

EXPENSE CLAIM for Board of Directors

The disclosure of expenses for the HQCA Board of Directors reflects our commitment to transparency and accountability, and our responsibility for the sound financial management of public funds. All expenses are in compliance with the HQCA's Allowable Expense Policy and is aligned with the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and Public Disclosure of Travel and Expenses Policy.

HQCA EXPENSE CLAIM for BOARD OF DIRECTORS

CLAIMANT: **GEORGINA ALTMAN**

DATE: For the two months ending October 31, 2016

		CANADIAN FUNDS				
Date	Description of Expense (include # of kilometres)	TRAVEL EXPENSES				
		including airfare, accommodation, meals, taxis, transportation, parking, per diem, etc. Kilometres at \$0.505/km.				
		LOCAL	PROV.	Out of Prov.	GST	Total Amount Claimed
28-Sep-16	Mileage (Home to Calgary Roundtrip; 1118km)		564.59			564.59
28-Sep-16	Hotel		212.97		10.25	223.22
28-Sep-16	Parking		40.00		2.00	42.00
27-Oct-16	Mileage (Home to Edmonton roundtrip; 575km)		290.38			290.38
27-Oct-16	Hotel		155.32		7.47	162.79
TOTALS		0.00	1,263.26	0.00	19.72	1,282.98

TOTAL CLAIM: **1,282.98**

APPROVED BY: A. Fields, Chair, Board of Directors

GUEST FOLIO

Calgary Marriott Downtown Hotel • 110 9th Avenue SE, Calgary, Alberta T2G 5A6 Canada
 T 403.266.7331 • www.calgarymarriott.com • G.S.T. # 86271796 RT0001



ALTMAN/GEORJINA/

09/30/16 12:00

09/29/16 20:14

SPORT:

RWD#:

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
09/28	VALETPRK GL 19110	40.00		
	FROM: ALTMAN/G			
09/28	VALETPRK GL 19110	2.00	J	
	FROM: ALTMAN/G			
09/28	ROOM GL 19110	199.00 ✓		
	FROM: ALTMAN/G			
09/28	ROOM GST GL 19110	10.25	CB	
	FROM: ALTMAN/G			
09/28	3% DMFEE GL 19110	5.89	A	
	FROM: ALTMAN/G			
09/28	T LEVY GL 19110	8.08	I	
	FROM: ALTMAN/G			
09/29	CCARD-VS	265.22		
	SETTLED TO: VISA			

.00

SUMMARY OF TAXES			
DESCRIPTION	TAXED AMOUNT	TAX	
A DESTINATION MKT FEE	.00	5.89	
B 5% GST ROOM	.00	10.11	
C 5% GST OTHER	.00	.14	
D 5% GST INCLUSIVE	.00	.00	
I 4% TOURISM LEVY	.00	8.08	
J 5% GST PARKING	.00	2.00	
L 5% GST OTHER	.00	.00	
NET CHARGES	239.00	TAX 26.22	CREDITS 265.22
			FOLIO .00

WANT YOUR FINAL HOTEL BILL BY EMAIL? JUST ASK THE FRONT DESK!
 SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X _____

To secure your next stay, go to marriott.com

Miss Georgina Altman

Room Number:

Arrival Date: 10-26-16

Departure Date: 10-27-16

Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

10-26-16

Date	Description	Charges	Credits
10-26-16	Deposit Transfer at C/I depsoit for RT		162.79 ✓
10-26-16	Room Revenue	145.00	
10-26-16	Destination Marketing Fee - 3%	4.35	
10-26-16	Tourism Levy - 4%	5.97	
10-26-16	Room GST - 5%	7.47	
Total		162.79	162.79
Balance		0.00	

Signature:

I agree that my liability for all charges 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 or the full amount of these charges. G.S.T. #105631154 RT 0008

EXPENSE CLAIM for Board of Directors

The disclosure of expenses for the HQCA Board of Directors reflects our commitment to transparency and accountability, and our responsibility for the sound financial management of public funds. All expenses are in compliance with the HQCA's Allowable Expense Policy and is aligned with the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and Public Disclosure of Travel and Expenses Policy.

HQCA EXPENSE CLAIM for BOARD OF DIRECTORS

CLAIMANT: **DEBORAH APPS**

DATE: For the two months ending October 31, 2016

		CANADIAN FUNDS				
Date	Description of Expense (include # of kilometres)	TRAVEL EXPENSES				
		including airfare, accommodation, meals, taxis, transportation, parking, per diem, etc. Kilometres at \$0.505/km.				
		LOCAL	PROV.	Out of Prov.	GST	Total Amount Claimed
29-Sep-16	Parking	10.00				10.00
29-Sep-16	Mileage (Home to HQCA Calgary office roundtrip; 48km)	24.24				24.24
26-Oct-16	Mileage (Home to Edmonton hotel roundtrip; 636km)		321.18			321.18
27-Oct-16	Taxi (Hotel to meeting)		16.19		0.81	17.00
27-Oct-16	Taxi (Meeting to hotel)		14.29		0.71	15.00
26-Oct-16	Dinner (lost receipt; eligible amount claimed)		20.75			20.75
TOTALS		34.24	372.41	0.00	1.52	408.17

TOTAL CLAIM: 408.17

APPROVED BY: A. Fields, Chair, Board of Directors

Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

Terminal 642/66234960
Driver 4825
16/10/27 15:27:19

VISA
Card : 

Ref # 0010010450 C
Auth # 015793

PURCHASE
FARE : \$ 15.00

TOTAL : \$ 15.00

APPROVED - THANK YOU
(01-027)


IMPORTANT: Retain this
copy for your records

Customer Copy

Thank you for choosing
Co-op taxi

PARKING RECEIPT

HQCA Parking
for
RECEIPT *km*



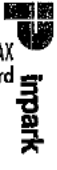
License Plate Number


Expiration Date/Time
06:00 PM
SEP 29, 2016

Purchase Date/Time: 08:16am Sep 29, 2016
Total Due: \$10.00 Rate: DAILY MAX
Total Paid: \$10.00 Payment Type: Card

Setting: Lot 284
Mach Name: Lot 284-1

Auth #: 013983

Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

CASH RECEIPT

TERMINAL: 104
DRIVER : 5093
TRIP #: 10601336
2016/10/28 08:37:45

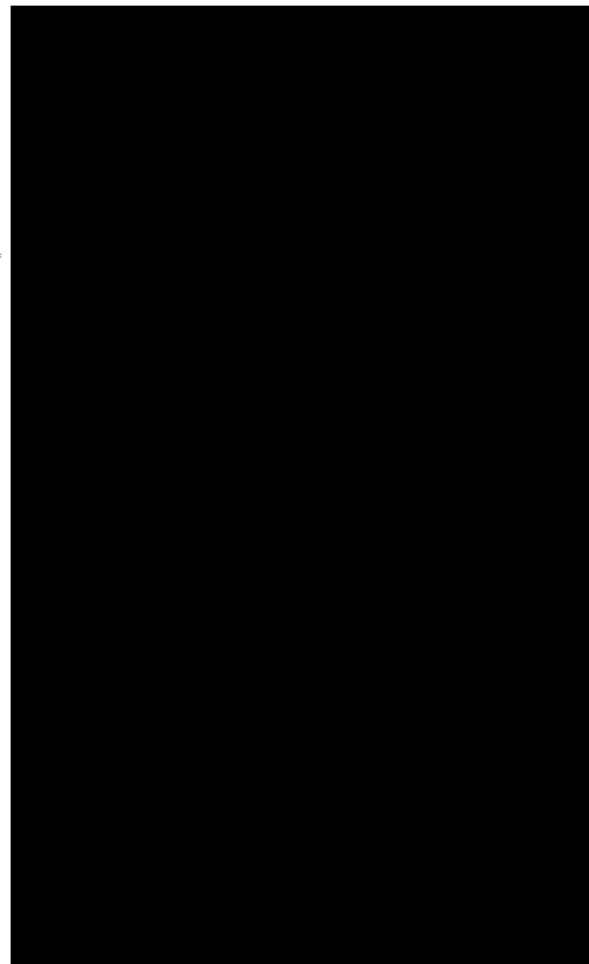
FARE : \$ 17.00

TOTAL: \$ 17.00

Thank you for choosing
Co-op Taxi

fare
14.29
GST
.71

fare
16.19
GST
.81



EXPENSE CLAIM for Board of Directors

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HQCA EXPENSE CLAIM for BOARD OF DIRECTORS

CLAIMANT: DR. ROBIN COX

DATE: For the two months ending October 31, 2016

		CANADIAN FUNDS				
Date	Description of Expense (include # of kilometres)	TRAVEL EXPENSES				
		including airfare, accommodation, meals, taxis, transportation, parking, per diem, etc. Kilometres at \$0.505/km.				
		LOCAL	PROV.	Out of Prov.	GST	Total Amount Claimed
12-Sep-16	Airfare		362.25		18.11	380.36
17-Sep-16	Taxi		57.14		2.86	60.00
17-Sep-16	Taxi		57.14		2.86	60.00
17-Sep-16	Parking		27.95		1.40	29.35
27-Oct-16	Hotel		175.68		8.45	184.13
TOTALS		0.00	680.16	0.00	33.68	713.84

