

Office of the Information and Privacy Commissioner of Alberta
 Jill Clayton, Commissioner
 Expenses Processed October 1 - November 30, 2013

Travel Expenses

Date Expenses Incurred	Destination	Description/Rationale	Transportation	Accommodation	Meals ¹	Other ^{1,2}	Total
Oct 7-12	Vancouver, BC	Attended Federal Provincial Territorial Commissioners' meeting and spoke at the 20/20 Access and Privacy Conference.	\$ 553.24	\$ 708.72	\$ -	\$ 75.00	\$1,336.96
Total			\$ 553.24	\$ 708.72	\$ -	\$ 75.00	\$1,336.96

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		\$ -	\$ -	\$ -

Executive Vehicle Expenses

Date Expenses Incurred	Description/Rationale	Total
Oct 1 - Nov 30	Fleet vehicle lease - vehicle provided to Commissioner	\$ 966.00
Oct 1 - Nov 30	Gasoline/Maintenance	233.46
Total		\$1,199.46
Total Expenses		<u>\$2,536.42</u>

Fare family benefits

YVR-YEG: Flex Seat Sale Benefits

- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *
- \$50-57.50 itinerary change fee + applicable fare difference
- \$50-57.50 name change fee
- \$50-57.50 cancellation fee, balance credited toward future WestJet flight purchases -
- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- - Non-refundable to original form of payment

Seats

Regular seat

WS 222 YVR - YEG Seat 9D Ms Jill Clayton

CAD 10.00 + CAD 0.50 Tax

Total Seats: CAD 10.50

Total

Charged to MASTERCARD XXXX XXXX XXX

~~\$269.12~~

\$13.46 GST 282.38

CAD 10.50

Charged to MASTERCARD XXXX XXXX XXXX

\$10.00

CAD 282.58

Total

.50 GST

CAD 293.08

Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

10.50

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage info](#) page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
 - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Inflight services](#) (Buy on board, up! magazine and more)
 - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

[Important Legal Notice](#)

[Terms and Conditions](#)

Contact Information

If you have questions about your reservation, call WestJet at 1-888-937-8538 (1-888-WESTJET) and have the itinerary number ready. Thank you for choosing WestJet.

Audrey Palmer

From: Cindy Watson
Sent: October-30-13 1:21 PM
To: Audrey Palmer
Subject: FW: Reservation Confirmation

That's bizarre, I KNOW I sent this this morning. I was paying attention (for a change!) Computer gremlins. Anyway, here you are, both numbers are on the same receipt.

From: noreply@itinerary.westjet.com [mailto:noreply@itinerary.westjet.com]
Sent: October 2, 2013 11:21 AM
To: Cindy Watson
Subject: Reservation Confirmation



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary. Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight. This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is: **UTBFLU**

Main contact: Ms Jill Clayton
E-mail: cwatson@olpc.ab.ca
Phone Number: (780) 4055181

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Guest

Ms. Jill Clayton	Flight	Vancouver (YVR)-Edmonton (YEG)
	WestJet FF	120476580
	Ticket Number	TN8382192993286
	Seat	YVR-YEG: 9D

Air Itinerary Details

WS222	Vancouver, CA	Edmonton, CA	Fare type: Flex
WestJet	Fri, 11 Oct 2013, 07:30 PM	Fri, 11 Oct 2013, 09:54 PM	Non-stop

Fare Breakdown

Guest Type	Base Fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total Fare per guest	Number of guests	Total Fare
adult	CAD 224.00	CAD 18.00	CAD 40.58	CAD 282.58	x 1	CAD 282.58
						Total airfare: CAD 282.58

Tax Details

Rate Code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 13.46
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 20.00
		Total airfare: CAD 40.58

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC243	Edmonton, Edmonton Int'l (YEG) Mon 07-Oct 2013 13:35	Vancouver, Vancouver Int'l (YVR) Mon 07-Oct 2013 14:17 - Terminal M	0	1hr42	E90	Tango, N	

Passenger Information

1: Ms Jill Clayton : Adult (16+), Ticket Number: 0142126188775

Air Canada - Meal Preference : **None**
Aeroplan :
Payment Card: xxxxx-xxxx-xxxxx Special Needs: **None**
Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Tango</u>	204.00
<u>Surcharges</u>	18.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	12.71
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	266.83
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$266.83

