

Office of the Information and Privacy Commissioner of Alberta
 Cara-Lynn Stelmack, Director- Mediation & Investigation
 Expenses Processed June 1, 2015 - July 31, 2015

Travel Expenses

Date Expenses Incurred	Destination	Description/Rationale	Transportation	Accommodation	Per Diems ¹ (no receipts)	Meals (with receipts)	Other ²	Total
April 29-30	Edmonton, AB	Trip to Edmonton for Meeting	\$ -	\$ 155.32			\$ 9.52	\$ 164.84
May 26-27	Edmonton, AB	Trip to Edmonton for Meeting	139.04	155.32			9.52	303.88
Total			\$ 139.04	\$ 310.64	\$ -	\$ -	\$ 19.04	\$ 468.72

¹ Where receipts are not provided, Government of Alberta approved per diem meal rates and daily incidental rates are claimed.

² "Other" Includes taxis, parking, telephone long distance and other sundry travel costs supported by receipts.

Hospitality/Working Session Expenses

Date Expenses Incurred	Description/Rationale	Hospitality	Working Session	Working Session	Total
Total		\$ -	\$ -	\$ -	\$ -
Total Expenses					\$ 468.72



Mrs Cara Stelmack

*
Calgary AB

Guest Name

Room Number: 1414
Arrival Date: 04-29-15
Departure Date: 04-30-15
Page No: 1 of 1

INFORMATION INVOICE

Folio No: 213554

05-27-15

Date	Description	Charges	Credits
04-29-15	Room Revenue	145.00	
04-29-15	Destination Marketing Fee - 3%	4.35	
04-29-15	Tourism Levy - 4%	5.97	
04-30-15	Mastercard XXXXXXXXXXXXX XX/XX		155.32
Total		155.32	155.32
Balance		0.00	

meeting in Edmonton

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. #866344302 RT 0001

From: Red Arrow Reservations [mailto:itinerary@redarrow.ca]
Sent: April 29, 2015 7:47 AM
To: Cara-Lynn Stelmack
Subject: Invoice



Invoice

Date: 2015-04-29

Bill To:

You can reach us at:

CARA LYNN STELMACK
 CALGARY, AB

304 - 35 Avenue NE
 Calgary, AB
 Phone: 1-800-232-1958

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1393387	2015-04-29		-	-	2015-05-02	2015-05-03	-	HOLLY

Travellers:

STELMACK/CARA

Product	Details	Duration	Price Basis	Qty	Each	Billed
Parking Per Day	2015-05-02	2 days	Per Day Parking	1	9.52	10.00

Payments Received:

Date	From	Reference	Amount
2015-04-29	customer: CARA LYNN STELMACK	MasterCard *****	10.00 CAD

Base Price: 9.52 CAD
 Discounts: 0.00 CAD
 Service Charges: 0.00 CAD
 GST: 0.48 CAD
 Invoice Total: 10.00 CAD
 Commission: 0.00 CAD
 Received: 10.00 CAD
 Balance: 0.00 CAD

525070 9.52
 120070 .48 GST

 10.00



Invoice

Date : 2015-05-05

Billing To:

OFFICE OF INFORMATION & PRIVACY (106908)
 410, 9925 - 109th STREET
 EDMONTON, AB T5K 2J8
 Attn: AUDREY PARKER

*Acct Date
06/01/12*

You can reach us at:
 Lethbridge,

Order #	Ordered	Customer #	Group Name	Departing	Returning	Sales Rep	Sales Agent
1395759	2015-05-05			2015-05-26	2015-05-27	-	HOLLY

Travellers: STELMACK/CARA LYNN

Product	Details	Duration	Price Basis	Qty	Each	Billed
CALEDM 08:00 Assigned to: 06A	Departs Calgary (CGYNORTH / CALGARY NORTH) 2015-05-26 at 08:15 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-05-26 at 11:50	3 hrs 35 mins	Corporate 1	1	69.52	69.52
EDMCAL 14:00 Assigned to: 06A	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-05-27 at 14:00 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2015-05-27 at 17:45	3 hrs 45 mins	Corporate 1	1	69.52	69.52

Payments:

Date	Received From	Reference	Amount
2015-05-05	customer: CARA LYNN STELMACK By: HOLLY	MasterCard ***	148.00 CAD
2015-05-05	customer: CARA LYNN STELMACK By: EMILY	MasterCard ***	-148.00 CAD
2015-05-05	Full Payment due:		139.04 CAD

Base Price:	139.04
Discounts:	0.00
Service Charges:	0.00
Invoice Total:	139.04
Commission:	0.00
Received:	0.00
Balance Due:	139.04

Exp. Officer Approval *Original Signed by Expenditure Officer*

TERMS: DUE UPON RECEIPT

GST# BN139981476

Holiday Blackout - December 15 2014 to January 5 2015. All changes to reservations including cancellations require at least 24 hours notice prior to departure.

If you wish to time change, date change, or cancel for a full refund 30 minutes notice prior to A.M. departures, 3 hours notice prior to P.M. departures must be given. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee for a date / time change.

Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958.

Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices

Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time

Vendor #	Payment Amount
	139.04



Mrs Cara Stelmack

Calgary AB

Guest Name

Room Number: 1104
Arrival Date: 05-26-15
Departure Date: 05-27-15
Page No: 1 of 1

INFORMATION INVOICE

Folio No: 216272

05-27-15

Date	Description	Charges	Credits
05-26-15	Room Revenue	145.00	
05-26-15	Destination Marketing Fee - 3%	4.35	
05-26-15	Tourism Levy - 4%	5.97	
05-27-15	Mastercard XXXXXXXXXXXXX XX/XX		155.32
Total		155.32	155.32
Balance		0.00	

APPROVED
JUN -9 2015
[Signature]
5-28-15
Billing

Signature: _____

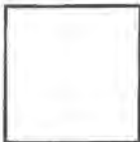
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\$155.32

Audrey Palmer

From: Cara-Lynn Stelmack
Sent: May-26-15 9:40 PM
To: Audrey Palmer
Subject: FW: Invoice for CC - Parking

From: Red Arrow Reservations [mailto:itinerary@redarrow.ca]
Sent: May 26, 2015 7:56 AM
To: Cara-Lynn Stelmack
Subject: Invoice



AO APPROVED
 JUN - 9 2015
 15-28-15
 BILLY

Invoice

Date: 2015-05-26

Bill To:
 CARA LYNN STELMACK
 CALGARY, AB

You can reach us at:
 304 - 35 Avenue NE
 Calgary, AB
 Phone: 1-800-232-1958

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1403179	2015-05-26		-	-	2015-05-26	2015-05-27	-	HOLLY

Travellers:
 STELMACK/CARA LYNN

Product	Details	Duration	Price Basis	Qty	Each	Billed
Parking Per Day	2015-05-26	2 days	Per Day Parking	1	9.52	10.00

Payments Received:

Date	From	Reference	Amount
2015-05-26	customer: CARA LYNN STELMACK	MasterCard ****	10.00 CAD

- 9.52
 .48
 \$ 10.00

Base Price: 9.52 CAD
 Discounts: 0.00 CAD
 Service Charges: 0.00 CAD
 GST: 0.48 CAD
 Invoice Total: 10.00 CAD
 Commission: 0.00 CAD
 Received: 10.00 CAD
 Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT
 GST# BN139981476
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