

# Expense Disclosure



**Reporting Period:** July 1 - August 31, 2025

These expenses include travel expenses, hospitality expenses and work session expenses. The following reports are supported by receipts and invoices over \$100. Personal information has been redacted. We report reimbursed expenses every two months within 10 business days of the end of the second month. Posted reports are archived for two years.

Preparer Name, Job Title

Kelvin Wang - Finance & Procurement Analyst

Date Prepared

September 5, 2025

Reviewer Name, Job Title

Niki Mao, Senior Financial Accountant

Date Prepared

September 9, 2025

Naren Makwana, ED Finance & Corp Services

September 9, 2025

# Expense Disclosure



**Name:** Kymberly Kaufmann  
**Position:** Chief Executive Officer  
**Reporting Period:** July 1 - August 31, 2025

Date Expense Incurred	Location	Description/ Rationale	Airfare	Transportation	Accommodation	Meals	Other	Total Amount	Receipt
N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A

Total: \$ -



# Expense Disclosure



**Name:** Nathaniel Day  
**Position:** Chief Scientific Officer  
**Reporting Period:** July 1 - August 31, 2025

Date Expense Incurred	Location	Description/ Rationale	Airfare	Transportation	Accommodation	Meals (per diems)	Other	Total Amount	Receipt
April 5 - 8, 2025	Louisville, KY, USA	Speaker at Spring Corrections Conference	\$ 1,311.19	\$ 53.90	\$ 776.83	\$ 516.12	\$ 119.95	\$ 2,777.99	Receipt Package 1
April 5 - 8, 2025	Edmonton, AB, Canada	Cross Ministry Group Presentation and Q&A	\$ -	\$ 53.90	\$ 163.92	\$ 57.00	\$ 7.35	\$ 282.17	Receipt Package 2

\*Meal claims are only per diems. No receipts are required.

**Total: \$ 3,060.16**

# Expense Disclosure



**Name:** Mahmoud Azimaee  
**Position:** Chief Information Officer  
**Reporting Period:** July 1 - August 31, 2025

Date Expense Incurred	Location	Description/ Rationale	Airfare	Transportation	Accommodation	Meals (per diems)	Other	Total Amount	Receipt
May 6-7, 2025	Edmonton, AB, Canada	Attended Health, Data, Research, Network (HDRN) Canada Event and meeting with Mental Health Alberta (MHA)	\$ -	\$ 169.74	\$ 142.53	\$ 101.00	\$ 7.35	\$ 420.62	Receipt Package 3
June 8-10, 2025	Edmonton, AB, Canada	Meeting with Deputy Ministers and visiting Recovery Community Centres in Edmonton	\$ -	\$ 91.43	\$ 321.88	\$ 146.00	\$ 14.70	\$ 574.01	Receipt Package 4
July 14-17, 2025	Ottawa, ON, Canada	Attended Law Enforcement & Public Health (LEPH) 2025 Conference	\$ -	\$ 258.31	\$ 733.62	\$ 161.00	\$ 2205	\$ 1,174,98	Receipt Package 5

\*Meal claims are only per diems. No receipts are required.

Total: \$ 2,169.61

# Expense Disclosure



**Name:** Jane Steblecki Corns  
**Position:** Chief Privacy Officer & General Counsel  
**Reporting Period:** July 1 - August 31, 2025

Date Expense Incurred	Location	Description/ Rationale	Airfare	Transportation	Accommodation	Meals	Other	Total Amount	Receipt
N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A

Total: \$ -



# Expense Disclosure



**Name:** Naren Makwana  
**Position:** Executive Director, Finance & Corporate Services  
**Reporting Period:** July 1 - August 31, 2025

Date Expense Incurred	Location	Description/ Rationale	Airfare	Transportation	Accommodation	Meals	Other	Total Amount	Receipt
July 22, 2025	Ottawa, ON, Canada	Flight to/from Ottawa for the CPA The One National Conference (Sept 17-20)	\$ 583.37	\$ -	\$ -	\$ -	\$ -	\$ 583.37	Receipt Package 6

Total: \$ 583.37

# Expense Disclosure



**Name:** Shelly Vik  
**Position:** Executive Director, Evaluation and Research  
**Reporting Period:** July 1 - August 31, 2025

