

Office of the Information and Privacy Commissioner of Alberta  
 Cara-Lynn Stelmack, Director- Mediation & Investigation  
 Expenses Processed June 1, 2014 - July 31, 2014

**Travel Expenses**

| Date Expenses Incurred | Destination  | Description/Rationale                             | Transportation   | Accommodation | Per Diems <sup>1</sup><br>(no receipts) | Meals<br>(with receipts) | Other <sup>2</sup> | Total            |
|------------------------|--------------|---|------------------|---------------|---|--------------------------|--------------------|------------------|
| May 14-15              | Edmonton, AB | Attended meeting in Edmonton                      | \$ 140.96        |               |   |                          |                    |                  |
| June 18                | Edmonton, AB | Attended Access & Privacy Conference - River Cree |                  |               |   |                          | 38.10              |                  |
| <b>Total</b>           |              |   | <b>\$ 140.96</b> | <b>\$ -</b>   | <b>\$ -</b>                             | <b>\$ -</b>              | <b>\$ 38.10</b>    | <b>\$ 179.06</b> |

<sup>1</sup> Where receipts are not provided, Government of Alberta approved per diem meal rates and daily incidental rates are claimed.

<sup>2</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 | Working Session | Total            |
|------------------------|-----------------------|-------------|-----------------|-----------------|------------------|
| <b>Total</b>           |                       | <b>\$ -</b> | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>      |
| <b>Total Expenses</b>  |                       |             |                 |                 | <b>\$ 179.06</b> |

$$40 \times 2 \div 105 = 1.90$$

$$\begin{array}{r} 40.00 \\ 1.90 \\ \hline 38.10 \end{array}$$

$$\begin{array}{r} \$140.00 \\ (1.90) \text{ GST} \\ \hline 38.10 \end{array}$$

780-462-3456 780-489-7777 780-462-4444 780-484-8888  
**YELLOW BARREL PRESTIGE CHECKER**  
**CAB TAXI CABS**

|  |            |
|--|------------|
| OFFICE OF THE INFORMATION & PRIVACY COMM. NO. 33512931 |            |
| ACCT ID  | DIV. #     |
| CLIENT DATA Expire Jan.31/15                           | NOTE       |
| FROM   |            |
| TO   |            |
| CUSTOMER NAME  | DRIVER NO. |
| GST NO.  | UNIT NO.   |

**NO APPROVED**  
**JUL 21 2014**

1-003351-293151

(11)

|          |   |   |   |   |    |    |
|----------|---|---|---|---|----|----|
| DATE     | Y | Y | M | M | D  | D  |
| TIME     | H | H | M | M | AM | PM |
| FARE     |   |   |   |   |    |    |
| GRATUITY |   |   |   |   |    |    |
| TOTAL    | 4 | 0 | . | 0 | 0  |    |

IMPORTANT: PLEASE PRINT INSIDE BLACK BOXES

**Original Signed by Employee**  
 CUSTOMER'S SIGNATURE

**Audrey Palmer**

**From:** Cara-Lynn Stelmack  
**Sent:** May-21-14 11:29 AM  
**To:** Audrey Palmer  
**Cc:** Anima Kotowski  
**Subject:** FW: Invoice - Bus Trip to Edmonton last week

Audrey,

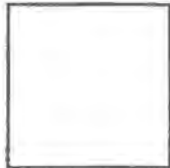
I used Anima's card to book my bus for my trip to Edmonton last week.

The rest of my invoices will follow as I used my own credit card for the hotel.

Thanks!

Cara

**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** Monday, May 12, 2014 9:04 AM  
**To:** Cara-Lynn Stelmack  
**Subject:** Invoice



4140.96

**Invoice**

87.04

Date: 2014-05-12

148.00

Bill To:

Website User

Emp ID:

You can reach us at:

| Order#  | Ordered    | Customer | P.O. | Group Name | Departing  | Returning  | Sales Rep | Sales Agent  |
|---------|------------|----------|------|------------|------------|------------|-----------|--------------|
| 1237687 | 2014-05-12 |          | -    | -          | 2014-05-14 | 2014-05-15 | -         | Website User |

Travellers:

Stelmack/Cara

| Product      | Details  | Duration      | Price Basis | Qty | Each  | Billed |
|--------------|--|---------------|-------------|-----|-------|--------|
| CEEXP 06:00  | Departs Calgary (CGYNORTH / CALGARY NORTH) 2014-05-14 at 06:15<br>Assigned to: 03C Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-05-14 at 09:20 | 3 hrs 5 mins  | Adult       | 1   | 70.48 | 74.00  |
| EDMCAL 14:00 | Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-05-15 at 14:00<br>Assigned to: 02A Arrives Calgary (CGYNORTH / CALGARY NORTH) 2014-05-15 at 17:45 | 3 hrs 45 mins | Adult       | 1   | 70.48 | 74.00  |

148.00

Payments Received:

| Date | From | Reference | Amount |
|------|------|-----------|--------|
|------|------|-----------|--------|

Base Price: 140.96 CAD  
Discounts: 0.00 CAD  
Service Charges: 0.00 CAD

Office of the Information and Privacy Commissioner of Alberta  
 Cara-Lynn Steimack, Director- Mediation & Investigation  
 Expenses Processed August 1, 2014 - September 30, 2014

**Travel Expenses**

| Date Expenses Incurred | Destination  | Description/Rationale                             | Transportation   | Accommodation    | Per Diems <sup>1</sup><br>(no receipts) | Meals<br>(with receipts) | Other <sup>2</sup> | Total            |
|------------------------|--------------|---|------------------|------------------|---|--------------------------|--------------------|------------------|
| May 14-15              | Edmonton, AB | Attended meeting in Edmonton                      | \$ -             | \$ 148.90        | \$ 28.57                                | \$ -                     | \$ 7.00            | \$ 184.47        |
| June 18-20             | Edmonton, AB | Attended Access and Privacy Conference-River Cree | 139.04           | 353.50           |   | 4.60                     | 55.63              | 552.77           |
| July 17-18             | Edmonton, AB | Attended meeting in Edmonton                      | 139.04           |                  |   |                          | 9.52               | 148.56           |
| Aug 21-22              | Edmonton, AB | Attended meeting in Edmonton                      | 69.52            |                  |   |                          |                    | 69.52            |
| <b>Total</b>           |              |   | <b>\$ 347.60</b> | <b>\$ 502.40</b> | <b>\$ 28.57</b>                         | <b>\$ 4.60</b>           | <b>\$ 72.15</b>    | <b>\$ 955.32</b> |

<sup>1</sup> Where receipts are not provided, Government of Alberta approved per diem meal rates and daily incidental rates are claimed.

