

Office of the Information and Privacy Commissioner of Alberta
 Jill Clayton, Commissioner
 Expenses Processed October 1, 2014 - November 30, 2014

Travel Expenses

Date Expenses Incurred	Destination	Description/Rationale	Transportation	Accommodation	Meals ¹	Other ^{1,2}	Total
Oct 27-30	Ottawa, ON	Travelled to Ottawa to attend meeting and present at the annual meeting of Federal, Provincial and Territorial Information and Privacy Ombudspersons and Commissioners	\$ 784.81	\$ -	\$ -	\$ 93.89	\$ 878.70
Total			\$ 784.81	\$ -	\$ -	\$ 93.89	\$ 878.70

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	681.23
Total		\$1,647.23
Total Expenses		<u>\$2,525.93</u>

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

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Tango</u>	259.00
<u>Surcharges</u>	23.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	23.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	40.58
<u>Air Travellers Security Charge (ATSC)</u>	7.12
Total airfare and taxes before options (per passenger)	352.70
Number of passengers	x 1
Total airfare, taxes and options	352.70
Grand Total - Canadian dollars	\$352.70

Payment Information

Credit/Debit Card xxx-xxxx-xxxx-3369 - Amount paid: **\$352.70**
 The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$352.70 (Airfare - per ticket)

Ticket number(s): 0142140178595

\$337.09
 \$15.61

 \$352.70

Fare Rules

Departing Flight Ottawa (YOW) To Edmonton (YEG) - Tango

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger.
 - **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.

Audrey Palmer

From: Air Canada <confirmation@aircanada.ca>
Sent: October-15-14 11:32 AM
To: Cindy Watson
Subject: Air Canada - 31-Oct: Ottawa - Edmonton (booking ref: M7AAZV)

***** 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.



Booking Information

Booking Reference: **M7AAZV**

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@qipc.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
AC143	Ottawa, Ottawa Int'l (YOW) Fri 31-Oct 2014 17:40	Edmonton, Edmonton Int'l (YEG) Fri 31-Oct 2014 20:06	0	4hr26	E90	Tango, T	



F: **Food for purchase on board** All Air Canada Café purchases made on board Air Canada and Air Canada rouge flights, as well as on Air Canada Express flights operated by Jazz, are payable only with Visa, MasterCard and American Express credit cards.

Passenger Information

1: Ms Jill Clayton : Adult (16+), Ticket Number: 0142140178595

Air Canada - Aeroplan :		Meal Preference :	None
Payment Card:	xxxx-xxxx-xxxx	Special Needs:	None
Seat Selection:	AC143 24C Paid		

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Tango</u>	259.00
<u>Surcharges</u>	23.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	23.00
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Seat Selection

Ms Jill Clayton	
AC143: 24C - Standard Seat (Aisle)	20.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	2.60
Total including airfare, taxes, options and seat selection charges:	375.30

3 seat selection

Grand Total - Canadian dollars **\$375.30**

\$21.60

\$1.00

~~\$22.60~~

Payment Information

Credit/Debit Card xxx-xxx-xxx-xxx-xxxx - Amount paid: \$375.30

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

Air Canada: \$352.70 (Airfare - per ticket)

Air Canada: \$22.60 (Advance Seat Selection - for passenger 1)

Ticket number(s): 0142140178595

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- Flights can only be used in sequence from the place of departure specified on the itinerary.

- Cancellations:**

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- **Cancellations** can be made up to 45 minutes prior to departure.

Audrey Palmer

From: Air Canada <confirmation@aircanada.ca>
Sent: October-15-14 11:33 AM
To: Cindy Watson
Subject: Air Canada - 31-Oct: Ottawa - Edmonton (booking ref: M7AAZV) - seat selected

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



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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.

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Passenger Information

1: Ms Jill Clayton : Adult (16+), Ticket Number: 0142140178595

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 19.81
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00

Total taxes: CAD 56.93

Fare family benefits

YEG-YOW: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD (for flights within Canada or to/from the U.S. for travel after October 28, 2014)
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece (for travel after October 28, 2014)
- Second checked bag fee of \$20-23.60 CAD and excess checked baggage fee of \$50-59 CAD per eligible piece (for travel before October 29, 2014)

Seats

Exit row seat WS 318 YEG - YOW Seat 12C Ms Jill Clayton CAD 30.00 + CAD 1.50 Tax
Total Seats: CAD 31.50

Total

Charged to MASTERCARD XXXX XXXX XXXX CAD 415.93

Charged to MASTERCARD XXXX XXXX XXXX ~~30.00~~ CAD 31.50

Total 1.50 CAD 447.43

WestJet offers

Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has teamed up with KBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

4396.12
19.81

415.93

Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- 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](#).

Audrey Palmer

From: Cindy Watson
Sent: October-15-14 11:28 AM
To: Audrey Palmer
Subject: FW: Reservation Confirmation

Jill's flight to the FPT meeting in Ottawa charged on her Mastercard – I'll be flying her home via Air Canada, so separate receipt to come. No reimbursement possible for this one.