Payment Information

Credit/Debit Card xxxxx-xxxx-xxxx-3369 - Amount paid: **\$266.83**

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$266.83 (Airfare - per ticket)

Ticket number(s): 0142126188775

- #254.12
#12.71 GST

#266.83

Fare Rules

Departing Flight Edmonton (YEG) To Vancouver (YVR) - **Tango**

• **Changes:**

Audrey Palmer

From: Air Canada <confirmation@aircanada.ca>
Sent: October-02-13 11:13 AM
To: Cindy Watson
Subject: Air Canada - 07-Oct: Edmonton - Vancouver (booking ref: KLHBFA)

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Hotels in Vancouver			Why book your hotel stay at aircanada.com?
From (per night) \$88 CAD	From (per night) \$143 CAD	From (per night) \$107 CAD	<ul style="list-style-type: none">▪ Lowest price guaranteed▪ Great choice of hotels▪ Aeroplan Mile offer exclusive to aircanada.com
<u>Executive Hotel</u> Vintage Park:	<u>Coast Coal Harbour</u> Hotel:	<u>Rosedale on Robson</u> Suite Hotel:	

Hotels provided by WWTMS.



Want travel insurance? Protect yourself and your family against unforeseen circumstances.

Need a car in Vancouver? Great rates and additional Aeroplan Miles.

Looking for ground transportation or attractions?

Booking Information

Booking Reference: KLHBFA

Customer Care

Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Ms Jill Clayton
cwatson@oipc.ab.ca
Mobile:
Work: 1-780-6444894

Online Services

Manage my booking online (view/change my booking; select seats*).
Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC243	Edmonton, Edmonton Int'l (YEG) Mon 07-Oct 2013 13:35	Vancouver, Vancouver Int'l (YVR) Mon 07-Oct 2013 14:17 - Terminal M	0	1hr42	E90	Tango, N	

Passenger Information

1: Ms Jill Clayton : Adult (16+). Ticket Number: 0142126188775

Air Canada - Meal Preference : **None**
Aeroplan :

Payment Card: **XXXX-XXXX-XXXX** Special Needs: **None**
Seat Selection: **AC243 22C Paid**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Tango</u>	204.00
<u>Surcharges</u>	18.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	12.71
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	266.83

Options

Departing Flight - <u>Tango</u>	
<input checked="" type="checkbox"/> Advance Seat Selection	20.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.00
Total airfare, taxes and options (per passenger)	287.83
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$287.83

20.00
1.00

21.00 GST

Seat Selection

Payment Information

Credit/Debit Card XXXX-XXXX-XXXX - Amount paid: **\$287.83**
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$266.83 (Airfare - per ticket)
Air Canada: \$21.00 (Advance Seat Selection - per ticket)

Audrey Palmer

From: Air Canada <confirmation@aircanada.ca>
Sent: October-02-13 11:13 AM
To: Cindy Watson
Subject: Air Canada - 07-Oct: Edmonton - Vancouver (booking ref: KLHBFA) - seat selected

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****










Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

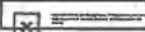
Scan this barcode to check in at any Air Canada check in kiosk.



Hotels in Vancouver			Why book your hotel stay at aircanada.com?
From (per night)	From (per night)	From (per night)	<ul style="list-style-type: none">▪ Lowest price guaranteed▪ Great choice of hotels▪ Aeroplan Mile offer exclusive to aircanada.com
\$88 CAD	\$143 CAD	\$107 CAD	
 <u>Executive Hotel</u> Vintage Park:	 <u>Coast Coal Harbour</u> Hotel:	 <u>Rosedale on Robson</u> Suite Hotel:	
			
Hotels provided by WWTMS.			



Want travel insurance? Protect yourself and your family against unforeseen circumstances.

Need a car in Vancouver? Great rates and additional Aeroplan Miles. 

Looking for ground transportation or attractions?

