



**Name:** Susan Cassidy

**Position:** Vice President, People and Culture

**Reporting Period:** April 1 - May 31, 2017

Date Expense Incurred	Expense Type	Location	Description/Rationale	Amount	Receipt
21-Apr-17	Personal Mileage	Calgary	HR People & Strategy conference	\$ 9.75	N/A
21-Apr-17	Airfare	Calgary to Florida	HR People & Strategy conference	\$ 366.55	Receipt
21-Apr-17	Taxi	Florida	HR People & Strategy conference	\$ 97.06	Receipt
21-Apr-17	Hotel, Parking and Meals	Florida	HR People & Strategy conference	\$ 1,875.96	Receipt
26-Apr-17	Taxi	Florida	HR People & Strategy conference	\$ 111.74	Receipt
26-Apr-17	Airfare	Florida to Calgary	HR People & Strategy conference	\$ 355.39	Receipt
26-Apr-17	Dinner	Ontario	HR People & Strategy conference	\$ 13.44	Receipt
27-Apr-17	Personal Mileage	Calgary	HR People & Strategy conference	\$ 22.57	N/A
<b>Total</b>				<b>\$ 2,852.46</b>	



## eTicket Receipt

Prepared For  
CASSIDY/SUSAN J MS [ADT]

RESERVATION CODE	[REDACTED]
ISSUE DATE	21Feb17
TICKET NUMBER	[REDACTED]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SSW
FREQUENT FLYER NUMBER	[REDACTED]

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
21Apr17	WESTJET WS 1630	CALGARY INTL AB, CANADA  Time 11:30am	FT LAUDERDALE, FL  Time 6:50pm Terminal TERMINAL 1	Fare Family Econo Seat Number 08C - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis GT30 Not Valid Before 21APR17 Not Valid After 21APR17

## Allowances

### Baggage Allowance

YYC to FLL - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS  
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER  
INTERNET, ETC

### Carry On Allowances

YYC to FLL - 1 Piece (WS - WESTJET)

### Carry On Charges

YYC to FLL - (WS - WESTJET) - Carry-on fees unknown - contact carrier

## Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXX [REDACTED]
Fare Calculation Line	YYC WS FLL184.14NUC184.14END ROE1.32507
Fare	CAD 244.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.10 CA1 (AIR TRAVELLERS SECURITY

Q

	<b>CHARGE)</b>
	<b>CAD 14.31 XG (GOODS AND SERVICES TAX (GST))</b>
	<b>CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))</b>
	<b>CAD 23.58 US2 (TRANSPORTATION TAX (INTERNATIONAL))</b>
	<b>CAD 7.20 YC (CUSTOMS USER FEE)</b>
	<b>CAD 9.17 XY (IMMIGRATION USER FEE)</b>
	<b>CAD 5.19 XA (APHIS USER FEE)</b>
<b>Total Fare</b>	<b>CAD 345.55</b>

## Other Charges

<b>SEAT ASSIGNMENT # 8388213831441 (YYC-FLL / QTY 1)</b>	<b>CAD 20.00</b>
<b>Taxes</b>	<b>CAD 1.00</b>
<b>Form of Payment</b>	<b>CREDIT CARD - VISA : XXXXXXXXXX [REDACTED]</b>
<b>Total</b>	<b>CAD 21.00</b>
<b>Total Fare and Other Charges</b>	<b>CAD 366.55</b>

### Positive identification required for airport check in

#### Notice:

#### Travel info

**QST # 1202807956TQ0001 GST # 866112535**

For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare families](#) (Econo, Flex, and Plus)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

