

Official Administrator Expense Report

Name Janet Davidson
Title Official Administrator
Location Edmonton
 Expenses submitted during the month of July 2013

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
July 2013	P-Card	Meetings/Educational Resources	2,799		1,157		3,956	996		
July 2013	Expense claim	Meetings	1,238			606	1,844			
Total			\$ 4,037	\$ -	\$ 1,157	\$ 606	\$ 5,800	\$ 996	\$ -	\$ -

Total for the Month \$ 6,796

Maximum meal expense claimed in the month	\$ -
Maximum daily hotel rate claimed in the month	\$ 135
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: 14-Jun-13 To 14-Jul-13
 Travel Period from: _____ To _____ (if applicable)
 Out-of-Province Travel

Name: Janet Davidson Position (Title): Official Administrator
 Location: 10030 - 107 Street NW Edmonton Dept: OA Office 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	71110300004	\$1,601.91 ✓						\$1,844.00		
2B				\$242.09 ✓								
2C												
2D												
				\$1,844.00								

NOTE: This section auto fills from page 2A, 2B, 2C & 2D
 **User to enter Coding & \$ Amounts
 NOTE: These fields do not automatically fill for Section C & D

Less Cash Advance _____
TOTAL CLAIM \$1,844.00 ✓

SECTION F: AUTHORIZATION

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.
 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.

Employee Signature: Janet Davidson Date: 03/09/13
 Approved By (PRINT ONLY): DUNCAN CAMPBELL DOFA Level: _____ Position #: _____ Phone #: _____ Ext: _____
 Signature: [Signature] Title: EVP + CFO Date: Sept, 10, 2013

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.
 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: _____
 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.

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0005 71110300004 Emp # (E-People) XXXXXXXXXX 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 expenses were incurred (Out of N.America = Inter!)
Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required (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?	Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this column, Further Explanation is REQUIRED in the "Rationale is Required" section on this page											
				Cost Effective Method Used? Y/N	Meal (Allowance OR Receipt)		If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)			
					Meal Allowance	Meal with Receipt	Airfare	Hotel	Taxi						
				Meal Type with value	Allowance	Meal Type	with receipt								
14-Jun-13	Meetings in Edmonton including AHS Telehealth Sessions	AB	Meeting	Yes					① \$1,237.89	✓		② \$60.00	③ \$40.00		
	* Airfare Toronto Edmonton return June 14-15, 2013														
	* Taxi AHS Corporate Office 10030 - 107 Street NW to Edmonton Airport														
	* Parking Toronto Airport June 14-15, 2013														
8-Jul-13	Mileage ██████████ to Victoria airport return 12-Jul-13	BC	Meeting	Yes										④ 304.00	✓
8-Jul-13	Taxi from Calgary Airport to Downtown Westin	AB	Meeting	Yes							⑤ \$43.00	✓			
9-Jul-13	Taxi - Edmonton Airport to Matrix Hotel	AB	Meeting	Yes							⑥ \$60.00	✓			
10-Jul-13	Meeting with Dr. Jim Talbot	AB	Meeting	Yes								⑦ \$7.50	✓		
SUBTOTALS									\$1,237.89	✓	\$163.00	✓	\$47.50	✓	Total Kms 304.00

<p>MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle → details of travel location to & from must be included above under the purpose of travel column Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement</p>	<p>Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)</p> <p>\$0.505</p>
	Mileage \$ \$153.52
	Travel \$ Subtotal \$1,448.39
	Auto fills on page 1 - TOTAL TRAVEL \$ \$1,601.91

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)

Cost of airfare is reasonable given timing & duration of flight.
ER

EXPENSE CLAIM DETAILS

Enter Finance Coding _____

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 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'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.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Y/N	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)		
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi					
					Meal Type with value	Allowance	Meal Type	with receipt								
12-Jul-13	Victoria Airport parking Jul 8-12	BC	Meeting	Yes								\$72.00	✓			
14-Jul-13	Milage [redacted] to Comox airport return 18-Jul-13	AB	Meeting	Yes										218.00		
14-Jul-13	Taxi-Edmonton Airport to Matrix Hotel	AB	Meeting	Yes								\$60.00	✓			
SUBTOTALS												\$60.00		\$72.00		Total Kms 218.00

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 <i>(see Mileage details to the left)</i>	\$0.505
Mileage \$	\$110.09
Travel \$ Subtotal	\$132.00
Auto fills on page 1 - TOTAL TRAVEL \$	\$242.09

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)



Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: XXXXXXXXXX

Name: Ms Janet Davidson
E-mail: XXXXXXXXXX
Form of payment: XXXXXXXXXX

Customer Care
Air Canada Reservations
 1-888-247-2262
Air Canada Flight Information
 1-888-422-7533

International Reservations
 Alert me of flight changes
Flight notification

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

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC1181	Toronto Pearson (YYZ) Fri 14-Jun 2013 07:00 - TERMINAL T1	Edmonton International (YEG) Fri 14-Jun 2013 09:09	319	V	Confirmed
AC158	Edmonton International (YEG) Sat 15-Jun 2013 00:15	Toronto Pearson (YYZ) Sat 15-Jun 2013 05:54 - TERMINAL T1	320	H	Confirmed

Passenger Information

Passenger 1
Name: Ms Janet Davidson
Frequent Flyer Pgm: XXXXXXXXXX
Ticket number: 014 2122 223217
Program number: 0112014186

Fare Summary

Passenger: 1 Ticket number 014 2122 223217

*Airfare
 Toronto to Edm Return
 Various ticketings*

NORTH AMERICAN FARE STRUCTURE



	TANGO N, G, P, E, A	FLEX M, U, H, Q, V, W, S, T, L, K	LATITUDE Y, B	EXECUTIVE CLASS®/ PREMIUM rouge LOWEST D, Z	PREMIUM rouge FLEXIBLE J, C
Changes	<ul style="list-style-type: none"> – \$75 Canada – \$200 Transborder* per ticket <i>plus fare difference</i> 	<ul style="list-style-type: none"> – \$50 Canada – \$200 Transborder* per ticket <i>plus fare difference</i> – \$50 for name changes** 	<ul style="list-style-type: none"> – Complimentary – <i>Fare difference may apply</i> – Complimentary name changes*** 	<ul style="list-style-type: none"> – \$50 Canada – \$200 Transborder* per ticket <i>plus fare difference</i> 	<ul style="list-style-type: none"> – Fare difference may apply
Same Day Change Upon Check-in	<ul style="list-style-type: none"> – \$75 on Rapidair and Western Canada triangle (YVR/YYC/YEG) – \$150 	<ul style="list-style-type: none"> – \$75 	<ul style="list-style-type: none"> – Complimentary 	<ul style="list-style-type: none"> – \$75 	<ul style="list-style-type: none"> – Complimentary
Same Day Airport Standby	<ul style="list-style-type: none"> – N/A 	<ul style="list-style-type: none"> – Applicable exclusively on Rapidair (including YTZ-YUL) and between YYZ and LGA/JFK/EWR 	<ul style="list-style-type: none"> – Applicable 	<ul style="list-style-type: none"> – Applicable exclusively on Rapidair (including YTZ-YUL) and between YYZ and LGA/JFK/EWR 	<ul style="list-style-type: none"> – Applicable
Refunds	<ul style="list-style-type: none"> – Non-refundable 	<ul style="list-style-type: none"> – Non-refundable 	<ul style="list-style-type: none"> – Refundable 	<ul style="list-style-type: none"> – Non-refundable 	<ul style="list-style-type: none"> – Refundable
Advance Seat Selection	<ul style="list-style-type: none"> – \$18, \$20, \$26, \$31¹ (Optional) – \$15 for rouge 	<ul style="list-style-type: none"> – Complimentary 	<ul style="list-style-type: none"> – Complimentary preferred seat selection 	<ul style="list-style-type: none"> – Complimentary 	
Maple Leaf™ Lounge Access	<ul style="list-style-type: none"> – N/A 	<ul style="list-style-type: none"> – \$50 	<ul style="list-style-type: none"> – \$25 	<ul style="list-style-type: none"> – Yes 	
Onboard Café	<ul style="list-style-type: none"> – Prepay for only \$7 at aircanada.com/agents 		<ul style="list-style-type: none"> – Complimentary 	<ul style="list-style-type: none"> – Complimentary Executive Class meal 	
Mileage Accumulation	<ul style="list-style-type: none"> – 25 % Altitude Qualifying Miles within Canada – 50% Altitude Qualifying Miles to/from USA – Air Canada rouge: 100 Altitude Qualifying Miles per segment 	<ul style="list-style-type: none"> – 100 % Altitude Qualifying Miles – Air Canada rouge: 200 Altitude Qualifying Miles per segment 	<ul style="list-style-type: none"> – 125% Altitude Qualifying Miles – Air Canada rouge: 700 Altitude Qualifying Miles per segment 	<ul style="list-style-type: none"> – 150 % Altitude Qualifying Miles – Premium rouge: 700 Altitude Qualifying Miles per segment 	<ul style="list-style-type: none"> – Premium rouge: 1000 Altitude Qualifying Miles
Altitude™ eUpgrade Credits	<ul style="list-style-type: none"> – N/A 	<ul style="list-style-type: none"> – Based on the distance travelled, geographic market and fare class booked 		<ul style="list-style-type: none"> – N/A 	
Priority Check-in, Bags, Boarding	<ul style="list-style-type: none"> – No 	<ul style="list-style-type: none"> – No 	<ul style="list-style-type: none"> – Priority Services offered where available 	<ul style="list-style-type: none"> – Yes 	
On My Way™	<ul style="list-style-type: none"> – \$25 up to 1000 miles – \$35 1001 + miles 	<ul style="list-style-type: none"> – \$25 up to 1000 miles – \$35 1001 + miles 	<ul style="list-style-type: none"> – \$25 up to 1000 miles – \$35 1001 + miles 	<ul style="list-style-type: none"> – \$25 up to 1000 miles – \$35 1001 + miles 	

*Change fee amounts apply to Transborder Flex tickets issued on/after May 9, 2013 and to Transborder Tango/Executive Lowest tickets issued on/after May 13, 2013. Transborder change fees are based on a per ticket/passenger instead of per direction. *The fee does not apply to Flight Passes and Aeroplan redemption tickets.* ¹ \$ 18, 0 – 350 miles; \$ 20, 351 – 1000 miles; \$ 26, 1001 – 2000 miles; \$31, 2000 miles+. **Effective for tickets issued on/after October 16th, 2012 and applies only to tickets that include a CCN or PN number. ***Latitude name changes apply only to 014 tickets issued on/after October 16th, 2012 and do not apply to itineraries with other airline or codeshare segments or to Flight Pass bookings. This is a summary of the fare attributes for travel within North America when purchased on the Air Canada website. ⁴Aeroplan is a registered trademark of Air Canada Inc. ⁵Executive Class and Rapidair are registered trademarks of Air Canada. ⁶Maple Leaf, Air Canada Altitude and On My Way are trademarks of Air Canada. All prices can be paid in CAD or USD. Information subject to change without prior notice. Sales Communication, updated August 19th, 2013.



Thank You for calling **CAPITAL TAXI** www.capitaltaxiedmonton.com

Date: 14/06/13 Amount: \$60.00

From: Downtown

To: Airport

Unit: _____ Driver: _____ GST: _____

780-423-2425

24 Hour Service   

Janet Davidson
June 14, 2013
Taxi: AHS Corporate Office (10030 107 St. NW)
to Edmonton Airport
Purpose: Return flight to Toronto
(attended meetings in Edmonton)



(15)

GTAA

CAN-L5P 1B2 Toronto

PS-508-WL 15/06/13 06:18
Receipt 031104

Short-term parking tkt
TIDAY - No. 061386
14/06/13 05:12
15/06/13 06:31
Period 1d1h20'
(HST) \$40.00

Total \$40.00

Payment Received
Cash \$40.00

Sub Total \$35.40
HST 13% \$4.60

All Amounts in CAD.
Deliv. Date=Receipt Date

HST / GST 139759708

01507A06 - 1/1

Janet Davidson
June 14 - 15, 2013
Parking at the Toronto International Airport
Purpose: Meetings in Edmonton, AB



(15)

Thank You for choosing

3

ASSOCIATED CAB

for all your transportation needs.

Visit our counter at the
Calgary International Airport
International arrival door.



Driver _____ Date 8/7/13
Car # _____ Amount 278.00
GST Included # _____

Janet Davidson
July 8, 2013
Taxi: Calgary International Airport to Westin Hotel
Purpose: (AHS meetings in Calgary)

YELLOW CAB

780.462.3456

6

GST# _____
Date: July 09/13 Amount: \$ 60.00
Driver: P. Hu Car#: 2210
From: EMA
To: Matrix DT
10135-31 Avenue, Edmonton, AB T6N 1C2

Janet Davidson
July 9, 2013
Taxi: Edmonton International Airport to Matrix Hotel
Purpose: (AHS meetings in Edmonton)

PLACE FACE UP ON DASH
Impark Lot 57
Expiration Date/Time
EXP 06:09PM
JUL 10, 2013

NG RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT

Purchase Date/Time: 04:39pm Jul 10, 2013
Total Parking: \$7.14
Total gst: \$0.36
Total Due: \$7.50
Total Paid: \$7.50
Rate: \$7.50 - 1.5 HOURS
Payment Type: Card
Ticket # 06794510
S/N #: 100008460015
Setting: Lot 57
Mach Name: old Meter 1
Auth #: 008107
GST #887315638T0001

Janet Davidson
July 10, 2013
Parking: Meeting with Dr. Talbot

RECEIPT
Impark Lot 57

Expiration Date/Time: 06:09pm Jul 10, 2013
Purchase Date/Time: 04:39pm Jul 10, 2013
Total Parking: \$7.14
Total gst: \$0.36
Total Due: \$7.50
Total Paid: \$7.50
Rate: \$7.50 - 1.5 HOURS
Payment Type: Card
Ticket # 06794510
Setting: Lot 57
Mach Name: old Meter 1
Auth #: 008107

VICTORIA
INTERNATIONAL AIRPORT
LANE: Long Term Exit 2-11

Paid On: 2013/07/12 12:57
Ticket#: 217595473
Paid: \$ 72.00
GST: \$ 3.49

CC: AMEX: 3735-1888
THANK YOU
Transaction: Approved
GST# 10456-7276RT001
[REDACTED] Swiped

Purchase 13/07/12 12:57:34
Seq# 007591 005
Auth# 500818

Janet Davidson
July 12, 2013
Parking: Victoria International Airport Jul 8-12, 2013
Purpose: AHS Meetings in Edmonton)

✓

(8)

From AIRPORT
To [REDACTED]
Time 12:15 AM
Date 14/07/13
Trip Amount \$ 60.15
Driver Name [REDACTED]
Car Number _____
GST _____

Janet Davidson
July 14, 2013
Taxi: Edmonton International Airport to Matrix Hotel
Purpose: (AHS meetings in Edmonton)

✓

(9)

Instruction:





- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

<u>DECOSTE, LOU</u> Cardholder's Name	<u>EXECUTIVE SECRETARY</u> Cardholder's Position/Title	Billing Reporting Period:	<u>20/07/2013</u>
<u>BOARD OFFICE</u> Cardholder's Dept	<u>SOUTHLAND PARK III</u> Cardholder's Site/Location	Total Statement Amount:	<u>\$4,373.80</u>
<u>LOU.DECOSTE@ALBERTAHEALTHSERVICES.CA</u> Cardholder's e-mail address		Last 6 digits of the P-Card #	<u>[REDACTED]</u>

