

## AHS Board and Executive Expense Report

**Name:** Brenda Hubley

**Title:** Chief Program Officer CancerControl Alberta

**Location:** Edmonton

Expenses approved during the month of December 2021

			Travel (1)							
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Dec-21	P-Card	Meetings			110	222	333			
Dec-21	Expense Claim	Meetings		71			71			
Dec-21	Direct Bill	Meetings	578				578			
<b>Total</b>			<b>\$ 578</b>	<b>\$ 71</b>	<b>\$ 110</b>	<b>\$ 222</b>	<b>\$ 982</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Total for  
the Month**    \$        982

Maximum daily single meal expense claimed in the month    \$        24

Maximum daily base hotel rate claimed in the month         \$       101

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

## AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HUBLEY, BRENDA	Chief Program Officer CancerControl Alberta	Edmonton	\$ 332.51								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
12/13/2021	Meetings & Tour of the new Calgary Cancer Centre	AB - Local	Taxi	\$ 53.00	home	YEG		1			
12/13/2021	Meetings and tour of the Calgary Cancer Centre	AB - Local	Taxi	\$ 50.45	YYC	Tom Baker Cancer Centre		1			
12/14/2021	Overnight stayed required on Dec 13 due to meetings with the ACF and CCA Executive Dyad partner on Dec 14	AB - Local	Accommodations	\$ 110.26				1			
12/14/2021	Meetings and tour of the new Calgary Cancer Centre	AB - Local	Taxi	\$ 12.60	Hampton Inn & Suites	Tom Baker Cancer Centre		1			
12/14/2021	Meetings and tour of the new Calgary Cancer Centre	AB - Local	Taxi	\$ 46.20	Tom Baker Cancer Centre	Calgary Airport		1			
12/14/2021	Meetings and tour of the new Calgary Cancer Centre	AB - Local	Taxi	\$ 60.00	YEG	home		1			
Approver(s) for the claim	Approval Status	Approval Date									
CHIES, MAURO	Approve	29-Dec-21									

Home → YEG

TRANSACTION RECORD  
GREATER EDMONTON TAXI SERVICE  
10135 31 AVE NW  
EDMONTON AB

Purchase

Dec 13 2021 06:23:36  
MASTERCARD \*\*\*\*\*  
INVOICE # [REDACTED]  
TID: [REDACTED] Entry: Chip (C)  
Sequence: [REDACTED]  
Auth#: [REDACTED] Response: 01-027  
Batch: [REDACTED]  
Amount \$ 48.00  
Tip \$ 5.00  
Total \$ 53.00

Approved

Important: Retain this copy for your record

Cardholder copy

YYC → TBCC

CALGARY UNITED CABS #1912  
#8 - 5660 10TH ST T2E8W7  
CALGARY AB  
www.calgarycabs.ca  
403-777-1111  
27041699  
TM2704169901

SALE

Batch #: [REDACTED] RRN: [REDACTED]  
12/13/21 09:53:21  
Invoice #: [REDACTED] REF#: [REDACTED]  
APPR CODE: [REDACTED] TCD: 0124  
MASTERCARD Chip  
\*\*\*\*\*  
HUBLEY/BRENDA  
Mastercard

AMOUNT \$46.45  
TIP \$5.00  
TOTAL \$50.45

00 APPROVED

(PIN VERIFIED)

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MERCHANT COPY

TBCC → YYC

CALGARY UNITED CABS #1290  
#8 - 5660 10TH ST N T2E8W7  
CALGARY AB  
www.calgarycabs.ca  
403-777-1111  
27040907  
TM2704090701

SALE

Batch #: [REDACTED] RRN: [REDACTED]  
12/14/21 16:05:46  
Invoice #: [REDACTED] REF#: [REDACTED]  
APPR CODE: [REDACTED]  
MASTERCARD Chip  
\*\*\*\*\*  
Mastercard  
AID: [REDACTED]

AMOUNT \$40.20  
TIP \$6.00  
TOTAL \$46.20

00 APPROVED

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Home → TBCC

CALGARY UNITED CABS #0402  
5660 10 ST NE U8 T2E8W7  
CALGARY AB  
www.calgarycabs.ca  
403-777-1111  
23927210  
TM2392721001

