

Expense Disclosure Reporting Form

Name: **Guy Kerr, President & CEO**

For the Period: **Apr-15**

Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals (includes per diem allowances)	Seminar / Conference / Registration fees	Total
1	30-Mar-15	PEI	2015 Governance Summit Meeting					\$654.62
2								\$0.00
3								\$0.00
4								\$0.00
5								\$0.00
6								\$0.00
7								\$0.00
8								\$0.00
9								\$0.00
10								\$0.00
Travel Related								\$654.62

Non-travel related Expenditures (Business meals, etc...)

Dates	Purpose	Total
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
Non-Travel Related		\$0.00

Notes

Total claimed for reporting period: \$654.62

 **F: Food for purchase on board** All Air Canada Café purchases made on board Air Canada and Air Canada rouge flights, as well as on Air Canada Express flights operated by Jazz, are payable only with Visa, MasterCard and American Express credit cards.

Operated by:

¹ Air Canada Express - Air Georgian

Passenger Information

1: Mr Guy Kerr : Adult (16+),

Air Canada -
Aeroplan :

Meal Preference : **None**

Payment Card:

Special Needs: **None**

Seat Selection:

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Flex</u>	514.00
<u>Surcharges</u>	23.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	24.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	79.50
<u>Air Travellers Security Charge (ATSC)</u>	7.12
Total before options (per passenger)	647.62
Options	
Departing Flight - <u>Flex</u>	
★ Prepaid Air Canada Café voucher	6.14
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	0.86
Total with options (per passenger)	654.62
Number of passengers	x 1
Total with options	654.62
Grand Total - Canadian dollars	\$654.62

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to
check in at any
Air Canada check in kiosk.



Access your personalized
Air Canada travel information

[View your planner >](#)

Booking Information

Booking Reference:

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Mr Guy Kerr

Customer Care

Air Canada
1-888-247-2262

**Flight Arrivals and
Departures**
1-888-422-7533

Online Services

- **Manage** my booking online (view/change my booking; select seats*).
- **Select Seats**
- **Maple Leaf Lounge | Meal Vouchers | On My Way**
- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** - check online if my flight is on time.
- **Check-in online** and print my boarding pass.

* [Can my booking be changed online?](#)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare	Meal
--------	------	----	-------	----------	----------	------	------

Payment Information

Amount paid: **\$654.62**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$647.62 (Air Transp. Charges - per ticket)

Air Canada: \$7.00 (Prepaid Air Canada Café voucher - per ticket)

Ticket number(s): 0142146738967

Fare Rules

Departing Flight Charlottetown (YYG) To Edmonton (YEG) - Flex

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
 - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

★ Prepaid Air Canada Café voucher

- Each Air Canada Café voucher may be redeemed for one meal item and one snack item on this flight.
- Air Canada Café snack and meal vouchers are **valid only on flights operated by Air Canada and Air Canada rouge, as well as on Air Canada Express flights operated by Jazz**.
- [Learn more](#)

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our [Baggage Guide](#).

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). [View more details.](#)

Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Charlottetown (YYG) To Edmonton (YEG) - Flex		
Regular Baggage Allowance	1st bag:	2nd bag:
	Complimentary	\$25.00 CAD + taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- [View Air Canada's additional checked baggage policy.](#)
- [View the additional checked baggage policy of Air Canada's codeshare and interline partners.](#)

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe senders list.

This service email was sent to guy.kerr@wcb.ab.ca because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our [Privacy Policy](#).

Please do not reply to this email, as this inbox is not monitored. If you have any questions please visit aircanada.com.

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary Alberta, T2K-6J7

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Check-in and boarding times



Fly Carbon Neutral. Offset your portion of this flight's CO₂ emissions.

[Offset now](#) | [Learn more](#)

AIR CANADA 

A STAR ALLIANCE MEMBER 