Date Expense Incurred	Location	Description/ Rationale	Airfare	Transportation	Accommodation	Meals	Other	Total Amount	Receipt
N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A

Total: \$ -

Nathaniel Day [REDACTED] &gt;

## Air Canada - 05 Apr 2025: Edmonton - Louisville (Booking reference: [REDACTED])

Air Canada &lt;notification@notification.aircanada.ca&gt;

Tue, Mar 18, 2025 at 12:55 PM

To: [REDACTED]



## Booking Confirmation

Issued 18 Mar, 2025

[Manage booking](#)[Check-in](#)

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

**IMPORTANT :** This is your official itinerary/receipt. You must bring it with you to the airport for check-in. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes).

For a successful journey, it's essential that your travel documents are valid for entry and transit through all countries/regions on your itinerary. Remember that failure to comply with travel requirements may result in refusal to travel. For detailed information, consult our [Travel Documents page](#) and our [Travel Ready hub](#).

## Flights

## Departure • Sat 05 Apr, 2025

Economy Flex

Edmonton YEG

10:35

Edmonton International Airport

Calgary YYC

11:31

Calgary International Airport

AC 8133 • Operated by Air Canada Express - Jazz

Aircraft type: [De Havilland Dash 8-400](#)

Duration: 56m

Cabin: Economy Class (Q)

**Calgary YYC**  
12:43  
Calgary International Airport

**Chicago ORD**  
17:10  
O'Hare International Airport Terminal 1

AC 4026 • Operated by United Airlines  
Aircraft type: Airbus A319-100  
Duration: 3hr 27m  
Cabin: Economy Class (Q)  
Meal: Air Canada Bistro (\$)

✈ United Airlines booking reference: [REDACTED]

**Chicago ORD**  
18:01  
O'Hare International Airport Terminal 2

**Louisville SDF**  
20:29  
Standiford Field International Airport

AC 3512 • Operated by REPUBLIC AIRWAYS/UNITED EXPRESS  
Aircraft type: Embraer E175  
Duration: 1hr 28m  
Cabin: Economy Class (Q)  
Meal: No meal

✈ REPUBLIC AIRWAYS/UNITED EXPRESS booking reference: [REDACTED]

**Return • Tue 08 Apr, 2025**  
Economy Flex

**Louisville SDF**  
15:25  
Standiford Field International Airport

**Denver DEN**  
16:31  
Denver International Airport

AC 4714 • Operated by United Airlines  
Aircraft type: Airbus A319-100  
Duration: 3hr 06m  
Cabin: Economy Class (G)  
Meal: Food for purchase on board

✈ United Airlines booking reference: [REDACTED]

Denver DEN

19:15

Denver International Airport

Edmonton YEG

22:04

Edmonton International Airport

AC 4158 • Operated by United Airlines  
Aircraft type: Boeing 737-800  
Duration: 2hr 49m  
Cabin: Economy Class (G)  
Meal: Food for purchase on board

✈ United Airlines booking reference: [REDACTED]

Passengers

Nathaniel Day

Ticket #: [REDACTED]

Aeroplan #: [REDACTED]

Seats

YEG → YYC	05F
YYC → ORD	26B
ORD → SDF	-
SDF → DEN	26B
DEN → YEG	30E

Purchase Summary

 AC Wallet [REDACTED]

CAD \$1,295.09

[REDACTED] [REDACTED]

CAD \$16.10

1 Adult

Air transportation charges

Base fare - departure	\$744.99
Base fare - return	\$343.99

Taxes, Fees and Charges

Air Travellers Security Charge - Canada	\$16.08
Goods and Services Tax - Canada - 100092287 RT0001	\$57.00
Airport Improvement Fee - Canada	\$35.00
September 11th Security Fee - United States	\$16.10
Transportation International/Domestic Tax - United States	\$65.82
Animal and Plant Health Inspection Service (APHIS) User Fee – United States	\$5.33
Immigration User Fee - United States	\$10.06
Customs User Fee - United States	\$10.35
Passenger Facility Charge - United States	\$6.47

Grand total

CAD \$1,311.19

Check-in and boarding gate deadlines

Check-in and baggage drop-off opens

Get a head start and drop your bags off as early as four hours before departure.

