

Official Administrator and Executive Expense Report

Name Dr. Francois Belanger
Title VP & Medical Director, Central & Southern Alberta
Location Calgary
 Expenses submitted during the month of Sept 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	Various Meetings	554		370	272	1,196			
Sep-14	Expense	Meetings		208		886	1,094			
Total			\$ 554	\$ 208	\$ 370	\$ 1,158	\$ 2,290	\$ -	\$ -	\$ -

Total for the Month \$ 2,290

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 164
 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>BELANGER, FRANCOIS</u> Cardholder's Name	<u>VICE PRESIDENT & MEDICAL</u> Cardholder's Position/Title	Billing Reporting Period:	<u>20/09/2014</u>
<u>HEALTH OPERATIONS CENTRAL &</u> Cardholder's Dept	<u>SOUTHPORT</u> Cardholder's Site/Location	Total Statement Amount:	<u>\$1,196.37</u>
<u>FRANCOIS.BELANGER@ALBERTAHEALTHSERVICES.CA</u> Cardholder's e-mail address	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
28/08/2014	362556535	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43	.00	Aug 5 Exec Leadership Team meeting Taxi YEG to SSP
28/08/2014	362556536	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43	.00	Aug 5 Exec Leadership Team meeting Taxi SSP to YEG
02/09/2014	362905688	IMPARK00020256U, AUTOMOBILE PARKING LOTS AND GARAGES	23.00	CAD	23.00	1.10	.00	Sept 2 ELT meeting Parking in Edm
03/09/2014	363035181	IMPARK00020256U, AUTOMOBILE PARKING LOTS AND GARAGES	23.00	CAD	23.00	1.10	.00	Sept 3 Interviews VP HR Parking in Edm
03/09/2014	363221834	THE WESTIN EDMONTON, WESTIN HOTELS	214.58	CAD	214.58	20.13	.00	Sept 3 ELT meeting Accommodation
08/09/2014	363504867	IMPARK00020256U, AUTOMOBILE PARKING LOTS AND GARAGES	30.00	CAD	30.00	1.43	.00	Sept 8 Interviews VP CFO Parking in Edmon
09/09/2014	363648097	IMPARK00020256U, AUTOMOBILE PARKING LOTS AND GARAGES	23.00	CAD	23.00	1.10	.00	Sept 9 ELT meeting. Parking in Edmon
09/09/2014	363788396	THE WESTIN EDMONTON, WESTIN HOTELS	184.13	CAD	184.13	20.13	.00	Sept 9 ELT and Interviews. Accommodation
10/09/2014	363998043	AIR CAN 0142138826156, AIR CANADA	222.73	CAD	222.73	.00	.00	Sept 16 ELT cancelled. airfare YEG to YYC. Credit used for Spet 23
10/09/2014	363998044	WESTJET 8380616278514, Westjet Airlines	5.25	CAD	5.25	.00	.00	Sept 16 ELT cancelled. Seat selection YYC to YEG.
10/09/2014	363998045	WESTJET 8382101359506, Westjet Airlines	210.13	CAD	210.13	.00	.00	Sept 16 ELT cancelled. Airfare YYC to YEG. Credit used for Spet 23
12/09/2014	364164141	WESTJET 8382101395086, Westjet Airlines	53.55	CAD	53.55	.00	.00	Sept 23 ELT meeting. Airfare YYC to YEG change fee
12/09/2014	364280647	AIR CAN 0142138894117, AIR CANADA	52.50	CAD	52.50	.00	.00	Sept 23 ELT. Airfare YEG to YYC change fee
12/09/2014	364280648	AIR CAN 0142138894117, AIR CANADA	10.50	CAD	10.50	.00	.00	Sept 23 ELT meeting. YEG to YYC Seat selection

Aug 5
Executive Leadership meeting (Edmonton)
Taxi YEG to SSP

①

DR. BELANGER
Aug. 05 / 2014
AP > SSP

PRESTIGE TRANSPORTATION
19135 31 Avenue NW
Edmonton AB T6N-1C2
788-463-5000

Term Id: 4502412509440
Item #: 0637
M/C PURCHASE
Op Id: 114995
Card #: [REDACTED]

