



**Name:** Jennifer Steber

**Position:** Executive Vice President, Stakeholder and Government Engagement

**Reporting Period:** August 1 - September 30, 2017

Date Expense Incurred	Expense Type	Location	Description/Rationale	Amount	Receipt
10-Jul-17	Cancellation Fee	Calgary	Head office meetings	\$ 105.00	Receipt
17-Jul-17	Taxi	Edmonton	Head office meetings	\$ 61.36	Receipt
19-Jul-17	Taxi	Edmonton	Head office meetings	\$ 61.36	Receipt
25-Jul-17	Taxi	Edmonton	Head office meetings	\$ 61.36	Receipt
25-Jul-17	Taxi	Calgary	Head office meetings	\$ 44.28	Receipt
25-Jul-17	Hotel	Calgary	Head office meetings	\$ 223.42	Receipt
25-Jul-17	Lunch (per diem)	Calgary	Head office meetings	\$ 11.60	N/A
25-Jul-17	Dinner	Calgary	Head office meeting with two internal staff members	\$ 57.06	Receipt
26-Jul-17	Hotel	Calgary	Head office meetings	\$ 223.42	Receipt
26-Jul-17	Breakfast/Lunch/ Dinner (per diem) Allowance	Calgary	Head office meetings	\$ 51.55	N/A
27-Jul-17	Breakfast/Lunch (per diem)	Calgary	Head office meetings	\$ 20.80	N/A
27-Jul-17	Taxi	Calgary	Head office meetings	\$ 39.60	Receipt
27-Jul-17	Taxi	Edmonton	Head office meetings	\$ 61.36	Receipt
31-Jul-17	Taxi	Edmonton	Head office meetings	\$ 61.36	Receipt
31-Jul-17	Taxi	Calgary	Head office meetings	\$ 43.56	Receipt
31-Jul-17	Hotel	Calgary	Head office meetings	\$ 670.25	Receipt
31-Jul-17	Breakfast/Lunch (per diem)	Calgary	Head office meetings	\$ 20.80	N/A
31-Jul-17	Dinner	Calgary	Head office meetings	\$ 32.50	Receipt

Date Expense Incurred	Expense Type	Location	Description/Rationale	Amount	Receipt
1-Aug-17	Breakfast/Lunch/Dinner (per diem) Allowance	Calgary	Head office meetings	\$ 51.55	N/A
2-Aug-17	Breakfast/Lunch/Dinner (per diem) Allowance	Calgary	Head office meetings	\$ 51.55	N/A
3-Aug-17	Breakfast/Lunch (per diem)	Calgary	Head office meetings	\$ 20.80	N/A
3-Aug-17	Taxi	Calgary	Head office meetings	\$ 39.84	Receipt
3-Aug-17	Taxi	Edmonton	Head office meetings	\$ 61.36	Receipt
8-Aug-17	Cancellation Fee	Edmonton	Head office meetings	\$ 52.50	Receipt
9-Aug-17	Taxi	Edmonton	Head office meetings	\$ 61.36	Receipt
9-Aug-17	Taxi	Calgary	Head office meetings	\$ 41.75	Receipt
9-Aug-17	Hotel	Calgary	Head office meetings	\$ 446.44	Receipt
9-Aug-17	Dinner (per diem)	Calgary	Head office meetings	\$ 20.75	N/A
10-Aug-17	Breakfast/Lunch/Dinner (per diem) Allowance	Calgary	Head office meetings	\$ 51.55	N/A
11-Aug-17	Breakfast/Lunch (per diem)	Calgary	Head office meetings	\$ 20.80	N/A
11-Aug-17	Personal Mileage	Calgary to Edmonton	Head office meetings	\$ 164.13	N/A
5-Sep-17	Personal Mileage - return	Edmonton to Calgary	Head office meetings	\$ 328.25	N/A
5-Sep-17	Lunch/Dinner (per diem)	Calgary	Head office meetings	\$ 32.35	N/A
6-Sep-17	Breakfast/Lunch/Dinner (per diem) Allowance	Calgary	Head office meetings	\$ 51.55	N/A
7-Sep-17	Breakfast/Lunch/Dinner (per diem) Allowance	Calgary	Head office meetings	\$ 51.55	N/A
8-Sep-17	Breakfast (per diem)	Calgary	Head office meetings	\$ 9.20	N/A
11-Sep-17	Parking	Edmonton	RRDL meeting	\$ 7.00	Receipt
12-Sep-17	Personal Mileage - return	Edmonton to Calgary	Head office meetings	\$ 328.25	N/A