<sup>2</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 | Working Session | Total                   |
|------------------------|-----------------------|-------------|-----------------|-----------------|-------------------------|
| <b>Total</b>           |                       | <b>\$ -</b> | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>             |
| <b>Total Expenses</b>  |                       |             |                 |                 | <b><u>\$ 955.32</u></b> |



N/A Cara Stelmack  
2460 801 6 Ave SW  
Calgary AB T2P 3W2  
Canada

Room Number: 0914  
Arrival Date: 05-14-14  
Departure Date: 05-15-14  
Page No: 1 of 1  
Confirmation No 13928831

**INVOICE**

Folio No: 180777

05-15-14

| Date           | Description                    | Charges       | Credits       |
|----------------|--------------------------------|---------------|---------------|
| 05-14-14       | Room Revenue                   | 139.00        |               |
| 05-14-14       | Destination Marketing Fee - 3% | 4.17          |               |
| 05-14-14       | Tourism Levy - 4%              | 5.73          |               |
| 05-14-14       | Room GST - 5%                  | 7.16          |               |
| 05-15-14       | Mastercard XXXXXXXXXXXX XX/XX  |               | 156.06        |
| <b>Total</b>   |                                | <b>156.06</b> | <b>156.06</b> |
| <b>Balance</b> |                                | <b>0.00</b>   |               |

**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. #R6344302 RT 0001

~~\$ 148.90~~ - may 14 - 15/14  
 \$ 7.16 GST  


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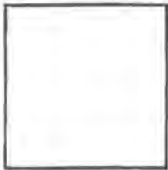
 156.06

**Aud Palmer**

**From:** Cara-Lynn Stelmack  
**Sent:** June-09-14 12:45 PM  
**To:** Audrey Palmer  
**Subject:** FW: Invoice - For Red Arrow

For Edmonton Privacy & Access Conference next week.

**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** Monday, June 09, 2014 11:35 AM  
**To:** Cara-Lynn Stelmack  
**Subject:** Invoice



*To attend the  
Access and Privacy conf in  
Edmonton.*

**Invoice**

Date: 2014-06-09

Bill To:

OFFICE OF INFORMATION & PRIVACY (106908)  
410, 9925 - 109th STREET  
EDMONTON, ABT5K 2J6

You can reach us at.

| Order#  | Ordered    | Customer# | P.O. | Group Name | Departing  | Returning  | Sales Rep | Sales Agent  |
|---------|------------|-----------|------|------------|------------|------------|-----------|--------------|
| 1249766 | 2014-06-09 |           | -    | -          | 2014-06-18 | 2014-06-20 | -         | Website User |

Travellers:

Stelmack/Cara

| Product      | Details  | Duration      | Price Basis | Qty | Each  | Billed |
|--------------|--|---------------|-------------|-----|-------|--------|
| CALEDM 08:00 | Departs Calgary (CGYNORTH / CALGARY NORTH) 2014-06-18 at 08:15<br>Assigned to: 08A Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-06-18 at 11:50 | 3 hrs 35 mins | Corporate 1 | 1   | 69.52 | 69.52  |
| ECEXP 18:30  | Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-06-20 at 18:30<br>Assigned to: 06A Arrives Calgary (CGYNORTH / CALGARY NORTH) 2014-06-20 at 21:35 | 3 hrs 5 mins  | Corporate 1 | 1   | 69.52 | 69.52  |

Payments Received:

| Date       | From                                     | Reference        | Amount     |
|------------|--|------------------|------------|
| 2014-06-09 | OFFICE OF INFORMATION & PRIVACY (106908) | MasterCard ***** | 139.04 CAD |

Base Price: 139.04 CAD  
 Discounts: 0.00 CAD  
 Service Charges: 0.00 CAD  
 Invoice Total: 139.04 CAD  
 Received: 139.04 CAD  
 Balance: 0.00 CAD

*#139.04*

TERMS: DUE UPON RECEIPT  
GST# BN139981476

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. Failure

**Audr Palmer**

**From:** Cara-Lynn Stelmack  
**Sent:** July-14-14 11:58 AM  
**To:** Audrey Palmer  
**Subject:** FW: Invoice for Red Arrow trip to Edmonton July 17/18 for C Stelmack

**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** Monday, July 14, 2014 11:41 AM  
**To:** Cara-Lynn Stelmack  
**Subject:** Invoice



# Invoice

Date: 2014-07-14

**Bill To:**  
OFFICE OF INFORMATION & PRIVACY (106908)  
410, 9925 - 109th STREET  
EDMONTON, ABT5K 2J8

You can reach us at:

| Order#  | Ordered    | Customer# | P.O. | Group Name | Departing  | Returning  | Sales Rep | Sales Agent  |
|---------|------------|-----------|------|------------|------------|------------|-----------|--------------|
| 1264182 | 2014-07-14 |           | -    | -          | 2014-07-17 | 2014-07-18 | -         | Website User |

Travellers:

- \$139.04

Stelmack/Cara

*Emp ID*

| Product      | Details  | Duration      | Price Basis | Qty | Each  | Billed |
|--------------|--|---------------|-------------|-----|-------|--------|
| CEEXP 06:00  | Departs Calgary (CGYNORTH / CALGARY NORTH) 2014-07-17 at 06:15<br>Assigned to: 03A Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-07-17 at 09:20 | 3 hrs 5 mins  | Corporate   | 1   | 69.52 | 69.52  |
| EDMCAL 14:00 | Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-07-18 at 14:00<br>Assigned to: 09A Arrives Calgary (CGYNORTH / CALGARY NORTH) 2014-07-18 at 17:45 | 3 hrs 45 mins | Corporate   | 1   | 69.52 | 69.52  |

Payments Received:

| Date       | From                                     | Reference        | Amount     |
|------------|--|------------------|------------|
| 2014-07-14 | OFFICE OF INFORMATION & PRIVACY (106908) | MasterCard ***** | 139.04 CAD |

Base Price: 139.04 CAD  
 Discounts: 0.00 CAD  
 Service Charges: 0.00 CAD  
 Invoice Total: 139.04 CAD  
 Received: 139.04 CAD  
 Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT

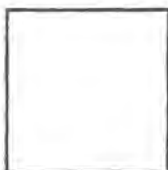
GST# BN139981476

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. Failure

**Audrey Palmer**

**From:** Cara-Lynn Stelmack  
**Sent:** August-18-14 12:30 PM  
**To:** Audrey Palmer  
**Subject:** FW: Invoice Red Arrow Receipt for C. Stelmack 09.21-22

**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** Monday, August 18, 2014 12:28 PM  
**To:** Cara-Lynn Stelmack  
**Subject:** Invoice



# Invoice

Date: 2014-08-18

Bill To:

OFFICE OF INFORMATION & PRIVACY (106908)  
410, 9925 - 109th STREET  
EDMONTON, ABT5K 2J8

You can reach us at:

| Order#  | Ordered    | Customer# | P.O. | Group Name | Departing  | Returning  | Sales Rep | Sales Agent  |
|---------|------------|-----------|------|------------|------------|------------|-----------|--------------|
| 1278681 | 2014-08-18 |           | -    | -          | 2014-08-21 | 2014-08-22 | -         | Website User |

Travellers:

Stelmack/Cara

- \$139.04

*Emp ID!*

| Product     | Details  | Duration     | Price Basis | Qty | Each  | Billed |
|-------------|--|--------------|-------------|-----|-------|--------|
| CEEXP 06:00 | Departs Calgary (CGYNORTH / CALGARY NORTH) 2014-08-21 at 06:15<br>Assigned to: 06A Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-08-21 at 09:20 | 3 hrs 5 mins | Corporate   | 1   | 69.52 | 69.52  |
| ECEXP 12:30 | Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-08-22 at 12:30<br>Assigned to: 06A Arrives Calgary (CGYNORTH / CALGARY NORTH) 2014-08-22 at 15:35 | 3 hrs 5 mins | Corporate   | 1   | 69.52 | 69.52  |

Payments Received:

| Date       | From                                     | Reference        | Amount     |
|------------|--|------------------|------------|
| 2014-08-18 | OFFICE OF INFORMATION & PRIVACY (106908) | MasterCard ***** | 139.04 CAD |

Base Price: 139.04 CAD  
 Discounts: 0.00 CAD  
 Service Charges: 0.00 CAD  
 Invoice Total: 139.04 CAD  
 Received: 139.04 CAD  
 Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT  
GST# BN139981476

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. Failure



Cara-Lynn Stelmack, B.A., LL.B  
Director, Mediation and Investigation  
Office of the Information and Privacy Commissioner  
Suite 2460, 801 6th Ave. S.W.  
Calgary, AB T2P 3W2

Direct: (403) 297-1911  
Main: (403) 297-2728  
Fax: (403) 297-2711  
Toll Free: 1-888-878-4044  
Email: [clstelmack@oipc.ab.ca](mailto:clstelmack@oipc.ab.ca)  
Website: [www.oipc.ab.ca](http://www.oipc.ab.ca)

CONFIDENTIALITY NOTICE: The contents of this email may be privileged and are confidential. It may not be disclosed to, or used by, anyone other than the addressee(s), nor copied in any way. If received in error, please advise the sender, or alternatively the Office of the Information and Privacy Commissioner of Alberta, then delete the message from your system(s).

July 18-20 . \$41.35 Tasci  
\$1.65 GST  

---

\$43.00

July 17/14 . \$9.52 - Parking  
\$ .48 GST  

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\$10.00

**Audrey Palmer**

**From:** Cara-Lynn Stelmack  
**Sent:** June-27-14 2:41 PM  
**To:** Audrey Palmer  
**Subject:** FW: Invoice for Parking for Conference Travel - Cara-Lynn Stelmack

Thanks for the reminder, Audrey! The other two invoices to follow.

**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** Wednesday, June 18, 2014 7:56 AM  
**To:** Cara-Lynn Stelmack  
**Subject:** Invoice



June 18

\$14.28  
.72 GST  
15.00

# Invoice

Date: 2014-06-18

Bill To:

CARA LYNN STELMACK  
70 SCENIC WAY  
CALGARY, AB T3L 2G8

You can reach us at:  
304 - 35 Avenue NE  
Calgary, AB  
Phone: 1-800-232-1958

| Order#  | Ordered    | Customer# | P O | Group Name | Departing  | Returning  | Sales Rep | Sales Agent |
|---------|------------|-----------|-----|------------|------------|------------|-----------|-------------|
| 1253685 | 2014-06-18 |           | -   | -          | 2014-06-18 | 2014-06-20 | -         | HOLLY       |

Travellers:

STELMACK/CARA LYNN

| Product                                   | Details    | Duration | Price Basis     | Qty | Each  | Billed |
|---|------------|----------|-----------------|-----|-------|--------|
| Parking Per Day<br>Confirmation#: A:26806 | 2014-06-18 | 3 days   | Per Day Parking | 1   | 14.28 | 15.00  |

Payments Received:

| Date       | From                         | Reference        | Amount    |
|------------|------------------------------|------------------|-----------|
| 2014-06-18 | customer: CARA LYNN STELMACK | MasterCard ***** | 15.00 CAD |

Base Price: 14.28 CAD  
 Discounts: 0.00 CAD  
 Service Charges: 0.00 CAD  
 GST: 0.72 CAD  
 Invoice Total: 15.00 CAD  
 Commission: 0.00 CAD  
 Received: 15.00 CAD  
 Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

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. Failure

GUEST FOLIO

Edmonton Marriott at River Cree Resort • 300 East Lapotac Boulevard, P.O. Box 179, Enoch, Alberta T7X3Y3 • 780.484.2121  
GST# R59199432 - RT 0002 • Marriott.com/ YEGMC



4025 STELMACK/CARA

165.00 06/20/14 11:00

ACCI# GROUP

Room Name

Rate Depart Time

GD

06/18/14 16:54

Type

Arrive Time

98

RWD#:

| Room Clerk | Address           | Payment |         | RWD#:       |
|------------|-------------------|---------|---------|-------------|
| DATE       | REFERENCE         | CHARGES | CREDITS | BALANCE DUE |
| 06/18      | GP ROOM 4025, 1   | 165.00  |         |             |
| 06/18      | GST 4025, 1       | 8.50    | A       |             |
| 06/18      | TRSMLEVY 4025, 1  | 6.80    | B       |             |
| 06/18      | DMF FEE 4025, 1   | 4.95    | C       |             |
| 06/19      | LOBBYLNG 75794025 | 4.60    |         |             |
| 06/19      | GP ROOM 4025, 1   | 165.00  |         |             |
| 06/19      | GST 4025, 1       | 8.50    | A       |             |
| 06/19      | TRSMLEVY 4025, 1  | 6.80    | B       |             |
| 06/19      | DMF FEE 4025, 1   | 4.95    | C       |             |
| 06/20      | MC CARD           |         |         | \$375.10    |

TO BE SETTLED TO: MASTERCARD CURRENT BALANCE .00

THANK YOU FOR CHOOSING MARRIOTT! TO EXPEDITE YOUR CHECK-OUT, PLEASE CALL THE FRONT DESK OR PRESS "MENU" ON YOUR TV REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT.