All destinations

240 min

Check-in closes

Make sure you've checked in and have your boarding pass in hand before the check-in deadline for your flight.

Within Canada

60 min<sup>1</sup>

To/from the U.S.

60 min

<sup>1</sup> Flights from Toronto Billy Bishop (YTZ) Airport, and Landline motorcoach segments from Hamilton (YHM) and Kitchener-Waterloo (YKF) airports: **30 minutes**



## LOUISVILLE MARRIOTT DOWNTOWN

## GUEST FOLIO

1612	DAY/N	155.00	04/08/25	11:00	
ROOM	NAME	RATE	DEPART	TIME	ACCT#
NKNG			04/05/25	23:04	
TYPE			ARRIVE	TIME	
95					
ROOM	ADDRESS	PAYMENT			MBV#:
CLERK					

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
04/05	ROOM	1612, 1		155.00
04/05	SALE TAX	1612, 1		10.32
04/05	OCC TAX	1612, 1		13.18
04/05	HOSP TAX	1612, 1		1.55
04/05	TID TAX	1612, 1		2.33
04/06	ROOM	1612, 1		155.00
04/06	SALE TAX	1612, 1		10.32
04/06	OCC TAX	1612, 1		13.18
04/06	HOSP TAX	1612, 1		1.55
04/06	TID TAX	1612, 1		2.33
04/07				34.68
04/07	ROOM	1612, 1		155.00
04/07	SALE TAX	1612, 1		10.32
04/07	OCC TAX	1612, 1		13.18
04/07	HOSP TAX	1612, 1		1.55
04/07	TID TAX	1612, 1		2.33
04/08	AX CARD			
			\$581.82	\$581.82 - \$34.68
				= \$547.14

TO BE SETTLED TO: CURRENT BALANCE .00

THANK YOU FOR CHOOSING MARRIOTT! TO EXPEDITE YOUR CHECK-OUT,  
PLEASE CALL THE FRONT DESK, OR PRESS "MENU" ON YOUR  
TV REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT.

\$547.14 USD \* 1.4198 Conv Rate  
= \$776.83 CAD

See our "Privacy & Cookie Statement" on [Marriott.com](https://www.marriott.com)

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See [members.marriott.com](https://members.marriott.com) for new Marriott Bonvoy benefits.



LOUISVILLE MARRIOTT DOWNTOWN  
280 W. JEFFERSON  
LOUISVILLE KY 40202  
502-627-5045 FAX: 502-627-5044

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

# Receipt Package 2



**TownePlace Suites® Edmonton South**  
 1115 103A Street SW., Edmonton, Alberta T6W 2P6 P 780.540.5110  
**Marriott.com/YEGTS**

Nathaniel Day

Room: 617  
 Room Type: STQQ  
 Number of Guests: 1  
 Rate: \$146.00

Clerk: [REDACTED]

Arrive: 08Apr25

Time: 10:39PM

Depart: 09Apr25

Time: 10:33AM

Folio Number [REDACTED]

DATE	DESCRIPTION	CHARGES	CREDITS
08Apr25	Room Charge	146.00	
08Apr25	GST Tax	7.52	
08Apr25	Convention and Tourism Tax	6.02	
08Apr25	City Tax	4.38	
09Apr25	[REDACTED]		163.92

CARD #: [REDACTED]  
 Card Type: [REDACTED] Card Entry: C HIP Approval Code: [REDACTED] PIN [REDACTED]  
 Verified App Label: [REDACTED]

**BALANCE: 0.00**

**Marriott Bonvoy Account # [REDACTED]** Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

See our "Privacy & Cookie Statement" on Marriott.com.

