

Office of the Information and Privacy Commissioner of Alberta  
 Cara-Lynn Stelmack, Director- Mediation & Investigation  
 Expenses Processed June 1, 2016 - July 31, 2016

**Travel Expenses**

| Date Expenses Incurred | Destination | Description/Rationale                    | Transportation <sup>1</sup> | Accommodation    | Per Diems <sup>2</sup><br>(no receipts) | Meals<br>(with receipts) | Other <sup>3</sup> | Total            |
|------------------------|-------------|------------------------------------------|-----------------------------|------------------|-----------------------------------------|--------------------------|--------------------|------------------|
| July 25-27             | Edmonton    | Trip to Edmonton OIPC office for meeting | \$ 139.04                   | \$ 155.32        | \$ -                                    | \$ 21.89                 | \$ -               | \$ 316.25        |
| <b>Total</b>           |             |                                          | <b>\$ 139.04</b>            | <b>\$ 155.32</b> | <b>\$ -</b>                             | <b>\$ 21.89</b>          | <b>\$ -</b>        | <b>\$ 316.25</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.

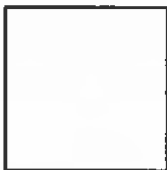
**Hospitality/Working Session Expenses**

| Date Expenses Incurred | Description/Rationale | Hospitality | Working Session | Total            |
|------------------------|-----------------------|-------------|-----------------|------------------|
| <b>Total</b>           |                       | <b>\$ -</b> | <b>\$ -</b>     | <b>\$ -</b>      |
| <b>Total Expenses</b>  |                       |             |                 | <b>\$ 316.25</b> |

**Audrey Palmer**

**From:** Cara-Lynn Stelmack  
**Sent:** August-10-16 11:06 AM  
**To:** Audrey Palmer  
**Subject:** FW: Invoice for Red Arrow for CLS

**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** July 26, 2016 8:00 AM  
**To:** Cara-Lynn Stelmack  
**Subject:** Invoice



**Invoice**

Date: 2016-07-26

B# 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  |
|---------|------------|-----------|------|------------|------------|------------|-----------|--------------|
| 1554308 | 2016-07-19 |           | -    | -          | 2016-07-25 | 2016-07-27 | -         | Website User |

Travellers:

stelmack/cara

*#139.04*

*Toward meeting in our  
 OIPE Edmonton office*

| Product                                 | Details                                                                                                                                              | Duration      | Price Basis    | Qty | Each  | Billed |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|-----|-------|--------|
| CALEDM 12:00<br>YYC<br>Assigned to: 08A | Departs Calgary (CALTO / Calgary Ticket Office) 2016-07-25 at 12:00<br>Arrives Edmonton (EDMCEDAR / Best Western Cedar Park Inn) 2016-07-25 at 15:50 | 3 hrs 50 mins | Corporate<br>1 | 1   | 69.52 | 69.52  |
| EDMCAL 12:00<br>YYC<br>Assigned to: 08A | Departs Edmonton (EDMTO / Edmonton Ticket Office) 2016-07-27 at 12:00<br>Arrives Calgary (CALTO / Calgary Ticket Office) 2016-07-27 at 16:05         | 4 hrs 5 mins  | Corporate<br>1 | 1   | 69.52 | 69.52  |

Payments Received:

| Date       | From                                     | Reference         | Amount     |
|------------|------------------------------------------|-------------------|------------|
| 2016-07-19 | OFFICE OF INFORMATION & PRIVACY (106908) | MasterCard *****ç | 139.04 CAD |

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

TERMS: DUE UPON RECEIPT

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. #105631154 RT 0008

Signature: \_\_\_\_\_

~~\$185.77~~  
 \$1.09 GST  
 \$21.89  
 \$7.47 GST  
 \$155.32

| Date           | Description                    | Charges                  | Credits       |
|----------------|--------------------------------|--------------------------|---------------|
| 07-26-16       | Room Service                   | Room# 0706 : CHECK# 1868 |               |
| 07-26-16       | Room Revenue                   | 22.98                    |               |
| 07-26-16       | Destination Marketing Fee - 3% | 145.00                   |               |
| 07-26-16       | Tourism Levy - 4%              | 4.35                     |               |
| 07-26-16       | Room GST - 5%                  | 5.97                     |               |
| 07-27-16       | Mastercard                     | 7.47                     |               |
| 05/18          |                                |                          | 185.77        |
| <b>Total</b>   |                                | <b>185.77</b>            | <b>185.77</b> |
| <b>Balance</b> |                                | <b>0.00</b>              |               |

**INFORMATION INVOICE**

Folio No: 257672

Guest Name:

Calgary AB T3L 2G8

Mrs Cara Stelmack

\*

Room Number: 0706

Arrival Date: 07-26-16

Departure Date: 07-27-16

Page No: 1 of 1

Matrix Hotel  
M2 Lounge  
10640-100 Avenue  
GST # 866344302

18 HARLEY 5 NIESHA

Check: 1868

Guests: 1

07/26/2016 06:44PM

1 TANDORI WRAP

house salad 17.00

Grat 17% 2.89

Delivery Charge 2.00

Room Charge 22.98

0706/STELMACK

Subtotal 17.00

G.S.T. 1.09

Service Chrg 4.89

Payment 22.98

Change Due \$0.00

----- Check Closed -----

07/26/2016 07:19:03PM

68.12#  
1.09  
69.21#  
86.22#

Office of the Information and Privacy Commissioner of Alberta  
 Cara-Lynn Stelmack, Director- Mediation & Investigation  
 Expenses Processed February 1, 2017 - March 31, 2017

**Travel Expenses**

| Date Expenses Incurred | Destination  | Description/Rationale                  | Transportation <sup>1</sup> | Accommodation    | Per Diems <sup>2</sup><br>(no receipts) | Meals<br>(with receipts) | Other <sup>3</sup> | Total            |
|------------------------|--------------|----------------------------------------|-----------------------------|------------------|-----------------------------------------|--------------------------|--------------------|------------------|
| Feb 6-9                | Edmonton, AB | To Edmonton to conduct interviews      | \$ 140.96                   | \$ 297.80        | \$ 150.81                               | \$ 24.80                 | \$ 39.67           | \$ 654.04        |
| Feb 15                 | Red Deer, AB | To Red Deer for Team building Activity | 144.29                      |                  |                                         |                          |                    | 144.29           |
| <b>Total</b>           |              |                                        | <b>\$ 285.25</b>            | <b>\$ 297.80</b> | <b>\$ 150.81</b>                        | <b>\$ 24.80</b>          | <b>\$ 39.67</b>    | <b>\$ 798.33</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>\$ 798.33</b> |

mins)

**Payments Received**

| DATE       | GUEST                                       | REFERENCE           | AMOUNT    |
|------------|---------------------------------------------|---------------------|-----------|
| 2017-02-01 | OFFICE OF INFORMATION & PRIVACY<br>stelmack | MasterCard<br>***** | \$ 148.00 |

|                    |           |
|--------------------|-----------|
| Base Price:        | \$ 140.96 |
| Discounts:         | \$ 0.00   |
| Service Charges:   | \$ 0.00   |
| GST:               | \$ 7.04   |
| Invoice Total:     | \$ 148.00 |
| Payments Received: | \$ 148.00 |
| Balance Due:       | \$ 0.00   |

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. 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

#140.96  
7.04  

---

\$148.00

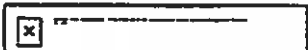
Less GST  
Expense

To conduct interview in  
Edmonton.

**Cara-Lynn Stelmack**

**From:** Red Arrow Reservations <itinerary@redarrow.ca>  
**Sent:** February 1, 2017 9:52 AM  
**To:** Cara-Lynn Stelmack  
**Subject:** Invoice

**INVOICE**



2017-02-01

*You can reach us at*

Website User

Corporate Sales

| ORDER#  | ORDERED    | CUSTOMER# | P.O. | GROUP NAME | DEPARTING  | RETURNING  | SALES REP | SALES AGENT  |
|---------|------------|-----------|------|------------|------------|------------|-----------|--------------|
| 1626881 | 2017-02-01 |           |      |            | 2017-02-06 | 2017-02-09 | -         | Website User |

*Travellers:*

STELMACK/CARA

| PRODUCT DESCRIPTION                                                                                                                                                                                                         | DURATION      | OCCUPANCY | QTY | PRICE/UNIT | BILLED   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|-----|------------|----------|
| <b>CALEDM 12:00 YYC</b><br>Assigned to: 09A<br>Departs Calgary (CALTO / Calgary Ticket Office) at 12:00 on 2017-02-06.<br>Arrives Edmonton (EDMCEDAR / Best Western Cedar Park Inn) at 15:50 on 2017-02-06. (3 hrs 50 mins) | 3 hrs 50 mins | Adult     | 1   | \$ 70.48   | \$ 74.00 |
| <b>ECEXP 16:30</b><br>Assigned to: 13C<br>Departs Edmonton (EDMCEDAR / Best Western Cedar Park Inn) at 16:45 on 2017-02-09.<br>Arrives Calgary (CALTO / Calgary Ticket Office) at 19:50 on 2017-02-09. (3 hrs 5             | 3 hrs 5 mins  | Adult     | 1   | \$ 70.48   | \$ 74.00 |



