

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

**Travel Expenses**

Date Expenses Incurred	Destination	Description/Rationale	Transportation	Accommodation	Per Diems <sup>1</sup> (no receipts)	Meals (with receipts)	Other <sup>2</sup>	Total
April 29-30	Edmonton	Trip to Edmonton for Meeting	\$ 139.04					\$ 139.04
<b>Total</b>			<b>\$ 139.04</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 139.04</b>

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

<sup>2</sup> "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
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenses</b>					<b>\$ 139.04</b>



# Invoice

Date : 2015-04-27

**Billing To:**

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

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

Order #	Ordered	Customer #	Group Name	Departing	Returning	Sales Rep	Sales Agent
1392569	2015-04-27			2015-04-29	2015-04-30	-	HOLLY

Travellers: STELMACK/CARA

*To Edmonton for meeting.*

Product	Details	Duration	Price Basis	Qty	Each	Billed
CALEDM 08:00 Assigned to: 07A	Departs Calgary (CGYNORTH / CALGARY NORTH) 2015-04-29 at 08:15 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-04-29 at 11:50	3 hrs 35 mins	Corporate 1	1	69.52	69.52
ECEXP 16:30 Assigned to: 09C	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-04-30 at 16:30 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2015-04-30 at 19:35	3 hrs 5 mins	Corporate 1	1	69.52	69.52

**Payments:**

Date	Received From	Reference	Amount
2015-04-27	Full Payment due	Officer Approved	139.04

**APPROVED**  
 MAY 29 2015

*Date: 7-May-2015*

Vendor #      Payment Amount

*139.04 EMPID:*

TERMS: DUE UPON RECEIPT

GST# BN139981476

Holiday Blackout - December 15 2014 to January 6 2015. All changes to reservations including cancellations require at least 24 hours notice.

If you wish to time change, date change, or cancel for a full refund - 90 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](http://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\*\*

CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES.

Thank you for choosing Red Arrow.

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty |