

Official Administrator and Executive Expense Report

Name Colleen Turner
Title VP, Community Engagement & Communications (acting)
Location Calgary
 Expenses submitted during the month of May 2014

Travel (1)

Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
May-14	P-Card	Meetings	514				514			
May-14	Expense Claim	Meetings		116	287	321	724			
Total			\$ 514	\$ 116	\$ 287	\$ 321	\$ 1,238	\$ -	\$ -	\$ -

Total for the Month \$ 1,238

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 139
 Non economy air travel in the month \$ -

1) Travel expenses

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

2) Professional Development

Includes conference, seminar and course registration fees and material

3) Hosting and Hospitality expenses

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

4) Other

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

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



TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)

• Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system
 • Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system
 • If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)

Expense Date From: 1-May-14 **To:** 31-May-14
Travel Period from: _____ **To:** _____ (if applicable)
Out-of-Province Travel: _____

Name: Colleen Turner **Position (Title):** _____
Location: _____ **Dept:** _____ **DOFA Level:** _____ (if applicable) **Union:** _____ **Business Phone #:** _____ **Ext:** _____
Employee # (E-People): _____

SECTION E: FINANCE CODING & TOTAL CLAIM

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

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT		
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense	Total Section B	Total Section C&D	
2A	101	0005	7113000000	\$723.47						\$723.47		
2B												
2C												
2D												
				\$723.47 ✓								

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

TOTAL CLAIM \$723.47 ✓
DR

SECTION F: AUTHORIZATION

I certify that I have read and understand the Travel, Hospitality & Working Session Expense Policy (1122) of Alberta Health Services and certify expenses being claimed are in compliance with the principles and mandatory requirements of this policy.
 I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.
 I attest that expenses submitted in this claim have been incurred by using a cost-effective method, otherwise rationale and supporting analysis is provided above. **Travel, Hospitality and Working Session Expenses Policy - Document 1122**

By signing this form, I am certifying to all the above statements.
Employee Signature: *[Signature]* **Date:** June 2, 2014

I certify that I have read and understand all applicable policies of Alberta Health Services and confirm expenses being claimed are in compliance with such policies.
 I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.
 I attest that expenses submitted in this claim have been incurred by using a cost-effective method, otherwise rationale and supporting analysis is provided above. **Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.**

Approved By (PRINT ONLY): Deborah Rhodes **DOFA Level:** _____ **Position #:** _____ **Phone #:** _____ **Ext:** _____
Signature: *[Signature]* **Title:** Acting VP Corp Serv. + CFO **Date:** June 3/14

By signing this form, I am certifying to all the above statements.
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 Process to Pay program.

Please send completed claim form (with receipts and other required back up) to Alberta Health Services 10030-107 St, North Tower, 10th Floor, Accounts Payable, Edmonton, AB T5J 3E4

- 1 of 3 -
EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0005 71130000000	Emp # (E-People) ██████████	Page 2A
<i>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.</i>		

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 = Interl)
 Ensure separate lines are used for client items that differ in Province, US and Out of North America

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required <small>(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</small>	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)		If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)					
					Meal Allowance		Meal with Receipt		Airfare				Hotel	Taxi			
					Meal Type with value	Allowance	Meal Type	with receipt									
11-May-14	Mileage to airport - Accreditation meeting in Edmonton				LD-\$32.35	\$32.35	✓			\$138.18	✓	\$12.00	✓	\$50.40	✓	66.00	✓
12-May-14	Return mileage from airport				BL-\$20.80	\$20.80	✓									66.00	✓
27-May-14	Mileage to airport - ELY meeting in Edmonton, meeting with V. Kanasani				A-\$41.55	\$41.55	✓					\$56.00	✓			66.00	✓
28-May-14	Return mileage from airport, hotel + parking				BL-\$20.80	\$20.80	✓			\$148.00	✓		✓	\$50.40	✓	66.00	✓
	Credit due from February 2014 expense submission. Tip claimed on meal on February 14, exceeded 15% - \$3.45 to be paid back to AHS												✓				
29-May-14	Return mileage to ACH - Minister attending a funding appointment for the Alberta Children's Hospital Foundation															44.00	✓
SUBTOTALS						\$115.50	✓			\$587.38	✓	\$64.55	✓	\$100.80	✓	Total Kms 308.00	

MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle <small>→ 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</small>	Enter \$0.505 km, \$0.47 km OR rate per Union Agreement <i>(see Mileage details to the left)</i>
	Mileage \$ \$156.54
	Travel \$ Subtotal \$587.93
Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3	Auto fills on page 1 - TOTAL TRAVEL \$ \$720.47

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)



Ms Colleen Turner
[Redacted]

Room Number: [Redacted]
Arrival Date: 05-11-14
Departure Date: 05-12-14
Page No: 1 of 1

Guest Name

INFORMATION INVOICE

Folio No: [Redacted]

05-12-14

Date	Description	Charges	Credits
05-11-14	Room Revenue	129.00	
05-11-14	Destination Marketing Fee - 3%	3.87	
05-11-14	Tourism Levy - 4%	5.31	
05-12-14	[Redacted]		138.18
Total		138.18	138.18
Balance		0.00	

*Accreditation meeting
in Edmonton*

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. #R63128575 RT 0001

RECEIPT
GST NO. R122556194

EXIT No. [REDACTED]
IN: 05/11/14 09:34
OUT: 05/12/14 17:07
DURATION: 1 07: 33
PAID: \$ 50.40 ✓
(GST INCLUDED)

REF. [REDACTED]
THANK YOU FOR
YOUR VISIT

Airport parking
Travel to Edmonton
for ELT on
May 13

Calgary International Airport Parkade

RECEIPT
GST NO. R122556194

EXIT No. [REDACTED]
IN: 05/27/14 05:06
OUT: 05/28/14 15:28
DURATION: 1 10: 14
PAID: \$ 58.40 ✓
(GST INCLUDED)

REF. [REDACTED]
THANK YOU FOR
YOUR VISIT

Airport parking
Travel to Edmonton
ELT May 27
1:1 w CEO May 28

Calgary International Airport Parkade

YELLOW CAB

780.462.3456

GST# _____
Date: 28/5/14 Amount: 560.00 ✓
Driver: DJV Cab#: 239
From: _____
To: _____

10125-31 Avenue, Edmonton, AB T6W 1C2



Cab from DT Edmonton to YEG
after meetings on May 27/28

Date May 11 14 Amount 6.2 ✓

From Matrix Hotel

To Varscona Hotel

To _____

Driver [Signature] Car# _____

780-425-2525 780-425-8310

www.co-optaxi.com

Taxi from Matrix hotel
(where Accreditation meeting
was held)

To Varscona hotel



Ms Colleen Turner
[Redacted]
Canada

Room Number: [Redacted]
Arrival Date: 05-27-14
Departure Date: 05-28-14
Page No: 1 of 1
Confirmation No: [Redacted]

INFORMATION INVOICE

Folio No: 182108

05-28-14

Date	Description	Charges	Credits
05-27-14	Room Revenue	139.00	
05-27-14	Destination Marketing Fee - 3%	4.17	
05-27-14	Tourism Levy - 4%	5.73	
05-28-14	[Redacted]		148.90
Total		148.90	148.90
Balance		0.00	

*ELT mtg
in Edmonton*

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

TURNER, COLLEEN	VICE PRESIDENT,	Billing Reporting Period:	20/05/2014
Cardholder's Name	Cardholder's Position/Title		
██████████	██████████	Total Statement Amount:	\$513.71
Cardholder's Dept	Cardholder's Site/Location		
COLLEEN.TURNER@ALBERTAHEALTHSERVICES.CA		Last 6 digits of the P-Card #:	██████████
Cardholder's e-mail address			

Statement of Transaction

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
17/04/2014	██████████	AIR CAN 0142133504031, AIR CANADA	105.00	CAD	✓ 105.00	.00	.00	Calgary to Edmonton return flight for Accreditation meetings - change fee to use credit from cancelled flight 2014-02-11 ①
15/05/2014	██████████	AIR CAN 0142134516069, AIR CANADA	370.91	CAD	✓ 370.91	.00	.00	YYC to YEG for May 27 ELT meeting and May 28 meeting with V Kaminski ②
15/05/2014	██████████	AIR CAN 0142134516069, AIR CANADA	37.80	CAD	✓ 37.80	.00	.00	Seat selection for flight to Edmonton - May 27 ELT meeting and May 28 meeting with V. Kaminski ③

