

Office of the Information and Privacy Commissioner of Alberta
 Mary Golab, Section Head, Intake & Case Review
 Expenses Processed October 1, 2015 - November 30, 2015

Travel Expenses

Date Expenses Incurred	Destination	Description/Rationale	Transportation	Accommodation	Per Diems (no receipts)	Mile's (with receipts)	Other ²	Total
Nov 24	Calgary, AB	To Calgary for training purposes	\$ 139.04	\$ -	\$ 39.57	\$ -	\$ 25.15	\$ 64.72
Nov 29-Dec 01	Ottawa, ON	Speaking engagement	2,088.66	349.30	109.95		169.39	2,717.30
Total			\$ 2,227.70	\$ 349.30	\$ 149.52	\$ -	\$ 194.54	\$ 2,921.06

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				<u>\$ 2,921.06</u>

Please note: The travel expenses listed for this time period for Mary Golab, Section Head, Intake and Case Review Unit, include a flight booked with the incorrect travel date and a second flight booked with the correct travel date to attend a speaking engagement in Ottawa. The flight booked with the incorrect travel date was credited back to the Office of the Information and Privacy Commissioner, minus a \$75 service charge. The transportation travel cost listed on this travel expenses report includes the cost for both the flight that has subsequently been credited back to the office (\$898.28) that was not used, and also the flight separately purchased (\$1190.38) that was used. The flight that was credited back to the office will be used to purchase a future flight, as needed.

Audrey Palmer

From: Mary Golab
Sent: December-10-15 12:01 PM
To: Audrey Palmer
Subject: FW: Reservation Confirmation

Here is the original flights you booked for me.

Thanks.

Mary

From: noreply@itinerary.westjet.com [mailto:noreply@itinerary.westjet.com]
Sent: November 25, 2015 4:15 PM
To: Mary Golab
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: **OWCFBL**

Main contact: **Ms Mary Golab**
E-mail: mgolab@oipc.ab.ca
Phone Number: **7804229072**

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. Mary Golab	Flight	Edmonton (YEG)-Toronto (YYZ), Toronto (YYZ)-Ottawa (YOW), Ottawa (YOW)-Toronto (YYZ), Toronto (YYZ)-Edmonton (YEG)
	Ticket Number	TN8382111956816
	Seat	YEG-YYZ: *;YYZ-YOW: *;YOW-YYZ: *;YYZ-YEG: *

Air Itinerary Details

WS434 WestJet	Edmonton, CA Mon 30 Nov, 2015 10:00 AM	Toronto, CA Mon 30 Nov, 2015 03:39 PM	Fare type: Econo Non-stop
WS368 WestJet	Toronto, CA Mon 30 Nov, 2015 05:30 PM	Ottawa, CA Mon 30 Nov, 2015 06:30 PM	Fare type: Econo Non-stop
WS3465 Operated by WESTJET ENCORE	Ottawa, CA Tue 01 Dec, 2015 01:40 PM	Toronto, CA Tue 01 Dec, 2015 03:00 PM	Fare type: Flex Non-stop
WS439 WestJet	Toronto, CA Tue 01 Dec, 2015 04:30 PM	Edmonton, CA Tue 01 Dec, 2015 06:49 PM	Fare type: Flex

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 773.00	CAD 46.00	CAD 122.44	CAD 941.44	x 1	CAD 941.44

Total airfare: CAD 941.44

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 43.16
RC	Harmonized Sales Tax (HST)	CAD 4.03
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 61.00

Total taxes: CAD 122.44

Fare family benefits

YEG-YOW: Econo Seat Sale Benefits

This flight was booked with the incorrect date, therefore WestJet provided us with a credit of \$866.44 to be used on a future trip. \$75.00 was deducted for service fee.

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.^{1,2}
- Second checked bag fee of \$25-29.50 CAD^{1,2}

¹ Not applicable on flights operated by our airline partners. ² For bookings made on or after November 3, 2015 for travel on or after January 6, 2016 a first checked bag fee applies to all destinations, and a second checked bag fee of \$35-41.30 CAD applies.

