

AHS Board and Executive Expense Report

Name Todd Gilchrist
Title VP People, Legal & Privacy
Location Edmonton

Expenses submitted during the month of January 2017

Travel (1)										
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jan-17	Expense Claim	Meetings		166	499	540	1,205	704		
Jan-17	Direct Billing	Meetings	376				376			
Total			\$ 376	\$ 166	\$ 499	\$ 540	\$ 1,581	\$ 704	\$ -	\$ -

Total for the Month \$ 2,285

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 154
 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.

5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton		\$ 1,908.57							
12/23/2016	2017 Certification Renewal - Board of Canadian Registered Safety Professionals	AB - Local	Membership Dues	\$ 262.50			Certification Renewal - Board of Canadian Registered Safety Professionals	1			
1/5/2017	2017 Certification Renewal - Human Resources Institute of Alberta	AB - Local	Membership Dues	\$ 441.00			Renewal of Dues for Human Resources Institute of Alberta	1			
1/11/2017	Mileage from Home to Edmonton Airport (Roundtrip) - Legal & Privacy Leadership Team Planning Session & Meetings in Calgary		Mileage-Other	\$ 42.02			Mileage from Home to Edmonton Airport (Roundtrip) - Legal & Privacy Leadership Team Planning Session & Meetings in Calgary	1			83.2
1/11/2017	Taxi - Calgary Airport to Hotel - Legal & Privacy Leadership Team Planning Session & Meetings	AB - Other Zones	Taxi	\$ 55.00			Taxi - Calgary Airport to Hotel - Legal & Privacy Leadership Team Planning Session & Meetings	1			
1/11/2017	Hotel - Legal & Privacy Leadership Team Planning Session & Meetings in Calgary	AB - Other Zones	Accommodations	\$ 342.88			Hotel - Legal & Privacy Leadership Team Planning Session & Meetings in Calgary	3			
1/11/2017	Meals - Legal & Privacy Leadership Team Planning Session & Meetings in Calgary	AB - Local	Meals Per Diem	\$ 24.00			Meals - Legal & Privacy Leadership Team Planning Session & Meetings in Calgary. Dinner \$24.00	1			
1/12/2017	Meals - Legal & Privacy Leadership Team Planning Session & Meetings in Calgary	AB - Local	Meals Per Diem	\$ 47.50			Meals - Legal & Privacy Leadership Team Planning Session & Meetings in Calgary. Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 1,908.57								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
1/13/2017	Meals - Legal & Privacy Leadership Team Planning Session & Meetings in Calgary	AB - Local	Meals Per Diem	\$ 23.50			Meals - Legal & Privacy Leadership Team Planning Session & Meetings in Calgary. Bfast \$10.50 Lunch \$13.00	1			
1/11/2017	Parking at the Edmonton Airport - Travel to Calgary Re: Legal & Privacy Leadership Team Planning Session & Meetings	AB - Local	Parking - Lot or Parkade	\$ 59.00			Parking at the Edmonton Airport - Travel to Calgary Re: Legal & Privacy Leadership Team Planning Session & Meetings	1			
1/13/2017	Taxi - Hotel to Meeting at Southport	AB - Other Zones	Taxi	\$ 5.50			Taxi - Hotel to Meeting at Southport	1			
1/13/2017	Taxi - Southport to Kahanoff Conference Centre for the Legal & Privacy Leadership Team Planning Session	AB - Other Zones	Taxi	\$ 21.60			Taxi - Southport to Kahanoff Conference Centre for the Legal & Privacy Leadership Team Planning Session	1			
1/13/2017	Taxi - Kahanoff Conference Centre to the Calgary Airport	AB - Other Zones	Taxi	\$ 35.60			Taxi - Kahanoff Conference Centre to the Calgary Airport	1			
1/20/2017	Parking - PLP Leadership Team Meeting at the Royal Alex Hospital	AB - Local	Parking - Lot or Parkade	\$ 14.25			Parking - PLP Leadership Team Meeting at the Royal Alex Hospital	1			
1/24/2017	Parking - New Manager Prep Program at the Royal Alex Hospital	AB - Local	Parking - Lot or Parkade	\$ 6.75			Parking - New Manager Prep Program at the Royal Alex Hospital	1			
1/26/2017	Mileage from Home to Edmonton International Airport - HR & WHS Meetings in Calgary		Mileage-Other	\$ 21.01			Mileage from Home to Edmonton International Airport - HR & WHS Meetings in Calgary	1			41.6
1/26/2017	Meals - HR & WHS Meetings in Calgary	AB - Local	Meals Per Diem	\$ 47.50			Meals - HR & WHS Meetings in Calgary Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 1,908.57									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
1/27/2017	Meals - HR & WHS Meetings in Calgary	AB - Local	Meals Per Diem	\$ 23.50			Meals - HR & WHS Meetings in Calgary Bfast \$10.50 Lunch \$13.00	1				
1/26/2017	Hotel - HR & WHS Meetings in Calgary	AB - Other Zones	Accommodations	\$ 156.06			HR & WHS Meetings in Calgary	1				
1/26/2017	Taxi - Southport to Hotel	AB - Other Zones	Taxi	\$ 22.40			Taxi - Southport to Hotel	1				
1/26/2017	Taxi - Hotel to Southport for HR & WHS Meetings	AB - Other Zones	Taxi	\$ 56.65			Taxi - Hotel to Southport for HR & WHS Meetings	1				
1/27/2017	Taxi - Hotel to Southport for HR & WHS Meetings	AB - Other Zones	Taxi	\$ 21.20			Taxi - Hotel to Southport for HR & WHS Meetings	1				
1/27/2017	Taxi - Southport to Hotel	AB - Other Zones	Taxi	\$ 22.60			Taxi - Southport to Hotel	1				
1/28/2017	Mileage from Calgary (Southport) to Home - HR & WHS Meetings		Mileage-Other	\$ 156.55			Mileage from Calgary (Southport) to Home - HR & WHS Meetings	1			310	
Approver(s) for the claim		Approval Status		Approval Date								
YIU, VERNA		Approve		15-Feb-17								