APPROVED

AMOUNT CAD\$72.00 ✓

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

Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 062184769

Date: 2014/08/28 Time: 22:42:18
Response: AUTH [REDACTED]

CUSTOMER COPY

Aug 5
Executive Leadership meeting (Edmonton)
Taxi SSP to YEG

②

DR. BELANGER &
MS. HUBAND

Aug. 05 / 2014
SSP > AP

PRESTIGE TRANSPORTATION
19135 31 Avenue NW
Edmonton AB T6N-1C2
788-463-5000

Term Id: 4502412509440
Item #: 0638
M/C PURCHASE
Op Id: 114995
Card #: [REDACTED]

APPROVED

AMOUNT CAD\$72.00 ✓

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

Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 062184769

Date: 2014/08/28 Time: 23:42:52
Response: AUTH [REDACTED]

CUSTOMER COPY

Sept 2
Executive Leadership meeting (Edmonton)
Parking in Edmonton

3

PLACE FACE UP ON DASH
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time
06:00 PM
SEP 02, 2014

Purchase Date/Time: 08:02am Sep 02, 2014
Total Parking: \$21.90
Total gst: \$1.10
Total Due: \$23.00
Total Paid: \$23.00
Ticket #: 81017501
S/N #: 500012451104
Setting: Lot 256
Mach Name: Meter 1

Rate: \$23 - Early Bird
Payment Type: Card

Card [REDACTED] MasterCard
Auth #: [REDACTED]
GST #887315638RT0001

RECEIPT

IMPARK LOT 256
NO IN AND OUT PRIVILEGES
Expiration Date/Time: 06:00pm Sep 02, 2014
Purchase Date/Time: 08:02am Sep 02, 2014
Total Parking: \$21.90
Total gst: \$1.10
Total Due: \$23.00
Total Paid: \$23.00
Ticket #: 81017501
Setting: Lot 256
Mach Name: Meter 1

Rate: \$23 - Early Bird
Payment Type: Card

Sept 3
Interviews VP HR (Edmonton)
Parking in Edmonton

4

PLACE FACE UP ON DASH
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time
06:00 PM
SEP 03, 2014

Purchase Date/Time: 07:25am Sep 03, 2014
Total Parking: \$21.90
Total gst: \$1.10
Total Due: \$23.00
Total Paid: \$23.00
Ticket #: 91021760
S/N #: 500012451104
Setting: Lot 256
Mach Name: Meter 1

Rate: \$23 - Early Bird
Payment Type: Card

Card [REDACTED] Card
Auth #: [REDACTED]
GST #887315638RT0001

RECEIPT

IMPARK LOT 256
NO IN AND OUT PRIVILEGES
Expiration Date/Time: 06:00pm Sep 03, 2014
Purchase Date/Time: 07:25am Sep 03, 2014
Total Parking: \$21.90
Total gst: \$1.10
Total Due: \$23.00
Total Paid: \$23.00
Ticket #: 91021760
Setting: Lot 256
Mach Name: Meter 1

Rate: \$23 - Early Bird
Payment Type: Card

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Sept 2 to 3
Exec Leadership Team meeting and Interviews VP HR
Accommodation

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

Francois Belanger
Alberta Health Services
[Redacted]

Page Number : 1 Invoice Nbr: [Redacted]
Guest Number: [Redacted] Arrive Date: 02-SEP-14 18:05
Folio ID : [Redacted] Depart Date: 03-SEP-14 07:15
No. Of Guest: [Redacted]
Room Number : [Redacted]
Room Rate : 164.00
Club Account: [Redacted]

Email: MARLENE.HAMILTON@ALBERTA
EALTHSERVICES.CA

Tax Invoice

Tax ID: 815461330RT0001
The Westin Edmonton 03-SEP-14 07:15 [Redacted]

Date	Reference	Description	Charges	Credits
02-SEP-14	[Redacted]	Room Charge	164.00	
02-SEP-14	[Redacted]	GST	8.45	
02-SEP-14	[Redacted]	DMF	4.92	
02-SEP-14	[Redacted]	Tourism Levy	6.76	
02-SEP-14	[Redacted]	Parking Self	29.00	
02-SEP-14	[Redacted]	GST	1.45	
03-SEP-14	[Redacted]	Mastercard		-214.58
03-SEP-14	[Redacted]	Mastercard	0.00	
		** Total	214.58 ✓	-214.58
		*** Balance	0.00	

Continued on the next page

Sept 8
Interviews VP CFO
Parking in Edmonton

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PLACE FACE UP ON DASH
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time

06:00 PM
SEP 08, 2014

Purchase Date/Time: 10:01am Sep 08, 2014
Total Parking: \$28.57
Total gst: \$1.43
Total Due: \$30.00
Total Paid: \$30.00
Ticket #: 01280472
S/N #: 600012451104
Setting: Lot 256
Mach Name: Meter 1

Rate: \$30 - All Day
Payment Type: Card



Sept 9
Executive Leadership Team meeting
Parking in Edmonton

7

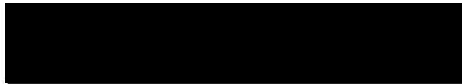
PLACE FACE UP ON DASH
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time

06:00 PM
SEP 09, 2014

Purchase Date/Time: 07:12am Sep 09, 2014
Total Parking: \$21.90
Total gst: \$1.10
Total Due: \$23.00
Total Paid: \$23.00
Ticket #: 70462109
S/N #: 600012451104
Setting: Lot 256
Mach Name: Meter 1

Rate: \$23 - Early Bird
Payment Type: Card

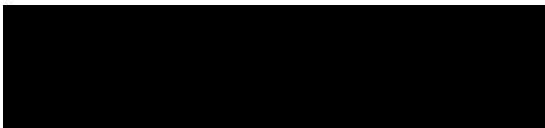


RECEIPT

IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time: 06:00pm Sep 08, 2014
Purchase Date/Time: 10:01am Sep 08, 2014
Total Parking: \$28.57
Total gst: \$1.43
Total Due: \$30.00
Total Paid: \$30.00
Ticket #: 01280472
Setting: Lot 256
Mach Name: Meter 1

Rate: \$30 - All Day
Payment Type: Card



RECEIPT

IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time: 06:00pm Sep 09, 2014
Purchase Date/Time: 07:12am Sep 09, 2014
Total Parking: \$21.90
Total gst: \$1.10
Total Due: \$23.00
Total Paid: \$23.00
Ticket #: 70462109
Setting: Lot 256
Mach Name: Meter 1

Rate: \$23 - Early Bird
Payment Type: Card



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

Francois Belanger
Alberta Health Services

Page Number : 1 Invoice Nbr: [REDACTED]
Guest Number: [REDACTED] Arrive Date: 08-SEP-14 18:25
Folio ID : [REDACTED] Depart Date: 09-SEP-14 07:02
No. Of Guest: [REDACTED]
Room Number : [REDACTED]
Room Rate : 164.00
Club Account: [REDACTED]

Email: MARLENE.HAMILTON@ALBERTAHEALTHSERVICES.CA

Tax Invoice

Tax ID: 815461330RT0001
The Westin Edmonton 09-SEP-14 07:02 [REDACTED]

Date	Reference	Description	Charges	Credits
08-SEP-14	[REDACTED]	Room Charge	164.00	
08-SEP-14	[REDACTED]	GST	8.45	
08-SEP-14	[REDACTED]	DMF	4.92	
08-SEP-14	[REDACTED]	Tourism Levy	6.76	
09-SEP-14	[REDACTED]	Mastercard		-184.13
		** Total	184.13	-184.13
		*** Balance	-0.00	

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

Continued on the next page

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Diane Beauvais-Bishop

Sept 16
Exec Leadership Team meeting (cancelled)
Credit used for Sept 23 travel to YYC
YEG to YYC