SUMMARY OF TAXES

| DESCRIPTION            | TAXED AMOUNT | TAX   |
|------------------------|--------------|-------|
| A ROOM GST             | .00          | 17.00 |
| B TOURISM LEVY         | .00          | 13.60 |
| C 3% DMF FEE           | .00          | 9.90  |
| D 5% GST TAX           | .00          | .00   |
| E 5% GST TAX           | .00          | .00   |
| F 5% GST TAX-30        | .00          | .00   |
| G 5% GST TAX-70        | .00          | .00   |
| H 5% GST TAX-10        | .00          | .00   |
| I 5% GST INCLUSIVE TAX | .00          | .00   |
| J WFB TAX              | .00          | .00   |

NET CHARGES 334.60 TAX 40.50 CREDITS .00 FOLIO 375.10

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:  
CLSTELMACK@OIPC.AB.CA  
SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

*Emp ID*

*To attend Access and Privacy Conf.*

*\$353.50 June 18-20*  
*\$17.00 GST*  
*\$4.60 June 18-20*

This state... you have agreed to pay... credit card number... interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%) or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

**Audrey Palmer**

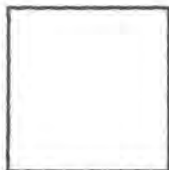
**From:** Cara-Lynn Stelmack  
**Sent:** August-21-14 11:42 AM  
**To:** Audrey Palmer  
**Subject:** FW: Invoice for Red Arrow Refund - C. Stelmack

Audrey – here is the refund for my bus trip tomorrow.

I think Elaine will be taking my bus trip credit from this morning when she travels next week.

Unfortunately not feeling so good so I did not make it to Edmonton today ☹

**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** Thursday, August 21, 2014 11:37 AM  
**To:** Cara-Lynn Stelmack  
**Subject:** Invoice



# Invoice

Date: 2014-08-21

Bill To:

OFFICE OF INFORMATION & PRIVACY (106908)  
410, 9925 - 109th STREET  
EDMONTON, ABT5K 2J8

You can reach us at:

| Order#  | Ordered    | Customer# | P.O. | Group Name | Departing  | Returning  | Sales Rep | Sales Agent  |
|---------|------------|-----------|------|------------|------------|------------|-----------|--------------|
| 1278681 | 2014-08-18 |           | -    | -          | 2014-08-21 | 2014-08-21 | -         | Website User |

Travellers:

(69.52)

Stelmack/Cara

Emp ID:

| Product     | Details  | Duration     | Price Basis | Qty | Each  | Billed |
|-------------|--|--------------|-------------|-----|-------|--------|
| CEEXP 06:00 | Departs Calgary (CGYNORTH / CALGARY NORTH) 2014-08-21 at 06:15<br>Assigned to: 06A Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-08-21 at 09:20 | 3 hrs 5 mins | Corporate 1 | 1   | 69.52 | 69.52  |

Payments Received:

| Date       | From                                     | Reference        | Amount     |
|------------|--|------------------|------------|
| 2014-08-18 | OFFICE OF INFORMATION & PRIVACY (106908) | MasterCard ***** | 139.04 CAD |
| 2014-08-21 | OFFICE OF INFORMATION & PRIVACY (106908) | MasterCard ***** | -69.52 CAD |

Base Price: 69.52 CAD  
Discounts: 0.00 CAD  
Service Charges: 0.00 CAD  
Invoice Total: 69.52 CAD  
Commission: 0.00 CAD  
Received: 69.52 CAD  
Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT  
GST# BN139981476

**Audrey Palmer**

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**From:** Cara-Lynn Stelmack  
**Sent:** August-15-14 9:06 AM  
**To:** Audrey Palmer  
**Subject:** Credit Card Receipts

I can't find those 2 receipts – it is very unlike me to lose them so likely this weekend when I am rummaging about at home I will find them in an envelope stuffed in my desk☺

Can I sign something saying that the \$43 charge was for Taxi for Ceara, myself and Elaine from the River Cree to the South Red Arrow Depot on June 20, 2014, regarding the Edmonton Access and Privacy Conference.

The \$10 one was for parking my vehicle overnight at the Red Arrow depot on July 17, 2014, when I made a trip up to Edmonton.

Sorry Audrey ☺

Cara-Lynn Stelmack, B.A., LL.B  
Director, Mediation and Investigation  
Office of the Information and Privacy Commissioner  
Suite 2460, 801 6th Ave. S.W.  
Calgary, AB T2P 3W2

Direct: (403) 297-1911  
Main: (403) 297-2728  
Fax: (403) 297-2711  
Toll Free: 1-888-878-4044  
Email: [clstelmack@oipc.ab.ca](mailto:clstelmack@oipc.ab.ca)  
Website: [www.oipc.ab.ca](http://www.oipc.ab.ca)

CONFIDENTIALITY NOTICE: The contents of this email may be privileged and are confidential. It may not be disclosed to, or used by, anyone other than the addressee(s), nor copied in any way. If received in error, please advise the sender, or alternatively the Office of the Information and Privacy Commissioner of Alberta, then delete the message from your system(s).

