

Official Administrator and Executive Expense Report

Name Rick Trimp
Title VP, Province-Wide Clinical Supports, Programs & Services
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	Expense Claim	Meetings		125		650	775			
May-14	P-Card	Meetings	286	59	357	680	1,382			
Total			\$ 286	\$ 184	\$ 357	\$ 1,331	\$ 2,157	\$ -	\$ -	\$ -

Total for the Month \$ 2,157

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 174
 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: 21-Mar-14 To 20-May-14
 Travel Period from: _____ To _____ (if applicable)
 Out-of-Province Travel No

Name: Rick Trimp Position (Title): President & CEO (interim), Pop Health & Prov Wide Svcs
 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				
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense
2A	101	0767	71505000034	\$775.09
2B				
2C				
2D				
				\$775.09

NOTE: This section auto fills from page 2A, 2B, 2C & 2D

Total - Section C&D: Other & Foreign Expenses - Pg 3				
Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense
**User to enter Coding & \$ Amounts				

NOTE: These fields do not automatically fill for Section C & D

TOTAL REIMBURSEMENT	
Total Section B	\$775.09
Total Section C&D	
Less Cash Advance	
TOTAL CLAIM	\$775.09

SECTION F: AUTHORIZATION

I attest that I have read and understand the "Travel, Hospitality & Working Session Expense Policy (1122)" of Alberta Health Services and confirm 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

I, by signing this form, attest that I am compliant to all the above statements.
 Employee Signature: _____ Date: June 03 2014

I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses 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): Dr. John Cavell DOFA Level Position # _____ Phone # _____ Ext _____
 Signature: _____ Title: Official Administrator Date: June 12/14

I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, 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 By (PRINT ONLY): Deborah Rhodes DOFA Level Position # _____ Phone # _____ Ext _____
 Signature: Deborah Rhodes Title: Acting CFO Date: June 10/14

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

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

Handwritten initials/signature

EXPENSE CLAIM DETAILS

Enter Finance Coding	101 0767 7150500034	Emp # (E-People)		Page 2A
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*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 <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						
8-May-14	Mileage - Travel from Calgary to Edmonton - Meeting with Covenant Health, Tour of Cancer Centre	AB	Meeting	Yes	A-\$41.55	\$41.55						322.00		
9-May-14	Mileage - Travel from Edmonton to Calgary - Launch of New Cancer Prevention Campaign	AB	Meeting	Yes	BL-\$20.80	\$20.80						322.00		
11-May-14	Edmonton - Accreditation Canada	AB	Meeting	Yes	D-\$20.75	\$20.75								
20-May-14	Mileage - Calgary to Edmonton/return - Executive Team Meeting, Meeting with OAG.	AB	Meeting	Yes	A-\$41.55	\$41.55						644.00		
SUBTOTALS						\$124.65						Total Kms 1288.00		

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement
(see Mileage details to the left) \$0.505

Mileage \$ \$650.44

Travel \$ Subtotal \$124.65

Auto fills on page 1 - TOTAL TRAVEL \$ \$775.09

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)

Instruction:


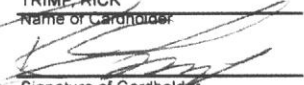
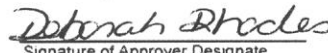
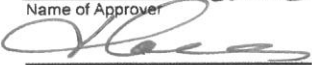
- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

TRIMP, RICK Cardholder's Name	INTERIM PRESIDENT & CEO Cardholder's Position/Title	Billing Reporting Period: 20/05/2014
██████████ Cardholder's Dept	██████████ Cardholder's Site/Location	Total Statement Amount: \$1,382.10
RICK.TRIMP@ALBERTAHEALTHSERVICES.CA 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
① 21/04/2014	██████████	1104316 ALBERTA LTD, LIMOUSINES AND TAXICABS	590.00	CAD	590.00	28.10		Taxi transportation to/from airport- Mar 3, 6-7, 10-11 for travel to Edmonton
② 30/04/2014	██████████	WESTJET 8382197887572, Westjet Airlines	193.33	CAD	193.33	.00	.00	Flight - May 11/return Calg to Edm- Accreditation Canada
③ 01/05/2014	██████████	Cafe Verde, EATING PLACES, RESTAURANTS	59.03	CAD	59.03	2.81	.00	Meal - Lunch for 4 AHS staff for Integra mtg in Lethbridge AB
④ 05/05/2014	██████████	WESTJET 8382197997380, Westjet Airlines	92.40	CAD	92.40	.00	.00	Return Flight Change Fee -Changed from May 11 to May 13. Return flight then cancelled on May 12 due to urgent matter. CREDIT ISSUE
⑤ 09/05/2014	██████████	DELTA EDMONTON CENTRE, DELTA HOTELS	220.35	CAD	220.35	.00		Accommodation & Parking - Edmonton 1 night - Mtg with Covenant Health and Tour of Cancer Centre
⑥ 12/05/2014	██████████	CENTEX HAYSBORO, GAS / SERVICE STATIONS	65.32	CAD	65.32	3.11		Fuel for AHS Fleet Vehicle for Travel to Calgary from Edmonton May 12
⑦ 12/05/2014	██████████	DELTA EDMONTON CENTRE, DELTA HOTELS	161.67	CAD	161.67	.00		Accommodation - Edmonton 1 night - Accreditation Canada