At Westjet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

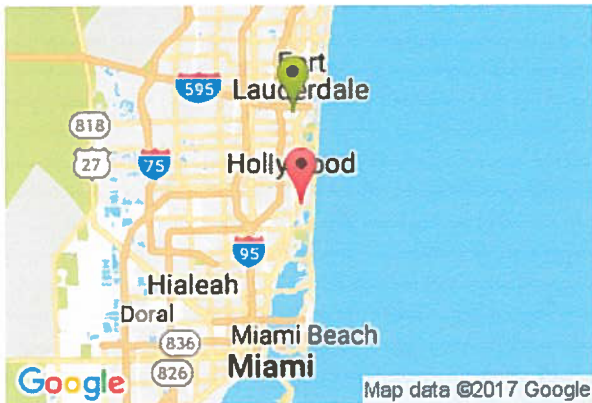
From: Support@miRide.com  
Subject: miRide Receipt [REDACTED]  
Date: Apr 21, 2017, 7:07:36 PM  
To: [REDACTED]

**miRide**<sup>®</sup>  
your ride on demand

RIDE RECEIPT

Date / Time: 04/21/2017 Friday 7:14 PM Evening

Reservation [REDACTED]



RIDE STATISTICS

Vehicle SEDAN  
Distance (Miles) 13.7  
Duration 27 Minutes

PASSENGER DETAILS

Name Susan Cassidy  
Phone [REDACTED]

● Fort Lauderdale International Airport(FLL)  
Landmark / City, State  
Fort Lauderdale International Airport / FLL  
INTL AP  
PickUp Point  
meet @ curbside

airport

Airline / Flight # (Flight Type)

West Jet /1630 (International)

to

● 19999 W Country Club Dr, Aventura 33180

hotel

PICK UP POINT INSTRUCTIONS:

We will text you the chauffeur information prior to landing. Once you are ready please text the chauffeur and we will coordinate curbside pickup.

PAYMENT DETAIL



\*\*\*\*\* [REDACTED]

FARE BREAKDOWN

Base Rate: \$60.00  
Meet Point Charges: \$10.00  
**Total Charges \$70.00**

Card \$97.06

# TURNBERRY ISLE

MIAMI

AUTOGRAPH COLLECTION<sup>®</sup>  
HOTELS

19999 West Country Club Drive  
Aventura, Florida 33180  
T (305) 932-6200 F (305) 933-6554

Room : 4205  
Folio # : [REDACTED]  
Cashier # : 377  
Page # : 1 of 3  
Confirmation # : 276259

[REDACTED] *Susan Cassidy*  
18 Cougar Ridge Landing Sw  
Calgary AB T3H0X8  
Canada

Arrival : 04-21-17  
Departure : 04-26-17

Date	Description	Additional Information	Charges	Credits
04-23-17	Valet Parking-Outlets	Room# 4205 : 238914 Foster <i>1 night for car rental parking at hotel</i>	35.00	
04-23-17	Valet Parking - Tax	[Add: 7%.(B)]	2.45	
04-23-17	Room Charge	[NA Room]	327.00	
04-23-17	Room State Tax - 7%	[Add: 7%.(B)]	22.89	
04-23-17	Room County Tax - 6%	[Add: 6%.(B)]	19.62	
04-23-17	Resort Fee	[Add: 27.Prices]	27.00	
04-23-17	Resort Fee State Tax - 7%	[Add: 7%.(S2)]	1.89	
04-23-17	Resort Fee County Tax - 6%	[Add: 6%.(S2)]	1.62	
04-24-17	Corsair	Room# 4205 : CHECK# 0071190 [658]	48.26	<i>receipt included</i>
04-24-17	Corsair	Room# 4205 : CHECK# 0071217 [658]	(36.83)	<i>personal. reimbursed</i>
04-24-17	Room Charge	[NA Room]	327.00	<i>\$51.61 CAD via cheque</i>
04-24-17	Room State Tax - 7%		22.89	

CORSAIR

658

7 1 /1

CHK 1190 GST 3  
APR24'17 5:37PM

1 CAESAR SALAD	12.00
1 PORK RAVIOLI	26.00
FOOD	38.00
18% SERV. CHARGE	6.84
Tax .....	3.42
Total Due ..	\$48.26

Additional .....

TOTAL .....

ROOM # .....

PRINT NAME .....

SIGNATURE .....