TOTAL CLAIM: 713.84

APPROVED BY: A. Fields, Chair, Board of Directors

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

DATE 2016/09/17
TIME 2470 14:25:10
INVOICE # 634

PURCHASE
TOTAL

\$60.00

APPROVED

AUTH# 053020 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST#133768135

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

DATE 2016/09/17
TIME 5340 08:21:45
INVOICE # 634

PURCHASE
TOTAL

\$60.00

APPROVED

AUTH# 043418 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST#133768135

RECEIPT
GST NO. R122556194

EXIT No. A4
IN: 09/17/16 05:50
OUT: 09/17/16 16:52
DURATION: 0 11:02
PAID: \$ 29.35
(GST INCLUDED)

REF. 31
THANK YOU FOR
YOUR VISIT

00 FIVVYC
YYC
CALGARY INTERNATIONAL
AIRPORT

AIR CANADA 

YOUR BOOKING IS CONFIRMED



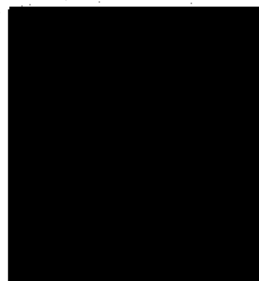
Booking Reference 

Travel booked/ticket issued on: 12 September 2016

Passengers



Mr. Robin Cox



Depart

Travel Options

Seats



none

AC8130

Return



none

AC8151



Depart

Economy Flex

Saturday
17 Sep, 2016

07:00
Calgary
Calgary Intl. (YYC), Canada



07:54
Edmonton
Edmonton Intl. (YEG), Canada



AC8130

0 hr 54

Operated by Air Canada Express - Jazz Dash 8-300 |
Flex, W

Saturday
17 Sep, 2016

15:40
Edmonton
Edmonton Intl. (YEG), Canada



16:36
Calgary
Calgary Intl. (YYC), Canada



0 hr 56

Operated by Air Canada Express - Jazz Dash 8-300 |
Flex, W

Purchase summary

Amount paid: \$380.36

Full details can be found in your
attached Itinerary/Receipt

Tax information

1 Adult

Canada Goods and Services Tax
(GST/HST #10009-2287 RT0001):
\$18.11



Air Transportation Charges

1 Adult

288.00



Taxes, fees and charges

92.36


GRAND TOTAL
Canadian dollars

\$380.36



CANADA, U.S.: 1 (888) 247-2262

AIR CANADA 

A STAR ALLIANCE MEMBER 

One night
(Oct 26, 2016)
\$184.13 ✓

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

Robin Cox

Page Number : 1 Invoice Nbr: [REDACTED]
Guest Number: [REDACTED] Arrive Date: 26-OCT-16 19:54
Folio ID : A Depart Date: 28-OCT-16 06:25
No. Of Guest: 1
Room Number : [REDACTED]
Room Rate : 164.00
Club Account: [REDACTED]

Email: [REDACTED]

Tax Invoice

Tax ID: 815461330RT0001

The Westin Edmonton 28-OCT-16 06:25 [REDACTED]

Date	Reference	Description	Charges	Credits
26-OCT-16	RT541	Room Charge	164.00	
26-OCT-16	RT541	GST	8.45 ✓	
26-OCT-16	RT541	Destination Marketing Fee	4.92	
26-OCT-16	RT541	Tourism Levy	6.76	
27-OCT-16	RT541	Room Charge	164.00	
27-OCT-16	RT541	GST	8.45	
27-OCT-16	RT541	Destination Marketing Fee	4.92	
27-OCT-16	RT541	Tourism Levy	6.76	
28-OCT-16	[REDACTED]			-368.26
** Total			368.26	-368.26
*** Balance			0.00	

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Continued on the next page

Book your next Westin Weekend at westin.com/weekend

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HQCA EXPENSE CLAIM for BOARD OF DIRECTORS

CLAIMANT: DR. ANTHONY FIELDS

DATE: For the two months ending October 31, 2016

		CANADIAN FUNDS				
Date	Description of Expense (include # of kilometres)	TRAVEL EXPENSES				
		including airfare, accommodation, meals, taxis, transportation, parking, per diem, etc. Kilometres at \$0.505/km.				
		LOCAL	PROV.	Out of Prov.	GST	Total Amount Claimed
8-Sep-16	Airfare - YEG to YYC roundtrip		358.00		17.90	375.90
8-Sep-16	Taxi		23.43		1.17	24.60
8-Sep-16	Taxi		30.48		1.52	32.00
8-Sep-16	Parking		23.81		1.19	25.00
28-Sep-16	Airfare - YEG to YYC		179.00		8.95	187.95
29-Sep-16	Airfare - YYC to YEG		271.12		13.56	284.68
29-Sep-16	Hotel - Elan		215.16			215.16
29-Sep-16	Taxi		43.81		2.19	46.00
29-Sep-16	Taxi		12.38		0.62	13.00
5-Oct-16	Parking	9.52			0.48	10.00
27-Oct-16	Parking	23.81			1.19	25.00
31-Oct-16	Parking	9.52			0.48	10.00
TOTALS		42.85	1,157.19	0.00	49.25	1,249.29

TOTAL CLAIM: **1,249.29**

APPROVED BY: I. Pfeiffer, Vice-Chair, Board of Directors

Re: Airfare Edmonton/Calgary return 08 September 2016

I accidentally charged my flight to my East-West Connector flight pass account. I did not discover the error until after my trip; therefore, no cost adjustment was possible.

I have claimed \$375.90, this being the cost of 2 flight credits on my contemporaneous Calgary Commuter flight pass account.



Anthony Fields

Anthony Fields

From: Air Canada <fpconfirmation@aircanada.ca>
Sent: Wednesday, August 24, 2016 1:02 PM
To: Anthony Fields
Subject: Air Canada - Electronic Ticket Itinerary/Receipt

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary/Receipt

Electronic Ticketing confirmed. This is your official itinerary/receipt. We thank you for choosing Air Canada and look forward to welcoming you on board.



Seats have been pre-selected for you.
Click on the button below to **see all seat options**
and **change your seat(s)**



Choose your seat(s)



Booking Information

Booking Reference: [REDACTED]

Main Contact:
Dr Anthony Fields
[REDACTED]

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

Manage My Booking (change, cancel, upgrade).

Change Seats get more seating options for my flight.

Purchase **Maple Leaf Lounge Access / Meal Vouchers**

Receive **Flight Status Notifications** directly to my email or mobile phone.

Check **Flight Arrivals and Departures**.

Check in online and print my boarding pass.

Flight Itinerary

Flight	From	To	Stops	Fare Type	Meal
AC8133	Edmonton International (AB) Thu 08-Sep 2016	Calgary (AB) Thu 08-Sep 2016 08:05	0	Flex, M	

07:10

Flight AC8133 is operated by AIR CANADA EXPRESS - JAZZ. Please check in directly at the AIR CANADA EXPRESS - JAZZ counter. Certain smaller carriers conduct airport operations through the ticketing counter of larger airlines. If you have any difficulty locating the appropriate counter, please ask an Air Canada agent for assistance.

AC8140	Calgary (AB) Thu 08-Sep 2016 13:05	Edmonton International (AB) Thu 08-Sep 2016 13:59	0	Flex, M
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Flight AC8140 is operated by AIR CANADA EXPRESS - JAZZ. Please check in directly at the AIR CANADA EXPRESS - JAZZ counter. Certain smaller carriers conduct airport operations through the ticketing counter of larger airlines. If you have any difficulty locating the appropriate counter, please ask an Air Canada agent for assistance.

Passenger Information

Dr Anthony Fields | Ticket Number:

Meal Preference:	Normal
Special Needs:	None

Flight Credit Summary

East West Connector - Flex 10 credits

2 Flight Credits

Taxes, fees, and charges included

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Important Information

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Baggage Policy

Carry-on baggage | [Checked baggage](#)

[Check-in and boarding times](#)

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our [Baggage Guide](#).

[Carry-on Baggage](#)

On your Air Canada- or Air Canada Express-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). [View more details](#).

[Checked Baggage](#)

Please see below for details on the bags you plan on checking at the baggage counter.

Flight: Edmonton International (AB) To Calgary (AB) - Flex

Regular Baggage Allowance

1st bag:
Complimentary

2nd bag:
\$35.00 CAD
+ taxes*
per direction

Max Weight per bag: 23kg (50lb)
Max. Linear Dimensions per bag: 158cm (62in)



AIR CANADA

DR ANTHONY FIELDS

English

Contact us

My Bookings | My Profile | Sign out

Book Plan Fly Altitude

My Flight Pass

East West Connector Flex

Start Date: Tuesday May 31, 2016
Expiry Date: Wednesday May 31, 2017
Owner: Anthony Fields
Company:
Status: Active

10

Credits
Used

0

Flight Credits Remaining

Grand Total: 4,746.00 CAD (Taxes, fees, charges and surcharges included.)

Passengers

Booking History

Options

Booking History

Search Options:

- ☒ View all Bookings
☐ Search by Traveller Details
☐ Search by Passenger Last Name:
☐ Search by Departure Date: Select ☐ DD/MM/YYYY

2 CREDITS = \$ 949.20
CHAIN \$ 375.90
= COST OF 2 CREDITS ON
CONTEMPORANEOUS
CALGARY COMMUTER
FLEX RATE PARS

Booking History Results

All | Future Bookings | Past Bookings | Cancelled Bookings

Print | Download

Booking Reference	Booked By	Passenger(s)	Traveller Details	Departure Date	From	To
[REDACTED]						
SJT2CA (2 credit(s))	115373727 (24-Aug-2016)	A. FIELDS		8-Sep-2016 8-Sep-2016	Edmonton International (AB)	Calgary (AB) Edmonton International

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Modify Preferences



[Email Receipt](#)[Print Receipt](#)

Flight Pass Purchase Receipt

Your flight pass purchase is confirmed.

