



**Name:** Richard Brown

**Position:** Executive Vice President, Corporate Services

**Reporting Period:** August 1 - September 30, 2018

Date Expense Incurred	Expense Type	Location	Description/Rationale	Amount	Receipt
7-Jun-18	Personal Mileage - return	Calgary to Edmonton	GOA meetings	\$ 303.00	N/A
7-Jun-18	Hotel and Parking	Edmonton	GOA meetings	\$ 246.11	Receipt
7-Jun-18	Dinner (per diem)	Edmonton	GOA meetings	\$ 20.75	N/A
8-Jun-18	Breakfast/Lunch (per diem)	Edmonton	GOA meetings	\$ 20.80	N/A
12-Jun-18	Parking	Calgary	Global Petroleum show awards gala	\$ 49.00	Receipt
14-Jun-18	Parking	Calgary	Regulatory Excellence summit	\$ 29.00	Receipt
15-Jun-18	Parking	Calgary	Regulatory Excellence summit	\$ 29.00	Receipt
17-Jul-18	Personal Mileage - return	Calgary to Edmonton	Informal liaison with numerous IM/IT vendors	\$ 303.00	N/A
17-Jul-18	Hotel	Edmonton	Informal liaison with numerous IM/IT vendors	\$ 194.23	Receipt
17-Jul-18	Breakfast/Lunch (per diem)	Edmonton	Informal liaison with numerous IM/IT vendors	\$ 20.80	N/A
23-Jul-18	Lunch	Calgary	Meeting with Stacey Schorr (EVP Stakeholder & Government Engagement)	\$ 51.04	Receipt
25-Jul-18	Personal Mileage - return	Calgary to Edmonton	ERO staff visit and safety tour	\$ 303.00	N/A
25-Jul-18	Hotel and Parking	Edmonton	ERO staff visit and safety tour	\$ 505.70	Receipt
25-Jul-18	Dinner (per diem)	Edmonton	ERO staff visit and safety tour	\$ 20.75	N/A
26-Jul-18	Breakfast (per diem)	Edmonton	ERO staff visit and safety tour	\$ 9.20	N/A
26-Jul-18	Dinner (per diem)	Edmonton	ERO staff visit and safety tour	\$ 20.75	N/A
27-Jul-18	Breakfast (per diem)	Edmonton	ERO staff visit and safety tour	\$ 9.20	N/A

Date Expense Incurred	Expense Type	Location	Description/Rationale	Amount	Receipt
27-Jul-18	Lunch (per diem)	Edmonton	ERO staff visit and safety tour	\$ 11.60	N/A
13-Aug-18	Personal Mileage - return	Calgary	Fort McMurray field visit	\$ 15.76	N/A
13-Aug-18	Airfare (return)	Calgary to Ft. McMurray	Fort McMurray field visit	\$ 783.56	Receipt
13-Aug-18	Breakfast/Dinner (per diem)	Ft. McMurray	Fort McMurray field visit	\$ 29.95	N/A
13-Aug-18	Parking	Calgary	Fort McMurray field visit	\$ 29.35	Receipt
20-Aug-18	Lunch	Calgary	Meeting with an external consultant	\$ 92.00	Receipt
<b>Total</b>				<b>\$ 3,097.55</b>	

The Westin Edmonton  
10135 100 St  
Edmonton, AB T5J 0N7  
Canada  
Tel: 780-426-3636 Fax: 780-428-1454

# WESTIN®

## HOTELS & RESORTS

Richard Brown

Page Number : 1 Invoice Nbr : XXXXXXXXXX  
Guest Number : 1237930  
Folio ID : A  
Arrive Date : 07-JUN-18 20:28  
Depart Date : 08-JUN-18 12:01  
No. Of Guest : 1  
Room Number : 811  
Club Account :

### Information Invoice

Tax ID : 815461330RT0001

The Westin Edmonton JUN-08-2018 04:00 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
07-JUN-18	RT811	Room Charge	179.00	
07-JUN-18	RT811	GST	9.22	
07-JUN-18	RT811	Destination Marketing Fee	5.37	
07-JUN-18	RT811	Tourism Levy	7.37	
07-JUN-18	RT811	Parking Valet	43.00	
07-JUN-18	RT811	GST	2.15	
JUN-08-2018 VI		Visa		-246.11
** Total			246.11	-246.11
*** Balance			0.00	

Continued on the next page



## Missing Itemized Receipt Details and Follow-up

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

[www.aer.ca](http://www.aer.ca)

Employee Name: Rick Brown

Submission Date: \_\_\_\_\_

7-Aug-18

Position: EVP CSD

Branch: CSD

Expense Type	Date Expense Incurred	Amount	Description/Rationale	Names of guests (where applicable)	The reason why a receipt cannot be provided.
Parking	12-Jun	49	Global Petroleum show Awards Gala		Forgot to get a receipt
Total Amount					

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: 

Date: 7 Aug 2018

Approver Signature: 

Date: Aug 8/2018

Reg X Summit  
Global Petroleum

Hyatt Regency  
Calgary

Hyatt Regency Parking Calgary

DATE :06/14/18

TIME :06:17: PM

Receipt No. 21/1901/184

\* Original \*

Ticket - 46367

Entry - 06/14/18 03:29 AM

TAX included 29.00

Payment 29.00

Ticket : XXXXXXXX

Confirm : 18956

CSI# 859734659 R11002

Reg X Summit

Hyatt Regency  
Calgary

Hyatt Regency Parking Calgary

DATE :06/15/18

TIME :01:26: PM

Receipt No. 5/1902/184

\* Original \*

Ticket - **46533**

Entry - 06/15/18 10:47 AM

TAX included **29.00**

Payment 29.00

Ticket : xxxxxxxxx [REDACTED]

Confirm : 18997

GSI# 859734659 R10002



EDMONTON SOUTH  
CONFERENCE CENTRE

4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2  
Tel: 780-434-6415 Fax: 780-436-9247

Rick Brown  
[REDACTED]

Room: 0826  
Folio: [REDACTED]  
Cashier: 58  
Arrival: 07-16-18  
Departure: 07-17-18

Date	Description	Additional Information	Charges	Credits
07-16-18	Room Charge		173.00	
07-16-18	Room Destination Marketing Fee		5.19	
07-16-18	Room GST		8.91	
07-16-18	AB Tourism Levy		7.13	
07-17-18	Visa	XXXXXXXXXX [REDACTED] XX/XX		194.23

<b>GST Summary</b>	
Registration No: 865717755	
Room	8.91
F&B	0.00
Other	12.32
<b>Total</b>	<b>21.23</b>

Total	194.23	194.23
Balance Due	0.00	CDN

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

WESTIN CALG ESSENCE RES  
320 4TH AVENUE SW  
CALGARY, AB. T2P 2S6  
403-226-6161

**SALE**

Server #: 004517

REF#: 00000012

Batch #: 028

07/23/18

11:57:17

APPR CODE: 045651

Trace: 12

VISA

\*\*\*\*\*

Chip

\*\*/\*

**AMOUNT \$42.53**  
**TIP \$8.51**  
**TOTAL \$51.04**

APPROVED

Visa Credit

AID: A0000000031010

TVR: 00 80 00 80 00

TS: F8 00

THANK YOU / MERCI

CUSTOMER COPY

The Westin Calgary  
Essence

320 4 Ave SW Calgary, AB, T2P 2S6  
(403) 266-1611  
GST#R815462536

910780034

CHK 2545

TBL 3/1

GST 2

23 JUL'18 11:59 AM

1 Brown Rice Risotto	17.00
1 Ancient Grain Salad	13.00
1 Prawns Add-on	8.00
1 Soda Water	2.50

Subtotal

\$40.50

GST#R815462536

\$2.03

12:50 PM

**Total Due \$42.53**

GRATUITY: \_\_\_\_\_

TOTAL: \_\_\_\_\_

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

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

SIGNATURE: \_\_\_\_\_

*New EP  
welcome  
lunch.*



The Westin Edmonton  
10135 100 St  
Edmonton, AB T5J 0N7  
Canada  
Tel: 780-426-3636 Fax: 780-428-1454

# WESTIN®

## HOTELS & RESORTS

Mr. Richard Brown

Page Number : 1 Invoice Nbr : XXXXXXXXXX  
Guest Number : 1246469  
Folio ID : A  
Arrive Date : 25-JUL-18 19:02  
Depart Date : 27-JUL-18 12:01  
No. Of Guest : 2  
Room Number : 602  
Club Account : XXXXXXXXXX