An 18% Service Charge has been  
added to your check.  
Starbucks at Turnberry NOW OPEN

# TURNBERRY ISLE

MIAMI

AUTOGRAPH COLLECTION<sup>®</sup>  
HOTELS

19999 West Country Club Drive  
Aventura, Florida 33180  
T (305) 932-6200 F (305) 933-6554

Room : 4205  
Folio # :   
Cashier # : 377  
Page # : 2 of 3  
Confirmation # : 276259

**18 Cougar Ridge Landing Sw**  
**Calgary AB T3H0X8**  
**Canada**

Arrival : 04-21-17  
Departure : 04-26-17

*SUSAN CASSIDY*

Date	Description	Additional Information	Charges	Credits
	[Add: 7% (B)]			
04-24-17	Room County Tax - 6%		19.62	
	[Add: 6% (B)]			
04-24-17	Resort Fee		27.00	
	[Add: 27. Prices]			
04-24-17	Resort Fee State Tax - 7%		1.89	
	[Add: 7% (S2)]			
04-24-17	Resort Fee County Tax - 6%		1.62	
	[Add: 6% (S2)]			
04-25-17	Refreshment Center		7.62	
	Room# 4205 : Pringles Potato Chip6919320170425230800			
04-25-17	Room Charge		367.00	
	[NA Room]			
04-25-17	Room State Tax - 7%		25.69	
	[Add: 7% (B)]			
04-25-17	Room County Tax - 6%		22.02	
	[Add: 6% (B)]			
04-25-17	Resort Fee		27.00	
	[Add: 27. Prices]			
04-25-17	Resort Fee State Tax - 7%		1.89	
	[Add: 7% (S2)]			
04-25-17	Resort Fee County Tax - 6%		1.62	

# TURNBERRY ISLE

MIAMI



AUTOGRAPH COLLECTION<sup>®</sup>  
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19999 West Country Club Drive  
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T (305) 932-6200 F (305) 933-6554

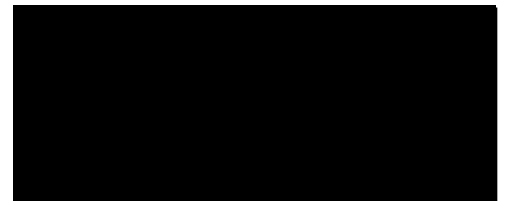
Room : 4205  
Folio # :   
Cashier # : 377  
Page # : 3 of 3  
Confirmation # : 276259

 *SUSAN CASSIDY*  
18 Cougar Ridge Landing Sw  
Calgary AB T3H0X8  
Canada

Arrival : 04-21-17  
Departure : 04-26-17

Date	Description	Additional Information	Charges	Credits
		[Add: 8% (S2)]		
04-26-17	Visa	XXXXXXXXXX 	<i>CARD 1612.99</i>	1,150.95
04-26-17	Visa	XXXXXXXXXX 	<i>CARD 314.58</i>	224.47
<b>Total</b>			<b>1,375.42</b>	<b>1,375.42</b>
<b>Balance Due</b>			<b>0.00</b>	

Thank you for choosing Turnberry Isle Miami.



Total = \$ 1927.57 - \$51.61 (refund) =  
**\$ 1875.96**



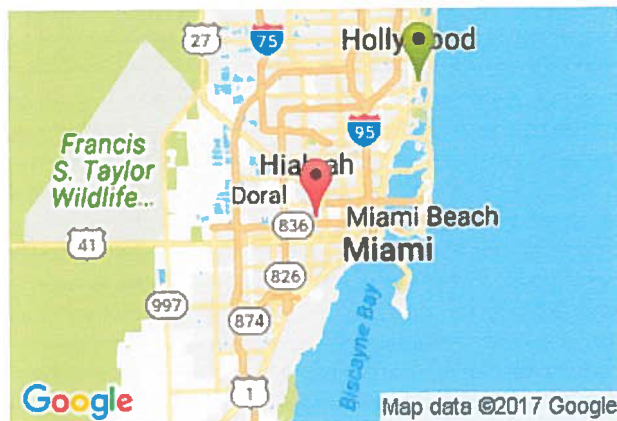
From: Support@miRide.com  
Subject: miRide Receipt [REDACTED]  
Date: Apr 26, 2017, 3:55:36 PM  
To: [REDACTED]

miRide®  
your ride on demand

RIDE RECEIPT

Date / Time: 04/26/2017 Wednesday 12:00 PM Afternoon

Reservation: [REDACTED]