From: Air Canada [confirmation@aircanada.ca]
Sent: September 10, 2014 5:31 PM
To: Diane Beauvais-Bishop
Subject: Air Canada - 16-Sep: 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:
Mr Francois Belanger
franc[REDACTED]healthservices.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?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8169 ¹	Edmonton, Edmonton Int'l (YEG) Tue 16-Sep 2014 17:00	Calgary (YYC) Tue 16-Sep 2014 17:52	0	0hr52	DH3	Flex, W	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mr Francois Belanger : Adult (16+), Ticket Number: [REDACTED]

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

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

Seat Selection: AC8169 3D

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Departing Flight - Flex

163.00

Surcharges

12.00

Taxes, Fees and Charges

Canada Airport Improvement Fee

30.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

10.61

Air Travellers Security Charge (ATSC)

7.12

Total airfare and taxes before options (per passenger)

222.73

Number of passengers

x 1

Total airfare, taxes and options

222.73

Travel Insurance (declined)

0.00

Grand Total - Canadian dollars

\$222.73

(9)



Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$222.73**

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

Air Canada: \$222.73 (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.
- **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

Sept 16
 Exec Leadership Team meeting (cancelled)
 Credit used for Sept 23 travel to YEG
 YYC to YEG

10+11

Diane Beauvais-Bishop

From: noreply@itinerary.westjet.com on behalf of
Sent: September 10, 2014 5:21 PM
To: Diane Beauvais-Bishop
Subject: Reservation Confirmation

AIRFARE
 + seat selection



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: Mr Francois Belanger
 E-mail: francois.belanger@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

Mr. Francois Belanger Flight: Calgary (YYC)-Edmonton (YEG)
 Ticket Number: [REDACTED]
 Seat: YYC-YEG: 8B

Air Itinerary Details

WS3270 Calgary, CA Edmonton, CA Fare type: Econo
 Operated by WESTJET Tue 16 Sep, 2014 07:45 AM Tue 16 Sep, 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 151.00	CAD 12.00	CAD 47.13	CAD 210.13	x 1	CAD 210.13
						Total airfare: CAD 210.13

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 10.01
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		Total taxes: CAD 47.13

Fare family benefits

YYC-YEG: Econo Seat Sale Benefits

- One complimentary checked bag ¹
- Fully refundable if cancelled within 24 hours of booking ²
- Advanced seat selection - \$5-34.50 ¹
- \$75-86.25 itinerary change fee + applicable fare difference

- \$75-86.25 name change fee
- \$75-86.25 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

Seats

Regular seat: WS 3270 YYC - YEG Seat 8B Mr Francois Belanger

CAD 5.00 + CAD 0.25 Tax

Total Seats: CAD 5.25

Total

Charged to MASTERCARD [REDACTED]

✓ CAD 210.13 (11)

Charged to MASTERCARD [REDACTED]

✓ CAD 5.25 (10)

Total

CAD 215.38

WestJet offers

Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airline partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [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.
- For detailed information on your flight visit:
 - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Infight services](#) ([buy on board](#), [upl magazine](#) and more)
 - [Infight entertainment](#) for information on our live seatback television.
- 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.

[Important Legal Notice](#)

[Terms and Conditions](#)

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.



eTicket Receipt

Prepared For
BELANGER/FRANCOIS MR

WESTJET RESERVATION CODE [REDACTED]
 ISSUE DATE 12Sep2014
 TICKET NUMBER [REDACTED]
 ISSUING AIRLINE WESTJET
 ISSUING AGENT [REDACTED]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
23Sep	WESTJET WS 3270	CALGARY INTL AB, CANADA	EDMONTON INTL AB, CANADA	Class ECONOMY Seat Number 06C - (WAIVED) Booking Status OK TO FLY Fare Basis MAR07 Not Valid Before 23 SEP Not Valid After 23 SEP
	Operated by: WESTJET ENCORE	Time 7.45am	Time 8.37am	

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD [REDACTED]
Endorsement / Restrictions	[REDACTED] NONE
Fare Calculation Line	YYC WS YEA127.00MAR07 127.00END
Exchanged Ticket	[REDACTED]
Fare	CAD 127.00
Change Fee	CAD 75.00
Taxes/Fees/Carrier-Imposed Charges	CAD 7.12 CA (AIR TRAVELLERS SECURITY CHARGE)
	CAD 8.81 XG (GOODS AND SERVICES TAX (GST))
	CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))

