

Office of the Information and Privacy Commissioner of Alberta
 Rachel Hayward, Director- Compliance & Special Investigations
 Expenses Processed October 1, 2017 - November 30, 2017

Travel Expenses

Date Expenses Incurred	Destination	Description/Rationale	Transportation ¹	Accommodation	Per Diems ² (no receipts)	Meals (with receipts)	Other ³	Total
Oct 24	Victoria, BC	Airfare-to attend Reboot Conference (more expenses will be reported once expenses are incurred)	\$ 352.25	\$ -	\$ -	\$ -	\$ -	\$ 352.25
Nov 23-24	Calgary, AB	Travelled to Calgary to present at A Project Ethics Community Consensus Initiative conference (ARECCI) and attended meetings at the OIPC office	\$ 139.04	\$ 149.64	\$ 57.62		18.12	
Total			\$ 491.29	\$ 149.64	\$ 57.62	\$ -	\$ 18.12	\$ 716.67

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

²Where 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				\$ 716.67

Confirmation

Step 7 of 7

Booking complete. We've sent a copy of your itinerary to: rhayward@oipc.ab.ca

Reservation code

WELLKV

Flights

CAD \$348.86

Edmonton, AB (YEG) to Victoria, BC (YYJ)
Round trip, 1 guest
Feb 7, 2018 to Feb 11, 2018

Seats

CAD \$21.00

WS 413 Edmonton to Victoria
1 seat (5A)

WS 3174 Victoria to Edmonton
1 seat (4A)

Payment

Payment card

CAD \$369.86
MasterCard ending in

Total: CAD \$369.86

Rent a car

Pick-up
off

Victoria

-

Drop-off (YYJ)

Wed.

Feb.

07,

Handwritten:
369.86
17.61

352.25

Handwritten: To attend Reboot conference

[Edit search](#)

Audrey Palmer

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: October-20-17 3:42 PM
To: Audrey Palmer
Subject: Red Arrow Itinerary/Receipt

INVOICE

2017-10-20

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
1715404	2017-10-20				2017-11-23	2017-11-24	-	Website User

Travellers:

Hayward/Rachel

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
EDMCAL 08:00 YYC Assigned to: 05A Departs Edmonton (EDMCEDAR / Best Western Cedar Park Inn 5116 Gateway Blvd) at 08:15 on 2017-11-23. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 12:05 on 2017-11-23. (3 hrs 50 mins)	3 hrs 50 mins	Corporate 1	1	\$ 69.52	\$ 69.52
CALEDM 18:30 YYC Assigned to: 03A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 18:30 on 2017-11-24. Arrives Edmonton (EDMCEDAR / Best Western Cedar Park Inn 5116 Gateway Blvd) at 22:00 on 2017-11-24. (3 hrs 30 mins)	3 hrs 30 mins	Corporate 1	1	\$ 69.52	\$ 69.52

#139-04

mins)

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2017-10-20	OFFICE OF INFORMATION & PRIVACY Hayward	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

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



Name: Rachel Hayward
410-9925 109th St
Edmonton, AB T5K 2J8

Guest Name Rachel Hayward

Arrival
11/23/2017

Departure
11/24/2017

Room 1011

Bill To Hayward, Rachel
410-9925 109th St
Edmonton, AB T5K 2J8

Phone 780-422-6860

Property Code: 1-26 Invoice # 1107959 PO #

Res. # 859635

Date	Description	Voucher	Amount
11/23/2017	MAX 1 AD	cgy-1011	139.69
11/23/2017	Destination Marketing Fee	cgy-1011	4.19
11/23/2017	GST	cgy-1011	7.19
11/23/2017	Provincial Tourism Levy	cgy-1011	5.76
Balance Due:			156.83

GST #: 12176 7065 RT 001

	Total Tax
Destination Marketing Fee	4.19
GST	7.19
Provincial Tourism Levy	5.76
Total	\$17.14

#156.83 Hotel
 # 7.19 GST

 #149.64

BEST WESTERN CEDAR PARK
INN
5116 GATEWAY BLVD NW
EDMONTON AB

CARD
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2017/11/23
TIME 4625 07:44:02
CLERK ID 7
INVOICE # 1
RECEIPT NUMBER
C84060922-001-719-005-0

PURCHASE
TOTAL

\$10.50

Interac
A0000002771010
A4BD10C6DCDBD68F
0080008000-E800
337ED4AAE249EC68
0080008000-F800

APPROVED

AUTH# 114117 00-001
THANK YOU

CARDHOLDER COPY

• \$10.50 Parkin
\$.50 Less GST

\$10.00

CALGARY UNITED CABS
5660 10TH ST NE
SUITE 8
CALGARY AB T2E 8N7
(403) 777-1111

SALE

REF#: 0000042
Batch #: 033 SEQ: 033001001042
11/24/17 13:4158
APPR CODE: 04755S
MASTERCARD
***** **/**

AMOUNT	\$6.45
TIP	\$2.00
TOTAL	\$8.45

00 - APPROVED - 001

www.calgarycabs.ca

CUSTOMER COPY

#8.45 Taxi
 .33 Less GST

#8.12