SALE

Batch #: [REDACTED] RRN: [REDACTED]  
12/14/21 08:16:55  
Invoice #: [REDACTED] REF#: [REDACTED]  
APPR CODE: [REDACTED]  
MASTERCARD Chip  
\*\*\*\*\*  
Mastercard  
AID: [REDACTED]

AMOUNT \$8.60  
TIP \$4.00  
TOTAL \$12.60

00 APPROVED

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YEG → home

TRANSACTION RECORD  
AIRPORT TAXI SERVICE  
4608 101 ST NW  
EDMONTON AB

Download our convenient app.

Purchase

Dec 14 2021 19:58:28  
MASTERCARD \*\*\*\*\*  
Entry: Chip (C)  
Ref#: [REDACTED]  
Auth#: [REDACTED] Response: [REDACTED]  
Order: [REDACTED]  
Username: [REDACTED]

Amount \$ 55.00  
Tip \$ 5.00  
Total \$ 60.00

Mastercard

Approved

For 9511 use 'Username'



**Hampton Inn & Suites by Hilton - Calgary University N.W.**

2231 Banff Trail NW • Calgary, AB T2M 4L2  
 Phone: (403) 289-9800 • Fax: (403) 289-9200  
 www.hamptoncalgary.com

HUBLEY, BRENDA [Redacted Address]	name, address	room number: [Redacted] arrival date: 12/13/2021 8:24:00 PM departure date: 12/14/2021 adult/child: 1/0 room rate: 101.15	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
	Confirmation Number: [Redacted] 12/14/2021	Rate Plan: [Redacted] HIL # [Redacted] AL: [Redacted] Car: [Redacted]	

Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill 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 of the full amount of these charges. I have accepted delivery of the National Post. If refused, a \$1.00 (Mon-Fri) & \$2.00 (Sat) credit will be applied to my account. In the event of an emergency, I, or someone in my party, require special evacuation assistance due to a physical disability. Please indicate yes by checking here:

signature: \_\_\_\_\_

date	reference	description	amount
12/13/2021	1470483	GUEST ROOM	\$101.15
12/13/2021	1470483	ROOM TAX	\$4.05
12/13/2021	1470483	GST 129123600 RT 0004	\$5.06 -
12/14/2021	1470523	MC [Redacted]	(\$110.26)
		**BALANCE**	\$0.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

Total Invoice Amount: \$101.15 \$9.11

for reservations call 1.800.hampton or visit us online at hampton.com

thanks!

account no: [Redacted]	date of charge 12/14/2021	folio/check no. [Redacted]
card member name HUBLEY, BRENDA	authorization [Redacted]	initial [Redacted]
establishment no. and location	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	-110.26

## AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HUBLEY, BRENDA	Chief Program Officer CancerControl Alberta	Edmonton	\$ 71.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
12/13/2021	Meetings and tour of the new Calgary Cancer Centre	AB - Local	Meals Per Diem	\$ 47.50			Breakfast at hotel is a buffet and due to COVID spread determined this was not the best choice.	1			
12/14/2021	Meetings and tour of the new Calgary Cancer Centre	AB - Local	Meals Per Diem	\$ 23.50			Breakfast provided by hotel was buffet style and due to COVID spread, determined this was not a safe choice	1			
Approver(s) for the claim	Approval Status	Approval Date									
CHIES, MAURO	Approve	29-Dec-21									

## 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 Hubley	<b>Reporting Period for the Month of :</b> Dec-21
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
12/13/2021	Direct Billing	Airline Ticket	Invoice No. [REDACTED] YEG to YYC Ticket No. [REDACTED] - Meetings & Tour of the new Calgary Cancer Centre'	Vision Travel	\$401.04
12/14/2021	Direct Billing	Airline Ticket	Invoice No. [REDACTED] YYC to YEG Ticket NO. [REDACTED] - Meetings & Tour of the new Calgary Cancer Centre	Vision Travel	\$177.00
					\$
					\$
					\$
<b>Total Paid in the Month</b>					\$ 578.04