	CAD 12.00 YQ (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 184.93
Total Additional Collection	CAD 53.55
Additional Fees not included in Fare	CAD 0.00 - YYC YEG - (SEAT FEE)

(12)



Positive identification required for airport check in

Notice:

Thank you for choosing WestJet

QST # 1202807956TQ0001

GST # 866112535

- We look forward to welcoming you on board your upcoming WestJet flight.
- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airline partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- Positive identification is required at check-in; ensure the name on the reservation matches the guest's identification before departing for the airport. Make sure you have the proper identification and travel documents for each country on your itinerary as the documents you use on your departure may not be sufficient upon your return. The law is the law, and we'd hate it if you were unable to board your flight.
- 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.
- Should you miss the first flight on your booking, or fail to show up for another flight on a multi-segment booking, you'll lose your seat on remaining flights and the fare, fees, charges and taxes will not be refunded.
- For more information on your flight with WestJet visit [travel info](#) or go directly to the most common searches:
 - [Fares, taxes and fees](#) ([Change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods , restricted items)
 - [ID requirements](#) (For adults, children and infants on domestic, transborder and international flights)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Inflight services](#) (Buy on board, up! magazine and more)
 - [Inflight entertainment](#) (Channel line-up, and pay-per-view movies and TV programs)
- 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

13+14

Sept 23
Exec Leadership Team meeting
Change fee (from Sept 16) and seat selection
YEG to YYC

Diane Beauvais-Bishop

From: Francois Belanger
Sent: September 12, 2014 8:54 AM
To: Marlene Hamilton K.; Diane Beauvais-Bishop
Subject: FW: Air Canada - 23-Sep: Edmonton - Calgary (booking re [redacted] booking modified)

From: Air Canada[SMTP:CONFIRMATION@AIRCANADA.CA]
Sent: Friday, September 12, 2014 8:53:26 AM
To: Francois Belanger
Subject: Air Canada - 23-Sep: Edmonton - Calgary (booking ref: [redacted] booking modified)
Auto forwarded by a Rule

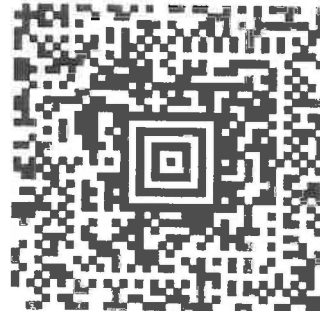
***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



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:
Mr Francois Belanger
francois.belanger@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?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8153 ¹	Edmonton.	Calgary	0	0hr50	DH4	Tando.	

Edmonton Int'l
(YEG)
Tue 23-Sep 2014
18:00

(YYC)
Tue 23-Sep
2014
18:50

S

Operated by:

1 Air Canada Express - Jazz

Passenger Information

1: Mr Francois Belanger : Adult (16+), Ticket Number [REDACTED]

Air Canada - [REDACTED]
Aeroplan : [REDACTED]

Meal Preference : **Regular**

Payment Card: [REDACTED]

Special Needs: **None**

Seat Selection: [REDACTED]

Additional charges and/or refund summary

	Additional charges
	Adult
Passenger Type	
Air Transportation Charges	
Airfare (includes <u>Surcharges</u>)	0.00
Extra Charges (Change Fee)	
Change Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50
Total Extra Charge (Change Fee)	52.50
Number of passengers	x 1
Total airfare, taxes and options	52.50
	✓
Seat Selection	
Mr Francois Belanger	
AC8153: 3C - Standard Seat (Aisle)	10.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.50
Total including airfare, taxes, options and seat selection charges:	63.00
	✓
Grand Total - Canadian dollars	\$63.00

(13)

(14)

Payment Information

Credit/Debit Card [REDACTED] amount paid: **\$63.00**

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

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

Air Canada: \$10.50 (Advance Seat Selection - per ticket)

Ticket number [REDACTED]

