

Office of the Information and Privacy Commissioner of Alberta
 Cara-Lynn Stelmack, Director- Mediation & Investigation
 Expenses Processed August 1, 2017 - September 30, 2017

Travel Expenses

Date Expenses Incurred	Destination	Description/Rationale	Transportation ¹	Accommodation	Per Diems ² (no receipts)	Meals (with receipts)	Other ³	Total
Sept 12-13	Edmonton, AB	Travelled to Edmonton for staff meeting	\$ 139.04	\$ 159.61	\$ 18.05	\$ 11.00	\$ 9.52	\$ 337.22
Sept 13	Edmonton, AB	Taxi-attended FOIP Coordinator's meeting					\$ 5.90	\$ 5.90
Total			\$ 139.04	\$ 159.61	\$ 18.05	\$ 11.00	\$ 15.42	\$ 343.12

¹Transportation includes: airfare, mileage, rental vehicle, Red Arrow

² Where receipts are not provided, Government of Alberta approved per diem meal rates and daily incidental rates are claimed.

³ "Other" includes taxis, parking, telephone long distance and other sundry travel costs supported by receipts.

Hospitality/Working Session Expenses

Date Expenses Incurred	Description/Rationale	Hospitality	Working Session	Total
Total		\$ -	\$ -	\$ -
Total Expenses				\$ 343.12

mins)

EDMCAL 14:00 YYC

3 hrs 50 mins

Corporate 1

1

\$ 69.52

\$ 69.52

Assigned to: 10A

Departs Edmonton (EDMTO / ETO 10014
104 St) at 14:00 on 2017-09-13.

Arrives Calgary (CGYNORTH / CNS 304
35 Ave NE) at 17:50 on 2017-09-13. (3 hrs
50 mins)

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2017-09-06	OFFICE OF INFORMATION & PRIVACY (106908) Stelmack	MasterCard *****	\$ 139.04

Base Price: \$ 139.04

Discounts: \$ 0.00

**Service
Charges:** \$ 0.00

**Invoice
Total:** \$ 139.04

**Payments
Received:** \$ 139.04

Balance Due: \$ 0.00

\$139.04

PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. 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. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. 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. **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 loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices** **Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time** Corporate Billing Accounts - Please pay off your monthly statement & not individual invoices.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

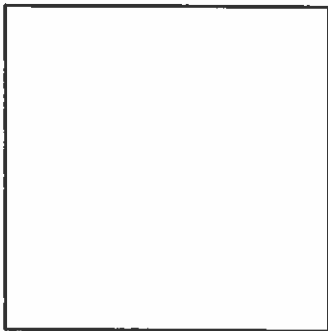
Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

Audrey Palmer

From: Cara-Lynn Stelmack
Sent: September-18-17 3:57 PM
To: Audrey Palmer
Subject: FW: Red Arrow Itinerary/Receipt

I am just preparing the expense report so you will also get all my receipts attached to that.

From: Red Arrow Reservations [<mailto:itinerary@redarrow.ca>]
Sent: September 7, 2017 8:44 AM
To: Cara-Lynn Stelmack
Subject: Red Arrow Itinerary/Receipt



INVOICE

2017-09-07

OFFICE OF INFORMATION & PRIVACY (106908)
410, 9925 - 109th STREET
EDMONTON, AB T5K 2J8
Attn: AUDREY PARKER

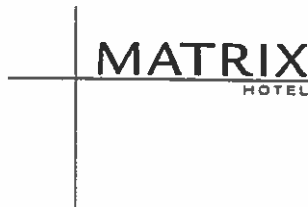
You can reach us at:
Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
1699555	2017-09-06				2017-09-12	2017-09-13	-	Website User

Travellers:

Stelmack/Cara-Lynn

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CEEXP 06:00 Assigned to: 02A Departs Calgary (CGYNORTH / CNS 304 35 Ave NE) at 06:15 on 2017-09-12. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 09:20 on 2017-09-12. (3 hrs 5	3 hrs 5 mins	Corporate 1	1	\$ 69.52	\$ 69.52



Ms. Cara-Lynn Stelmack
2460 801 6th Ave. SW
Calgary AB t2p 3w2
Canada

Room Number: 0301
Arrival Date: 09-12-17
Departure Date: 09-13-17
Page No: 1 of 1

INFORMATION INVOICE

Folio No: 292555

09-13-17

Date	Description	Charges	Credits
09-12-17	Room Revenue	149.00	
09-12-17	Destination Marketing Fee - 3%	4.47	
09-12-17	Tourism Levy - 4%	6.14	
09-12-17	Room GST - 5%	7.67	
09-13-17	F&B Mastercard		167.28
Total		167.28	167.28
Balance		0.00	

#167.28 Expense
 7.67 less GST

 159.61

To Edmonton for meetings.

Signature: _____

I agree that my liability for all charges is not waived and 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. G.S.T. #105631154 RT 0008

Lunch Sept 13/17

Hoang Long Casual Fare
10035-109 Street
Edmonton, AB T5J 1M1
GST# 837477934RT0001
Table Q#2

Trans #: 173594 Serv: Manager
/13/2017 12:32 PM # Cust:1

Quan	Descript	Cost
1	Vermicelli Bowl	\$10.00
1	>Spring Roll	\$1.00
Net Total:		\$11.00
GST		\$0.55

TOTAL: \$11.55
Amount Due: \$11.55
Paid: \$11.00

37

#11.55 - Expense
.55 tax
\$11.00

Cara-Lynn Stelmack

From: Red Arrow Reservations <itinerary@redarrow.ca>
 Sent: September 14, 2017 9:10 AM
 To: Cara-Lynn Stelmack
 Subject: Red Arrow Itinerary/Receipt

INVOICE



2017-09-14

You can reach us at

CARA LYNN STELMACK

Red Arrow - CNS
 Central Reservations: 1-800-
 232-1958
sales@redarrow.ca

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
1701384	2017-09-12				2017-09-12	2017-09-13	-	CHANTAL

Travellers:

STELMACK/CARA LYNN

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
Parking Per Day 2017-09-12 until 2017-09-13 (2 days)	2 days	Per Day Parking	1	\$ 9.52	\$ 10.00

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2017-09-12	customer: CARA LYNN STELMACK	MasterCard *****	\$ 10.00

Base Price: \$ 9.52
 Discounts: \$ 0.00
 Service Charges: \$ 0.00
 GST: \$ 0.48
 Invoice Total: \$ 10.00
 Payments Received: \$ 10.00

10.00 Expenses
 - 48 Less GST

 9.52

YELLOW CAB BARREL TAXI PRESTIGE CABS CHECKER

780.462.3456 780.489.7777 780.462.4444 780.484.8888

OFFICE OF THE INFORMATION & PRIVACY COMM. No. 33943691	
ACCT. ID	DIV. ID
CLIENT DATA DIPC - AB	NOTE
FROM UJA EXPRESS	
TO Focus Bldg.	
CUSTOMER NAME	DRIVER NO.
GST NO.	UNIT NO.



1-003394-369196

	Y	Y	M	M	D	D
DATE	1	7	0	9	1	3
TIME	1	1	3	5	A	1
	H	H	M	M	AM	PM
FARE						
GRATUITY						
TOTAL			6	20		

IMPORTANT: PLEASE PRINT INSIDE BLACK BOXES

X Original Signed by Employee
CUSTOMER'S SIGNATURE

\$6.20 - Expense
 .30 Less GST

 5.90