Please see above E-mail:

July 18-20 - \$41.35  
- \$1.65 GST  

---

\$43.00

Tasci

July 17/14 - \$9.52 - Parking  
- \$0.48 GST  

---

\$10.00

Office of the Information and Privacy Commissioner of Alberta  
 Cara-Lynn Stelmack, Director- Mediation & Investigation  
 Expenses Processed December 1, 2014 - January 31, 2015

**Travel Expenses**

| Date Expenses Incurred | Destination  | Description/Rationale                   | Transportation   | Accommodation    | Per Diems <sup>1</sup><br>(no receipts) | Meals<br>(with receipts) | Other <sup>2</sup> | Total            |
|------------------------|--------------|---|------------------|------------------|---|--------------------------|--------------------|------------------|
| Nov 5 - 6              | Edmonton, AB | Attended Senior Management team meeting | \$ 140.96        | \$ 143.54        | \$ 79.14                                |                          | \$ 16.52           |                  |
| Dec 3 - 4              | Edmonton, AB | Attended Senior Management team meeting | 139.04           | 0.00             | 79.14                                   |                          | 16.52              |                  |
| <b>Total</b>           |              |   | <b>\$ 280.00</b> | <b>\$ 143.54</b> | <b>\$ 158.28</b>                        | <b>\$ -</b>              | <b>\$ 33.04</b>    | <b>\$ 614.86</b> |

<sup>1</sup> Where receipts are not provided, Government of Alberta approved per diem meal rates and daily incidental rates are claimed.

<sup>2</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 | Working Session | Total            |
|------------------------|-----------------------|-------------|-----------------|-----------------|------------------|
| <b>Total</b>           |                       | <b>\$ -</b> | <b>\$ -</b>     | <b>\$ -</b>     | <b>\$ -</b>      |
| <b>Total Expenses</b>  |                       |             |                 |                 | <b>\$ 614.86</b> |

**Audrey Palmer**

**From:** Cara-Lynn Stelmack  
**Sent:** November-17-14 1:34 PM  
**To:** Audrey Palmer  
**Subject:** FW: Invoice for red arrow & parking for cara

**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** Wednesday, November 05, 2014 6:10 AM  
**To:** Cara-Lynn Stelmack  
**Subject:** Invoice



**Invoice**

Date: 2014-11-05

Bill To:

Website User

You can reach us at:

| Order#  | Ordered    | Customer# | P.O. | Group Name | Departing  | Returning  | Sales Rep | Sales Agent  |
|---------|------------|-----------|------|------------|------------|------------|-----------|--------------|
| 1313934 | 2014-11-03 |           | -    | PARKING    | 2014-11-05 | 2014-11-06 | -         | Website User |

Travellers:

stelmack/cara

Handwritten calculation:  
 \$140.96  
 7.04 GST  
 \$148.00

| Product                            | Details   | Duration     | Per Day         | Qty | Each  | Billed |
|------------------------------------|---|--------------|-----------------|-----|-------|--------|
| Parking Per Day                    | 2014-11-05  | 2 days       | Per Day Parking | 1   | 9.52  | 10.00  |
| CEEXP 06:00<br>Assigned to:<br>03C | Departs Calgary (CGYNORTH / CALGARY NORTH) 2014-11-05 at 06:15<br>Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-11-05 at 09:20 | 3 hrs 5 mins | Adult           | 1   | 70.48 | 74.00  |
| ECEXP 16:30<br>Assigned to:<br>05B | Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-11-06 at 16:30<br>Arrives Calgary (CGYNORTH / CALGARY NORTH) 2014-11-06 at 19:35 | 3 hrs 5 mins | Adult           | 1   | 70.48 | 74.00  |

Payments Received:

| Date       | From          | Reference        | Amount     |
|------------|---------------|------------------|------------|
| 2014-11-03 | Website User  | MasterCard ***** | 148.00 CAD |
| 2014-11-05 | stelmack/cara | MasterCard ***** | 10.00 CAD  |

Base Price: 150.48 CAD  
 Discounts: 0.00 CAD  
 Service Charges: 0.00 CAD  
 GST: 7.52 CAD  
 Invoice Total: 158.00 CAD  
 Commission: 0.00 CAD  
 Received: 158.00 CAD



11-06-14

|  |                  |                             |
|--|------------------|-----------------------------|
| <b>Cara Stelmack</b><br><b>Suite 2460 801 6th Ave Sw</b><br><b>Calgary Ab</b><br><b>Calgary AB T2P 3W</b><br><b>Canada</b> | Folio No. :      | Room No. : <b>512</b>       |
|  | A/R Number :     | Arrival : <b>11-05-14</b>   |
|  | Group Code :     | Departure : <b>11-06-14</b> |
|  | Company :        | Conf. No. : <b>63859929</b> |
|  | Membership No. : | Rate Code : <b>IMCGV</b>    |
|  | Invoice No. :    | Page No. : <b>1 of 1</b>    |

| Date           | Description                | Charges       | Credits     |
|----------------|----------------------------|---------------|-------------|
| 11-05-14       | *Room                      | 134.00        |             |
| 11-05-14       | Trsm Levy Tax              | 5.36          |             |
| 11-05-14       | Municipal DMF              | 4.02          |             |
| 11-05-14       | Municipal DMF GST          | 0.20          |             |
| 11-05-14       | Municipal DMF Tourism Levy | 0.16          |             |
| <b>Total</b>   |                            | <b>143.74</b> | <b>0.00</b> |
| <b>Balance</b> |                            | <b>143.74</b> |             |

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

- \$143.54  
 , 20 GST  
 -----  
 \$143.74

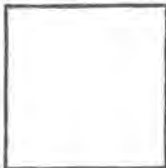
Holiday Inn Express Downtown  
 Edmonton 10010 - 104 Street  
 Canada T5J 0Z1 Edmonton, AB  
 Telephone: (780) 423-2450 Fax: (780) 426-6090  
 0GST #896724515  
 www.hiexdowntown.com



**Audrey Palmer**

**From:** Cara-Lynn Stelmack  
**Sent:** November-17-14 1:34 PM  
**To:** Audrey Palmer  
**Subject:** FW: Invoice for red arrow & parking for cara

**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** Wednesday, November 05, 2014 6:10 AM  
**To:** Cara-Lynn Stelmack  
**Subject:** Invoice



**Invoice**

Date: 2014-11-05

**Bill To:** Website User You can reach us at:

| Order#  | Ordered    | Customer# | P.O. | Group Name | Departing  | Returning  | Sales Rep | Sales Agent  |
|---------|------------|-----------|------|------------|------------|------------|-----------|--------------|
| 1313934 | 2014-11-03 |           | -    | PARKING    | 2014-11-05 | 2014-11-06 | -         | Website User |

