

Office of the Information and Privacy Commissioner of Alberta
 Kim Kreuzer Work, Director, Knowledge Management
 Expenses Processed December 1, 2014 - January 31, 2015

Travel Expenses

Date Expenses Incurred	Destination	Description/Rationale	Transportation	Accommodation	Meals ¹	Other ^{1,2}	Total
Jan 6-7	Calgary, AB	Travelled to Calgasry for OIPC training sessions	\$ 139.04	\$ 138.18	\$ 50.57	\$ 46.23	\$ 374.02
Total			\$ 139.04	\$ 138.18	\$ 50.57	\$ 46.23	\$ 374.02

¹ Where receipts are not provided, per diem rates are claimed.

² "Other" includes conference fee, taxis, parking, telephone long distance and daily incidental per diem allowance.

Hospitality/Working Session Expenses

Date Expenses Incurred	Description/Rationale	Hospitality	Working Session	Total
Total		\$ -	\$ -	\$ -
Total Expenses				\$ 374.02

Audrey Palmer

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: December-11-14 11:55 AM
To: Audrey Palmer
Subject: Invoice

Invoice

Date: 2014-12-11



BB To: You can reach us at:

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

Order #	Ordered	Customer #	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1334657	2014-12-11		-	-	2015-01-06	2015-01-07	-	Website User

Travellers:

Kreutzer-Work/Kim,

Product	Details	Duration	Price Basis	Qty	Each	Total
ECEXP 16:30 Assigned to: 05A, 05B, 05C	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-01-06 at 16:30 Arrives Calgary (CALTO / Calgary Ticket Office) 2015-01-06 at 19:50	3 hrs 20 mins	Corporate 1	3	69.52	208.56
CALEDM 15:30 YYC Assigned to: 03A, 03B, 03C	Departs Calgary (CALTO / Calgary Ticket Office) 2015-01-07 at 15:30 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-01-07 at 19:35	4 hrs 5 mins	Corporate 1	3	69.52	208.56

~~4139.04~~

Payments Received:

Date	From	Reference	Amount
2014-12-11	OFFICE OF INFORMATION & PRIVACY (106908)	MasterCard *****8563	417.12 CAD

Base Price: 417.12 CAD
 Discounts: 0.00 CAD
 Service Charges: 0.00 CAD
 Invoice Total: 417.12 CAD
 Received: 417.12 CAD
 Balance: 0.00 CAD

#139.04

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



INTERNATIONAL HOTEL CALGARY

1 of 1
January 07, 2015

220 4th Avenue S.W., Calgary, Alberta T2P 0H5 Canada
Telephone No. (403) 265-9600
Fax No. (403) 290-7879
GST R121402523RT0001

Reservation Number 516247

Send to **Kim Kreutzer Work**

Phone

Guest Name Kim Kreutzer Work
Company Booking.Com

Arrival Date
1/6/2015

Departure Date
1/7/2015

Room Information

2605 - International Suite King

Bill To Kreutzer Work, Kim

Phone

Folio Number 676043

Trans Date	Description	Voucher	Amount
Charges			
1/6/2015	Room Charge Booking.com Extranet	mbl-2605	129.00
1/6/2015	Tourism Levy	mbl-2605	5.31
1/6/2015	Goods & Services Tax	mbl-2605	6.64
1/6/2015	Destination Marketing Fee	mbl-2605	3.87
Total Charges			144.82
Payments			
1/7/2015	Payment - Master Card		-144.82
Total Payments			-144.82
Balance Due:			0.00

GST Summary	
Registration No. : GST R121402523RT0001	
Total GST	6.64

#138.18
 #6.64 GST

 #144.82

I agree to remain personally liable for the payment of this account if the corporation or other third party fails to pay part or all of these charges

Guest Signature: _____

THANK YOU FOR RIDING WITH SMOOTH Taxi

Date: Jan 7, 14 Amount: 4.80
From: Red Arrow
To: 99-25-109
Driver: AM

PLEASE CALL AGAIN
780-904-Taxi
780-904-8294

Driver # 6337 Car # 417
To: _____
From: _____
Date: Jan 7/14 Amount: \$ 8.
GST# _____

Taxi from Red Arrow
station to Edmonton office.

Taxi from hotel to the
Calgary office

Thank You for Choosing



24 Hour City Wide Service
& Out of Town Service

Driver: [Signature] Date: Jan 07, 2015
Car #: 122 Amount 10.00
GST Included # _____

#39.23
#1.57

#40.80
==

Taxi from Calgary Office to
Red Arrow.

Driver # Nash Car # 811
To: _____
From: _____
Date: 6 Jan 2015 Amount: 88.00
GST# _____

Thank You for Choosing



24 Hour City Wide Service
& Out of Town Service

Driver: Haley Date: 05/01/2015
Car #: 37 Amount 10
GST Included # _____

Taxi from Calgary office
to hotel.

Taxi from Red Arrow
to the Calgary office.