

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 November 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)
Nov-14	P-Card	Meetings	1,937		129	596	2,661			
Nov-14	Expense	Meetings		169		387	556			
Total			\$ 1,937	\$ 169	\$ 129	\$ 983	\$ 3,217	\$ -	\$ -	\$ -

Total for the Month \$ 3,217

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 118
 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

BELANGER, FRANCOIS Cardholder's Name	VICE PRESIDENT & MEDICAL Cardholder's Position/Title	Billing Reporting Period	20/11/2014
HEALTH OPERATIONS CENTRAL & Cardholder's Dept	SOUTHPORT Cardholder's Site/Location	Total Statement Amount	\$2,660.74
FRANCOIS.BELANGER@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address	Last 6 digits of the P-Card # XXXXXXXXXX		

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
18/10/2014	368143298	AIR CAN AIR CANADA	190.18	CAD	190.18	00	00	Belanger Oct 21 Exec Leadership Team mtg CEO mtg Edmonton YEG to YYC
20/10/2014	368254276	AIR CAN AIR CANADA	214.83	CAD	214.83	00	00	Belanger Oct 29 Sr Leaders Mtg Edmonton YEG to YYC
21/10/2014	368014574	THE CALGARY AIRPORT AU AUTOMOBILE PARKING LOTS AND	27.30	CAD	27.30	1.30	00	Belanger Oct 21 Exec Leadership Team Mtg Parking YYC
24/10/2014	368776658	WESTJET Westjet Airlines	5.25	CAD	5.25	00	00	Seat Selection - WestJet - Oct 28-14
24/10/2014	368776656	WESTJET Westjet Airlines	200.88	CAD	200.88	00	00	Belanger Oct 28 Exec Leadership Team Mtg Edmonton YEG to YEG
29/10/2014	368375160	FOLR POINTS BY SHERATO, SHERATON HOTELS	128.82	CAD	128.82	00	00	Belanger Exec Leadership Team Mtg Edm Oct 28 Sr. Leaders Mtg Niaku Oct 29
29/10/2014	369375161	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	81.90	CAD	81.90	1.90	00	Belanger Exec Leadership Team Mtg Oct 28 Sr. Leaders Mtg Oct 28 YYC Parking
04/11/2014	370246674	AIR CAN AIR CANADA	190.18	CAD	190.18	00	00	Belanger Nov 12 CEO, COEC and Exec Ed Ed ELT Edmonton YEG to YEG
04/11/2014	370246675	AIR CAN AIR CANADA	190.18	CAD	190.18	00	00	Belanger CEO, COEC, and Exec Ed ELT Nov 12 Edmonton YEG to YYC
10/11/2014	370831210	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43	00	Belanger Oct 7 COEC and CEO Mtgs Edmonton YEG to SSP
10/11/2014	370831211	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43	00	Oct 7 F. Belanger COEC and CEO Mtgs Edmonton SSP to YEG
10/11/2014	370831212	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43	00	Belanger Oct 14 COEC and CEO Mtgs Edmonton YEG to SSP
10/11/2014	370631213	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43	00	Belanger Oct 14 COEC and CEO Mtg Edmonton SSP to YEG (B. Hubbard S - 1/11)
10/11/2014	370831214	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43	00	Belanger Oct 21 COEC and CEO mtgs Edmonton YEG to SSP
10/11/2014	370631215	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43	00	Belanger Oct 21 COEC and CEO mtgs Edmonton SSP to YEG
10/11/2014	370631216	AIR CAN AIR CANADA	252.13	CAD	252.13	00	00	Belanger Nov 18 COEC and CEO mtgs Edmonton YEG to YYC
10/11/2014	370631217	AIR CAN AIR CANADA	213.26	CAD	213.26	00	00	Belanger Nov 14 Exec Leadership Team mtg Edmonton YYC to YEG
10/11/2014	370631215	WESTJET Westjet Airlines	5.25	CAD	5.25	00	00	Seat Selection - WestJet - Nov 18-14
10/11/2014	370631219	WESTJET 8352102815468, Westjet Airlines	179.88	CAD	179.88	00	00	Belanger Nov 18 CS Training North-South Dyed Mtg Edmonton YEG to YEG
10/11/2014	370778298	AIR CAN AIR CANADA	284.68	CAD	284.68	00	00	Belanger Nov 14 Exec Leadership Team Mtg Edmonton YEG to YYC
10/11/2014	370778295	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	27.30	CAD	27.30	1.30	00	Belanger Nov 12 COEC, CEO and Exec Ed ELT Edmonton YYC parking
14/11/2014	371164715	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS / ND	27.30	CAD	27.30	1.30	00	Belanger Exec Leadership Team Mtg Edmonton YYC Parking