85

02-10-17

|                                                                                     |                |                     |           |            |
|-------------------------------------------------------------------------------------|----------------|---------------------|-----------|------------|
| <b>Cara-Lynn Stelmack</b><br>9925 109 St Nw Suite 410<br>Edmonton T5K 2J8<br>Canada | Folio No.      | : 231249            | Room No.  | : 414      |
|                                                                                     | A/R Number     | :                   | Arrival   | : 02-07-17 |
|                                                                                     | Group Code     | :                   | Departure | : 02-09-17 |
|                                                                                     | Company        | : Government Canada | Conf. No. | : 64123061 |
|                                                                                     | Membership No. | : PC                | Rate Code | : IMCGV    |
|                                                                                     | Invoice No.    | :                   | Page No.  | : 1 of 1   |

| Date                                                                                                                                                                                                                                                                                | Description             | Charges        | Credits       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------|---------------|
| 02-07-17                                                                                                                                                                                                                                                                            | *Accomodation           | 139.00         |               |
| 02-07-17                                                                                                                                                                                                                                                                            | Marketing Fee           | 4.17           |               |
| 02-07-17                                                                                                                                                                                                                                                                            | AB Tourism Levy         | 5.73           |               |
| 02-08-17                                                                                                                                                                                                                                                                            | *Accomodation           | 139.00         |               |
| 02-08-17                                                                                                                                                                                                                                                                            | Marketing Fee           | 4.17           |               |
| 02-08-17                                                                                                                                                                                                                                                                            | AB Tourism Levy         | 5.73           |               |
| 02-09-17                                                                                                                                                                                                                                                                            | MasterCard XXXXXXXXXXXX |                | 297.80        |
| Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - <a href="http://www.ihg.com/reviews">www.ihg.com/reviews</a> . We look forward to welcoming you back soon. |                         | <b>Total</b>   | <b>297.80</b> |
|                                                                                                                                                                                                                                                                                     |                         | <b>Balance</b> | <b>0.00</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.

\$ 297.80

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



CAPITAL TAXI  
 9762 54 AVE NW  
 EDMONTON AB T6E 0A9  
 (780) 423 - 2425

**SALE**

MD: 7646891  
 TD: A7646891 REF#: 00000002  
 Batch #: 041 SEQ: 041001001002  
 02/06/17 16:49:07  
 APPR CODE: 07213S  
 MASTERCARD  
 \*\*\*\*\*

AMOUNT \$20.00  
 TIP \$3.00  
 TOTAL \$23.00

00 - APPROVED - 001

MASTERCARD  
 AID: A0000000041010  
 TVR: 00 00 00 80 00  
 TSI: E8 00

CUSTOMER COPY

*\$22.12*

*\$.88*

*\$23.00*



9682-142 St  
 Edmonton, Alberta  
 780-420-0101

177 Jenn B

Tbl 26/4 Chk 5274 Gst 1  
 Feb07'17 06:41PM

1/2 BEET SALAD 7.75  
 1 Bac/Ched POUTINE 13.00  
 Subtotal 20.75  
 20.75 GST 1.04  
 Amount Due 21.79

JOIN US FOR 1/2 PRICE  
 WINE THURSDAY!  
 SUDS AND SLIDER WEDNESDAY!  
 \$3 SLIDERS - \$5 DRAUGHT!  
 WE'D LOVE TO HEAR FROM YOU  
 CONTACT ME DIRECTLY@  
 dfritz@deluxburgerbar.com.  
 THANK YOU FOR YOUR BUSINESS!  
 www.deluxburgerbar.com.  
 GST#8317087RT001



DRIVER: *Nana* DATE: *Feb 2017*  
 UNIT #: *125* AMOUNT: *10*  
 GST #: *134470848*

*9.62*  
*.38*  


---

*\$10.00*

CALGARY UNITED CABS  
 5660 10TH ST NE  
 SUITE B  
 CALGARY AB T2E 8W7  
 (403) 777-1111

**SALE**

MD 6367788 GST: 794386326RT0001  
 TID F6367788 REF#: 00000033  
 Batch # 042 SEQ: 042001001033  
 02/09/17 20:15:10  
 CVC: Y

APPR CODE  
 VISA  
 \*\*\*\*\*

AMOUNT \$6.25  
 TIP \$2.00  
 TOTAL \$8.25

00 - APPROVED - 001

VISA  
 AID: A0000000031010  
 TVR 00 80 00 80 00  
 TSI F8 00

CUSTOMER COPY

*8.25*  
*.32*  


---

*7.93*

*Taxi*  
*7.93*  
*9.62*  


---

*22.12*  


---

*29.67*

DELUX BURGER BAR  
 9682 142 Street  
 Edmonton AB T6H 4B2  
 780-420-0101

**\*\* TRANSACTION RECORD \*\***

Tran. #: 7690  
 RUC: DELUX  
 Table #: 26  
 Check #: 5274  
 Group #: 4  
 Employee #: 177  
 Employee Name: Jenn B

Type: Pre-Authorization  
 Acct: Visa  
 Card #: xxxxxxxxxx

Amount \$21.79  
 Tip \$4.00  


---

 TOTAL CAD \$25.79

Reference #: 66244131 0012970020 C  
 Auth. #: 067341  
 DBBCUS11/U66244131 005  
 2017/02/07 19:35:57

VISA  
 A0000000031010  
 0060006000 F800

APPROVED - THANK YOU  
 01-027

VERIFIED BY PIN  
 Customer Copy

IMPORTANT  
 Retain this copy  
 for your records

*25.79*  
*.99*  


---

*meals 24.80*