Please print this receipt for your reference.

Thank you for choosing Air Canada and we look forward to welcoming you on board.

Flight Pass Information

Flight Pass Reference: [REDACTED]

Customer Care

Flight Pass Name: **Calgary Commuter Flex 10 credits**

Product Name: **Alberta Commuter Flex 10 credits - 10 credits**

Product ID: [REDACTED]

Start Date: **2016-03-06**

Expiry Date: **2017-03-06**

Exchange one credit per direction on the following routes:

Questions about your
booking or Air Canada
online services?
1-888-247-2262

Online services

- [Manage my flight pass](#) (Book, View, Change and Cancel flights).

Contact Information

Flight Pass Owner: **DR ANTHONY FIELDS**

Email address: [REDACTED]

Aeroplane Number: [REDACTED]

Phone Number: [REDACTED]

Fax Number: [REDACTED]

Fare Quotes Details

Fare Summary

Alberta Commuter Flex 10 credits - 10	Total Charge	
Taxes	1,790.00	2.460.00
Canada Goods and Services Tax (GST/HST #100092287 RT0001)	89.50	\$ 3,375.40
Total Taxes	89.50	
Grand Total - Canadian Dollars	\$1,879.50	

Applicable Rules

All flight credits must be used and travel must be completed by **Monday March 06, 2017**.

Eligibility:

- The purchasing Aeroplan member must be a Canadian resident with a valid address in Canada, and must have a valid Aeroplan membership and password at time of purchase AND during the validity period of the Flight Pass. For new enrolments, the activation of the Aeroplan membership may take up to 72 hours.
- Travel agencies, wholesalers, consolidators, and other persons or entities engaged in the selling or distribution of air transportation or packages comprising air transportation are not eligible for the pass. Air Canada reserves the right at any time to determine and re-examine the eligibility of the purchasing Aeroplan member, as well as the right to cancel, modify or otherwise amend their eligibility requirements.
- Air Canada reserves the right, at any time, to verify the status of the purchasing Aeroplan member, including requiring additional information that does not meet the pass' terms and conditions (including for abuse of privileges, or misrepresentation of any information provided to Air Canada).
- The Flight Pass is non-transferable and can only be used by the purchasing Aeroplan member.
- This Flight Pass is non-refundable.

①

SEP 08 2016

23.43

1.17

TOTAL 24.60

Aug

CHECK

ALLIED BLACK

LIMO & TAXI

②

Try our ON-DEMAND Taxi app
Connecting you Directly with your Driver



alliedblack.com

Driver [REDACTED] Date SEP 8/16
Car # [REDACTED] Amount 32.00
GST Included #

GST# R128599776 ✓

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CA5%

Exit Lane 08/09/16 16:58
Receipt 027523

Short-term parking tkt

DL - No. 065546

08/09/16 06:03

08/09/16 16:58

Period 1d0h0'

(Tax) \$25.00

Total \$25.00

Payment [REDACTED] \$25.00

Sub Total \$23.81
Tax 5% \$1.19

08090357

Anthony Fields

From: Air Canada <fpconfirmation@aircanada.ca>
Sent: Sunday, September 25, 2016 9:21 PM
To: Anthony Fields
Subject: Air Canada - Electronic Ticket Itinerary/Receipt

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary/Receipt

Electronic Ticketing confirmed. This is your official itinerary/receipt. We thank you for choosing Air Canada and look forward to welcoming you on board.



Seats have been pre-selected for you.
Click on the button below to **see all seat options**
and **change your seat(s)**



Choose your seat(s)



Booking Information

Booking Reference: [REDACTED]

Main Contact:
Dr Anthony Fields
[REDACTED]

Customer Care
Air Canada

1-888-247-2262

Flight Arrivals and
Departures

1-888-422-7533

Manage My Booking (change, cancel, upgrade).

Change Seats get more seating options for my flight.

Purchase **Maple Leaf Lounge Access / Meal Vouchers**

Receive **Flight Status Notifications** directly to my email or mobile phone.

Check **Flight Arrivals and Departures**.

Check in online and print my boarding pass.

Flight Itinerary

Flight	From	To	Stops	Fare Type	Meal
AC8155	Edmonton International (AB) Wed 28-Sep 2016 19:30	Calgary (AB) Wed 28-Sep 2016 20:26	0	Flex, M	

Flight AC8155 is operated by AIR CANADA EXPRESS - JAZZ. Please check in directly at the AIR CANADA EXPRESS - JAZZ counter. Certain smaller carriers conduct airport operations through the ticketing counter of larger airlines. If you have any difficulty locating the appropriate counter, please ask an Air Canada agent for assistance.

Passenger Information

1: Dr Anthony Fields Ticket Number: [REDACTED]

Meal Preference: **Normal**
Special Needs: **None**

Flight Credit Summary

Calgary Commuter Flex 10 credits

1 Flight Credit

Taxes, fees, and charges included

Please read important information and notices regarding Air Canada's general conditions of carriage.

Important Information

All passengers are advised to view the Travel documentation page for important information on identification required for travel.

Baggage Policy

Carry-on baggage | Checked baggage

Check-in and boarding times

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide.

Carry-on Baggage

On your Air Canada- or Air Canada Express-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage:

Please see below for details on the bags you plan on checking at the baggage counter.

Flight: Edmonton International (AB) To Calgary (AB) - Flex

Regular Baggage Allowance

1st bag:
Complimentary

2nd bag:
\$35.00 CAD
+ taxes*
per direction

Max Weight per bag: 23kg (50lb)
Max. Linear Dimensions per bag: 158cm (62in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from; certain exceptions may apply where the

AIR CANADA 

DR ANTHONY FIELDS

[My Bookings](#) | [My Profile](#) | [Sign out](#)
[Book](#) | [Plan](#) | [Fly](#) | [Altitude](#)

My Flight Pass

[Return to My Flight Passes](#)
[View Flight Pass Bookings](#)

Calgary Commuter Flex 10 credits

Start Date: Sunday March 06, 2016
 Expiry Date: Monday March 06, 2017
 Owner: Anthony Fields
 Company:
 Status: Active

10

Credits
Used

0

Flight Credits Remaining

Grand Total: 1,879.50 CAD (Taxes, fees, charges and surcharges included.)

Passengers

Booking History

Options

Booking History

Search Options:

- ☒ View all Bookings
☐ Search by Traveller Details:
☐ Search by Passenger Last Name:
☐ Search by Departure Date: DD/MM/YYYY

1 CREDIT = \$ 187.95

Booking History Results

[All](#) | [Future Bookings](#) | [Past Bookings](#) | [Cancelled Bookings](#)
[Print](#) | [Download](#)

Booking Reference	Booked By	Passenger(s)	Traveller Details	Departure Date	From	To
LDCGSM (1 credit(s))	115573727 (26-Sep 2016)	A. FIELDS		26-Sep 2016	Edmonton International (AB)	Calgary (AB)

[Email Receipt](#)[Print Receipt](#)

Flight Pass Purchase Receipt

Your flight pass purchase is confirmed.

Please print this receipt for your reference.

Thank you for choosing Air Canada and we look forward to welcoming you on board.

Flight Pass Information

Flight Pass Reference: [REDACTED]

Flight Pass Name: **Calgary Commuter Flex 10 credits**
 Product Name: **Alberta Commuter Flex 10 credits - 10 credits**
 Product ID: [REDACTED]
 Start Date: **2016-03-06**
 Expiry Date: **2017-03-06**
 Exchange one credit per direction on the following routes.

Customer Care

Questions about your
 booking or Air Canada
 online services?
 1-866-247-2262

Online services

- [Manage my flight pass](#) (Book, View, Change and Cancel flights).

Contact Information

Flight Pass Owner: **DR ANTHONY FIELDS**
 Email address: [REDACTED]
 Aeroplan Number: [REDACTED]
 Phone Number: [REDACTED]
 Fax Number: [REDACTED]

Fare Quotes Details

Fare Summary

Alberta Commuter Flex 10 credits - 10	Total Charge
Taxes	1,790.00
Canada Goods and Services Tax (GST/HST #100092287 RT0001)	89.50
Total Taxes	89.50
Grand Total - Canadian Dollars	\$1,879.50

Applicable Rules

All flight credits must be used and travel must be completed by **Monday March 06, 2017**.

Eligibility:

- The purchasing Aeroplan member must be a Canadian resident with a valid address in Canada, and must have a valid Aeroplan membership and password at time of purchase AND during the validity period of the Flight Pass. For new enrolments, the activation of the Aeroplan membership may take up to 72 hours.
- Travel agencies, wholesalers, consolidators, and other persons or entities engaged in the selling or distribution of air transportation or packages comprising air transportation are not eligible for the pass. Air Canada reserves the right at any time to determine and re-examine the eligibility of the purchasing Aeroplan member, as well as the right to cancel, modify or otherwise amend their eligibility requirements.
- Air Canada reserves the right, at any time, to verify the status of the purchasing Aeroplan member, including requiring additional information that does not meet the pass' terms and conditions (including for abuse of privileges, or misrepresentation of any information provided to Air Canada).
- The Flight Pass is non-transferable and can only be used by the purchasing Aeroplan member.
- This Flight Pass is non-refundable.

