

Official Administrator and Executive Expense Report

Name Dr.Carl Amrhein
Title Official Administrator

Location Edmonton

Expenses submitted during the month of March 2015

				Travel (1)														
Month-Year	Source Document	Purpose	Ai	rfare	M	eals	Accommoda	tion	Otl Tra	ner Ivel	Tota	l Travel	Devel	ssional opment (2)	Work Sessi Hosting Hospit (3)	ons g and ality	Othe (4)	
	Expense Claim Direct Billing	Meetings Meetings		2,070 686		572		465		838		3,945 686						
Total			\$	2,756	\$	572	\$	465	\$	838	\$	4,631	\$	_	\$	-	\$	

Total for the \$ 4,631

Maximum daily single meal expense claimed in the month

\$ 295 6 people

Maximum daily base hotel rate claimed in the month

\$ 162

\$

Non economy air travel in the month

102

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 - AP Processing - Internal Use Only Voucher # Naming Convention:								
Voucher #								
Naming Convention:								
T4A/NR Applicable? - If yes, indicate line & amt	10							

OFFICIAL ADMINISTRATOR AND COMMITTEE MEMBER REMUNERATION AND EXPENSE CLAIM FORM

SECTION 4. DAY			ON AND	EXPENSE C	LAIN FC	JKIVI		
SECTION 1: PAY	EE INFORMA	ATION	1					
Name: Dr. Carl G	6. Amrhein		Vendor# (if known)		The second secon	xpense Period Ionth:	Mar-15	
Address:			City:	Edmonton	P	rovince:	АВ	
Postal Code:		:0:20M	Country:	Canada	P	hone #:		
Reason for Expense &/or Business Case	Lybenses mou	red in relation to my wor ion and Employment Ex	k as Official Adr penses Regulat	ninistrator of Alberta Heation.	alth Services a	nd filed in accord	dance with the Public	
SECTION 2: FINA	ANCE CODIN	G & TOTAL CLAIN						
<u>Description</u>	Corp/BU/O	Location (If applicable)	<u>Functional</u> <u>Centre/Primary</u>		Expens Secondary	THE RESERVE TO TAKE	<u>Total</u> his column will auto fill)	
Meals (A)	101	0005	71	110300000	450000	000	\$571.99	
Travel Exp (B+C+E)	101	0005	71110300000		622120	000	\$3,312.07	
Other (D)	101	0005	71	110300000	410900	000	\$0.00	
	ENT	\$3,884.06						
Rationale is Re	quired for ex	penses that are no	ot Cost Effec	ctive: (supporting anal	lvsis and docu	mentation must b	pe attached to this form)	
Alexander of the second								
				UTHORIZATION			and the profession of the same of	
				to these expenses, and confirm				
I attest the expenses enclose Services or any other Organi		valid business purposes for Al	berta Health Service	s and that this claim has not be	een previously cla	imed by me or on my	behalf from Alberta Health	
l attest that expenses submit	ted in this claim have	been incurred by using cost	effective method, o	therwise rationale and support	ting analysis is pro	vided above.		
Claimant (Print Name)	hen sig	nature: I, by signing this for	n, attest that I am gorn	pliant to all the above statement	1000	ate 104.14/15	Phone#	
l attest that I have read and	understand all applica	ble policies of Alberta Health S	Services that pertain	to these expenses, and confirm	m expenses being	claimed are in compli	ance with such policies.	
	d in this claim are for						or on their behalf from Alberta	
l attest that expenses submit	ted in this claim have	been incurred by using a cost	effective method, or	therwise rationale and support	ting analysis is pro	vided above.		
Approved by (Print Name Cou	, ,, ,,	sition Title/Program Gr uty Sccretary to Co	oup binet/Deput	y Clark Exec. Council	Date Opril 2			
Signature: I, by signing the		n compliant with all the above st	atements	DOFA Level	Position#			
		d out by Accounts Payable. authorized payment requisit		Γ be pulled and returned to α without processing.	departments for r	nailing.		
of Privacy (FOIP) Act, respecti	vely, for the purpose o	ted by AHS under the authority administering AHS Procure to bunts Payable at 780-735-0506	Pay program. For mor	e information, questions or cond	nd sections 33(c) a cern about the colle	nd 34(2) of the Freedo	m of Information and Protection e of your health personal	

For payment please submit to the Official Administrator office:

