

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

Travel Expenses

Date Expenses Incurred	Destination	Description/Rationale	Transportation	Accommodation	Meals ¹	Other ^{1,2}	Total
Jun 8-9	Saskatoon, SK	Travelled to Saskatoon to speak at the Federation of Medical Regulatory Authorities Conference (e-Health) (airfare and hotel was paid by Organization).	\$ -	\$ -	\$ -	\$ 72.39	\$ 72.39
Jun 23-25	Toronto, ON	To meet with the Insurance Bureau of Canada and to attend and speak at Osler's Access Privacy Conference.	1,071.50			131.73	1,203.23
Total			\$ 1,071.50	\$ -	\$ -	\$204.12	\$1,275.62

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
Aug 1 -Sept 30	Fleet vehicle lease - vehicle provided to Commissioner	\$ 966.00
Aug 1 - Sept 30	Gasoline/Maintenance	121.18
Total		\$1,087.18
Total Expenses		<u>\$2,362.80</u>

adult CAD 567.00 CAD 46.00 CAD 100.11 CAD 713.11 x 1 CAD 713.11

Total airfare: CAD 713.11

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 32.61
RC	Harmonized Sales Tax (HST)	CAD 3.25
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 50.00
		Total taxes: CAD 100.11

Fare family benefits

YEG-YYZ: Econo Seat Sale Benefits

- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *
- \$75-86.25 itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 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

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- \$75-86.25 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 438 YEG - YYZ Seat 15C Ms Jill Clayton	CAD 20.00 + CAD 1.00 Tax
Regular seat	WS 441 YYZ - YEG Seat 15C Ms Jill Clayton	CAD 20.00 + CAD 1.00 Tax
		Total Seats: CAD 42.00

Total

Charged to MASTERCARD XXXX XXXX XXXX	June 23/14 - 680.50	CAD 713.11
Charged to MASTERCARD XXXX XXXX XXXX	June 23/14 - 140.00	32.61 GST
Total	82.00 GST	713.11 CAD 42.00
		CAD 755.11

WestJet offers

Get travel insurance

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

Audrey Palmer

From: Cindy Watson
Sent: June-12-14 5:05 PM
To: Audrey Palmer
Subject: FW: Reservation Confirmation

And once again –

this amount was charged to Jill's Mastercard. She is travelling to Toronto to meet with the Insurance Bureau of Canada, and to attend/speak at Osler's AccessPrivacy Conference June 25.

There will be no reimbursement for this charge.

From: noreply@itinerary.westjet.com [mailto:noreply@itinerary.westjet.com]
Sent: June 12, 2014 4:58 PM
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: **KUEAIO**

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

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

Guest

Ms. Jill Clayton	Flight	Edmonton (YEG)-Toronto (YYZ), Toronto (YYZ)-Edmonton (YEG)
	WestJet FF	120476580
	Ticket Number	TN8382198926463
	Seat	YEG-YYZ: 15C; YYZ-YEG: 15C

Air Itinerary Details

WS438 WestJet	Edmonton, CA Mon 23 Jun, 2014 02:50 PM	Toronto, CA Mon 23 Jun, 2014 08:30 PM	Fare type: Econo Non-stop
WS441 WestJet	Toronto, CA Wed 25 Jun, 2014 07:00 PM	Edmonton, CA Wed 25 Jun, 2014 09:04 PM	Fare type: Econo 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
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	CAD 3.25 RC1 (HARMONIZED SALES TAX (HST))
	CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 25.00 SQ1 (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 6.00 YQF (OTHER AIR TRANSPORTATION CHARGES)
	CAD 40.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 807.61
Total Additional Collection	CAD 173.25
Additional Fees not Included in Fare	CAD 0.00 - YEG YYZ

Total 23-25 = 165.00
 " 8.25 GST

 173.25

Positive identification required for airport check in

Notice:

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- We look forward to welcoming you on board your upcoming WestJet flight.
- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airline 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; ensure the name on the reservation matches the guest's identification before departing for the airport. Make sure you have the proper identification and travel documents for each country on your itinerary as the documents you use on your departure may not be sufficient upon your return. The law is the law, and we'd hate it if you were unable to board your flight.
- 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.
- Should you miss the first flight on your booking, or fail to show up for another flight on a multi-segment booking, you'll lose your seat on remaining flights and the fare, fees, charges and taxes will not be refunded.
- For more information on your flight with WestJet visit [travel info](#) or go directly to the most common searches:
 - [Fares, taxes and fees](#) ([Change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods , restricted items)
 - [ID requirements](#) (For adults, children and infants on domestic, transborder and international flights)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Inflight services](#) (Buy on board, up! magazine and more)
 - [Inflight entertainment](#) (Channel line-up, and pay-per-view movies and TV programs)
- 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.