From:

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Vision Travel DT Ontario-West Inc

www.dt.ca  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice [REDACTED]  
Issued: 25 November 2021  
ALBERTA HEALTH SERVICES

Agency Ref. [REDACTED]  
Sales Person [REDACTED]

Customer Number [REDACTED]  
Customer Ref.: N/A  
Passenger(s): HUBLEY/BRENDA MS

**Disclaimer:** It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.  
**Important COVID Information Related To Your Travels:**

Effective 30Oct21 – Approved Vaccinations Required for Residents and Visitors Travelling Within Canada. For complete details click [here](#)

For complete Canadian Government details on COVID-19 vaccinated travellers entering Canada – click [here](#)

Please [click here](#) upon receipt of your itinerary for important COVID-related traveller information including COVID vaccination/test/quarantine requirements, transit restrictions, etc. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements could change.

Protective face coverings may be required at various stages of travel. Travellers are responsible to familiarize themselves with requirements for their airlines, airports and destination cities.

AIR - Monday, December 13 2021		Add To Calendar	
Air Canada Flight [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Window, Chargeable) Confirmed			
Depart	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 11:45 AM Monday, December 13 2021	Arrive	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 12:39 PM Monday, December 13 2021
Duration:	0 hour(s) and 54 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
Operated By:	AIR CANADA EXPRESS - JAZZ		
FF Number:	[REDACTED] - HUBLEY/BRENDA MS - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - <a href="#">click here</a>		
E Upgrade:	For Eligible Flight - Aeroplan Members <a href="#">click here</a>		
Baggage Allowance:	1 Piece(s)		
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ		

HOTEL - Monday, December 13 2021		Add To Calendar	
Hampton Inn Andamp Suites by Hiltlo - <a href="#">Map/Driving directions</a>			
Address	[REDACTED]	Tel	[REDACTED]
		Fax	[REDACTED]
Check In/Check Out:	Monday, December 13 2021 - Tuesday, December 14 2021		
Status:	Confirmed - Confirmation [REDACTED]		

Est. Total Rate: CAD 110.25  
 Number of Rooms: 1  
 Cancellation Policy: 4PM CANCEL DAY OF ARRIVAL  
 Additional Information:  
 Remarks:

AIR - Tuesday, December 14 2021		Add To Calendar
<b>WestJet Flight Economy Class - Seat 04D (Non smoking, Window) Confirmed</b>		
Depart	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 05:15 PM Tuesday, December 14 2021	Arrive Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 06:16 PM Tuesday, December 14 2021
Duration:	1 hour(s) and 1 minute(s) Non-stop	
Status:	Confirmed - WestJet Booking Reference:	
Operated By:	WESTJET ENCORE	
Online Check In:	Available 24 hours prior - <a href="#">click here</a>	
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE	

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:						
WestJet		154.84	58.12	0.00	0.00	212.96
					Billed to	
Invoice Number:						
Air Canada		142.00	37.12	8.96	0.00	188.08
					Billed to	
<b>Totals:</b>		<b>296.84</b>	<b>95.24</b>	<b>8.96</b>	<b>0.00</b>	<b>401.04</b>
					<b>Total Credit Card Billing:</b>	<b>401.04</b>
					<b>Balance Due:</b>	<b>0.00</b>

**Remarks**

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\*\*\*PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\*

PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY

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24 HOUR EMERGENCY TRAVEL ASSISTANCE  
 OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY  
 A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE  
 WITHIN NORTH AMERICA - CALL 1-888-700-6063  
 OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263  
 EMAIL D24CAN AT DT.COM  
 PLEASE QUOTE ACCESS CODE 2EC0

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RECOMMENDED CHECK-IN TIME IS AT LEAST 90 MINUTES PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING. PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE ARRIVAL INFORMATION ARE SUBJECT TO CHANGE. PLEASE CHECK MONITORS AT THE AIRPORT. PLEASE RECONFIRM ALL FLIGHTS IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGE MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE.