14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Von Whiting

Created: November 01, 2013 Rev 4 eff March 06, 2015

Carry f	orward from Section 1					All and the second seco					
Name:	Dr. Carl G. Amrhein			Vendor	n)			Month:	e Period	42064	
Con	pletion of the "cost effect	tive method Requ	nethod used" Column is required. If you select "No" in this column, Furth Required in the "Rationale is Required" section above								nation is
SECTIO	N 4A: OFFICIAL ADMIN	ISTRATO	R & CC	MMITT	EE ME	MBER -	TRAVEL	EXPENSE CLA	IM		
	Description: (include	Cost		llowance	The second second second	The second of th					Payroll Onl
Date	purpose of trip, mode of	Effective	Allov	ance	With	Receipt	Accom- modation	Transportation (Flight, Car Rental	Other	Mileage	OA
	travel, starting point, details of expenditure)	method used?	Meal Type	Allow- ance	Meal Type	With Receipt	(B)	Fuel, Parking, Taxi) (C)	(Itemize) (D)	(E)	Committee Meeting Fee (F)
3-Mar-15	Cab from home to YEG re: trip to Montreal for Concordia University visit and presentation (Prestige Transportation)	Yes						\$72.00			
4-Mar-15	Breakfast meeting: Carl Amrhein, Diana McKay (CoBC), Reiner Banken (INESS), Luc Boileau (INESS) (La Societe Bistro)	Yes			В	\$94.07			-		
4-Ma r-15	Airport to InterContinental Yorkville Hotel re: Toronto meetings with Don Lowry (Co-op	Yes						\$20.00			
5-Mar-15	Breakfast meeting: Carl Amrhein, Don Lowry, Dr. David Naylor (Signatures Restaurant)	Yes			В	\$88.84					
5-Mar-15	Lunch meeting: Carl Amrhein, Anne-Marie Aplin, Don Lowry (Signatures Restaurant)	Yes			Ĺ	\$93.80	<u> </u>				
5-Mar-15	Anner meeting. Can Ammein, Anne-Marie Aplin, Don Lowry, Michelle di Emanuel, Kevin Smith, Barry (Sunnybrook) (Bliss Bestaurant)	Yes	ALUE AND		D	\$295.28					
6-Mar-15	Cab from St. Michael's Hospital (mtg w/ CEO) to InterContinental Hotel (Co-op Taxi)	Yes						\$18.00			
6-Mar-15	Accommodation in Toronto re: meetings with Don Lowry (InterContinental Toronto Yorkville Hotel)	Yes					\$375.84				
8-Mar-15	meetings with key individuals involved in the development, implementation and/or monitoring of health system performance	Yes						\$2 <mark>,070.16</mark>			
9-Mar-15	Cab from home to YEG re: trip to London (UK) (Prestige Transportation)	Yes						\$72.00			
10-Mar-15	Cab from LHR to Hotel (Carl Amrhein, Ellen Calabrese- Amrhein, Andrew Neuner, Shelley Neuner) (London Taxi)	Yes						\$157.22			
12-Mar-15	Cab from Hotel to Euston Square / UCL / CQC (Lyca Mobile)	Yes						\$24.59			
	Total: (amount auto fills to	page 1)		\$0.00		\$571.99	\$375.84	\$2,433.97	\$0.00	0.00	\$0.00
		OA CC	TTIMMC	EE MEN	MBER	Mileage	Rate	0.505	Total M	\$ -	

For payment please submit to the Official Administrator office:

14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Von Whiting

Carry f	orward from Section 1	100 99000						2-480HH) 8				
Name:	Dr. Carl G. Amrhein		2.7227000	(if known) Mont				Expense Period Month:				
Con	npletion of the "cost effect			is required. If yo ionale is Require			nn, Furth	ier Explan	ation is			
SECTIO	ON 4B: OFFICIAL ADMIN	IISTRATO	R & COMMITT	EE MEMBER -	TRAVEL	EXPENSE CLAI	M					
	Department (include		Meal (Allowance	e OR Receipt)(A)					Payroll Only			
	Description: (include		Allowance	With Receipt	Accom-	Transportation	Other	Mileage	OA			

		Cost Effective	Meal (Allowance OR Receipt)(A)								Payroll Only
	Description: (include purpose of trip, mode of		Allow	ance	With	Receipt	Accom-	Transportation (Flight, Car Rental,	<u>Other</u>	Mileage	
<u>Date</u>	travel, starting point, details of expenditure)	method used?	Meal Type	Allow- ance	Meal Type	With Receipt	modation (B)	Fuel, Parking, Taxi)	(Itemize) (D)	<u>km</u> (E)	Committee Meeting Fee (F)
12-Mar-15	Cab from Euston Square to Hotel(Licensed London Taxi)	Yes						\$24.59			
13-Mar-15	Cab from Hotel to CQC to Finsbury Row (Lyca Mobile)	Yes						\$ <mark>37.78</mark>			
13-Mar-15	Cab from Health Foundation to Hotel (Licensed London Black Taxi)	Yes						\$13.22		,1	
15-Mar-15	Cab from Hotel to Waterloo Station (Licensed London Taxi)	Yes						\$28.34			
15-Mar-15	Cab to Hotel (Licensed London Taxi)	Yes						\$28.34			
18-Mar-15	Cab from YEG to home re: London (UK) meetings (Prestige Transportation)	Yes						\$72.00			
23-Mar-15	Cab from home to YEG re: trip to Medicine Hat for Provincial HAC meetings (Prestige Transportation).	Yes						\$72.00			
	Cab from Medicine Hat Airport to Clarion Hotel for Provincial HAC meetings (Care Cabs Ltd.)	Yes						\$10.00			
24-Mar-15	Accommodation in Medicine Hat for Provincial HAC meetings (Clarion Hotel and Conference Centre)	Yes					\$88.99	7885 HALVE			
25-Mar-15	Cab from home to YEG re: trip to Vancouver to interview people re: AICE and AHS Board (Prestige Transportation)	Yes						\$72.00			
25-Mar-15	Cab from YVR to Sheraton Wall Centre Hotel (Maclure's Cabs)	Yes						\$40.00			
25-Mar-15	Cab from Sheraton Wall Centre Hotel to Vancouver Health Authority (Vancouver Taxi)							\$15.00			
	Total: (amount auto fills to	page 1)		\$0.00		\$0.00	\$88.99	\$413.27	\$0.00	0.00	\$0.00

For payment please submit to the Official Administrator office:

OA & COMMITTEE MEMBER Mileage Rate

14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Von Whiting

0.505

Total Mileage

Mar 3/15

DR. CARL. G. AMRHEIN Harch 08/2015 Rest Ap.

PRESTIGE TRANSPORTATION 10135 31 Avenue NW Edmonton AB T6N-1C2 780-463-5000

Term Id:4582412509440 Item #:1170 USA PURCHASE

APPROVED

AMOUNT

CAD\$72.00



Date: 2015/03/29 Time: 00:18:34 Response: AUT

CUSTONER COPY

Cab from Home
to Dirport (4E6)
re: trip to Montreal
(Concordia University
presentation)



1425 rue de la Montagne, Montreal, Qc. Canada H3G 1Z3 Telephone/Telephone: (514) 285-5555 Telecopieur/Fax: (514) 849-8903 Sans frais/Toll free: (866) 563-9792

Mr. Carl Amrhein

Canada

Chambre/Room:

03-03-15

Carraua

Arrivee/Arrival:
Depart/Departure:

03-04-15

Page No .:

1 of 1

Co.:

Concordia University

No. de facture/Folio No.:

No. de Reservation/Conf. No.:

Caissier/Cashier:

