

## Official Administrator and Executive Expense Report

**Name** Dr. Kathryn Todd  
**Title** Vice President, Research Innovation & Analytics  
**Location** Edmonton  
 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	329			336	665	36	-	
<b>Total</b>			\$ 329	\$ -	\$ -	\$ 336	\$ 665	\$ 36	\$ -	\$ -

**Total for the Month** \$ 701

Maximum daily single meal expense claimed in the month \$ -  
 Maximum daily base hotel rate claimed in the month \$ -  
 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

**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

<b>TODD, KATHRYN</b> Cardholder's Name	<b>SENIOR VICE PRESIDENT</b> Cardholder's Position/Title	Billing Reporting Period:	<u>20/05/2014</u>
██████████ Cardholder's Dept	██████████ Cardholder's Site/Location	Total Statement Amount:	<u>\$700.92</u>
<b>KATHRYN.TODD@ALBERTAHEALTHSERVICES.CA</b> Cardholder's e-mail address		Last 6 digits of the P-Card #:	██████████

**Statement of Transactions**

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
24/04/2014	██████████	ADV PARKING0060004U, AUTOMOBILE PARKING LOTS AND GARAGES	18.00	CAD	18.00	.88		.00AHS/AHS Collaboratory Meeting
25/04/2014	██████████	MPARK0020101U, AUTOMOBILE PARKING LOTS AND GARAGES	35.00	CAD	35.00	1.67		.00AACHT Meeting
25/04/2014	██████████	WESTJET 838218775014, Westjet Airlines	94.50	CAD	94.50	10.81		.00Direct Reports Performance Appraisal/WJ Credit on file used
26/04/2014	██████████	AIR CAN, AIR CANADA	207.10	USD	254.30	6.90		.00Alberta Neuro Spring Retreat in Banff April 10 & 11
29/04/2014	██████████	CHECKER CABS LTD, LIMOUSINES AND TAXICABS	62.10	CAD	62.10	2.96		ELT Meetings in Calgary_SPT to Airport
29/04/2014	██████████	AIR LIMOUSINE, LIMOUSINES AND TAXICABS	74.75	CAD	74.75	3.56		ELT Migs in Caig_Home to A/P
29/04/2014	██████████	AIR LIMOUSINE, LIMOUSINES AND TAXICABS	74.75	CAD	74.75	3.56		ELT Migs in YYC - A/P to Home
30/04/2014	██████████	Amazon.ca, COMPUTER NETWORK/INFORMATION SERVICES	35.79	CAD	35.79	1.71		.00Book - Developing Analytic Talent- Becoming a Data Scientist
06/05/2014	██████████	ASSOCIATED CAB/ALLIED, LIMOUSINES AND TAXICABS	81.70	CAD	81.70	2.64		.00ELT Migs in YYC- A/P to SPT
14/05/2014	██████████	MPARK0020101U, AUTOMOBILE PARKING LOTS AND GARAGES	10.00	CAD	10.00	.43		.00AACHT Meeting at AB Health

<b>Signatures</b>		
<b>Cardholder Designate (if Applicable)</b> By signing this statement <ul style="list-style-type: none"> <li>• 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.</li> </ul>		
<u>WONNE ARNOLD</u> <small>Name of Cardholder Designate</small>	<u>EXEC ADMIN ASSIST.</u> <small>Cardholder Designate Position/Title</small>	<u>June 2/14</u> <small>Date of Signature</small>
<u>[Signature]</u> <small>Signature of Cardholder Designate</small>		
<b>Cardholder</b> By signing this statement <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
<u>TODD, KATHRYN</u> <small>Name of Cardholder</small>	<u>SENIOR VICE PRESIDENT</u> <small>Cardholder Position/Title</small>	<u>June 03/2014</u> <small>Date of Signature</small>
<u>[Signature]</u> <small>Signature of Cardholder</small>		
<b>Approver Designate (if Applicable)</b> By signing this statement <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
<u>Susan Best</u> <small>Name of Approver Designate</small>	<u>Exec. Assistant</u> <small>Approver Designate Position/Title</small>	<u>June 5, 2014</u> <small>Date of Signature</small>
<u>[Signature]</u> <small>Signature of Approver Designate</small>		
<b>Approver</b> By signing this statement <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
<u>Deborah Rhodes</u> <small>Name of Approver</small>	<u>Acting VP Corp Serv &amp; CFO</u> <small>Approver Position/Title</small>	<u>June 4/14</u> <small>Date of Signature</small>
<u>[Signature]</u> <small>Signature of Approver</small>		
<b>Submit approved statement with attachments to Accounts Payable:</b>		
<b>Attach:</b> <ul style="list-style-type: none"> <li>• Original (or scanned) itemized receipts with documented business reasons including names of participants where required</li> <li>• Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable:</li> <li>• Copies of pre-approvals for travel</li> <li>• Personal cheque payable to "Alberta Health Services"</li> <li>• Return, refund and/or credit receipts</li> <li>• Disputes letter</li> <li>• Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason.</li> </ul>	<b>Address:</b>  Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
<b>Accounts Payable only:</b>		
Reference #: _____	Reviewed by: _____	Date: _____