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<p>Signatures</p> <p>Cardholder Designate (if Applicable)</p> <p>By signing this statement</p> <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. 		
<p><u>MARLENE HAMILTON</u> Name of Cardholder Designate</p> <p><u>[Signature]</u> Signature of Cardholder Designate</p>	<p><u>EXEC. COORDINATOR</u> Cardholder Designate Position/Title</p> <p><u>Dec 5, 2014</u> Date of Signature</p>	
<p>Cardholder</p> <p>By signing this statement</p> <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. 		
<p><u>BELANGER, FRANCOIS</u> Name of Cardholder</p> <p><u>[Signature]</u> Signature of Cardholder</p>	<p><u>VICE PRESIDENT & MEDICAL</u> Cardholder Position/Title</p> <p><u>Dec 5, 2014</u> Date of Signature</p>	
<p>Approver Designate (if Applicable)</p> <p>By signing this statement</p> <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. 		
<p><u>Susan Best</u> Name of Approver Designate</p> <p><u>[Signature]</u> Signature of Approver Designate</p>	<p><u>Exec. Assistant</u> Approver Designate Position/Title</p> <p><u>Dec. 8/14</u> Date of Signature</p>	
<p>Approver</p> <p>By signing this statement</p> <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. 		
<p><u>Deborah Rhodes</u> Name of Approver</p> <p><u>[Signature]</u> Signature of Approver</p>	<p><u>VP Corporate Services + CFO</u> Approver Position/Title</p> <p><u>Dec. 9/14</u> Date of Signature</p>	
<p>Submit approved statement with attachments to Accounts Payable.</p>		
<p>Attach:</p> <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 • Dispute 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. 	<p>Address</p> <p>Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4</p>	
<p>Accounts Payable only:</p>		
<p>Reference #: _____</p>	<p>Reviewed by: _____</p>	<p>Date: _____</p>


Marlene Hamilton K.

October 21
F. Belanger Exec Leadership Team and CEO Mtg
YEG to YYC

From: Francois Belanger
Sent: October 16, 2014 2:32 PM
To: Marlene Hamilton K.; Diane Beauvais-Bishop
Subject: FW: Air Canada - 21-Oct: Edmonton - Calgary (booking ref: [REDACTED])

From: Air Canada[SMTP:CONFIRMATION@AIRCANADA.CA]
Sent: Thursday, October 16, 2014 2:31:55 PM
To: Francois Belanger
Subject: Air Canada - 21-Oct: Edmonton - Calgary (booking ref: [REDACTED])
Auto forwarded by a Rule

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

AIR CANADA 

Itinerary/Receipt

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

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



Booking Information

Booking Reference: [REDACTED]

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

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

Main Contact:
Mr Francois Belanger
francois.belanger@albertahealthservices.ca
Mob: [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	Edmonton	Calgary	0	0hr50	DH4	Flex, W	

Edmonton Int'l (YEG) Tue 21-Oct 2014 18:00
(YYC) Tue 21-Oct 2014 18:50

Operated by:
1 Air Canada Express - Jazz

Passenger Information

1: Mr Francois Belanger : Adult (16+), Ticket Number: [REDACTED]
Air Canada - [REDACTED] Meal Preference: None
Aeroplan: [REDACTED]
Payment Card: [REDACTED] Special Needs: None
Seat Selection: None

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	132.00
Surcharge	12.00
Taxes, Fees and Charges	
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
Total airfare and taxes before options (per passenger)	190.18
Number of passengers	x 1
Total airfare, taxes and options	190.18
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$190.18

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(s): [REDACTED]

Fare Rules

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

- **Changes:**
 - o 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.
 - o **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.
 - o **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.