Date Expense Incurred	Expense Type	Location	Description/Rationale	Amount	Receipt
12-Sep-17	Breakfast/Lunch (per diem)	Calgary	Head office meetings	\$ 20.80	N/A
12-Sep-17	Dinner	Calgary	EVP/VP meeting with Kim Blanchette (VP, Public Affairs and National/International Stakeholder & Government Relations), Selena Cole (VP, Alberta Government Engagement), Jennifer Wells (VP, Alberta Stakeholder Engagement) and two internal staff members	\$ 185.36	Receipt
13-Sep-17	Breakfast/Lunch/ Dinner (per diem) Allowance	Calgary	Head office meetings	\$ 51.55	N/A
14-Sep-17	Breakfast/Lunch (per diem)	Calgary	Head office meetings	\$ 20.80	N/A
<b>Total</b>				<b>\$ 4,021.68</b>	

**From:** Air Canada <fpconfirmation@aircanada.ca>  
**Sent:** Monday, July 10, 2017 11:53 AM  
**To:** [REDACTED]  
**Subject:** Air Canada - Receipt

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## Booking Cancelled!

You have successfully cancelled booking **MFH2YA**.  
Your Flight Pass will be reccredited with 2 Flight Credits immediately.

The following fee and taxes have been charged to your payment card.

### Payment

<b>Extra Charge (Cancel Fee)</b>	<b>\$100.00</b>
Canada Goods and Services Tax (GST/HST #100092287 RT0001)	\$5.00
<b>Total Extra Charge Per Passenger</b>	<b>\$105.00</b>
Number of Passengers	1
<b>Total Extra Charge - Canadian Dollars</b>	<b>\$105.00</b>

### Passenger Information

#### Passenger 1

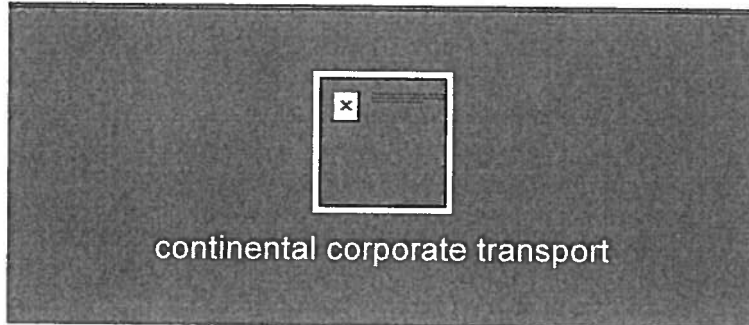
Name JENNIFER STEBER

Frequent Flyer Plan [REDACTED]

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**Sent:** Monday, July 17, 2017 3:04 PM  
**To:** [REDACTED]  
**Subject:** Receipt from continental corporate transport



\$61.36

Custom Amount	\$61.36
Total	\$61.36

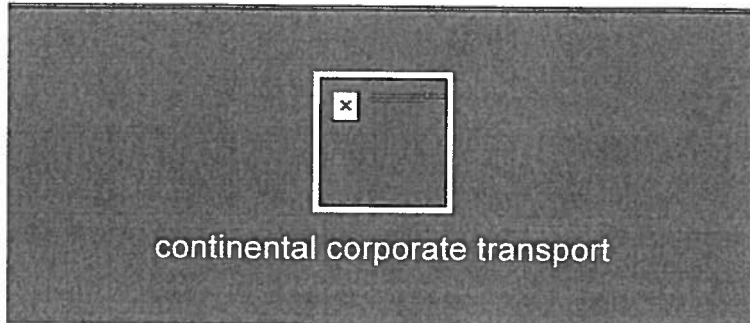
continental corporate transport  
780-951-9390



Jul 17  
2017  
at 2:57  
PM  
#EjqS  
Auth  
code:  
046639

GST/HST: 893682658

**From:** continental corporate transport via Square <receipts@messaging.squareup.com>  
**Sent:** Wednesday, July 19, 2017 5:12 PM  
**To:** [REDACTED]  
**Subject:** Receipt from continental corporate transport