Travellers:

stelmack/cara

~~\$9.52~~  
 + 48 GST  
 \$ 10.00

| Product                            | Description   | Duration     | Price Basis     | Qty | Each  | Billed |
|------------------------------------|---|--------------|-----------------|-----|-------|--------|
| Parking Per Day                    | 2014-11-05  | 2 days       | Per Day Parking | 1   | 9.52  | 10.00  |
| CEEXP 06:00<br>Assigned to:<br>03C | Departs Calgary (CGYNORTH / CALGARY NORTH) 2014-11-05 at 06:15<br>Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-11-05 at 09:20 | 3 hrs 5 mins | Adult           | 1   | 70.48 | 74.00  |
| ECEXP 16:30<br>Assigned to:<br>05B | Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-11-06 at 16:30<br>Arrives Calgary (CGYNORTH / CALGARY NORTH) 2014-11-06 at 19:35 | 3 hrs 5 mins | Adult           | 1   | 70.48 | 74.00  |

Payments Received:

| Date       | From          | Reference        | Amount     |
|------------|---------------|------------------|------------|
| 2014-11-03 | Website User  | MasterCard ***** | 148.00 CAD |
| 2014-11-05 | stelmack/cara | MasterCard ***** | 10.00 CAD  |

Base Price: 150.48 CAD  
 Discounts: 0.00 CAD  
 Service Charges: 0.00 CAD  
 GST: 7.52 CAD  
 Invoice Total: 158.00 CAD  
 Commission: 0.00 CAD  
 Received: 158.00 CAD

**Audrey Palmer**

**From:** Cara-Lynn Stelmack  
**Sent:** December-04-14 1:04 PM  
**To:** Audrey Palmer  
**Subject:** FW: Invoice for Red Arrow for Cara

On corporate credit card.

**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** Monday, December 01, 2014 10:29 AM  
**To:** Cara-Lynn Stelmack  
**Subject:** Invoice



**Invoice**

Date: 2014-12-01

Bill To:

OFFICE OF INFORMATION & PRIVACY (106908)  
 410, 9925 - 109th STREET  
 EDMONTON, ABT5K 2J8

You can reach us at:

| Order # | Ordered    | Customer # | P.O. | Group Name | Departing  | Returning  | Sales Rep | Sales Agent  |
|---------|------------|------------|------|------------|------------|------------|-----------|--------------|
| 1328885 | 2014-12-01 |            | -    | -          | 2014-12-03 | 2014-12-04 | -         | Website User |

Travellers:

stelmack/cara

*Emp ID:*

*→ \$139.04*

| Product     | Details  | Duration     | Price Basis | Qty | Each  | billed |
|-------------|--|--------------|-------------|-----|-------|--------|
| CEEXP 06:00 | Departs Calgary (CGYNORTH / CALGARY NORTH) 2014-12-03 at 06:15<br>Assigned to: 11C Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-12-03 at 09:20 | 3 hrs 5 mins | Corporate   | 1   | 69.52 | 69.52  |
| ECEXP 16:30 | Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-12-04 at 16:30<br>Assigned to: 06B Arrives Calgary (CGYNORTH / CALGARY NORTH) 2014-12-04 at 19:35 | 3 hrs 5 mins | Corporate   | 1   | 69.52 | 69.52  |

Payments Received:

| Date       | From                                     | Reference        | Amount     |
|------------|--|------------------|------------|
| 2014-12-01 | OFFICE OF INFORMATION & PRIVACY (106908) | MasterCard ***** | 139.04 CAD |

Base Price: 139.04 CAD  
 Discounts: 0.00 CAD  
 Service Charges: 0.00 CAD  
 Invoice Total: 139.04 CAD  
 Received: 139.04 CAD  
 Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

Holiday Blackout - December 15 2014 to January 5 2015. All changes to reservations including cancellations require at least 24 hours notice prior to departure.

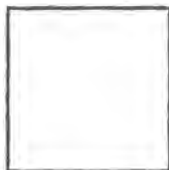
If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. Failure

**Audrey Palmer**

**From:** Cara-Lynn Stelmack  
**Sent:** December-04-14 1:05 PM  
**To:** Audrey Palmer  
**Subject:** FW: Invoice for Parking - Cara

On corporate credit card

**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** Wednesday, December 03, 2014 6:02 AM  
**To:** Cara-Lynn Stelmack  
**Subject:** Invoice



# Invoice

Date: 2014-12-03

Bill To:

You can reach us at:

CARA LYNN STELMACK  
70 SCENIC WAY  
CALGARY, AB T3L 2G8

304 - 35 Avenue NE  
Calgary, AB  
Phone: 1-800-232-1958

| Order#  | Ordered    | Customer | P.O. | Group Name | Departing  | Returning  | Sales Rep | Sales Agent |
|---------|------------|----------|------|------------|------------|------------|-----------|-------------|
| 1330108 | 2014-12-03 |          | -    | -          | 2014-12-03 | 2014-12-04 | -         | LISA        |

Travellers:

STELMACK/CARA

9.52  
+ .48 GST  
-----  
\$10.00

| Product         | Details    | Duration | Price Basis     | Qty | Each | Total |
|-----------------|------------|----------|-----------------|-----|------|-------|
| Parking Per Day | 2014-12-03 | 2 days   | Per Day Parking | 1   | 9.52 | 10.00 |

Payments Received:

| Date       | From                         | Reference        | Amount    |
|------------|------------------------------|------------------|-----------|
| 2014-12-03 | customer: CARA LYNN STELMACK | MasterCard ***** | 10.00 CAD |

|                  |           |
|------------------|-----------|
| Base Price:      | 9.52 CAD  |
| Discounts:       | 0.00 CAD  |
| Service Charges: | 0.00 CAD  |
| GST              | 0.48 CAD  |
| Invoice Total:   | 10.00 CAD |
| Commission:      | 0.00 CAD  |
| Received:        | 10.00 CAD |
| Balance:         | 0.00 CAD  |

TERMS: DUE UPON RECEIPT

GST# BN139981476

Holiday Blackout - December 15 2014 to January 5 2015. All changes to reservations including cancellations require at least 24 hours notice prior to departure.

