

Office of the Information and Privacy Commissioner of Alberta
 Cara-Lynn Stelmack, Director- Mediation & Investigation
 Expenses Processed February 1, 2018 - March 31, 2018

Travel Expenses

| Date Expenses Incurred | Destination | Description/Rationale | Transportation ¹ | Accommodation | Per Diems ² (no receipts) | Meals (with receipts) | Other ³ | Total |
|------------------------|--------------|--|-----------------------------|------------------|---|--------------------------|--------------------|------------------|
| Feb 5-8 | Edmonton, AB | To Edmonton for Process Review meeting | \$ 142.86 | \$ 510.96 | \$ 137.24 | \$ - | \$ 19.90 | \$ 810.96 |
| Mar 13 | Edmonton, AB | To attend in-house training | | 165.00 | | | | 165.00 |
| Total | | | \$ 142.86 | \$ 675.96 | \$ 137.24 | \$ - | \$ 19.90 | \$ 975.96 |

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

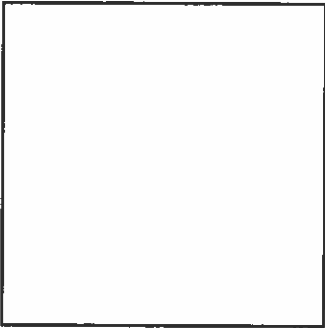
| Date Expenses Incurred | Description/Rationale | Hospitality | Working Session | Total |
|------------------------|-----------------------|-------------|-----------------|------------------|
| Total | | \$ - | \$ - | \$ - |
| Total Expenses | | | | \$ 975.96 |

Cara-Lynn Stelmack

From: Cara-Lynn Stelmack
Sent: January 29, 2018 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

Departure date was changed 02/05/18.
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 |
|---|--------------|-------------|-----|------------|----------|
| CALEDM 12:00 YYC. 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 |

#142.86

mins)

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 Stelmack | MasterCard ***** | \$ 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 |

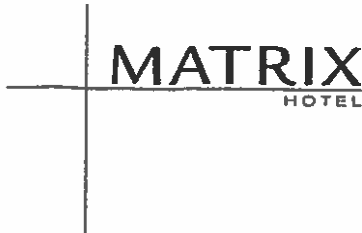
**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.
PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE**

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 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



Cara-lynn Stelmack
Canada

Room No. : 1402
Arrival : 02-05-18
Departure Date : 02-08-18
Folio No. :
Conf. No.
P.O. No. :

Company Name: Government of Alberta
Group Name:

INVOICE

| Date | Description | Charges | Credits |
|----------|---------------------------|---------|---------|
| 02-05-18 | Room Revenue | 159.00 | |
| 02-05-18 | Destination Marketing Fee | 4.77 | |
| 02-05-18 | Room GST | 8.19 | |
| 02-05-18 | Tourism Levy | 6.55 | |
| 02-06-18 | Room Revenue | 159.00 | |
| 02-06-18 | Destination Marketing Fee | 4.77 | |
| 02-06-18 | Room GST | 8.19 | |
| 02-06-18 | Tourism Levy | 6.55 | |
| 02-07-18 | Room Revenue | 159.00 | |
| 02-07-18 | Destination Marketing Fee | 4.77 | |
| 02-07-18 | Room GST | 8.19 | |
| 02-07-18 | Tourism Levy | 6.55 | |
| 02-07-18 | Mastercard | | 535.53 |

| | | |
|----------------------|--------|--------|
| Total Charges | 535.53 | |
| Total Credits | | 535.53 |
| Balance | | 0.00 |

#535.53
#24.57

#510.96

316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

TERMINAL ID: 314 719 526
MERCHANT ID: 43276ADA
VEHICLE ID: 1355
DRIVER ID: 2553
GST ACCOUNT #: 891158651
TRIP NUMBER: 14833222
PASSENGERS: 1

02/05/2019
START: 11:22
DISTANCE: 20.00
END: 11:30
RATE: 1

FARE AMOUNT: \$ 7.05

TAX AMOUNT: \$ 0.35
TIP AMOUNT: \$ 2.50

TOTAL : \$ 9.90

MASTER CARD SALE :

APPROVAL NUMBER : 034635

PASSENGER COPY

THANK YOU
(403)299-9999
WWW.THECHECKERGROUP.COM



316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

TERMINAL ID: 314 651 390
MERCHANT ID: 43276SND
VEHICLE ID: 1139
DRIVER ID: 12529
GST ACCOUNT #: 794468512
TRIP NUMBER: 14872585
PASSENGERS: 1

02/08/2019
START: 18:28
DISTANCE: 19.00
END: 18:33
RATE: 1

FARE AMOUNT: \$ 6.48

TAX AMOUNT: \$ 0.32
TIP AMOUNT: \$ 4.00

TOTAL : \$ 10.80

MASTER CARD SALE :

APPROVAL NUMBER : 028235

PASSENGER COPY

THANK YOU
(403)299-9999
WWW.THECHECKERGROUP.COM



\$ 20.70
\$.80 Less GST

\$ 19.90

R

MATRIX HOTEL

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

Room No. :
Arrival : 03-13-18
Departure Date : 03-15-18
Folio No. : 758010

Company Name:
Group Name:

Conf. No. :
P.O. No. :

Handwritten notes:
OS
R Mark R
3-98-17
1-13-18 13:23:23

INVOICE

| Date | Description | Charges | Credits |
|----------|----------------------------|---------|---------|
| 03-13-18 | Cancellation Fee | 165.00 | |
| 03-13-18 | GST | 8.25 | |
| 03-13-18 | Mastercard XXXXXXXXXXXX | | 173.25 |

| | |
|----------------------|--------|
| Total Charges | 173.25 |
| Total Credits | 173.25 |

Balance 0.00

Merchant ID
Transaction ID 672693
Approval Code 111202
Approval Amount 173.25

Credit Card # XXXXXXXXXXXX
Capture Method Manual
Transaction Amount 173.25

Handwritten calculation:
165.00
8.25

#173.25

Handwritten mark: (+)