

Official Administrator and Executive Expense Report

Name Rob Armstrong
Title Vice-President Human Resources (Acting)
Location Calgary
 Expenses submitted during the month of December 2014

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Dec-14	Expense Claim	Meetings	1,508	219	836	720	3,284			-
Total			\$ 1,508	\$ 219	\$ 836	\$ 720	\$ 3,284	\$ -	\$ -	\$ -

Total for the Month \$ 3,284

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 149
 Non economy air travel in the month \$ -

1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

2) Professional Development

Includes conference, seminar and course registration fees and material

3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

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

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: 1-Dec-14 To 31-Dec-14
 Travel Period from: 1-Dec-14 To 30-Dec-14 (if applicable)
 Out-of-Province Travel: No

Name: ROBERT ARMSTRONG Position (Title): Acting VP
 Location: Dept: DOFA Level: (if applicable) Union: Business Phone #: Ext:
 Employee # (E-People):

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY → Project Number Expenditure Organization Project Task Number Expenditure Type

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT	
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense	Total Section B	Total Section C&D
2A	101	0005	71120000038	\$2,801.43 ✓						\$3,283.56	
2B	101	0005	71120000038	\$482.13 ✓							
2C											
2D											
				\$3,283.56						TOTAL CLAIM	\$3,283.56

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

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

Handwritten: ✓ JB

SECTION F: AUTHORIZATION

I attest that I have read and understand the "Travel, Hospitality & Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with the principles and mandatory requirements of this policy.

I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.

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

I, by signing this form, attest that I am compliant to all the above statements.

Employee Signature: *[Signature]* Date: Mar. 17/15

I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.

I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.

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

Approved By (PRINT ONLY): Deb Rhodes DOFA Level: Position #: Phone #: Date: March 19/15

Signature: *[Signature]* Title: VP, Corporate Services and CEO

I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.

I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.

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

Approved By (PRINT ONLY): DOFA Level: Position #: Phone #: Ext: Date:

Signature: Title: Date:

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

Please send completed claim form (with receipts and other required backup) to: Alberta Health Services 10030-107 St, North Tower, 10th Floor, Accounts Payable, Edmonton, AB T6J 3E4

- 1 of 3 -

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0005 7112000038

Emp # (E-People)

Page 2A

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

SECTION B: TRAVEL EXPENSES

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

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

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

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required (Include destination, who attended-(If meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.America 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						
1-Dec-14	Travel to Edmonton to attend various meetings with staff	AB - Provinc	Meeting	Yes	D-\$20.75	\$20.75	✓		\$373.93 (1)	\$63.25 (2)				
2-Dec-14	Attendance at Executive Leadership Team meeting and return to Calgary	AB - Local	Meeting	Yes	BL-\$20.80	\$20.80	✓		\$167.28 (3)	\$64.67 (4)	\$56.70 (5)			
11-Dec-14	Travel to Edmonton to attend Executive Leadership Team meeting	AB - Provinc	Meeting	Yes	D-\$20.75	\$20.75	✓		\$401.36 (6)	\$63.25 (7)				
12-Dec-14	Attendance at Executive Leadership Team meeting and return to Calgary	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80	✓		\$167.28 (8)	\$55.20 (9)	\$44.10 (10)			
15-Dec-14	Travel to Edmonton to attend Corporate Services & HR Executive Committee meeting	AB - Provinc	Meeting	Yes	LD-\$32.36	\$32.36	✓		\$425.51 (11)	\$63.25 (12)				
16-Dec-14	Attendance at Executive Leadership Team meeting, meeting with CEO and return to Calgary	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80	✓		\$167.28 (13)	\$63.00 (14)	\$56.70 (15)			
28-Dec-14	Travel to Edmonton to attend Executive Leadership Team meeting	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80	✓		\$308.88 (16)	\$63.25 (17)				
29-Dec-14	Attendance at Executive Leadership Team meeting	AB - Provinc	Meeting	Yes	A-\$41.55	\$41.55	✓							
SUBTOTALS						\$196.60			\$1,507.66	\$501.84	\$435.83	\$157.50	Total kms	

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 \$

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

Travel \$ Subtotal \$2,801.43

Auto fills on page 1 - TOTAL TRAVEL \$2,801.43

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 71120000038

Emp # (E-People) [REDACTED]

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? 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						
30-Dec-14	Attendance at meeting with CEO and various meetings with staff and return to Calgary	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80	✓			\$334.56	\$99.57	\$67.20		
SUBTOTALS						\$20.80				\$334.56	\$99.57	\$67.20	Total Km	

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 \$

Travel \$ Subtotal \$482.13

Auto fills on page 1 - TOTAL TRAVEL \$ \$482.13

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)

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.

