

## AHS Board and Executive Expense Report

**Name** Dr. Brenda Hemmelgarn  
**Title** AHS Board Vice-Chair  
**Location** Calgary

Expenses submitted during the month of September 2019

Travel (1)										
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Sep-19	P-Card	Meetings				66	66			
Sep-19	Expense Claim	Meetings				288	288			
Sep-19	Direct Billing	Meetings	1,116		436		1,552			
<b>Total</b>			\$ 1,116	\$ -	\$ 436	\$ 354	\$ 1,906	\$ -	\$ -	\$ -

**Total for the Month**      \$      1,906

Maximum daily single meal expense claimed in the month      \$      -  
Maximum daily base hotel rate claimed in the month      \$      219  
Non economy air travel in the month      \$      -

### 1) Travel expenses

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

### 2) Professional Development

Includes conference, seminar and course registration fees and material

### 3) Hosting and Hospitality expenses

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

### 4) Other

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

### 5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

### AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
Brenda Hemmelgarn	AHS Board Member	Edmonton	\$ 66.00									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
9/11/2019	Taxi from SSP to YEG - Attended Human Resources Comiittee and Quality & Safety Committee Meeting on Sep 11, 2019 in Edmonton.	AB - Other Zones	Taxi	\$ 66.00	SSP	Edmonton International Airport	Items charged to Executive Assistant's October 2019 P-Card on behalf of Brenda Hemmelgarn	1				
Approver(s) for the claim		Approval Status	Approval									
Signature kept on file		Approve										

ATS GROUP  
4608 101 ST NW  
7809897099  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2019/09/24  
TIME 9746 14:55:59  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

-----  
PURCHASE  
TOTAL

**\$132.00**  
-----

MasterCard  
[REDACTED]

**APPROVED**

AUTH# [REDACTED]

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
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①

Taxi: Board members - travel to  
airport - attended Board mtgs  
in Edmonton

From \_\_\_\_\_

To \_\_\_\_\_

① Sep 11 - Brenda Hammond, SSP to EIA dock

② Date [REDACTED]

Trip Amount \_\_\_\_\_ /

Driver Name \_\_\_\_\_

Car Number Total = \$132

GST \_\_\_\_\_



Employee # [REDACTED]

AHS - AP Processing - Internal Use Only	
Voucher #	
Naming Convention:	
T4/ANR Applicable? - If yes, indicate line & amt	

## BOARD MEMBER EXPENSE CLAIM FORM

<b>SECTION 1: PAYEE INFORMATION</b>					
Name:	Brenda Hemmelgarn	Expense Period Month:	Sep-19		
Address:	[REDACTED]	City:	[REDACTED]		
Province:	[REDACTED]	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	All expenses in this claim are based on: <b>Attended Human Resources Committee and Quality &amp; Safety Committee Meetings on September 11, 2019 and Council of Chairs Meeting on September 19, 2019 in Edmonton.</b>				

<b>SECTION 2: FINANCE CODING &amp; TOTAL CLAIM</b>					
Description	Corp/BU/Org	Location (If applicable)	Functional Control/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	7111030000	45000000	\$0.00
Travel Exp (B+C+E)	101	0005	7111030000	62212000	\$288.15 ✓
Other (D)	101	0005	7111030000	41090000	\$0.00
<b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b>					<b>\$288.15 ✓</b>

<b>SECTION 3: AUTHORIZATION</b>			
I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.			
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board 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 below.			
Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant with all the above statements	Date	Phone#
Brenda Hemmelgarn		Sept 28/19	[REDACTED]
I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.			
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board 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 below.			
Approved by (Print Name)	Position Title/Program Group		
David Woyant	Board Chair		
Signature: I, by signing this form, attest that I am compliant with all the above statements	Date		
	Oct 9, 2019		

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

For payment please submit to:  
14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Jennifer Hamstra

Created: Deborah Rhodes Sept. 30/19  
Rev 12 Deborah Rhodes, VP Corporate Services & CFO

<b>Carry forward from Section 1</b>			
<b>Name:</b>	Brenda Hemmelgarn	<b>Expense Period Month:</b>	Sep-19

