

Office of the Information and Privacy Commissioner of Alberta  
 Cara-Lynn Stelmack, Assistant Commissioner- Operations and Compliance  
 Expenses Processed December 1, 2023 - January 31, 2024

**Travel Expenses**

Date Expenses Incurred	Destination	Description/Rationale	Transportation <sup>1</sup>	Accommodation	Per Diems <sup>2</sup> (no receipts)	Meals (without receipts)	Other <sup>3</sup>	Total
Dec 01	Edmonton, AB	Attended meeting and budget presentation	\$ 87.40		\$ 7.00	\$ 16.19	\$ 11.35	\$ 121.94
Jan 25 - 26	Edmonton, AB	Meeting with Innovation and Technology	177.00	174.64	5.82	32.38	15.24	405.08
<b>Total</b>			<b>\$ 264.40</b>	<b>\$ 174.64</b>	<b>\$ 12.82</b>	<b>\$ 48.57</b>	<b>\$ 26.59</b>	<b>\$ 527.02</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, gas 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>\$ 527.02</b>



A2ABBB

Passenger  
Cara-lynn Stelmack

Travel Date / Time  
Fri Dec 01, 2023 16:30

From  
**EDMONTON - 10014 104 ST**  
To  
**CALGARY - 304 35 AVE NE**

Arrival date/time: : Fri Dec 01, 2023 19:35  
Journey: Edmonton - 10014 104 St / Calgary - 304 35 Ave NE

**CT9922 - STANDARD - ROUND TRIP**

GOA Info Privacy Calgary

Fare:	\$	76.18	CAD
Fees:	\$	11.22	CAD
Other fees:	\$	0.00	CAD
Taxes:	\$	4.37	CAD
<b>Total:</b>	<b>\$</b>	<b>91.77</b>	<b>CAD</b>
Payments:	Pay On Account		
SSR Codes:	BAGS-2		

**Section: Single 3A**  
**Row: 3      Seat: A**



A2ABBB-634JFGSU  
Issued: Mon Nov 20, 2023 11:56

CASH PAYMENT: PLEASE BE ADVISED THAT EFFECTIVE 1 JANUARY, 2024, CASH PAYMENTS WILL NO LONGER BE ACCEPTED.

We reserve the right to cancel or postpone scheduled travel based on weather conditions, road conditions or for any other safety-related reason. In such event any and all liability of Red Arrow/Ebus/PWT or their affiliated entities shall be expressly limited to a refund of the purchase price paid for this ticket.

IDENTIFICATION: We require all passengers 18 and over to travel with Government Issued photo I.D. or two (2) pieces of valid government-issued non-photo identification with matching names. Passengers without the correct forms of I.D. will be refused travel.

CHECK-IN: Please note that a paper ticket is not required for check-in. Please check in 15 minutes prior to departure.

PAYMENT TERMS: DUE UPON RECEIPT Corporate Billing Accounts: Payment due 30 days after completion of the trip. GST# BN139931476

LUGGAGE ALLOWANCE: Please note that the luggage allowance per person included in your fare is 3 pieces including one carry-on bag and luggage stored underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$15 per piece up to a maximum of 6 pieces total. We will not be responsible for the loss of or damage to checked or carry-on luggage in excess of stated maximum liability. For the full policy, please your carrier for details.

Red Arrow: [www.redarrow.ca](http://www.redarrow.ca)  
Ebus: [www.myebus.ca](http://www.myebus.ca)  
Thompson Valley Charters: <https://tvcibus.ca/>

CHANGE AND CANCELLATION POLICY: If you wish to change time, change the date, or cancel for a full refund - you must provide us with the 24 hr notice prior to departure. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. Red Arrow changes within the 24-hour period are permitted for a fee of \$25.00.

Please note that Ebus Alberta tickets are non-refundable and cannot be canceled. Changes are permitted for a fee of \$15.75. If you would like to request a change for a lower-priced ticket, we will not reimburse the price difference.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative by phone:

Red Arrow: 1-800-232-1953  
Ebus and Partners: 1-877-769-3237

NO SHOWS: Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare.

We reserve the right to perform carry-on baggage checks at any time.

ZERO TOLERANCE DRUG AND ALCOHOL POLICY: For the comfort, safety, and positive experience for all passengers, we're pleased to have a Zero Tolerance policy when it comes to intoxication, so rest assured that any signs of intoxicated passengers will be handled appropriately and refused service.

Thank you for traveling with us. We appreciate your business!

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

Standard

Red Arrow/Ebus/PWT

76.18  
11.22  
-----  
87.40  
=

## Here's your receipt for your ride, Cara

We hope you enjoyed your ride this evening.