# Receipt

Expedia itinerary: [REDACTED]

Purchase date: Apr 23, 2025

## Booking details

**Holiday Inn Express Edmonton Downtown by IHG**

10010 104th Street, Edmonton, AB, T5J 0Z1 Canada

Check-in: May 6, 2025

Check-out: May 7, 2025

1 room x 1 night

**Standard Room, 1 King Bed, Balcony**

Booked for: Mahmoud Azimaee

## Payment details

Room price

Tue, May 6	CA \$127.00
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Taxes & Fees	CA \$11.72
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Property fee	CA \$3.81
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<b>Total</b>	<b>CA \$142.53</b>
	<small>Paid</small>
	[REDACTED]

# Receipt

Expedia itinerary:

Purchase date: Jun 6, 2025



## Booking details

### Chateau Lacombe Hotel

10111 Bellamy Hill Nw, Edmonton, AB, T5J1N7 Canada

Check in: Jun 8, 2025

Check out: Jun 10, 2025

1 room x 2 nights

Standard Room, 1 King Bed, River View

Booked for: Mahmoud Azimaee

## Payment details

### Room price

Sun, Jun 8	CA \$134.83
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Mon, Jun 9	CA \$134.83
------------	-------------

Taxes & fees	CA \$41.43
--------------	------------

Property fee	CA \$10.79
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Total	CA \$321.88
	Paid <span></span>

Member's exclusive price

Prices shown after CA \$63.60 savings



**Booking confirmation  
and boarding pass**

Hello **Mahmoud Azimaee**,

Here are all the details of your upcoming trip.

Thank you for choosing VIA Rail. We look forward to welcoming you on board!

**Booking #** [REDACTED]

Booking date: Saturday, June 28, 2025

Main contact name: Mahmoud Azimaee

**24/7 access to your booking**

Want to treat yourself to an upgrade or change your plans? View and modify your booking whenever it suits you. Please note that anyone listed in this booking can also view and modify it.

**[View/Modify your booking](#)**

**Receipt – Booking #: [REDACTED]**

**Toronto - Ottawa / Round-trip / 1 passenger**

**Departure** | Mon. Jul. 14 | TRTO → OTTW

**Mahmoud Azimaee - Adult**

Escape fare \$92.24

Seat: 11D —

No additional carry-on baggage —

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**Departure \$92.24**

## Return | Thu. Jul. 17 | OTTW → TRTO

 **Mahmoud Azimaee - Adult**

Escape fare	\$77.63
Seat: 17C	—
No additional carry-on baggage	—

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<b>Return</b>	<b>\$77.63</b>
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<b>Subtotal</b>	<b>\$169.87</b>
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HST ON	\$22.08
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<b>Grand total</b>	<b>\$191.95</b>
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### Passenger summary

**Mahmoud Azimaee (Adult)**


**TRTO → OTTW / OTTW → TRTO**

Ticket #: 

### Payment information

Invoice #: 

Transaction date: 2025-06-28

 ***** 	\$191.95
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### Registration numbers

GST/HST #: 105521785 RT0001

QST #: 1001106674 TQ0001

## Refunds and exchanges

Fare plan

**distance and regional services.**

Please validate our station hours as some stations open 30 minutes prior to scheduled train time.

## Important information and conditions regarding your trip

Make sure to read these conditions if you have specific needs, assistance, pet on board or accessibility request in your booking.

You will also find our Conditions of the contract and Limited liability for delays and cancellations as well as other conditions regarding your trip.

[View conditions](#)

## Boarding passes

**A boarding pass has been issued for each segment of your trip.**

You need to present this document to board.

**TRTO → OTTW**



**Booking**

**Mahmoud Azimae - Adult**

VIA Préférence – Préférence

Jul. 14, 2025

Toronto

**TRTO**

Mon. Jul. 14, 2025

**Departure: 08:32**



Ottawa

**OTTW**

Mon. Jul. 14, 2025

**Arrival: 13:32**

[Check train status](#)



Train #52

Car 5

Seat 11D

Window

Class: **Economy - Escape**



Add to  
Apple Wallet



Add to Google Wallet

To add this boarding pass to your digital wallet, open this email on your Apple or Android device.

**OTTW → TRTO**



**Booking #**

**Mahmoud Azimae - Adult**

VIA Pr  f  rence – Pr  f  rence

Jul. 17, 2025

Ottawa

Toronto

**OTTW**



**TRTO**

Thu. Jul. 17, 2025

**Departure: 14:29**

Thu. Jul. 17, 2025

**Arrival: 19:15**

[Check train status](#)



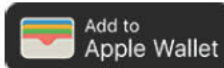
Train #645

Car 5

Seat 17C

Aisle

Class: **Economy - Escape**



To add this boarding pass to your digital wallet, open this email on your Apple or Android device.