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
04/07/2013	321982840	AIR CAN 0142122998157, AIR CANADA	405.36	CAD	✓ 405.36	.00	.00	J.Davidson travel AHS Corporate Office scheduled meetings
04/07/2013	321982841	AIR CAN 0142122998435, AIR CANADA	374.48	CAD	✓ 374.48	.00	.00	J.Davidson travel AHS Corporate Office scheduled meetings
05/07/2013	321772230	SVC FEE UNIGLOBE BEACO, TRAVEL AGENCIES AND TOUR OPERATORS	29.00	CAD	✓ 29.00	1.38		J.Davidson Processing Fee Invoice #259544
05/07/2013	321892055	THE ECONOMIST, BOOKS, PERIODICALS AND NEWSPAPERS	204.75	CAD	✓ 204.75	9.75		J.Davidson Educational Resource
08/07/2013	321982839	HEALTH AFFAIRS, ORGANIZATIONS, CHARITABLE AND SOCIAL SERVICE	260.00	USD	✓ 281.98	.00	.00	J.Davidson Educational Resource
09/07/2013	322204432	WESTJET*0003827544807, Westjet Airlines	467.25	CAD	✓ 467.25	.00	.00	J.Davidson travel AHS Corporate Office scheduled meetings
10/07/2013	322204431	SVC FEE UNIGLOBE BEACO, TRAVEL AGENCIES AND TOUR OPERATORS	29.00	CAD	✓ 29.00	1.38		J.Davidson Processing Fee Invoice #260635
10/07/2013	322374902	WESTJET*0003927544856, Westjet Airlines	164.91	CAD	✓ 164.91	27.41	.00	J.Davidson travel AHS Corporate Office scheduled meetings
11/07/2013	322374904	LONGWOODS, BOOK STORES	509.25	CAD	✓ 509.25	24.25		J.Davidson Educational Resource
13/07/2013	322510744	MATRIX HOTEL, LODGING HOTELS, MOTELS, RESORTS	578.44	CAD	✓ 578.44	27.54		J.Davidson AHS Corporate Office scheduled meetings Jul 8-12
17/07/2013	322990473	AIR CAN 0142123429220, AIR CANADA	624.96	CAD	✓ 624.96	.00	.00	J.Davidson travel AHS Corporate Office scheduled meetings
18/07/2013	322990471	SVC FEE UNIGLOBE BEACO, TRAVEL AGENCIES AND TOUR OPERATORS	29.00	CAD	✓ 29.00	1.38		J.Davidson Processing Fee Invoice #262423
19/07/2013	322990472	MATRIX HOTEL, LODGING HOTELS, MOTELS, RESORTS	578.44	CAD	✓ 578.44	27.54		J.Davidson AHS Corporate Office scheduled meetings Jul 15-18

All attached expenses were incurred by Janet Davidson except for Items 1 and 10

Signatures		
Cardholder Designate (if Applicable)		
By signing this statement		
<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. 		
<u>Lynne Nicholas</u> Name of Cardholder Designate	<u>Executive Assistant</u> Cardholder Designate Position/Title	<u>July 24, 2013</u> Date of Signature
 Signature of Cardholder Designate		
Cardholder		
By signing this statement		
<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. 		
<u>DECOSTE, LOU</u> Name of Cardholder	<u>EXECUTIVE SECRETARY</u> Cardholder Position/Title	<u>Aug. 8, 2013</u> Date of Signature
 Signature of Cardholder		
Approver Designate (if Applicable)		
By signing this statement		
<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. 		
<u>SUSAN BEST</u> Name of Approver Designate	<u>EXECUTIVE ASSISTANT</u> Approver Designate Position/Title	<u>Sept. 10, 2013</u> Date of Signature
 Signature of Approver Designate		
Approver		
By signing this statement		
<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. 		
<u>DUNCAN CAMPBELL</u> Name of Approver	<u>EVP + CFO</u> Approver Position/Title	<u>Oct. 1, 2013</u> Date of Signature
 Signature of Approver		
Submit approved statement with attachments to Accounts Payable:		
Attach: <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: <ul style="list-style-type: none"> • Copies of pre-approvals for travel • Personal cheque payable to "Alberta Health Services" • Return, refund and/or credit receipts • Disputes 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. 	Address: Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
Accounts Payable only:		
Reference #: _____	Reviewed by: _____	Date: _____

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Calgary, Alberta T2T 5S8
Phone: (403) 536-6860

Fax: (403) 228-3817
Toll Free: 1-877-596-6860

peggy@uniglobebeacon.com
Direct Line: 403-536-6831

****URGENT- Please review your itinerary for accuracy immediately****
There may be costs associated with making changes; these costs will be your responsibility.
Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

Passenger(s):	Davidson/Janet	Booking Ref.:	[REDACTED]
Invoice No.:	259544	Agent:	[REDACTED]
Date:	Thursday, July 4, 2013	Customer:	[REDACTED]
Billing:	ALBERTA HEALTH SERVICES [REDACTED] CALGARY, AB T2C 5B6	Deliver:	ALBERTA HEALTH SERVICES [REDACTED] CALGARY, AB T2C 5B6

- Your Travel Arranger is pleased to deliver your complete travel itinerary through Sabre® Virtually There®.
[Click here](#) to access your reservation on the web or a mobile device.
- To forward itinerary to Triplt, Worldmate, Tripcase or Blackberry Travel: [Click Here](#)
-  Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)
-  Add your itinerary to your calendar (with Infuzer): [Click Here](#)
-  Use Mileblaster to consolidate all your frequent flyer and loyalty programs: [Click Here](#)
- The Total Carbon Emissions for your flight/s are 211.91kgs and it would cost \$9.54 to offset them. Please visit our website for more details.
[Click here](#)

AIR - Monday July 8 2013

 **Air Canada Flight AC8552 Economy Class**
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ [Check In Confirmation:](#)
[REDACTED] (*24 Hours Prior)

Depart:	08:55, Monday, July 8 Victoria Intl. Airport Victoria, British Columbia, Canada	Arrive:	11:25, Monday, July 8 Calgary Intl. Airport Calgary, Alberta, Canada
----------------	---	----------------	--

Status:	Confirmed	Booking Code:	G
Equipment:	De Havilland DHC-8-400 Dash 8Q	Stops:	Non-stop
Duration:	1 hours 30 minutes	Seat:	6C Confirmed
FF Number:	[REDACTED]	Meal:	None
ETicket No.:	0142122998157		
Remarks:	Turbo propeller plane used on this flight		

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Monday July 8 2013

 **Air Canada Flight AC8166 Economy Class**
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ [Check In Confirmation:](#)
[REDACTED] (*24 Hours Prior)

Depart:	23:30, Monday, July 8 Calgary Intl. Airport Calgary, Alberta, Canada	Arrive:	00:20, Tuesday, July 9 Edmonton Intl. Airport Edmonton, Alberta, Canada
----------------	--	----------------	---

Status:	Confirmed	Booking Code:	G
----------------	-----------	----------------------	---

Equipment: De Havilland DHC-8-400 Dash 8Q **Stops:** Non-stop
Duration: 0 hours 50 minutes **Seat:** Assigned At Check In
FF Number: [REDACTED] **Meal:** None
ETicket No.: 0142122998157
Remarks: Turbo propeller plane used on this flight

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

CAR - Tuesday July 9 2013

Budget Budget Rent a Car

Check In Confirmation:

Pick Up: 09:00, Tuesday, July 9
 Yeac01 Edmonton Ab Canada 10016 106th Street Northwest Edmonton AB, Phone: 780-448-2000
Drop Off: 09:00, Friday, July 12
 Edmonton Intl. Arpt. 8th Avenue And Service Rd Boarding Pass Required ED, Phone: 780-448-2000

Rate: CAD36.10 p/day unl. mileage, Extra Hour 27.08 unl. mileage, Extra Day 36.10 unl. mileage, Drop Charge 25.00, Mandatory Charges 16.08 **Approx. Total CAD149.38**

Car Type: Intermediate car automatic w/ ac **Status:** Confirmed
Spl Equipment: Navigational system **Corporate ID:** A277420
Additional Info: Zd778847332
Remarks: Valid credit card in the name of the guest is required

[Weather](#) • [Dining Reservations](#)

AIR - Friday July 12 2013

Air Canada Flight AC239 Economy Class

Check In Confirmation:
 [REDACTED] (*24 Hours Prior)

Depart: 10:10, Friday, July 12
 Edmonton Intl. Airport
 Edmonton, Alberta, Canada **Arrive:** 10:46, Friday, July 12
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada

Status: Confirmed **Booking Code:** H
Equipment: Airbus Industrie A319 **Stops:** Non-stop
Duration: 1 hours 36 minutes **Seat:** Assigned At Check In
FF Number: [REDACTED] **Meal:** None
ETicket No.: 0142122998435

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Friday July 12 2013

Air Canada Flight AC8065 Economy Class

Operated By Air Canada Express - Jazz

Check In With AIR CANADA EXPRESS - JAZZ

Check In Confirmation:
 [REDACTED] (*24 Hours Prior)

Depart: 12:00, Friday, July 12
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada **Arrive:** 12:24, Friday, July 12
 Victoria Intl. Airport
 Victoria, British Columbia, Canada

Status: Confirmed **Booking Code:** H
Equipment: De Havilland DHC-8-300 Dash 8 / 8Q **Stops:** Non-stop
Duration: 0 hours 24 minutes **Seat:** Assigned At Check In
FF Number: [REDACTED] **Meal:** None
ETicket No.: 0142122998435
Remarks: Turbo propeller plane used on this flight

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

Invoice Details

Transaction / Document	Base	Tax	Total
Air Canada / 014 2122998157	350.40	54.96	405.36

②



Air Canada / 014 212298435	Form of Payment: CA [REDACTED]	342.00	32.48	374.48	③ ✓
Processing Fee	Form of Payment: C [REDACTED]	29.00		29.00	④ ✓
Totals:	Form of Payment: CA [REDACTED]	721.40	87.44	CAD 808.84	
				Total Charged to Credit Card:	CAD 808.84
				Balance Due:	CAD 0.00

Fare Rules

• The fare restrictions from Victoria to Calgary are.. The fare restrictions from Calg Changes are permitted for 50.00Cad per direction plus any fare difference or 75.00 status miles. Upgrade certificates are permitted per member benefits. Missing you value of your airline ticket. Name changes not permitted.
 • The fare restrictions from Edmonton to Victoria are.. Air Canada ticket is non ref plus any fare difference or 75.00Cad at airport. Aeroplan members receive 100 pt member benefits. Missing your flight without cancellation may result in the forfeit. permitted.

J. Davidson, AHS Official Administrator
 Travel Victoria/Edmonton return
 AHS Corporate Office Edmonton
 Scheduled Meetings Jul 08-12, 2013

Travel from home to work no

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the airline's website or contact the airline directly for details.

- [Air Canada](#) or call 1-888-247-2262

*oop
 travel
 approval
 reqid
 ok*

Important Information

- -24 hour emergency service in Canada and usa -Call toll-Free 1-855-817-8277 or collect 647-724-8277. -Please note some cell phone providers do not allow for -1-800 calls in some areas. We recommend using -Landline in these situations or call collect. -Your UNIGLOBE rescue line access code is 62XC. -Or you can email at callme@tass247.com -Please mention your rescue line access code is 62XC
- Your reservation number with Air Canada is nvqf2a. Air Canada contact phone number is 1-888-247-2262
- Air Canada will notify you of last minute flight changes if you register your flights up to 30 days prior to departure. For more information visit www.aircanada.com/en/travelinfo/traveller/mobile/notification.html
- Baggage charges may apply. For more info..Please visit Air Canada-www.aircanada.com baggage allowance-Specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.
- Please check in 90 minutes prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 45 minutes prior to departure.
- Government issued picture ID is required or two pieces Government issued ID which show name.. Date of birth and gender. This now includes passengers who appear to be between 12 and 17 years of age.
- Passengers may carry travel sized toiletries or liquids 3 oz or less through security check points. They must fit in one quart sized, clear plastic zip-top bag. Visit www.catsa-acsta.gc.ca.
- Air Canada freq. flyer nbr 112014188 appended
- This is an electronic ticket valid only on issuing airline.
- Photo ID and Etkit itinerary required for check in. Boarding cards required prior to entering security.
- View your itinerary at www.virtuallythere.com use your last name and trip locator EAGCQU

Invoice No: 259544



Airline Conditions of Contract & Other Important Notices [Click Here](#)

- Please note that when paying by credit card all charges may not appear on the same credit statement. All charges will add up to the total as stated above.
- GST Registration Number - 822351896

Lynne Nicholas

From: Paula Finnon on behalf of Official Administrator
Sent: July 17, 2013 8:59 AM
To: Lynne Nicholas
Subject: FW: Order confirmation from The Economist

From: The Economist [mailto:economist@economistsubscriptions.com]
Sent: July 03, 2013 10:35
To: Official Administrator
Subject: Order confirmation from The Economist

**The
Economist**

Order confirmation

Thank you for ordering a Print + Digital subscription to *The Economist*.

Please allow two weeks for delivery of your first print issue.

In addition to weekly delivery of *The Economist*, your subscription allows you to read or listen to each week's digital edition via *The Economist* apps, Economist.com and *The Economist* in audio, from 4pm EST / 9pm GMT each Thursday.

To start reading this week's digital edition, simply log in using your Economist.com e-mail address and password.

Your subscription order details:

Order tracking number: 5031534
Order date: 03/07/2013
Subscription type: Print + digital subscription
Subscription charge: C\$ 204.75
Subscription term: 1 year
Payment type: Credit card

Delivery address:

Given name: Jane
Family name: Davidson
Address: 10101 Southport Road S.W
City: Calgary
State/Province: AB
Postcode/Zip: T2W 3N2
Country: Canada

⑤

✓

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**Janet Davidson, AHS Official Administrator
Educational Resources**

Lynne Nicholas

From: Paula Finnon on behalf of Official Administrator
Sent: July 17, 2013 8:59 AM
To: Lynne Nicholas
Subject: FW: Health Affairs Individual Subscription Confirmation

From: Health Affairs [mailto:healthaffairs@cambeywest.com]
Sent: July 03, 2013 10:34
To: Official Administrator
Subject: Health Affairs Individual Subscription Confirmation

Health Affairs thanks you for your individual subscription order and would like to welcome you as a new subscriber to the journal.

Please Note: You will be receiving a follow-up e-mail from *Health Affairs* within the next 24 hours providing you with your new subscription number, and instructions on how to activate your subscription online.

[Click here](#) for temporary immediate access.

If you have any questions, please contact [Customer Service](#) or call 301-347-3900.

Sign up to receive *Health Affairs* [alerts](#) of new articles, table of contents, topics of your choice and more.

Please save or print out for your records. This is your confirmation and receipt.

Date: 7/3/2013
Order #: HAJ20964
Item: Individual Subscription

Janet Davidson
Official Administrator
Alberta Health Services
Seventh St. Plaza, 14 Flr, NorthTower
10030 - 107 Street
Edmonton, AB T5J 3E4
403-943-1120
official.administrator@albertahealthservices.ca

Total: \$260.00 ✓
Card Type: MC
Card Number: [REDACTED]

Janet Davidson, AHS Official Administrator
Educational Resources

\$281.96 CND ✓

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Fax: (403) 228-3817
Toll Free: 1-877-596-6860

rachaelr@uniglobebeacon.com
Direct Line: 403-536-6842

****URGENT- Please review your itinerary for accuracy immediately****

There may be costs associated with making changes; these costs will be your responsibility.
Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

Passenger(s):	Davidson/Janet	Booking Ref.:	[REDACTED]
Invoice No.:	260635	Agent:	Rachael Robson
Date:	Tuesday, July 9, 2013	Customer:	[REDACTED]
Billing:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6	Deliver:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6

Your Travel Arranger is pleased to deliver your complete travel itinerary through Sabre® Virtually There®.

[Click here](#) to access your reservation on the web or a mobile device.

To forward itinerary to Triplt, Worldmate, Tripcase or Blackberry Travel: [Click Here](#)

Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)

Add your itinerary to your calendar (with Infuzer): [Click Here](#)

Use Mileblaster to consolidate all your frequent flyer and loyalty programs: [Click Here](#)

The Total Carbon Emissions for your flight/s are 146.19kgs and it would cost \$6.58 to offset them. Please visit our website for more details.

