



Name: Brenda Cherry

Position: Vice President, Closure & Liability

Reporting Period: April 1 - May 31, 2015

Date Expense Incurred	Expense Type	Location	Description/Rationale	Amount	Receipt
17-Feb-15	Bus (return)	Calgary to Edmonton	Closure & Liability team meeting	\$ 148.00	Receipt
14-Apr-15	Bus (return)	Calgary to Edmonton	Closure & Liability leadership team meeting	\$ 148.00	Receipt
			Total	\$ 296.00	

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: Wednesday, February 11, 2015 2:06 PM
To: [REDACTED]
Subject: Invoice



Invoice

Date: 2015-02-11

Bill To:

You can reach us at:

[REDACTED]
1000 250 5TH STREET SW
CALGARY, ABT2P 0R4

8217 FRANKLIN AVENUE
FORT MCMURRAY, ABT9H 4P4
Phone: 780-791-2990

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1361536	2015-02-09	339643	-	-	2015-02-17	2015-02-18	-	[REDACTED]

Travellers:

CHERRY/BRENDA

Product	Details	Duration	Price Basis	Qty	Each	Billed
CEEXP 06:00 Assigned to: 04B	Departs Calgary (CGYNORTH / CALGARY NORTH) 2015-02-17 at 06:15 Arrives Edmonton (EDMCEDAR / Best Western Cedar Park Inn) 2015-02-17 at 09:05	2 hrs 50 mins	Adult	1	70.48	74.00
EDMCAL 14:00 Assigned to: 06A	Departs Edmonton (EDMCEDAR / Best Western Cedar Park Inn) 2015-02-18 at 14:15 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2015-02-18 at 17:45	3 hrs 30 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2015-02-09	customer: [REDACTED]	Visa ***** [REDACTED]	148.00 CAD

Base Price: 140.96 CAD
Discounts: 0.00 CAD
Service Charges: 0.00 CAD
GST: 7.04 CAD
Invoice Total: 148.00 CAD
Commission: 0.00 CAD
Received: 148.00 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 to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change.

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: Monday, March 30, 2015 11:04 AM
To: [REDACTED]
Subject: Invoice



Invoice

Date: 2015-03-30

Bill To:

You can reach us at:

[REDACTED]
1000 250 5TH STREET SW
CALGARY, ABT2P 0R4

Lethbridge

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1381749	2015-03-30	339643	-	-	2015-04-14	2015-04-15	-	[REDACTED]

Travellers:

[REDACTED], CHERRY/BRENDA, [REDACTED], [REDACTED]

Product	Details	Duration	Price Basis	Qty	Each	Billed
CEEXP 06:00 Assigned to: 08B	Departs Calgary (CALTO / Calgary Ticket Office) 2015-04-14 at 06:00 Arrives Edmonton (EDMCEDAR / Best Western Cedar Park Inn) 2015-04-14 at 09:05	3 hrs 5 mins	Adult	1	70.48	74.00
CEEXP 06:00 Assigned to: 06B, 07A, 07B	Departs Calgary (CGYNORTH / CALGARY NORTH) 2015-04-14 at 06:15 Arrives Edmonton (EDMCEDAR / Best Western Cedar Park Inn) 2015-04-14 at 09:05	2 hrs 50 mins	Adult	3	70.48	222.00
EDMCAL 14:00 Assigned to: 05A	Departs Edmonton (EDMCEDAR / Best Western Cedar Park Inn) 2015-04-15 at 14:15 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2015-04-15 at 17:45	3 hrs 30 mins	Adult	1	70.48	74.00
EDMCAL 15:30 YYC Assigned to: 04A, 05A	Departs Edmonton (EDMCEDAR / Best Western Cedar Park Inn) 2015-04-15 at 15:45 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2015-04-15 at 19:20	3 hrs 35 mins	Adult	2	70.48	148.00
EDMCAL 15:30 YYC Assigned to: 06A	Departs Edmonton (EDMCEDAR / Best Western Cedar Park Inn) 2015-04-15 at 15:45 Arrives Calgary (CALTO / Calgary Ticket Office) 2015-04-15 at 19:35	3 hrs 50 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2015-03-30	customer: [REDACTED]	Visa ***** [REDACTED]	592.00 CAD

Brenda Cherry's bus
return fare \$ 148.00

Base Price: 563.84 CAD
Discounts: 0.00 CAD
Service Charges: 0.00 CAD
GST: 28.16 CAD ✓
Invoice Total: 592.00 CAD ✓
Commission: 0.00 CAD