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. Failure

Office of the Information and Privacy Commissioner of Alberta  
 Cara-Lynn Stelmack, Director- Mediation & Investigation  
 Expenses Processed February 1, 2015 - March 31, 2015

**Travel Expenses**

| Date Expenses Incurred | Destination  | Description/Rationale   | Transportation   | Accommodation    | Per Diems <sup>1</sup><br>(no receipts) | Meals<br>(with receipts) | Other <sup>2</sup> | Total            |
|------------------------|--------------|---|------------------|------------------|---|--------------------------|--------------------|------------------|
| Jan 25                 | Edmonton, AB | Meeting in Edmonton   | \$ 140.96        | \$ -             | \$ -                                    | \$ -                     | \$ -               | \$ 140.96        |
| Mar 10-11              | Edmonton, AB | Meeting in Edmonton with the Assistant Commissioner, Director, Section Head and Legal Counsel | 139.04           | 331.94           | 39.57                                   |                          | 23.52              | 534.07           |
| <b>Total</b>           |              |   | <b>\$ 280.00</b> | <b>\$ 331.94</b> | <b>\$ 39.57</b>                         | <b>\$ -</b>              | <b>\$ 23.52</b>    | <b>\$ 675.03</b> |

<sup>1</sup> Where receipts are not provided, Government of Alberta approved per diem meal rates and daily incidental rates are claimed.

<sup>2</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 | Working Session | Total            |
|------------------------|-----------------------|-------------|-----------------|-----------------|------------------|
| Total                  |                       | \$ -        | \$ -            | \$ -            | \$ -             |
| <b>Total Expenses</b>  |                       |             |                 |                 | <b>\$ 675.03</b> |

**Audrey Palmer**

**From:** Cara-Lynn Stelmack  
**Sent:** January-22-15 3:59 PM  
**To:** Audrey Palmer  
**Subject:** FW: Invoice for Red Arrow on Corporate CC for January 25 & 26

See you in Edmonton on Monday – hopefully that virus that is going around your office will be gone!+

**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** January 22, 2015 3:42 PM  
**To:** Cara-Lynn Stelmack  
**Subject:** Invoice



**Invoice**

Date: 2015-01-22

Bill To:

Website User

You can reach us at:

| Order   | Ordered    | Customer | Star | Company Name | Departing  | Returning  | Sales Agent | Sales Agent  |
|---------|------------|----------|------|--------------|------------|------------|-------------|--------------|
| 1353719 | 2015-01-22 | 139230   | -    | -            | 2015-01-25 | 2015-01-26 | -           | Website User |

Travellers:

Stelmack/Cara

*#140.96 /  
 7.04 GST  
 #148.00*

| Product                            | Details   | Duration      | Price Basis | Qty | Each  | Billed |
|------------------------------------|---|---------------|-------------|-----|-------|--------|
| CEEXP 16:30<br>Assigned to:<br>05C | Departs Calgary (CGYNORTH / CALGARY NORTH) 2015-01-25 at 16:45<br>Arrives Edmonton (EDMCEDAR / Best Western Cedar Park Inn) 2015-01-25 at 19:35 | 2 hrs 50 mins | Adult       | 1   | 70.48 | 74.00  |
| ECEXP 16:30<br>Assigned to:<br>07B | Departs Edmonton (EDMCEDAR / Best Western Cedar Park Inn) 2015-01-26 at 16:45<br>Arrives Calgary (CGYNORTH / CALGARY NORTH) 2015-01-26 at 19:35 | 2 hrs 50 mins | Adult       | 1   | 70.48 | 74.00  |

Payments Received:

| Date       | From         | Reference        | Amount     |
|------------|--------------|------------------|------------|
| 2015-01-22 | Website User | MasterCard ***** | 148.00 CAD |

*meeting in Redmanche*

Base Price: 140.96 CAD  
 Discounts: 0.00 CAD  
 Service Charges: 0.00 CAD  
 GST: 7.04 CAD  
 Invoice Total: 148.00 CAD  
 Received: 148.00 CAD  
 Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT  
 GST# BN139981476

Payments Received:

| Date       | From                                     | Reference           | Amount        |
|------------|--|---------------------|---------------|
| 2015-03-03 | OFFICE OF INFORMATION & PRIVACY (106908) | MasterCard<br>***** | 139.04<br>CAD |

|                  |           |
|------------------|-----------|
| Base Price:      | 139.04 CA |
| Discounts:       | 0.00 CAD  |
| Service Charges: | 0.00 CAD  |
| Invoice Total:   | 139.04 CA |
| Received:        | 139.04 CA |
| Balance:         | 0.00 CAD  |

TERMS: DUE UPON RECEIPT

GST# BN139981476

Holiday Blackout - December 15 2014 to January 5 2015. All changes to reservations including cancellations require at least 24 hours notice prior to departure.

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. 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. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958.

\*\*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 OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES.

Thank you for choosing Red Arrow.

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

**Audrey Palmer**

---

**From:** Cara-Lynn Stelmack  
**Sent:** March-17-15 3:09 PM  
**To:** Audrey Palmer  
**Subject:** Fwd: Invoice for red arrow 03/10 & 03/11 C Stelmack

Sent from my iPhone

Begin forwarded message:

**From:** Red Arrow Reservations <itinerary@redarrow.ca>  
**Date:** March 3, 2015 at 10:29:03 AM MST  
**To:** "clstelmack@oipc.ab.ca" <clstelmack@oipc.ab.ca>  
**Subject:** Invoice

\$ 139.04

**red arrow Invoice**



Date: 2015-03-03

Bill To:

You can reach us at:

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

| Order#  | Ordered    | Customer# | P.O. | Group Name | Departing  | Returning  | Sales Rep | Sales Agent  |
|---------|------------|-----------|------|------------|------------|------------|-----------|--------------|
| 1371042 | 2015-03-03 | 1783      | -    | -          | 2015-03-10 | 2015-03-11 | -         | Website User |

Travellers:

stelmack/cara

| Product                                | Details   | Duration      | Price Basis    | Qty | Each  | Bill |
|--|---|---------------|----------------|-----|-------|------|
| CEEXP 06:00<br>Assigned to:<br>09A     | Departs Calgary (CGYNORTH / CALGARY NORTH) 2015-03-10 at 06:15<br>Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-03-10 at 09:20 | 3 hrs 5 mins  | Corporate<br>1 | 1   | 69.52 | 69.5 |
| EDMCAL<br>14:00<br>Assigned to:<br>09A | Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-03-11 at 14:00<br>Arrives Calgary (CGYNORTH / CALGARY NORTH) 2015-03-11 at 17:45 | 3 hrs 45 mins | Corporate<br>1 | 1   | 69.52 | 69.5 |