AAS/AHLS COLLABORATING

WELCOME TO LOT 4 MTG.  
BELL TOWER PARKADE  
MANAGED BY  
ADVANCED PARKING  
RECEIPT C1 ①

ENTRY TIME:  
24/14 14:23  
TIME:  
14 16:43  
DUR.: HRS:MIN  
0:02:20

AMOUNT:  
\$ 18.00

KIND OF PAYMENT: ✓

AUTH. [REDACTED]  
REF. [REDACTED]  
GST No. 122014491RT  
THANK YOU FOR  
PARKING WITH US

AACHT MTG TELUS PLAZA  
ATB PLACE  
TEL: 887315638 RT001  
RECEIPT C1

DATE: 25.04.14 08:07  
DATE: 25.04.14 14:13 ②  
AMOUNT: CAD 35.00

TRANSACTION RECORD  
Card # [REDACTED]

Account: [REDACTED]  
Trans: PURCHASE  
Auth # [REDACTED] 35.00 ✓  
Sequence [REDACTED]  
Term ID: [REDACTED]  
Date: 14/04/25  
Time: 14:13:10

APPROVED

BY ENTERING A VERIFIED  
PIN, CARDHOLDER  
AGREES TO PAY ISSUER  
SUCH TOTAL IN  
ACCORDANCE WITH  
ISSUERS AGREEMENT WITH

CARDHOLDER

Application Label

REF: [REDACTED]  
ID: [REDACTED]  
TST: [REDACTED]  
TC: [REDACTED]

\*\*\* CUSTOMER COPY \*\*\*

ELT MTGS IN NYC SAT to A/P

\* TRANSACTION RECEIPT  
Checker/Yellow Cabs  
316 Meridian Road SE  
Calgary, AB, T2A 1X2  
403-299-9999 ② ✓

Taxi Service

TYPE: [REDACTED]  
CARD: [REDACTED]  
EXP: [REDACTED]  
DATA: [REDACTED]  
TerminalID: [REDACTED]  
Transaction Reference  
Number: [REDACTED]  
DATE: 2014/04/29 17:25:31  
AUTH: [REDACTED]  
IFID: [REDACTED]  
DRV: [REDACTED]  
VEH: [REDACTED]  
GST: 871461133  
Meter Start Time:  
16:39:44  
Meter Stop Time:  
17:24:24  
Distance: 29.6 Km  
FARE 1: \$ 51.82  
FLAT: \$ 0.00  
TAX: \$ 2.58  
TOTAL FARE: \$ 54.40  
PAYMENT AMOUNT: \$ 54.40  
TIP: \$ 8.00

TOTAL PAYMENT: \$ 62.40  
Purchase Auth Complete

ELT MTG IN NYC Home TO A/P

ATS GROUP  
4600 101 STREET NW T6E6G9  
EDMONTON AB ⑥ ✓  
22946210

PURCHASE

19-2014 05:31  
C # [REDACTED]  
Date 11/11 Card Type  
KATHRYN TODD

Doc # 10000  
122946210

Chase 365.0  
99.75  
744.75 ✓

(00) APPROVED THANK YOU

Return this copy for your records

Customer copy

GST 12599 5607 NY0601

780-989-7839

7

ELI MTG IN YYC  
ATS GROUP - AIP  
608 101 STREET NW T6E5G9 to HOME  
EDMONTON AB  
22946210

PURCHASE

23-2014 20:01:11  
Date Card Type  
KATHRYN TODD

Operator #  
RRN

chase \$65.00  
\$9.75  
total 74.25

(00) APPROVED-THANK YOU

Retain this copy for your records  
Customer copy

GST 12999.5607 RT0001  
700-989-7099

9

ELI MTG IN YYC AIR TO  
ASSOCIATED CAB ALTA LTD  
387 - 41 AVE NE (403) 299-1111  
INSIST ON THE PROFESSIONALS SPT

DATE: 2814/04/23  
PICK-UP TIME: 07:42  
DROP-OFF TIME: 08:11  
TRIP ID:  
LOCATION:  
CAR NUMBER:  
CARD TYPE:  
CARD:  
EXPIRY:  
AUTH:

FARE (\$) 54.76  
EXTRA (\$) 0.00  
SUBTTL (\$) 54.76

(00) 7.00  
TOTAL (\$) 61.70

SIGNATURE:

FOR ONLINE TAXI BOOKINGS VISIT  
OUR WEBSITE @ WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY

10

AACHT MTG - AB Health  
ATB PLACE  
GST: 887315638RT001  
RECEIPT CI

IN: 14.05.14 15:38  
PAY: 14.05.14 17:29  
AMOUNT: CAD 10.00

TRANSACTION

Card #:  
Card Type:   
Account:   
PURCHASE \$10.00  
Sequence #  
Term ID:  
Date: 14/05/14

Time: 17:28:08

APPROVED

\*\*\* CUSTOMER COPY \*\*\*

Thank you for Visiting!



3

### eTicket Receipt

Prepared For  
TODD/KATHRYN MRS

WESTJET RESERVATION CODE	██████████
ISSUE DATE	25Apr2014
TICKET NUMBER	██████████
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/██████████

*WJ CREDIT ON FILE USED.*

### Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
29Apr	WESTJET WS ██████████	EDMONTON INTL AB, CANADA  Time 6:45am	CALGARY INTL AB, CANADA  Time 7:32am	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis QAR Not Valid Before 29 APR Not Valid After 29 APR

### Payment/Fare Details

Form of Payment	TRAVEL BANK ██████████ CAD 132.43 - CREDIT ON FILE USED.
	CREDIT CARD - ██████████ 9321 - CAD 94.50 ✓
Endorsement / Restrictions	NONREF - FEE FOR CHG/CXL
Fare Calculation Line	YEA WS YYC172.00CAD172.00END
Fare	CAD 172.00
Taxes/Fees/Carrier-Imposed Charges	CAD 7.12 CA1 (AIR TRAVELLERS SECURITY CHARGE) CAD 10.81 XG (GOODS AND SERVICES TAX (GST)) CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))

	CAD 3.00 YQF (OTHER AIR TRANSPORTATION CHARGES)
	CAD 9.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 226.93

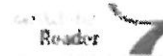
**Positive identification required for airport check in****Notice:****Thank you for choosing WestJet****QST # 1202807956TQ0001      GST # 866112535**

- We look forward to welcoming you on board your upcoming WestJet flight.
- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airline partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in; ensure the name on the reservation matches the guest's identification before departing for the airport. Make sure you have the proper identification and travel documents for each country on your itinerary as the documents you use on your departure may not be sufficient upon your return. The law is the law, and we'd hate it if you were unable to board your flight.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Should you miss the first flight on your booking, or fail to show up for another flight on a multi-segment booking, you'll lose your seat on remaining flights and the fare, fees, charges and taxes will not be refunded.
- For more information on your flight with WestJet visit [travel info](#) or go directly to the most common searches:
  - [Fares, taxes and fees](#) ([Change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
  - [Baggage allowances](#) (Carry-on, checked, sporting goods , restricted items)
  - [ID requirements](#) (For adults, children and infants on domestic, transborder and international flights)
  - [Seat selection](#) (How it works, changing your seat and more)
  - [Inflight services](#) ([Buy on board](#), [up! magazine](#) and more)
  - [Inflight entertainment](#) (Channel line-up, and pay-per-view movies and TV programs)
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send

us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta  
Canada T2E 3J1.



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**Yvonne Arnold**

---

**From:** WestJet [do-not-reply@sabre.com]  
**Sent:** Friday, April 25, 2014 9:51 AM  
**To:** Kathryn Todd  
**Subject:** Travel Bank Ticket Purchase Confirmation



Hello Mrs. KATHRYN TODD

Thank you for choosing to fly with WestJet and using your Travel Bank account to purchase your ticket.

Your account has been debited today as a result of your ticket purchase. Below you will find the details of the transaction.

Purchase Transaction Details:

**Guest Name:** KATHRYN MRS TODD

**Transaction Id:** [REDACTED]

**Ticket Number:** [REDACTED]

**Amount Debited:** 132.43 CAD

**Account Balance\*:** 0.00 CAD


\*This is your account balance after this transaction. If additional transactions have taken place, the statement balance may differ when you review your balance on [www.westjet.com](http://www.westjet.com). The balance displayed on [www.westjet.com](http://www.westjet.com) is your correct and current balance.

