

**Expense Disclosure Reporting Form**

Name: **Philip Hughes, Board of Directors**

For the Period: **December, 2012**

**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 Oct 29-31, 2012	Edmonton	Attendance at October Board of Directors' meeting and board retreat		\$323.80	\$358.02	\$55.00		\$736.82
2 Nov 26-27, 2012	Edmonton	Attendance at November Board of Directors' meeting	\$447.56	\$226.64	\$179.01	\$3.75		\$856.96
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								<b>\$1,593.78</b>

Notes

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

Dates	Purpose	Expense Category	Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Non-Travel Related			<b>\$0.00</b>

Notes

**Total claimed for reporting period: \$1,593.78**

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	Mileage	12/4/2012	01. 10/29/2012 at 09:00 AM to 10/31/2012 at 03:00 PM - Edmonton ~ to attend Board of Directors meeting and board retreat.	10/29/2012	10/31/2012	10/29/2012	Mileage (620 km) for Calgary to Edmonton r/t and to/from board retreat	\$303.80	Travel #1
Philip Hughes	Taxi	12/4/2012	01. 11/26/2012 at 02:30 PM to 11/20/2012 at 06:15 PM - Edmonton ~ to attend Board of Directors' meeting.	11/26/2012	11/27/2012	11/27/2012	Taxi fare from hotel to Jarvis building (WCB) - no receipt	\$7.00	2

ONLY  
THE MARC RESTAURANT  
GROUP LTD.  
9940 106 ST NW  
EDMONTON AB

CARD \*\*\*\*\*  
CARD TYPE AMEX  
DATE 2012/10/29  
TIME 2410 19:37:42  
RECEIPT NUMBER  
S06100654-001-327-026-0

-----  
PURCHASE  
AMOUNT \$109.20  
TIP \$16.80  
TOTAL

\$126.00

CHARGE \$25 ONLY

APPROVED

AUTH# 515865 00-025  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

Trip # 1  
Dinner  
Claimed 25. -

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

Philip Hughes  
 .C  
 C  
 Canada  
 Email:

Page Number : 1  
 Guest Number :  
 Folio ID : B  
 No. Of Guest : 2  
 Room Number : 719  
 Room Rate : 165.00  
 Club Account:

Invoice Nbr: 130195  
 Arrive Date: 29-OCT-12 11:32  
 Depart Date: 31-OCT-12 12:46

*Trip #1*

Tax Invoice

*CHARGE  
 OCTOBER 29 + OCTOBER 31st  
 LUNCHEES @ \$15 each*

Tax ID: 861336493RT0005  
 The Westin Edmonton 31-OCT-12 12:46 CINDLEE2

Date	Reference	Description	Charges	Credits
29-OCT-12	433	Share Restaurant	67.00	<i>\$15 ONLY Lunch Oct 29.</i>
29-OCT-12	5027	Share Lounge	19.00	
30-OCT-12	FR10/29/12	Parking Valet	30.00	<i>\$10 ONLY Parking.</i>
30-OCT-12	FR10/29/12	GST	1.50	
30-OCT-12	8734	In Room Dining	51.32	
30-OCT-12	5125	Share Lounge	67.00	<i>\$10 ONLY Parking.</i>
30-OCT-12	RT719	Parking Valet	30.00	
30-OCT-12	RT719	GST	1.50	
31-OCT-12	672	Share Restaurant	61.00	<i>\$15 ONLY Lunch Oct 31.</i>
31-OCT-12				-328.32
		** Total	328.32	-328.32
		*** Balance	0.00	

*CHANGE PARKING \$10 PER DAY  
 GST (.95)*

Continued on the next page

Trip #1  
Hotel Accommodation.

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

Philip Hughes

\*

Canada

Email:

Page Number : 1  
Guest Number :  
Folio ID : A  
No. Of Guest: 2  
Room Number : 719  
Room Rate : 165.00  
Club Account:

Invoice Nbr: 1000089909  
Arrive Date: 29-OCT-12 11:32  
Depart Date: 31-OCT-12 12:46

Tax Invoice

Tax ID: 861336493RT0005  
The Westin Edmonton 31-OCT-12 12:46 CINDLEE2

Date	Reference	Description	Charges	Credits
29-OCT-12	RT719	Govt PKG	165.00	
29-OCT-12	RT719	Tax	14.01	
30-OCT-12	RT719	Govt PKG	165.00	
30-OCT-12	RT719	Tax	14.01	
31-OCT-12				-358.02
		** Total	358.02	-358.02
		*** Balance	0.00	

GST: 8.25 per hotel.