Booking Confirmation



Booking Reference: [REDACTED]

Date of Issue: 26 Sep, 2016

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the fare rules and conditions of carriage that apply to your itinerary, as well as baggage, dangerous goods and other important information related to your trip.

In preparation for your trip



Manage my booking



Sign up for flight notifications



My Travel Planner

Passengers



Dr. Anthony Fields



Travel Options

Seats



None

AC8152 [REDACTED]



None

Depart

Economy Flex

Thursday
29 Sep.
2016

16:45
Calgary
Calgary Intl. (YYC),
Alberta



17:39
Edmonton
Edmonton Intl. (YEG),
Alberta



AC8152

0hr54

Operated by: Air Canada Express - Jazz | Dash 8-300
Flex U

Purchase summary

Credit/Debit Card

Amount paid: \$284.68

Full details can be found in
your attached
Itinerary/Receipt

Tax information

1adult

Canada Goods and Services
Tax (GST/HST #10009-2287
RT0001)
\$13.58

1adult



Air Transportation Charges

234.00



Taxes, fees and charges

50.68

GRAND TOTAL (Canadian dollars)

\$284.68

Baggage allowance



Check-out receipt

Name: Anthony Fields
Check-in: Wednesday Sep 28, 2016
Check-out: Thursday Sep 29, 2016
Confirmation #: [REDACTED]
Invoice number: [REDACTED]
Hotel Elan: GST # 809418080 RT0001

Anthony Fields
[REDACTED]

Date	Description of services	Cost(CAD)
2016/09/28	[REDACTED] Aurora Hotel Room - Government	199.00
Sub-total		199.00
A.T.L Tax		8.20
Eco fees		1.99
GST		0.00
DMF Fees		5.97
Total		215.16
[REDACTED]		215.16
Amount owing (CAD)		0.00

Customer signature: _____

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Try our **ON-DEMAND** Taxi app
Connecting you Directly with your Driver



alliedblack.com

Driver _____ Date SEP 28 2016
Car # _____ Amount \$46.00
GST included # _____

Driver # [REDACTED] Car # 1238
To: [REDACTED]
From: [REDACTED]
Date: 29-9-16 Amount: 13.00
GST# 811321322

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CAS%

Exit Lane 29/09/16 17:44
Receipt 027568

Short-term parking rkt
HL - No. 018286
28/09/16 18:35
29/09/16 17:44
Period 1d0h0'
(Tax)

\$25.00

Total

\$25.00

Payment [REDACTED]

\$25.00

Sub Total
Tax 5%

\$23.81
\$1.19

RECEIPT

NO IN AND OUT PRIVILEGES
LOT 32

License Plate Number

Expiration Date/Time

11:46 AM
OCT 05, 2016

Purchase Date/Time: 09:46am Oct 05, 2016

Total Parking: \$9.52

Total GST: \$0.48

Total Due: \$10.00

Total Paid: \$10.00

Ticket #: 20077951

S/N #: 601012210401

Setting: Lot 32

Mach Name: Meter 2

Rate: \$10 - 2 hours
Payment Type: Card

GST #687315538RT0006

RECEIPT

IMPARK LOT 256
NO IN AND OUT PRIVILEGES

License Plate Number

Expiration Date/Time

06:00 PM
OCT 27, 2016

Purchase Date/Time: 08:38am Oct 27, 2016

Total Parking: \$23.81

Total GST: \$1.19

Total Due: \$25.00

Total Paid: \$25.00

Ticket #: 02160256

S/N #: 600012451004

Setting: Lot 256

Mach Name: Meter 1

Rate: \$25 - Early Bird
Payment Type: Card

GST #687315538RT0006

RECEIPT

IMPARK LOT 383
NO IN AND OUT PRIVILEGES

License Plate Number

Expiration Date/Time

10:22 AM
OCT 31, 2016

Purchase Date/Time: 08:22am Oct 31, 2016

Total Parking: \$9.52

Total GST: \$0.48

Total Due: \$10.00

Total Paid: \$10.00

Ticket #: 30074431

S/N #: 620115251012

Setting: Lot 383

Mach Name: Meter 1

Rate: \$10 - 2 hrs
Payment Type: Card

GST #687315538RT0006
IMPARK LOT 383

EXPENSE CLAIM for Board of Directors

The disclosure of expenses for the HQCA Board of Directors reflects our commitment to transparency and accountability, and our responsibility for the sound financial management of public funds. All expenses are in compliance with the HQCA's Allowable Expense Policy and is aligned with the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and Public Disclosure of Travel and Expenses Policy.

HQCA EXPENSE CLAIM for BOARD OF DIRECTORS

CLAIMANT: J. DOUGLAS GILPIN

DATE: For the two months ending October 31, 2016

		CANADIAN FUNDS				
Date	Description of Expense (include # of kilometres)	TRAVEL EXPENSES				
		including airfare, accommodation, meals, taxis, transportation, parking, per diem, etc. Kilometres at \$0.505/km.				
		LOCAL	PROV.	Out of Prov.	GST	Total Amount Claimed
29-Sep-16	Airfare		382.25		19.11	401.36
29-Sep-16	Taxi		38.10		1.90	40.00
29-Sep-16	Parking at YEG		38.10		1.90	40.00
27-Oct-17	Parking	23.81			1.19	25.00
TOTALS		23.81	458.45	0.00	24.10	506.36

TOTAL CLAIM: **506.36**

APPROVED BY: A. Fields, Chair, Board of Directors

Your booking is confirmed. Booking reference [REDACTED]

An email booking confirmation has been sent to: jdgilpin@shaw.ca.

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers: Mr John Douglas Gilpin

Flight	From	To	Departure	Arrival	Air Transp. Charges	308.00
AC8133	Edmonton (YEG)	Calgary (YYC)	07:10 Thu 29-Sep 2016	08:05 Thu 29-Sep 2016	Options	0.00
					Taxes, fees and charges	93.36
AC8433	Calgary (YYC)	Edmonton (YEG)	20:40 Thu 29-Sep 2016	21:30 Thu 29-Sep 2016	Travel Insurance	Purchase travel insurance
Grand Total Canadian dollars						\$401.36

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



AIR CANADA 

Booking Information

Booking Reference: [REDACTED]

Customer Care

Air Canada
1-888-247-2262

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Flight Arrivals and Departures
1-888-422-7533

*BOARDING PASSES
WITH ORIGINALS
SUBMISSION BY MAIL.*

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8133 [*]	Edmonton, Edmonton Int'l (YEG)	Calgary (YYC)	0	0hr55	DH3	Flex, W	
	Thu 29-Sep 2016 07:10	Thu 29-Sep 2016 08:05					
AC8433 [*]	Calgary (YYC)	Edmonton, Edmonton Int'l (YEG)	0	0hr50	DH4	Flex, W	
	Thu 29-Sep 2016 20:40	Thu 29-Sep 2016 21:30					

Operated by:

^{*} Air Canada Express - Jazz

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LIMO & TAXI

Try our **ON-DEMAND** Taxi app
Connecting you Directly with your Driver



alliedblack.com

Driver _____ Date 09/29/2016
Car # _____ Amount 40.00 ✓
GST Included # _____

Taxi FROM AIRPORT TO OFFICE
OFFICE TO AIRPORT - THANK YOU KRISTINA

EDMONTON AIRPORTS
GST # R128599776 ✓
VALET PARKING

09/29/2016 9:02PM 0002
000001#0068 SHIFT B

#120421
DAY PARK \$40.00
MOSE ST \$40.00
VAT 1.90
CARD CH \$40.00 iped ✓

09/29/2016 21:33:23 PAYE 95244
Record# [REDACTED]
Retrieva [REDACTED]

Total: \$40.00

Auth Code: 562904

Customer copy

TRAVEL EDMONTON INTERNATIONAL

IMPARK LOT 256
NO IN AND OUT PRIVILEGES

7

06:00 PM

OCT 27, 2016

Total Parking: \$23.81

Total Parking: \$23.01
Total GST: \$1.19

Total Due: \$25.00

Total Due: \$23.00
Total Paid: \$25.00

Total Paid: \$23.00
Ticket #: 21022560

Ticket #: Z1022360
 S/N #: 500012451104

SN #: 30012431104
Setting: Lot 256

Wach Name: Meter 1

Rate: \$25 - Early Bird
Payment Type: Card

##2900, Visa

Auth #: 027094

GST #887315638RT0006

[illegible]

EXPENSE CLAIM for Board of Directors

The disclosure of expenses for the HQCA Board of Directors reflects our commitment to transparency and accountability, and our responsibility for the sound financial management of public funds. All expenses are in compliance with the HQCA's Allowable Expense Policy and is aligned with the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and Public Disclosure of Travel and Expenses Policy.