2

Oct 29
F. Belanger Sr. Leaders Mtg Edmonton
YEG to YYC

Diane Beauvais-Bishop

From: Air Canada [confirmation@aircanada.ca]
Sent: October 20, 2014 2:26 PM
To: Diane Beauvais-Bishop
Subject: Air Canada - 29-Oct: Edmonton - Calgary (booking re [REDACTED])

***** 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 desk.



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
Mob [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
ACB161	Edmonton, Edmonton Int'l (YEG) Wed 29-Oct 2014 18:30	Calgary (YYC) Wed 29-Oct 2014 19:22	0	0hr52	DH3	Flex, Q	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

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

Air Canada - Aeroplan

Meal Preference : **None**

Payment Card: [REDACTED]

Special Needs: **None**

Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	165.00
Surcharges	17.00
Taxes, Fees and Charges	
Canada Airports Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.71
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	224.83
Number of passengers	x 1
Total airfare, taxes and options	224.83
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$224.83

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$224.83**

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

Air Canada: \$224.83 (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**

RECEIPT
GST NO. R122556194

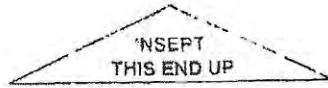
3

EXIT No. 44
IN: 10/21/14 26:17
OUT: 10/21/14 19:22
DURATION: 8 12: 45
PAID: \$ 27.90 ✓
(GST INCLUDED)
MASTERCARD
[REDACTED]

THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

Oct 21
F. Belanger Executive Leadership Team Mtg
Parking YYC



28/10/14 06:22 88940
Long Term P2 E1Z

Instructions on Reverse Side:
Calgary Airport Authority is not responsible for loss or damage,
theft or damage to vehicles parked in this parking lot. Parking
does not entitle you to parking privileges and does not
include liability for theft or damage to contents and/or
contents. Vehicles parked at owner's risk.

Le tarif s'applique à l'usage du stationnement seulement.
Nous n'acceptons aucune responsabilité pour perte ou
dommages aux véhicules et leurs contenus.

Welcome to/
Bienvenue à
Calgary

YYC

RECEIPT
GST NO. R122556194

60

EXIT No. 44
IN: 10/27/14 24:59
OUT: 10/29/14 29:01
DURATION: 2 05: 02
PAID: \$ 81.90 ✓
(GST INCLUDED)
MASTERCARD
[REDACTED]

THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

Oct 28
F. Belanger Exec. Leadership Team Mtg. Edmonton
Oct 29
Sr. Leaders Mtg. Nisku
YYC Parking

RECEIPT
GST NO. R122556194

20

EXIT No. 41
IN: 11/12/14 10:52
OUT: 11/12/14 14:14
DURATION: 3 21: 22
PAID: \$ 27.90 ✓
(GST INCLUDED)
MASTERCARD
[REDACTED]

THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

Nov 12
F. Belanger COEC, CEO and Exec ED ELT Edmonton
YYC parking

RECEIPT
GST NO. R122556194

21

EXIT No. 41
IN: 11/14/14 07:19
OUT: 11/14/14 10:46
DURATION: 3 27: 27
PAID: \$ 27.90 ✓
(GST INCLUDED)
MASTERCARD
[REDACTED]

THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

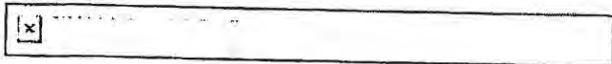
Nov 14
F. Belanger Exec Leadership Team Mtg Edmonton
YYC parking

Diane Beauvais-Bishop

Oct 28
F. Belanger Exec Leadership Team Mtg Edmonton
YYC to YEG

From: noreply@itinerary.westjet.com on behalf
Sent: October 24, 2014 10:06 AM
To: Diane Beauvais-Bishop
Subject: Reservation Confirmation

(4) (5)



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)
WestJet FF
Ticket Number [REDACTED]
Seat [REDACTED]

Air Itinerary Details

WS3270 Calgary, CA Edmonton, CA Fare type: Flex
Operated by WESTJET Tue 28 Oct, 2014 07:40 AM Tue 28 Oct, 2014 08:45 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 142.00	CAD 12.00	CAD 46.68	CAD 200.68	x 1	CAD 200.68
						Total airfare: CAD 200.68

