

## AHS Board and Executive Expense Report

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

Expenses submitted during the month of March 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)
Mar-17	Expense Claim	Meetings		96	527	703	1,326			
Mar-17	Direct Billing	Meetings	753				753			
<b>Total</b>			\$ 753	\$ 96	\$ 527	\$ 703	\$ 2,079	\$ -	\$ -	\$ -

**Total for the Month** \$ 2,079

Maximum daily single meal expense claimed in the month \$ 24  
 Maximum daily base hotel rate claimed in the month \$ 159  
 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								
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 1,326.23								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/1/2017	TAXI - Vancouver Airport to Metropolitan Hotel Vancouver for the HR Executives Western Canada Meeting (March 1-2)	BC	Taxi	\$ 34.10			TAXI - Vancouver Airport to Metropolitan Hotel Vancouver for the HR Executives Western Canada Meeting (March 1-2)	1			
3/1/2017	MILEAGE - SSP to Edmonton International Airport for Travel to Vancouver - HR Executives Western Canada Meeting		Mileage-Local-Home Zone	\$ 14.95	7th Street Plaza	YEG	MILEAGE - SSP to Edmonton International Airport for Travel to Vancouver - HR Executives Western Canada Meeting	1			29.6
3/1/2017	HOTEL - Council of HR Executives Western Canada (Vancouver)	BC	Accommodations	\$ 184.44			HOTEL - Council of HR Executives Western Canada Meeting in Vancouver (March 1-2)	1			
3/1/2017	PARKING - Edmonton International Airport Parking for Travel to Vancouver - Council of HR Executives Western Canada Meeting (March 1-2).	BC	Parking - Lot or Parade	\$ 50.00			PARKING - Edmonton International Airport Parking for Travel to Vancouver - Council of HR Executives Western Canada Meeting (March 1-2).	1			
3/2/2017	MILEAGE - Edmonton International Airport to Home		Mileage-Local-Home Zone	\$ 21.01	YEG	Residence	MILEAGE - Edmonton International Airport to Home	1			41.6
3/8/2017	MILEAGE - Southport Tower Calgary to Home (Various Meetings in Calgary)		Mileage-Other	\$ 156.55	Southport Tower	Residence	MILEAGE - Southport Tower Calgary to Home (Various Meetings in Calgary)	1			310
3/8/2017	MILEAGE - Home to Southport Tower Calgary for Various Meetings		Mileage-Other	\$ 156.55	Residence	Southport Tower	MILEAGE - Home to Southport Tower Calgary for Various Meetings	1			310
3/20/2017	MEAL - Dinner - Travel to Calgary for the Senior Leaders Meeting & Various Meetings	AB - Other Zones	Meals Per Diem	\$ 24.00			MEAL - Dinner - Travel to Calgary for the Senior Leaders Meeting & Various Meetings 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	\$ 1,326.23								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/20/2017	MILEAGE - SSP to Edmonton International Airport for Senior Leaders Meeting & Various Meetings in Calgary (March 20-22)		Mileage-Local-Home Zone	\$ 14.95	7th Street Plaza	YEG	MILEAGE - SSP to Edmonton International Airport for Senior Leaders Meeting & Various Meetings in Calgary (March 20-22)	1			29.6
3/20/2017	HOTEL - Senior Leaders Meeting & Various Meetings in Calgary (March 20-22)	AB - Other Zones	Accommodations	\$ 342.88			HOTEL - Senior Leaders Meeting & Various Meetings in Calgary (March 20-22)	2			
3/20/2017	TAXI - Calgary International Airport to Delta Calgary South Hotel - Senior Leaders Meeting & Various Meetings in Calgary (March 20-22)	AB - Other Zones	Taxi	\$ 54.89			TAXI - Calgary International Airport to Delta Calgary South Hotel - Senior Leaders Meeting & Various Meetings in Calgary (March 20-22)	1			
3/21/2017	MEAL - Dinner - Travel to Calgary for the Senior Leaders Meeting & Various Meetings	AB - Other Zones	Meals Per Diem	\$ 24.00			MEAL - Dinner - Travel to Calgary for the Senior Leaders Meeting & Various Meetings Dinner \$24.00	1			
3/21/2017	TAXI - Calgary Airport Marriott to Delta Calgary South Hotel after the Senior Leaders Meeting	AB - Other Zones	Taxi	\$ 57.09			TAXI - Calgary Airport Marriott to Delta Calgary South Hotel after the Senior Leaders Meeting	1			
3/21/2017	TAXI - Delta Calgary South Hotel to Calgary Airport Marriott for the Senior Leaders Meeting	AB - Other Zones	Taxi	\$ 50.40			TAXI - Delta Calgary South Hotel to Calgary Airport Marriott for the Senior Leaders Meeting	1			
3/22/2017	PARKING - Edmonton International Airport Parking for Travel to Calgary for Senior Leaders & Various Meetings (March 20-22)	AB - Local	Parking - Lot or Parade	\$ 66.00			PARKING - Edmonton International Airport Parking for Travel to Calgary for Senior Leaders & Various Meetings (March 20-22)	1			