**CANADIAN REGISTERED SAFETY PROFESSIONAL (CRSP)[®]
PROFESSIONNEL EN SÉCURITÉ AGRÉÉ DU CANADA (PSAC)[®]**

TODD R. GILCHRIST CRSP CSP OHST ROHT
[REDACTED]



BOARD OF CANADIAN REGISTERED
SAFETY PROFESSIONALS

CONSEIL CANADIEN DES
PROFESSIONNELS EN SÉCURITÉ AGRÉÉS

Todd R. Gilchrist CRSP CSP OHST ROHT
[REDACTED]

Expiry December 31, 2017

The Canadian Registered Safety Professional (CRSP)[®]/Professionnel en Sécurité Agréé du Canada (PSAC)[®] may only be used for the period for which use is authorized. The Governing Board authorizes the use of Canadian Registered Safety Professional (CRSP)[®]/Professionnel en Sécurité Agréé du Canada (PSAC)[®] by certificants as long as they have a current and valid certificate. If a certificant has not paid the annual renewal fee or met the Certification Maintenance Program requirements, their authority automatically expires.

Le titre de Canadian Registered Safety Professional (CRSP)[®]/Professionnel en Sécurité Agréé du Canada (PSAC)[®] ne peut être utilisé que pendant la période d'autorisation définie. Le Conseil d'administration autorise les détenteurs du certificat utiliser le titre de Canadian Registered Safety Professional (CRSP)[®]/Professionnel en Sécurité Agréé du Canada (PSAC)[®] pourvu que la certification soit à jour et valide. L'autorisation d'utiliser le titre prend automatiquement fin lorsqu'un détenteur ne paie pas sa cotisation annuelle ou ne satisfait pas aux exigences du Programme de maintien de la certification.

