

Expense Disclosure Reporting Form

Name: Guy Kerr, President & CEO

For the Period:

Dec-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	1-Dec-15	Calgary	To attend meeting in Calgary on Dec 10, 2015	\$390.86				\$390.86
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								\$390.86

Notes

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

Dates	Purpose	Total
1	16-Dec-15 Institute of Corporate Directors session Jan 13, 2016, Governance & Leadership in the Public Sector	\$65.00
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		\$65.00

Notes

Total claimed for reporting period: \$455.86



Reservation Confirmation
WestJet Airlines
to:
Guy Kerr

WESTJET

WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.

Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.

This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is: -----

Main contact: Mr Guy Kerr
E-mail:
Phone Number

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft.

If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

Guest

Mr. Guy Kerr	Flight	Edmonton (YEG)-Calgary (YYC), Calgary (YYC)-Edmonton (YEG)
	WestJet FF	
	Ticket Number	
	Seat	YEG-YYC: 7C; YYC-YEG: 6B

Air Itinerary Details

WS3395 Operated by WESTJET ENCORE	Edmonton, CA Thu 10 Dec, 2015 09:00 AM	Calgary, CA Thu 10 Dec, 2015 10:01 AM	Fare type: Econo Non-stop
WS3396 Operated by WESTJET ENCORE	Calgary, CA Thu 10 Dec, 2015 01:50 PM	Edmonton, CA Thu 10 Dec, 2015 02:47 PM	Fare type: Econo Non-stop

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
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adult	CAD 264.00	CAD 24.00	CAD 92.36	CAD 380.36	x 1	CAD 380.36
						Total airfare: CAD 380.36

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 18.11
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 60.00
		Total taxes: CAD 92.36

Fare family benefits

YEG-YYC: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.^{1,2}
- Second checked bag fee of \$25-29.50 CAD^{1,2}

¹ Not applicable on flights operated by our airline partners. ² For bookings made on or after November 3, 2015 for travel on or after January 6, 2016 a first checked bag fee applies to all destinations, and a second checked bag fee of \$35-41.30 CAD applies.

Fare family benefits

YYC-YEG: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.^{1,2}
- Second checked bag fee of \$25-29.50 CAD^{1,2}

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Seats

Regular seat	WS 3395 YEG - YYC Seat 7C Mr Guy Kerr	CAD 5.00 + CAD 0.25 Tax
Regular seat	WS 3396 YYC - YEG Seat 6B Mr Guy Kerr	CAD 5.00 + CAD 0.25 Tax
		Total Seats: CAD 10.50

Total

Charged to MASTERCARD	CAD 390.86
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WestJet offers

Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#) ; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
 - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Inflight services](#) ([Buy on board](#), [up! magazine](#) and more)
 - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

[Important Legal Notice](#)

[Terms and Conditions](#)

Contact Information

If you have questions about your reservation, call WestJet at 1-888-937-8538 (1-888-WESTJET) and have the itinerary number ready. Thank you for choosing WestJet.



Order Confirmation
 admin
 to:
 guy.kerr

Institute of Corporate Directors

2701-250 Yonge Street, Toronto, ON M5B 2L7

Order Number 76322
Order Date 12/15/2015
Order Total 65.00
Payment Method Master Card
Name on Card Guy Kerr

Qty	Item	Price	Total
1	Governance and Leadership in the Public Sector - Mr Guy Kerr When: 1/13/2016 - 1/13/2016 Where: Mayfair Country Club 9450 Groat Rd NW Edmonton, AB	65.00	65.00
	Item Total		65.00
	Shipping		0.00
	Handling		0.00
	Transaction Grand Total		65.00

GST# 12179 8201

QST# 12048 55478