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 1,326.23								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/22/2017	MEALS - Breakfast, Lunch & Dinner - Travel to Calgary for the Senior Leaders Meeting & Various Meetings	AB - Other Zones	Meals Per Diem	\$ 47.50			MEALS - Breakfast, Lunch & Dinner - Travel to Calgary for the Senior Leaders Meeting & Various Meetings Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
3/22/2017	MILEAGE - Edmonton International Airport to Home (Senior Leaders Meeting & Various Meetings in Calgary)		Mileage-Local-Home Zone	\$ 21.01	YEG	Residence	MILEAGE - Edmonton International Airport to Home (Senior Leaders Meeting & Various Meetings in Calgary)	1			41.6
3/24/2017	MILEAGE - SSP to Northeast Community Hospital in Edmonton for Volunteer Shadow		Mileage-Local-Home Zone	\$ 5.91	7th Street Plaza	Northeast Community Hospital	MILEAGE - SSP to Northeast Community Hospital in Edmonton for Volunteer Shadow	1			11.7
Approver(s) for the claim		Approval Status		Approval Date							
YIU, VERNA		Approve		3-Apr-17							

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CA5%

Exit Lane 02/03/17 20:18  
Receipt [REDACTED]

Short-term parking tkt  
HL - No. [REDACTED]  
01/03/17 13:28  
02/03/17 20:18  
Period 2d0h0'  
(Tax) \$50.00

Total \$50.00

Payment Received  
MC [REDACTED] \$50.00

Merch [REDACTED]  
Auth: [REDACTED]  
Type: Swiped

Sub Total \$47.62  
Tax 5% \$2.38

05EAA8ED - 1/1

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CA5%

Exit Lane 22/03/17 18:55  
Receipt [REDACTED]

Short-term parking tkt  
HL - No. [REDACTED]  
20/03/17 17:01  
22/03/17 18:55  
Period 2d2h0'  
(Tax) \$66.00

Total \$66.00

Payment Received  
C [REDACTED] \$66.00

Merch [REDACTED]  
Auth: [REDACTED]  
Type: Swiped

Sub Total \$62.86  
Tax 5% \$3.14

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

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

795-463-298

03/21/2017  
START: 07:42  
DISTANCE: 290.00

END: 08:05  
RATE: 1

FARE AMOUNT:

\$ 43.24

TAX AMOUNT:  
TIP AMOUNT:

\$ 2.16  
\$ 5.00

TOTAL : \$ 50.40

MASTER CARD SALE :

APPROVAL NUMBER :

\*\*\*PASSENGER COPY\*\*\*

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



ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#1467

SALE

MID:

TID:

Batch #

03/20/17

APPR CODE

MASTERCARD

REF#

SEQ.

19:46:11

AMOUNT \$49.90  
TIP \$4.99  
TOTAL \$54.89

00 - APPROVED - 001

SIGNATURE NOT REQUIRED

MASTERCARD

AID:

TVP:

TSE:

CARDHOLDER ACKNOWLEDGES RECEIPT  
OF GOODS AND/OR SERVICES IN THE  
AMOUNT OF THE TOTAL SHOWN ABOVE

THANK YOU

NEWTON WHALLEY HI-WAY TAXI LTD  
UNIT 107 13115 89 AVE

SURREY, BC V3H1B3  
CAR #57  
(604) 581-1111

TERM ID:  
EMPLOYEE:

BATCH#:  
SHIFT#:

Sale

INV#:

MCARD

Application Label: MASTERCARD

Amount: \$ 31.00  
Tip: \$ 3.10

Total: CAD\$ 34.10

APPROVED

01-Mar -17

15:24:59

CUSTOMER COPY  
THANK YOU!

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#151

SALE

MID:  
TID:  
Batch #  
03/21/17  
APPR CODE:  
MASTERCARD

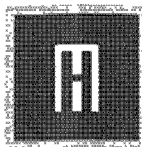
REF#  
SEQ.

