

Office of the Information and Privacy Commissioner of Alberta
 Cara-Lynn Stelmack, Director- Mediation & Investigation
 Expenses Processed December 1, 2014 - January 31, 2015

Travel Expenses

Date Expenses Incurred	Destination	Description/Rationale	Transportation	Accommodation	Per Diems ¹ (no receipts)	Meals (with receipts)	Other ²	Total
Nov 5 - 6	Edmonton, AB	Attended Senior Management team meeting	\$ 140.96	\$ 143.54	\$ 79.14		\$ 16.52	
Dec 3 - 4	Edmonton, AB	Attended Senior Management team meeting	139.04	0.00	79.14		16.52	
Total			\$ 280.00	\$ 143.54	\$ 158.28	\$ -	\$ 33.04	\$ 614.86

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					\$ 614.86

Audrey Palmer

From: Cara-Lynn Stelmack
Sent: November-17-14 1:34 PM
To: Audrey Palmer
Subject: FW: Invoice for red arrow & parking for cara

From: Red Arrow Reservations [mailto:itinerary@redarrow.ca]
Sent: Wednesday, November 05, 2014 6:10 AM
To: Cara-Lynn Stelmack
Subject: Invoice



Invoice

Date: 2014-11-05

Bill To:

Website User

You can reach us at:

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1313934	2014-11-03		-	PARKING	2014-11-05	2014-11-06	-	Website User

Travellers:

stelmack/cara

140.96
7.04 GST
148.00

Product	Details	Duration	Per Day	Qty	Each	Billed
Parking Per Day	2014-11-05	2 days	Per Day Parking	1	9.52	10.00
CEEXP 06:00 Assigned to: 03C	Departs Calgary (CGYNORTH / CALGARY NORTH) 2014-11-05 at 06:15 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-11-05 at 09:20	3 hrs 5 mins	Adult	1	70.48	74.00
ECEXP 16:30 Assigned to: 05B	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-11-06 at 16:30 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2014-11-06 at 19:35	3 hrs 5 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2014-11-03	Website User	MasterCard *****	148.00 CAD
2014-11-05	stelmack/cara	MasterCard *****	10.00 CAD

Base Price: 150.48 CAD
 Discounts: 0.00 CAD
 Service Charges: 0.00 CAD
 GST: 7.52 CAD
 Invoice Total: 158.00 CAD
 Commission: 0.00 CAD
 Received: 158.00 CAD



11-06-14

Cara Stelmack	Folio No. :	Room No. : 512
Suite 2460 801 6th Ave Sw	A/R Number :	Arrival : 11-05-14
Calgary Ab	Group Code :	Departure : 11-06-14
Calgary AB T2P 3W	Company :	Conf. No. : 63859929
Canada	Membership No. :	Rate Code : IMCGV
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
11-05-14	*Room	134.00	
11-05-14	Trsm Levy Tax	5.36	
11-05-14	Municipal DMF	4.02	
11-05-14	Municipal DMF GST	0.20	
11-05-14	Municipal DMF Tourism Levy	0.16	
Total		143.74	0.00
Balance		143.74	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or 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.

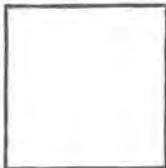
~~\$143.54~~
 , 20 GST
\$143.74

Holiday Inn Express Downtown
 Edmonton 10010 - 104 Street
 Canada T5J 0Z1 Edmonton, AB
 Telephone: (780) 423-2450 Fax: (780) 426-6090
 0GST #896724515
 www.hiexdowntown.com

Audrey Palmer

From: Cara-Lynn Stelmack
Sent: November-17-14 1:34 PM
To: Audrey Palmer
Subject: FW: Invoice for red arrow & parking for cara

From: Red Arrow Reservations [mailto:itinerary@redarrow.ca]
Sent: Wednesday, November 05, 2014 6:10 AM
To: Cara-Lynn Stelmack
Subject: Invoice