FOLIO CLIENT/GUEST FOLIO

Date	Description		Charges/Debit	Credit/Credit
03-04-15	La Societe Restaurant		94.07	
03-04-15	Mastercard		·	94.07
	son du Globe and Mail. Si refuse, mon compte \$ (lundi au vendredi) ou de 2,00\$ (samedi).	Total	94.07	94.07
	very of the Globe and Mail. If refused a \$1.00 .00 (Sat.) credit will be applied to my account.	Solde/Balance Due	0.00	and the second s

TPS/GST Sommaire/Summary

Chambre/Room 5% N&B/F&B 5% Autre/Other 5%

TVQ/PST Sommaire/Summary

0.00	Chambre/Room 9.975%	0.00
0.00	N&B/F&B 9.975	0.00
0.00	Autre/Other 9.975%	0.00

TPS: R140411794

TVQ:1017622788

Signature du client/Guest Signature

INESS Brookast sold of Brooks for Joseph for Joseph Joseph

LA SOCIETE BISTRO

1415 de La Montagne Montreal, Quebec Tel: (514) 507-9223

Employ: Table : Client:

Factu: Date : 2 19 13-04 Heure: 08:56:45

1 Cappucino - Diana 1 Maple Parfait - Vice P 1 Sandwich dejeuner - Call 1 OMELETTE Herbes - CEO 1 Open Food

1 Fruit Berry Cup - Dicae 1 Fresh Orange Juice

Reg Coffec

SOUS TUTAL: TPS (803943687): TVQ (1219112111):

70,50 3,53 7,04

TUTAL:

81,07

RMPOST:

81,07

Merci de vous joindre a nous!
Reservez votre prochaine visite @
www.lasociete.ca

Visitez notre restaurant a Toronto

Pourboire non inclus Merci Tip not included Thank you

GST# 803943687 RT0001 QST# 1219112111 TQ0001

TPS: 3,53 \$ TVQ: 7,04 \$

Total: 81,07 \$

FACTURE ORIGINALE



2015-03-04 09:11:17 MEV:14457101-10028376 BISTRO LA SOCIETE

1425 RIF DE LA MONTAGNE MONTREAL

Break fort Drano Coul Raine CEO-INESS

RECEIPT	
CALL NO	DATE MICES 19/15
CAB NO	AMOUNT \$ 20,00
DRIVER'S NAME	
FROM	te Report to Hotel
NOTE: AMOUNT SHOWN ABOVE Driver is an Independent Contract may be claimed as "NOTIONAL" registration number, not Co-op C	ctor, any HST Input Credit (if applicable) or applied to driver's

Thursday breakest

INTERCONTINENTAL TORONTO
***SIGNATURES RESTAURANT**
H.S.T. #855206975

2
GST 3 05MAR'15 8:26AM
3 2 farm eggs @ 15.00 45.00 3 @ 3 75 Brewed Coffee 11.25 1 Fish Orange Jc 3.75 2 Toast @ 4.00 8.00
F00D 68.00 H.S.T. 8.84 Total Due \$76.84
0001
TOTAL: 80.89
NAME(PRINT):
ROOM NO:
SIGNATURE:
Don Lowy. Cool Smoken David Waylor

Thursday Bootsfast
INTERCONTINENTAL TORONTO
***SIGNATURES RESTAURANT**
H.S.T. #855206975

. PO	2
05MAR'15 12:40F	GST 3
1 Onion Soup 1 ***:********** 1 Arugula Salad 2 Green Side @ 4.50 1 Brewed Coffee 1 Tea 1 Ahi Tuna 1 Ahi Tuna	12.00 11.00 9.00 3.75 3.75 16.00
F000 H.S T. Total Due \$80 TIP:	71.50 9.30 .80 %
NAME(PRINT): ROOM NO:	80
SIGNATURE:	
Anne-Mane Aprin Don Car	()

TORONTO AIRPORT HILTON 460.28

BLISS RESTAURANT
CHECK:
TABLE:
SERVER:
DATE:
CARD TYPE:
ACCT #:
EXP DATE:
AUTH CODE:
CARL G. AMKHEIN

SUBTOTAL: 345.78

TIP: 55.00

TOTAL Q0.28

Signature

Dinner Thursday anne Marie Aplum Corl Don Lowry Michelle di Ewannel Cewer Sunth Barry (Sunny brook) TORONTO AIRPORT HILTON
BLISS RESTAURANT & BAR
S T # 84115 8926 RT0003

05MAR' 13 0.301 M

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1	Chi	ck	Ma	rsa	ala				21	. 5	0	
1	Gri	11e	d	Sa	lmo	n			27	, 5	0	
1	Pae	11a							28	. 5	0	
1	Mac	En	tr	ее					15	. 5	0	
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	TAX								39	. 7	8	
: 3	8 T	ota	1	Due	9		CD	N\$3	345	.7	8	
	3 2 1 1 1 1 1 2	3 Cae: 2 Cau 1 Chi: 1 Gri 1 Pae 1 Mac 2 @ 2 Sca Sub TAX	3 Caesar 2 Cauli 1 Chick 1 Grille 1 Paella 1 Mac En 2 @ 29.5 Scallo SubTot	3 Caesar S 2 Cauli So 1 Chick Ma 1 Grilled 1 Paella 1 Mac Entr 2 @ 29.50 Scallops SubTotal TAX	3 Caesar Sala 2 Cauli Soup 1 Chick Marsa 1 Grilled Sa 1 Paella 1 Mac Entree 2 @ 29.50 Scallops&Sh SubTotal TAX	3 Caesar Salad 2 Cauli Soup @ 1 Chick Marsala 1 Grilled Salmo 1 Paella 1 Mac Entree 2 @ 29.50 Scallops&Shri SubTotal	3 Caesar Salad @ 2 Cauli Soup @ 8. 1 Chick Marsala 1 Grilled Salmon 1 Paella 1 Mac Entree 2 @ 29.50 Scallops&Shrimp SubTotal TAX	2 Cauli Soup @ 8.50 1 Chick Marsala 1 Grilled Salmon 1 Paella 1 Mac Entree 2 @ 29.50 Scallops&Shrimp SubTotal TAX	3 Caesar Salad @ 9,00 2 Cauli Soup @ 8.50 1 Chick Marsala 1 Grilled Salmon 1 Paella 1 Mac Entree 2 @ 29.50 Scallops&Shrimp SubTotal TAX	3 Caesar Salad @ 9,00 27 2 Cauli Soup @ 8.50 17 1 Chick Marsala 21 1 Grilled Salmon 27 1 Paella 28 1 Mac Entree 15 2 @ 29.50 Scallops&Shrimp 59 SubTotal 306 TAX 39	3 Caesar Salad @ 9,00 27.0 2 Cauli Soup @ 8.50 17.0 1 Chick Marsala 21.5 1 Grilled Salmon 27.5 1 Paella 28.5 1 Mac Entree 15.5 2 @ 29.50 Scallops&Shrimp 59.0 SubTotal 306.0 TAX 39.7	3 Caesar Salad @ 9.00 27.00 2 Cauli Soup @ 8.50 17.00 1 Chick Marsala 21.50 1 Grilled Salmon 27.50 1 Paella 28.50 1 Mac Entree 15.50 2 @ 29.50 Scallops&Shrimp 59.00 SubTotal 306.00 TAX 39.78

TIP:

TOTAL:

ROOM#

iAME(PRINT)

SIGNATURE PLEASE PAY YOUR SERVER

CAB NO	QUNT \$ 18 t
DRIVER'S NAME	
20000000 00 00 00 00 00 00 00 00 00 00 0	
to Stake's fort	intercour



03-06-15

Mr Carl Amrhein	Folio No. :	Room No. :
	A/R Number :	Arrival : 03-04-15
	Group Code :	Departure : _03-06-15
	Company	Conf. No. :
	Membership No.	Rate Code:
	Invoice No.	Page No. : 1 of 2
	Cashier No.	
	User ID	HST#

Date		Description	Charges	Credits
03-04-15	*Accommodation		162.00	1
03-04-15	Destination Fee @ 2.66%		4.30	
03-04-15	DF HST (13%)		0.56	
03-04-15	HST 13% on Rooms		21.06	1 [0:
03-05-15	Signatures Brkfst - Food		88.84	- Noyle
03-05-15	Signatures Restaurant		93.80	- Lunch
03-05-15	*Accommodation		162.00	(
03-05-15	Destination Fee @ 2.66%		4.30	
03-05-15	DF HST (13%)		0.56	
03-05-15	HST 13% on Rooms		21.06	ل
03-06-15	MasterCard			558.48

\$187.92 + 2 = \$375.84



03-06-15

The description of the second	Mr Carl	Amrhein	Folio No. : A/R Number : Group Code : Company : Membership No.: Invoice No. : Cashier No. : User ID :		Room No. Arrival: Departure: Conf. No.: Rate Code: Page No.: HST#:	03-04-15 03-06-15 2 of 2
your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon. Balance 0.00 CAD 0.00 CAD 0.00 CAD Approval Code Approval Amount 558.48 HST 13% on Rooms DF HST (13%) DF HST (13%) 0.00 CAD	Date		Description		Charges	Credits
Approval Code Approval Amount 558.48 Balance 0.00 CAD 0.00 CAD 0.00 CAD 42.12 CAD 0.00 CAD 0.00 CAD 1.12 CAD 0.00 CAD 0.00 CAD	your accou	nt. Please tell us about your	stay by writing a review here - www.ihg.com/reviews.	Total	558.48	558.48
Approval Code Approval Amount 558.48 HST 13% on Rooms 42.12 CAD 0.00 CAD 0.00 CAD 0.00 CAD 0.00 CAD 0.00 CAD 0.00 CAD	We look fo	rward to welcoming you back	(soon.	Balance	0.00	CAD
Approval Amount 558.48 0.00 CAD DF HST (13%) 1.12 CAD 0.00 CAD 0.00 CAD	Appro	oval Code			0.00 0.00	CAD CAD
DF HST (13%) 1.12 CAD 0.00 CAD	* · · · · · · · · · · · · · · · · · · ·		HST 13% on Rooms			
0.00 CAD			DF HST (13%)			

If you have any questions, please contact the accounting department at (416) 324-5869 or fax (416) 324-5895

Guest Signature:	

I have received the goods and / or services in the amount shown heron. I agree that my liablity for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

S: Snack or Brunch M: Meal (Non Specific) K: Continental breakfast

IN F: Food for purchase on board All Air Canada Café purchases made on board Air Canada and Air Canada rouge flights, as well as on Air Canada Express flights operated by Jazz, are payable only with Visa, MasterCard and American Express credit cards.

Passenger Information

1: Dr Carl G Amrhein: Adult (16+), Ticket Number

Air Canada - Aeroplan :

Payment Card: Seat Selection: None

Meal Preference: Special Needs:

Regular

None

2: Mr Ellen Calabrese amrhein : Adult (16+), Ticket Number Frequent Flyer Prog:

None

Meal Preference:

Regular

Payment Card: Seat Selection:

None

Special Needs:

None

Purchase Summary

Fare Summary	ar man securitari di serimanno sociatori della constitución della cons	Appendix of the approximate of the appendix of
Passenger Type	Adult	
Air Transportation Charges		
Base Fare	1257.00	
Carrier surcharges	414.00	
Taxes, Fees and Charges		
Canada Airport Improvement Fee	34.00	
U.K. Passenger Service Charge	78.77	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.50	
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	0.52	
U.K. Air Passenger Duty	258.46	+
Air Travellers Security Charge (ATSC)	25.91	0 01211
Total before options (per passenger)	2070.16	Barroa
Number of passengers	× 2	~0
Total with options	4140.32	Clame
Travel Insurance (declined)	0.00	ael
Grand Total - Canadian dollars	\$4140.32	

Payment Information

\$2070-16 Amount paid: \$4140.32 Credit/Debit Card The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$2070.16 (Airfare - per adult)

Ticket number(s):





Notice of change in Itinerary

PLEASE CONTACT US IMMEDIATELY AT THE NUMBER BELOW IF YOU HAVE ANY QUESTIONS CONCERNING THIS SCHEDULE CHANGE NOTICE.