Booking Information

Booking Reference: **KLHBFA**

Customer Care

Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Ms Jill Clayton
cwatson@oipc.ab.ca
Mobile:
Work: 1-780-6444894

Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats



Accommodation Vancouver

*- Federal/Provincial/Territorial
Commissioners' meeting
Oct 8-9*

*- 20/20 Access + Privacy Conference
Oct 10-11 - moderated a panel, participated
on another*

Hyatt Regency Vancouver
655 Burrard Street
Vancouver, BC V6C 2R7
604 683 1234
604 689 3707

INVOICE

Payee Jill Clayton
9925 109 St
#410
Edmonton AB T5K 2J8
Canada

Room No. 2121
Arrival 10-07-13
Departure 10-11-13
Page No. 1 of 2
Folio Window 1
Folio No. 495550

Confirmation No. 2999294901
Group Name REBOOT COMMUNICATIONS

Date	Description	Charges	Credits
10-07-13	Group Room	159.00	
10-07-13	Room P.S.T	16.11	
10-07-13	Room G.S.T.	8.05	
10-07-13	Destination Mktg Fee	2.07	
10-08-13	Group Room	159.00	
10-08-13	Room P.S.T	16.11	
10-08-13	Room G.S.T.	8.05	
10-08-13	Destination Mktg Fee	2.07	
10-09-13	Group Room	159.00	
10-09-13	Room P.S.T	16.11	
10-09-13	Room G.S.T.	8.05	
10-09-13	Destination Mktg Fee	2.07	
10-10-13	Group Room	159.00	
10-10-13	Room P.S.T	16.11	
10-10-13	Room G.S.T.	8.05	
10-10-13	Destination Mktg Fee	2.07	
10-11-13	Master Card		740.92
		<i>708.72</i>	
		<i>32.20</i>	
		<i>740.92</i>	
		XXXXXXXXXXXX	XX/XX
			740.92
			740.92

Toward Conf. in Jan.

Guest Signature

Balance 0.00

I agree that my liability for this bill is not waived and I 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.

HST Summary:	
Rooms	32.20
Food & Beverage	0.00
Other	0.00
Total	32.2
Registration Number: 119438240 RT 0001	

Hyatt Gold Passport Summary

Membership:
Bonus Codes:
Qualifying Nights:
Eligible Spend:
Redemption Eligible:

WE HOPE YOU ENJOYED YOUR STAY WITH US!

Thank you for your business.

For feedback and comments, please email our Quality Assurance at quality.yvrrv@hyatt.com or call us at 604-683-1234.

Lost and found inquiries lstfnd.yvrrv@hyatt.com

For inquiries concerning your bill please call 888-588-4384 or e-mail NA.CustomerService@Hyatt.com

Summary Invoice, please see front desk for eligibility details.

Please remit payment to:
Hyatt Regency Vancouver
655 Burrard Street

Taxi from YVR to Hyatt
-Federal Provincial Territorial Commissioners' meeting
and speaker at 20/20 Access and Privacy Conference

SURDELL TAXI 079
12975 84TH AVE V3W1B3
SURREY BC
20358614

|||| PURCHASE ||||

10-07-2013 15:17:08
Acct # C
Exp Date ' / ' Card Type MC
Name: JILL CLAYTON
A0000000041010 MasterCard

Trace # 050002 Operator 279
FB2035861401
Inv. # 556
Auth # 181709 RRN 001405002

Total \$40.00

(00) APPROVED-THANK YOU

Retain this copy for your
records

. #38.46
1.54 GST

40.00

Taxi from Hyatt to YVR
-return from Federal Provincial Territorial Commissioners' meeting
and speaker at 20/20 Access and Privacy Conference

YELLOW CAB CO LTD
1441 CLARK DR V5L3K9
VANCOUVER BC
21158659
1111 PURCHASE 1111
10-11-2013 17:54:40
Acct # ***** CN
Exp Date ' / ' Card Type MC
Name: JILL CLAYTON
A0000000041010 MasterCard

Trace # 060003
M21158659035
Inv. # 5
Auth # 205440 RRN 001098002

Total \$38.00
(00) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

36.54
1.46 GST

38.00

Fleet Invoice

Invoice #: FM040762
 Invoice Due Date: 01-Oct-2013
 Invoice Date: 18-Sep-2013
 Invoice Group: Office of the Information & Privacy Commissioner

