

Office of the Information and Privacy Commissioner of Alberta
 Sharon Ashmore, General Counsel & Director, Legal Services
 Expenses Processed February 1, 2019 - March 31, 2019

Travel Expenses

| Date Expenses Incurred | Destination | Description/Rationale | Transportation ¹ | Accommodation | Per Diem ² (no receipts) | Meals (with receipts) | Other ³ | Total |
|------------------------|-------------|----------------------------------|-----------------------------|---------------|--|--------------------------|--------------------|------------------|
| Mar 26/19 | Calgary, AB | To conduct interviews in Calgary | \$ 142.86 | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | <u>\$ 142.86</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 142.86</u> |

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 cost supported by receipts.

Hospitality/Working Session Expenses

| Date Expenses Incurred | Description/Rationale | Hospitality | Working Session | Total |
|------------------------|-----------------------|-------------|-----------------|------------------|
| Total | | \$ - | \$ - | \$ - |
| Total Expenses | | | | <u>\$ 142.86</u> |

Audrey Palmer

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: March-21-19 11:07 AM
To: Audrey Palmer
Subject: Red Arrow Itinerary/Receipt

ITINERARY/RECEIPT



2019-03-21

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 |
|---------|------------|-----------|------|------------|------------|------------|-----------|--------------|
| 1929208 | 2019-03-21 | | | | 2019-03-26 | 2019-03-26 | - | Website User |

Travellers:

#142.86

Ashmore/Sharon,

| PRODUCT DESCRIPTION | DURATION | OCCUPANCY | QTY | PRICE/UNIT | BILLED |
|---|--------------|-------------|-----|------------|----------------------|
| ECEXP 06:00. Assigned to: 04A, 04B, 04C Departs Edmonton (EDMSOUTH / New Location / 5359 Calgary Trail) at 06:15 on 2019-03-26. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 09:20 on 2019-03-26. (3 hrs 5 mins) | 3 hrs 5 mins | Corporate 1 | 3 | \$ 71.43 | \$ 214.29 |
| CEEXP 16:30. Assigned to: 08A, 08B, 08C Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2019-03-26. Arrives Edmonton (EDMSOUTH / New Location / 5359 Calgary Trail) at 19:35 on | 3 hrs 5 mins | Corporate 1 | 3 | \$ 71.43 | \$ 214.29 |

2019-03-26. (3 hrs 5 mins)

Payments Received

| DATE | GUEST | REFERENCE | AMOUNT |
|------------|--|------------------|-----------|
| 2019-03-21 | OFFICE OF INFORMATION & PRIVACY Palmer | MasterCard ***** | \$ 428.58 |

| | |
|-----------------------|--------------------------------|
| Base Price: | \$ 428.58 |
| Discounts: | \$ 0.00 |
| Service Charges: | \$ 0.00 |
| Invoice Total: | \$ 428.58 |
| Payments Received: | \$ 428.58 142.86 |
| 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 (prior to time of originating departure point); 3 hours notice prior to P.M. departures (prior to time of originating departure point) must be given. All Camrose Departures require 30 minutes notice. December 14 - January 4 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