

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW ASSOCIATEDCAB CA

CUSTOMER'S COPY

Taxi from Airport to
Hotel in YC before
SCN Conference in Banff

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

14

DATE: 2014/09/11
PICK-UP TIME: 21:55
DROP-OFF TIME: 22:19
TRIP ID: 458405
LOCATION: 073000-45024103707
CAR NUMBER: 8941
CARD TYPE: MC
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$): 57.00
EXTRA (\$): 0.00
SUBTTL (\$): 57.00

TIP (\$) 7.00

TOTAL (\$) 64.00

SIGNATURE: _____

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW ASSOCIATEDCAB CA

CUSTOMER'S COPY

Taxi to airport
in Calgary after
SCN Conference in Banff