### Information Invoice

Tax ID : 815461330RT0001

The Westin Edmonton JUL-27-2018 03:50 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
25-JUL-18	RT602	Room Charge	185.00	
25-JUL-18	RT602	GST	9.53	
25-JUL-18	RT602	Destination Marketing Fee	5.55	
25-JUL-18	RT602	Tourism Levy	7.62	
25-JUL-18	RT602	Parking Valet	43.00	
25-JUL-18	RT602	GST	2.15	
26-JUL-18	RT602	Room Charge	185.00	
26-JUL-18	RT602	GST	9.53	
26-JUL-18	RT602	Destination Marketing Fee	5.55	
26-JUL-18	RT602	Tourism Levy	7.62	
26-JUL-18	RT602	Parking Valet	43.00	
26-JUL-18	RT602	GST	2.15	
JUL-27-2018	VI	Visa		-505.70
** Total			505.70	-505.70
*** Balance			0.00	

Continued on the next page



## eTicket Receipt

**Prepared For**  
BROWN/RICHARD MR

RESERVATION CODE	
ISSUE DATE	27Jun18
TICKET NUMBER	
ISSUING AIRLINE	WEST JET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
13Aug18	WESTJET WS 3147  Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA  Time 6:30am	FORT MCMURRAYAB, CANADA  Time 8:03am Terminal MAIN TERMINAL	Seat Number 03A - (CONFIRMED) Baggage Allowance 2PC Booking Status OK TO FLY Fare Basis HAE Not Valid Before 13AUG18 Not Valid After 13AUG18
13Aug18	WESTJET WS 3158  Operated by: WESTJET ENCORE	FORT MCMURRAYAB, CANADA  Time 5:00pm Terminal MAIN TERMINAL	CALGARY INTL AB, CANADA  Time 6:38pm	Seat Number 03A - (CONFIRMED) Baggage Allowance 2PC Booking Status OK TO FLY Fare Basis HAE Not Valid Before 13AUG18 Not Valid After 13AUG18

## Allowances

### Baggage Allowance

YYC to YMM - 2 Pieces WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YMM to YYC - 2 Pieces WESTJET , each piece 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 YMM , YMM to YYC - 1 Piece (WS - WESTJET)

### Carry On Charges

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

## Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXX [REDACTED]
Fare Calculation Line	YYC WS YMM319.00WS YYC319.00CAD638.00END
Fare	CAD 638.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 33.81 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 70.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 3.50 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 783.56

### 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)
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- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in 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 compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

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**RECEIPT**  
**GST NO. R122556194**

TKT NO: 50013456  
EXIT No. A103  
IN: 08/13/18 05:17  
OUT: 08/13/18 18:47  
DURATION: 0 13: 30  
PAID: \$ 29.35  
(GST INCLUDED)  
MASTERCARD  
552490XXXX [REDACTED]  
AUTH. CODE  
REF.

THANK YOU FOR

*Ft Mac trip*



KEG #204 - Calgary  
320 4th Avenue SW  
Calgary AB T2P 2S6  
403-699-9843

\*\* TRANSACTION RECORD \*\*

Trans. #: 28903  
Check #: 19913  
Employee #: 401  
Employee Name: CIRO, R

Visa Credit Purchase  
XXXXXXXXXXXX7523 C  
AID: A0000000001010

Amount \$76.66  
Tip \$15.34  
=====

TOTAL CAD\$92.00

APPROVED 046260  
00-001 046260  
KGS20409/KGC20409  
861001001003  
2018/08/20 12:50:12

TUR: 0080008000  
TSI: F800

Customer Copy

THANK YOU  
Come Again

\*\*\*\*\*  
CHECK # 19913 DATE 8/20/18  
TABLE # 11 TIME 12:36PM  
\*\*\*\*\*

-- DINING : CIRO, R --

ITEMS ORDERED	AMOUNT
2 !STEAK SANDWICH	48.00
2 !LETTUCE WEDGE	18.00
1 CRANBERRY JUICE	3.50
1 SODA	3.50

\*\*\*\*\*

SUBTOTAL	73.00
GST	3.66

-----  
TOTAL DUE 76.66  
-----

Thank you for visiting  
The Keg Steakhouse & Bar  
Calgary 4th Avenue  
Restaurant # 204

Review your experience at  
[www.KegFeedback.com](http://www.KegFeedback.com)  
and receive a CHANCE to  
WIN a \$100 Gift Card!

\* See [www.kegfeedback.com](http://www.kegfeedback.com)  
for complete contest rules

\*\*\*PLEASE SEE YOUR SERVER IN REGARDS TO  
HOTEL BILLING\*\*\*

GST# 122833890RT0001