HQCA EXPENSE CLAIM for BOARD OF DIRECTORS

CLAIMANT: BRUCE HARRIES

DATE: For the two months ending October 31, 2016

		CANADIAN FUNDS				
Date	Description of Expense (include # of kilometres)	TRAVEL EXPENSES				
		including airfare, accommodation, meals, taxis, transportation, parking, per diem, etc. Kilometres at \$0.505/km.				
		LOCAL	PROV.	Out of Prov.	GST	Total Amount Claimed
15-Sep-16	Airfare		440.25		22.01	462.26
30-Sep-16	Hotel		50.00		2.50	52.50
30-Sep-16	Hotel Parking		470.71			470.71
30-Sep-16	Rental Car		136.94		6.85	143.79
29-Sep-16	Parking (HQCA office)		10.00			10.00
1-Oct-16	Parking (Penticton airport)		9.00			9.00
26-Oct-16	Airfare		294.25		14.71	308.96
27-Oct-16	Parking		23.81		1.19	25.00
TOTALS		0.00	1,434.96	0.00	47.26	1,482.22

TOTAL CLAIM: 1,482.22

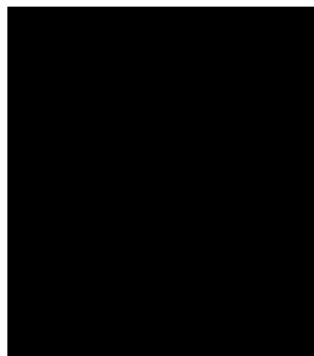
APPROVED BY: A. Fields, Chair, Board of Directors



eTicket Receipt

Prepared For
HARRIES/BRUCE MR [ADT]

RESERVATION CODE
ISSUE DATE
TICKET NUMBER
ISSUING AIRLINE
ISSUING AGENT
FREQUENT FLYER NUMBER



Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
28Sep16	WESTJET WS 3280	PENTICTON BC, CANADA Time 3:00pm	CALGARY INTL AB, CANADA Time 5:08pm	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status USED TO FLY Fare Basis MA10TL Not Valid Before 28SEP16 Not Valid After 28SEP16
30Sep16	WESTJET WS 3281	CALGARY INTL AB, CANADA Time 2:10pm	PENTICTON BC, CANADA Time 2:20pm	Fare Family Flex Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status USED TO FLY Fare Basis QAL Not Valid Before 30SEP16 Not Valid After 30SEP16

Allowances

Baggage Allowance

YYF to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YYC to YYF - 1 Piece WESTJET, each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

- 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G.

FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET.ETC

Carry On Allowances

YYF to YYC, YYC to YYF - 1 Piece (WS - WESTJET)

Carry On Charges

YYF to YYC, YYC to YYF - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment

Fare Calculation Line

Fare

Taxes/Fees/Carrier-Imposed Charges

YYF WS YYC150.00WS YYF212.00CAD362.00END

CAD 362.00

CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)

CAD 21.51 XG (GOODS AND SERVICES TAX (GST))

CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))

CAD 24.00 YQI (OTHER AIR TRANSPORTATION
CHARGES)

Total Fare

CAD 451.76

Other Charges

SEAT ASSIGNMENT:

YYF / QTY 1)

CAD 10.00

Taxes

CAD 0.50

Form of Payment

Total

CAD 10.50

Total Fare and Other Charges

CAD 462.26

Positive identification required for airport check in**Notice:****Travel info****QST # 1202807956TQ0001 GST # 866112535**For details about flying with WestJet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare families](#) (Econo, Flex, and Plus)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)



Ramada Plaza Downtown Calgary
708 8th Avenue SW
Calgary, Alberta Canada T2P 1H2
Tel: (403) 263-7600 Fax: (403) 237-6127
GST Reg. #R808732705

09-30-16

Bruce Harries	Folio No. :	Room No. :
	A/R Number :	Arrival : 09-28-16
	Group Code :	Departure : 09-30-16
	Company :	Conf. No. :
	Wyndham Rewards :	Rate Code :
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
09-28-16	Guest Parking	25.00	
09-28-16	GST 5%	1.25	
09-29-16	Guest Parking	25.00	
09-29-16	GST 5%	1.25	
09-30-16	Master Card		52.50
To become a Wyndham Rewards member, visit us at wyndhamrewards.com or call 1-866-WYN-RWDS.		Total	52.50
		Balance	0.00

Guest Signature: _____

This property is privately owned and the management reserves the right to refuse service to anyone and will not be responsible for accidents, injury to guest, loss of money, jewelry or valuables of any kind.

Thank you for staying with us.
It was our pleasure to serve you.

Bruce Harries

From: confirmations@reservationcounter.com
Sent: Friday, September 23, 2016 2:26 PM
To: [REDACTED]
Subject: Ramada Plaza Calgary Downtown Confirmed Booking | Itinerary Number: [REDACTED]



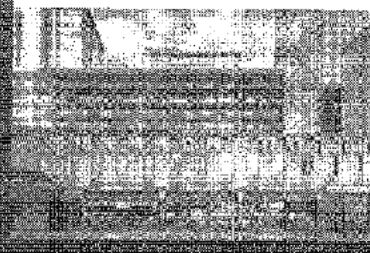
866-460-7456

Ramada Plaza Calgary Downtown

708 8th Avenue SW, Calgary, AB T2P 1H2 CA

Your Reservation Is Confirmed.

Your booking is guaranteed and has been paid in full.



Check-In: Wednesday, 28 September, 2016 (3:00 PM)
Check-Out: Friday, 30 September, 2016 (12:00 PM)
Your Stay: 2 nights, 1 room
Cancellation Policy: [View Cancellation Policy](#)
Total Amount Paid: \$480.64 CAD

[Contact Support](#)

[View Receipt](#)

[Manage Reservation](#)

MAP & DIRECTIONS

Credit Card Type:

Credit Card Number:

Price for room 1:

Wednesday, September 28, 2016
Thursday, September 29, 2016

Tax Recovery Charges and Service Fees:

Total Amount Paid:

Balance:

\$204.22 CAD
\$204.22 CAD

200⁰⁰
200⁰⁰

\$72.20 CAD

\$480.64 CAD

\$0.00 CAD

TOTAL - 472²⁰

200.00 x 2 ✓
70.71 ✓

408.44 = 400
72.20 x

HOTEL POLICY

Know Before You Go

- Children 17 years old and younger stay free when occupying the parent or guardian's room, using existing bedding.
- The property has connecting/adjoining rooms, which are subject to availability and can be requested by contacting the property using the number on the booking confirmation.
- Guests can arrange to bring pets by contacting the property directly, using the contact information on the booking confirmation (surcharges apply and can be found in the Fees section).

Fees

The following fees and deposits are charged by the property at time of service, check-in, or check-out.

- Breakfast fee: CAD 15 per person (approximately)
- Airport shuttle fee: CAD 15.00 per person (one way)
- Valet parking fee: CAD 25 per night (in/out privileges)
- Pet fee: CAD 25 per pet, per day
- Rollaway bed fee: CAD 10.00 per night

called Ramada Oct 5,
spoke to Carlos:
Sending receipt to confirm
tax/fee breakdown

The above list may not be comprehensive. Fees and deposits may not include tax and are subject to change.

Renovations and Closures

The following facilities are closed seasonally each year. They will be closed from 01 October to 31 May:

- Swimming pool

Additional taxes and surcharges may be imposed by the hotel. The hotel reserves the right to pre-authorize credit cards prior to arrival.

Guests must be 18 years or older to check-in.

Kristina Watkins

From: Reservation Counter Support <support@reservationcounter.com>
Sent: October-05-16 4:59 PM
To: [REDACTED]
Subject: Re: Hotel Reservation Receipt Request

*KW - Attempted to get
tax breakdown to confirm
GST and was unsuccessful.
Oct. 7, 2016.*

Type your response ABOVE THIS LINE to reply

Bruce Harries
Subject: Reservation of Itinerary No. [REDACTED] of Bruce Harries

OCT 05, 2016 | 04:59PM MDT

Carlos G. replied:

Hello Kristina!!

Regarding your request about the taxes our company charge a fees in every reservation made through us and \$72.20 included taxes from the hotel reservation and the fees for our service.

If you need more information about this case feel free to call us back or reply this Email.

Regards, and have a nice day!!

Carlos Guerrero.

www.reservationcounter.com

OCT 05, 2016 | 09:59AM MDT

[REDACTED]
Carlos,


Thank you very much for this. Does your system provide any more detail around what taxes are included in that \$72.20?

I really need something that shows the GST charge and also the other fees/percentages (i.e. DMF Levy @ 3%, Alberta Room Tax @ 4%). Given we are a government funded agency, I have to make sure everything is eligible under our policy.

Many thanks for any help you can offer.

Best,
Kristina

Kristina L. Watkins
Executive Assistant to Andrew Neuner, Chief Executive Officer
Corporate Secretary and Executive Assistant to the Board of Directors



OCT 05, 2016 | 09:53AM MDT

Carlos G. replied:

Hello Bruce,

Thank you for contacting us. You will receive a separate email from our system that contains a link to your hotel receipt.

Please reply back to this email if you require any additional assistance.

Thank you,

Carlos G.

OCT 05, 2016 | 09:51AM MDT

Carlos G. replied:


Hello Bruce,

Thank you for contacting us. You will receive a separate email from our system that contains a link to your hotel receipt.

Please reply back to this email if you require any additional assistance.

Thank you,

Carlos G.