Thank you for choosing Air Canada.

Please print this new itinerary and keep with your original for your reference.

Main Contact Information

Booking reference:



Name:

Dr Carl Amrhein

E-mail:

Customer Care

Air Canada Reservations 1-888-247-2262

Air Canada Flight Information 1-888-422-7533

International Reservations

Alert me of flight changes Flight notification

Updated Flight Itinerary

Flight	From	То	Aircraft	Cabin (Booked class)	Status
AC251	Edmonton International (YEG)	Vancouver (YVR)	320	Economy (B)	Confirmed
	Mon 09-Mar 2015	Mon 09-Mar 2015			
	15:15	16:05 - TERMINAL M -MAIN			
AC854	Vancouver (YVR)	London Heathrow (GB) (LHR)	77W	Premium Economy (E)	Confirmed
	Mon 09-Mar 2015	Tue 10-Mar 2015			
	19:35 - TERMINAL M -MAIN	11:50 - TERMINAL 2			
AC855	London Heathrow (GB) (LHR)	Vancouver (YVR)	77W	Premium Economy (N)	Confirmed
	Wed 18-Mar 2015	Wed 18-Mar 2015			
	14:25 - TERMINAL 2	17:05 - TERMINAL M -MAIN			
Seat number(s) re	equested: 14H 14K				
AC246	Vancouver (YVR)	Edmonton International (YEG)	E90	Economy (B)	Confirmed
	Wed 18-Mar 2015	Wed 18-Mar 2015			
		22:29			

Previous Flight Itinerary



Flight	From	То	Aircraft	Cabin (Booking class)	Status
AC154	Edmonton International (YEG) Mon 09-Mar 2015	Toronto Pearson (YYZ) Mon 09-Mar 2015	320	Economy (B)	Confirmed
	16:00	21:40			
Seat number(s)	requested:				
AC858	Toronto Pearson (YYZ) Mon 09-Mar 2015	London Heathrow (GB) (LHR) Tue 10-Mar 2015	333	Economy (V)	Confirmed
	23:55	11:00			
Seat number(s)	requested:				
AC855	London Heathrow (GB) (LHR)	Vancouver (YVR)	77W	Premium Economy (N)	Confirmed
	Wed 18-Mar 2015	Wed 18-Mar 2015		Economy (N)	
	14:25	17:05			
Seat number(s)	requested:				
AC246	Vancouver (YVR) Wed 18-Mar 2015	Edmonton International (YEG) Wed 18-Mar 2015	E90	Economy (B)	Confirmed
	19:55	22:29			
Seat number(s)	requested:				

Passenger Information

Passenger 1

Name: Frequent Flyer Pgm: Air Canada Aeroplan

Dr Carl Amrhein

Ticket number:

Program number:

If the flight for which you have a confirmed upgrade has been cancelled and we were not able to rebook you in the Business Class cabin, any eUpgrade Credits or frequent flyer miles/points that were used for the initial upgrade will be returned to your account.

You can change your new seat assignment by going to the Manage My Bookings tab on aircanada.com. If you wish to change your new flight, please contact Air Canada Reservations.

You can check in for your flight at any time within 24 hours of departure when you use our convenient Web check-in or Mobile check-in options, or within 12 hours at one of our self-service check-in kiosks located in most of the airports Air Canada serves.

You must obtain your boarding pass and check-in any baggage by the check-in deadline shown below.

Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline shown below. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

Travel	Recommended check-in Time	Check-in Deadline	Boarding Gate Deadline
Within Canada	90 min.	45 min.	20 min.
To/from the US	120 min.	60 min.	20 min.
International (incl. Mexico & Caribbean)	120 min.	60 min.	30 min.
From Toronto City Airport, Ontario Canada	60 min.	20 min.	20 min.
From Caracas, Venezuela	180 min.	90 min.	60 min.
From Tel Aviv, Israel	180 min.	75 min.	60 min.

Note: If your itinerary now includes a flight operated by another airline, please refer to the code share flights page as baggage allowance and fees may vary with other carriers.

DR. CARL A AHRHEIM.

Heavel 09/2015

Res Ap.

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB 16H-1C2
780-463-5080

Term Id:4502412509440

Item #:1171
UISA PURCHASE
OP Id:14005
Card

APPROVED

AMOUNT CAD\$72.00

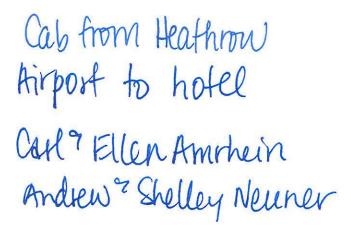
Ref. 1

EDMPRESTIGE.COM
Thank you for being our guest
651 862184769

Date: 2015/03
Response: AUTI
CUSTOMER COPY

Oals from Home to apport (456) re: UK meltings







Cab from Hotel to Euston Sg. / ucl/ cac

\$157.22 CAD



Cab from Euston Square to Hotel.

LICENSED TAXI FROM FARE SIGNATURE **ALWAYS USE A LICENSED TAXI**

Cab from hotel - CQC - Finsbury Row

Licensed London Black Taxi Receipt

Amount: £...

For your FREE SIM visit www.lycamobile.co.uk

Thank you for using Licensed London Black Taxi

Email: clivenaturalman@yahoo.com

N. C. Promo

www.clivenatural.com

Cab from Health toundation to Hotel



\$28-34 CAD

Issued by FIL Investments International, authorised and regulated by the Financial Conduct Authority.

Cab from hotel to ubterloo Stn.



ALWAYS USE TRADITIONAL LONDON TAXI-CABS
THANK YOU FOR YOUR BUSINESS

\$28.34 CAD

Cals to hotel

Mar 18/15

DR. CARL. Q. AMRHERO Marrets 18/2015 Ap> Res.