\$61.36

Custom Amount	\$61.36
Total	\$61.36

continental corporate transport  
780-951-9390



19/07/2017,  
17:06  
#Zaz4  
Auth code:  
054182

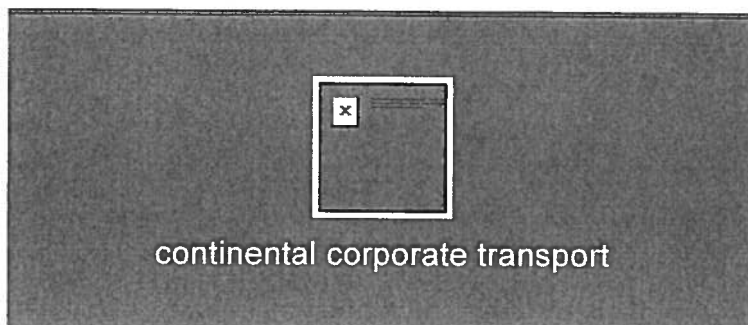
GST/HST: 893682658

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**From:** continental corporate transport via Square <receipts@messaging.squareup.com>  
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**To:** [REDACTED]  
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\$61.36

Custom Amount	\$61.36
Total	\$61.36

continental corporate transport  
780-951-9390

VISA

Jul 25  
2017  
at  
11:41  
AM  
#52hz  
Auth  
code:  
077395

GST/HST: 893682658

316 MELKIDIAN ROAD SE  
CALGARY, AB T2A 1X2

TOTAL ID: 014 679 207  
TRAN ID: 432765PY  
ICL ID: 0855  
VIR ID: 7845  
ACOUNT ID: 129405334  
P NUMBER: 12992959  
STARS: 1

25-2017  
RT: 14:15  
TABLE: 191.00  
END: 14:35  
RATE: 2

E AMOUNT: \$ 35.14

APPOINT: \$ 1.76  
AMOUNT: \$ 7.38

TOTAL \$ 44.28

IN SALE

PROVAL NUMBER: 063735

\*\*\*PASSENGER COPY\*\*\*

THANK YOU  
(403)299-9999  
WWW.THECHECKERGROUP.COM

**CHECKER**



Sheraton Suites Calgary Eau Claire  
255 Barclay Parade SW  
Calgary, AB T2P 5C2  
Canada  
Tel: 403 266 7200 Fax: 403 266 1300



Sheraton®

Ms. Jennifer Steber

Page Number : 1 Invoice Nbr :   
Guest Number :   
Folio ID :   
Arrive Date : 25-JUL-17 14:43  
Depart Date : 26-JUL-17 07:31  
No. Of Guest : 1  
Room Number : 723  
Club Account :

Copy Tax Invoice

Tax ID : 846543619 RT0002

Sheraton Eau Claire JUL-28-2017 10:16

Date	Reference	Description	Charges (CAD)	Credits (CAD)
25-JUL-17	S028	Lodgenet Movies	18.99	
25-JUL-17	S028	GST (5%)	0.95	
25-JUL-17	RT723	Room Charge	199.00	
25-JUL-17	RT723	DMF (3%)	5.97	
25-JUL-17	RT723	Alberta Tourism Levy (4%)	8.20	
25-JUL-17	RT723	GST (5%)	10.25	
26-JUL-17	VI			-243.36
***For Authorization Purpose Only***				
Date	Code	Authorized		
25-JUL-17	027033	268.65		
26-JUL-17	723	Minibar	4.04	
26-JUL-17	VI			-4.04
***For Authorization Purpose Only***				
Date	Code	Authorized		
26-JUL-17	020707	4.04		
** Total			247.40	-247.40
*** Balance			-0.00	

247.40  
< 19.94 >  
< 4.04 >  
-----  
223.42

JOEY LAU CLAIRE

208 Barclay Parade SW

Calgary, AB

403.263.6336

Tbl 10/1 Chk 6837 Gst 3  
Ju125'17 04:34PM

2 RAINBOW ROLL 30.50  
1 LETTUC WRAP CHK 16.75  
  
SUBTTL 47.25  
TAX GST 5% 2.36  
06:44PM TOTAL 49.61

DID WE  
**GET IT RIGHT?**

TELL US HOW WE DID.