OFFICIAL TAX RECEIPT/REÇU OFFICIEL

Date: December 23, 2016

Certification [REDACTED]

Received from: Todd R. Gilchrist CRSP CSP OHST ROHT

Amount: \$250 + \$12.5 (GST/HST) = \$262.5

For 2017 Certification Renewal

Tax#/No de taxe: R100304195

Valid Until : December 31, 2017

Authorized Signature:



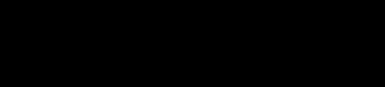
BOARD OF CANADIAN REGISTERED
SAFETY PROFESSIONALS

CONSEIL CANADIEN DES
PROFESSIONNELS EN SÉCURITÉ AGRÉÉS

6700 Century Avenue Suite 100
Mississauga, ON L5N 6A4
905-567-7198; 1-888-279-2777
info@bcrcsp.ca www.bcrcsp.ca

Billing Information

Gilchrist, Todd

Order Number

Product	List Price	Your Price	Qty	Total
Chartered Renewal Dues	\$420.00	\$420.00	1	\$420.00
				Subtotal: \$420.00
				Discount: \$0.00
				Shipping: \$0.00
				Tax: \$21.00
				Order Total: \$441.00

Payment Number	Date	Method	Card/Cheque Number	Applied Amount
	01/05/2017	MasterCard		\$441.00
				Total Payments: \$441.00
				Order Balance: \$0.00

HRIA's Address:

Human Resources Institute of Alberta
105 - 12th Avenue SE
Suite 990
Calgary AB, T2G 1A1

G.S.T. Registration #:

13483 0389 RT0001

316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

TERMINAL ID:
MERCHANT ID:
VEHICLE ID:
DRIVER ID:
GST ACCOUNT #:
TRIP NUMBER:
PASSENGERS:

01/13/2017
START: 13:18
DISTANCE: 192.00

END: 13:18
RATE: 0

FARE AMOUNT: \$ 31.05

TAX AMOUNT: \$ 1.55
TIP AMOUNT: \$ 3.00

TOTAL : \$ 35.60

MASTER CARD SALE :

APPROVAL NUMBER :

PASSENGER COPY

THANK YOU
1-800-299-9999
WWW.THECHECKERGROUP.COM

CHECKER-YELLOW CAB
316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

Merchant ID:
Driver ID:
Record Num.:

Sale

Application Label: MASTERCARD

AID:
MASTERCARD Entry Method: Chip

Amount: \$ 5.00
Tip: \$ 4.00

Total: CAD\$ 9.00

2017/01/13 08:05:58

Resp Code:

Inv#: Appr Code
Apprvd: Online Batch#

TRN Ref #:

316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

TERMINAL ID:
MERCHANT ID:
VEHICLE ID:
DRIVER ID:
GST ACCOUNT #:
TRIP NUMBER:
PASSENGERS:

01/13/2017
START: 13:18
DISTANCE: 192.00
FARE AMOUNT: \$ 18.67

TAX AMOUNT: \$ 0.93
TIP AMOUNT: \$ 2.00

TOTAL : \$ 21.60

MASTER CARD SALE :

APPROVAL NUMBER :

PASSENGER COPY

THANK YOU -
(403)299-9999
WWW.THECHECKERGROUP.COM

CHECKER
YELLOW
CAB

*Todd is only claiming \$5.50 from this receipt as his "tip" exceeded the 20% maximum (Total + 10% tip being claimed).