Refund to Account

From : WestJet <travelbank@westjet.com>

Thu, Nov 27, 2014 01:18 PM

Subject : Refund to Account

To : [Redacted]

Reply To : travelbank@westjet.com

External images are not displayed. [Display images below](#)

*Travel to Edmonton
for
1. Attendance at
various meetings
with staff
2. Attendance at
Executive Leadership
Team meeting*

Image title

Hello Robert Armstrong

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

Account [Redacted]

Travel Bank Refund 111.43

Your cancellation has been processed

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

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

Regards,

WestJet

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

Reservation Confirmation

Guest

From : WestJet Airlines <noreply@itinerary.westjet.com>

Fri, Nov 28, 2014 04:16 PM

Sender : noreply@itinerary.westjet.com

Subject : Reservation Confirmation

To : Robert Armstrong <[REDACTED]>

External images are not displayed. [Display images below](#)



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 Robert Armstrong**

E-mail: [REDACTED]

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.

Mr. Robert Armstrong

Flight Calgary (YYC)-Edmonton (YEG), Edmonton (YEG)-Calgary (YYC)

WestJet FF [REDACTED]

Ticket Number



Seat

YYC-YEG: *;YEG-YYC: *

Air Itinerary Details

WS3252 **Calgary, CA** **Edmonton, CA** Fare type: Flex
 Operated by **Mon 01 Dec, 2014 12:18** **Mon 01 Dec, 2014 01:16** Non-stop
 WESTJET ENCORE **PM** **PM**

WS348 **Edmonton, CA** **Calgary, CA** Fare type: Flex
 WestJet **Tue 02 Dec, 2014 06:15 PM** **Tue 02 Dec, 2014 07:05** Non-stop
PM

①

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 364.00	CAD 24.00	CAD 97.36	CAD 485.36	x 1	CAD 485.36

Total airfare: CAD 485.36
less refund 111.43
TOTAL 373.93 ✓

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 23.11
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 60.00

Total taxes: CAD 97.36

Fare family benefits

YYC-YEG: Flex Seat Sale Benefits

- No fee for first checked bag¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹
- Lower change and cancellation fees

¹ Not applicable on flights operated by our airline partners

Fare family benefits

YEG-YYC: Flex Seat Sale Benefits

- No fee for first checked bag¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹
- Lower change and cancellation fees

¹ Not applicable on flights operated by our airline partners

Total

Charged to Travel Bank:	CAD 111.43
Charged to VISA 	CAD 373.93 ✓
Total	CAD 485.36

WestJet offers

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Important Information

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- [Positive Identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:

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



Armstrong, Robert

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

Invoice Mbr
 Arrive Date 12-01-2014 17:34
 Depart Date 12-02-2014 15:56
 Agent

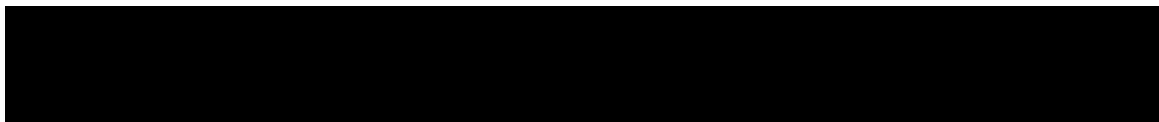
Invoice

Date	Reference	Description	Charges	Credits
12-01-2014		Room Charge	\$149.00	
12-01-2014		GST	\$7.67	
12-01-2014		DMF	\$4.47	
12-01-2014		Tourism Levy	\$6.14	
12-02-2014		Visa		\$-167.28
		** Total	\$167.28	\$-167.28
		** Balance	\$-0.00	

3

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food/Bar	Phone	Other	Total	Payment
12-01-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
12-02-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-167.28
Total	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$-167.28



