



**Name:** Maria Skog

**Position:** Vice President, Compliance & Liability Management

**Reporting Period:** June 1 - July 31, 2023

<b>Date Expense Incurred</b>	<b>Expense Type</b>	<b>Location</b>	<b>Description/Rationale</b>	<b>Amount</b>	<b>Receipt</b>
11-Jun-23	Airfare (return)	Edmonton to Calgary	One Team meeting	\$ 496.06	Receipt
11-Jun-23	Dinner (per diem)	Calgary	One Team meeting	\$ 20.75	N/A
12-Jun-23	Lunch/Dinner (per diem)	Calgary	One Team meeting	\$ 29.95	N/A
21-Jun-23	Airfare (return)	Edmonton to Calgary	CAPP/EPAC meeting	\$ 693.26	Receipt
21-Jun-23	Breakfast/Lunch/Dinner (per diem)	Calgary	CAPP/EPAC meeting	\$ 41.55	N/A
			<b>Total</b>	<b>\$ 1,281.57</b>	



## eTicket Receipt

Prepared For  
SKOG/MARIA MS

RESERVATION CODE	[REDACTED]
ISSUE DATE	05 Jun 23
TICKET NUMBER	[REDACTED]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	[REDACTED]

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
11 Jun 23	WESTJET WS 152	EDMONTON INTL AB, CANADA  Time 16:05	CALGARY INTL AB, CANADA  Time 16:47	Cabin ECONOMY Seat Number 05C Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis MA0D0LFG Not Valid After 15 DEC 23
[REDACTED]				
12 Jun 23	WESTJET WS 3131  Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA  Time 18:30	EDMONTON INTL AB, CANADA  Time 19:23	Cabin ECONOMY Seat Number 06C Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis YA0D0LFLK Not Valid After 11 JUN 24
[REDACTED]				

## Allowances

## Baggage Allowance

YEG to YYC - 1 Piece WESTJET

Prices of additional baggage pieces:

1. 60.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters\*\*

YYC to YEG - 1 Piece WESTJET

Prices of additional baggage pieces:

1. 60.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters\*\*\*\*bag fees apply at each check in location

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

YEG to YYC , YYC to YEG - 1 Piece (WS - WESTJET) carry on hand baggage

## Carry On Charges

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

## Payment/Fare Details

Form of Payment	[REDACTED]
	CREDIT CARD - MASTERCARD : XXXXXXXXXXXX [REDACTED] - CAD 451.00
Fare Calculation Line	YEA WS YYC297.00WS YEA538.00CAD835.00END
Fare	CAD 835.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 44.06 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	CAD 998.81

$\$451.00 + 45.06 = \$496.06$

**Positive identification required for airport check in**

**Notice:**

**QST # 1202807956TQ0001 GST # 866112535**

\*\*Checked baggage dimensions can be within 158 total centimeters (62 total inches) and not weighing more than 23 kilograms (50 pounds). Baggage exceeding the size or weight allowance is subject to applicable oversized weight and size restrictions and fees.

Baggage fees are charged in Canadian (CAD) dollars; for flight departures outside Canada, baggage fees will be converted and charged

**From:** [Maria Skog](#)  
**To:** [REDACTED]  
**Subject:** FW: Your WestJet Travel Bank – refund processed  
**Date:** August 3, 2023 1:07:20 PM

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Here you go

**Maria Skog**  
Vice President,  
Compliance and Liability Management

*If you receive this email outside of your scheduled work hours, please respond when you are back in the office.*

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**Security Classification: Protected A**

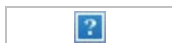
**From:** Maria [REDACTED]  
**Sent:** Thursday, August 3, 2023 1:06 PM  
**To:** Maria Skog <Maria.Skog@aer.ca>  
**Subject:** Fwd: Your WestJet Travel Bank – refund processed

**CAUTION: External email alert.**  
**DO NOT click links, open attachments, reply, or enter AER credentials unless you recognize the sender and know the content is safe. Report phishing via Outlook 'Report Message' button.**

Warm regards, Maria

Begin forwarded message:

**From:** WestJet <[travelbank@westjet.com](mailto:travelbank@westjet.com)>  
**Date:** February 14, 2023 at 7:02:03 AM CST  
**To:** [REDACTED]  
**Subject:** Your WestJet Travel Bank – refund processed  
**Reply-To:** [travelbank@westjet.com](mailto:travelbank@westjet.com)



Hello Ms. Maria Skog

We have processed your credit request or extended your expired Travel Bank credit. You can access your Travel Bank credits by signing into your WestJet Rewards account at [www.westjet.com/account](http://www.westjet.com/account).

Travel Bank: [REDACTED]

Travel Bank refund: 45.06 (This was credit for personal flight - but the credit was applied against AER's Business)

When a booking is cancelled, and the original form of payment for that booking included Travel Bank credits or WestJet dollars, the original expiry date(s) for the credits/dollars will remain. Any additional credits will be given an expiry date of one year from the date issued.

Travel Bank credits can be used to pay for future travel with WestJet, excluding WestJet Vacations packages and some service fees. You can redeem your Travel Bank credits and view your balance by signing in to your WestJet Rewards account at [www.westjet.com/account](http://www.westjet.com/account) before booking or making changes to your flights.

For more information about fraudulent transactions involving WestJet Travel Bank credits for sale, please visit [www.westjet.com](http://www.westjet.com).

Regards,

WestJet

You have received this notification because you had a transaction with WestJet.

Replies to this email will not be received. ©WestJet. All rights reserved. WestJet, 22 Aerial Place NE, Calgary, AB T2E 3J1, Canada.



## eTicket Receipt

Prepared For  
SKOG/MARIA MS

RESERVATION CODE	[REDACTED]
ISSUE DATE	12 Jun 23
TICKET NUMBER	[REDACTED]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	[REDACTED]

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
21 Jun 23	WESTJET WS 266	EDMONTON INTL AB, CANADA  Time 07:30	CALGARY INTL AB, CANADA  Time 08:20	Cabin ECONOMY Seat Number 06D Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis NA7F4LFK Not Valid After 21 JUN 24
[REDACTED]				
21 Jun 23	WESTJET WS 3229  Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA  Time 17:00	EDMONTON INTL AB, CANADA  Time 17:53	Cabin ECONOMY Seat Number 06C Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis NA7F4LFK Not Valid After 21 JUN 24
[REDACTED]				

## Allowances

## Baggage Allowance

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## Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX [REDACTED]
Fare Calculation Line	YEA WS YYC272.00WS YEA272.00CAD544.00END
Fare	CAD 544.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 29.51 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	CAD 693.26

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Baggage fees are charged in Canadian (CAD) dollars; for flight departures outside Canada, baggage fees will be converted and charged

in the local currency of the departure country. GST is charged on all itineraries that originate in Canada. Please see <https://www.westjet.com/en-ca/flights/fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

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