

Expense Disclosure Reporting Form

Name: Philip Hughes, Board Member

For the Period:

Apr-16

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 Apr 11-12, 2016	Edmonton	To attend Finance & Audit Committee meetings	\$380.36	\$242.04	\$155.32	\$64.00		\$841.72
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								\$841.72

Notes

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:	\$841.72
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Mileage & Per Diem Allowances

Employee Name	Expense Type	Submitted Date	Trip Info	Trip Start Date	Trip End Date	Expense Trans Date	Detail Description	Total Amount (Includes GST/HST)	Summary Item Reference
Philip Hughes	Travel Meal Allowance	4/14/2016	01. 04/11/2016 at 04:30 PM to 04/12/2016 at 07:30 PM - Edmonton ~ to attend Finance and Audit Committee meetings.	4/11/2016	4/12/2016	4/11/2016	Meals dinner (April 11/12) and breakfast (April 12)	\$64.00	1

Your booking is confirmed. Booking reference:

An email booking confirmation has been sent to

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com

*Hughes
Trip #1
Apr. 11-12, 2016.*

Passengers Mr Philip G Hughes

Flight	From	To	Departure	Arrival	Air Transp Charges	
AC8152	Calgary (YYC)	Edmonton (YEG)	16:35 Mon 11-Apr 2016	17:25 Mon 11-Apr 2016	288.00	
AC8153	Edmonton (YEG)	Calgary (YYC)	18:40 Tue 12-Apr 2016	19:35 Tue 12-Apr 2016	0.00	
					Taxes, fees and charges	92.36
					Travel insurance	Purchase travel insurance
Grand Total					\$380.36	
					Canadian dollars	

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.



Booking Information

Booking Reference:

Customer Care

Air Canada
1-888-247-2262

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

Flight Arrivals and Departures
1-888-422-7533

Main Contact:
Mr Philip G Hughes

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8152 ¹	Calgary (YYC) Mon 11-Apr 2016 16:35	Edmonton, Edmonton Int'l (YEG) Mon 11-Apr 2016 17:25	0	0hr50	DH4	Flex, G	
AC8153 ¹	Edmonton, Edmonton Int'l (YEG) Tue 12-Apr 2016 18:40	Calgary (YYC) Tue 12-Apr 2016 19:35	0	0hr55	DH3	Flex, G	

Operated by:
¹ Air Canada Express - Jazz

Hughes
Trip #1

Passenger Information

1: Mr Philip G Hughes : Adult (16+), Ticket Number:

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 - Flex	137.00
Return Flight - Flex	127.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	18.11
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	380.36
Number of passengers	x 1
Total with options	380.36
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$380.36

Payment Information

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

- Air Canada: \$380.36 (Air Transp. Charges - per ticket)

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Flex

Return Flight Edmonton (YEG) To Calgary (YYC) - Flex

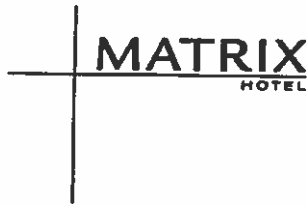
• Changes:

- Prior to day of departure - Change fee per direction, per passenger, is \$75 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

02/03/2016



Hughes Trip #1

Mr Philip Hughes

Room Number: 0910
Arrival Date: 04-11-16
Departure Date: 04-12-16
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

Date	Description	Charges	Credits
			04-12-16
04-11-16	Room Revenue	145.00	
04-11-16	Destination Marketing Fee - 3%	4.35	
04-11-16	Tourism Levy - 4%	5.97	
04-12-16			155.32
Total		155.32	155.32
Balance		0.00	

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #866344302 RT 0001

Trip Confirmation

Reservation #:

Ambassador Limousine and Shuttling Services
316 Meridian Road SE
Calgary, AB Canada T2A 1X2
reservations@chkr.net
Phone: (403) 299-4910
Fax: (403) 248-0584