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 9.56
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		Total taxes: CAD 46.68

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 7B Mr Francois Belanger

CAD 5.00 + CAD 0.25 Tax

Total Seats: CAD 5.25

Total

Charged to MASTERCARD [REDACTED]

✓ CAD 200.68 (5)

Charged to MASTERCARD [REDACTED]

✓ CAD 5.25 (4)

Total

CAD 205.93

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 [route](#) / [route](#) 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)
 - [Inflight services](#) (Buy on board, Wi-Fi magazine and more)
 - [Inflight 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](#) 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 Local 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.

Oct 28
 F. Belanger Exec. Leadership Team Mtg. Edmonton
 Oct 29
 Sr. Leaders Mtg. Nisku
 Accommodation

6

Four Points By Sheraton Edmonton
 Airport
 403 11 Avenue
 Nisku, AB T9E 7N2
 780.770.9099
<http://www.fourpointsedmontonairport.com>

FOUR
 POINTS
 BY SHERATON

Belanger, Francois
 Page Number
 Guest Number
 Folio ID
 No. Of Guest
 Room Number

Arrive Date 10-28-2014 17:22
 Depart Date 10-29-2014 07:21
 Agent

Invoice

Date	Reference	Description	Charges	Credits
10-28-2014		Room Charge	\$118.00	
10-28-2014		Room Tax	\$5.90	
10-28-2014		Occupancy/Hotel Tax	\$4.72	
10-29-2014		MasterCard/Euro		\$-128.62
		** Total	\$128.62	\$-128.62
		** Balance	\$0.00	

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room & Tax	Food & Bev	Telecom	Other	Total	Payment
10-28-2014	\$122.72	\$0.00	\$0.00	\$5.90	\$128.62	\$0.00
10-29-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-128.62
Total	\$122.72	\$0.00	\$0.00	\$5.90	\$128.62	\$-128.62



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

Tax ID Code: [Redacted]

Diane Beauvais-Bishop

Nov 12
F. Belanger CEO, COEC and Exec Ed ELT Edmonton
YYC to YEG

7

From: Air Canada [confirmation@aircanada.ca]
Sent: November 04, 2014 5:45 PM
To: Diane Beauvais-Bishop
Subject: Air Canada - 12-Nov: Calgary - Edmonton (booking re [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.

See the link to check in at [http://www.aircanada.com](#) or check in mobile.



 Access your personalized Air Canada travel information

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@aircanada.com
Mobile: [redacted]
Home: [redacted]
Work: [redacted]

Online Services

Manage my booking online (view/change my booking; select seats¹).

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.

¹ Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC3130 ¹	Calgary (YYC) Wed 12-Nov 2014 06:00	Edmonton, Edmonton Int'l (YEG) Wed 12-Nov 2014 06:52	0	0hr52	CRJ	Flex, W	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

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

Air Canada - Aeroplan	[REDACTED]	Meal Preference :	None
Payment Card	[REDACTED]	Special Needs:	None
Seat Selection	ACR130 2C		

Purchase Summary

Fare Summary	
Passenger Type	<u>Adult</u>
Air Transportation Charges	
Departing Flight - Flex	132.00
Surcharge	12.00
Taxes, Fees and Charges	
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
Total airfare and taxes before options (per passenger)	<u>190.18</u>
Number of passengers	x 1
Total airfare, taxes and options	<u>190.18</u>
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$190.18 ✓

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 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

Diane Beauvais-Bishop

Nov 12
F. Belanger CEO, COEC and Exec Ed ELT Edmonton
YEG to YYC

From: Air Canada [confirmation@aircanada.ca]
Sent: November 04, 2014 5:56 PM
To: Diane Beauvais-Bishop
Subject: Air Canada - 12-Nov: Edmonton - Calgary (booking ref [REDACTED] - seat selected



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



Itinerary/Receipt

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



Access your personalized Air Canada travel information



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 Francis Belanger
francis.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
AC8161 ¹	Edmonton, Edmonton Int'l (YEG) Wed 12-Nov 2014 18:30	Calgary (YYC) Wed 12-Nov 2014 19:22	0	0hr52	DH3	Elex, W	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

