

Office of the Information and Privacy Commissioner of Alberta
 Cara-Lynn Steimack, Director- Mediation & Investigation
 Expenses Processed February 1, 2014 - March 31, 2014

Travel Expenses

Date Expenses Incurred	Destination	Description/Rationale	Transportation	Accommodation	Per Diems ¹ (no receipts)	Meals (with receipts)	Other ²	Total
Feb 18 - 20	Edmonton, AB	To conduct Senior Information & Privacy Manager Interviews and to attend meetings with senior leadership team	\$ 140.96	\$ 297.80	\$ 53.57	\$ -	\$ 35.67	\$ 528.00
Mar 2 - 3	Edmonton, AB	To attend meetings with Senior Leadership team & Strategy meeting with Investigation & Mediation team members	140.96	148.90	46.57	21.83	64.23	422.49
Total			\$ 281.92	\$ 446.70	\$ 100.14	\$ 21.83	\$ 99.90	\$ 950.49

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					\$ 950.49

Cara-Lynn Stelmack

From: Reservations <itinerary@redarrow.ca>
Sent: Friday, February 14, 2014 2:21 PM
To: Cara-Lynn Stelmack
Subject: Invoice

Follow Up Flag: Follow up
Flag Status: Flagged

Invoice

Date: 2014-02-14



Bill To:

You can reach us at:

Website User

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1196838	2014-02-14		-	-	2014-02-18	2014-02-20	-	Website User

Travellers:

Stelmack/Cara

Product	Details	Duration	Price Basis	Qty	Each	Billed
CEEXP 12:30	Departs Calgary (CALTO / Calgary Ticket Office) 2014-02-18 at 12:30 Assigned to: 08C Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-02-18 at 15:50	3 hrs 20 mins	Adult	1	70.48	74.00
EDMCAL 14:00	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-02-20 at 14:00 Assigned to: 05A Arrives Calgary (CGYNORTH / CALGARY NORTH) 2014-02-20 at 17:45	3 hrs 45 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2014-02-14	Website User	MasterCard *****	148.00 CAD

~~\$ 140.96~~
~~# 7.04 GST~~
~~# 148.00~~

Base Price: 140.96 CAD
 Discounts: 0.00 CAD
 Service Charges: 0.00 CAD
 GST: 7.04 CAD
 Invoice Total: 148.00 CAD
 Received: 148.00 CAD
 Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT

Red Arrow reserves the right to conduct baggage checks at any time.
 When travelling with Red Arrow you may be asked for ID at any time. *****
 GST# BN139981476

CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES. PLEASE REMIT PAYMENT TO THE ADDRESS LISTED ON YOUR STATEMENT. THANK YOU.

IF YOU WISH TO MAKE ANY CHANGES TO THIS RESERVATION - time change, date change, or cancel for a full refund - we require 3 hours notice prior to P.M. departures and a half hour notice prior to A.M. departures. Wheelchair reservations & cancelation to travel bookings during our Christmas Blackout period (December 13, 2013 to January 6, 2014) require 24



Mrs. Cara Stelmack
 801 6Th Avenue
 Suite 2460
 Calgary AB T2P 3W2

Room Number: 0805
 Arrival Date: 02-18-14
 Departure Date: 02-20-14
 Page No: 1 of 1
 Confirmation No 12539582

INFORMATION INVOICE

Folio No:

02-20-14

Date	Description	Charges	Credits
02-18-14	Room Revenue	139.00	
02-18-14	Destination Marketing Fee - 3%	4.17	
02-18-14	Tourism Levy - 4%	5.73	
02-18-14	Room GST - 5%	7.16	
02-19-14	Room Revenue	139.00	
02-19-14	Destination Marketing Fee - 3%	4.17	
02-19-14	Tourism Levy - 4%	5.73	
02-19-14	Room GST - 5%	7.16	
02-20-14	Mastercard	XXXXXXXXXXXX	312.12
Total		312.12	312.12
Balance		0.00	

$$\begin{array}{r}
 \$297.80 \\
 + 14.32 \\
 \hline
 312.12 \\
 \hline
 \hline
 \end{array}$$

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. #86634 4302 RT 0001

merchan. C...

* TRANSACTION RECEIPT *
Checker/Yellow Cabs
316 Meridian Road SE
Calgary, AB, T2A 1X2
403-299-9999

Taxi Service

TYPE:MasterCard
CARD:*****
EXP :xx/xx
DATA:SWIPED
TerminalID: 00001557217E
Transaction Reference
Number : MWEK4XEYR0220
DATE:2014/02/20 18:05:48
AUTH: 03481S
IFID: 10291653
DRV : 2843
VEH : 620
GST : 869062299
Meter Start Time:
17:38:51
Meter Stop Time:
18:04:32
Distance: 16.2 Km

FARE 1: \$ 30.57
FLAT : \$ 0.00
TAX : \$ 1.53
TOTAL FARE: \$ 32.10
PAYMENT AMOUNT: \$ 32.10
TIP: \$ 5.00

TOTAL PAYMENT: \$ 37.10
Auth Complete

35.67 Taxi.
14.00 2 day per diem allowance
49.67

435.67
41.43 GST
477.10

Cara-Lynn Stelmack

From: Reservations <itinerary@redarrow.ca>
Sent: Wednesday, February 26, 2014 3:21 PM
To: Cara-Lynn Stelmack
Subject: Invoice

Invoice

Date: 2014-02-26



Bill To:

You can attach us at

Website User

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1202827	2014-02-26		-	-	2014-03-02	2014-03-03	-	Website User

Travellers:

Stelmack/Cara

Product	Details	Duration	Price Basis	Qty	Each	Total
CEEXP 16:30 Assigned to: 11C	Departs Calgary (CGYNORTH / CALGARY NORTH) 2014-03-02 at 16:45 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-03-02 at 19:50	3 hrs 5 mins	Adult	1	70.48	74.00
ECEXP 16:30 Assigned to: 06C	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-03-03 at 16:30 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2014-03-03 at 19:35	3 hrs 5 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2014-02-26	Website User	MasterCard *****	148.00 CAD

#140.96
 7.04

 #148.00

Base Price: 140.96 CAD
 Discounts: 0.00 CAD
 Service Charges: 0.00 CAD
 GST: 7.04 CAD
 Invoice Total: 148.00 CAD
 Received: 148.00 CAD
 Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT

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 GST# BN139981476

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IF YOU WISH TO MAKE ANY CHANGES TO THIS RESERVATION - time change, date change, or cancel for a full refund - we require 3 hours notice prior to P.M. departures and a half hour notice prior to A.M. departures. Wheelchair reservations & cancellation to travel bookings during our Christmas Blackout period (December 13, 2013 to January 6, 2014) require 24 hours notice. Failure to provide proper notice of time change or cancellation, and/or failure to arrive on time for departure will result in forfeiture of funds paid and the



N/A Cara Stelmack
 Suite 2460 801
 6Th Ave
 Calgary P2P 3W2

Room Number: 1004
 Arrival Date: 03-02-14
 Departure Date: 03-03-14
 Page No: 1 of 1
 Confirmation No 12659831

INFORMATION INVOICE

Folio No: 173631

03-10-14

Date	Description		Charges	Credits
03-02-14	Room Service	Room# 1004 : CHECK# 42	22.92	
03-02-14	Room Revenue		139.00	
03-02-14	Destination Marketing Fee - 3%		4.17	
03-02-14	Tourism Levy - 4%		5.73	
03-02-14	Room GST - 5%		7.16	
03-03-14	Mastercard	XXXXXXXXXXXXX XX/XX		178.98
Total			178.98	178.98
Balance			0.00	

\$148.90
 7.16 GST

 156.06

\$21.83
 \$1.09 GST

 \$22.92

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. #86634 4302 RT 0001