Hughes Trip #1

Departures Reservation#

Customer Information Madeby Name: Phillip Hughes Madeby Phone#: Reference #:	Trip Information Philip Hughes Date: Monday, April 11, 2016 Time: 02:30 PM Drop: 03:30 PM Cell: PAX: 1 Vehicle Type:
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Pickup Information Address: City: Cross St.	Dropoff Information Address: (Calgary International Airport) Flt. Time: 04:00 PM Type: Domestic Airline: Flt. City: Flight#:
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Extra Stops Extra Stops

Special Instructions / Details	Billing Information Base Fare: \$48.20 Fuel fee: 4.82 Gratuity: 6.51 GST: 2.74 Discount: 4.82 Total: \$57.45
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Terms and Conditions <p>Thank you for allowing us to serve your transportation needs. Please contact Ambassador Limousine if any of the above information is inaccurate. All changes or inaccuracies in reservations must be emailed to reservations@chkr.net or called in to 403-299-4910 or 1-866-279-1999.</p> <p>Acceptance of Service: This is a copy of your confirmation, not an invoice. By receiving this confirmation, you are accepting accountability for the charges, detailed above, including any overages, after services rendered.</p> <p>Airport Arrivals: All guests are provided with complimentary airport meet and greet services. A chauffeur bearing a printed meet and greet sign will meet you in one of two places, depending on your flight. Domestic Arrivals: Guests will be met at baggage claim. International Arrivals: Guests will be met directly outside of Customs.</p> <p>Damages: No smoking is permitted in any of our vehicles. Should smoking be reported, you will be subject to a cleaning fee. Vandalizing or damaging any part of the vehicles is subject to additional charges for repair/replacement.</p> <p>Lost Items: Ambassador Limousine will not be held responsible for any lost or damaged articles. However, any lost items will be looked for and available for pickup if found.</p> <p>Billing: Credit card payments will be pre-authorized up to 7 days prior to your reservation. Final billing will be processed the following business day. Please inquire if you're interested in setting up a corporate account.</p> <p>Deposits: All Wedding and Graduation bookings require a 50 percent non-refundable deposit at the time of booking. A 35 percent deposit is required for any group of reservations of over \$5000.00.</p> <p>Cancellation: One hour cancellation required on all sedan transfers and a minimum of six hours cancellation notice required on all other vehicles. Vehicle types are subject to change without notice.</p> <p>Feedback: Any and all feedback is appreciated. Ambassador Limousine encourages you to share your experience through our survey system, http://www.LimoSurvey.com/AmbassadorLimo</p>

Trip Confirmation

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316 Meridian Road SE
Calgary, AB Canada T2A 1X2
reservations@chkr.net
Phone: (403) 299-4910
Fax: (403) 248-0584



Hughes Trip #1

Arrivals Reservation# "52044"

Customer Information		Trip Information	
Madeby Name: Phillip Hughes Madeby Phone#: Reference #:		Philip Hughes Date: Tuesday, April 12, 2016 Time: 07:35 PM Drop: 08:35 PM Cell: PAX: 1 Vehicle Type: sedan	
Pickup Information		Dropoff Information	
Address: (Calgary International Airport) Flt. Time: 07:35 PM Domestic Airline: Air Canada, AC City: Edmonton Flight#: 8153 None Cross St.		Address: City:	
Extra Stops			
Extra Stops			
Special Instructions / Details		Billing Information	
		Base Fare: \$48.25 Fuel fee: 4.82 Parking Charge: 6.75 Gratuity: 6.51 GST: 3.08 Discount: 4.82 Total: \$64.59	

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Hughes Trip #1

780.462.4444

PRESTIGE 
CABS

GST# _____ Amount: 170.-

Date: 2016/04/12

Driver: W.A Car#: _____

From: IAP

To: DT, Rature,

10135-31 Avenue, Edmonton, AB T6N 1C2

per Philip Hughes.
Charged 120 v/t
to/from YEG