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

Air Canada -		Meal Preference:	None
Aeroplan -		Special Needs:	None
Payment Card			
Seat Selection	AC8161 2C		

Purchase Summary

Fare Summary

Passenger Type	<u>Adult</u>
Air Transportation Charges	
Departing Flight - Flex	132.00
Surcharges	12.00
Taxes, Fees and Charges	
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
Total airfare and taxes before options (per passenger)	<u>190.18</u>
Number of passengers	x 1
Total airfare, taxes and options	<u>190.18</u>
Travel Insurance (declined)	<u>0.00</u>
Grand Total - Canadian dollars	\$190.18 ✓

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

• **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
- **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

Oct 14
F. Belanger COEC and CEO Mtgs Edmonton
SSP to YEG (B. Huband S. Walji)

DR. BELANGER, BREIDA
+ SEUNAH.
Oct. 14/2014. SSP7 Ap
PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6E-1C2
780-463-5000 (12)

Term Id:4502412509440
Item #10790
N/C PURCHASE
Dr Id:114995
Card [REDACTED]

APPROVED
AMOUNT CAD\$72.00 ✓

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

Date: 2014/11/10 Time: 05:39:28
Response: A [REDACTED]

CUSTOMER COPY

DR BELANGER.
Oct. 14/2014.
Ap> SSP (11)
PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6E-1C2
780-463-5000

Term Id:4502412509440
Item #10790
N/C PURCHASE
Dr Id:114995
[REDACTED]

APPROVED
AMOUNT CAD\$72.00 ✓

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

Date: 2014/11/10 Time: 05:37:47
[REDACTED]

CUSTOMER COPY

Oct 14
F. Belanger COEC and CEO Mtgs Edmonton
YEG to SSP

Oct 7
F. Belanger COEC and CEO Mtgs Edmonton
SSP to YEG

DR. BELANGER.
Oct. 07/2014.
SSP7 Ap (10)
PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6E-1C2
780-463-5000

Term Id:4502412509440
Item #10790
N/C PURCHASE
Dr Id:114995
[REDACTED]

APPROVED
AMOUNT CAD\$72.00 ✓

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

Date: 2014/11/10 Time: 05:35:55
[REDACTED]

CUSTOMER COPY

Oct 7
F. Belanger COEC and CEO Mtgs Edmonton
YEG to SSP

DR. BELANGER.
Ap> SSP (9)
Oct. 07/2014.
PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6E-1C2
780-463-5000

Term Id:4502412509440
Item #10790
N/C PURCHASE
Dr Id:114995
[REDACTED]

APPROVED
AMOUNT CAD\$72.00 ✓

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

Date: 2014/11/10 Time: 05:34:26
[REDACTED]

CUSTOMER COPY

14

DR. BELANGER.
Oct. 21/2014.
SSP > AP.

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

Term Id:4502412509440
Item #:0001
W/C PURCHASE
Dr. [REDACTED]
Card [REDACTED]

APPROVED
AMOUNT CAD\$72.00

[REDACTED]
Shop on line at
EQMPRESTIGE.COM
Thank you for being our Guest
GST 862184769

Date: 2014/11/10 Time: 05:42:46

CUSTOMER COPY

Oct 21
F. Belanger COEC and CEO Mtgs Edmonton
SSP to YEG

13

DR. BELANGER.
Oct. 21/2014.
AP > SSP.

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

Term Id:4502412509440
Item #:0000
W/C PURCHASE
Dr. [REDACTED]

APPROVED
AMOUNT CAD\$72.00

[REDACTED]
Shop on line at
EQMPRESTIGE.COM
Thank you for being our Guest
GST 862184769

Date: 2014/11/10 Time: 05:42:46

CUSTOMER COPY

Oct 21
F. Belanger COEC and CEO Mtgs Edmonton
YEG to SSP

Diane Beauvais-Bishop

Nov 18
F. Belanger COEC and CEO Mtgs Edmonton
YEG to YYC

From: Air Canada [confirmation@aircanada.ca]
Sent: November 10, 2014 11:04 AM
To: Diane Beauvais-Bishop
Subject: Air Canada - 18-Nov: Edmonton - Calgary (booking ref: [REDACTED] seat selected

15

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Itinerary/Receipt

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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@allaircanadatheservices.ca

Mobile:

Home:

Work:

Online Services

[Manage](#) my booking online (view/change my booking, select seats *).

[Select Seats](#)

[Miles, Leaf Lounge, Meal Vouchers, I 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 18 Nov 2014 17:00	Calgary (YYC) Tue 18-Nov 2014 17:52	0	0hr52	DH3	Flex, H	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

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

Air Canada - Aeroplan : [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	191.00
Surcharge -	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	12.01
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	252.13
Number of passengers	x 1
Total airfare, taxes and options	252.13
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$252.13

Payment Information

Credit/Debit Card [REDACTED] Amount paid: \$252.13

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

Air Canada: \$252.13 (Airfare - per ticket)

Ticket number: [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

Diane Beauvais-Bishop

Nov 14
F. Belanger Exec. Leadership Team Mtg Edmonton
YYC to YEG

From: Air Canada [confirmation@aircanada.ca]
Sent: November 10, 2014 1:06 PM
To: Diane Beauvais-Bishop
Subject: Air Canada - 14-Nov: Calgary - Edmonton (booking ref [REDACTED]) - seat selected

16

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Itinerary/Receipt

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destination.



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Air Canada travel information

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Booking Information

Booking Reference: [REDACTED]

Customer Care

Air Canada
1-888-247-2267
**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
ACB134 ¹	Calgary (YYC) Fri 14-Nov 2014 08:30	Edmonton, Edmonton Int'l (YEG) Fri 14-Nov 2014 09:19	0	0hr49	CRJ4	Flex, V	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Francois Belanger : Adult (16+), Ticket Number [REDACTED]
Air Canada - [REDACTED] Meal Preference : None
Aeroplan : [REDACTED]
Payment Card : [REDACTED] Special Needs : None
Seat Selection: AC5134 4D

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	154.00
Surcharge s	12.00
Taxes, Fees and Charges	
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
Grand Total - Canadian dollars	\$213.28 ✓

Payment Information

Credit/Debit Card [REDACTED] amount paid \$213.28
The following charges will appear on your credit or debit card statement:

Air Canada: \$213.28 (Airfare - per ticket)

Ticket number [REDACTED]

Fare Rules

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

• Changes:

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

Diane Beauvais-Bishop

To: Diane Beauvais-Bishop
Subject: FW: Reservation Confirmation

Nov 18
F. Belanger ICS Training North-South Dyad Mtg Edmonton
YYC to YEG

(17) (18)

From: Francois Belanger
Sent: November 10, 2014 11:51
To: Marlene Hamilton K.; Diane Beauvais-Bishop
Subject: FW: Reservation Confirmation

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines(SMTP:NOREPLY@ITINERARY.WESTJET.COM)
Sent: Monday, November 10, 2014 11:50:32 AM
To: Francois Belanger
Subject: Reservation Confirmation
Auto forwarded by a Rule



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)
WestJet FF
Ticket Number [REDACTED]
Seat [REDACTED]

Air Itinerary Details

WS3270 Calgary, CA Edmonton, CA Fare type: Econo
Operated by WESTJET Tue 18 Nov, 2014 07:40 AM Tue 18 Nov, 2014 08:45 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 122.00	CAD 12.00	CAD 45.68	CAD 179.68	x 1	CAD 179.68
						Total airfare: CAD 179.68

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 8.56
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		Total taxes: CAD 45.68

Fare family benefits

YYC-YEG: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹

¹ Not applicable on flights operated by our airline partners

Seats

Regular seat	WS 2270 YYC - YEG Seat 6F Mr Francois Belanger	CAD 5.00 + CAD 0.25 Tax
		Total Seats: CAD 5.25

Total

Charged to MASTERCARD		✓ CAD 179.68 (18)
Charged to MASTERCARD		✓ CAD 5.25 (17)
Total		CAD 184.93

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)
 - [Inflight services](#) (Buy on board, up! magazine and more)
 - [Inflight 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, 27 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

