

## Expense Disclosure Reporting Form

**Name:** Pieter Lambooy, VP Operations

**For the Period:**

**Dec-16**

### Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals	Seminar / Conference / Registration fees	Total
1 16-Dec-16	Calgary, AB	Participated on the Review Panel - Trend Talk at the University of Calgary	\$271.16	\$89.87	\$123.22	\$37.00		\$521.25
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
<b>Travel Related</b>								<b>\$521.25</b>

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
<b>Non-Travel Related</b>		<b>\$0.00</b>

Notes

**Total claimed for reporting period: \$521.25**

**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
Pieter Lambooy	Travel Meal Allowance	12/19/2016	01. 12/15/2016 at 03:00 PM to 12/16/2016 at 05:00 PM - Calgary ~ Review Panel: Trend Talk/Psychological Injury and Bully and Harassment in the Workplace guest speaker	12/15/2016	12/16/2016	12/15/2016	Dinner on 15th and Lunch on 16th: Breakfast on 16th was provided at Hotel.	\$37.00	1



Trip for Review Panel: Trend Talk on  
Bullying & Harassment in the  
Workplace -  
U of C on Dec 16/16.

## eTicket Receipt

Prepared For  
LAMBOOY/PIETER J MR

RESERVATION CODE	
ISSUE DATE	27Nov16
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
15Dec16	WESTJET WS 3142  Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA  Time 5:30pm	CALGARY INTL AB, CANADA  Time 6:30pm	Seat Number 05B - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis DA14UM Not Valid Before 15DEC16 Not Valid After 15DEC16
16Dec16	WESTJET WS 345	CALGARY INTL AB, CANADA  Time 4:28pm	EDMONTON INTL AB, CANADA  Time 5:20pm	Seat Number 05C - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis DA14GM Not Valid Before 16DEC16 Not Valid After 16DEC16

## Allowances

<p><b>Baggage Allowance</b></p> <p>YEG to YYC - 0 Pieces WESTJET</p> <p>Prices of additional baggage pieces:</p> <ol style="list-style-type: none"><li>25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters</li><li>35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters</li></ol> <p>YYC to YEG - 0 Pieces WESTJET</p> <p>Prices of additional baggage pieces:</p> <ol style="list-style-type: none"><li>25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters</li><li>35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters</li></ol> <p>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</p> <p><b>Carry On Allowances</b></p> <p>YEG to YYC , YYC to YEG - 1 Piece (WS - WESTJET)</p> <p><b>Carry On Charges</b></p> <p>YEG to YYC , YYC to YEG - (WS - WESTJET) - Carry-on fees unknown - contact carrier</p>
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## Payment/Fare Details

Form of Payment	CREDIT CARD -
Fare Calculation Line	YEA WS YYC70.00WS YEA80.00CAD150.00END
Fare	CAD 150.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 12.41 XG (GOODS AND SERVICES TAX (GST))
	CAD 60.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 260.66

## Other Charges

SEAT ASSIGNMENT # 8388213172249 (YEG-YYC / QTY 1, YYC-YEG / QTY 1)	CAD 10.00
Taxes	CAD 0.50
Form of Payment	CREDIT CARD -
Total	CAD 10.50
Total Fare and Other Charges	CAD 271.16

### Positive identification required for airport check in

#### Notice:

#### Travel info

**QST # 1202807956TQ0001 GST # 866112535**

For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare families](#) (Econo, Flex, and Plus)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

At Westjet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these



**Hampton Inn & Suites by Hilton - Calgary University N.W.**  
 2231 Banff Trail NW • Calgary, AB T2M 4L2  
 Phone (403) 289-9800 • Fax (403) 289-9200  
 www.hamptoncalgary.com

TRIP #1

LAMBOUY, PIETER	name address	room number:	321/I	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
		arrival date:	12/15/2016 7:17:00 PM	
departure date:	12/16/2016			
adult/child:	1/0			
		room rate:	113.05	