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Prepared For
CLAYTON/JILL MS

[TICKET EXCHANGED]

WESTJET RESERVATION CODE
ISSUE DATE
TICKET NUMBER
ISSUING AIRLINE
ISSUING AGENT
FREQUENT FLYER NUMBER

KUEAIO
22Jun2014
8382199145014
WESTJET
WestJet/G7F
WS120476580

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
24Jun	WESTJET WS 428	EDMONTON INTL AB, CANADA	TORONTO ON, CANADA	Class ECONOMY Seat Number 07C - (WAIVED) Baggage Allowance 1PL Booking Status USED TO FLY Fare Basis QCR Not Valid Before 24 JUN Not Valid After 24 JUN
	Operated by: WESTJET	Time 7:00am	Time 12:40pm	
25Jun	WESTJET WS 441	TORONTO ON, CANADA	EDMONTON INTL AB, CANADA	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance 1PL Booking Status EXCHANGED Fare Basis MCRO1 Not Valid Before 25 JUN Not Valid After 25 JUN
		Time 7:00pm	Time 9:04pm	

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Endorsement / Restrictions	CAD657.00 NONREFUNDABLE NONREF - FEE FOR CHG/CXL
Fare Calculation Line	YEA WS YTO384.00WS YEA273.00CAD657.00END
Exchanged Ticket	8382198926463
Fare	CAD 657.00
Change Fee	CAD 75.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE) CAD 37.11 XG (GOODS AND SERVICES TAX (GST))

Audrey Palmer

From: Cindy Watson
Sent: June-22-14 10:41 AM
To: Audrey Palmer
Subject: Fwd: Reservation Confirmation - MS JILL CLAYTON - KUEAIO

Hi darlin - this will be an additional 173 charge, had to change Jill's flight.

Cindy

Begin forwarded message:

From: WestJet <noreply@itinerary.westjet.com>
Date: June 22, 2014 at 10:35:03 AM MDT
To: <cwatson@oipc.ab.ca>
Subject: Reservation Confirmation - MS JILL CLAYTON - KUEAIO



Thank you for choosing WestJet.

To view this itinerary on a BlackBerry or other mobile device, please visit [Virtually There](#).

If you will need your payment information (receipt), please go to your [eTicket receipt](#). WestJet cannot provide this later than seven days after 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 1-888-937-8538 (1-888-WESTJET).

Reservation code		KUEAIO
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Ms Jill Clayton's itinerary

Frequent flyer no.: WS 120476580

Date	From	To	Flight	Status	Seat
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24 Jun 2014	EDMONTON INTL AB, CANADA 7:00am	TORONTO ON, CANADA 12:40pm TERMINAL 3	WS 428	Confirmed	7C
25 Jun 2014	TORONTO ON, CANADA 7:00pm TERMINAL 3	EDMONTON INTL AB, CANADA 9:04pm	WS 441	Confirmed	15C

For more information on your flight with WestJet, read through the [terms and conditions of travel](#), select the travel info button or go directly to the most common searches:

TRAVEL INFO

- [Fares, taxes and fees](#) (Change/cancel guidelines, [baggage fees](#), [service fees](#) and other [taxes and fees](#))
- [Baggage](#) (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)
- Live seatback television availability has changed. See our [Inflight entertainment](#) page for details.

Travelling with one of our [airline partners](#)? Be sure to familiarize yourself with their fees as they may be different from ours. For code share flights, fees are collected on a one-way basis by the airline operating the flight.

Plan to arrive at the airport two hours prior to departure. Should you miss the first flight on your booking, or fail to show up for another flight on a multi-segment booking, you'll lose your seat on remaining flights and the fare, fees, charges and taxes will not be refunded. Before departure for the airport, remember to bring the appropriate government-issued identification that is needed for Canadian, U.S. and international travel.

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](#).

Payment details

We encourage you to keep this email as confirmation of your reservation. Your payment detail can be found on your [eTicket receipt](#).

If you add this eTicket to your Sabre Virtually There profile, your reservation and payment detail will be accessible for this itinerary for 13 months after the last flight has been flown. If you choose not to add this eTicket to your Sabre Virtually There profile, please be aware WestJet will only be able to provide you with detail for a period of seven days after you have completed the last flight on your reservation.