**Total** **CA\$11.98**

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Taxi fare	CA\$8.69
<b>Subtotal</b>	<b>CA\$8.69</b>
Booking Fee	CA\$3.00
Wait Time	CA\$0.47
TNC fee/recovery surcharge	CA\$0.45
Promotion	-CA\$1.26
GST	CA\$0.63

### Payments

 **Mastercard •** **CA\$11.98**  
123456789010

[Visit the top page](#) for more information, including invoices (where available)

You rode with Gursahib

Taxi Driver's name

UberX 4334101234567890

8:05 PM 9141B 35th Ave, Calgary, AB T2E 2K6, CA

8:15 PM

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

" 11.30  
\$ 1.63  
-----  
\$ 11.98

12/1/23

*Pd by Jfine credit card*

**Transaction details**

Transaction: TPTC2G2T  
Customer: Goa office of information and privacy calgary  
Status: Paid  
Subtotal: \$ 16.00  
Taxes: \$ 0.00  
Total: \$ 16.00  
Created: 01/25/2024 08:15  
Updated: 01/25/2024 08:15

**Transaction summary**

Type	ID	Status	Price	Discounts	Fees	Tr Fees	Taxes	Total
Item		Paid	\$ 16.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16.00

**Item**

Number	Name	Type	Quantity	Status	Customer	Subtotal	Taxes	Total
	Parking - CNS	paid_in	2	Paid	Goa office of information and privacy calgary C19922	\$ 16.00	\$ 0.00	\$ 16.00

**Payments**

Type: Credit  
Amount: \$ 16.00  
Auth. Code: 058989  
Card type: visa

We reserve the right to cancel or postpone scheduled travel based on weather conditions, road conditions or for any other safety-related reason. In such event any and all liability of Red Arrow/Ebus/PWT or their affiliated entities shall be expressly limited to a refund of the purchase price paid for this ticket.

**IDENTIFICATION:** We require all passengers over the age of 18 to travel with Government Issued photo I.D. or two (2) pieces of valid government-issued non-photo identification with matching names. Passengers without the correct forms of I.D. will be refused travel.

**CHECK-IN:** Please note that a paper ticket is not required for check-in. Please check in 15 minutes prior to departure.

**PAYMENT TERMS:** DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of the trip. GST# BN139981476

**LUGGAGE ALLOWANCE:** Please note that the luggage allowance per person included in your fare is 3 pieces including one carry-on bag and luggage stowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$15 per piece up to a maximum of 6 pieces total. We will not be responsible for the loss of or damage to checked or carry-on luggage in excess of our maximum liability of \$350.

For the full policy, please your carrier for details:  
Red Arrow [www.redarrow.ca](http://www.redarrow.ca)

Pd by office credit card



LKEX55

Passenger  
Cara-lynn Stelmack

Travel Date / Time  
Fri Jan 26, 2024 14:15

From  
**EDMONTON - 10014 104 ST**  
To  
**CALGARY - 304 35 AVE NE**

RED ARROW AB

Arrival date/time: : Fri Jan 26, 2024 18:15

Journey: Edmonton - 10014 104 St / Calgary - 304 35 Ave NE

**ADULT - STANDARD - ROUND TRIP**

Ages 18

Fare: \$ 77.18 CAD  
Fees: \$ 11.32 CAD  
Other fees: \$ 0.00 CAD  
Taxes: \$ 4.43 CAD  
Total: \$ 92.93 CAD

**Section: Single 2A**  
**Row: 2 Seat: A**

Payments: Pay On Account  
14:15 | Edmonton -> Calgary



LKEX55-4TNSZPJX  
Issued: Tue Jan 16, 2024 15:09

SSR Codes: BAGS-1

CASH PAYMENT: PLEASE BE ADVISED THAT EFFECTIVE 1-JANUARY, 2024, CASH PAYMENTS WILL NO LONGER BE ACCEPTED.

We reserve the right to cancel or postpone scheduled travel based on weather conditions, road conditions or for any other safety-related reason. In such event any and all liability of Red Arrow/Ebus/PWT or their affiliated entities shall be expressly limited to a refund of the purchase price paid for this ticket.

IDENTIFICATION: We require all passengers 18 and over to travel with Government Issued photo I.D. or two (2) pieces of valid government-issued non-photo identification with matching names. Passengers without the correct forms of I.D. will be refused travel.

CHECK-IN: Please note that a paper ticket is not required for check-in. Please check in 15 minutes prior to departure.