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505-430

EY - 20204 Eau Claire  
08-200 Barclay Parade  
Calgary AB T2P 4R5  
403-263-6385

TRANSACTION RECORD \*\*

an. #: 29813  
C: PATIO  
ble #: 10  
ack #: 6837  
cup #: 1  
loyee #: 22  
loyee Name: [REDACTED]

SA Purchase

11: A0000000031010

Amount \$49.61

Tip \$7.45

=====

TOTAL CAD\$57.06

ROVED 065089  
00-001 065089  
5WS02/JY05WC02  
001001030  
7/07/25 19:32:46

: 0080008000  
: F800

signature required

Customer Copy

THANK YOU  
Come Again

Sheraton Suites Calgary Eau Claire  
255 Barclay Parade SW  
Calgary, AB T2P 5C2  
Canada  
Tel: 403 266 7200 Fax: 403 266 1300



**Sheraton**

Jennifer Steber  
Ste 950, 10104 - 103 Avenue  
Edmonton, AB, T5J 0H8  
Canada

Page Number : 1 Invoice Nbr :   
Guest Number :   
Folio ID :   
Arrive Date : 26-JUL-17 07:33  
Depart Date : 27-JUL-17 12:00  
No. Of Guest : 1  
Room Number : 723  
Club Account :

Information Invoice

Tax ID : 846543619 RT0002  
Sheraton Eau Claire JUL-27-2017 09:21

Date	Reference	Description	Charges (CAD)	Credits (CAD)
26-JUL-17	RT723	Room Charge	199.00	
26-JUL-17	RT723	DMF (3%)	5.97	
26-JUL-17	RT723	Alberta Tourism Levy (4%)	8.20	
26-JUL-17	RT723	GST (5%)	10.25	
** Total			223.42	0.00
*** Balance			223.42	

GST Summary

	Amount (CAD)
GST Room Revenue	10.25
GST Food and Beverage	0.00
GST Telephone	0.00
GST Other Revenue	0.00
Total GST	10.25

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316 BELKNAP RD SE  
COLUMBIA, MS 39204

F	110	314 674 207
K	110	432 765 77
P	110	95 55
V	110	75 45
T	110	129 365 334
H	110	126 107 90
S	110	1

DATE	11/11/11	TIME	12:15
DATE	11/11/11	RATE	1

NO. OF CARS	31.43
-------------	-------

NO. OF CARS	1.57
NO. OF CARS	6.68

TOTAL = \$ 39.60

DATE

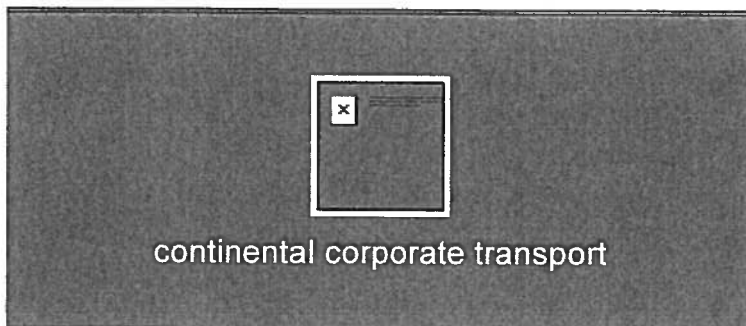
PROVAL NUMBER 057338

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4027777  
www.thelibrary.com

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**From:** continental corporate transport via Square <receipts@messaging.squareup.com>  
**Sent:** Thursday, July 27, 2017 4:31 PM  
**To:** [REDACTED]  
**Subject:** Receipt from continental corporate transport



\$61.36

Custom Amount	\$61.36
Total	\$61.36

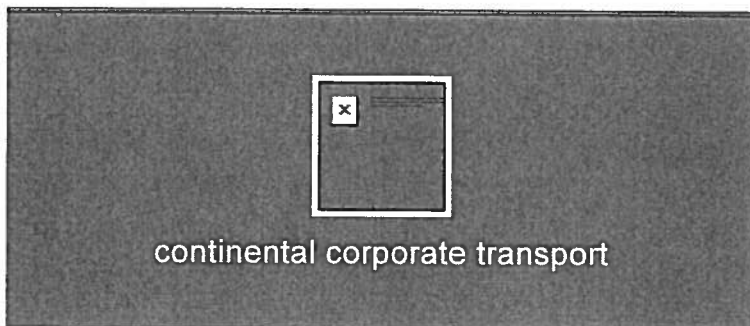
continental corporate transport  
780-951-9390