PRESTIGE TRANSPORTATION 10135 31 Avenue HW Edmonton AB T6H-1C2 780-463-5000

Ierm Id:4502412509440 Item #:1172 VISA PURCHASE OP Id:1 Card #:

AMOUNT

CAD\$72.00

Ref But BOOK on line at EDMPRESTIGE.COM Thank you for being our guest GST 862184769

Date: 2015/03/30 Time: 09:21:58 Response: AUT

CUSTOMER COPY

Cab from 4E6 to Home 1e: UK meetings. DR. CARC AMRHELD.

Newch 23 | 2015

Res) Ap.

PRESIIGE TRANSPORTATION
10135 31 Avenue HW
Edmonton AB 16H-1C2
788-463-5000

Ierm Id:4502412509440

Iten H:182

UISA PURCHASE
OP Id:114995
Card

APPROUED

AMOUNT

CAD\$72.00

Ref
Aut

EDMPRESTIGE.COM
Thank you for being our guest
6ST 862184769

Date: 2815/84/01

Response: AUT

****CUSTOMER COPY****

RECE	IPT .	DATE _	1ar 23	115
From: M	4ANDON	/	/	
To: Clar	ion t	tel	400	1
Driver:	SK "		Cas	H
Amount:	6,90	1	ar#	,3
Thank You	3/10.	Oct .	Have a Nice	Day

Cab from Medicine Hat Airport to Clarion Hotel for HAC meetings.

Cab from Home to sirport (4E6)



AMRHEIN, CARL G DR

CHOICE privileges

Clarion Hotel & Conference Centre (CN841)

954 7th Street S.W. Medicine Hat, AB T1A 7R7 403-527-8844 GM.CN841@choicehotels.com Account

Date: 3/24/15

Room spo

Arrival Date: 3/23/15 Departure Date: 3/24/15

Check In Time: 3/23/15 10:21 AM Check Out Time: 3/24/15 6:28 AM

Rewards Program ID:

You were checked out b

Total Balance Due: 0,00

Post Date	Description	Comment	Amount
3/23/15	Visa Payment		(88,99)
3/23/15	Room Charge		80,10
3/23/15	Goods & Services Tax		4,09
3/23/15	Tourism Levy		3,20
3/23/15	Destination Marketing Fee		1,60
		Folio Summary 3/23/15 - 3/23/15	
	Room Charge		80,10
	Destination Marketing Fee		1,60
	Goods & Services Tax		4,09
	Tourism Levy		3,20
	Visa Payment		(88,99)
		Balance Due:	0,00

LD X______

Mar 25/ DR. CARL AMRHEIN. March 25/2015.

Res > Ap.

PRESTIGE TRANSPORTATION 18135 31 Avenue HW Edmonton AB T6H-1C2 788-463-5000

APPROVED

THUOMA

CAD\$72.00

EDMPRESTIGE.COM Thank you for being our guest 651 862184769 Date: 2015/04/0 Response: AU

CUSTOMER COPY

Cab from Home to dirpost (YEG)

WACLURE'S CABS 1275 W. 75TH AVE VANCOUVER, BC, V6P3G4 6048311111





Cab from home to YEB re: trip to Vencouver to interview people re: AICE & AHS BOARD.



AHS - AP Processing - Internal Use Only		
Voucher#	4,6,500	
Naming Convention:		
T4A/NR Applicable? - If yes, indicate line & amt		

OFFICIAL ADMINISTRATOR AND COMMITTEE MEMBER REMUNERATION AND EXPENSE CLAIM FORM

SECTI	ON 1: PAY	EE INFORM	ATION		-XI LIVOL	OL/AIIII I	Ortivi		
Name:	Dr. Carl G	6. Amrhein		Vendor# (if known)			Expense Month:	e Period	Már-15
Address	:		•	City:	Edmonton		Provinc	e:	АВ
Postal C	ode:	•		Country:	Canada		Phone #	t:	
	for Expense siness Case	Expenses incur Service Reloca	red in relation to my w tion and Employment I	ork as Official Adr Expenses Regulat	ninistrator of Alberta F	Health Service:	s and filed	l in accord	ance with the Public
SECTION	ON 2: FINA	ANCE CODIN	G & TOTAL CLAI	М		1900	-196	101	
Des	cription	Corp/BU/O	Location (If applicable)	<u>c</u>	Functional entre/Primary	The same of the sa	ense/ ary Acct	(Note: Th	<u>Total</u> his column will auto fill)
Meals (A)	101	0005	71	110300000	4500	0000	MER LI	\$0.00
Travel Ex	кр (B+C+E)	101	0005	71	110300000	6221	2000	10/10/27	\$61.25
Other (D)	V	101	0005	71	110300000	4109	0000		\$0.00
			W			TOTAL PAY	MENT	-1051-11	\$61.25
Ratio	nale is Re	quired for ex	penses that are	not Cost Effe	ctive: (supporting a	nalysis and do	cumentati	ion must b	e attached to this form)
				SECTION 3: A	UTHORIZATION			IIII III III III III III III III III I	
I attest that	I have read and	understand all applica	ble policies of Alberta Healt	th Services that pertain	to these expenses, and cor	nfirm expenses be	ing claimed a	are in compli	ance with such policies.
	expenses enclose any other Organi		valid business purposes for	Albe rta Heal th Service	es and that this claim has no	ot been previously	claimed by r	me or on my	behalf from Alberta Health
PERSONAL CONTRACTOR	W W District Garage		been incurred by using	ost effective method, o	therwise rationale and supp	porting analysis is	provided abo	ove.	
	(Print Name)		nature: I, by signing this fo		npliant to all the above statem		Date Apr. 1		Phone#
I attest that	I have read and	understand all applica	ble policies of Alberta Healt	h Services that pertain	to these expenses, and cor	nfirm expenses bei	ng claimed a	are in complia	ance with such policies.
l attest the e		ed in this claim are for							or on their behalf from Alberta
I attest that	expenses submit	ted in this claim have	been incurred by using a co	st effective method, o	therwise rationale and supp	oorting analysis is i	provided abo	ove.	
ACTOR A TRANSPORTED FOR CONTROL OF THE PARTY	d by (Print Na	me) Pos	sition Title/Program (uty Socretary to	Group Cabinet/Dep	uty Clerk Exec. Co	Date apr	120/6	Phone#	
			n compliant with all the above		DOFA Level	Position			-
			ed out by Accounts Payab authorized payment requi			to departments for	or mailing.		
Health and P of Privacy (Fi	ersonal information	on on this form is collected vely, for the purpose of		ity of section 20(b) of th to Pay program. For mo	e Health Information Act (HIA re information, questions or c	A) and sections 33(concern about the c	c) and 34(2) of	of the Freedor	m of Information and Protection e of your health personal