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. 	
<hr/> Name of Cardholder Designate	<hr/> Cardholder Designate Position/Title
<hr/> Signature of Cardholder Designate	<hr/> Date of Signature

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>TURNER, COLLEEN</u> Name of Cardholder	<u>VICE PRESIDENT,</u> Cardholder Position/Title
 Signature of Cardholder	<u>May 21, 2014</u> Date of Signature

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
 Signature of Approver Designate	<u>June 2, 2014</u> Date of Signature

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>Deborah Rhodes</u> Name of Approver	<u>Acting VP Corp Serv & CFO</u> Approver Position/Title
 Signature of Approver	<u>June 31/14</u> Date of Signature

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:

①

AIR CANADA 

*Travel to Edmonton for
meetings with Accreditation Canada
Sundays May 11/12, 2014*

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: [REDACTED]

Name: **Ms Colleen Turner**
E-mail: [REDACTED]
Form of payment: [REDACTED]

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

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8138	Calgary (YYC)	Edmonton International (YEG)	[REDACTED]	[REDACTED]	Confirmed
<i>Operated by:</i>	Sun 11-May 2014	Sun 11-May 2014			
<i>Air Canada Express-</i> [REDACTED]	10:30	11:21			
AC8151	Edmonton International (YEG)	Calgary (YYC)	[REDACTED]	[REDACTED]	Confirmed
<i>Operated by:</i>	Mon 12-May 2014	Mon 12-May 2014			
<i>Air Canada Express-</i> [REDACTED]	16:00	16:50			

Passenger Information

Name: **Ms Colleen Turner**
Frequent Flyer Pgm: [REDACTED]
Passenger 1
Ticket number: [REDACTED]
Program number: [REDACTED]

Purchase Summary

①

Passenger: 1 Ticket number [REDACTED]

Date of issue 17-Apr 2014
Fare Amount in Canadian dollars: 370.00
(including navigational & other charges)
Taxes, Fees & Charges
 Canada Goods and Services Tax (GST/HST #10009-2287) (XG) 0.40
 Combined Taxes *see fare calculation below (XT) PD
Total Fare in Canadian dollars: 8.40A

Options
 Change fee in Canadian dollars
 Canada Goods and Services Tax (GST/HST #10009-2287) (XG)
 Ticket particularities:
 AC ONLY/NON-REF/CHGE FEE

✓ 100.00
 5.00 } 105.00

*Fare calculation:
 11MAY14YYC AC YEA Q12.00R173.00AC YYC Q12.00R173.00CAD370.00
 END ROE1.00 PD14.25CA21.56XG55.00SQ
 Canadian tax registration numbers:
 XG Canada Goods and Service Tax (GST) #10009-2287
 RC Canada Harmonized Sales Tax (HST) #10009-2287
 XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accomodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

Please read important information and notices regarding Air Canada's general conditions of carriage.

Important Information & Conditions

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the Travel documentation and US Secure Flight Program US Secure Flight Program for important information on documents and identification required for travel.

Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip

Cancelled - staying in Calgary for 5/11 meeting

Itinerary / Receipt

Change fee \$105.00

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

CREDIT - USED FOR TRIP May 11-12, 2014

Main Contact Information

Booking reference: N4HYI5

Name: Ms Colleen Turner
E-mail: [Redacted]
Form of payment: [Redacted]

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

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8170	Calgary (YYC)	Edmonton International (YEG)	[Redacted]	[Redacted]	Confirmed
<i>Operated by:</i>	Tue 11-Feb 2014	Tue 11-Feb 2014			
<i>Air Canada Express-</i>	06:00	06:59			
Seat number(s) requested:	[Redacted]				
AC3157	Edmonton International (YEG)	Calgary (YYC)	[Redacted]	[Redacted]	Confirmed
<i>Operated by:</i>	Tue 11-Feb 2014	Tue 11-Feb 2014			
<i>Air Canada Express-</i>	18:00	18:53			
Seat number(s) requested:	[Redacted]				

Passenger Information

Trip Cancelled.