Jul 27  
2017  
at 4:25  
PM  
#C9rW  
Auth  
code  
024803

GST/HST: 893682658

**From:** continental corporate transport via Square <receipts@messaging.squareup.com>  
**Sent:** Monday, July 31, 2017 6:21 AM  
**To:** [REDACTED]  
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\$61.36

Custom Amount	\$61.36
Total	\$61.36

continental corporate transport  
780-951-9390



31/07/2017,  
06:15  
#MWyS  
Auth code:  
014092

GST/HST: 893682658

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316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

VAL ID: 314-674-2017  
ANI ID: 43276587Y  
E ID: 0955  
R ID: 7845  
ACCOUNT #: 123365334  
NUMBER: 12653120  
MILES: 1

2017  
06-11  
END: 09-11  
RATE: 2  
AMOUNT: \$ 34.57

AMOUNT: \$ 1.73  
AMOUNT: \$ 7.25

TOTAL \$ 43.55

SALT

COVAL NUMBER 013897

\*\*\*PASSENGER COPY\*\*\*

THANK YOU  
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**ICHECKER**  
**YELLOW**  
**CABS**

Sheraton Suites Calgary Eau Claire  
 255 Barclay Parade SW  
 Calgary, AB T2P 5C2  
 Canada  
 Tel: 403 266 7200 Fax: 403 266 1300



**Sheraton**

Jennifer Steber  
 Ste 950, 10104 - 103 Avenue  
 Edmonton, AB, T5J 0H8  
 Canada

Page Number : 1 Invoice Nbr :   
 Guest Number :   
 Folio ID :   
 Arrive Date : 31-JUL-17 16:52  
 Depart Date : 03-AUG-17 16:58  
 No. Of Guest : 1  
 Room Number : 1216  
 Club Account :

Copy Invoice

Tax ID : 846543619 RT0002  
 Sheraton Eau Claire AUG-16-2017 11:23

Date	Reference	Description	Charges (CAD)	Credits (CAD)
31-JUL-17	RT1216	Room Charge	199.00	
31-JUL-17	RT1216	DMF (3%)	5.97	
31-JUL-17	RT1216	Alberta Tourism Levy (4%)	8.20	
31-JUL-17	RT1216	GST (5%)	10.25	

01-AUG-17 VI

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

Date	Code	Authorized
01-AUG-17	089090	670.25

670.25

670.25

01-AUG-17	RT1216	Room Charge	199.00	
01-AUG-17	RT1216	DMF (3%)	5.97	
01-AUG-17	RT1216	Alberta Tourism Levy (4%)	8.20	
01-AUG-17	RT1216	GST (5%)	10.25	
02-AUG-17	RT1216	Room Charge	199.00	
02-AUG-17	RT1216	DMF (3%)	5.97	
02-AUG-17	RT1216	Alberta Tourism Levy (4%)	8.20	
02-AUG-17	RT1216	GST (5%)	10.25	
03-AUG-17	VI			-0.01

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

Date	Code	Authorized
31-JUL-17	063184	805.95



^^[FIN]  
Fionn MacCools  
G.S.T. # 864556253RT0001

1

1/2 CHK 3959 GST 1

JUL31'17 6:15PM

1 TUNA TATAKI	14.00
1 CHKN CAESAR SAL	15.95
1 ECO TAKE OUT	1.00

Food 30.95

GST 1.55

Total Due .. \$32.50

GRATUITY\_\_\_\_\_

TOTAL\_\_\_\_\_

ROOM #\_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NOT A CREDIT CARD VOUCHER  
PLEASE PAY YOUR SERVER

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

AL ID: 314 674-207  
WI ID: 432765PY  
C ID: 0855  
: ID: 7845  
COUNT: 129365334  
NUMBER: 12680724  
MILRS: 1

2017  
10:52  
CE: 195.00  
END: 11:12  
RATE: 1

AMOUNT: \$ 31.62

COUNT: \$ 1.58  
COUNT: \$ 6.64

TAL: \$ 39.84

ALC:

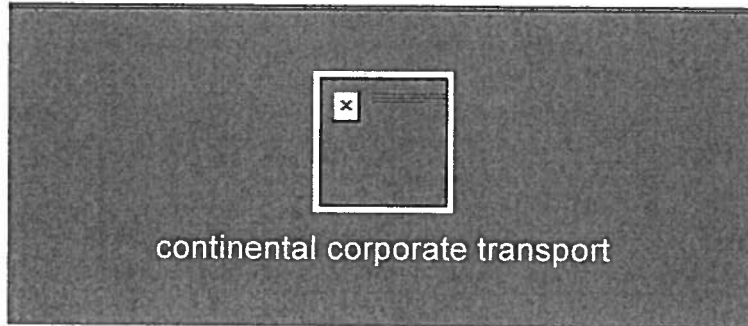
AL NUMBER: 065667

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THANK YOU  
(403)233-5299  
WWW.THECHECKLGROUP.COM

**CHECKER**  
**YELLOW**  
CABS

**From:** continental corporate transport via Square <receipts@messaging.squareup.com>  
**Sent:** Thursday, August 03, 2017 5:29 PM  
**To:** [REDACTED]  
**Subject:** Receipt from continental corporate transport



\$61.36

Custom Amount	\$61.36
Total	\$61.36

continental corporate transport  
780-951-9390



Aug 3  
2017  
at 5:19  
PM  
#CZJ6  
Auth  
code:  
047122

GST/HST: 893682658

**From:** Air Canada <fpconfirmation@aircanada.ca>  
**Sent:** Friday, August 04, 2017 1:46 PM  
**To:** [REDACTED]  
**Subject:** Air Canada - Electronic Ticket Itinerary/Receipt

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## Booking Cancelled!

### Main Contact Information:

Name: [REDACTED]

Email: [REDACTED]

Cancellation Fee for August 8, 2017

You have successfully cancelled booking **R37KJ5**.  
Your Flight Pass will be reccredited with 1 Flight Credit immediately.

The following fee and taxes have been charged to your payment card.

### Payment

<b>Extra Charge (Cancel Fee)</b>	<b>\$50.00</b>
Canada Goods and Services Tax (GST/HST #100092287 RT0001)	\$2.50
<b>Total Extra Charge Per Passenger</b>	<b>\$52.50</b>
Number of Passengers	1
<b>Total Extra Charge - Canadian Dollars</b>	<b>\$52.50</b>

### Passenger Information

#### Passenger 1

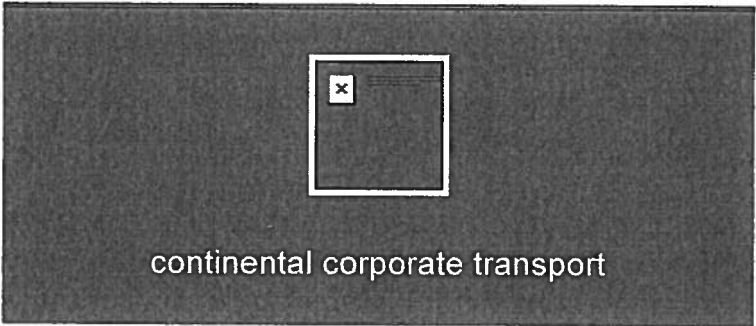
Name JENNIFER STEBER

Frequent Flyer Plan [REDACTED]

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**Sent:** Wednesday, August 09, 2017 7:30 PM  
**To:** [REDACTED]  
**Subject:** Receipt from continental corporate transport



\$61.36

Custom Amount	\$61.36
Total	\$61.36

continental corporate transport  
780-951-9390



VISA

Aug 9  
2017  
at 7:23  
PM  
#VRDK  
Auth  
code:  
014521

GST/HST: 893682658

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#1080

**SALE**

MM: 4189233  
TD: NR189233 REF#: 00000017  
Batch #: 112 SEQ: 112001001017  
08/19/17 21:12:49  
APP: CODE: 045807  
VISA  
[REDACTED] \*\*/\*\*

