

Office of the Information and Privacy Commissioner of Alberta  
 Cara-Lynn Stelmack, Assistant Commissioner- Operations and Compliance  
 Expenses Processed February, 2024 - March 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
Mar 05 - 10	Vancouver, BC	Attended Reboot conference	\$ 493.23	\$ 996.45	\$ 14.00	\$ 130.48	\$ 165.34	\$ 1,799.50
Mar 13 - 15	Edmonton, AB	Attended in person meetings at the OIPC and meeting with AMA	177.00	349.28	14.00	41.90	22.86	605.04
<b>Total</b>			<b>\$ 670.23</b>	<b>\$ 1,345.73</b>	<b>\$ 28.00</b>	<b>\$ 172.38</b>	<b>\$ 188.20</b>	<b>\$ 2,404.54</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>Total Expenses</b>				<b><u>\$ 2,404.54</u></b>

1

# Purchase summary

Visa  
Amount paid: \$517.89

1 adult

## Flights

Base fare - Depart Economy - Standard	100.00
Base fare - Return Economy - Flex	245.00
Air Travellers Security Charge - Canada	14.25
Goods and Services Tax - Canada - 100092287 RT0001	20.96
Airport Improvement Fee - Canada	60.00
Total before options (per passenger)	\$440.21
<b>Seat selection:</b>	
Cara Stelmack	
AC217 14A - Standard seat (Window) - 0144259881960	32.94
AC212 13E - Preferred Seat (Middle) - 0144259881961	41.04
Goods and Services Tax - Canada - 100092287 RT0001	3.70
Total with options and seat selection fee	\$517.89
<b>GRAND TOTAL (Canadian dollars)</b>	<b>\$517.89</b>

## Check-in and boarding gate deadlines

Within Canada

- 90 minutes** **When to arrive at the airport**  
You should arrive no later than the time indicated at left. This will ensure you have plenty of time to check-in, drop off your checked bags and pass through security.
- 45 minutes** **Check-in and baggage drop-off deadline**  
You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.
- 30 minutes** **Boarding gate deadline**  
This is the latest you should be at the departure gate, ready for boarding.
- 15 minutes** **Boarding gate closes**  
Arriving after this time will result in reassignment of any reserved seats, the cancellation of reservations, and ineligibility for denied boarding compensation.

From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Airfare \$517.89  
 GST - \$24.66  


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 \$493.23



# Booking Confirmation



Booking Reference: **3ENC38**

Date of issue: 25 Jan, 2024

This is your official itinerary/receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on entry requirements, our flexible booking policy or our health and safety measures visit our Travel Ready Hub.



## Depart

Economy - Standard

Tuesday  
05 Mar 2024

14:00  
**Calgary**  
Calgary Int. (YYC)  
Alberta



14:37  
**Vancouver**  
Vancouver Int. (YVR)  
Terminal M

AC217

1hr37  
Cabin: Economy Class (G)  
Operated by: Air Canada | A321-200 |  
P, WJ-FI



## Return

Economy - Flex

Sunday  
10 Mar 2024

13:20  
**Vancouver**  
Vancouver Int. (YVR)  
Terminal M



15:48  
**Calgary**  
Calgary Int. (YYC)  
Alberta

AC212

1hr28  
Cabin: Economy Class (L)  
Operated by: Air Canada | 737 MAX 8

## Passengers

**Cara Stelmack**

Ticket number  
0142188849720

Seats

AC217 14A  
AC212 13E

Reboot  
②

Uber

March 5, 2024

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

We hope you enjoyed your ride this morning.

**Total** **CA\$27.73**

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Trip fare **CA\$18.60**

**Subtotal** **CA\$18.60**

Reservation Fee **CA\$3.36**

Airport Recovery Surcharge **CA\$4.00**

TNC fee recovery surcharge **CA\$0.45**

GST **CA\$1.32**

### Payments



Visa  
3/5/24 11:44 AM

**CA\$27.73**

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

You rode with SHAHZAD

TNDL License Number

UberX 13.90 kilometers | 21 min

11:23 AM

11:44 AM | 2000 Airport Rd NE, Calgary, AB T2E 6W5, CA

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

Taxi #27.73  
Gst - #1.32  

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#26.41



Rebook.

The Westin Bayshore Vancouver  
1601 Bayshore Drive  
Vancouver, BC V6G 2V4  
Canada  
Tel: 604-682-3377 Fax: 604-687-3102



CARA LYNN STELMACK  
2460-801 6TH AVE SW  
Calgary, AB, T2P 3W2  
Canada  
264965 - 26TH ANNUAL VANCOUVER INTERNAT

Page Number : 1 Invoice Nbr : 1000405105  
Guest Number : 2200507  
Folio ID : A  
Arrive Date : 05-MAR-24 17:32  
Depart Date : 10-MAR-24 10:57  
No. Of Guest : 2  
Room Number : 437  
Marriott Bonvoy Number :

Tax ID : 815459532RT0001  
The Westin Bay YVRWI MAR-10-2024 11:00 ILEE860

Date	Reference	Description	Charges (CAD)	Credits (CAD)
05-MAR-24	RT437	Room Chrg - GRP OTH	289.00	
05-MAR-24	RT437	GST	16.62 -gst	
05-MAR-24	RT437	Destination Marketing Fee	3.64	
05-MAR-24	RT437	MRDT	8.79	
05-MAR-24	RT437	PST	23.41	
05-MAR-24	RT437	ME MRDT	7.31	
06-MAR-24	RT437	Room Chrg - GRP OTH	289.00	
06-MAR-24	RT437	GST	16.62 -gst	
06-MAR-24	RT437	Destination Marketing Fee	3.64	
06-MAR-24	RT437	MRDT	8.79	
06-MAR-24	RT437	PST	23.41	
06-MAR-24	RT437	ME MRDT	7.31	
07-MAR-24	RT437	Room Chrg - GRP OTH	289.00	
07-MAR-24	RT437	GST	16.62 -gst	
07-MAR-24	RT437	Destination Marketing Fee	3.64	
07-MAR-24	RT437	MRDT	8.79	
07-MAR-24	RT437	PST	23.41	
07-MAR-24	RT437	ME MRDT	7.31	
10-MAR-24	MC	MasterCard		-1046.31