Fair Amount = \$18.67
Tax = \$0.93
tip = \$2.00
Total = \$21.60

CUSTOMER COPY

MASTERCARD

00 - APPROVED - 001

AMOUNT \$50.00
TIP \$5.00
TOTAL \$55.00

MID: [REDACTED]
TID: [REDACTED]
Batch # [REDACTED]
01/13/17 [REDACTED]
APPR CODE [REDACTED]
MASTERCARD [REDACTED]

SALE


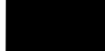
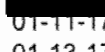
ASSOCIATED CAB
ALIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299 1111




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

Ab Health Services
 Richard Gilchrist



Room: 
 Folio: 
 Cashier: 
 Arrival: 01-11-17
 Departure: 01-13-17

Date	Description	Additional Information	Charges	Credits
01-11-17	Room Charge		154.00	
01-11-17	DMF		4.02	
01-11-17	Tourism Levy		5.52	
01-11-17	Rooms - GST		7.90	
01-12-17	Room Charge		154.00	
01-12-17	DMF		4.02	
01-12-17	Tourism Levy		5.52	
01-12-17	Rooms - GST		7.90	
01-13-17	Master Card			342.88

GST Summary	
Registration No:	895126332
Room	15.80
F&B	0.00
Other	19.08
Total	34.88

Total	342.88	342.88
Balance Due	0.00	CDN

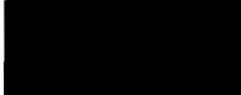
Guest Signature: _____

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

RECEIPT

RAH Parking
Edmonton, Alberta

License Plate Number



Expiration Date/Time

09:36 AM
JAN 24, 2017

ROYAL ALEXANDRA HOSPITAL
SE PARKADE - PUBLIC PARKING
Machine ID # [REDACTED]
Rcpt# [REDACTED]
01/20/17 15:12 L# 2 A# 1 Ixn# 2062
01/20/17 08:31 In 01/20/17 15:12 Out
Tkt# 460647
RAH SE Park \$14.25
Total Fee \$14.25
VISA \$14.25-
[REDACTED]
Change Due \$0.00
Parking Rates are GST Exempt
Comments? - email us :
parkingedmonton@ahs.ca

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CA5%

Exit Lane 13/01/17 16:18
Receipt [REDACTED]

Short-term parking tkt
HL - No. [REDACTED]
11/01/17 15:28
13/01/17 16:18
Period [REDACTED]
(Tax) [REDACTED] \$59.00

Total \$59.00

Payment Received
MC [REDACTED] \$59.00

Sub Total \$56.19
Tax 5% \$2.81

0178F210 - 1/1

Purchase Date/Time: 08:06am Jan 24, 2017
Total Due: \$6.75 Rate: Hourly up to 3 hrs
Total Paid: \$6.75 Payment Type: Card
Ticket #: [REDACTED]
N #: [REDACTED]
Setting: [REDACTED]
Arch Name: [REDACTED]

[REDACTED] MasterCard Auth #: [REDACTED]

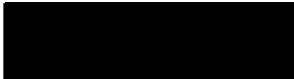
Parking Rates are
GST Exempt
For assistance call
1-855-535-1100



Fairfield Inn & Suites®
Calgary Downtown

239 12 Ave Sw
Calgary Ab T2r 1h7
403.351.6500

Richard Gilchrist



Business

Room: [REDACTED]

Room Type: KING

Number of Guests: 1

Rate: \$109.00

Clerk: DRR

Arrive: 26Jan17

Time: 04:58PM

Depart: 27Jan17

Time: 02:50PM

Folio Number [REDACTED]

Date

Description

Charges

Credits

26Jan17	Room Charge	139.00	
26Jan17	GST-Goods and Services Tax	7.16	
26Jan17	Convention and Tourism Tax	4.17	
26Jan17	Occupancy Sales Tax	5.73	
27Jan17	Master Card		156.06
	Card # [REDACTED]		
	Amount: 156.06 Auth [REDACTED] Signature on File		
	This card was electronically swiped on 26Jan17		
	Balance:	0.00	

Rewards Account # [REDACTED] Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

Valet Parking is being provided by Indigo Parking. Any damage to your car must be reported to Indigo Valet Attendant prior to leaving the hotel.

Get all your hotel bills by email by updating your Rewards Preferences. Or, ask the Front Desk to email your bill for this stay. See "Internet Privacy Statement" on Marriott.com.