AMOUNT \$51.90  
TIP \$5.19  
TOTAL \$57.09

00 - APPROVED - 001

THANK YOU

CUSTOMER COPY



METROPOLITAN HOTEL  
VANCOUVER

645 HOWE STREET VANCOUVER BRITISH COLUMBIA V6C 2Y9 T 604 687 1122 F 604 602 7846 metropolitan.com

Reservation Number [REDACTED]

Send to **Todd Gilchrist**

Phone

Guest Name **Todd Gilchrist**

Arrival Date

01/03/2017

Departure Date

02/03/2017

Group **Conference Board of Canada**

Room Information

[REDACTED] **Luxury King**

Bill To **Gilchrist, Todd**

Phone

Folio Number [REDACTED]

Trans Date	Description	Voucher	Amount
01/03/2017	Room Charge	[REDACTED]	159.00
01/03/2017	Good & Service Tax	[REDACTED]	7.95
01/03/2017	Room Tax	[REDACTED]	17.49
	Subtotal		184.44
	<b>Total Charges</b>		<b>184.44</b>

**Payments**

02/03/2017	Mastercard	[REDACTED]	-184.44
	Subtotal		-184.44
	<b>Total Payments</b>		<b>-184.44</b>

**Balance Due: 0.00**

**Totals**

Good & Service Tax	\$7.95
Room Charge	\$159.00
Room Tax	\$17.49
<b>Total</b>	<b>\$184.44</b>

GST# R136359494

I have received the goods and / or services in the amount shown here on. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If charging to a credit card, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.


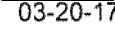
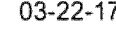
Guest Signature: \_\_\_\_\_




**DELTA**  
CALGARY SOUTH

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: 03-20-17  
Departure: 03-22-17

Date	Description	Additional Information	Charges	Credits
03-20-17	Room Charge		154.00	
03-20-17	DMF		4.02	
03-20-17	Tourism Levy		5.52	
03-20-17	Rooms - GST		7.90	
03-21-17	Room Charge		154.00	
03-21-17	DMF		4.02	
03-21-17	Tourism Levy		5.52	
03-21-17	Rooms - GST		7.90	
03-22-17	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.



## 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

<b>Name :</b> Todd Gilchrist	<b>Reporting Period for the Month of :</b> Mar-17
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
22-Feb-2017	Direct Billing	Airline Ticket	Vancouver - Council of HR Executives Western Canada (March 1-2, 2017)	Marlin Travel	214.22
16-Feb-2017	Direct Billing	Airline Ticket	Vancouver - Chro Summit Meetings (June 7-8, 2017)	Marlin Travel	306.78
17-Feb-2017	Direct Billing	Airline Ticket	Calgary - Senior Leaders Meeting & Various Meetings (March 20-22, 2017)	Marlin Travel	231.68
<b>Total Paid in the Month</b>					<b>\$ 752.68</b>



**Invoice**

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	<b>Trip #:</b> [REDACTED] <b>Booking Date:</b> 22 Feb 17 <b>Client:</b> [REDACTED] <b>Agent:</b> [REDACTED]  <b>File Locator:</b> [REDACTED]
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**PASSENGERS:** MR RICHARD TODD GILCHRIST

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	114.22	0.00	\$0.00	0.00	100.00	214.22 CAD
<b>Total:</b>	<b>114.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>214.22 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	02/22/2017		[REDACTED]	214.22 CAD
<b>Total Payment:</b>					<b>214.22 CAD</b>

**Balance Due CAD Currency 0.00 CAD**

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL HR EXECUTIVE CONFERENCE

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 -----  
 ----AIR CANADA RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY 24HOURS IN ADVANCE GO TO WWW.AIRCANADA.COM TO CHECK IN AND PRINT YOUR BOARDING PASS. -----  
 \*\*\*\*\* 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. -----  
 -----AIR CANADA RULES-----



**Invoice**

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	<b>Trip #:</b> [REDACTED] <b>Booking Date:</b> 16 Feb 17 <b>Client:</b> [REDACTED] <b>Agent:</b> [REDACTED]  <b>File Locator:</b> [REDACTED]
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**PASSENGERS:** MR RICHARD TODD GILCHRIST