Mrs Cara Stelmack

Room Number: 1012  
 Arrival Date: 03-10-15  
 Departure Date: 03-11-15  
 Page No: 1 of 1

Guest Name

**INFORMATION INVOICE**

Folio No:

03-11-15

| Date           | Description                    | Charges       | Credits       |
|----------------|--------------------------------|---------------|---------------|
| 03-10-15       | Room Revenue                   | 145.00        |               |
| 03-10-15       | Destination Marketing Fee - 3% | 4.35          |               |
| 03-10-15       | Tourism Levy - 4%              | 5.97          |               |
| 03-11-15       | Mastercard XXXXXXXXXXXX XX/XX  |               | 155.32        |
| <b>Total</b>   |                                | <b>155.32</b> | <b>155.32</b> |
| <b>Balance</b> |                                | <b>0.00</b>   |               |

*\$ 155.32*

**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. #866344302 RT 0001



**Audrey Palmer**

---

**From:** Cara-Lynn Stelmack  
**Sent:** March-17-15 3:12 PM  
**To:** Audrey Palmer  
**Subject:** Fwd: matr\_folio\_new13409634.pdf  
**Attachments:** matr\_folio\_new13409634.pdf; ATT00001.htm

For trip to Edmonton March 10/11

Sent from my iPhone

Begin forwarded message:

**From:** <[matrixfd@matrixedmonton.com](mailto:matrixfd@matrixedmonton.com)>  
**Date:** March 11, 2015 at 7:47:51 AM MDT  
**To:** <[clstelmack@oipc.ab.ca](mailto:clstelmack@oipc.ab.ca)>  
**Subject:** matr\_folio\_new13409634.pdf

Requested report enclosed. Please see attachment.

**Check-in :** Thursday, April 9, 2015  
**Check-out :** Saturday, April 11, 2015  
**Room(s) :** 1 Deluxe Room, 1 King Bed - 30 Day Advance Purchase  
**Guests :** 2 Adults, 0 Children  
**Nights :** 2  
**Room Subtotal :** CA\$ 314.50  
**Taxes and Fees:** CA\$ 54.46  
**Total :** CA\$ 368.96

**Contact Information**

**Customer Name :** Cara Stelmack  
**Customer Email :** clstelmack@oipc.ab.ca  
**Credit Card Type :** Master Card  
**Credit Card Number :**

XXXX-XXXX-XXXX  
 17-86 GST  
 \$176.62  
 \$184.48 → 368.96 will be reimbursed

**Hotel Policies**

You must present a photo ID when checking in. Your credit card is charged at the time you book. Your reservation is prepaid and is guaranteed for late arrival. The total charge includes all room charges and taxes, as well as fees for access and booking. Any incidental charges such as parking, phone calls, and room service will be handled directly between you and the property. Extra-person charges may apply and vary depending on hotel policy. Government-issued photo identification and a credit card are required at check-in for incidental charges. Special requests and preferences are subject to availability upon check-in and may incur additional charges. Special requests cannot be guaranteed. The name on the credit card used at check-in to pay for incidentals must be the primary name on the guestroom reservation.

**Cancellation Policies**

This rate is non-refundable and cannot be changed or cancelled - if you do choose to change or cancel this booking you will not be refunded any of the payment.

If you'd like to unsubscribe and stop receiving these emails [click here](#).

**Audrey Palmer**

---

**From:** Cara-Lynn Stelmack  
**Sent:** March-03-15 8:21 AM  
**To:** Audrey Palmer  
**Subject:** FW: Matrix Hotel - April 9 & 10, 2015 - copy of the receipt

Audrey – I will be charging the Thursday to the corporate credit card and repaying the Friday amount on my own credit card or refund the payment to OIPC as I am staying Friday on personal business.

Cara

---

**From:** confirmations@reservationcounter.com [mailto:confirmations@reservationcounter.com]  
**Sent:** March 3, 2015 8:16 AM  
**To:** Cara-Lynn Stelmack  
**Subject:** Matrix Hotel Confirmed Booking | Itinerary Number: 192487080

[Can't see this email?](#) [View it online](#)



Customer Support | 888-978-6518

See your reservation on your phone with **Tra elpass™**


Don't have Travelpass? [Download it now](#)  
★★★★★



*April 9 - 10*

**Audrey Palmer**

---

**From:** Cara-Lynn Stelmack  
**Sent:** March-17-15 3:08 PM  
**To:** Audrey Palmer  
**Subject:** Fwd: Invoice for parking - c Stelmack

Sent from my iPhone

Begin forwarded message:

**From:** Red Arrow Reservations <[itinerary@redarrow.ca](mailto:itinerary@redarrow.ca)>  
**Date:** March 10, 2015 at 6:00:18 AM MDT  
**To:** "[clstelmack@oipc.ab.ca](mailto:clstelmack@oipc.ab.ca)" <[clstelmack@oipc.ab.ca](mailto:clstelmack@oipc.ab.ca)>  
**Subject:** Invoice

# red arrow Invoice



Date: 2015-03-10

Bill To: You can reach us at:  
CARA LYNN STELMACK 304 - 35 Avenue NE  
70 SCENIC WAY Calgary, AB  
CALGARY, AB T3L 2G8 Phone: 1-800-232-1958

|         |            |           |      |            |            |            |           |             |
|---------|------------|-----------|------|------------|------------|------------|-----------|-------------|
| Order#  | Ordered    | Customer# | P.O. | Group Name | Departing  | Returning  | Sales Rep | Sales Agent |
| 1373674 | 2015-03-10 | 244712    | -    | PARKING    | 2015-03-10 | 2015-03-11 | -         | HOLLY       |

Travellers:

STELMACK/CARA LYNN

| Product | Details | Duration   | Price Basis | Qty             | Each Billed  |
|---------|---------|------------|-------------|-----------------|--------------|
| Parking | Per Day | 2015-03-10 | 2 days      | Per Day Parking | 1 9.52 10.00 |

Payments Received:

| Date       | From                         | Reference        | Amount    |
|------------|------------------------------|------------------|-----------|
| 2015-03-10 | customer: CARA LYNN STELMACK | MasterCard ***** | 10.00 CAD |

Base Price: 9.52 CAI  
Discounts: 0.00 CAI  
Service Charges: 0.00 CAI  
GST: 0.48 CAI  
Invoice Total: 10.00 CA  
Commission: 0.00 CAI

9.52  
+ .48  
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10.00