Invoice

Date: 2014-11-05

Website User You can reach us at:

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1313934	2014-11-03		-	PARKING	2014-11-05	2014-11-06	-	Website User

Travellers:

stelmack/cara

~~\$9.52~~
 + .48 GST
 \$10.00

Product	Description	Duration	Price Basis	Qty	Each	Billed
Parking Per Day	2014-11-05	2 days	Per Day Parking	1	9.52	10.00
CEEXP 06:00 Assigned to: 03C	Departs Calgary (CGYNORTH / CALGARY NORTH) 2014-11-05 at 06:15 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-11-05 at 09:20	3 hrs 5 mins	Adult	1	70.48	74.00
ECEXP 16:30 Assigned to: 05B	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-11-06 at 16:30 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2014-11-06 at 19:35	3 hrs 5 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2014-11-03	Website User	MasterCard *****	148.00 CAD
2014-11-05	stelmack/cara	MasterCard *****	10.00 CAD

Base Price: 150.48 CAD
 Discounts: 0.00 CAD
 Service Charges: 0.00 CAD
 GST: 7.52 CAD
 Invoice Total: 158.00 CAD
 Commission: 0.00 CAD
 Received: 158.00 CAD

Audrey Palmer

From: Cara-Lynn Stelmack
Sent: December-04-14 1:04 PM
To: Audrey Palmer
Subject: FW: Invoice for Red Arrow for Cara

On corporate credit card.

From: Red Arrow Reservations [mailto:itinerary@redarrow.ca]
Sent: Monday, December 01, 2014 10:29 AM
To: Cara-Lynn Stelmack
Subject: Invoice



Invoice

Date: 2014-12-01

Bill To:

OFFICE OF INFORMATION & PRIVACY (106908)
 410, 9925 - 109th STREET
 EDMONTON, ABT5K 2J8

You can reach us at:

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1328885	2014-12-01		-	-	2014-12-03	2014-12-04	-	Website User

Travellers:

stelmack/cara

→ \$139.04

Emp ID:

Product	Details	Duration	Price Basis	Qty	Each	billed
CEEXP 06:00	Departs Calgary (CGYNORTH / CALGARY NORTH) 2014-12-03 at 06:15 Assigned to: 11C Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-12-03 at 09:20	3 hrs 5 mins	Corporate	1	1	69.52 69.52
ECEXP 16:30	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-12-04 at 16:30 Assigned to: 06B Arrives Calgary (CGYNORTH / CALGARY NORTH) 2014-12-04 at 19:35	3 hrs 5 mins	Corporate	1	1	69.52 69.52

Payments Received:

Date	From	Reference	Amount
2014-12-01	OFFICE OF INFORMATION & PRIVACY (106908)	MasterCard *****	139.04 CAD

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

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.

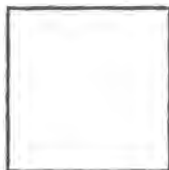
If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. Failure

Audrey Palmer

From: Cara-Lynn Stelmack
Sent: December-04-14 1:05 PM
To: Audrey Palmer
Subject: FW: Invoice for Parking - Cara

On corporate credit card

From: Red Arrow Reservations [mailto:itinerary@redarrow.ca]
Sent: Wednesday, December 03, 2014 6:02 AM
To: Cara-Lynn Stelmack
Subject: Invoice



Invoice

Date: 2014-12-03

Bill To:

You can reach us at:

CARA LYNN STELMACK
70 SCENIC WAY
CALGARY, AB T3L 2G8

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

Order#	Ordered	Customer	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1330108	2014-12-03		-	-	2014-12-03	2014-12-04	-	LISA

Travellers:

STELMACK/CARA

9.52
+ .48 GST

\$10.00

Product	Details	Duration	Price Basis	Qty	Each	Total
Parking Per Day	2014-12-03	2 days	Per Day Parking	1	9.52	10.00

Payments Received:

Date	From	Reference	Amount
2014-12-03	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

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