Diane Beauvais-Bishop

Nov 14
F. Belanger Exec. Leadership Team Mtg Edmonton
YEG to YYC

19

From: Air Canada [confirmation@aircanada.ca]
Sent: November 10, 2014 5:38 PM
To: Diane Beauvais-Bishop
Subject: Air Canada - 14-Nov: Edmonton - Calgary (booking re [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 view your Air Canada mobile app



Access your personalized Air Canada travel information

[View your travel planner >](#)

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

Home

Work

Online

[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
AC8159 ¹	Edmonton, Edmonton Int'l (YEG) Fri 14-Nov 2014 17:00	Calgary (YYC) Fri 14-Nov 2014 17:52	0	0hr52	DB3	Flex, U	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Francois Belanger : Adult (16+), Ticket Number [REDACTED]
Air Canada - [REDACTED] Meal Preference : **None**
Aeroplan [REDACTED]
Payment Card: [REDACTED] Special Needs: **None**
Seat Selection: **ACR169 2C**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	222.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10000-2287 RT0001)	12.56
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	284.68
Number of passengers	x 1
Total airfare, taxes and options	284.68
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$284.68 ✓

Payment Information

Credit/Debit Card [REDACTED] - Amount paid - **\$284.68**
The following charges (tax inclusive) will appear on your credit or debit card statement.

Air Canada 4284.68 (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.
- **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

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: 27-Oct-14 To 28-Nov-14 Travel Period from: 27-Oct-14 To 28-Nov-14 Out-of-Province Travel	
Name: Francis Bélanger		Position (Title): VP, Medical Director Central & Southern Zone	
Loc: [REDACTED]	Dept: Medical Affairs	DOF: [REDACTED]	Union: [REDACTED] Business Phone: [REDACTED] Ext: [REDACTED]
Emp: [REDACTED]			

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		
2A	101	0005	71105000002	\$160.41						Total Section B	\$556.44
2B	101	0005	71105000002	\$396.03						Total Section C&D	
2C										Less Cash Advance	
2D										TOTAL CLAIM	\$556.44
				\$556.44	**User to enter Coding & \$ Amounts						
NOTE: This section auto fills from page 2A, 2B, 2C & 2D					NOTE: These fields do not automatically fill for Section C & D						

SECTION F: AUTHORIZATION									
I affirm that I have read and understand the Travel, Hospitality & Working Session Expense Policy (11/27) of Alberta Health Services and confirm that I am being reimbursed for expenses incurred by me on behalf of Alberta Health Services or any other organization. I affirm that the expenses submitted in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or another individual for the same business purpose. I affirm that the expenses submitted in this claim have not been incurred by me or another individual for my own private or personal purposes.									
I, by signing this form, certify that I am responsible for the above statements. Employee Signature: <u>Francis Bélanger</u>					Date: <u>Nov 29, 2014</u>				
I affirm that I have read and understand all applicable policies of Alberta Health Services that pertain to travel expenses, and I confirm that I have not been reimbursed for these expenses by any other organization. I affirm that the expenses submitted in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or another individual for the same business purpose. I affirm that the expenses submitted in this claim have not been incurred by me or another individual for my own private or personal purposes.									
Approved By (PRINT ONLY): <u>Deborah Rhodes</u>			DOFA Level: _____		Position #: _____		Phone #: _____		Ext: _____
I, by signing this form, certify that I am responsible for the above statements. Signature: <u>Deborah Rhodes</u>					Title: <u>VP Corporate Services & CFO</u>		Date: <u>Dec 9/14</u>		
I affirm that I have read and understand all applicable policies of Alberta Health Services that pertain to travel expenses, and I confirm that I have not been reimbursed for these expenses by any other organization. I affirm that the expenses submitted in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or another individual for the same business purpose. I affirm that the expenses submitted in this claim have not been incurred by me or another individual for my own private or personal purposes.									
Approved By (PRINT ONLY): _____			DOFA Level: _____		Position #: _____		Phone #: _____		Ext: _____
I, by signing this form, certify that I am responsible for the above statements. Signature: _____					Title: _____		Date: _____		

Health and Personal information on this form is collected by AHS under the authority of section 8(2) 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 policies to Pay program.