WestJet

W/J - Flight from Edm to Caly  
APR 29/14 6:10 AM

**WESTJET**

Boarding pass / Carte d'embarquement

<b>KATHRYN TODD</b>			
PNR	SEQ	Electronic/Électronique	
Dep 6:45 AM <b>EDMONTON (YEG)</b>		Arr 7:32 AM <b>CALGARY (YYC)</b>	Departure date Date de départ <b>29 APR 14</b>
			Boarding time Heure d'embarquement <b>6:10 AM</b>
Flight/Vol <b>WS</b>	Gate/Porte	Seat/Siège	

### Departure information:

- If you have baggage to check at the airport, please proceed to a kiosk to print your bag tags before continuing to Bag drop.

Help us help you get there on time.

At WestJet, we're proud of our on-time performance and need your help to make sure we meet your schedule.

You can help by following a few easy steps:

- Make sure you bring this boarding pass with you to the airport along with government-issued identification for guests 18 years and older.
- Please have your photo ID available for presentation at the boarding gate.
- Arrive at the airport a minimum of 90 minutes prior to scheduled departure for domestic flights and a minimum of 120 minutes prior to departure for international and U.S. flights.
- Proceed directly to security or customs if you are travelling without checked baggage.
- Arrive at your departure gate no less than 10 minutes prior to departure. There is a risk of losing your seat if you arrive at the gate less than 10 minutes prior to your flight's departure.

### Arrival information:

Thank you for flying with WestJet.

- If this is your final destination, please proceed to the arrivals area and collect your checked bags.
- If you are connecting to a domestic or international flight, please proceed to your next departure gate.
- If you are connecting in Canada to a U.S. flight, please proceed to customs and immigration.
- If you are connecting to a U.S. flight and have already cleared customs and immigration, please proceed to your next departure gate.

### Contact information:

If you require assistance at your departure city please contact us at 1 888-937-8538. You can also visit [westjet.com](http://westjet.com) or speak to one of our airport agents for help.

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.



4

Booking Information

Booking Reference: [redacted]
Electronic Ticketing confirmed. This is your official itinerary/receipt.
Main Contact: Ms Kathryn G Todd
Mobile: [redacted]
Home: [redacted]
Work: [redacted]

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

Flight Itinerary

Table with columns: Flight, From, To, Stops, Duration, Aircraft, Fare Type, Meal. Row 1: [redacted], Calgary (YYC), Edmonton, Edmonton Int'l (YEG), 0, 0hr51, [redacted], Flex, V, Tue 29-Apr 2014 18:30, Tue 29-Apr 2014 19:21

Operated by: Air Canada Express - [redacted]

Passenger Information

1: Ms Kathryn G Todd : Adult (16+), Ticket Number: [redacted]

Air Canada - Aeroplan : [redacted] Meal Preference: [redacted]
Payment Card: [redacted] Special Needs: [redacted]
Seat Selection: [redacted]

Purchase Summary

Fare Summary
Total charge for 1 adult
Departing Flight (Flex) 170.00
Options 0.00
Taxes, Fees and Charges 37.10
Grand Total - US dollars \$207.10

Payment Information

[redacted] - Amount paid: \$207.10
The following charges (tax inclusive) will appear on your credit or debit card statement:
- Air Canada: \$207.10 (Airfare - per ticket)

Ticket number(s): [redacted]

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Flex

- Changes:
- Prior to day of departure - Change fee per direction, per passenger, is \$50 USD plus applicable taxes and any additional fare difference.
- Same-day confirmed changes at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability).
- Same-day standby is available only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as 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.
  - **Complimentary advance standard seat selection** 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 100% Aeroplan Miles (Altitude Qualifying Miles)
  - Read complete fare rules applicable to this fare.
- 



**Fly Carbon Neutral.** Offset your portion of this flight's CO<sub>2</sub> emissions.  
Offset now | [Learn more](#)



### eTicket Receipt

Prepared For  
TODD/KATHRYN MRS

WESTJET RESERVATION CODE	██████████
ISSUE DATE	25Apr2014
TICKET NUMBER	██████████
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet ██████

### Itinerary Details

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### Payment/Fare Details

Form of Payment	TRAVEL BANK : ██████████ CAD 132.43
	CREDIT CARD - ██████████ 9321 - CAD 94.50
Endorsement / Restrictions	NONREF - FEE FOR CHG/CXL
Fare Calculation Line	YEA WS YYC172.00CAD172.00END
Fare	CAD 172.00
Taxes/Fees/Carrier-Imposed Charges	CAD 7.12 CA1 (AIR TRAVELLERS SECURITY CHARGE) CAD 10.81 XG (GOODS AND SERVICES TAX (GST)) CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))