This message was sent to  

ENTERPRISE

Bil 0
Rental 28-SEP-2016 05:10 PM
CALGARY INTL ARPT
Return 30-SEP-2016 10:00 AM
CALGARY INTL ARPT

BRUCE HARRIES

Vehicle # [REDACTED]
Model [REDACTED]
Class Dri [REDACTED] Class Charged IFAR
License# [REDACTED] State/Province AB
M/Kms Driven 60
M/Kms Out 20924
M/Kms In 20984

Charges	No	Unit	Price	Amount
T & M	2	Days	59.37	118.74*
UNLIM M/KM	0	M/Kms		0.00*
DISCNT T&M 10.00%				-11.87*
CONCESSION RECOV FEE				16.87*
CUSTOMER FACILITY CHARGE				12.00*
VEHICLE LICENSE FEE				1.20*
CA GST ALBERTA 05.000 %				6.85

Total Charges CAD 143.79

Deposit MC 6150

Amount Due CAD 143.79

* Taxable Items
Subject to Audit
For Reservations: 1-800-RENT-A-CAR

RECEIPT

Expiration Date/Time

06:00 PM
SEP 29, 2016

Purchase Date/Time: 06:00am Sep 29, 2016
Total Due: \$10.00 Rate: DAILY MAX
Total Paid: \$10.00 Payment Type: Card
Ticket #: 7100110
S/N #: 600012411005
Setting: Lot 284
Mach Name: Lot 284-1

Auth #: 042495

RECEIPT

Welcome To Pentteton
Regional Airport
Impark Lot 307
www.impark.com

License Plate Number

Expiration Date/Time

01:48 PM
OCT 01, 2016

Purchase Date/Time: 01:48pm Sep 28, 2016
Total Due: \$3.00 Rate: \$3 Daily 1-4 Days
Total Paid: \$3.00 Payment Type: Card
Ticket #: 00007652
S/N #: 520016472050
Setting: 10-0307-01
Mach Name: 10-0307-01

Auth #: 063885

Impark Lot 307
250-763-9905

675

06:00 PM
OCT 27, 2016

██████████

GST #887315638RT0006



eTicket Receipt

Prepared For
HARRIES/BRUCE MR [ADT]

RESERVATION CODE
ISSUE DATE
TICKET NUMBER
ISSUING AIRLINE
ISSUING AGENT
FREQUENT FLYER NUMBER



Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
26Oct16	WESTJET WS 3280	PENTICTON BC, CANADA	CALGARY INTL AB, CANADA	Fare Family Econo [REDACTED] Baggage Allowance NIL Booking Status OK TO FLY Fare Basis DA14QD Not Valid Before 26OCT16 Not Valid After 26OCT16
	Operated by: WESTJET ENCORE	Time 2:55pm	Time 5:05pm	
26Oct16	WESTJET WS 3229	CALGARY INTL AB, CANADA	EDMONTON INTL AB, CANADA	Fare Family Econo [REDACTED] Baggage Allowance NIL Booking Status OK TO FLY Fare Basis DA14QD Not Valid Before 26OCT16 Not Valid After 26OCT16
	Operated by: WESTJET ENCORE	Time 6:00pm	Time 6:56pm	
30Oct16	WESTJET WS 147	EDMONTON INTL AB, CANADA	CALGARY INTL AB, CANADA	Fare Family Econo [REDACTED] Baggage Allowance NIL Booking Status OK TO FLY Fare Basis DA14KD Not Valid Before 30OCT16 Not Valid After 30OCT16
		Time 12:25pm	Time 1:16pm	
30Oct16	WESTJET WS 3281	CALGARY INTL AB, CANADA	PENTICTON BC, CANADA	Fare Family Econo [REDACTED] Baggage Allowance NIL Booking Status OK TO FLY Fare Basis DA14KD Not Valid Before 30OCT16 Not Valid After 30OCT16
	Operated by: WESTJET ENCORE	Time 2:10pm	Time 2:23pm	

Allowances

Baggage Allowance

YYF to YEG - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YEG to YYF - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS

/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER

INTERNET,ETC

Carry On Allowances

YYF to YYC , YYC to YEG , YEG to YYC , YYC to YYF - 1 Piece (WS - WESTJET)

Carry On Charges

YYF to YYC , YYC to YEG , YEG to YYC , YYC to YYF - (WS - WESTJET)

Payment/Fare Details

Form of Payment

Fare Calculation Line

Fare

Taxes/Fees/Carrier-Imposed Charges

Total Fare

YYF WS X/YYC WS YEA93.00WS X/YYC WS
YYF113.00CAD206.00END

CAD 206.00

CAD 14.25 CA1 (AIR TRAVELLERS SECURITY
CHARGE)

CAD 13.71 XG (GOODS AND SERVICES TAX (GST))

CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))

CAD 24.00 YQI (OTHER AIR TRANSPORTATION
CHARGES)

CAD 287.96

Other Charges

SEAT ASSIGNMENT

YYC-YEG / QTY 1, YEG-YYC / QTY 1, YYC-YYF / QTY 1)

Taxes

Form of Payment

Total

Total Fare and Other Charges

CAD 20.00

CAD 1.00

CAD 21.00

CAD 308.96

Positive identification required for airport check in

Notice:

Travel info

EXPENSE CLAIM for Board of Directors

The disclosure of expenses for the HQCA Board of Directors reflects our commitment to transparency and accountability, and our responsibility for the sound financial management of public funds. All expenses are in compliance with the HQCA's Allowable Expense Policy and is aligned with the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and Public Disclosure of Travel and Expenses Policy.

HQCA EXPENSE CLAIM for BOARD OF DIRECTORS

CLAIMANT: **TOBY JENKINS**

DATE: For the two months ending October 31, 2016

		CANADIAN FUNDS				
Date	Description of Expense (include # of kilometres)	TRAVEL EXPENSES				
		including airfare, accommodation, meals, taxis, transportation, parking, per diem, etc. Kilometres at \$0.505/km.				
		LOCAL	PROV.	Out of Prov.	GST	Total Amount Claimed
29-Sep-16	Mileage (Home to HQCA office roundtrip; 204km)	103.02				103.02
TOTALS		103.02	0.00	0.00	0.00	103.02

TOTAL CLAIM: 103.02

APPROVED BY: A. Fields, Chair, Board of Directors

EXPENSE CLAIM for Board of Directors

The disclosure of expenses for the HQCA Board of Directors reflects our commitment to transparency and accountability, and our responsibility for the sound financial management of public funds. All expenses are in compliance with the HQCA's Allowable Expense Policy and is aligned with the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and Public Disclosure of Travel and Expenses Policy.

HQCA EXPENSE CLAIM for BOARD OF DIRECTORS

CLAIMANT: MARIE OWEN

DATE: For the two months ending October 31, 2016

		CANADIAN FUNDS				
Date	Description of Expense (include # of kilometres)	TRAVEL EXPENSES				
		including airfare, accommodation, meals, taxis, transportation, parking, per diem, etc. Kilometres at \$0.505/km.				
		LOCAL	PROV.	Out of Prov.	GST	Total Amount Claimed
28-Sep-16	Mileage (Home to Calgary roundtrip; 630km)		318.15			318.15
28-Sep-16	Dinner		32.00		1.40	33.40
29-Sep-16	Hotel		151.04		7.26	158.30
29-Sep-16	Hotel Parking		10.00			10.00
27-Oct-16	Milage (Home to Seventh Street Plaza roundtrip; 15km)		7.57			7.57
27-Oct-16	Parking		25.00			25.00
TOTALS		0.00	543.76	0.00	8.66	552.42

TOTAL CLAIM: **552.42**

APPROVED BY: A. Fields, Chair, Board of Directors

HOTEL ALMA



169 UNIVERSITY GATE NW
 CALGARY, ALBERTA, CANADA T2N 1N4
 1.877.498.3203 T 403.220.3203 F 403.284.4184
 W HOTELALMA.CA

OWEN, MARIE

Room Number: [REDACTED]

Daily Rate: 141.00

Room Type: SQN

No. of Guests: 1 / 0

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
28-Sep-16	29-Sep-16	[REDACTED]	GOV	GOVT	[REDACTED]
DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT	
28-Sep-16	521	PARKING	PARKING CHARGE	\$10.00	✓
28-Sep-16	521	ROOM CHARGE	[REDACTED] OWEN, MARIE	\$141.00	✓
28-Sep-16	521	ROOM FEE	ROOM FEE	\$4.23	✓
28-Sep-16	521	GST	GST	\$7.26	✓
28-Sep-16	521	ALBERTA TOURISM LEVY	ALBERTA TOURISM LEVY	\$5.81	✓
29-Sep-16	521	VISA	VISA	(\$168.30)	

CREDIT DUE: (\$0.00)

SIGNATURE

TERMS: DUE AND PAYABLE UPON PRESENTATION. I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT
 WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THE INDICATED PERSON OR THIRD

CHECK # 208253 DATE 9/28/16
TABLE # 26 TIME 7:06PM

-- DINING : EMILY S --

ITEMS ORDERED	AMOUNT
1 SM NOODLE BOWL	17.00
1 SM LAMB BOLOGNESE	17.00 ✓
1 CHOCOLATE PUDDING	11.00 ✓
1 GLS NOTABLE RED	14.00

SUBTOTAL	59.00
GST	2.95

TOTAL DUE 61.95

- 31.00

= 30.95

NOTABLE * The Restaurant
www.notabletherestaurant.ca
403-288-4372

GST # 80279 3893 RT 0001

Gift cards available in-store and online
Please ask our hostess team for info

28.00 dinner
1.40 GST
4.00 eligible
tip-

NOTABLE - THE RESTAURANT
4611 BOWNESS RD NW UNIT

1
CALGARY AB

DATE 2016/08/28
TIME 6:18:19:33:51
SEVR ID 8148
CHECK # 208253
TABLE # 26
RECEIPT NUMBER
C82013571-001-226-021-0

PURCHASE
AMOUNT \$61.95
TIP \$10.00
TOTAL

\$71.95

eligible tip: 4.00

APPROVED

AUTH# 005187 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Oct 27, 2016

IMPARK00020256U EDMONTON AB

25.00

Oct 27 Board Meeting**Important Information**

The amount displayed for an Authorized Transaction may be different from what you actually paid, as some merchants require a temporary hold be placed on additional funds. This is a common practice at merchants such as gas stations, restaurants and hotels. The correct amount will display when the transaction is shown as a Posted Transaction.