LouAnn Williams

ELT - Tues May 27
COEC - Wed May 28
Vicky Kaminski May 28

From: Air Canada [confirmation@aircanada.ca]
Sent: May 15, 2014 11:43 AM
To: LouAnn Williams
Subject: COLLEEN TURNER is sending you the itinerary for your next trip from Calgary to Edmonton.

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



Itinerary/Receipt

From: COLLEEN TURNER

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

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



Hotels in Edmonton			Why book your hotel stay at aircanada.com?
From (per night)	From (per night)	From (per night)	
\$329 CAD	\$111 CAD	\$95 CAD	<ul style="list-style-type: none"> Lowest price guaranteed Great choice of hotels Aeroplan Mile offer exclusive to aircanada.com
The Fairmont Hotel Macdonald:	Comfort Inn & Suites:	BEST WESTERN Cedar Park Inn:	
			 Hotels provided by WWINS.



Want travel insurance? Protect yourself and your family against unforeseen circumstances.

Need a car in Edmonton? Great rates and additional Aeroplan Miles.

Booking Information

Booking Reference:

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

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

Main Contact:
Ms Colleen A Turner
colleen.turner@albertahealthservices.ca
Mobile:
Home:
Work:

Online Services

Manage my booking online (view/change my booking; select seats*).
Select Seats
Maple Leaf Lounge | Meal Vouchers | On My Way

Flight Arrivals & Departures - check online if my flight is on time.
Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
██████	Calgary (YYC) Tue 27-May 2014 06:00	Edmonton, Edmonton Int'l (YEG) Tue 27-May 2014 06:51	0	0hr51	██████	██████	
██████	Edmonton, Edmonton Int'l (YEG) Wed 28-May 2014 14:00	Calgary (YYC) Wed 28-May 2014 14:51	0	0hr51	██████	██████	

Operated by:
 Air Canada Express - ██████

Passenger Information

1: Ms Colleen A Turner : Adult (16+), Ticket Number: ██████

Air Canada - ██████ Meal Preference : ██████
 Aeroplan : ██████
 Payment Card: ██████ Special Needs: ██████
 Seat Selection: AC8130 7C Paid , AC8147 6D Paid

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Tango	130.00
Return Flight - Tango	130.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	17.66
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	370.91 ✓

②

Options

Departing Flight - Tango	
<input type="checkbox"/> Advance Seat Selection	18.00
Return Flight - Tango	
<input type="checkbox"/> Advance Seat Selection	18.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.80
Total airfare, taxes and options (per passenger)	408.71
Number of passengers	1
Travel Insurance (declined)	0.00

37.80 ✓ ③

Grand Total - Canadian dollars \$408.71

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-0756 - Amount paid: \$408.71

Air Canada: \$370.91 (Airfare - per ticket)
Air Canada: \$37.80 (Advance Seat Selection - per ticket)

Ticket number(s): XXXXXXXXXX

enRoute City Guide

Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...



[Read the complete guide](#)

What do you think of our new City Guide feature?

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - **Tango**

Return Flight Edmonton (YEG) To Calgary (YYC) - **Tango**

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$75 CAD/USD per direction, per passenger.
 - **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the Itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - **Provided the original booking is cancelled prior to the original flight departure**, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a new ticket, Air Canada will **cancel** your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (Altitude Qualifying Miles) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our [Baggage Guide](#).

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). [View more details](#).

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Departing Flight : Calgary (YYC) To Edmonton (YEG) - **Tango**

Return Flight : Edmonton (YEG) To Calgary (YYC) - **Tango**

	1st bag:	2nd bag:
	Complimentary	\$20.00 CAD
Regular Baggage Allowance		+ taxes* per direction

Max. weight per bag: 23 kg (50 lb)
Max. linear dimensions per bag: 158 cm (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel. Please note that checked baggage fees may be assessed a second time if your itinerary includes a stopover lasting more than 24 hours.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

View [Air Canada's additional checked baggage policy](#).

View the [additional checked baggage policy of Air Canada's codeshare and interline partners](#).

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: [A 'To-Do' List](#)

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

[Check-in and boarding times](#)

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