[Click here](#)

AIR - Sunday July 14 2013

WestJet Flight WS178 Economy Class

[Check In Confirmation:](#)

[REDACTED] *24 Hours Prior

Depart:	19:40, Sunday, July 14 Comox Airport Comox, British Columbia, Canada	Arrive:	22:00, Sunday, July 14 Calgary Intl. Airport Calgary, Alberta, Canada
----------------	--	----------------	---

Status:	Confirmed	Booking Code:	Q
Equipment:	Boeing 737-700 (winglets)	Stops:	Non-stop
Duration:	1 hours 20 minutes	Seat:	Selection Done At Time Of Check In
Meal:	None		

[Weather](#) • [Flight Status \(*up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Sunday July 14 2013

WestJet Flight WS187 Economy Class

[Check In Confirmation:](#)

[REDACTED] *24 Hours Prior

Depart:	22:30, Sunday, July 14 Calgary Intl. Airport Calgary, Alberta, Canada	Arrive:	23:18, Sunday, July 14 Edmonton Intl. Airport Edmonton, Alberta, Canada
----------------	---	----------------	---

Status:	Confirmed	Booking Code:	Q
Equipment:	Boeing 737-700 (winglets)	Stops:	Non-stop
Duration:	0 hours 48 minutes	Seat:	Selection Done At Time Of Check In
Meal:	None		

[Weather](#) • [Flight Status \(*up to 3 days prior\)](#) • [Dining Reservations](#)

CAR - Monday July 15 2013

Budget Rent a Car

Check In Confirmation:

Pick Up: 07:30, Monday, July 15
 Yeac01 Edmonton Ab Canada 10016 106th Street Northwest Edmonton AB, Phone: 780-448-2000
Drop Off: 19:30, Thursday, July 18
 Edmonton Intl. Arpt. 8th Avenue And Service Rd Boarding Pass Required ED, Phone: 780-448-2000
Rate: , Drop Charge 25.00

Car Type: Intermediate car automatic w/ ac
Status: Confirmed **Corporate ID:** A277420
Additional Info: Zd403519918
Remarks: Valid credit card in the name of the guest is required
 Mileage charges may exist

• [Weather](#) • [Dining Reservations](#)

AIR - Thursday July 18 2013

WestJet Flight WS144 Economy Class

Check In Confirmation:
 (*24 Hours Prior)

Depart: 20:45, Thursday, July 18
 Edmonton Intl. Airport
 Edmonton, Alberta, Canada
Arrive: 21:30, Thursday, July 18
 Calgary Intl. Airport
 Calgary, Alberta, Canada

Status: Confirmed **Booking Code:** Q
Equipment: Boeing 737-700 (winglets) **Stops:** Non-stop
Duration: 0 hours 45 minutes **Seat:** Selection Done At Time Of Check In
Meal: None

• [Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

Invoice Details

Transaction / Document	Base	Tax	Total
Processing Fee	29.00		29.00
WestJet / 838 3927544807	396.00	71.25	467.25
Totals:	425.00	71.25	CAD 496.25

Total Charged to Credit Card: CAD 496.25
Balance Due: CAD 0.00

Fare Rules

• Westjet ticket is not refundable. changes are permitted for a fee of up to 57.50

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions or contact the airline directly for details.

• [WestJet](#) or call 1-800-538-5696

Janet Davidson, AHS Official Administrator
 Travel Comox /Edmonton return
 AHS Corporate Office Edmonton
 Scheduled Meetings Jul 15-18, 2013

Important Information

• 24 hour emergency service in Canada and usa -Call toll-Free 1-855-817-8277 or collect 647-724-8277. -Please note some cell phone providers do not allow for -1-800 calls in some areas. We recommend using -Landline in these situations or call collect. -Your UNIGLOBE rescue line access code is 62XC. -Or you can email at callme@tass247.com -Please mention your rescue line access code is 62XC
 • Your reservation number with westjet is cagnhf. Westjet contact phone number is 1-800-538-5696
 • Baggage charges may apply. For more info..Please visit westjet www.westjet.com baggage allowance-Specific size/weight restrictions vary

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Fax: (403) 228-3817
Toll Free: 1-877-596-8860

rachaelr@uniglobebeacon.com
Direct Line: 403-536-8842

****URGENT- Please review your itinerary for accuracy immediately****
There may be costs associated with making changes; these costs will be your responsibility.
Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

Passenger(s):	Davidson/Janet	Booking Ref.:	[REDACTED]
Invoice No.:	280729	Agent:	Rachael Robson
Date:	Wednesday, July 10, 2013	Customer:	[REDACTED]
Billing:	ALBERTA HEALTH SERVICES 3981 106 AVE SE CALGARY, AB T2C 5B6	Deliver:	ALBERTA HEALTH SERVICES 3981 106 AVE SE CALGARY, AB T2C 5B6

- EXCHANGE -INVOICE NUMBER FOR ORIGINAL TICKET IS 0260635
- Your Travel Arranger is pleased to deliver your complete itinerary through TripCase.
[Click here](#) to access your reservation on the web or a mobile device.
- To forward itinerary to Triplt, Worldmate, Tripcase or Blackberry Travel: [Click Here](#)
-  Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)
-  Add your itinerary to your calendar (with Infuzer): [Click Here](#)
-  Use Mileblaster to consolidate all your frequent flyer and loyalty programs: [Click Here](#)
- The Total Carbon Emissions for your flight/s are 146.19kgs and it would cost \$6.58 to offset them. Please visit our website for more details.
[Click here](#)

 AIR - Sunday July 14 2013


 **WestJet Flight WS178 Economy Class**

Check In Confirmation:
[REDACTED] (*24 Hours Prior)

Depart:	19:40, Sunday, July 14 Comox Airport Comox, British Columbia, Canada	Arrive:	22:00, Sunday, July 14 Calgary Intl. Airport Calgary, Alberta, Canada
----------------	--	----------------	---

Status:	Confirmed	Booking Code:	Q
Equipment:	Boeing 737-700 (winglets)	Stops:	Non-stop
Duration:	1 hours 20 minutes	Seat:	Selection Done At Time Of Check In
Meal:	None		

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

 AIR - Sunday July 14 2013

 **WestJet Flight WS187 Economy Class**

Check In Confirmation:
[REDACTED] (*24 Hours Prior)

Depart:	22:30, Sunday, July 14 Calgary Intl. Airport Calgary, Alberta, Canada	Arrive:	23:18, Sunday, July 14 Edmonton Intl. Airport Edmonton, Alberta, Canada
----------------	---	----------------	---

Status:	Confirmed	Booking Code:	Q
Equipment:	Boeing 737-700 (winglets)	Stops:	Non-stop
Duration:	0 hours 48 minutes	Seat:	Selection Done At Time Of Check In
Meal:	None		

• Weather • Flight Status (up to 3 days prior) • Dining Reservations

CAR - Monday July 15 2013

Budget Budget Rent a Car

Check In Confirmation:

Pick Up: 07:30, Monday, July 15
Yea01 Edmonton Ab Canada 10016 106th Street Northwest Edmonton AB, Phone: 780-448-2000
Drop Off: 19:30, Thursday, July 18
Edmonton Intl. Arpt. 8th Avenue And Service Rd Boarding Pass Required ED, Phone: 780-448-2000
Rate: , Drop Charge 25.00

Car Type: Intermediate car automatic w/ ac
Status: Confirmed
Corporate ID: [REDACTED]
Remarks: Valid credit card in the name of the guest is required
Mileage charges may exist
Spl Equipment: Navigational system
Additional Info: Zd403519918 request nav gps

• Weather • Dining Reservations

AIR - Thursday July 18 2013

WestJet Flight WS144 Economy Class

Check In Confirmation:

Depart: 20:45, Thursday, July 18
Edmonton Intl. Airport
Edmonton, Alberta, Canada
Arrive: 21:30, Thursday, July 18
Calgary Intl. Airport
Calgary, Alberta, Canada
Status: Confirmed
Equipment: Boeing 737-700 (winglets)
Duration: 0 hours 45 minutes
Meal: None
Booking Code: Q
Stops: Non-stop
Seat: Selection Done At Time Of Check In

