

Office of the Information and Privacy Commissioner of Alberta  
 Cara-Lynn Steimack, Director- Mediation & Investigation  
 Expenses Processed December 1, 2017 - January 31, 2018

**Travel Expenses**

Date Expenses Incurred	Destination	Description/Rationale	Transportation <sup>1</sup>	Accommodation	Per Diems <sup>2</sup> (no receipts)	Meals (with receipts)	Other <sup>3</sup>	Total
Nov 25-28	Edmonton, AB	Attended Professional Development Course at the University of AB	\$ 139.04	\$ 297.80	\$ 53.53	\$ -	\$ 47.16	\$ 537.53
Jan 23	Edmonton, AB	To attend business process meeting with consultant	142.86					142.86
<b>Total</b>			<b>\$ 281.90</b>	<b>\$ 297.80</b>	<b>\$ 53.53</b>	<b>\$ -</b>	<b>\$ 47.16</b>	<b>\$ 680.39</b>

<sup>1</sup>Transportation includes: airfare, mileage, rental vehicle, Red Arrow

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

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

**Hospitality/Working Session Expenses**

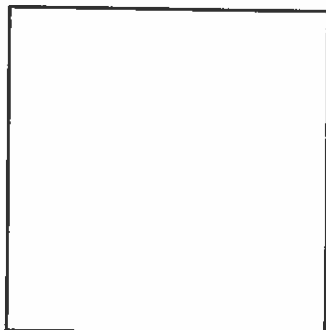
Date Expenses Incurred	Description/Rationale	Hospitality	Working Session	Total
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenses</b>				<b><u>\$ 680.39</u></b>

**Audrey Palmer**

**From:** Cara-Lynn Stelmack  
**Sent:** November-16-17 1:43 PM  
**To:** Audrey Palmer  
**Subject:** FW: Red Arrow Itinerary/Receipt

This is for my professional development training on November 27-28, 2017 in Edmonton which has been approved.

**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** November 16, 2017 1:35 PM  
**To:** Cara-Lynn Stelmack  
**Subject:** Red Arrow Itinerary/Receipt



**INVOICE**

2017-11-16

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

*You can reach us at:*  
Corporate Sales

*\$139.00*

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
1726843	2017-11-16				2017-11-26	2017-11-29	-	Website User

*Travellers:*

Stelmack/Cara-Lynn

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
<b>CEEXP 16:30</b>	3 hrs 5 mins	Corporate 1	1	\$ 69.52	\$ 69.52

Assigned to: 05C  
Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2017-11-26.  
Arrives Edmonton (EDMCEDAR / Best Western Cedar Park Inn 5116 Gateway Blvd) at 19:35 on 2017-11-26. (3 hrs 5

*th*

mins)

**EDMCAL 18:30**

3 hrs 15 mins

Corporate 1

1

\$ 69.52

\$ 69.52

Assigned to: 05A

Departs Edmonton (EDMCEDAR / Best Western Cedar Park Inn 5116 Gateway Blvd) at 18:45 on 2017-11-29.

Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 22:00 on 2017-11-29. (3 hrs 15 mins)

**APPROVED**  
JAN 8 0 2018

**Payments Received**

DATE	GUEST	REFERENCE	AMOUNT
2017-11-16	OFFICE OF INFORMATION & PRIVACY 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

**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](http://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

*Handwritten initials*



**CAMPUS TOWER**  
SUITE HOTEL

11145-87th Avenue  
Edmonton, AB, T6G 0Y1  
Tel:(780)439-6060 Fax:(780)433-4410

Invoice

0809

. AB .  
CANADA

**Receipt**

Invoice date 11/28/2017  
Our reference ACT-FC129871 /  
Your reference Gst R124072513  
GST Number 10343 8925 RT0004

Guest Ms Sakhtar@ualberta.ca Stelmack Arrival 11/26/2017 Departure 11/28/2017 Room 0809

Date	Description	Quantity	Unit Price	Total (CDN)
11/26/2017	Room Charge	1	139.00	139.00
11/26/2017	Tourism Levy	1	5.73	5.73
11/26/2017	Destination Market Fee	1	4.17	4.17
11/27/2017	Room Charge	1	139.00	139.00
11/27/2017	Tourism Levy	1	5.73	5.73
11/27/2017	Destination Market Fee	1	4.17	4.17