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ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS  
CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO  
[WWW.CATSA.GC.CA](http://WWW.CATSA.GC.CA)

---AIRPORT SECURITY REVISIONS---

BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT  
RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES  
MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE  
EXACT BAGGAGE RESTRICTIONS AND FEES.

MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING  
[WWW.DT.CA/BAGGAGE/](http://WWW.DT.CA/BAGGAGE/)

\*\*\*\*\*BAGGAGE CHECK IN FOR FLIGHTS WITHIN CANADA  
WILL CLOSE 45 MINUTES PRIOR DEPARTURE.

WITH THE EXCEPTION OF FLIGHTS LEAVING  
FROM TORONTO CITY AIRPORT YTZ-WHERE CHECK-IN  
AND BAG DROP-OFF WILL REMAIN AVAILABLE UNTIL  
20 MINUTES BEFORE DEPARTURE.

THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE  
PHOTO ID REQUIRED FOR CHECK IN.

BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.  
YOUR AIRLINE FILE NUMBER IS WGRCRJ

.....  
FOR MORE INFORMATION ON CANADAS CANNABIS ACT EFFECTIVE  
17 OCTOBER 2018 AND HOW IT RELATES TO TRAVEL PLANS PLEASE VISIT  
[TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL](http://TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL)



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## Invoice/Itinerary

Invoice [REDACTED]  
Issued: 08 December 2021  
ALBERTA HEALTH SERVICES

Agency Ref. [REDACTED]  
Sales Person [REDACTED]

Customer Number [REDACTED]  
Customer Ref.: N/A  
HUBLEY/BRENDA MS

Passenger(s):

**Disclaimer:** It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.  
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Protective face coverings may be required at various stages of travel. Travellers are responsible to familiarize themselves with requirements for their airlines, airports and destination cities.

AIR - Monday, December 13 2021		Add To Calendar	
Air Canada Flight [REDACTED] Economy Class			
Depart	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 08:00 AM Monday, December 13 2021	Arrive	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 08:54 AM Monday, December 13 2021
Duration:	0 hour(s) and 54 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
Operated By:	AIR CANADA EXPRESS - JAZZ		
FF Number:	[REDACTED] - HUBLEY/BRENDA MS - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - <a href="#">click here</a>		
E Upgrade:	For Eligible Flight - Aeroplan Members <a href="#">click here</a>		
Baggage Allowance:	1 Piece(s)		

HOTEL - Monday, December 13 2021		Add To Calendar	
Hampton Inn Andamp Suites by Hiltlo - <a href="#">Map/Driving directions</a>			
Address	[REDACTED]	Tel	[REDACTED]
		Fax	[REDACTED]
Check In/Check Out:	Monday, December 13 2021 - Tuesday, December 14 2021		
Status:	Confirmed - Confirmation [REDACTED]		
Est. Total Rate:	CAD 110.25		

Number of Rooms: 1  
 Cancellation Policy: 4PM CANCEL DAY OF ARRIVAL  
 Additional Information:  
 Remarks:

AIR - Tuesday, December 14 2021		Add To Calendar
WestJet Flight	Economy Class - Seat	(Non smoking, Window) Confirmed
Depart	Calgary, Alberta <a href="#">Weather</a>	Arrive Edmonton, Alberta <a href="#">Weather</a>
	Calgary International Airport	Edmonton International Airport
	05:15 PM Tuesday, December 14 2021	06:16 PM Tuesday, December 14 2021
Duration:	1 hour(s) and 1 minute(s) Non-stop	
Status:	Confirmed - WestJet Booking Reference:	
Operated By:	WESTJET ENCORE	
Online Check In:	Available 24 hours prior - <a href="#">click here</a>	
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE	

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Additional Collection:		177.00	0.00	0.00	0.00	177.00
	<b>Totals:</b>	<b>177.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>177.00</b>
					<b>Balance Due:</b>	<b>0.00</b>

**Remarks**

\*\*\*\*\*

\*\*\*PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\*  
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY

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 PLEASE QUOTE ACCESS CODE 2EC0

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 IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGE MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE.

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