Some payments, such as those made from [REDACTED] are not available in real time and will not appear in your Authorized Transactions. These payments will not be reflected in your Available Credit until they have been settled and included in Posted Transactions.

A delay may occur between the time a transaction is settled and removed from Authorized Transactions, and when it appears in Posted Transactions.

If you currently have an AutoPay payment scheduled for your credit card on a weekend or a national holiday, then we'll process your payment on the following business day and you won't be charged any late payment fees. **Any manual payments made to your credit card** between your payment due date and the Autopay scheduled payment date will affect the AutoPay feature on your account, and you may be charged a late payment fee.

Some transactions may appear as both an Authorized and a Posted Transaction until settled.

EXPENSE CLAIM for Board of Directors

The disclosure of expenses for the HQCA Board of Directors reflects our commitment to transparency and accountability, and our responsibility for the sound financial management of public funds. All expenses are in compliance with the HQCA's Allowable Expense Policy and is aligned with the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and Public Disclosure of Travel and Expenses Policy.

HQCA EXPENSE CLAIM for BOARD OF DIRECTORS

CLAIMANT: IRENE PFEIFFER

DATE: For the two months ending October 31, 2016

		CANADIAN FUNDS				
Date	Description of Expense (include # of kilometres)	TRAVEL EXPENSES				
		including airfare, accommodation, meals, taxis, transportation, parking, per diem, etc. Kilometres at \$0.505/km.				
		LOCAL	PROV.	Out of Prov.	GST	Total Amount Claimed
29-Sep-16	Mileage (Home to HQCA office roundtrip; 30km)	15.15				15.15
29-Sep-16	Parking	10.00				10.00
26-Oct-16	Mileage (Home to YYC roundtrip; 56km)	28.28				28.28
30-Sep-16	Airfare	144.00			7.20	151.20
26-Oct-16	Taxi	61.90			3.10	65.00
27-Oct-16	Hotel	213.17			10.25	223.42
27-Oct-16	Parking at YYC	27.95			1.40	29.35
TOTALS		500.45	0.00	0.00	21.95	522.40

TOTAL CLAIM: **522.40**

APPROVED BY: A. Fields, Chair, Board of Directors

RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT

RECEIPT

License Plate Number



Expiration Date/Time

06:00 PM
SEP 29, 2016

Purchase Date/Time: 08:08am Sep 29, 2016

Total Due: \$10.00

Rate: DAILY MAX

Total Paid: \$10.00

Payment Type: Card

Ticket #: 11051071

S/N #: 500012411005

Setting: Lot 284

Mach Name: Lot 284-1



Auth #: 084123

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CALGARY, AB T2E 8X2
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www.maritimetravel.ca

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For more information on TripIt visit <http://www.tripit.com/>

Click here to learn more about our Corporate Travel Program

Travel Arranger: IRENE

Gift Cards

Available in any denomination

Account #

Date

30 Sep 2016

Counsellor

Our ref #

Invoice #

IRENE PFEIFFER

For:

PFEIFFER/IRENE MS

This is your Itinerary and Invoice. For airline tickets, this is your eticket.

Airline	Flight #	Origin	Destination	Depart Date	Depart Time	Arrival Date	Arrival Time	Cabin Class	Flying Time	Seats
Air Canada Airbus A319	170	Calgary Intl Arpt (Calgary, AB)	Lester B Pearson Intl (Toronto, ON) Terminal 1	Tue Oct 25	6:00 AM	Tue Oct 25	11:43 AM	G-Flex	3:43	20C
Air Canada Airbus A321	157	Lester B Pearson Intl (Toronto, ON) Terminal 1	Edmonton Intl Arpt (Edmonton, AB)	Wed Oct 26	7:10 PM	Wed Oct 26	9:19 PM	G-Flex	4:09	14C
Air Canada (Operated by AIR CANADA EXPRESS - JAZZ) DHC8 Dash 8- 300	8153	Edmonton Intl Arpt (Edmonton, AB)	Calgary Intl Arpt (Calgary, AB)	Thu Oct 27	6:00 PM	Thu Oct 27	6:56 PM	G-Flex	0:56	05C ✓

Hotel Name	Address	Hotel Chain	Confirm #	Check In	Check Out	Nights	Room Type	Rate	Currency
FAIRMONT MACDONALD	10065 - 100th St Edmonton AB T5J 0N6 CA P:1-780-424-5181 F:1-780-424-8017	Fairmont Hotels And Resorts		Oct 26	Oct 27	1	1	235.00	CAD

Destination Services

To review and book dinner reservations, tours, show

tickets and more, click Destination Services -

*Destination Services is owned & operated independently
from Maritime Travel*

THANK YOU FOR BOOKING WITH MARITIME TRAVEL

For Emergency Travel Service:

- For Canada & USA: please call 1-888-551-1181 or 902-423-3806

- Outside Canada & USA: please call collect 902-423-3806

- Email: etc@maritimetravel.ca

AIR CANADA AIRFARE - TKT [REDACTED]	\$882.00
TAX ON AIRFARE INCLUDES 3.25 HST	
TAX ON AIRFARE INCLUDES 47.81 GST	
TAX ON AIRFARE INCLUDES 99.25 OTHER	
TAX ON AIRFARE TOTAL	\$150.31
MARTVL NON-REFUNDABLE TRANSACTION FEE	\$45.00
TAX ON FEE (R103524823)	\$2.25
TOTAL DUE CAD	\$1,079.56
[REDACTED]	(\$1,032.31)
[REDACTED]	(\$47.25)
TOTAL PAID CAD	(\$1,079.56)
<hr/> BALANCE CAD	\$0.00

For Emergency Travel Service:
 - For Canada & USA: please call 1-888-551-1181 or 902-423-3806
 - Outside Canada & USA: please call collect 902-423-3806
 - Email: etc@maritimetravel.ca

Irene Pfeiffer

From: [REDACTED]
Sent: Monday, October 03, 2016 12:30 PM
To: Irene Pfeiffer
Subject: RE: AIR CANADA - OCTOBER 25TH - TORONTO & EDMONTON

I now see that you want just the Edmonton - Calgary breakdown.

It is 144.00 plus tax total 151.20cad ✓

Thanks

From: Irene Pfeiffer [REDACTED]
Sent: Monday, October 03, 2016 12:19 PM
To: [REDACTED]
Subject: RE: AIR CANADA - OCTOBER 25TH - TORONTO & EDMONTON

Thanks Gwen. I see we are still using the College of Physicians and Surgeons rate. Is it cheaper than the Govt of Alberta rate.

Also I need a breakdown of the cost of the Edmonton-Calgary portion please.

Many thanks.

PLEASE READ CAREFULLY*****

THE Fairmont
HOTEL MACDONALD


10065 - 100 Street
Edmonton, AB, Canada T5J 0N6
T (780) 424-5181 F (780) 429-6481

Room : 
Folio # : 
Cashier # : 
Page # : 1 of 1

College of Physicians and Surgeons of AB

Mrs Irene Pfeiffer

Arrival : 10-26-16
Departure : 10-27-16
Fairmont President's Club

Date	Description	Additional Information	Charges	Credits
10-26-16	Government Rate		199.00 ✓	
10-26-16	Room - DMF		5.97	
10-26-16	Room - AB Tourism Levy		8.20	
10-26-16	Room - GST		10.25 ✓	
10-27-16				223.42
Total			223.42	223.42

Balance Due

0.00

GST Summary

Room	10.25
F&B	0.00
Other	0.00
Total	10.25

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Mr Garrett Turta, General Manager, at Garrett.Turta@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
États-Unis ou Canada 1 800 441 1414

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. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné ne refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

RECEIPT
GST NO. R122556194

EXIT No. A1
IN: 10/25/16 03:45
OUT: 10/27/16 19:26
DURATION: 2 15: 41
PAID: \$ 88.05
(GST INCLUDED)

5870-T/C

REF. 28
THANK YOU FOR
YOUR VISIT

\$29.35 H&A ✓

flyYYC

YYC CALGARY
INTERNATIONAL
AIRPORT

GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

DATE 2016/10/26
TIME 0252 22:38:13
INVOICE # 564977
RECEIPT NUMBER
C85052910-001-001-082-0

PURCHASE
TOTAL

\$65.00

APPROVED

AUTH# 043744 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

EXPENSE CLAIM for Board of Directors

The disclosure of expenses for the HQCA Board of Directors reflects our commitment to transparency and accountability, and our responsibility for the sound financial management of public funds. All expenses are in compliance with the HQCA's Allowable Expense Policy and is aligned with the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and Public Disclosure of Travel and Expenses Policy.