Handwritten initials/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>Patricia Novotny</u> <small>Name of Cardholder Designate</small>	<u>Executive Administrative Assistant</u> <small>Cardholder Designate Position/Title</small>	
 <small>Signature of Cardholder Designate</small>	<u>May 30, 2014</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>TRIMP, RICK</u> <small>Name of Cardholder</small>	<u>INTERIM PRESIDENT & CEO</u> <small>Cardholder Position/Title</small>	
 <small>Signature of Cardholder</small>	<u>June 03 2014</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>Deborah Rhodes</u> <small>Name of Approver Designate</small>	<u>Acting CFO</u> <small>Approver Designate Position/Title</small>	
 <small>Signature of Approver Designate</small>	<u>June 10 14</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>Dr. John Cowell</u> <small>Name of Approver</small>	<u>Official Administrator</u> <small>Approver Position/Title</small>	
 <small>Signature of Approver</small>	<u>June 13, 2014</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: • 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: _____



Taxi - Transportation to/from Calgary Airport
March 3, 6-7, 10-11 for travel to Edmonton
Mtgs with Official Administrator
Mtgs with EMS in Fort McMurray

①

1104316 ALBERTA LTD.

37 Royal Oak Cove NW - Calgary - Alberta - T3G4X7

PHONE: 403-512-8751 FAX: 1-866-465-8319

GST No: 86481 0676 RT0001

Date: 31-Mar-14

In Account With:
MR. R. TRIMP

Receipt

DATE	TIME	DESCRIPTION	Amount Charged
3-Mar-14	5.45 am	Mr. Trimp - 8 Majestic Gate to Airport	\$100.00
3-Mar-14	8.18 pm	Mr. Trimp - Airport to 8 Majestic Gate	\$100.00
6-Mar-14	5.00 am	Mr. Trimp - 8 Majestic Gate to Airport	\$100.00
7-Mar-14	6.19 pm	Mr. Trimp - Airport to 8 Majestic Gate	\$100.00
10-Mar-14	3.00 pm	Mr. Trimp - Southport office to Airport	\$90.00
11-Mar-14	8.18 pm	Mr. Trimp - Airport to Southport office	\$100.00
		Sub Total	\$590.00
		15% Gratuity	\$0.00
		5% GST	\$0.00
		TOTAL	\$590.00

Thank you for your patronage

Please advise us of any discrepancies within 30 days of receiving your receipt



Patricia Novotny

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines [noreply@itinerary.westjet.com]
Sent: April 30, 2014 11:34 AM
To: Patricia Novotny
Subject: Reservation Confirmation



Airfare
May 11 - Calgary to Edmonton/return
Accreditation Canada Meetings

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.
Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.
This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is: [REDACTED] Main contact: Mr Rick Trimp
E-mail: RICK.TRIMP@ALBERTAHEALTHSERVICES.CA
Phone Number: [REDACTED]

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Guest

Mr. Rick Trimp Flight Calgary (YYC)-Edmonton (YEG),Edmonton (YEG)-Calgary (YYC)
Ticket Number [REDACTED]
Seat YYC-YEG: *;YEG-YYC: *

Air Itinerary Details

WestJet	Calgary, CA Sun 11 May, 2014 10:00 AM	Edmonton, CA Sun 11 May, 2014 10:48 AM	Fare type: Econo Non-stop
Operated by WESTJET ENCORE	Edmonton, CA Sun 11 May, 2014 05:10 PM	Calgary, CA Sun 11 May, 2014 06:00 PM	Fare type: Econo Non-stop

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 276.00	CAD 24.00	CAD 87.71	CAD 387.71	x 1	CAD 387.71
						Total airfare: CAD 387.71

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 18.46
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 55.00
		Total taxes: CAD 87.71

Fare family benefits

YYC-YEG: Econo Seat Sale Benefits

- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *
- \$75-86.25 itinerary change fee + applicable fare difference

- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -
- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- - Non-refundable to original form of payment

Fare family benefits

YEG-YYC: Econo Seat Sale Benefits

- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *
- \$75-86.25 itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -
- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- - Non-refundable to original form of payment

Total

Charged to Travel Bank:	CAD 194.38
Charged to [REDACTED]	CAD 193.33
Total	CAD 387.71

WestJet offers

Rent a car

Reserve a car in three easy steps, compare side by side pricing at a glance and earn WestJet dollars® when you make your rental car reservation with WestJet. [Reserve now](#)

Book a hotel

Whether it's a weekend getaway or a last minute business trip, WestJet has a hotel for you. Choose from over 155,000 hotels worldwide and earn WestJet dollars® when you book your hotel with WestJet. [Book now](#)

Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines 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. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- 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.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:

Patricia Novotny

From: WestJet [travelbank@westjet.com]
Sent: February 05, 2014 3:46 PM
To: Rick Trimp
Subject: Refund to Account

Categories: Patricia - Scheduling

Dear RICK TRIMP

Account [REDACTED]

Service Credit: Travel Bank Refund 194.38 CAD

Your cancellation has been processed

To use your credit online at westjet.com, log in using your guest profile ID and password. To redeem your credit with one of our Sales Super Agents, please call 1-888-937-8538 (1-888-WESTJET).

This credit may be used on WestJet reservations, with the exception of the following: WestJet Vacations package bookings, WestJet group sales or booking where you will be travelling with one of our airline partners.

WestJet travel bank credits posted for sale on any online classified website either may not be valid or become invalid at a later date. WestJet will only be able to verify if a travel bank credit is currently available. Flight bookings and travel bank credits purchased with a stolen credit card or in some other unauthorized fashion will be revoked or cancelled immediately without notice or reimbursement. WestJet is not involved in any private transaction resulting from an advertisement on an online classified web site. WestJet does not handle the payment, guarantee transactions, offer buyer protection or seller certification for these advertisements. WestJet will not be liable for the loss of funds resulting from a fraudulent transaction. Please contact the Sales Super Centre if you have any questions (1-888-937-8538)

Sincerely,

WestJet

3

Meals - X4 AHS Staff - May 1
Rick Trimp, Darren Sandbeck
Doug Line, Kristina Russell
Mtg with Integra Air in Lethbridge

CAFE VERDE
MEXICAN GRILL
1503 MAYOR MAGRATH S
LETHBRIDGE, AB
403-942-7374

CAFE VERDE
1503 MAYOR MAGRATH DR
LETHBRIDGE, AB
403-327-6100

2nd RECEIPT
05-01-2014 13:17

TERMINAL ID.: [REDACTED]
MERCHANT #: [REDACTED]

2 ENCHILADAS T1 9.75
2 ENCHILADAS T1 9.75
2 CORN ENCH T1 10.75
2 QUESADILLAS T1 9.25
FOUNTAIN DRINKS T1 2.75
FOUNTAIN DRINKS T1 2.75
FOUNTAIN DRINKS T1 2.75
FOUNTAIN DRINKS T1 2.75
ITEM CT 8
TXBL-1 50.50
TXBL-TTL 50.50
TAX 2.53

EMU
EMU SALE
BATCH: [REDACTED] INV: [REDACTED]
May 01, 14 14:29
AID: [REDACTED]
TUR: [REDACTED]
TST: [REDACTED]
RRH: [REDACTED] AUTH: 162903

SALE AMT \$53.03
TIP \$6.00

CREDIT 53.03
THANK YOU FOR COMING

TOTAL \$59.03

ENJOY YOUR FOOD! Lunch
Rick Trimp AHS Staff x4
Doug Line Kristina
Darren Sandbeck Russell

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

CUSTOMER COPY

Change Fee	CAD 75.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 19.11 XG (GOODS AND SERVICES TAX (GST))
	CAD 55.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 6.00 YQF (OTHER AIR TRANSPORTATION CHARGES)
	CAD 18.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 401.36
Total Additional Collection	CAD 92.40

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 \(Change/cancel guidelines, baggage fees, service fees and other taxes and fees\)](#)

	CHARGE)
	CAD 18.46 XG (GOODS AND SERVICES TAX (GST))
	CAD 55.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 6.00 YQF (OTHER AIR TRANSPORTATION CHARGES)
	CAD 18.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 387.71

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)

Patricia Novotny

From: WestJet [travelbank@westjet.com]
Sent: May 12, 2014 9:46 AM
To: Rick Trimp
Subject: Refund to Account

Dear RICK TRIMP

Account [REDACTED]

Service Credit: Travel Bank Refund 126.13 CAD

Your cancellation has been processed

To use your credit online at westjet.com, log in using your guest profile ID and password. To redeem your credit with one of our Sales Super Agents, please call 1-888-937-8538 (1-888-WESTJET).

