



Name: Susan Cassidy

Position: Vice President, Human Resources

Reporting Period: April 1 - May 31, 2015

Date Expense Incurred	Expense Type	Location	Description/Rationale	Amount	Receipt
14-Apr-15	Personal Mileage - return	Calgary	Public Service Pension Plan Employers meeting	\$ 18.68	N/A
14-Apr-15	Parking	Calgary	Public Service Pension Plan Employers meeting	\$ 25.00	Receipt
14-Apr-15	Airfare (return)	Calgary to Edmonton	Public Service Pension Plan Employers meeting	\$ 334.16	Receipt
14-Apr-15	Taxi	Edmonton	Public Service Pension Plan Employers meeting	\$ 76.00	Receipt
14-Apr-15	Taxi	Edmonton	Public Service Pension Plan Employers meeting	\$ 78.00	Receipt
Total				\$ 531.84	

Calgary Head Office
Suite 1000, 250 – 5 Street SW
Calgary, Alberta T2P 0R4
Canada

www.aer.ca

Missing Itemized Receipt Details and Follow-up



Employee Name: Susan Cassidy
Position: V.P.

Submission Date: 16 Apr. 2015
Branch: Human Resources

Expense Type	Date Expense Incurred	Amount	Description/Rationale	Names of guests (where applicable)	The reason why a receipt cannot be provided.
Parking Receipt	14 Apr. 2015	\$25.00	Day Parking at Airport		Receipt not given at terminal
Total Amount		\$25.00			

The expenses above were incurred and are related to AER business. These expenses have not been claimed previously and do not include the purchase of any alcoholic beverages.

Employee Signature: Susan Cassidy
Approver Signature: [Signature]

Date: 16 Apr. 2015
Date: 27 Apr 2015

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines
<noreply@itinerary.westjet.com>
Sent: Thursday, April 02, 2015 6:40 AM
To: [REDACTED]
Subject: Reservation Confirmation



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.

Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.

This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is: [REDACTED]

Main contact: Mrs Susan Cassidy
E-mail: [REDACTED]
Phone Number: [REDACTED]

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft.

If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

Guest

Mrs. Susan Cassidy	Flight	Calgary (YYC)-Edmonton (YEG),Edmonton (YEG)-Calgary (YYC)
	Ticket Number	[REDACTED]
	Seat	YYC-YEG: 7B;YEG-YYC: 9B
Mrs. [REDACTED]	Flight	Calgary (YYC)-Edmonton (YEG),Edmonton (YEG)-Calgary (YYC)
	Ticket Number	[REDACTED]
	Seat	YYC-YEG: 7A;YEG-YYC: 9A

Air Itinerary Details

WS3270 Operated by WESTJET ENCORE	Calgary, CA Tue 14 Apr, 2015 08:00 AM	Edmonton, CA Tue 14 Apr, 2015 08:50 AM	Fare type: Econo Non-stop
---	--	---	------------------------------

WS3207 Operated by WESTJET ENCORE	Edmonton, CA Tue 14 Apr, 2015 04:40 PM	Calgary, CA Tue 14 Apr, 2015 05:36 PM	Fare type: Econo Non-stop
---	---	--	------------------------------

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 210.00	CAD 24.00	CAD 89.66	CAD 323.66	x 2	CAD 647.32
						Total airfare: CAD 647.32

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 30.82
CA	Air Travellers Security Charge (ATSC)	CAD 28.50
SQ	Airport Improvement Fee (AIF)	CAD 120.00
		Total taxes: CAD 179.32

Fare family benefits

YYC-YEG: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹

¹ Not applicable on flights operated by our airline partners

Fare family benefits

YEG-YYC: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹

¹ Not applicable on flights operated by our airline partners

Seats

Regular seat	WS 3270 YYC - YEG Seat 7A Mrs Dianne Pawson	CAD 5.00 + CAD 0.25 Tax
Regular seat	WS 3207 YEG - YYC Seat 9A Mrs Dianne Pawson	CAD 5.00 + CAD 0.25 Tax
Regular seat	WS 3270 YYC - YEG Seat 7B Mrs Susan Cassidy	CAD 5.00 + CAD 0.25 Tax
Regular seat	WS 3207 YEG - YYC Seat 9B Mrs Susan Cassidy	CAD 5.00 + CAD 0.25 Tax
		Total Seats: CAD 21.00

Total

Charged to VISA [REDACTED]		CAD 647.32
Charged to VISA [REDACTED]	For Susan Cassidy & one internal staff member	CAD 21.00
	- \$334.16 per Person	CAD 668.32
Total		

WestJet offers

Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

Important Information

Thank you for choosing WestJet
QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
 - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Inflight services](#) (Buy on board, up! magazine and more)
 - [Inflight entertainment](#) for information on our live seatback television.

*Cab airport to
GoA Meeting
Terrace
Bldg*

ATS GROUP
4608 101 ST NW VANCOUVER BC
V6P 6C6
T6E-569

Term ID: 05616891

Purchase

AMEX

Entry Method: S

Invoice #: 800

Amount: \$ 66.00

Tip: \$ 10.00

Total: \$ 76.00

5/04/14

09:14:

Seq #: 001041017

Appr Code:

Resp Code: 00/025

APPROVED

Thank You

Customer Copy

- IMPORTANT -

Retain this copy for your records

GST 817358146 RT0001

CAB TERRACE BLDG
TO AIRPORT

ATS GROUP
101 ST NW 7809897693
EDMONTON, AB
T6C 5G9

Term ID: 05516891

Purchase

AMEX

Entry Method

Invoice #: 900

Amount: \$ 66.0

Tip: \$ 12.0

Total: \$ 78.0

2015/04/14

15:35:

Seq #: 001042001

Appr Code:

Resp Code: 00/025

APPROVED
Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records

GST 817358146 RT0001