\*\*\*For Authorization Purpose Only\*\*\*

xxxxx:

Date	Time	Code	Authorized
10-MAR-24	10:56	072284	1.00
10-MAR-24	10:56	066358	1045.31

Approve EMV Receipt for MC - PIN Verified  
TC:799202D44D39F76B  
IAD:5110A7400304000000000000000000FF TVR.0080008000

41 604383 \$996.45  
\$49.86 gst

I agree that I am personally liable for the payment of the foregoing statement and if the person, company, or association indicated by me as being responsible for payment of the same does not do so, that my liability is not waived.

Continued on the next page

The Westin Bayshore Vancouver  
1601 Bayshore Drive  
Vancouver, BC V6G 2V4  
Canada  
Tel: 604-682-3377 Fax: 604-687-3102

# WESTIN<sup>®</sup>

## HOTELS & RESORTS

CARA LYNN STELMACK  
2460-801 6TH AVE SW  
Calgary, AB, T2P 3W2  
Canada  
264965 - 26TH ANNUAL VANCOUVER INTERNAT

Page Number	:	2	Invoice Nbr	:	1000405105
Guest Number	:	2200507			
Folio ID	:	A			
Arrive Date	:	05-MAR-24	17:32		
Depart Date	:	10-MAR-24	10:57		
No. Of Guest	:	2			
Room Number	:	437			
Marriott Bonvoy Number	:				

AID:A0000000041010 Application Label:Mastercard

** Total	1046.31	-1046.31
*** Balance	-0.00	

	Amount (CAD)
Room Revenue GST	60.78
Food and Beverage GST	0.00
Phone/Fax/Copy Services GST	0.00
Other Revenue GST	0.00
Total GST for your stay:	60.78

Stay well, no matter where you travel. Reconnect with your well-being and find your next destination at [westin.com](http://westin.com).

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

I agree that I am personally liable for the payment of the foregoing statement and if the person, company, or association indicated by me as being responsible for payment of the same does not do so, that my liability is not waived.

Bring the Westin experience home. Shop [WestinStore.com](http://WestinStore.com).

1



XZJT8T

Passenger  
Cara-lynn Stelmack

Travel Date / Time  
Fri 15 Mar, 2024 14:15

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

Arrival date/time: : Fri 15 Mar, 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  
Payments: creditCard  
SSR Codes: BAGS-1

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



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://tycbus.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

Red Arrow/Ebus/PWT

Gst  
\$188.50  
- 4.43  
-----  
\$184.07





H2WLKX

Passenger  
Cara-lynn Stelmack

Travel Date / Time  
Wed Mar 13, 2024 08:20

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

Arrival date/time: : Wed Mar 13, 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 3A**  
**Row: 3    Seat: A**



SSR Codes: BAGS-1

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Standard

Red Arrow/Ebus/PWT

\$88.50  
 GST - \$4.43  
 -----  
 \$84.07

2

**Audrey Palmer**

**From:**  
**Sent:** March 20, 2024 12:18 PM  
**To:** Cara-Lynn Stelmack  
**Subject:** [External] Red arrow parking

Sent from my iPhone

Begin forwarded message:

**From:** No Reply - Reservations <noreply-reservations@pwt.ca>  
**Date:** March 13, 2024 at 7:55:10 AM MDT  
**To:**  
**Subject:** Reservations Purchase Confirmation [Transaction: HE7W4UQR]

## Confirmation from Reservations

**Transaction:** HE7W4UQR

**Total:** \$ 24.00

Item: PI-CXDE7M

<b>Name:</b> Parking - cns	<b>Quantity:</b>	3
<b>Customer:</b> Cara-Lynn Stelmack	<b>Subtotal:</b>	\$ 24.00
<b>Email:</b>	<b>Total:</b>	\$ 24.00

Save this email for your records.

Parking \$24.00  
 Less GST 1.14  
 -----  
 22.86  
 -----



Cars-Tyn steinback  
Canada

INFORMATION INVOICE

Room No 0718  
Arrival 03-13-24  
Departure 03-15-24  
Page No 1 of 1  
Folio No 128134  
Conf. No 342317963  
Cashier No 1052  
Custom Ref

Company Name Government of Alberta  
Group Name  
Guest Name

Date	Description	Charges	Credits
03-13-24	Package Revenue	164.00	
03-13-24	Destination Marketing Fee	4.48	
03-13-24	Tourism Levy	6.16	
03-14-24	Package Revenue	164.00	
03-14-24	Destination Marketing Fee	4.48	
03-14-24	Tourism Levy	6.16	
03-15-24	Mastercard XXXXXXXXXXXX		349.28
<b>Total Charges</b>		<b>349.28</b>	
<b>Total Credits</b>			<b>349.28</b>
<b>Balance</b>			<b>0.00</b>

Merchant ID		Credit Card #	XXXXXXXXXX
Transaction ID	28575310	Credit Card Expiry	XX/XX
Approval Code	073911	Capture Method	Manual
Approval Amount	349.28	Transaction Amount	349.28

meeting in edmonton

\$349.28

I am personally liable for payment of this account, and if this person, company or association indicated does not settle 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