11/28/2017	MC * Auth: 214714			Total Invoice 297.80
				-297.80
				Total Paid -297.80
				Total Due 0.00

Total GST

**\$297.80**

I agree that my liability for any charges incurred by me 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 of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X \_\_\_\_\_

For reservations: [www.coasthotels.com](http://www.coasthotels.com) or 1-800-663-1144



[www.tripadvisor.com](http://www.tripadvisor.com)



Facebook.com/CampusTowerSuiteHotel



@CampusTowerEDM

Co-op Taxi Line  
 (780)425-2525  
 www.co-optaxi.com

Terminal 381/66234979  
 Driver 4852  
 17/11/28 17:12:10

MASTERCARD  
 Card : \*\*\*\*\*  
 MasterCard  
 CHIP CARD

A0000000041010  
 0000008000  
 Ref # 0010017310 C  
 Auth # 191210

		PURCHASE
FARE	: \$	15.40
TIP	: \$	2.00
TOTAL	: \$	17.40

APPROVED - THANK YOU  
 (01-027)

IMPORTANT: Retain this  
 copy for your records

Customer Copy

Thank you for choosing  
 Co-op taxi

*#17.40 Tasci*  
*.67 Less GST*  


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*16.73*

*#16.73*  
*30.43*  


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*47.16*

CALGARY UNITED CABS  
 5660 10TH ST NE  
 SUITE 8  
 CALGARY AB T2E 8A7  
 (403) 777-1111

SALE

Batch #: 021 REF#: 00000005  
 11/28/17 SEQ: 021001001005  
 APPR CODE: 000530 22:05:30  
 MASTERCARD  
 .....

AMOUNT	\$27.65
TIP	\$4.00
TOTAL	\$31.65

CG - APPROVED - 001

MasterCard  
 AD: A0000000041010  
 TVR: 02 00 00 80 00  
 TSL E8 00

www.calgarycabs.ca

CUSTOMER COPY

*Tasci #31.65*  
*1.22 Less GST*  


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*\$30.43*

mins)

reb.

**EDMCAL 14:00 YYC.**

4 hrs 5 mins

Corporate 1

1

\$ 71.43

\$ 71.43

Assigned to: 05A

Departs Edmonton (EDMTO / ETO 10014  
104 St) at 14:00 on 2018-02-08.

Arrives Calgary (CALTO / CTO 205 9  
Ave SE) at 18:05 on 2018-02-08. (4 hrs 5  
mins)

**Payments Received**

DATE	GUEST	REFERENCE	AMOUNT
2018-01-23	OFFICE OF INFORMATION & PRIVACY (106908) Stelmack	MasterCard *****	\$ 142.86

#142.86

**Base Price:** \$ 142.86

**Discounts:** \$ 0.00

**Service  
Charges:** \$ 0.00

**Invoice  
Total:** \$ 142.86

**Payments  
Received:** \$ 142.86

**Balance Due:** \$ 0.00

**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.  
PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE**

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](http://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: Payment due 30 days after completion of trip.

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!

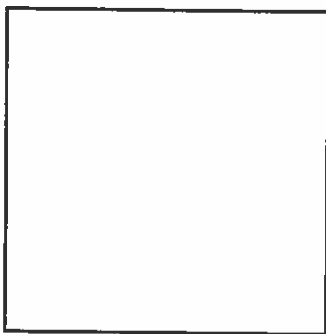
Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

**Audrey Palmer**

**From:** Cara-Lynn Stelmack  
**Sent:** January-29-18 1:25 PM  
**To:** Audrey Palmer  
**Subject:** FW: Red Arrow Itinerary/Receipt

This is for the business process meetings next week with the consultant.

**From:** Red Arrow Reservations [<mailto:itinerary@redarrow.ca>]  
**Sent:** January 23, 2018 1:18 PM  
**To:** Cara-Lynn Stelmack  
**Subject:** Red Arrow Itinerary/Receipt



**ITINERARY/RECEIPT**

2018-01-23

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
1753681	2018-01-23				2018-02-06	2018-02-08	-	Website User

*Travellers:*

Stelmack/Cara-Lynn

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
<b>CALEDM 12:00 YYC.</b> Assigned to: 05A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 12:00 on 2018-02-06. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 16:05 on 2018-02-06. (4 hrs 5	4 hrs 5 mins	Corporate 1	1	\$ 71.43	\$ 71.43