~~Philip Hughes~~

Trip # 2.  
Airfare

Your booking is confirmed. Booking reference: **LUGN7V**

[Print Itinerary](#)

An email booking confirmation has been sent to:

[Email Itinerary](#)

Use your booking reference to retrieve your official Itinerary/Receipt at [aircanada.com](http://aircanada.com).

[Add to calendar](#)

**Passengers** Mr Philip G Hughes

						Airfare	338.00
						Options	0.00
						Taxes fees charges and surcharges	109.56
						Travel Insurance	Purchase Travel Insurance
						<b>Grand Total</b>	<b>\$447.56</b>
						Canadian dollars	

[View detailed Itinerary/Receipt](#)

**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.

**Booking Information**



<b>Booking Reference:</b>	<b>Customer Care</b>
<b>Electronic Ticketing confirmed. This is your official itinerary/receipt.</b>	<b>Air Canada</b> 1-888-247-2262
<b>Main Contact:</b>	<b>Flight Arrivals and Departures</b> 1-888-422-7533

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8152 <sup>1</sup>	Calgary (YYC) Mon 26-Nov 2012 16:30	Edmonton, Edmonton Int'l (YEG) Mon 26-Nov 2012 17:22	0	0hr52	DH3	Tango Plus, S	
AC8175 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Tue 27-Nov 2012 16:30	Calgary (YYC) Tue 27-Nov 2012 17:15	0	0hr45	CRJ	Tango Plus, S	

Operated by:  
<sup>1</sup>Air Canada Express - Jazz

**Passenger Information**

1: Mr Philip G Hughes : Adult (16+), Ticket Number: 0142114315409

Air Canada - Aeroplan :	Meal Preference:	None
Payment Card: xxx-xxxx-xxx:	Special Needs:	None
Seat Selection: AC8152 4C , AC8175 2C		

**Purchase Summary**

<b>Fare Summary</b>	
Passenger Type	Adult
Departing Flight - Tango Plus	174.00
Return Flight - Tango Plus	164.00
Surcharges	24.00

**Taxes, Fees and Charges**

Canada Airport Improvement Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.31
Air Travellers Security Charge (ATSC)	14.25
<b>Total airfare and taxes before options (per passenger)</b>	<b>447.56</b>
Number of passengers	1
RBC Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$447.56</b>

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

- Air Canada: \$447.56 (Airfare - per ticket)

Ticket number(s): (

## Fare Rules

**Departing Flight** Calgary (YYC) To Edmonton (YEG) - Tango Plus

**Return Flight** Edmonton (YEG) To Calgary (YYC) - Tango Plus

### • 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.
- **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
- **Same-day standby** is available only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- 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.
- Earn 100% Air Canada Status Miles for Air Canada-operated flights.
- Read complete fare rules applicable to this fare.

## 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

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

### Baggage Policy

Carry-on baggage | Checked baggage

### Flight confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at [aircanada.com](#) or by calling our flight information system at 1-888-422-7533 prior to your departure.

### Travel Insurance

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance online from RBC Travel Insurance Company via Air Canada or by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected.

Travel insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company. RBC, Air Canada Express, Jazz and its subsidiaries do not provide any insurance or financial services to the customer from RBC Insurance.

Check-in and boarding times

### Links

Manage my booking online: <http://www.aircanada.com/mybookings>  
 Flight Departure & Arrivals: <http://www.aircanada.com/flightstatus>  
 General conditions of carriage: <http://www.aircanada.com/conditionsofcarriage>  
 Information and Services: <http://www.aircanada.com/travelinfo>



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Offset now | Learn more

YELLOW CAB

www.edmtaxi.com

Trip # 2.

GST# \_\_\_\_\_  
 Date: NOV 27/12 Amount: 55.00  
 Driver: S Car #: 729  
 From: \_\_\_\_\_  
 To: HURBY

GST  
 (2.62) Nov. 27.  
 Taxi fare  
 from WCB to airport.



10135 - 31 Avenue, Edmonton, AB T6N 1C2

to / from AIRPORT (YEG)

From AIRPORT  
 To Western Hotel  
 Time \_\_\_\_\_  
 Date 26/11/12  
 Trip Amount \$60.00  
 Driver Name AA  
 Car Number \_\_\_\_\_  
 GST \_\_\_\_\_

GST  
 (2.86)  
 Nov. 26.  
 Taxi fare  
 from airport to hotel.