Fare Rules

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

- **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 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 subject to availability and are permitted only for same-day flights at a fee of \$75 CAD/USD per direction, per passenger.
- **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0005 71105000002	Emp # (E-People) ██████████	Page 2A
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*If expenses incurred are for multiple FC's please use pages 2B,2C,2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip. **DO NOT** separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.*

SECTION B: TRAVEL EXPENSES **NOTE:** If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column Prov) where expenses were incurred (Out of N.America = Inter)
Ensure separate lines are used for claim items that differ in Province, US and Out of North America

Completion of the "Cost Effective Method Used" Column is **REQUIRED**.
If you select "No" in this column,
Further Explanation is **REQUIRED** in the "Rationale is Required" section on this page

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? 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							
27-Aug-14	Travel to FMC for Performance Review (Dr Kortbeek)	AB	Meeting	Yes										15.00	✓
29-Aug-14	Travel to Calgary Lab Services for DH Recruitment Meeting	AB	Meeting	Yes										16.00	✓
2-Sep-14	Travel to Edmonton for ELT Meeting and Others	AB	Meeting	Yes	A-\$41.55	\$41.55	✓							308.00	✓
3-Sep-14	Edmonton Meetings - Travel back to Calgary	AB	Meeting	Yes	A-\$41.55	\$41.55	✓							308.00	✓
8-Sep-14	Travel to Edmonton for ELT and interviews	AB	Meeting	Yes	A-\$41.55	\$41.55	✓							308.00	✓
9-Sep-14	Return travel to Calgary after meetings	AB	Meeting	Yes	A-\$41.55	\$41.55	✓							308.00	✓
11-Sep-14	ZMAC Meeting Fort Calgary - Travel back to Southport	AB	Meeting	Yes										22.00	✓
11-Sep-14	Travel to Banff for SCN Conference	AB	Meeting	Yes										129.00	✓
SUBTOTALS						\$166.20									Total Kms 1414.00

<p align="center">MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle → details of travel location to & from must be included above under the purpose of travel column Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement</p>	<p align="center">Enter \$0.505 km, \$0.47 km OR rate per Union Agreement <i>(see Mileage details to the left)</i></p> <p align="right">Mileage \$ \$714.07</p>
<p align="center">Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3</p>	<p align="right">Travel \$ Subtotal \$166.20</p> <p align="right">Auto fills on page 1 - TOTAL TRAVEL \$ \$880.27</p>

Rationale is Required for expenses that are not Cost Effective
(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0006 71105000002	Emp # (E-People) [REDACTED]	Page 2B
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*If expenses incurred are for multiple FC's please use pages 2B, 2C, 2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, **DO NOT** separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.*

SECTION B: TRAVEL EXPENSES **NOTE:** If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column Prov) where expenses were incurred (Out of N.America = Inter!)
 Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required <small>(include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A descriptor of just "Meeting" will be returned for clarification</small>	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	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												
				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									
13-Sep-14	Return to Calgary from Banff	AB	Meeting	Yes											129.00	✓
16-Sep-14	Travel to Didsbury & Back for Prairie Mtn Health Advisory Committee	AB	Meeting	Yes											164.00	✓
18-Sep-14	Travel to Radisson Airport for CMO Meeting	AB	Meeting	Yes											25.00	✓
22-Sep-14	Travel to FMC for ZCDH Meeting	AB	Meeting	Yes											15.00	✓
22-Sep-14	Travel from FMC to ACH for ACH Foundation Meeting	AB	Meeting	Yes											7.00	✓
23-Sep-14	Travel to Edmonton for ELT and other meetings	AB	Meeting	Yes	A-\$41.55	\$41.55	✓									
SUBTOTALS						\$41.55										Total Kms 340.00

<p align="center">MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle → details of travel location to & from must be included above under the purpose of travel column Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement</p>	<p align="center">Enter \$0.505 km, \$0.47 km <u>OR</u> rate per Union Agreement (see Mileage details to the left)</p> <p align="right">Mileage \$ \$171.70</p>
<p align="center">Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3</p>	<p align="right">Travel \$ Subtotal \$41.55</p> <p align="right">Auto fills on page 1 - TOTAL TRAVEL \$ \$213.25</p>

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)