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Attendance at meetings
 in Edmonton

Attendance in Edmonton at Various Meetings with staff and Executive Leadership Team meetings

Taxi from Edmonton International Airport

Taxi to Edmonton International Airport

Parking at Calgary Airport

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456

②

Term Id: 45024124782407
Item #: 1202
VISA CREDIT
PURCHASE
Op Id: 402442
Card #: [REDACTED]
40000000051010

APPROVED

AMOUNT
CAD\$55.00
CAD\$8.25

TOTAL
CAD\$63.25 ✓

Ref. #: [REDACTED]
Auth. #: [REDACTED]
Resp. Code: 00
TUR: 400006000
TSI: F800

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403076

Date: 2014/12/02 14:21:29
Response: AUTN

CUSTOMER COPY

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456

④

Term Id: 45024124782561
Item #: 1189
VISA CREDIT
PURCHASE
Op Id: 126515
Card #: [REDACTED]
AID: A0000000031010

APPROVED

AMOUNT
TIP
CAD\$56.20
CAD\$8.43

TOTAL
CAD\$64.63

Ref. #: [REDACTED]
Auth. #: [REDACTED]
Resp. Code: 00
TUR: 400000000
TSI: F800

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403076

Date: 2014/12/02
Response: [REDACTED]

CUSTOMER COPY

RECEIPT
GST NO. R122556194

⑤

TKT NO: [REDACTED]
POS: [REDACTED]
IN: 12/01/14 18:47
OUT: 12/02/14 10:15
PAID: \$ 56.70
(GST INCLUDED) ✓
VISA
[REDACTED]
YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

Shaw Webmail



Reservation Confirmation

Travel to Edmonton to Attend Executive Leadership Team meeting

Guest

From : WestJet Airlines <noreply@itinerary.westjet.com> Mon, Dec 08, 2014 12:40 PM
Sender : noreply@itinerary.westjet.com
Subject : Reservation Confirmation
To : Robert Armstrong

External Images are not displayed. Display images below



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Calgary, Alberta,
Canada
Tel: 1-888-9378538

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Booking Confirmation

Your reservation code is

Main contact: Mr Robert Armstrong

E-mail:
Phone Number:

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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.

**Mr. Robert
Armstrong**

**Flight Calgary (YYC)-Edmonton (YEG),Edmonton (YEG)-
Calgary (YYC)**

WestJet FF

Ticket
Number

YYC-YEG: *;YEG-YYC: *

Seat

Air Itinerary Details

WS153 **Calgary, CA** **Edmonton, CA** Fare type: Flex
WestJet Thu 11 Dec, 2014 **08:00** Thu 11 Dec, 2014 **08:51** Non-stop 6

WS348 **Edmonton, CA** **Calgary, CA** Fare type: Flex
WestJet Fri 12 Dec, 2014 **06:15 PM** Fri 12 Dec, 2014 **07:05 PM** Non-stop

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 284.00	CAD 24.00	CAD 93.36	CAD 401.36	x 1	CAD 401.36
Total airfare: CAD 401.36						

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 19.11
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 60.00
Total taxes: CAD 93.36		

Fare family benefits

YYC-YEG: Flex Seat Sale Benefits

- No fee for first checked bag¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50

CAD per eligible piece¹

- Lower change and cancellation fees

¹ Not applicable on flights operated by our airline partners

Fare family benefits

YEG-YYC: Flex Seat Sale Benefits

- No fee for first checked bag¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹
- Lower change and cancellation fees

¹ Not applicable on flights operated by our airline partners

Total

Charged to VISA



CAD 401.36

WestJet offers

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Important information

Thank you for choosing WestJet

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- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines 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.