TERMINAL ID:
MERCHANT ID:
VEHICLE ID:
DRIVER ID:
GST ACCOUNT N:
TRIP NUMBER:
PASSENGERS

01/27/2017
START: 07:40
DISTANCE: 96.00

FARE AMOUNT: \$ 18.29

TAX AMOUNT: \$ 0.91
TIP AMOUNT: \$ 2.00

TOTAL : \$ 21.20

MASTER CARD SALE :

APPROVAL NUMBER :

PASSENGER COPY

THANK YOU
4031299-9999
WWW.THECHECKERGROUP.COM



316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

TERMINAL ID:
MERCHANT ID:
VEHICLE ID:
DRIVER ID:
GST ACCOUNT N:
TRIP NUMBER:
PASSENGERS

01/26/2017
START: 16:29
DISTANCE: 99.00

FARE AMOUNT: \$ 19.43

TAX AMOUNT: \$ 0.97
TIP AMOUNT: \$ 2.00

TOTAL : \$ 22.40

MASTER CARD SALE :

APPROVAL NUMBER :

PASSENGER COPY

THANK YOU
4031299-9999
WWW.THECHECKERGROUP.COM



ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
SALE

MID: [REDACTED]
TID: [REDACTED] REF#: [REDACTED]
Batch: [REDACTED] SEQ: [REDACTED]
01/26/17 09:26:54
APPR CODE: [REDACTED]
MASTERCARD

AMOUNT \$51.50
TIP \$5.16
TOTAL \$56.65

00 - APPROVED - 001

MASTERCARD

THANK YOU

CUSTOMER COPY



THANK YOU
4031299-9999
WWW.THECHECKERGROUP.COM

01/27/2017
START: 16:29
DISTANCE: 99.00
FARE AMOUNT: \$ 19.43
TAX AMOUNT: \$ 0.97
TIP AMOUNT: \$ 2.00
TOTAL : \$ 22.40
MASTER CARD SALE :
APPROVAL NUMBER :
PASSENGER COPY

316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

Expense Report Direct Bill Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive or an AHS Board Member and paid for by a third party vendor. The information will be used for public disclosure reporting.

Expenses Paid Directly to Third Party Vendors:

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS.

Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- A personal cheque must be attached to cover expenses deemed ineligible.
- Indicate whether you have expenses to report in this section for this reporting period: YES

Name : Todd Gilchrist	Reporting Period for the Month of : Jan-17
------------------------------	---------------------------------------------------

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
11-Jan-2017	Direct Billing	Airline Ticket	Calgary - Legal & Privacy Leadership Team Planning Session & Various meetings in Calgary (Jan 11-13, 2017)	Marlin Travel	258.84
26-Jan-2017	Direct Billing	Airline Ticket	Calgary - HR & WHS Meetings in Calgary (Jan 26-27)	Marlin Travel	117.38
Total Paid in the Month					\$ 376.22



Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: [REDACTED] Booking Date: 29 Nov 16 Client: [REDACTED] Client Phone # Client Email: [REDACTED] Agent: [REDACTED] File Locator: [REDACTED]
----------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

INSURANCE

PASSENGERS: MR RICHARD TODD GILCHRIST

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	149.38	0.00	\$0.00	98.96	0.00	248.34 CAD
WESTJET Ticket # [REDACTED]	10.50	0.00	\$0.00	0.00	0.00	10.50 CAD
Total:	159.88	0.00	0.00	98.96	0.00	258.84 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	11/29/2016		[REDACTED]	248.34 CAD
		11/29/2016			10.50 CAD
				Total Payment:	258.84 CAD

Balance Due CAD Currency 0.00 CAD

CORPORATE UNIT 101
REASON FOR TRAVEL VARIOUS HR AND LEGAL MEETING

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
 ***** AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 ***** **PLEASE REVIEW YOUR ITINERARY FOR ACCURACY**
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY -----
 -----WESTJET AIRLINE RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY TICKET MUST BE CANCELLED AT LEAST 2 HOURS PRIOR OR NO CREDIT WILL APPLY 24 HOURS IN ADVANCE GO TO WWW.WESTJET.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.