AMOUNT	\$36.30
TIP	\$6.46
TOTAL	\$41.76

00 - APPROVED - 001

VISA  
AID: A0000000031010  
TVR: 00 80 00 80 00  
TSI: F8 00

THANK YOU

CUSTOMER COPY

Sheraton Suites Calgary Eau Claire  
255 Barclay Parade SW  
Calgary, AB T2P 5C2  
Canada  
Tel: 403 266 7200 Fax: 403 266 1300



Sheraton

Jennifer Steber  
Ste 950, 10104 - 103 Avenue  
Edmonton, AB, T5J 0H8  
Canada

Page Number : 1 Invoice Nbr : [REDACTED]  
Guest Number : [REDACTED]  
Folio ID : [REDACTED]  
Arrive Date : 10-AUG-17 09:52  
Depart Date : 11-AUG-17 09:47  
No. Of Guest : 1  
Room Number : 1118  
Club Account : [REDACTED]

Copy Tax Invoice

Tax ID : 846543619 RT0002

Sheraton Eau Claire AUG-16-2017 11:23 TW

Date	Reference	Description	Charges (CAD)	Credits (CAD)
09-AUG-17	DEPOSIT	Deposit-VI-9437		-670.25
09-AUG-17	RT1118	Room Charge	199.00	
09-AUG-17	RT1118	DMF (3%)	5.97	
09-AUG-17	RT1118	Alberta Tourism Levy (4%)	8.20	
09-AUG-17	RT1118	GST (5%)	10.25	
10-AUG-17	RT1118	Room Charge	199.00	
10-AUG-17	RT1118	DMF (3%)	5.97	
10-AUG-17	RT1118	Alberta Tourism Levy (4%)	8.20	
10-AUG-17	RT1118	GST (5%)	10.25	
10-AUG-17	RT1118	Parking	44.10	
11-AUG-17	VI		179.31	

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

Date Code Authorized  
11-AUG-17 [REDACTED] 179.31

deposit paid (<\$670.25)

hotel - \$446.84

parking - 44.10

\$179.31 to be returned to card (applied on Aug. 11/17)

\*\* Total

670.25

-670.25

\*\*\* Balance

0.00

Continued on the next page

claiming 446.44

notes:

- Sheraton took deposit for 3 nights stay (as original reservation was from Aug 9-12). However, Jennifer checked out on Aug. 11 and did not stay the extra night.
- Therefore, hotel refunded \$179.31 back to p-card which is the balance of the deposit amount after 2 nights plus applicable taxes and parking are charged.

THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT

## CITY OF EDMONTON

Terminal: 3003

Zone: 3003

Plate: [REDACTED]

99 AVE From 109 ST to 108 ST South Side

Valid through:

**MONDAY 11 SEP 17**  
**12:37 PM**

Amount Paid: \$7.00 (GST incl.)

Start Time: 9/11/2017 10:38 AM

Trn. Bd3ff176943e9e4a

Auth No: 044883

Receipt No: 11493

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**JOEY EAU CLAIRE**

208 Barclay Parade SW  
Calgary, AB  
403.263.6336

131/1 Chk 2760 Gst 7  
Sep12'17 05:07PM

2 7oz & PRAWNS	68.00
1 HERB CRSH SALMON	26.50
1 TUNA SAL	18.75
1 PROTEIN BURGER Add	18.75
Burger Ched Add	
Burger Mushr	
1 BAJA FISH TACOS	15.50
1 Side Fries	4.25

SUBTTL 153.50

TAX GST 5% 7.68

05:38PM TOTAL 161.18

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GST# R894148667

333-336

JOEY - 20204 Eau Claire  
208-200 Barclay Parade  
Calgary AB T2P 4R5  
403-263-6385

## TRANSACTION RECORD \*\*

Tran. #: 9868  
FNC: DINING  
Table #: 131  
Check #: 2760  
Group #: 1  
Employee #: 46  
Employee Name: [REDACTED]

VISA Purchase  
XXXXXXXXXXXX6141 C  
CID: A0000000031010

Amount \$161.18

Tip \$24.18

=====  
TOTAL CAD\$185.36

APPROVED 069087  
00-001 069087  
JY05WS09/JY05WC09  
187001001017  
2017/09/12 18:42:32

TUR: 0080008000  
TSI: F800

No signature required

Customer Copy

THANK YOU  
Come Again