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



Armstrong, Robert

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



Invoice Nbr
 Arrive Date 12-11-2014 22:17
 Depart Date 12-12-2014 18:04
 Agent



Invoice

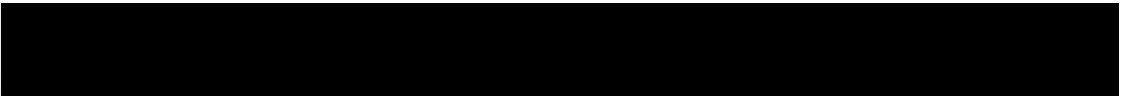
8

Date	Reference	Description	Charges	Credits
12-11-2014		Room Charge	\$149.00	
12-11-2014		GST	\$7.67	
12-11-2014		DMT	\$4.47	
12-11-2014		Tourism Levy	\$6.14	
12-11-2014		In Room Dining	\$29.59	
12-12-2014		Visa		\$-196.87
		** Total	\$196.87	\$-196.87
		** Balance	\$-0.00	

Charged per item
 167.28 ✓

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Fees	Other	TOTAL	Payment
12-11-2014	\$149.00	\$7.67	\$6.14	\$29.59	\$0.00	\$4.47	\$196.87	\$0.00
12-12-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-196.87
Total	\$149.00	\$7.67	\$6.14	\$29.59	\$0.00	\$4.47	\$196.87	\$-196.87



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

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

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Continued on the next page

Attendance at Executive Leadership Team meeting in Edmonton

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<http://www.westin.com/edmonton>

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HOTELS & RESORTS

Armstrong, Robert

[REDACTED]

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

[REDACTED]

Invoice

Invoice Nbr [REDACTED]
Arrive Date 12-11-2014 22:17
Depart Date 12-12-2014 18:04
Agent [REDACTED]

Attendance at Executive Leadership
Team meeting in Edmonton

Taxi from
Edmonton International
Airport

Taxi to Edmonton
International
Airport

Parking in
Calgary

RECEIPT
GST NO. R122556194

(10)

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456 (7)

Term: 101353124-8260
ICAN: 101353124-8260
VISA CREDIT
PURCHASE
[REDACTED]

APPROVED

AMOUNT CAD\$ 48.00
TAX CAD\$ 8.25
TOTAL CAD\$ 56.25 ✓

Ref. No: [REDACTED]
Auth. No: [REDACTED]
Resp. Code: 00
TRN: 4068000000
TSI: F800

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2014/12/11 Time: 22:16:26
Response: NUTH [REDACTED]

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456 (9)

Id: 4502412478262
ICAN: 101353124-8260
VISA CREDIT
PURCHASE
[REDACTED]

APPROVED

AMOUNT CAD\$ 48.00
TAX CAD\$ 7.20
TOTAL CAD\$ 55.20 ✓

Ref. No: [REDACTED]
Auth. No: [REDACTED]
Resp. Code: 00
TRN: 4068000000
TSI: F800

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2014/12/11 Time: 16:36:22
Response: NUTH [REDACTED]

[REDACTED]

POF: C57
IN: 12/11/14 18:15
OUT: 12/12/14 19:29
PAID: \$ 44.10 ✓
(GST INCLUDED)
VISA

[REDACTED]

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

GST 100403070

Date: 2014/12/11 Time: 16:36:22
Response: NUTH [REDACTED]

*** ORIGINAL COPY ***

Shaw Webmail



Reservation Confirmation

TO Edmonton for attendance at:
① Corporate Services + HR Executive
Committee (CSHREC) meeting

Guest:

② Executive Leadership Team meeting
③ Meeting with CEO

From : WestJet Airlines <noreply@itinerary.westjet.com> Thu, Dec 11, 2014 07:53 PM

Sender : noreply@itinerary.westjet.com

Subject : Reservation Confirmation

To : Robert Armstrong



External images are not displayed. [Display images below](#)



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

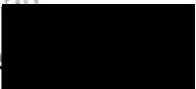
Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.

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



Main contact: **Mr Robert Armstrong**
E-mail:
Phone Number:

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.

**Mr. Robert
Armstrong**

**Flight Calgary (YYC)-Edmonton (YEG),Edmonton (YEG)-
Calgary (YYC)**

WestJet FF

Ticket
Number

Seat YYC-YEG: *;YEG-YYC: *

Air Itinerary Details

WS3270 **Calgary, CA** **Edmonton, CA** Fare type: Flex
 Operated by Mon 15 Dec, 2014 **07:40** Mon 15 Dec, 2014 **08:42** Non-stop
 WESTJET ENCORE **AM** **AM**

WS348 **Edmonton, CA** **Calgary, CA** Fare type: Flex
 WestJet Tue 16 Dec, 2014 **06:15 PM** Tue 16 Dec, 2014 **07:05** Non-stop
PM