RIDE STATISTICS

Vehicle	SEDAN
Distance (Miles)	19.2
Duration	29 Minutes

PASSENGER DETAILS

Name	Susan Cassidy
Phone	[REDACTED]

● 19999 W Country Club Dr, Aventura 33180

● Miami International Airport(MIA)

Landmark / City, State

Miami International Airport / MIA INTL AP

*Hotel  
to  
airport*

Airline / Flight # (Flight Type)  
West Jet /1141 (International)

PAYMENT DETAIL



\*\*\*\*\* [REDACTED]

FARE BREAKDOWN

Base Rate: \$80.00

**Total Charges \$82.75**



[REDACTED]  
Chauffeur

Website: [www.miride.com](http://www.miride.com) | Email: [info@miride.com](mailto:info@miride.com) | [Terms & Conditions](#)

*Cash \$11.74*



## eTicket Receipt

Prepared For  
CASSIDY/SUSAN J MS

RESERVATION CODE	[REDACTED]
ISSUE DATE	21Feb17
TICKET NUMBER	[REDACTED]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	[REDACTED]

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
26Apr17	WESTJET WS 1141	MIAMI INTERNTNL, FL  Time 2:55pm	TORONTO ON, CANADA  Time 6:08pm Terminal TERMINAL 3	Seat Number 10C - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis DT07 Not Valid Before 26APR17 Not Valid After 26APR17
26Apr17	WESTJET WS 671	TORONTO ON, CANADA  Time 7:45pm Terminal TERMINAL 3	CALGARY INTL AB, CANADA  Time 9:58pm	Seat Number 14C - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis DT07 Not Valid Before 26APR17 Not Valid After 26APR17

## Allowances

### Baggage Allowance

MIA to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 19.00 USD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 27.00 USD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET, ETC

### Carry On Allowances

MIA to YYZ, YYZ to YYC - 1 Piece (WS - WESTJET)

### Carry On Charges

MIA to YYZ, YYZ to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

## Payment/Fare Details

CASSIDY 30731

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXXX [REDACTED]
Fare Calculation Line	MIA WS XYTO WS YYC173.00NUC173.00END ROE1.00 ZPMIAYYZ XF MIA4.5
Fare	USD 173.00
Taxes/Fees/Carrier-Imposed Charges	USD 12.98 US1 (TRANSPORTATION TAX (DOMESTIC)) USD 8.20 ZP (FLIGHT SEGMENT TAX) USD 5.60 AY (SEPTEMBER 11TH SECURITY FEE) USD 3.10 SQ1 (AIRPORT IMPROVEMENT FEE (AIF)) USD 0.40 RC1 (HARMONIZED SALES TAX (HST)) USD 4.50 XF (PASSENGER FACILITY CHARGE)
Total Fare	USD 207.78

## Other Charges

SEAT ASSIGNMENT # 8388213831513 (MIA-YYZ / QTY 1, YYZ-YYC / QTY 1)	USD 61.20
Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXXX [REDACTED]
Total	USD 61.20
Total Fare and Other Charges	USD 268.98

**Positive identification required for airport check in**

**Notice:**

**Travel info**

**QST # 1202807956TQ0001 GST # 866112535**

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- [Fare families](#) (Econo, Flex, and Plus)
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If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without

**CAD \$ 355.39**

dinner April 2

# Booster Juice

Tbl:0

Ref:108802

Chk:108802

Tyler

4/26/2017 7:10 pm

Turkey Sandwich Box	4.99
Greek Yogurt	3.95
Coconut water 330ml	2.95

SubTotal	11.89
HST	1.55

Total	13.44
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Debit *	13.44
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Amount Paid	13.44
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6301 Silver Dart Dr.,  
Terminal #1, Mississauga, ON  
L5P 1C4  
(905) 672-8484  
G.S.T. #816855100RT0001