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
PRE PAID SEATS CAD Confirmation # [REDACTED]	21.00	0.00	\$0.00	0.00	0.00	21.00 CAD
WESTJET Ticket # [REDACTED]	196.82	0.00	\$0.00	88.96	0.00	285.78 CAD
<b>Total:</b>	<b>217.82</b>	<b>0.00</b>	<b>0.00</b>	<b>88.96</b>	<b>0.00</b>	<b>306.78 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	02/14/2017		[REDACTED]	21.00 CAD
	[REDACTED]	02/14/2017		[REDACTED]	285.78 CAD
Total Payment:					306.78 CAD

**Balance Due CAD Currency 0.00 CAD**

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL CHRO SUMMITT

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. -----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. -----WESTJET BAGGAGE POLICY----- 1ST CHECKED BAG 25.00 PER PASSENGER UP TO 50LBS 2ND CHECKED BAG 25.00 PER PASSENGER UP TO 50LBS \*\*\*\*PLEASE NOTE CHECKIN TIMES\*\*\*\*\* \*\*DOMESTIC FLIGHTS--CHECKIN 90 MINUTES PRIOR \*\*DOMESTIC COUNTER WILL CLOSE 45 MINUTES PRIOR

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

**Trip #:** [REDACTED]  
**Booking Date:** 16 Feb 17  
**Client:** [REDACTED]  
**Agent:** [REDACTED]

**File Locator:** [REDACTED]

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

Trip #: [REDACTED]  
Booking Date: 16 Feb 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: 02/14/2017

File Locator/Ticket #: [REDACTED]

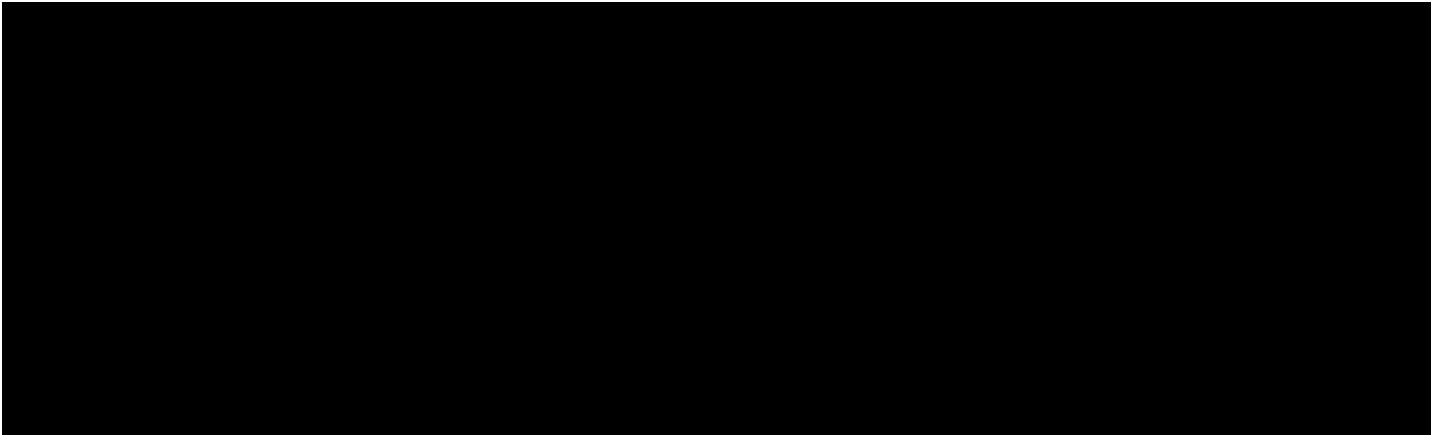
Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	00391	EDMONTON INTL		VANCOUVER INTL	I		
		06/07/2017 11:00AM		06/07/2017 11:33AM			

Passengers: RICHARD TODD GILCHRIST

Booking Date: 02/14/2017

File Locator/Ticket #: [REDACTED]