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 307.00	CAD 24.00	CAD 94.51	CAD 425.51	x 1	CAD 425.51
Total airfare: CAD 425.51						

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 20.26
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 60.00
Total taxes: CAD 94.51		

Fare family benefits

YYC-YEG: Flex Seat Sale Benefits

- No fee for first checked bag¹

- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹
- Lower change and cancellation fees

¹ Not applicable on flights operated by our airline partners

Fare family benefits

YEG-YYC: Flex Seat Sale Benefits

- No fee for first checked bag¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹
- Lower change and cancellation fees

¹ Not applicable on flights operated by our airline partners

Total

Charged to VISA



CAD 425.51

WestJet offers

Get travel insurance

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Important Information

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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 [airlines 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

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Armstrong, Robert
 [Redacted]

Page Number [Redacted]
 Guest Number [Redacted]
 Folio ID [Redacted]
 No. Of Guest [Redacted]
 Room Number [Redacted]

Invoice Nbr [Redacted]
 Arrive Date 12-15-2014 12:37
 Depart Date 12-16-2014 11:44
 Agent [Redacted]

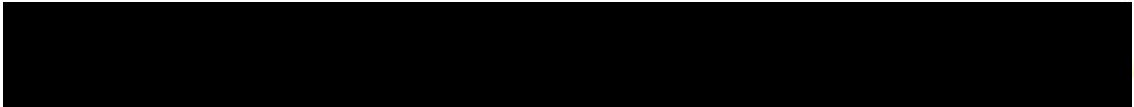
Invoice

Date	Reference	Description	Charges	Credits
12-15-2014	[Redacted]	Room Charge	\$149.00	
12-15-2014	[Redacted]	GST	\$7.67	
12-15-2014	[Redacted]	DMF	\$4.47	
12-15-2014	[Redacted]	Tourism Levy	\$6.14	
12-15-2014	[Redacted]	In Room Dining	\$29.59	<i>per diem claim</i>
12-16-2014	[Redacted]	Visa		\$-196.87
		** Total	\$196.87	\$-196.87
		** Balance	\$-0.00	167.28

13

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
12-15-2014	\$149.00	\$7.67	\$6.14	\$29.59	\$0.00	\$4.47	\$196.87	\$0.00
12-16-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-196.87
Total	\$149.00	\$7.67	\$6.14	\$29.59	\$0.00	\$4.47	\$196.87	\$-196.87



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

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HOTELS & RESORTS

Armstrong, Robert Page Number
[REDACTED] Guest Number
[REDACTED] Folio ID
[REDACTED] No. Of Guest
[REDACTED] Room Number

[REDACTED]

Invoice

Invoice Nbr [REDACTED]
Arrive Date 12-15-2014 12:37
Depart Date 12-16-2014 11:44
Agent [REDACTED]

Attendance at Meetings in Edmonton:

- ① CSAREC
- ② ELT
- ③ CEO

Taxi from Edmonton International Airport

Taxi to Edmonton International Airport

Parking at Calgary Airport

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456

⑬

Term Id: 4502412478247
Item #: 1831
VISA CREDIT
PURCHASE
Dr. Id: 584278

000000031010

ROVED

UNT CAD\$55.
CAD\$8.

AL CAD\$63.25 ✓

Ref [REDACTED]
Aut [REDACTED]
Resp. Code: 88
TVR: 400000000
TSI: F800

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2014/12/15 Time: 09:19:40
Respon: AUTH [REDACTED]

CUSTOMER COPY

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

⑭

Terminal 108/66234939
Driver 1320
14/12/16 16:09:53

VISA
Card #: [REDACTED]
VISA CREDIT
CHIP CARD
AID: A0000000031010
TVR: 000000000
Ref # [REDACTED]
Auth # [REDACTED]

FARE : \$ 55.00
TIP : \$ 8.00

TOTAL : \$ 63.00 ✓

PURCHASE

RECEIPT
GST NO. R122556194

⑮

TKT [REDACTED]
POF: C57
IN: 12/15/14 05:57
OUT: 12/16/14 19:53
PAID: \$ 56.70 ✓
(GST INCLUDED)
VISA [REDACTED]

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain a
copy for your records

Customer Copy



Attendance at meetings
in Edmonton:

- ① Executive Leadership Team
- ② CEO meeting
- ③ Meetings with various staff

eTicket Receipt

Prepared For
ARMSTRONG/ROBERT MR

RESERVATION CODE [REDACTED]
ISSUE DATE 24Dec2014
TICKET NUMBER [REDACTED]
ISSUING AIRLINE WESTJET
ISSUING AGENT WestJet/GZV
FREQUENT FLYER NUMBER [REDACTED]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
28Dec	WESTJET WS 153	CALGARY INTL AB, CANADA Time 8:00pm	EDMONTON INTL AB, CANADA Time 8:51pm	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis MA03 Not Valid Before 28 DEC Not Valid After 28 DEC
30Dec	WESTJET WS 348	EDMONTON INTL AB, CANADA Time 6:15pm	CALGARY INTL AB, CANADA Time 7:05pm	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis GA03T Not Valid Before 30 DEC Not Valid After 30 DEC

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA [REDACTED]
Fare Calculation Line	YYC WS YEA115.00WS YYC79.00CAD194.00END
Exchanged Ticket	[REDACTED]
Fare	CAD 194.00
Change Fee	CAD 75.00
Tax on change fee	CAD 3.75
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE) CAD 14.61 XG (GOODS AND SERVICES TAX (GST)) CAD 60.00 SQ (AIRPORT IMPROVEMENT FEE (AIF)) CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)

Total Fare

CAD 306.86 ✓

16

Total Additional Collection

CAD 68.25

Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001 GST # 866112535

For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$88.50 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fares, taxes and fees](#) (Changes and cancellations, baggage, service fees)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#)
- [Seat selection](#) (Seat maps, seats in Plus)

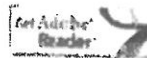
At Westjet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flight segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

[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's 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, please visit our [airline partners](#) info page.



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HOTELS & RESORTS

Armstrong, Robert

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

Invoice Nbr
 Arrive Date 12-28-2014 21:42
 Depart Date 12-30-2014 16:56
 Agent

Invoice

Date	Reference	Description	Charges	Credits
12-28-2014		Room Charge	\$149.00	
12-28-2014		GST	\$7.67	
12-28-2014		DMF	\$4.47	
12-28-2014		Tourism Levy	\$6.14	
12-28-2014		In Room Dining	\$29.59	<i>per item claimed</i>
12-29-2014		Room Charge	\$149.00	
12-29-2014		GST	\$7.67	
12-29-2014		DMF	\$4.47	
12-29-2014		Tourism Levy	\$6.14	
12-30-2014		Visa		\$-364.15
		** Total	\$364.15	\$-364.15
		** Balance	\$0.00	334.56 ✓

18

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
12-28-2014	\$149.00	\$7.67	\$6.14	\$29.59	\$0.00	\$4.47	\$196.87	\$0.00
12-29-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
12-30-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-364.15
Total	\$298.00	\$15.34	\$12.28	\$29.59	\$0.00	\$8.94	\$364.15	\$-364.15



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

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<http://www.westin.com/edmonton>

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HOTELS & RESORTS

Armstrong, Robert
[REDACTED]

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

Invoice Nbr [REDACTED]
Arrive Date 12-28-2014 21:42
Depart Date 12-30-2014 16:56
Agent [REDACTED]

Invoice

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Attendance at meetings in Edmonton

Taxi from Edmonton International Airport

Taxi to Edmonton International Airport

Parking at Calgary Airport

RECEIPT
GST NO. R122556194

YELLOW CAB
3145 71 AVENUE NW
EDMONTON AB T6B 1C7
780 462 3971

17

YELLOW CAB
3145 71 AVENUE NW
EDMONTON AB T6B 1C7
780 462 3971

19

TKT [REDACTED] 20
POF: C56
IN: 12/20/14 18:24
OUT: 12/30/14 19:15
PAID: \$ 67.20 ✓
(GST INCLUDED)
VISA

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

[REDACTED]

[REDACTED]

63.25 ✓

[REDACTED]

DEBITED

12/20/14

19:15

69.57 ✓

\$59.57

[REDACTED]

PLEASE RETURN TO THE
CITY OF EDMONTON

2014/12/20
ZAMIR B

[REDACTED]

[REDACTED]

2014/12/20

[REDACTED]

[REDACTED]