• Weather • Flight Status (up to 3 days prior) • Dining Reservations

AIR - Thursday July 18 2013

WestJet Flight WS107 Economy Class

Check In Confirmation:

Depart: 22:20, Thursday, July 18
Calgary Intl. Airport
Calgary, Alberta, Canada
Arrive: 22:51, Thursday, July 18
Comox Airport
Comox, British Columbia, Canada
Status: Confirmed
Equipment: Boeing 737-700 (winglets)
Duration: 1 hours 31 minutes
Meal: None
Booking Code: Q
Stops: Non-stop
Seat: Selection Done At Time Of Check In

• Weather • Flight Status (up to 3 days prior) • Dining Reservations

Invoice Details

Transaction / Document	Base	Tax	GST/HST	Total
ADDT. COLLECTION / 838 3927544856	122.00	9.00	33.91	164.91
Exchanged Ticket / 8383927544807				
Form of Payment: CA [REDACTED]				
Totals:	122.00	9.00	33.91	CAD 164.91

Total Charged to Credit Card: CAD 164.91
Balance Due: CAD 0.00

Fare Rules

Janet Davidson, AHS Official Administrator
Travel: Exchange Ticket July 18, 2013
AHS Corporate Office Edmonton
Scheduled Meetings Jul 15-18, 2013

Lynne Nicholas

From: Paula Finnon on behalf of Official Administrator
Sent: July 17, 2013 9:00 AM
To: Lynne Nicholas
Subject: FW: Longwoods.com Order #14307 Confirmation

guest,

Thank-you for your order.

For electronic products your online access begins now. If you ordered a print product it will be mailed to you shortly.

For event registration, a confirmation email will be sent to you within 24 hours.

Please find the details below:

Order Details:

Order Id: 14307

[HealthcarePapers](#)

Individual Online + Print Subscription 365-day subscription.
\$170.00 x 1 = \$170.00 - 365 day(s)

[Healthcare Policy / Politiques de Santé](#)

Individual Online + Print Subscription 365-day subscription.
\$185.00 x 1 = \$185.00 - 365 day(s)

[Healthcare Quarterly](#)

Individual Online + Print Subscription 365-day subscription.
\$130.00 x 1 = \$130.00 - 365 day(s)

Subtotal :\$485.00

Tax :\$24.25

TOTAL ():\$509.25 ✓



Janet Davidson, Official Administrator
Educational Resources

Payment Details:

Payment Method : Credit Card

Cardholder's name : Lou Decoste AB Health Services

Credit card type : MasterCard

Credit card number(no spaces or dashes) : [REDACTED]

Credit card CVV number : [REDACTED]

Expiration date (MMYY) : [REDACTED]

Status : Success

Billing Address:

Lou Decoste
Alberta Health Services
10101 Southport Road SW

Calgary
AB
CA
T2W 3N2

403-943-1149

Shipping Address (If applicable):

Ms. Janet Davidson
Alberta Health Services
Official Administrator
Seventh Street Plaza
14 Fl., N Tow, 10030 - 107 Street
Edmonton
AB
CA
T5J 3E4
403-943-1120

To check on the status of your print order or if you have any questions, please contact a member of our support team using the form at [contact-us](#).

Regards,

Longwoods.com



Mrs Janet Davidson
Canada

Room Number: 0409
Arrival Date: 07-08-13
Departure Date: 07-12-13
Page No: 1 of 2
Confirmation No 9052831

COPY OF INVOICE

Folio No: [REDACTED]

Date	Description	Charges	Credits
07-08-13	Room Revenue	135.00	
07-08-13	Destination Marketing Fee - 3%	4.05	
07-08-13	Tourism Levy - 4%	5.56	
07-09-13	Room Revenue	135.00	
07-09-13	Destination Marketing Fee - 3%	4.05	
07-09-13	Tourism Levy - 4%	5.56	
07-10-13	Room Revenue	135.00	
07-10-13	Destination Marketing Fee - 3%	4.05	
07-10-13	Tourism Levy - 4%	5.56	
07-11-13	Room Revenue	135.00	
07-11-13	Destination Marketing Fee - 3%	4.05	
07-11-13	Tourism Levy - 4%	5.56	
07-12-13	Mastercard [REDACTED]		

07-17-13

578.44 ✓

12

Janet Davidson, Official Administrator
Accommodation Jul 8 - 11, 2013
Purpose: AHS Corporate Office Edmonton
Scheduled Meetings Jul 8-12, 2013



Mrs Janet Davidson
Canada

Room Number: 0409
Arrival Date: 07-08-13
Departure Date: 07-12-13
Page No: 2 of 2
Confirmation No 9052831

COPY OF INVOICE

Folio No: [REDACTED]

Date	Description	Charges	Credits
			07-17-13
	Total	578.44	578.44
	Balance	0.00	

Signature: _____

I agree that my liability for all charges 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. G.S.T. #86634 4302 RT 0001

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UNIGLOBE Beacon Travel
Suite 200, 1324 17th Avenue SW
Calgary, Alberta T2T 5S8
Phone: (403) 536-6860
Fax: (403) 228-3817
Toll Free: 1-877-596-6860




rachaelr@uniglobebeacon.com

Direct Line: 403-536-6842

****URGENT- Please review your itinerary for accuracy immediately****

There may be costs associated with making changes; these costs will be your responsibility.
Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

Passenger(s):	Davidson/Janet M	Booking Ref.:	[REDACTED]
Invoice No.:	262423	Agent:	Rachael Robson
Date:	Wednesday, July 17, 2013	Customer:	[REDACTED]
Billing:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6	Deliver:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6

- Your Travel Arranger is pleased to deliver your complete itinerary through TripCase.
[Click here](#) to access your reservation on the web or a mobile device.
- To forward itinerary to TripIt, Worldmate, Tripcase or Blackberry Travel: [Click Here](#)
-  Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)
-  Add your itinerary to your calendar (with Infuzer): [Click Here](#)
-  Use Mileblaster to consolidate all your frequent flyer and loyalty programs: [Click Here](#)
- The Total Carbon Emissions for your flight/s are 197.97kgs and it would cost \$8.91 to offset them. Please visit our website for more details.
[Click here](#)

 AIR - Monday July 22 2013

 **Air Canada Flight AC8262 Economy Class**
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ [Check in Confirmation:](#)
[REDACTED] (*24 Hours Prior)

Depart:	12:50, Monday, July 22 Nanaimo Airport Nanaimo, British Columbia, Canada	Arrive:	13:13, Monday, July 22 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada
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Status:	Confirmed	Booking Code:	H
Equipment:	De Havilland DHC-8-300 Dash 8 / 8Q	Stops:	Non-stop
Duration:	0 hours 23 minutes	Seat:	02F Confirmed
FF Number:	[REDACTED]	Meal:	None
ETicket No.:	0142123429220		
Remarks:	Turbo propeller plane used on this flight		

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

 AIR - Monday July 22 2013

 **Air Canada Flight AC240 Economy Class** [Check in Confirmation:](#)
[REDACTED] (*24 Hours Prior)

Depart:	14:10, Monday, July 22 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada	Arrive:	16:40, Monday, July 22 Edmonton Intl. Airport Edmonton, Alberta, Canada
----------------	---	----------------	---

Status:	Confirmed	Booking Code:	H
Equipment:	EMBRAER 190	Stops:	Non-stop

Duration: 1 hours 30 minutes Seat: 15A Confirmed
 FF Number: [REDACTED] Meal: None
 ETicket No.: 0142123429220

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

CAR - Monday July 22 2013

Budget Rent a Car **Check In Confirmation:** [REDACTED]

Pick Up: 16:40, Monday, July 22
 Edmonton Intl. Arpt. 8th Avenue And Service Rd Boarding Pass Required ED, Phone: 780-448-2000
Drop Off: 07:30, Saturday, July 27
 Edmonton Intl. Arpt. 8th Avenue And Service Rd Boarding Pass Required ED, Phone: 780-448-2000
Rate: CAD40.00 p/day unl. mileage, Extra Hour 30.01 unl. mileage, Extra Day 40.00 unl. mileage, Mandatory Charges 79.11 **Approx. Total CAD279.11**