**Philip G Hughes**

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**From:**  
**Sent:** November-08-12 10:15 AM  
**To:**  
**Subject:** CONFIRMATION FOR: Pax: Phillip Hughes BOOKED by: Phillip Hughes

Thank you for allowing us to serve your transportation needs. RES#: 110812-101349-cg

ACCOUNT NAME: Phillip Hughes  
SERVICE DATE: Monday, November 26, 2012  
PICK-UP TIME: 2:30 PM / [ 14:30 hrs ]  
DROP-OFF TIME: 3:30 PM / [ 15:30 hrs ]  
FINANCIAL/RATE: Type: Process / Credit Card Est Hrs: 1 Rate: 40.72  
VEH TYPE REQ'D: Sedan  
PREFERENCES: NOC Phillip Hughes. Office to email receipt.  
PICK-UP LOCATION AND ROUTING:

DROP-OFF LOCATION AND ROUTING:  
Carrier: PORT As directed Airport as directed

<< Estimated Rates and Charges >>

STD FLAT/HRLY CHG:	\$ 40.72	GST = 1.94	
SERV/GRAT [15.00 Percent]	6.11		Trip # 2.
STC/ADM FEES:	2.34		
TOTAL EST CHARGES:	<u>\$ 49.17</u>		Taxi fare from home to Calgary airport.

Please contact any of the above information is inaccurate. Thank You!

This is a copy of your confirmation only. Credit card payments will be pre-authorized up to 7 days prior to the reservation. Final billing will be processed the next business day. NOTE: 1 Hour cancellation required on all sedan transfers and a minimum of 6 hours cancellation notice required on all specialty vehicles. All Wedding and Graduation bookings require a 50 Percent non-refundable deposit at time of booking. Vehicle types are subject to change without notice. All changes or errors in bookings must be emailed to [reservations@mylimos.com](mailto:reservations@mylimos.com) or called in to 403-299-4910. A 35 Percent deposit required for any trips over \$5000.00. This is refundable permitting Ambassador Limousine is notified 48 hours before the initial pick up on the first day of your travel arrangements.

## Philip G Hughes

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**From:**  
**Sent:** November-08-12 10:16 AM  
**To:**  
**Subject:** CONFIRMATION FOR: Pax: Phillip Hughes BOOKED by: Phillip Hughes

Thank you for allowing us to serve your transportation needs. RES#: 110812-101534-cg

ACCOUNT NAME: Phillip Hughes  
SERVICE DATE: Tuesday, November 27, 2012  
PICK-UP TIME: 5:15 PM / [ 17:15 hrs ]  
DROP-OFF TIME: 6:15 PM / [ 18:15 hrs ]  
FINANCIAL/RATE: Type: Process / Credit Card Est Hrs: 1 Rate: 40.72  
VEH TYPE REQ'D: Sedan  
PREFERENCES: NOC Phillip Hughes. Office to email receipt.  
PICK-UP LOCATION AND ROUTING:  
Carrier: PORT As directed FLT#: Connecting From: AC 8175 - Edm.  
DROP-OFF LOCATION AND ROUTING:

<< Estimated Rates and Charges >>  
STD FLAT/HRLY CHG: \$ 40.72 (GST) (1.94)  
SERV/GRAT [15.00 Percent] 6.11  
MISC [not itemized]: 6.00 Trip #2.  
STC/ADM FEES: 2.64  
TOTAL EST CHARGES: \$ 55.47 Taxi fare from Calgary airport to home.

Please contact any of the above information is inaccurate. Thank You!

This is a copy of your confirmation only. Credit card payments will be pre-authorized up to 7 days prior to the reservation. Final billing will be processed the next business day. NOTE: 1 Hour cancellation required on all sedan transfers and a minimum of 6 hours cancellation notice required on all specialty vehicles. All Wedding and Graduation bookings require a 50 Percent non-refundable deposit at time of booking. Vehicle types are subject to change without notice. All changes or errors in bookings must be emailed to [reservations@mylimos.com](mailto:reservations@mylimos.com) or called in to 403-299-4910. A 35 Percent deposit required for any trips over \$5000.00. This is refundable permitting Ambassador Limousine is notified 48 hours before the initial pick up on the first day of your travel arrangements.