	CAD 3.00 YQF (OTHER AIR TRANSPORTATION CHARGES)
	CAD 9.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 226.93

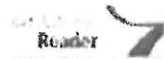
**Positive identification required for airport check in****Notice:****Thank you for choosing WestJet****QST # 1202807956TQ0001      GST # 866112535**

- We look forward to welcoming you on board your upcoming WestJet flight.
- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airline partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in; ensure the name on the reservation matches the guest's identification before departing for the airport. Make sure you have the proper identification and travel documents for each country on your itinerary as the documents you use on your departure may not be sufficient upon your return. The law is the law, and we'd hate it if you were unable to board your flight.
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- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Should you miss the first flight on your booking, or fail to show up for another flight on a multi-segment booking, you'll lose your seat on remaining flights and the fare, fees, charges and taxes will not be refunded.
- For more information on your flight with WestJet visit [travel info](#) or go directly to the most common searches:
  - [Fares, taxes and fees](#) ([Change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
  - [Baggage allowances](#) (Carry-on, checked, sporting goods , restricted items)
  - [ID requirements](#) (For adults, children and infants on domestic, transborder and international flights)
  - [Seat selection](#) (How it works, changing your seat and more)
  - [Inflight services](#) ([Buy on board](#), [up! magazine](#) and more)
  - [Inflight entertainment](#) (Channel line-up, and pay-per-view movies and TV programs)
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send

us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta  
Canada T2E 3J1.



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Yvonne Arnold

From: auto-confirm@amazon.ca  
Sent: Wednesday, April 30, 2014 11:07 AM  
To: Yvonne Arnold  
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**Ordering Information:**

**E-mail Address:** yvonne.arnold@albertahealthservices.ca

**Billing Address:**  
Kathryn Todd

**Shipping Address:**  
Kathryn Todd



Canada

Canada

**Order Grand Total: CDN\$ 35.79**

**Order Summary:**

Shipping Details : order will arrive in one shipment

**Order #:** [Redacted]  
**Shipping Method:** Standard-Shipping  
**Items:** CDN\$ 30.10  
**Shipping & Handling:** CDN\$ 3.98

Total before tax: CDN\$ 34.08  
Estimated GST/HST: CDN\$ 1.71  
Estimated PST/RST/QST: CDN\$ 0.00

**Order Total: CDN\$ 35.79** ✓

**Delivery estimate:** May 6 2014

**1 "Developing Analytic Talent: Becoming a Data Scientist"**

Granville, Vincent; Paperback; CDN\$ 30.10

In Stock

Sold by: Amazon.com.ca, Inc.

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Yvonne Arnold

From: Kathryn Todd  
Sent: Tuesday, April 29, 2014 1:33 PM  
To: Yvonne Arnold  
Subject: Fwd: Developing your Analytic Talent

Hi Yvonne - could you order this book for me please?

Sent from my iPhone

Begin forwarded message:

From: Stafford Dean <Stafford.Dean@albertahealthservices.ca>  
Date: 29 April, 2014 1:31:36 PM MDT  
To: Kathryn Todd <Kathryn.Todd@albertahealthservices.ca>  
Subject: Developing your Analytic Talent

<http://www.amazon.ca/Developing-Analytic-Talent-Becoming-Scientist/dp/1118810082>



Invoice for/Bon de livraison pour [redacted] April 30, 2014

Billing Address/Adresse de correspondance:  
Kathryn Todd

Canada

Shipping Address/Adresse d'expédition:  
Kathryn Todd

SD15kHh52R

Canada

Invoice for/Bon de livraison pour  
Your order of/Votre commande du April 30, 2014  
Order ID/N° commande [redacted]

Invoice number/N° bon de livraison [redacted] April 30, 2014

Quantity/Quantité	Item/Article	Description/Description	Our Price/Notre prix	Total/Total
1	Developing Analytic Talent: Becoming a Data Scientist	Paperback	CDN\$ 30.10	CDN\$ 30.10
Subtotal/Sous-total				CDN\$ 30.10
Shipping and Handling/Frais de port				CDN\$ 3.98
GST/HST/TPS/TVH				CDN\$ 1.71
PST/RST/QST/TVP/TVQ				CDN\$ 0.00
Order Total/Montant total				CDN\$ 35.79
Paid via/Payé par Mastercard				CDN\$ 35.79
Balance Due/Montant dû				CDN\$ 0.00

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