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 below

**Rationale is Required for expenses that are not Cost Effective:** (supporting analysis and documentation must be attached to this form)

**SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM**

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy  
**Note:** For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA, Appendix D for International).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)( A )				Accommodation ( B )	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) ( C )	Other (Itemize) ( D )	Mileage km ( E )
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
10-Sep-2019	Parking at YYC to attend Human Resources and Quality & Safety Committee Meetings on September 11, 2019 in Edmonton.	Yes					\$50.35			
10-Sep-2019	Taxi from YEG to hotel to attend Human Resources and Quality & Safety Committee Meetings on September 11, 2019.	Yes					\$63.25			
18-Sep-2019	Parking at YYC to attend Council of Chairs Meeting on September 19, 2019 in Edmonton.	Yes					\$50.35			
18-Sep-2019	Taxi from YEG to hotel to attend Council of Chairs Meeting on September 19, 2019 in Edmonton.	Yes					\$63.25			
19-Sep-2019	Taxi from SSP to YEG. Council of Chairs Meeting in Edmonton	Yes					\$60.95			
<b>Total: (amount auto fills to page 1)</b>			\$0.00		\$0.00	\$0.00	\$288.15	\$0.00	0.00	

<b>BOARD MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ -
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AIRPORT TAXI SERVICE  
4608 101 ST.  
(7808907070)  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE VISA  
DATE 2019/09/10  
TIME 4007 21:15:01  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

-----  
PURCHASE  
AMOUNT \$55.00  
TIP \$8.25  
TOTAL

\$63.25  
-----

Visa Credit  
[REDACTED]

APPROVED

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST#807721436

RECEIPT  
GST NO. R122556194

TKT NO: [REDACTED]  
POF: C52  
PAID: \$ 50.35  
IN: 09/10/19 17:42  
OUT: 09/11/19 18:55  
DURATION: 1 01: 13  
(GST INCLUDED)

VISA  
[REDACTED]

YOU HAVE 10 MIN.  
TO EXIT



AIRPORT TAXI SERVICE  
4608 101 ST.  
(7808907070)  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE VISA  
DATE 2019/09/18  
TIME 0135 18:16:36  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

-----  
PURCHASE  
AMOUNT \$55.00  
TIP \$8.25  
TOTAL

**\$63.25**

-----  
Visa Credit  
[REDACTED]

**APPROVED**

AUTH# [REDACTED]  
THANK YOU

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GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE VISA  
DATE 2019/09/19  
TIME 2179 14:10:57  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

-----  
PURCHASE  
AMOUNT \$53.00  
TIP \$7.95  
TOTAL

**\$60.95**

-----  
Visa Credit  
[REDACTED]

**APPROVED**

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

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YELLOW CAB 780.462.3456  
BARREL TAXI 780.489.7777  
EDMTAXI.COM  
GST 100403070

**RECEIPT**  
**GST NO. R122556194**

TXT NO [REDACTED]  
EXIT No. A1  
IN: 09/18/19 14:29  
OUT: 09/19/19 16:28  
DURATION: 1 01: 59  
PAID: \$ 50.35  
(GST INCLUDED)  
VISA  
[REDACTED]

AUTH. CODE  
REF.  
THANK YOU FOR  
YOUR VISIT

**YYC** CALGARY AIRPORT AUTHORITY  FlyYYC  FlyYYC

## Expense Report Direct Bill Summary

### Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive or an AHS Board Member and paid for by a third party vendor. The information will be used for Public Disclosure reporting.

### Expenses Paid Directly to Third Party Vendors:

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS.

Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund.