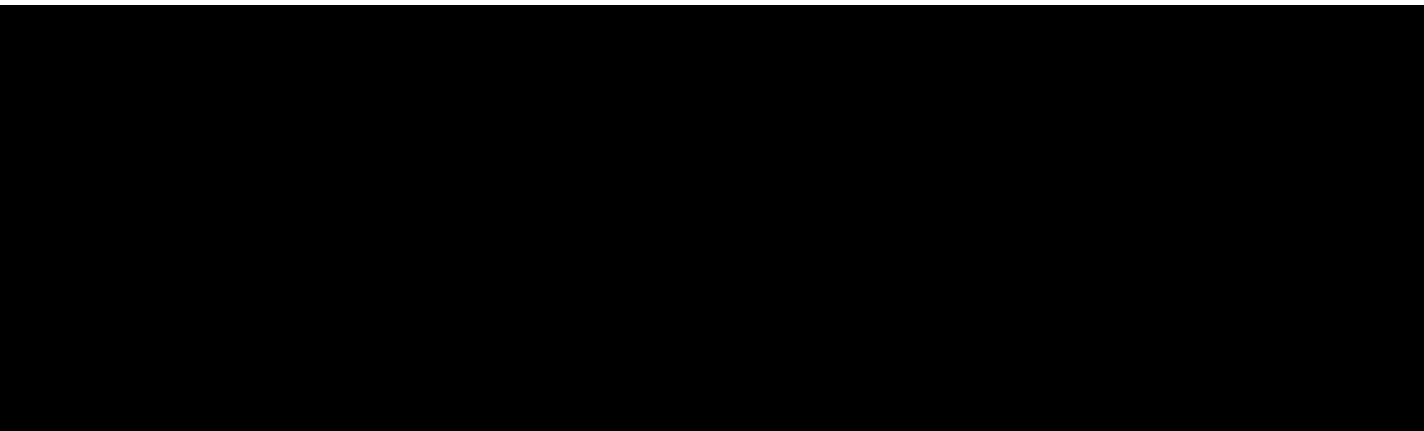
Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	00391	EDMONTON INTL		VANCOUVER INTL	I		
		06/07/2017 11:00AM		06/07/2017 11:33AM			



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

Trip #: [REDACTED]  
Booking Date: 16 Feb 17  
Client: [REDACTED]  
Agent: [REDACTED]

File Locator: [REDACTED]



AIR

Passengers: RICHARD TODD GILCHRIST  
Booking Date: 02/14/2017  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	00166	VANCOUVER INTL 06/12/2017 5:55PM		EDMONTON INTL 06/12/2017 8:23PM	D		

Passengers: RICHARD TODD GILCHRIST  
Booking Date: 02/14/2017  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	00166	VANCOUVER INTL 06/12/2017 5:55PM		EDMONTON INTL 06/12/2017 8:23PM	D		

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

Trip #: [REDACTED]  
Booking Date: 22 Feb 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: 01/19/2017  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	00141	EDMONTON INTL 03/01/2017 5:34PM		VANCOUVER INTL 03/01/2017 6:10PM	L		
WESTJET	00186	VANCOUVER INTL 03/02/2017 6:55PM		EDMONTON INTL 03/02/2017 9:22PM	I		



**Invoice**

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	<b>Trip #:</b> [REDACTED] <b>Booking Date:</b> 17 Feb 17 <b>Client:</b> [REDACTED] <b>Agent:</b> [REDACTED]  <b>File Locator:</b> [REDACTED]
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**PASSENGERS:** MR RICHARD TODD GILCHRIST

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	122.22	0.00	\$0.00	98.96	0.00	221.18 CAD
PRE PAID SEATS CAD Confirmation # [REDACTED]	10.50	0.00	\$0.00	0.00	0.00	10.50 CAD
<b>Total:</b>	<b>132.72</b>	<b>0.00</b>	<b>0.00</b>	<b>98.96</b>	<b>0.00</b>	<b>231.68 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	02/16/2017	[REDACTED]	[REDACTED]	221.18 CAD
	[REDACTED]	02/16/2017	[REDACTED]	[REDACTED]	10.50 CAD
Total Payment:					231.68 CAD

**Balance Due CAD Currency 0.00 CAD**

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL PLP EXECUITVE 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: 17 Feb 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: 16 Feb 17  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03148	EDMONTON INTL 20 Mar 17 6:25PM		CALGARY INTL 20 Mar 17 7:20PM	D/	

Passengers: RICHARD TODD GILCHRIST  
Booking Date: 16 Feb 17  
File Locator/Ticket #: [REDACTED]



AIR

Passengers: RICHARD TODD GILCHRIST  
Booking Date: 16 Feb 17  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03229	CALGARY INTL 22 Mar 17 6:00PM		EDMONTON INTL 22 Mar 17 6:53PM	D/	

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

Trip #: [REDACTED]  
Booking Date: 17 Feb 17  
Client: [REDACTED]  
Agent: [REDACTED]

File Locator: [REDACTED]

Passengers: RICHARD TODD GILCHRIST

Booking Date: 16 Feb 17  
File Locator/Ticket #: [REDACTED]