Car Type: Intermediate car automatic w/ ac **Status:** Confirmed
Spl Equipment: Navigational system **Corporate ID:** A018800
Additional Info: Zd403519918 needs ac and gps
Remarks: Valid credit card in the name of the guest is required

[Weather](#) • [Dining Reservations](#)

AIR - Saturday July 27 2013

Air Canada Flight AC237 Economy Class **Check In Confirmation:** [REDACTED] (*24 Hours Prior)

Depart: 07:30, Saturday, July 27
 Edmonton Intl. Airport
 Edmonton, Alberta, Canada **Arrive:** 08:07, Saturday, July 27
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada

Status: Confirmed **Booking Code:** G
Equipment: EMBRAER 190 **Stops:** Non-stop
Duration: 1 hours 37 minutes **Seat:** 13A Confirmed
FF Number: [REDACTED] **Meal:** None
ETicket No.: 0142123429220

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Saturday July 27 2013

Air Canada Flight AC8259 Economy Class
Operated By Air Canada Express - Jazz **Check In Confirmation:** [REDACTED] (*24 Hours Prior)
Check In With AIR CANADA EXPRESS - JAZZ

Depart: 09:50, Saturday, July 27
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada **Arrive:** 10:11, Saturday, July 27
 Nanaimo Airport
 Nanaimo, British Columbia, Canada

Status: Confirmed **Booking Code:** G
Equipment: De Havilland DHC-8-300 Dash 8 / 8Q **Stops:** Non-stop
Duration: 0 hours 21 minutes **Seat:** 02F Confirmed
FF Number: [REDACTED] **Meal:** None
ETicket No.: 0142123429220
Remarks: Turbo propeller plane used on this flight

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

Invoice Details

Transaction / Document	Base	Tax	Total
Air Canada / 014 2123429220	575.00	49.96	624.96
Processing Fee	29.00		29.00

13 ✓
14 ✓

Janet Davidson, AHS Official Administrator
 Travel: Nanaimo to Edmonton return
 AHS Corporate Office Edmonton
 Scheduled Meetings Jul 22-26, 2013

Travel to/from home to work, no COP travel approval req'd

Form of Payment: CA [REDACTED]
Totals: 604.00 49.96 CAD 653.96

Total Charged to Credit Card: CAD 653.96
Balance Due: CAD 0.00

Fare Rules

- The fare restrictions from Nanaimo to Edmonton are..
- Air Canada ticket is non-refundable. Changes are permitted for 50.00 cad per direction plus any fare difference up to 2 hours prior to departure. Same day airport changes prior to departure for 75.00 cad plus taxes. Aeroplan members earn 100 percent status miles. Advance seat selection is available for no fee. e-Upgrade certificates are permitted. Missing your flight without cancellation may result in the forfeiture of the value of your airline ticket. Name changes are not permitted.
- The fare restrictions from Edmonton to Nanaimo are..
- Air Canada ticket is non-refundable. Changes are permitted for 75.00 cad per direction plus any fare difference up to 2 hours prior to departure. Same day airport changes prior to departure for 150.00 cad plus taxes. Aeroplan members earn 25 percent non status miles. Advance seat selection is available for a fee. e-Upgrade certificates are not permitted. Missing your flight without cancellation may result in the forfeiture of the value of your airline ticket. Name changes are not permitted.

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the airline's website or contact the airline directly for details.

- [Air Canada](#) or call 1-888-247-2262

Important Information

- Please check in 90 minutes prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 45 minutes prior to departure.
- Government issued picture ID is required or two pieces Government issued ID which show name.. Date of birth and gender. This now includes passengers who appear to be between 12 and 17 years of age.
- -24 hour emergency service in Canada and usa -Call toll-Free 1-855-817-8277 or collect 647-724-8277. -Please note some cell phone providers do not allow for -1-800 calls in some areas. We recommend using -Landline in these situations or call collect. -Your UNIGLOBE rescue line access code is 62XC. -Or you can email at callme@tass247.com -Please mention your rescue line access code is 62XC
- Your reservation number with Air Canada is lpntav. Air Canada contact phone number is 1-888-247-2262
- Air Canada will notify you of last minute flight changes if you register your flights up to 30 days prior to departure. For more information visit www.aircanada.com/en/travelinfo/traveller/mobile/notification.html
- Baggage charges may apply. For more info..Please visit Air Canada-www.aircanada.com baggage allowance-Specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.
- Passengers may carry travel sized toiletries or liquids 3 oz or less through security check points. They must fit in one quart sized, clear plastic zip-top bag. Visit www.catsa-acsta.gc.ca.
- Air Canada freq. flyer nbr 112014188 appended
- This is an electronic ticket valid only on issuing airline.
- Photo ID and Etkit itinerary required for check in. Boarding cards required prior to entering security.
- View your itinerary at www.virtuallythere.com use your last name and trip locator NSUXED

Invoice No: 262423

 access more

Airline Conditions of Contract & Other Important Notices [Click Here](#)

- Please note that when paying by credit card all charges may not appear on the same credit statement. All charges will add up to the total as stated above.
- GST Registration Number - 822351896



Mrs Janet Davidson
Canada

Room Number: 1409
Arrival Date: 07-14-13
Departure Date: 07-18-13
Page No: 1 of 2
Confirmation No 9052832

COPY OF INVOICE

Folio No: 153868

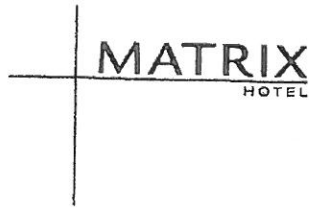
Date	Description	Charges	Credits
07-14-13	Room Revenue	135.00	
07-14-13	Destination Marketing Fee - 3%	4.05	
07-14-13	Tourism Levy - 4%	5.56	
07-15-13	Room Revenue	135.00	
07-15-13	Destination Marketing Fee - 3%	4.05	
07-15-13	Tourism Levy - 4%	5.56	
07-16-13	Room Revenue	135.00	
07-16-13	Destination Marketing Fee - 3%	4.05	
07-16-13	Tourism Levy - 4%	5.56	
07-17-13	Room Revenue	135.00	
07-17-13	Destination Marketing Fee - 3%	4.05	
07-17-13	Tourism Levy - 4%	5.56	
07-18-13	Mastercard		578.44

07-22-13



15

Janet Davidson, AHS Official Administrator
Accommodation July 14 - 17, 2013
Purpose: AHS Corporate Office Edmonton
Scheduled Meetings Jul 15-18, 2013



Mrs Janet Davidson
Canada

Room Number: 1409
Arrival Date: 07-14-13
Departure Date: 07-18-13
Page No: 2 of 2
Confirmation No 9052832

COPY OF INVOICE

Folio No: 153868

Date	Description	Charges	Credits
			07-22-13
	Total	578.44	578.44
	Balance	0.00	

Signature: _____

I agree that my liability for all charges 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. G.S.T. #86634 4302 RT 0001

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

DECOSTE, LOU Cardholder's Name	EXECUTIVE SECRETARY Cardholder's Position/Title	Billing Reporting Period:	20/08/2013
BOARD OFFICE Cardholder's Dept	SOUTHLAND PARK III Cardholder's Site/Location	Total Statement Amount:	\$750.00
LOU.DECOSTE@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card #:	[REDACTED]

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
①	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
②	20/07/2013	523874912 AIR CAN 0142123774191, AIR CANADA	645.96	CAD	✓ 645.96	0.00		J. Davidson travel AHS Corporate Office scheduled meetings Aug 12-16
③	29/07/2013	523874911 SVC FEE UNIGLOBE BEACO, TRAVEL AGENCIES AND TOUR OPERATORS	29.00	CAD	✓ 29.00	1.38		J. Davidson Uniglobe Processing Fee Invoice#264939




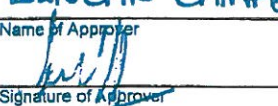
All attached expenses were incurred
by Janet Davidson
except for item 1

AHS - Edmonton
Accounts Payable

SEP 30 2013

RECEIVED

ck
K. [signature]