Thanks,

Cindy

From: noreply@itinerary.westjet.com [mailto:noreply@itinerary.westjet.com]
Sent: October 15, 2014 11:25 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: **XRDFJY**

Main contact: **Ms Jill Clayton**
E-mail: cwatson@ojpc.ab.ca
Phone Number: **7804226860**

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#). Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft. If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

Guest

Ms. Jill Clayton	Flight	Edmonton (YEG)-Ottawa (YOW)
	WestJet FF	120476580
	Ticket Number	TN8382102188284
	Seat	YEG-YOW: 12C

Air Itinerary Details

WS318 WestJet	Edmonton, CA Mon 27 Oct, 2014 06:10 AM	Ottawa, CA Mon 27 Oct, 2014 01:10 PM	Fare type: Econo Stops: 1
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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 336.00	CAD 23.00	CAD 56.93	CAD 415.93	x 1	CAD 415.93
						Total airfare: CAD 415.93

Taxi from home to Edmonton Airport for Annual F/P/T Commissioners' meeting

#1-63

#40.82

OTTAWA TAXI
11 BENTLEY AVE
NEPEAN ON K2E 6T7

TERM # 40492935
RECORD # 000756
HOST INVOICE # 1000146
HOST SEQ # 1000104
OPERATOR: 229

CARD *****
CREDIT/MASTERCARD D
2014/10/27 15:37:03

Purchase
AMOUNT \$35.61
TIP \$5.34
AIRTIME FEE \$1.50
TOTAL \$42.45

AUTH#:153749 B:0001
HTS: 20141027153749

TRANSACTION
APPROVED - 000
THANK YOU

MasterCard
AID: A0000000041010
TC: A29861C8856D88FA
TUR: 0000008000
TSI: E800

CUSTOMER COPY
OTTAWA TAXI
613 523 1234
WWW.MONEXGROUP.COM

Taxi from Ottawa Airport to Lord Elgin Hotel.

Annual F/P/T Commissioners' meeting

- \$53.07
- 2.13
55.20

AIRPORT TAXI SERVICE
4628 101 ST. (7808907070)
EDMONTON, AB
T6E-5G3

Term ID: 05128468

Purchase
XXXXXXXXXX
MASTERCARD
Invoice #: 228
Entry Method: C
Amount: \$ 48.00
Tip: \$ 7.20
Total: \$ 55.20

2014/10/27 05:02:37
Seq #: 0010210230
Appr Code: 070237
Resp Code: 01A027

MasterCard
A0000000041010
34 03 96 68 5A C4 37 98
00 00 00 00 00
E8 00
28 18 25 C3 6E 74 78 48

APPROVED
Thank You

Customer Care

PLEASE PRINT
- INV010MT
- Please bring your tax records
GST #R5201195 P10001

Remit To: ARI FINANCIAL SERVICES T46163
 PO BOX 46163
 POSTAL STATION A
 TORONTO ON M5W4K9

Mail To: MANUAL BILLING
 BONAVENTURE BUILDING
 12944 - 146 STREET NW
 EDMONTON AB T5L2H7

Lessee Code	Vehicle #	Invoice #	Yr Month	Account Description	GL Code	Reference Date
		MC6R2J	201410	GASOLINE		8/30/2014
			201410	GASOLINE		9/1/2014
			201410	TMS		10/1/2014
		MC6R2J				

Office of the Information & Privacy Commissioner
 OIPAA

Original Signed by Expenditure Officer

Exp. Officer Approval			
Date:	Nov 3 / 14		
	Vendor #	Payment Amount	
		\$101.57	
Account	Fund	City	Program
	01		
Voucher #		Return	

Lessee Code
Invoice # MC7TK2
Invoice Date 10/27/2014
Due Date 11/30/2014

Description	Total	Business Unit	Fund
QTY: 53.200 VENDOR: PETRO CA PROV:AB CC#	57.31	006A	
QTY: 53.000 VENDOR: IMPERIAL PROV:AB CC#	57.73	006A	
QTY: 001.00 LUBE OIL FILTER	✓ 139.95	006A	
QTY: 001.00 OIL ENGINE	✓ 10.50	006A	
QTY: 001.00 MOUNT & DISMOUNT	✓ 130.00	006A	
QTY: 004.00 TIRE STORAGE	✓ 80.00	006A	
QTY: 50.200 VENDOR: PETRO CA PROV:AB CC#	✓ 53.09	006A	
QTY: 41.500 VENDOR: PETRO CA PROV:AB CC	✓ 44.76	006A	
JE- 1974457 MTHLY TMS CHRG	✓ 6.32	006A	
Vehicle Total:	579.66		
Invoice Total:	579.66		

Office of the Information & Privacy Commissioner
006A

Exp. Officer Approval		Original Signed by Expenditure Officer	
Date: Nov. 5, 2014			
Vendor #		Payment Amount	
		\$579.66	
Account	Fund	Org	Program
Voucher #		Return	

Received via Email 10/1/14.