PAYMENT TERMS: DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of the trip. GST# BN139981476

LUGGAGE ALLOWANCE: Please note that the luggage allowance per person included in your fare is 3 pieces including one carry-on bag and luggage stowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$15 per piece up to a maximum of 6 pieces total. We will not be responsible for the loss of or damage to checked or carry-on luggage in excess of stated maximum liability. For the full policy, please your carrier for details:

Red Arrow [www.redarrow.ca](http://www.redarrow.ca)  
Ebus [www.myebus.ca](http://www.myebus.ca)  
Thompson Valley Charters <https://tvcbus.ca/>

CHANGE AND CANCELLATION POLICY: If you wish to change time, change the date, or cancel for a full refund – you must provide us with the 24 hr notice prior to departure. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. Red Arrow changes within the 24-hour period are permitted for a fee of \$25.00.

Please note that Ebus Alberta tickets are non-refundable and cannot be canceled. Changes are permitted for a fee of \$15.75.

If you would like to request a change for a lower-priced ticket, we will not reimburse the price difference.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative by phone:

Red Arrow: 1-800-232-1958  
Ebus and Partners: 1-877-769-3287

NO SHOWS: Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare.

We reserve the right to perform carry-on baggage checks at any time.

ZERO TOLERANCE DRUG AND ALCOHOL POLICY: For the comfort, safety, and positive experience for all passengers, we're pleased to have a Zero Tolerance policy when it comes to intoxication, so rest assured that any signs of intoxicated passengers will be handled appropriately and refused service.

Thank you for traveling with us. We appreciate your business!

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

Standard

77.18  
11.32  
-----  
88.50

Red Arrow/Ebus/PWT

Pd by Office credit card.



K35FDL

Passenger  
Cara-lynn Stelmack

Travel Date / Time  
Thu Jan 25, 2024 08:20

From  
**CALGARY - 304 35 AVE NE**  
To  
**EDMONTON - 10014 104 ST**

RED ARROW AB

Arrival date/time: : Thu Jan 25, 2024 11:45

Journey: Calgary - 304 35 Ave NE / Edmonton - 10014 104 St

**ADULT - STANDARD - ROUND TRIP**

Ages 18

Fare:	\$	77.18	CAD
Fees:	\$	11.32	CAD
Other fees:	\$	0.00	CAD
Taxes:	\$	4.43	CAD
<b>Total:</b>	<b>\$</b>	<b>92.93</b>	<b>CAD</b>

**Section: Single 2A**  
**Row: 2    Seat: A**

Payments: Pay On Account  
08:00 | Calgary -> Edmonton



K35FDL-4TNSZPJX  
Issued: Tue Jan 16, 2024 15:09

SSR Codes: BAGS-1

CASH PAYMENT: PLEASE BE ADVISED THAT EFFECTIVE 1-JANUARY, 2024, CASH PAYMENTS WILL NO LONGER BE ACCEPTED.

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IDENTIFICATION: We require all passengers 18 and over to travel with Government Issued photo I.D. or two (2) pieces of valid government-issued non-photo identification with matching names. Passengers without the correct forms of I.D. will be refused travel.

CHECK-IN: Please note that a paper ticket is not required for check-in. Please check in 15 minutes prior to departure.

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Standard

Red Arrow/Ebus/PWT

77.18  
 11.32  
 -----  
 88.50

pd by office  
credit card



Miss cara Ivnn stelmack  
calgary AB  
Canada

INVOICE

Room No. : 0612  
Arrival : 01-25-24  
Departure : 01-26-24  
Page No. : 1 of 1  
Folio No. : 123215  
Conf. No. : 332167320  
Cashier No. : 1094  
Custom Ref. :

Company Name :  
Group Name :  
Guest Name :

Date	Description	Charges	Credits
01-25-24	Loft 106 Room# 0612 : CHECK# 539	<del>28.35</del>	
01-25-24	Package Revenue	164.00	
01-25-24	Destination Marketing Fee	4.48	
01-25-24	Room GST	7.70	
01-25-24	Tourism Levy	6.16	
01-26-24	Mastercard XXXXXXXXXX XX		210.69
<b>Total Charges</b>		210.69	
<b>Total Credits</b>			210.69
<b>Balance</b>			0.00

#174.64

Merchant ID		Credit Card #	XXXXXXXXXX
Transaction ID		Credit Card Expiry	XX/XX
Approval Code	005775	Capture Method	Manual
Approval Amount	210.69	Transaction Amount	210.69

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

Matrix Hotel | 10640 100 Ave NW | Edmonton, AB T5J 3N8  
Reservations: (866) 465-8150 | Telephone: (780) 429-2861 | Fax: (780) 420-4962  
Email: info@matrixedmonton.com  
www.matrixedmonton.com