ALBERTA HEALTH SERVICES
ALBERTA HEALTH SERVICES
10030 - 107 STREET
EDMONTON AB
T5J 3E4

Trip #: [REDACTED]
Booking Date: 29 Nov 16
Client: [REDACTED]
Client Phone #: [REDACTED]
Client Email: [REDACTED]
Agent: [REDACTED]

File Locator: [REDACTED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
RICHARD TODD GILCHRIST	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: RICHARD TODD GILCHRIST

Booking Date: 29 Nov 16
File Locator/Ticket #: [REDACTED]

From: EDMONTON INTL
To: CALGARY INTL

Departing on: 11 Jan 17
Returning on: 13 Jan 17



AIR

Passengers: RICHARD TODD GILCHRIST

Booking Date: 29 Nov 16
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	00348	EDMONTON INTL 11 Jan 17 6:25PM		CALGARY INTL 11 Jan 17 7:16PM	X/	
WESTJET	00345	CALGARY INTL 13 Jan 17 4:28PM		EDMONTON INTL 13 Jan 17 5:20PM	X/	



Invoice

ALBERTA HEALTH SERVICES
 ALBERTA HEALTH SERVICES
 10030 - 107 STREET
 EDMONTON AB
 T5J 3E4

Trip #: [REDACTED]
 Booking Date: 04 Jan 17
 Client: [REDACTED]
 Agent: [REDACTED]
 File Locator: [REDACTED]

PASSENGERS: MR RICHARD TODD GILCHRIST

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	67.90	0.00	\$0.00	49.48	0.00	117.38 CAD
Total:	67.90	0.00	0.00	49.48	0.00	117.38 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	01/04/2017	[REDACTED]	[REDACTED]	117.38 CAD
Total Payment:					117.38 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
 REASON FOR TRAVEL VARIOUS HR MEETINGS

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
 ***** AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 *****
 *****PLEASE REVIEW YOUR ITINERARY FOR ACCURACY*****
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY
 ***** FOR AIR TRAVEL TO A FOREIGN COUNTRY PASSENGERS MUST ENSURE THAT THEY HAVE ALL NECESSARY TRAVEL DOCUMENTS SUCH AS A PASSPORT OR VISA AS DIRECTED BY EMBASSIES AND CONSULATES. ALL PASSENGERS ARE ADVISED TO VIEW
[HTTP://WWW.AIRCANADA.COM/EN/TRAVELINFO/BEFORE/TRAVELDOC.HTML](http://www.aircanada.com/en/travelinfo/before/travel.doc.html) FOR IMPORTANT INFORMATION ON IDENTIFICATION REQUIRED FOR TRAVEL. *****
 *****PLEASE NOTE CHECKIN TIMES*****
 **DOMESTIC FLIGHTS--CHECKIN 90 MINUTES PRIOR **DOMESTIC COUNTER WILL CLOSE 45 MINUTES PRIOR -----WESTJET AIRLINE RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY TICKET MUST BE CANCELLED AT LEAST 2 HOURS PRIOR OR NO CREDIT WILL APPLY 24 HOURS IN ADVANCE GO TO WWW.WESTJET.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.



ALBERTA HEALTH SERVICES
ALBERTA HEALTH SERVICES
10030 - 107 STREET
EDMONTON AB
T5J 3E4

Trip #: [REDACTED]
Booking Date: 04 Jan 17

Client: [REDACTED]
Agent: [REDACTED]

File Locator: [REDACTED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
RICHARD TODD GILCHRIST	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: RICHARD TODD GILCHRIST

Booking Date: 04 Jan 17
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	00104	EDMONTON INTL 26 Jan 17 7:45AM		CALGARY INTL 26 Jan 17 8:44AM	D/	