It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

### Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- A personal cheque must be attached to cover expenses deemed ineligible.
- Indicate whether you have expenses to report in this section for this reporting period: **YES**

<b>Name :</b>	Brenda Hemmelgarn	<b>Reporting Period for the Month of :</b>	Sep-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
1 0-Sep-19	Direct Billing	Airline Ticket	Flight from Calgary to Edmonton and return to attend Human Resources Committee and Quality & Safety Committee Meetings on September 11, 2019	Vision Travel	\$526.76
1 0-Sep-19	Direct Billing	Hotel	One night accommodation to attend above meetings on September 11, 2019 in Edmonton.	Vision Travel	\$245.87
1 8-Sep-19	Direct Billing	Airline Ticket	Flight from Calgary to Edmonton and return to attend Council of Chairs Meeting on September 19, 2019	Vision Travel	\$589.16
1 8-Sep-19	Direct Billing	Hotel	One night accommodation to attend Council of Chairs Meeting on September 19, 2019 in Edmonton.	Vision Travel	\$189.73
	Direct Billing	Airline Ticket		Vision Travel	\$0.00
<b>Total Paid in the Month</b>					\$ 1,551.52



**From:** tripinfo@visiontravel.ca  
**Sent:** Thursday, September 05, 2019 10:42 AM  
**To:** [REDACTED]@VISIONTRAVEL.CA  
**Subject:** Invoice and Itinerary for HEMMELGARN/BRENDA MS - 10September19 - Vision Travel  
Locato [REDACTED]

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Vision Travel DT Ontario-West Inc  
[REDACTED], Canada,  
www.visiontravel.ca  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice [REDACTED]  
Issued: 05 September 2019

Agency Ref.: [REDACTED]  
Sales Person:

Customer Number [REDACTED]  
Customer Ref.:

ALBERTA HEALTH SERVICES  
10030 107 STREET  
EDMONTON AB  
T5J 3E4

Passenger(s): HEMMELGARN/BRENDA MS

**Disclaimer:** It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

### Air Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

**AIR - Tuesday, September 10 2019**

[Add To Calendar](#)

**Air Canada Flight AC8166 Economy Class**

<b>Depart</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 08:00 PM Tuesday, September 10 2019	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 08:51 PM Tuesday, September 10 2019
---------------	--	---------------	--

**Duration:** 0 hour(s) and 51 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference: [REDACTED]  
**Operated By:** AIR CANADA EXPRESS - JAZZ  
**FF Number:** [REDACTED] - HEMMELGARN/BRENDA MS - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)  
**E Upgrade:** For Eligible Flight - Aeroplan Members [click here](#)

**Remarks:** SEAT 5C  
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

**AIR - Wednesday, September 11 2019**

[Add To Calendar](#)

**Air Canada Flight AC8163 Economy Class**

<b>Depart</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 06:15 PM Wednesday, September 11 2019	<b>Arrive</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 07:15 PM Wednesday, September 11 2019
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**Duration:** 1 hour(s) and 0 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference: [REDACTED]  
**Operated By:** AIR CANADA EXPRESS - JAZZ  
**FF Number:** [REDACTED] - HEMMELGARN/BRENDA MS - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)  
**E Upgrade:** For Eligible Flight - Aeroplan Members [click here](#)

**Remarks:** SEAT 6C  
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

<b>Invoice Details</b>						
<b>Transaction</b>	<b>Document / Booking Number</b>	<b>Base Fare</b>	<b>Other Tax</b>	<b>GST/HST</b>	<b>QST</b>	<b>Total</b>
Invoice Number:	[REDACTED]					
Vendor AC AIR CANADA	[REDACTED]	428.70	74.96	0.00	0.00	503.66
					Billed to: [REDACTED]	
Vendor ACSEAT	[REDACTED]	23.10	0.00	0.00	0.00	23.10
ACSEAT					Billed to: [REDACTED]	
	<b>Totals:</b>	<b>451.80</b>	<b>74.96</b>	<b>0.00</b>	<b>0.00</b>	<b>526.76</b>
					<b>Total Credit Card Billing:</b>	<b>526.76</b>
					<b>Balance Due:</b>	<b>0.00</b>

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



BRENDA HEMMELGARN

Page Number : 1 Invoice Nbr : [REDACTED]  
 Guest Number : [REDACTED]  
 Folio ID : [REDACTED]  
 Arrive Date : 10-SEP-19 21:18  
 Depart Date : 11-SEP-19 07:01  
 No. Of Guest : 1  
 Room Number : [REDACTED]  
 Marriott Bonvoy Number : [REDACTED]  
 AR Account : [REDACTED]