Customer Number:
 Customer: Office of the Information & Privacy Commissioner

Cost CC/Unit	Plate / Use Prov	Driver Name / Vehicle Description	Supplier Trans	Card #	Supplier	Charge Description	QTY	Cost/Unit	Amt	PST/QST	GST/HST	Total	
JPL Unit	VIN		Transaction Date		Trans Location								
	BGY 8565 (AB) / AE .JHCF5C21C5059005	Fuel											
			0055538	8/19/2013 13:19:00	SUNCOR ENERGY PRODUCTS 9936 109 STREET EDMONTON AB	SUPER UNLEADED	55.00	\$1.32	\$59.80				
									Transaction Total	\$59.80	\$0.00	\$0.00	\$59.80
			4408711447	9/2/2013 14:48:00	SHELL CANADA PRODUCTS LIMITED HWY 2A - HWY 53. PONOKA AB	SUPER UNLEADED	45.84	\$1.13	\$51.80				
									Transaction Total	\$51.80	\$0.00	\$0.00	\$51.80
			4405711446	9/2/2013 14:47:00	SHELL CANADA PRODUCTS LIMITED HWY 2A - HWY 53. PONOKA AB	REGULAR UNLEADED	45.26	\$0.98	\$44.25				
						SUPER UNLEADED	45.84	\$1.13	\$51.80				
									Transaction Total	\$96.05	\$0.00	\$0.00	\$96.05
			4406711446V	9/2/2013 14:48:00	SHELL CANADA PRODUCTS LIMITED HWY 2A - HWY 53. PONOKA AB	REGULAR UNLEADED	-45.26	\$0.98	(\$44.25)				
						SUPER UNLEADED	-45.84	\$1.13	(\$51.80)				
									Transaction Total	(\$96.05)	\$0.00	\$0.00	(\$96.05) <i>minus credit</i>
									Fuel Total	\$111.60	\$0.00	\$0.00	\$111.60
		Program Fee			JPL								
				10/1/2013		PROGRAM FEE - 01 OCT 2013	1.00	\$6.75	\$6.75	\$0.00	\$0.00	\$6.75	
									Transaction Total	\$6.75	\$0.00	\$0.00	\$6.75
									Program Fee Total	\$6.75	\$0.00	\$0.00	\$6.75
									Customer Unit Total	\$118.35	\$0.00	\$0.00	\$118.35

Fleet Invoice

Customer Number:
Customer: Office of the Information & Privacy Commissioner

Invoice #: FM041643
Invoice Due Date: 01-Nov-2013
Invoice Date: 18-Oct-2013
Invoice Group: Office of the Information & Privacy Commissioner

Cust CC/Unit	Plate / Use Prov	Driver Name /	Supplier Trans	Card #	Supplier	Charge Description	QTY	Cost/Unit	Amt	PST/GST	GST/HST	Total	
JPL Unit	VIN	Vehicle Description	Transaction Date	Trans Location									
	BCY 8585 (AB) / AB												
	ACP5C21C8059005												
		Fuel											
			9/25/2013 10:12:00	RED DEER AB	SHELL CANADA PRODUCTS LIMITED LEVA AVENUE - RED DEER								
					RED DEER AB								
						SUPER UNLEADED	47.55	\$1.11	\$52.83				
									Transaction Total	\$52.83	\$0.00	\$0.00	\$52.83
			10/12/2013 13:38:00	EDMONTON AB	SUNCOR ENERGY PRODUCTS 9936 109 STREET								
					EDMONTON AB								
						SUPER UNLEADED	56.70	\$1.20	\$55.53				
									Transaction Total	\$55.53	\$0.00	\$0.00	\$55.53
									Fuel Total	\$108.36	\$0.00	\$0.00	\$108.36
		Program Fee											
			11/1/2013		JPL								
						PROGRAM FEE - 01 NOV 2013	1.00	\$6.75	\$6.75	\$0.00	\$0.00	\$6.75	
									Transaction Total	\$6.75	\$0.00	\$0.00	\$6.75
									Program Fee Total	\$6.75	\$0.00	\$0.00	\$6.75
									Customer Unit Total	\$115.11	\$0.00	\$0.00	\$115.11