Confirmation Number:  12/16/2016	Rate Plan:	
	HH #	
	AL:	
	Car:	
Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill 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. I have accepted delivery of the National Post. If refused, a \$1.00 (Mon-Fri) & \$2.00 (Sat) credit will be applied to my account. In the event of an emergency, I, or someone in my party, require special evacuation assistance due to a physical disability. Please indicate yes by checking here: <input type="checkbox"/>		
signature:		

date	reference	description	amount
12/15/2016	1171873	GUEST ROOM	\$113.05
12/15/2016	1171873	ROOM TAX	\$4.52
12/15/2016	1171873	GST 129123600 RT 0004	\$5.65
12/16/2016	1171929	**BALANCE**	(\$123.22)
			\$0.00

You have earned approximately 1844 Hilton HHonors points for this stay. Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 3,900

Hampton hotels are all over the world. Find us in Canada, Costa Rica, Ecuador, Germany, India, Mexico, Poland, Turkey, United Kingdom, and United States of America. Coming soon in Italy and Romania.

Total Invoice Amount      \$113.05      \$10.17

for reservations call 1.800.hampton or visit us online at hampton.com

thanks.

account no.	date of charge	folio/check no.
	12/16/2016	
card member name	authorization	initial
LAMBOUY, PIETER	621174	
establishment no. and location      establishment agrees to transmit to card holder for payment	purchases & services	
	taxes	
	tips & misc.	
signature of card member	total amount	
X		-123.22



TRIP # 1



RA # PIETER LAMBOOY	RES # ACCOUNT EXT REF #	OS # FT #	
RENTAL LOCATION CALGARY INTL ARPT (403)543 3935 2000 AIRPORT RD NORTH EAST CALGARY, AB T2E 6W5	RENTAL DATE 15-DEC-2016 RENTAL TIME 06:39 PM	RETURN LOCATION CALGARY INTL ARPT (403)543 3985 2000 AIRPORT RD NORTH EAST CALGARY, AB T2E 6W5	RETURN DATE 16-DEC-2016 RETURN TIME 03:30 PM

RATE RULES AND QUALIFICATIONS INITIAL X _____ WEB WEEKEND .CA Max. rental 4 days Mon at 11:59 PM	VEHICLE INFORMATION RESERVED INTERMEDIATE 2/4 DOOR AUTOMATIC A/C DRIVEN Full Size 2/4 Door Car Auto A/C CHARGED INTERMEDIATE 2/4 DOOR AUTOMATIC A/C MAKE TOYOTA MODEL CAMRY COLOR SILVER ODOMETER 12494 PLATE L78844 REG AREA AB VEHICLE # HU638919 BAY R1 STALL
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CHARGES	UNIT	PRICE/UNIT	CURRENT CHARGE
RENTER'S RESPONSIBILITY			
* TIME & DISTANCE	Hour	9.70 X	0.00
* TIME & DISTANCE	Day	29.11 X 1	29.11
* EXTRA - TIME & DISTANCE	Hour	16.37 X	0.00
* EXTRA - TIME & DISTANCE	Day	49.11 X	0.00
* UNLIMITED MILES/KM-TIME & DISTANCE	M/KM	0.00 X	0.00
* REFUELING SERVICE CHARGE	Litre	1.38 X	0.00
* AIRPORT FACILITY CHARGE \$5/DAY	Day		6.00
* CONCESSION FEE RECOVERY 15.61 PCT @ 15.61%			4.64
* VLF REC .60/DAY	Day		0.60
GOODS AND SERVICES TAX 5.00%			2.02

ESTIMATED CHARGES 42.37 INITIAL X \_\_\_\_\_

(ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED).

PAYMENTS  
----- Auth #

I DECLINE OPTIONAL COLLISION DAMAGE WAIVER. X \_\_\_\_\_

I DECLINE ALAMO'S OPTIONAL ROADSIDE ASSISTANCE PROTECTION X \_\_\_\_\_

I RECOGNIZE THAT MY INSURANCE POLICY WILL BE PRIMARY INSURANCE COVERAGE FOR DAMAGE OR LIABILITY AS TO THE CAR WHILE I AM THE RENTER. X \_\_\_\_\_

LIABILITY FOR LOSS BY ACCIDENT: WARNING: YOUR AUTOMOBILE INSURANCE COVERAGE IS PRIMARY. IF APPLICABLE, OWNER'S COVERAGE IS SUBJECT TO LIMITS AND RESTRICTIONS. SEE TERMS AND CONDITIONS IN THE RENTAL AGREEMENT JACKET. X