	CAD 40.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 924.16
Total Additional Collection	CAD 195.30 $\times 4 \div 104 = 9.30$
Additional Fees not included in Fare	CAD 0.00 - YYZ YEG - (SEAT FEE)

June 23-25 = \$186.00
 GST @ 9.30
 \$195.30

Positive Identification required for airport check in

Notice:

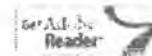
Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- We look forward to welcoming you on board your upcoming WestJet flight.
- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airline 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; ensure the name on the reservation matches the guest's identification before departing for the airport. Make sure you have the proper identification and travel documents for each country on your itinerary as the documents you use on your departure may not be sufficient upon your return. The law is the law, and we'd hate it if you were unable to board your flight.
- 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.
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 - [Inflight services](#) ([Buy on board](#), [up! magazine](#) and more)
 - [Inflight entertainment](#) (Channel line-up, and pay-per-view movies and TV programs)
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Prepared For
CLAYTON/JILL MS

WESTJET RESERVATION CODE
ISSUE DATE
TICKET NUMBER
ISSUING AIRLINE
ISSUING AGENT
FREQUENT FLYER NUMBER

KUEAIO
25Jun2014
8382199239461
WESTJET
WestJet/GGW
WS120476580

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
25Jun	WESTJET WS 443	TORONTO ON, CANADA	EDMONTON INTL AB, CANADA	Class ECONOMY Seat Number 12C - (WAIVED) Baggage Allowance 1PL Booking Status USED TO FLY Fare Basis QCR Not Valid Before 25 JUN Not Valid After 25 JUN
	Operated by: WESTJET	Time 8:00pm	Time 10:04pm	

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXX
Endorsement / Restrictions	CAD768.00 NONREFUNDABLE NONREF - FEE FOR CHG/CXL
Fare Calculation Line	YEA WS YTO384.00WS YEA384.00CAD768.00END
Exchanged Ticket	8382199145014
Fare	CAD 768.00
Change Fee	CAD 75.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE) CAD 42.66 XG (GOODS AND SERVICES TAX (GST)) CAD 3.25 RC1 (HARMONIZED SALES TAX (HST)) CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF)) CAD 25.00 SQ1 (AIRPORT IMPROVEMENT FEE (AIF)) CAD 6.00 YQF (OTHER AIR TRANSPORTATION CHARGES)

Audrey Palmer

From: Cindy Watson
Sent: June-25-14 4:03 PM
To: Audrey Palmer
Subject: FW: Reservation Confirmation - MS JILL CLAYTON - KUEAIO

Another change to flight for Jill, speaking engagement ran overtime in Toronto and I had to move her flight to later. It will be an additional \$195.30. In this case, there is no reimbursement by organization.

From: WestJet [mailto:noreply@itinerary.westjet.com]
Sent: June 25, 2014 1:54 PM
To: Cindy Watson
Subject: Reservation Confirmation - MS JILL CLAYTON - KUEAIO



Itinerary confirmation

Thank you for choosing WestJet.

To view this itinerary on a BlackBerry or other mobile device, please visit [Virtually There](#). If you will need your payment information (receipt), please go to your [eTicket receipt](#). WestJet cannot provide this later than seven days after 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 1-888-937-8538 (1-888-WESTJET).

Reservation code

KUEAIO

Ms Jill Clayton's itinerary

Frequent flyer no.: WS 120476580

Date	From	To	Flight	Status	Seat
24 Jun 2014	EDMONTON INTL AB, CANADA 7:00am	TORONTO ON, CANADA 12:40pm TERMINAL 3	WS 428	Confirmed	7C
25 Jun 2014	TORONTO ON, CANADA 8:00pm TERMINAL 3	EDMONTON INTL AB, CANADA 10:04pm	WS 443	Confirmed	12C

June 24/14

Taxi from Toronto Airport to hotel.

Spent @ OSKER's Access Primary conf.