HQCA EXPENSE CLAIM for BOARD OF DIRECTORS

CLAIMANT: Board expenses processed by K. Watkins

DATE: For the two months ending October 31, 2016

		CANADIAN FUNDS				
Date	Description of Expense (include # of kilometres)	TRAVEL EXPENSES				
		including airfare, accommodation, meals, taxis, transportation, parking, per diem, etc. Kilometres at \$0.505/km.				
		LOCAL	PROV.	Out of Prov.	GST	Total Amount Claimed
29-Sep-16	Breakfast for Board meeting	127.88			6.39	134.27
29-Sep-16	Lunch for Board meeting (Board + HQCA leadership team)	419.19			20.96	440.15
27-Oct-16	Breakfast for Board meeting	160.48			8.03	168.51
27-Oct-16	Lunch for Board meeting	290.94			14.56	305.50
TOTALS		998.49	0.00	0.00	49.94	1,048.43

TOTAL CLAIM: 1,048.43

APPROVED BY: C. McBrien-Morrison, Executive Director

HEALTH QUALITY COUNCIL OF ALBERTA

[REDACTED]
210, 811 - 14 Street NW
Calgary AB
T2N 2A7
PO#:

[REDACTED]
Event held on Thursday, September 29, 2016
[KM - Keynote Market]

210, 811 14 Street NW *Kristina [REDACTED] * [REDACTED]
8:15 am

Food/Service Items	Qty	Price	Total
Continental Breakfast	12	8.99	107.88
Signature Cheese tray	12		
Breakfast Tray	12		
Fruit salad	12		
Fresh Squeezed Juice - Included in package	12		
Yogurt & Granola Cup - Included in Package	12		
No Disposables Requested			

Delivery Charge	20.00
-----------------	-------

Subtotal	127.88	Service Charge	0.00
Tax	6.39		
Total Value	134.27		

Please remit any Balance Due within 30 days of the Event Date.
Thank you for this opportunity to serve you.

HEALTH QUALITY COUNCIL OF ALBERTA

[REDACTED]
210, 811 - 14 Street NW
Calgary AB
T2N 2A7
PO#:

[REDACTED]
Event held on Thursday, September 29, 2016
[KM - Keynote Market]

210, 811 14 Street NW *Kristina @ [REDACTED]
11:15 am

Food/Service Items	Qty	Price	Total
Lemongrass Chicken	19	14.99	284.81
Rice: Jasmine - 160g	19		
Seasonal Roasted Vegetables - 140g	19		
Signature Side Salad: Mesclun Greens	10	3.29	32.90
Dressing - House (Sundried Tomato)	10		
Cookie Tray - Assorted	12	1.79	21.48
Chafing Dish Rental - Calgary	3	20.00	60.00
No Disposables Requested			

Delivery Charge	20.00
-----------------	-------

Subtotal	419.19	Service Charge	0.00
Tax	20.96		
Total Value	440.15		

Please remit any Balance Due within 30 days of the Event Date.
Thank you for this opportunity to serve you.



Order Confirmation

Date of Event:Thursday, October 27, 2016

PO Number:

Meeting Organizer:

Expenditure Type:

Celebrating 25 Years!

Client/Organization Health Quality Council of Alberta	Booking Contact Kristina Watkins	Booking Tel [REDACTED]	Site Contact Kristina Watkins	Event # [REDACTED]
Booking Email [REDACTED]		Booking Cell [REDACTED]	Site Tel [REDACTED]	Guests 11 (Act)
Party Name [REDACTED]	Sales Rep Main Office	Theme ON REAL	Type Of Event AM Breakfast Cont.	

Please review details to ensure accuracy.

You are welcome to keep all prepared food leftover. Remember to have your containers available to transfer the leftovers from our bowls, platters, pans, etc.

Site Locations	
Site Name	Site Address

Seventh Street Plaza 10030 107 Street, Edmonton, Alberta

Directions

TIMELINE:

- Retrieval with lunch delivery

DRIVER:

- Use the loading dock on the North side of the building, access from the alley
- If loading dock is full park along building in alley with 4-way flashing lights on
- Please deliver to Boardroom B, Main Floor

Venue				
Description	Start	End	Arrival	Set By
Breakfast Cont.	8:30 am	3:00 pm	NA	8:30 am

Food/Service Items				
Food/Service Items	Comment	Price	Qty	Total
Coffee 30 Cup		27.47	1	27.47
Asst. Teas with Kettle		1.25	6	7.50
Continental Breakfast Package for 5-14 guests		5.05	11	55.55
Homemade Muffins			11	
Croissants			11	
Apple Strudel			11	
Oven-fresh Cinnamon Buns			11	
Breakfast Biscuits			11	
Lo af Slices			11	
Miniature Cream Cheese Danishes			11	
Strawberry Jam			11	
Wildberry Jam			11	
Cream Cheese			11	
Fruit 3oz		1.68	11	18.48
Assorted Juice AM		1.66	6	9.96
Bottled Water		1.66	5	8.30
Disposable Cup Coffee		0.12	11	1.32
Butter Cups			11	
Continental Disposable Setting		0.40	11	4.40
Hot Edmonton Tier 1 Delivery Charge		20.00	1	20.00

Non Peak Additional Delivery Charge

7.50

1

7.50

Subtotal	160.48	Paid	0.00	Pay Method		
Tax	8.03	Balance	168.51	Card Type		Expires
Service Charge	0.00			Card Holder	Health Quality Cour	
Total Value	168.51	Due Date	10/26/2016	Signature		

HOLIDAY BOOKING NOTICE: As the holiday season is our busiest time of the year we will be changing our normal ordering procedure; from December 1, 2016 through December 23, 2016. All orders will need to be placed and finalized 2 business days before the event. For example: if you are ordering for a Wednesday, the order would have to be in by 11:00 am on Monday.

Retrieval Notice: Dishes and equipment will be retrieved during the times specified on your order confirmation. If we return back during these times and a retrieval of all equipment cannot be made, your retrieval charge will be reapplied to your event for each time we must return.

Payment Notice: All events over \$1000 will be charged a 50% deposit of the final amount, 2 weeks prior to the event. If your event is within two weeks, a deposit will be taken upon receiving the order confirmation.



Order Confirmation

Date of Event: Thursday, October 27, 2016

PO Number:

Meeting Organizer:

Expenditure Type:

Celebrating 25 Years!

Client/Organization Health Quality Council of Alberta	Booking Contact Kristina Watkins	Booking Tel [REDACTED]	Site Contact Kristina Watkins	Event # E103547
Booking Email [REDACTED]		Booking Cell [REDACTED]	Site Tel [REDACTED]	Guests 11 (Act)
Party Name [REDACTED]	Sales Rep Main Office	Theme ON REAL	Type Of Event AM Hot Lunch	

Please review details to ensure accuracy.

You are welcome to keep all prepared food leftover. Remember to have your containers available to transfer the leftovers from our bowls, platters, pans, etc.

Site Locations	
Site Name	Site Address
Seventh Street Plaza	10030 107 Street, Edmonton, Alberta

Directions

TIMELINE:

- Retrieval 3-5pm
- Please retrieve am dishes

DRIVER:

- Use the loading dock on the North side of the building, access from the alley
- If loading dock is full park along building in alley with 4-way flashing lights on
- Please deliver to Boardroom B, Main Floor
- Please retrieve am dishes
- On site contact same as above or Jennifer 780-342-2028

			Venue			
Description	Start	End	Arrival	Set By		
Hot Lunch	12:00 pm	3:00 pm	NA	12:00 pm		
Food/Service Items						
Food/Service Items			Comment	Price	Qty	Total
Coffee Refresh 30 Cup				27.47	1	27.47
Hot Entree Luncheon				15.70	11	172.70
Luncheon Mushroom Madeira Chicken			half insert		11	
Luncheon Roasted Baby Red Potatoes			half insert		11	
Luncheon Vegetable Medley			half insert		11	
Baguette Slices: White					11	
Baguette Slices: Brown					11	
Waldorf Salad					11	
Quinoa Salad					11	
Assorted Squares Lunch				1.49	11	16.39
Assorted Pop				1.66	6	9.96
Bottled Water				1.66	5	8.30
Chafing Dish				8.80	1	8.80
Half Chafing Dish				6.60	1	6.60
Disposable Cup Coffee				0.12	11	1.32
Hot Meal Disposable Setting (uses lunch plates)				0.40	11	4.40

Hot Edmonton Tier 1 Delivery Charge	20.00	1	20.00
Chafer/Salad Set Up Additional Charge	7.50	1	7.50
Edmonton Tier 1 Retrieval Charge	7.50	1	7.50

Subtotal	290.94	Paid	0.00	Pay Method		Card Number	
Tax	14.56	Balance	305.50	Card Type		Expires	
Service Charge	0.00			Card Holder	Health Quality Cour		
Total Value	305.50	Due Date	10/26/2016	Signature			

HOLIDAY BOOKING NOTICE: As the holiday season is our busiest time of the year we will be changing our normal ordering procedure; from December 1, 2016 through December 23, 2016. All orders will need to be placed and finalized 2 business days before the event. For example: if you are ordering for a Wednesday, the order would have to be in by 11:00 am on Monday.

Retrieval Notice: Dishes and equipment will be retrieved during the times specified on your order confirmation. If we return back during these times and a retrieval of all equipment cannot be made, your retrieval charge will be reapplied to your event for each time we must return.

Payment Notice: All events over \$1000 will be charged a 50% deposit of the final amount, 2 weeks prior to the event. If your event is within two weeks, a deposit will be taken upon receiving the order confirmation.