Copy Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edm YEGWI SEP-12-2019 14:52 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
10-SEP-19	[REDACTED]	Room Chrg - Special Corp	219.00	
10-SEP-19	[REDACTED]	GST	11.28	
10-SEP-19	[REDACTED]	DMF	6.57	
10-SEP-19	[REDACTED]	Tour Levy	9.02	
11-SEP-19	[REDACTED]	Direct Bill		-245.87
		** Total	245.87	-245.87
		*** Balance	0.00	

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Continued on the next page

[REDACTED]

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**From:** [REDACTED]@visiontravel.ca  
**Sent:** Monday, September 09, 2019 3:04 PM  
**To:** [REDACTED]@VISIONTRAVEL.CA  
**Subject:** Invoice and Itinerary for HEMMELGARN/BRENDA MS - 18September19 - Vision Travel  
Locator: [REDACTED]

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Vision Travel DT Ontario-West Inc  
9929 - 108 St.  
Edmonton, AB  
T5K 1G8  
(780) 425-8611 1-866-425-8611

www.visiontravel.ca  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: [REDACTED]  
Issued: 09 September 2019

Agency Ref.: [REDACTED]  
Sales Person: [REDACTED]

Customer Number: [REDACTED]  
Customer Ref.: [REDACTED]

ALBERTA HEALTH SERVICES  
10030 107 STREET  
EDMONTON AB  
T5J 3E4

Passenger(s): HEMMELGARN/BRENDA MS

**Disclaimer:** It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

### Air Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>



**AIR - Wednesday, September 18 2019**

[Add To Calendar](#)

**Air Canada Flight AC8166 Economy Class**

<b>Depart</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 08:00 PM Wednesday, September 18 2019	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 08:51 PM Wednesday, September 18 2019
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**Duration:** 0 hour(s) and 51 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference: [REDACTED]  
**Operated By:** AIR CANADA EXPRESS - JAZZ  
**FF Number:** [REDACTED] HEMMELGARN/BRENDA MS - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)  
**E Upgrade:** For Eligible Flight - Aeroplan Members [click here](#)

**Remarks:** SEAT 2C - HEMMELGARN/BRENDA MS  
AIR CANADA CONFIRMATION [REDACTED]  
TICKET NUMBER [REDACTED]  
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

**AIR - Thursday, September 19 2019**

[Add To Calendar](#)

**Air Canada Flight AC8151 Economy Class**

<b>Depart</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 03:25 PM Thursday, September 19 2019	<b>Arrive</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 04:18 PM Thursday, September 19 2019
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**Duration:** 0 hour(s) and 53 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference [REDACTED]  
**Operated By:** AIR CANADA EXPRESS - JAZZ  
**FF Number:** [REDACTED] HEMMELGARN/BRENDA MS - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)  
**E Upgrade:** For Eligible Flight - Aeroplan Members [click here](#)

**Remarks:** SEAT 3C - HEMMELGARN/BRENDA MS  
AIR CANADA CONFIRMATION [REDACTED]  
TICKET NUMBER [REDACTED]  
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Vendor AC AIR CANADA	[REDACTED]	514.20	74.96	0.00	0.00	589.16
					Billed to: [REDACTED]	
	Totals:	514.20	74.96	0.00	0.00	589.16
					Total Credit Card Billing:	589.16
					Balance Due:	0.00

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



BRENDA HEMMELGARN  
 [REDACTED]

Page Number : 1 Invoice Nbr : [REDACTED]  
 Guest Number : [REDACTED]  
 Folio ID : [REDACTED]  
 Arrive Date : 18-SEP-19 19:56  
 Depart Date : 19-SEP-19 06:32  
 No. Of Guest : 1  
 Room Number : [REDACTED]  
 Marriott Bonvoy Number : [REDACTED]  
 AR Account : [REDACTED]

Copy Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edm YEGWI SEP-24-2019 16:02 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
18-SEP-19	[REDACTED]	Room Chrg - Special Corp	169.00	
18-SEP-19	[REDACTED]	GST	8.70	
18-SEP-19	[REDACTED]	DMF	5.07	
18-SEP-19	[REDACTED]	Tour Levy	6.96	
19-SEP-19	[REDACTED]	Direct Bill		-189.73
** Total			189.73	-189.73
*** Balance			0.00	

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