Signatures		
Cardholder Designate (if Applicable) By signing this statement <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. 		
<u>Lynne Nicholas</u> <small>Name of Cardholder Designate</small>  <small>Signature of Cardholder Designate</small>	<u>Executive Assistant</u> <small>Cardholder Designate Position/Title</small> <u>Aug 26, 2013</u> <small>Date of Signature</small>	
Cardholder By signing this statement <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. 		
<u>DECOSTE, LOU</u> <small>Name of Cardholder</small>  <small>Signature of Cardholder</small>	<u>EXECUTIVE SECRETARY</u> <small>Cardholder Position/Title</small> <u>Aug 27, 13</u> <small>Date of Signature</small>	
Approver Designate (if Applicable) By signing this statement <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. 		
<u>SUSAN BEST</u> <small>Name of Approver Designate</small>  <small>Signature of Approver Designate</small>	<u>EXECUTIVE ASSISTANT</u> <small>Approver Designate Position/Title</small> <u>Sept 10, 2013</u> <small>Date of Signature</small>	
Approver By signing this statement <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. 		
<u>DUNCAN CAMPBELL</u> <small>Name of Approver</small>  <small>Signature of Approver</small>	<u>ENP + CFO</u> <small>Approver Position/Title</small> <u>Sept 10, 2013</u> <small>Date of Signature</small>	
Submit approved statement with attachments to Accounts Payable:		
Attach: <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: <ul style="list-style-type: none"> • Copies of pre-approvals for travel • Personal cheque payable to "Alberta Health Services" • Return, refund and/or credit receipts • Disputes 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. 	Address: Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
Accounts Payable only:		
Reference #: _____	Reviewed by: _____	Date: _____

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Fax: (403) 228-3817
Toll Free: 1-877-596-8860




terryg@uniglobebeacon.com

Direct Line: 403-536-8873

****URGENT- Please review your itinerary for accuracy immediately****

There may be costs associated with making changes; these costs will be your responsibility.
Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

Passenger(s):	Davidson/Janet M	Booking Ref.:	[REDACTED]
Invoice No.:	264939	Agent:	Terry Gee
Date:	Friday, July 26, 2013	Customer:	[REDACTED]
Billing:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6	Deliver:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6

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[Click here](#) to access your reservation on the web or a mobile device.
- To forward Itinerary to Triplt, Worldmate, Tripcase or Blackberry Travel: [Click Here](#)
-  Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)
-  Add your itinerary to your calendar (with Infuzer): [Click Here](#)
-  Use Mileblaster to consolidate all your frequent flyer and loyalty programs: [Click Here](#)
- The Total Carbon Emissions for your flight/s are 197.97kgs and it would cost \$8.91 to offset them. Please visit our website for more details.
[Click here](#)

 AIR - Monday August 12 2013



Air Canada Flight AC8410 Economy Class
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ


Check In Confirmation:

[REDACTED] (*24 Hours Prior)

Depart:	08:00, Monday, August 12 Nanaimo Airport Nanaimo, British Columbia, Canada	Arrive:	06:23, Monday, August 12 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada
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Status:	Confirmed	Booking Code:	Q
Equipment:	De Havilland DHC-8-300 Dash 8 / 8Q	Stops:	Non-stop
Duration:	0 hours 23 minutes	Seat:	2A Confirmed
FF Number:	[REDACTED]	Meal:	None
ETicket No.:	0142123774191		
Remarks:	Turbo propeller plane used on this flight		

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

 AIR - Monday August 12 2013



Air Canada Flight AC234 Economy Class

Check In Confirmation:

[REDACTED] (*24 Hours Prior)

Depart:	08:30, Monday, August 12 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada	Arrive:	11:00, Monday, August 12 Edmonton Intl. Airport Edmonton, Alberta, Canada
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Status:	Confirmed	Booking Code:	Q
Equipment:	EMBRAER 190	Stops:	Non-stop

Duration: 1 hours 30 minutes Seat: 13F Confirmed
 FF Number: [REDACTED] Meal: None
 ETicket No.: 0142123774191

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Friday August 16 2013



Air Canada Flight AC253 Economy Class

[Check In Confirmation:](#)

[REDACTED] *24 Hours Prior)

Depart: 20:20, Friday, August 16
 Edmonton Intl. Airport
 Edmonton, Alberta, Canada

Arrive: 20:57, Friday, August 16
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada

Status: Confirmed Booking Code: Q
 Equipment: EMBRAER 190 Stops: Non-stop
 Duration: 1 hours 37 minutes Seat: 13A Confirmed
 FF Number: [REDACTED] Meal: None
 ETicket No.: 0142123774191

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Friday August 16 2013



Air Canada Flight AC8269 Economy Class

Operated By Air Canada Express - Jazz

Check In With AIR CANADA EXPRESS - JAZZ

[Check In Confirmation:](#)

[REDACTED] *24 Hours Prior)

Depart: 22:40, Friday, August 16
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada

Arrive: 23:01, Friday, August 16
 Nanaimo Airport
 Nanaimo, British Columbia, Canada

Status: Confirmed Booking Code: Q
 Equipment: De Havilland DHC-8-300 Dash 8 / 8Q Stops: Non-stop
 Duration: 0 hours 21 minutes Seat: 2A Confirmed
 FF Number: [REDACTED] Meal: None
 ETicket No.: 0142123774191
 Remarks: Turbo propeller plane used on this flight

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

Invoice Details

Transaction / Document	Base	Tax	Total
Air Canada / 014 2123774191	596.00	49.96	645.96
Form of Payment: CA [REDACTED]			
Processing Fee	29.00		29.00
Form of Payment: CA [REDACTED]			
Totals:	625.00	49.96	CAD 674.96

② ✓
 ③ ✓

Total Charged to Credit Card: CAD 674.96
 Balance Due: CAD 0.00

Fare Rules

• Air Canada ticket is non-refundable. Changes are permitted for 50.00 cad per dirr
 Same day airport changes prior to departure for 75.00 cad plus taxes. Aeroplan m
 selection is available for no fee. e-Upgrade certificates are permitted. Missing your
 value of your airline ticket. Name changes are not permitted.

J. Davidson, AHS Official Administrator
 Travel Nanaimo/Edmonton return
 AHS Corporate Office Edmonton
 Scheduled Meetings Aug 12-16/2013

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the airline's website or contact the airline directly for details.

• [Air Canada](#) or call 1-888-247-2262

Important Information

- Please check in 90 minutes prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 45 minutes prior to departure.
- Government issued picture ID is required or two pieces Government issued ID which show name.. Date of birth and gender. This now includes passengers who appear to be between 12 and 17 years of age.
- -24 hour emergency service in Canada and usa -Call toll-Free 1-855-817-8277 or collect 647-724-8277. -Please note some cell phone providers do not allow for -1-800 calls in some areas. We recommend using -Landline in these situations or call collect. -Your UNIGLOBE rescue line access code is 62XC. -Or you can email at callme@tass247.com -Please mention your rescue line access code is 62XC
- Your reservation number with Air Canada is m658ne. Air Canada contact phone number is 1-888-247-2262
- Air Canada will notify you of last minute flight changes if you register your flights up to 30 days prior to departure. For more information visit www.aircanada.com/en/travelinfo/traveller/mobile/notification.html
- Baggage charges may apply. For more info..Please visit Air Canada-www.aircanada.com baggage allowance-Specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.
- Passengers may carry travel sized toiletries or liquids 3 oz or less through security check points. They must fit in one quart sized, clear plastic zip-top bag. Visit www.catsa-acsta.gc.ca.
- Air Canada freq. flyer nbr 112014188 appended
- This is an electronic ticket valid only on issuing airline.
- Photo ID and Etkit itinerary required for check in. Boarding cards required prior to entering security.
- View your itinerary at www.virtuallythere.com use your last name and trip locator KXTBBB

Invoice No: 264939



Airline Conditions of Contract & Other Important Notices [Click Here](#)

- Please note that when paying by credit card all charges may not appear on the same credit statement. All charges will add up to the total as stated above.
- GST Registration Number - 822351896