OPTIONAL PRODUCTS NOTICE: OUR CONTRACT OFFERS, FOR AN ADDITIONAL CHARGE, AS OPTIONAL PRODUCTS: DAMAGE WAIVER, PERSONAL ACCIDENT INSURANCE, PERSONAL EFFECTS COVERAGE AND ROADSIDE ASSISTANCE PROTECTION. BEFORE DECIDING WHETHER TO PURCHASE ANY OF THESE PRODUCTS, YOU MAY WISH TO DETERMINE WHETHER YOUR PERSONAL INSURANCE OR CREDIT CARD PROVIDES YOU COVERAGE DURING THE RENTAL PERIOD. THE PURCHASE OF ANY OF THESE OPTIONAL PRODUCTS IS NOT REQUIRED TO RENT VEHICLE. X \_\_\_\_\_

YOU AGREE TO ALL PROVISIONS CONTAINED WITHIN THIS AGREEMENT, INCLUDING THOSE CONTAINED WITHIN ALAMO'S RENTAL AGREEMENT JACKET AND ALL APPLICABLE OPTIONAL PRODUCT BROCHURES, AND YOU ACKNOWLEDGE RECEIPT OF EACH OF THEM. YOU UNDERSTAND AND AGREE THAT, TO THE EXTENT PERMITTED BY LAW, IF YOU DO NOT COMPLY WITH CERTAIN KEY PORTIONS OF THIS AGREEMENT (AND, WHERE APPLICABLE, THE TERMS OF ANY ASSOCIATED CORPORATE, GOVERNMENT, OR TOUR ACCOUNT AGREEMENT), ALL COLLISION DAMAGE WAIVER, LIABILITY



RA

TRIP # 1

PAGE 2 OF 2

INSURANCE AND UNINSURED/UNDERINSURED MOTORIST BENEFITS, AND CERTAIN OTHER OPTIONAL PRODUCTS, IF ANY, DESCRIBED IN THIS AGREEMENT ARE VOID AND, THUS, WILL NOT BE PROVIDED.

RENTER : \_\_\_\_\_

OWNER: Enterprise Rent A Car Canada Company.  
For Assistance, email us at AlamoCalgaryAB@alamo.ca



GST/HST 889365821  
PST 1021523719

Bill 0

Rental 15-DEC-2016 06:39 PM  
CALGARY INTL ARPT  
Return 16-DEC-2016 01:26 PM  
CALGARY INTL ARPT

PIETER LAMBOUY  
Vehicle # HUG38919  
Model CAMRY  
Class Driven FCAR Class Charged ICAR  
License# L78844 State/Province AB  
M/Kms Driven 48  
M/Kms Out 12494  
M/Kms In 12542

Charges	No	Unit	Price	Amount
T & H	1	Days	29.11	29.11*
UNLIM M/KM	0	M/Kms		0.00*
CONCESSION FEE RECOVERY				4.64*
AIRPORT FACILITY CHARGE				6.00*
VLf REC				0.60*
GST @5.000 %				2.02

Total Charges CAD 42.37

Deposit

Amount Due CAD 42.37

\* Taxable Items  
Subject to Audit  
Customer Service Number 1-800-445-6664

TRIP#

# Expense Report ~ December 2016

## Pieter Lambooy

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CAS%

POF 2nd Fl 16/12/16 16:28  
Receipt 087011

Short-term parking tkt	
DL -	
15/12/16 15:09	
16/12/16 16:28	
Period 1d1h30'	
(Tax)	\$37.50
Total	\$37.50
Payment Received	\$37.50

Sub Total	\$35.71
Tax 5%	\$1.79

THIS IS YOUR RECEIPT

Terminal: Art-15\_CWT  
Space: 2245  
Valid through: FRIDAY 16 DEC16 11:59 PM

AMOUNT PAID: \$10.00  
RECEIPT NO: 16251  
ENTRY TIME: 12/16/2016 7:33 AM

01071570

THIS IS YOUR RECEIPT

Terminal: Art-15\_CWT  
Space: 2245  
VALID THROUGH: 16DEC16 11:59 PM

AMOUNT PAID: \$10.00  
ENTRY TIME: 12/16/2016 7:33 AM  
RECEIPT NO: 16251

01071571

# of C  
for  
Review  
Panel  
-parking

UNIVERSITY OF CALGARY