### Conditions of the contract

1. Your rail ticket is not transferable and is valid only for travel on the train(s) and date(s) shown.
2. You **must** advise VIA Rail of any modification or cancellation prior to the scheduled departure of your train (subject to the conditions of your fare plan.)
3. For operational reasons, VIA Rail reserves the right to restrict platform access five (5) minutes before your scheduled departure.
4. When you travel with VIA Rail, you must carry valid government-issued photo identification. The name on the ID must match the name on the train ticket and the photo on the ID must look like you. VIA Rail reserves the right to verify your identity at any time prior to boarding or on board the train.
5. Times shown are for indication purposes only and are subject to change without notice. VIA Rail may cancel a train or substitute alternative transportation without notice.
6. To ensure all passengers' safety, VIA Rail reserves the right to inspect all baggage.
7. You are responsible at all times for your carry-on baggage. VIA Rail assumes limited liability for the loss of or damage to checked baggage. Ask VIA Rail personnel for more details. Additional carry-on baggage and non-standard items, determined by your fare type, are subject to baggage space availability on board. It is strongly recommended to add any additional baggage before arriving at the station. Due to unusual operational constraints, in the event that space limitations on board prevent us from accepting your additional bag on your selected departure, an alternative departure will be offered where space for the additional bag is available.
8. For operational reasons, seat configuration and selection may vary without notice. Please note that we will do all that we can to accommodate your selected seat. However, due to business or operational constraints, it is possible that we cannot honor your seat selection. In the latter eventuality, you will not be able to obtain a refund or compensation if the fee for seat selection was included in the selected fare.

### Limited liability for delays and cancellations

# Receipt

Expedia itinerary: [REDACTED]

Purchase date: Jun 28, 2025

## Booking details

**Courtyard by Marriott Downtown Ottawa**

350 Dalhousie St, Ottawa, ON, K1N7E9 Canada

Check in: Jul 14, 2025

Check out: Jul 17, 2025

1 room x 3 nights

Room, 1 King Bed, Non Smoking

Booked for: Mahmoud Azimaee

## Payment details

Room price

Mon, Jul 14	CA \$197.10
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Tue, Jul 15	CA \$206.10
-------------	-------------

Wed, Jul 16	CA \$215.10
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Taxes & fees	CA \$115.32
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Total	<b>CA \$733.62</b>
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Paid

[Visa [REDACTED]]

$\$733.62 - 115.32 = 618.30$

$\$618.30 * 0.13 = \$80.38 \text{ GST/HST}$



## eTicket Receipt

Prepared For  
MAKWANA/NAREN MR

RESERVATION CODE	██████████
ISSUE DATE	22 Jul 25
TICKET NUMBER	████████████████████
ISSUING AIRLINE	WESTJET
ISSUING AGENT	██████████
FREQUENT FLYER NUMBER	██████████

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
17 Sep 25	WESTJET WS 610	CALGARY INTL AB, CANADA  Time 9:00am	OTTAWA ON, CANADA  Time 2:56pm	Fare EconoFlex Cabin ECONOMY Seat Number 08D Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LCVD0LFK Not Valid After 25 OCT 25
20 Sep 25	WESTJET WS 621	OTTAWA ON, CANADA  Time 3:45pm	CALGARY INTL AB, CANADA  Time 6:11pm	Fare EconoFlex Cabin ECONOMY Seat Number 05D Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LCVD0LFK Not Valid After 25 OCT 25

## Allowances

## Baggage Allowance

YYC to YOW - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 75.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters\*\*

YOW to YYC - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 75.00 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

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

## Carry On Charges

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

## Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXX 
Fare Calculation Line	YYC WS YOW202.00WS YYC202.00CAD404.00END
Fare	CAD 404.00
Taxes/Fees/Carrier-Imposed Charges	CAD 60.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 24.15 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 18.92 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 70.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 4.55 RC2 (HARMONIZED SALES TAX (HST))
	CAD 1.75 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 583.37

## 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 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.