Fare family benefits

YOW-YEG: Flex Seat Sale Benefits

- No fee for first checked bag¹
- Second checked bag fee of \$25-29.50 CAD^{1,2}
- Lower change and cancellation fees

*898.28
45.16 GST
941.44*

¹ Not applicable on flights operated by our airline partners. ² For bookings made on or after November 3, 2015 for travel on or after January 6, 2016 a second checked bag fee of \$35-41.30 CAD applies.

Total

Charged to MASTERCARD XXXX XXXX XXX

CAD 941.44

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](#)

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.

2112114097 6
***** ELECTRONIC TICKET ***** PASSENGER RECEIPT 1 OF 1 5
 01DEC15 21000265 CA
 VOW 4AB /OTTAWA ON GOLAB/MARY MS
 GOLAB/MARY MS 6
****NOT VALID FOR*****RETAIN THIS RECEIPT****
****TRANSPORTATION***THROUGHOUT YOUR JOURNEY***
 NONREF - FEE FOR CHG/CXL
 IEBMMI/WS
 VOW WS VEA480.00CAD480.00END
 CAD 480.00 VIXXXXXXXXXXX0343 XXXX 084821
 GA 7.12 *****
 RC 69.31 -HST
 XT 46.00 838 2112114097 1
 CAD 602.43 *****DUPLICATE*****
 NOT VALID FOR TRAVEL
 838 2112114097 1

2112049294 0
***** ELECTRONIC TICKET ***** PASSENGER RECEIPT 1 OF 1 5
 29NOV15 21000184 CA
 YEG 4KV /EDMONTON INTL AB GOLAB/MARY PATRICIA MS
 GOLAB/MARY PATRICIA MS 6
****NOT VALID FOR*****RETAIN THIS RECEIPT****
****TRANSPORTATION***THROUGHOUT YOUR JOURNEY***
 NONREF - FEE FOR CHG/CXL
 NPGPUX/WS
 YEA WS X/YTO WS YOW552.00CAD552.00END
 CAD 552.00 VIXXXXXXXXXXX0343 XXXX 042797
 CA 7.12 *****
 XG 30.61
 XT 57.52 838 2112049294 4
 CAD 647.25 *****DUPLICATE*****
 NOT VALID FOR TRAVEL
 838 2112049294 4

41190.38

59.30

\$1249.68

Employee booked flight using her
 personal credit card using the correct date,
 for her trip to Ottawa.



LORD ELGIN

Maryg Golab
410, 9925 - 109 Street
Edmonton, AB T5K 2J8
Canada

Room No. : 0714
Arrival : 11-29-15
Departure : 12-01-15
Folio No. :
Conf. No. : 175719
Cashier No. :
I.D.

Company Name:
Group Name:
H.S.T: 102094604RT
INFORMATION INVOICE

Date	Description	Charges	Credits
11-29-15	Room Service Room# 0714 : CHECK# 0204	37.69 - <i>not claiming</i>	
11-29-15	Room Charge	157.00 ✓	
11-29-15	Destination Marketing Fee	4.71 -	
11-29-15	Room HST	21.02 ✓	
11-30-15	Room Service Room# 0714 : CHECK# 0006	18.20 - <i>not claiming</i>	
11-30-15	Room Charge	157.00 ✓	
11-30-15	Destination Marketing Fee	4.71 ✓	
11-30-15	Room HST	21.02 ✓	
12-01-15	Visa		421.35
Total Charges		421.35	
Total Credits			421.35
Balance			0.00

349.30
16.16 GST

365.46

*Not expensing
Room service.*
421.35
- 37.69
- 18.20
365.46
*+ this total
is what
I'm
expensing*

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

POF 1st Fl 01/12/15 19:16
Receipt 023782

Short-term parking tkt
DL - No. 002471
29/11/15 07:15
02/12/15 07:14
Period 3d0h0'
(Tax) \$75.00

Total \$75.00

Payment Received
VISA \$75.00
XXXXXXXXXXXXX0
Merch:8200534
Auth:091113
Type: Swiped

Sub Total \$71.43
Tax 5% \$3.57

0457927 - 1/1

#71.43
3.57 GST

#75.00
=

BLUE LINE TAXI
(613) 238 - 1111

Merchant ID: 4325214A
Driver ID: 52910
Record Num.: 0002

Sale

Application Label: VISA

XXXXXXXXXXXX

AID: A0000000031010

VISA

Entry Method: Chip

Amount: \$ 37.91

Tip: \$ 5.00

Total: CAD\$ 42.91

2015/12/01 11:13:11

Resp Code: 00

TVR: 000000000
TSI: F000

Inv#: 001420

Appr Code: 093034

Apprvd: Online

Batch#: 000416

TRN Ref #:

305335583916514

Validation Code:

TV4F

DESCRIPTION: _____

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT
VERIFICATION

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-384-018
VEHICLE ID : 1263
DRIVER ID : 00052910

TRIP NUMBER: 1898
PASSENGERS: 1

12/01/2015
START: 11:12 END: 11:13

11/21 10:57:03 70.00

11/21 11:00:00 70.00

#41.26

1.65 GST

#42.91

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-301-681
VEHICLE ID : 5061
DRIVER ID : 00051539
TRIP NUMBER: 4200
PASSENGERS: 1
11/30/2015 END: 09:04
START: 09:03
FARE AMOUNT: \$ 6.00
SURCHARGE AMOUNT: \$ 1.50
TIP AMOUNT: \$ 3.00
TOTAL : \$ 10.50
VISA SALE :
APPROVAL NUMBER : 031753

FOR THE PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-301-069
VEHICLE ID : 1164
DRIVER ID : 00051106
TRIP NUMBER: 2058
PASSENGERS: 1
11/29/2015 END: 19:15
START: 19:14
FARE AMOUNT: \$ 32.41
SURCHARGE AMOUNT: \$ 1.50
TOTAL : \$ 33.91
VISA SALE :
APPROVAL NUMBER : 062215

FOR THE PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



#42.70

#1.71

#44.41

ASSOCIATED CAB ALTA LTD
387 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2015/11/24
PICK-UP TIME: 18:40
DROP-OFF TIME: 18:45
TRIP ID: 0
LOCATION: 073888-45024103707
CAR NUMBER: 1418
DRIVER: 667884
CARD TYPE: VTSA
CARD: *****
EXPIRY: **/**
AUTH: 836899

FAIR (\$): 7.40
EXTRA (\$): 0.00
SUBTTL (\$): 7.40

TIP (\$): _____

TOTAL (\$) _____

SIGNATURE _____

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY

RECEIPT

License Plate Number

BHR7315

Expiration Date/Time

04:59 AM NOV 25, 2015

Purchase Date/Time: 05:50am Nov 24, 2015

Total Parking: \$18.10

Total GST: \$0.90

Total Due: \$19.00

Total Paid: \$19.00

Ticket #: 40165102

S/N #: 520015341476

Setting: CE25

Mach Name: CE25N

Auth #: 031606

PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT

\$18.10
+ .90 GST

\$19.00

\$7.05
+35 GST

\$7.40

Audrey Palmer

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: November-23-15 1:58 PM
To: Audrey Palmer
Subject: Invoice

Invoice

Date: 2015-11-23

Bill To:

You can reach us at:

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

Order#	Order#	Order Date	Status	Departing	Returning	Order Type	Sales Agent
1467792	2015-11-17		-	2015-11-24	2015-11-24	-	Website User

Travellers:

Golab/Mary

Order#	Order#	Order Date	Status	Departing	Returning	Order Type	Sales Agent
ECEXP 06:00	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-11-24 at 06:00	3 hrs 20 mins	Corporate	1	1	69.52	69.52
Assigned to: 08C	Arrives Calgary (CALTO / Calgary Ticket Office) 2015-11-24 at 09:20						
CEEXP 16:30	Departs Calgary (CALTO / Calgary Ticket Office) 2015-11-24 at 16:30	3 hrs 20 mins	Corporate	1	1	69.52	69.52
Assigned to: 06C	Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-11-24 at 19:50						

Payments Received:

Order#	Order#	Order Date	Status	Amount
2015-11-17	OFFICE OF INFORMATION & PRIVACY (106908)		MasterCard *****	139.04 CAD

Base Price: 139.04 CAD
 Discounts: 0.00 CAD
 Service Charges: 0.00 CAD
 Invoice Total: 139.04 CAD
 Commission: 0.00 CAD
 Received: 139.04 CAD
 Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

Holiday Blackout - December 15 2015 to January 5 2016. 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