Please send completed claim form (with receipts and other required backup) to: Alberta Health Services 10039-107 St, North Tower, 10th Floor, Accounts Payable, Edmonton, AB T5J 3E4

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0005 71105000002

Emp # (E-People)

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 those categories such as Hospitality (to which Section, Recreation, Continuing Education, Business Insurance go to SECTION C

Select from appropriate column Prov: where expense 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 N. Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)		If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)		
					Meal Allowance		Meal with Receipt		Airfare				Hotel	Taxi
					Meal Type with value	Allowance	Meal Type	with receipt						
27-Oct-14	ZCDH Meeting Cpt to FMC return	AB - Provinc	Meeting	Yes								30.00	✓	
27-Oct-14	Orlando Council Presentation Cpt to Catoia return	AB - Local	Meeting	Yes								45.00	✓	
28-Oct-14	Executive Leadership / Grant Meeting Edmonton	AB - Local	Meeting	Yes	A-\$41.55	\$41.55	✓							
28-Oct-14	Vendor Leaders Meeting	AB - Local	Meeting	Yes	D-\$20.75	\$20.75	✓							
30-Oct-14	Strategic Planning Session with CLS Board, Exec And Clinical Section Chiefs	AB - Local	Meeting	Yes								18.00	✓	
30-Oct-14	Meeting with Dean CLG to Ranchman's	AB - Local	Meeting	Yes								8.00	✓	
12-Nov-14	COEC and CEO Meetings Edmonton	AB - Local	Meeting	Yes	A-\$41.55	\$41.55	✓							
13-Nov-14	ZMAC Fort Calgary to ACH	AB - Local	Meeting	Yes								11.00	✓	
SUBTOTALS						\$103.85						Total Kms 112.00		

MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle
 → details of travel location to & from must be included above under the purpose of travel column
 Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement
 (see Mileage details to the left) \$0.505

Mileage \$ \$56.56

Travel \$ Subtotal \$103.85

Auto fills on page 1 - TOTAL TRAVEL \$ \$160.41

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

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

EXPENSE CLAIM DETAILS

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

SECTION B: TRAVEL EXPENSES NOTE: If expenses do not fall into these categories such as Hospitality, Vacation, Seminar, Recreational, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column Prov) where expenses were incurred (Out of N. America = int). Ensure separate lines are used in claim item that differ in Finance, 1, 3 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-mm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended (if met), why travel, with necessary and detailed explanation of reason) A description of just "Meeting" will be required for clarification	Prov, US, or Out of N. Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)		if amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)		
					Meal Allowance		Meal with Receipt		Airfare				Hotel	Taxi
					Meal Type with value	Allowance	Meal Type	with receipt						
14-Nov-14	Executive Leadership Team Meeting Edmonton	AB - Local	Meeting	Yes	L-\$11.60	\$11.60	✓							
17-Nov-14	Calgary Zone Leadership Meeting Ft. St. James	AB - Local	Meeting	Yes								15.00 ✓		
13-Nov-14	Incident Comm. of System Training Edmonton	AB - Local	Meeting	Yes	L-\$11.60	\$11.60	✓							
18-Nov-14	Award of Merit Dinner YYC w. La Cheneaux	AB - Local	Meeting	Yes								21.00 ✓		
19-Nov-14	ZMAC Split to Red Deer	AB - Local	Meeting	Yes	D-\$20.75	\$20.75	✓					150.00 ✓		
20-Nov-14	CCP Exec Steering Committee and AARP Special Purpose Meeting Red Deer to Edmonton	AB - Local	Meeting	Yes								156.00 ✓		
20-Nov-14	CCP Exec Steering Committee and AARP Special Purpose Meeting Edmonton to Split	AB - Local	Meeting	Yes	BL-\$20.80	\$20.80	✓					308.00 ✓		
SUBTOTALS						\$64.75						Total Kms 656.00		

MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle
 → details of travel location to & from must be included above under the purpose of travel column
 Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left) **\$0.505**

Mileage \$ **\$331.28** ✓

Travel \$ Subtotal **\$64.75**

Auto file on page 1 - TOTAL TRAVEL \$ **\$396.03** ✓

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)