This credit may be used on WestJet reservations, with the exception of the following: WestJet Vacations package bookings, WestJet group sales or booking where you will be travelling with one of our airline partners.

WestJet travel bank credits posted for sale on any online classified website either may not be valid or become invalid at a later date. WestJet will only be able to verify if a travel bank credit is currently available. Flight bookings and travel bank credits purchased with a stolen credit card or in some other unauthorized fashion will be revoked or cancelled immediately without notice or reimbursement. WestJet is not involved in any private transaction resulting from an advertisement on an online classified web site. WestJet does not handle the payment, guarantee transactions, offer buyer protection or seller certification for these advertisements. WestJet will not be liable for the loss of funds resulting from a fraudulent transaction. Please contact the Sales Super Centre if you have any questions (1-888-937-8538)

Sincerely,

WestJet

May 13 Return Flight to Calgary cancelled
on May 12. Credit issued.
due to urgent matter.



DELTA
EDMONTON CENTRE
SUITE HOTEL

10222 - 102 Street, Edmonton, Alberta T5J 4C5
Tel: 780-429-3900 Fax: 780-426-0562

AB HEALTH SERVICES
Mr Rick Trimp

Room: [REDACTED]
Folio: [REDACTED]
Cashier: [REDACTED]
Arrival: 05-08-14
Departure: 05-09-14

Date	Description	Additional Information	Charges	Credits
05-08-14	Room charge		174.00	
05-08-14	Room - GST		8.96	
05-08-14	Room - Tourism Levy		7.17	
05-08-14	Room - Destination Mkt. Fee		5.22	
05-08-14	Weekdays-Parking		25.00	
05-09-14	[REDACTED]	[REDACTED]		220.35
Total			220.35	220.35
Balance Due			0.00	CDN

GST Summary	
Registration No: 899111215	
Room	8.96
F&B	0.00
Other	1.19
Total	10.15

Hotel & Parking
May 8 - 1 night
Mtg with Covenant Health
Tour of Cancer Centre

Guest Signature: _____

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

6

May 12
Fuel for Fleet Vehicle
for Travel to Calgary from Edmonton



===== TRANSACTION RECORD =====

Centex Elbow Drive
9704 Elbow Drive SW
Calgary, AB, T2V 1M2
(403) 719-0030

1 [REDACTED] [REDACTED]

Lane#: [REDACTED]

GST #838361210RT0001 Cashier: [REDACTED]

Item Amount

REGULAR \$65.32#
Pump #5 53.145 Litres@\$1.229/L

GST INCLUDED: \$3.11
Sub Total: \$65.32
Total: \$65.32

Type: Sale
DATE: 2014/05/12 TIME: 06:53:23
TYPE: Purchase

[REDACTED]
CARD NUMBER: [REDACTED]
EXPIRY DATE: [REDACTED]
DATE/TIME: 05/12/2014 06:53:23
REFERENCE #: 001415008
AUTHOR.# : [REDACTED]
MERCHANT : [REDACTED] C
TERM : [REDACTED]
TRANS #: [REDACTED]
EMPLOYEE: [REDACTED]
CASH REG: [REDACTED]

00 APPROVED - THANK YOU

ACCT: [REDACTED] \$ 65.32

Customer Copy/Copie du client

Fleet Vehicle



DELTA
EDMONTON CENTRE
SUITE HOTEL

10222 - 102 Street, Edmonton, Alberta T5J 4C5
Tel: 780-429-3900 Fax: 780-426-0562

AB HEALTH SERVICES
Mr Rick Trimp



Room: [REDACTED]
Folio: [REDACTED]
Cashier: [REDACTED]
Arrival: 05-11-14
Departure: 05-12-14

Date	Description	Additional Information	Charges	Credits
05-11-14	Room charge		144.00	
05-11-14	Room - GST		7.42	
05-11-14	Room - Tourism Levy		5.93	
05-11-14	Room - Destination Mkt. Fee		4.32	
05-12-14	[REDACTED]	[REDACTED]		161.67
Total			161.67	161.67
Balance Due			0.00	CDN

GST Summary	
Registration No: 899111215	
Room	7.42
F&B	0.00
Other	0.00
Total	7.42

Hotel - May 11 - 1 night
Accreditation Canada Meetings

Guest Signature: _____

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