For payment please submit to the Official Administrator office:

14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Von Whiting

Created: November 01, 2013 Rev 4 eff March 06, 2015

Carry fo	orward from Section 1						The same of the sa				
Name:	Dr. Carl G. Amrhein			Vendora (if known					e Period		
Com	pletion of the "cost effect	ive metho Requ	d used" (uired in tl	Column	is requ	ired. If y Require	ou select " ed" section	Month: No" in this colu above	mn, Furth	er Expiai	nation is
SECTIO	N 4A: OFFICIAL ADMIN								JM		
	Description: (include	Cost	Meal (A	llowance	OR Red	ceipt)(A)		2000			Bourell Only
<u>Date</u>	purpose of trip, mode of	Effective	Allow	/ance	With	Receipt	Accom- modation	Transportation (Flight, Car Rental,	<u>Other</u>	Mileage	
	travel, starting point, details of expenditure)	method used?	Meal Type	Allow- ance	Meal Type	With Receipt	(B)	Fuel, Parking, Taxi) (C)	(Itemize) (D)	<u>km</u> (E)	Committee Meeting Fee (F)
25-Mar-15	Authority to Sheraton Wall Centre Hotel re: trip to Vancouver to interview people re: AICE and AHS Roard (Black Top & Checker	Yes						\$15.00			
25-Mar-15	Cab from Sheraton Wall Centre Hotel to Teck Resources (MacLure's Cabs)	Yes						\$8.00			
25-Mar-15	Cab from Teck Resources to office of Liz Watson (MacLure's Cabs)	Yes						\$10.00			
25-Mar-15	Cab from office of Liz Watson to Sheraton Wall Centre Hotel (Yellow Cab)	Yes						\$15.00			
30-Mar-15	Parking in Calgary for Council of Chairs meeting (Alberta Health Services South Campus)	Yes	TO A	7. Take		122	· · · · · · · · · · · · · · · · · · ·	\$13.25			
5W	16	- W. (4)					Andrews				
n-2 v											
							ē				
	Total: (amount auto fills to	page 1)		\$0.00		\$0.00	\$0.00	\$61.25	\$0.00	0.00	\$0.00
		OA C	ТТІММС	EE MEN	MBER	Mileage	Rate	0.505	Total M	ileage	\$ -

For payment please submit to the Official Administrator office: 14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Von Whiting

angelines.	604-683-6666
GAES 1984	604-731-9211
1275 W. 75th Axe., Vancouver, BC V6P 3G4 Received From:	Date: 25MARIS
Tock (Thompson	\$8/
From: VOO	To: 20
Cab No.:	Drive
Visit www.maclurescabs.ca or	ourier • Serving you since 1911 email: contactus@maclurescabs.ca GST# R121458582

Parties 1984 1/25 M 2616 Res Comports BC V6P 3G4 Received Fronti-	604-683-6666 604-731-9211 Date: 2 JMAR/15
From: WALL	To: 601 w. busiday
Visit www.maclurescabs.ca or	Driver:



RECEIPT

Alberta Health
Services
South Campus
RECEIPT
ENTRY DATE/TIME:
30.03.15 09:41
EXIT DATE/TIME:
30.03.15 16:45
PARK-DUR.: HRS:MIN
0:07:04
AMOUNT:
13.25
METHOD OF PAYMENT::
MASTER CARD

Alberta Health Services Calgary Health Region Parling in Calgary re: Mar. 30/15 Council of Chairs Meeting





Executive Expenses Report Direct Billing Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive 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. hotel accommodation, airline tickets, car rental, hosting events and working sessions.
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all other expenses paid by AHS not mentioned above
- Copies of invoices and other relevant back up must be attached including approvals for working sessions/hosting events
- 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

 No □

Name: Carl Amrhein Reporting Period for the Month of: March 2015		
	Name: Carl Amrhein	Reporting Period for the Month of: March 2015

Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2015-03-09	Direct Billing	Transportation	OA Tour Medicine Hat and Lethbridge (see supporting documentation)	Marlin Travel	\$655.96
2015-03-18	Direct Billing	Transportation	Flight change re: OA Tour Medicine Hat and Lethbridge (see supporting documentation)		\$30.11

	Choose One	Choose One	
	Choose One	Choose One	
	Choose One	Choose One	
Total Paid in the	Month		\$686.0

MARLIN TRAVEL O-O PERCY HUNT TRAVELGROUP INC MAIN FLOOR, 9929 108TH ST. EDMONTON, AB T5K 1G8

GST Reg#: 285101915

Branch: Agent:

To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER

> 10030-107 ST **EDMONTON AB CA T5J 3E4**

Invoice Number:

Date:

March 9, 2015

Page:

Our Reference:

INVOICE

For

DR CARL G AMRHEIN

AC

Monday, March 23, 2015

≪ Air

AIR CANADA

From: EDMONTON INTL AB

To:

AB CALGARY

0 Arrival: 23Mar15 Stops:

AIR CANADA E

AIR CANADA CONFIRMATION

TICKET NUMBER

SEAT 3D

Flight: 8133

07:00 AM Equipment: DH4

07:53 AM

Mile(s) Flown: 163

Air Air

To:

AIR CANADA

From: CALGARY

AB

MEDICINE HAT

Stops: 0 Arrival: 23Mar15

AIR CANADA E

AIR CANADA CONFIRMATION

TICKET NUMBER

SEAT 2A

Flight: 7229

L CLASS

L CLASS

09:15 AM Equipment: BEH

10:10 AM

Mile(s) Flown: 164

Air

AIR CANADA

From: MEDICINE HAT

To:

Stops:

CALGARY

0 Arrival: 23Mar15

Flight: 7236

L CLASS

08:15 PM Equipment: BEH

09:18 PM

Mile(s) Flown: 164

To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER

10030-107 ST **EDMONTON AB CA T5J 3E4**

Invoice Number:

Date: Page:

2/4

Our Reference:

INVOICE

Monday, March 23, 2015

AIR CANADA E

AIR CANADA CONFIRMATION

TICKET NUMBER SEAT 2B

-Air

AIR CANADA

From: LETHBRIDGE

CALGARY AB To:

Stops:

0 Arrival: 24Mar15

AIR CANADA E

AIR CANADA CONFIRMATION

Flight: 7220

T CLASS

04:30 PM Equipment: BEH

05:18 PM

Mile(s) Flown: 115

To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER 10030-107 ST **EDMONTON AB CA T5J 3E4**

Invoice Number:

Date:

March 9, 2015

Page:

3/4

Our Reference:

INVOICE

Tuesday, March 24, 2015

TICKET NUMBER SEAT 2B

× Air

AIR CANADA

From: CALGARY

To:

EDMONTON INTL AB

Stops:

0

Arrival: 24Mar15

AIR CANADA E

AIR CANADA CONFIRMATION

TICKET NUMBER SEAT 2D

Flight: 8172 T CLASS

06:30 PM Equipment: D8 (300 SERIES)

07:25 PM

Mile(s) Flown: 163

Cost:

AIR CANADA WEI

566.00 89.96 Ticket Total: 655.96

Total:

Grand Total: 655.96 Less Credit Card Payments: 655.96 Credit / Balance Due To This Invoice: 0.00 Total Balance Duc: 0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE ACCEPTED: DECLINED:

DOCUMENTATION REQUIRED: VALID PASSPORT...VISA..TOURIST CARD.. ...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER..... PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.

CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL

24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL

1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT

1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0

OUR PRIVACY POLICY CAN BE FOUND AT WWW,MARLINTRAVEL.CA.

MARLIN TRAVEL O-O PERCY HUNT TRAVELGROUP INC MAIN FLOOR, 9929 108TH ST. EDMONTON, AB T5K 1G8

GST Reg#: 885101915

Branch: Agent:

To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER

> 10030-107 ST **EDMONTON AB** CA T5J 3E4

Invoice Number:

Date: Page:

Our Reference:

March 18, 2015

INVOICE

For

DR CARL G AMRHEIN

AC

Monday, March 23, 2015

K Air

AIR CANADA

From: EDMONTON INTL AB

To: CALGARY AB

Stops: 0 Arrival: 23Mar15

AIR CANADA E

AIR CANADA CONFIRMATION

TICKET NUMBER

SEAT 3D

≪ Air

AIR CANADA

From: CALGARY MEDICINE HAT To:

Stops: 0 Arrival: 23Mar15

AIR CANADA E

AIR CANADA CONFIRMATION

TICKET NUMBER

SEAT 2A

Flight: 8133

L CLASS

07:00 AM Equipment: DH4

07:53 AM

Mile(s) Flown: 163

Flight: 7229 L CLASS 09:15 AM Equipment: BEH

10:10 AM Mile(s) Flown: 164 To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER

10030-107 ST **EDMONTON AB CA T5J 3E4**

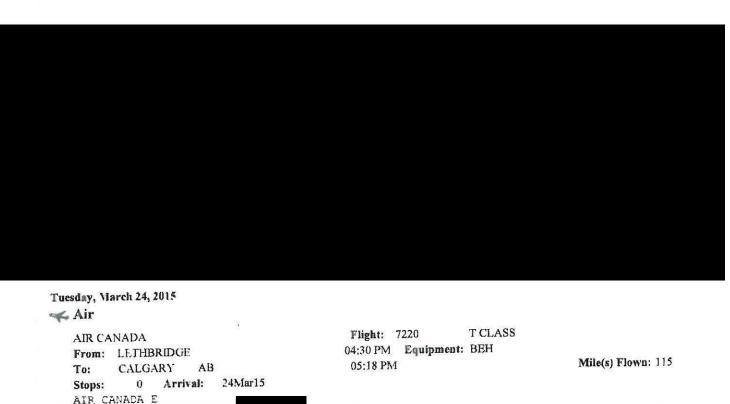
Invoice Number:

Date: Page:

Our Reference:

2/3

INVOICE



AIR CANADA E AIR CANADA CONFIRMATION

TICKET NUMBER

SEAT 2B

≪ Air

AIR CANADA

From: CALGARY EDMONTON INTL AB To: 0 Arrival: 24Mar15 Stops:

AIR CANADA E AIR CANADA CONFIRMATION

TICKET NUMBER SEAT 2D

Cost:

AIR CANADA WEB

TCLASS Flight: 8172 06:30 PM Equipment: D8 (300 SERIES)

07:25 PM

Mile(s) Flown: 163

30.11

To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER 10030-107 ST **EDMONTON AB CA T5J 3E4**

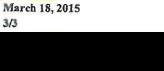
Invoice Number:

Our Reference:

Total Balance Due:

Date: Page:

3/3



0.00

INVOICE

Total: Grand Total: 30.11 Less Credit Card Payments: 30.11 Credit / Balance Due To This Invoice: 0.00 Total Previous Payments: 655.96 **Total Charges Previous Invoices:** 655.96

> I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE ACCEPTED:....DECLINED: DOCUMENTATION REQUIRED: VALID PASSPORT... VISA.. TOURIST CARD... ...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER..... PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE. CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL 24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL 1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT 1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0 OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.