AIRFLIGHT SERVICES
3300 STEELES AVE W SUITE
CONCORD, ON
4164451999

Term ID: 05672041

Purchase

XXXXXXXXXX

MASTERCARD

Entry Method: C

Clerk ID: 945

Total: \$ 60.00

2014/06/24 13:59:56

Seq #: 0015790030

Appr Code: 135956

Resp Code: 01/027

MasterCard
A0000000041010
A5 BC ED 75 F9 5F B4 F2
:10 00 00 00 00
E8 00
C1 F2 14 7F 3D 84 99 66

APPROVED
Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records

.. \$ 57.69 June 24/14
2.31 GST
\$ 60.00

Cab from hotel to Toronto airport.
 "In Toronto to speak @ OSLER'S
 Years Privacy Conference

JILL ATTON
 GOVERNMENT OF ALBERTA

11/14

EXPIRY DATE CHECKED

AUTHORIZATION NO./N° D'AUTORISATION

DATE 06/26/14 DEPT.

0-3

TAKEN EMPORTÉ DELIVERED LIVRÉ

05 633

DESCRIPTION	AMOUNT - MONTANT
TAXI	
RAFT / FACTURE	
TAX TAXE	
TIP POURBOIRE	

CARDHOLDER'S SIGNATURE DU TITULAIRE

CARDHOLDER PRESENTING THIS CHARGE CARD AGREES TO THE AMOUNT STATED HEREON IN ACCORDANCE WITH THE ISSUER'S AGREEMENT WITH THE CARDHOLDER.

LE DÉTENTEUR DE LA CARTE MENTIONNÉE S'ENGAGE À L'ÉMETTEUR DE LA CARTE LE MONTANT INDICUÉ CONFORMÉMENT AUX CONDITIONS DE LA CONVENTION ENTRE L'ÉMETTEUR ET LE DÉTENTEUR DE LA CARTE.

VISA MasterCard DISCOVER

TOTAL \$ CDN CAN 77.00

CUSTOMER COPY / COPIE DU CLIENT

PLEASE RETAIN THIS AS RECORD OF YOUR TRANSACTION. CONSERVEZ CE BILLET COMME PREUVE DE VOTRE TRANSACTION.

#74.04 June 24/14
 #2.96 GST

 #77.00
 =====

June 8 - 10/14
 Overnight parking @ Edmonton Airport
 Traveled to Saskatoon to speak at Saskatchewan & Medical
 Regulatory Authorities Conf. (E-Health).

GST# R128599776

Edmonton Airports
 Can FSJ 2T2 Edmonton
 Tax CodeCA5%

Exit, Lane 09/06/14 16:54
 Receipt 089620

Short term parking 1kt
 /P No. 005656
 08/06/14 12:00 -
 10/06/14 11:59
 Period 2DCH0
 Tax) \$30.00

Total \$30.00

Payment Received \$30.00

MC XXXXXXXXXX
 Merch: 82005340013
 Auth: 185529
 Type: Swiped

Sub Total \$28.57
 Tax 5% 1.41

June 8/14 \$28.57

\$1.43 GST

\$30.00 ✓

June 08/14
 Taxi from airport to Redwood Hotel (Saskatoon).
 In SK to speak @ FMRA Conf. (E-Health).

The United Group
 652-2222 653-3333
 657-7777
 "Go The United Way"

ACCT TYPE: CREDIT CARD
 CARD NUMBER:
 XXXXXXXXXXXXX
 CARD TYPE: MC
 DATE/TIME:
 14/06/08 14:50:49
 AUTHORIZATION: 165104

VEH/DRV: 0050 / 6887
 GST#:
 TXN ID: 1328794

FARE: \$ 21.91
 FLAT: \$000.00
 EXTRAS: \$000.00
 GST: \$ 1.09
 FA+FL+EX+TAX: \$ 23.00
 TIP: \$000.00
 DISCOUNT: \$000.00
 TOTAL: \$ 23.00

SIGNATURE:

\$21.91 June 8/14
 \$1.09 GST
\$23.00

3

Staged

Valid

No

06/28/2014

23.00

UNITED CABS
LIMITED

LIMOUSINES AND TAXI

Save

Notify

Refresh

** last receipt
\$23.00*

*\$21.91
1.09 GST

\$23.00*

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

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

Lessee Code	Vehicle #	Invoice #	Yr Month	Account Description	GL Code	Reference Date
4AB0		MC4VQP	201408	GASOLINE		6/28/2014
4AB0			201408	GASOLINE		7/12/2014
4AB0			201408	TMS		8/1/2014
		MC4VQP				

Office of the Information & Privacy Commissioner

Original Signed by Expenditure Officer

Exp. Officer Approva.		
Date: August 15, 2014.		
Vendor #	Payment Amount	
	\$121.18 ✓	
Account	Program	
Voucher #	Return	
00012054		

AO APPROVED
 SEP 09 2014