

Expense Disclosure Reporting Form

Name: **Philip Hughes, Board Member**

For the Period: **Dec-18**

Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals	Seminar / Conference / Registration fees	Total		
1	26-Nov-18	Edmonton	To attend Audit/Finance Committee and Board of Directors meetings			\$439.31	\$240.00	\$171.39	\$54.00	\$904.70
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								\$904.70		

[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: \$904.70

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	12/3/2018	01. 11/26/2018 at 07:00 AM to 11/27/2018 at 04:30 PM - Edmonton ~ to attend Audit/Finance committee meetings and Board of Directors' meeting.	11/26/2018	11/27/2018	11/26/2018	Meals - Nov 26(breakfast/dinner) and Nov 27(breakfast)	\$54.00	1



YOUR BOOKING IS
CONFIRMED

Booking Reference :

Travel booked/ticket issued on:07 November 2018

Passengers

Mr. Philip G Hughes

Seats

Ticket Number

AC8130 2C

AC8153 2D

Aeroplan

Depart

Economy - Comfort

Monday
26 Nov, 2018

07:00
Calgary
Calgary Int. (YYC), Canada



07:56
Edmonton
Edmonton Int. (YEG), Canada

0 hr 56
AC8130 Economy (A)
Operated by Air Canada Express - Jazz Dash 8-300

 Return

Business Class

Tuesday
27 Nov, 2018

15:40
Edmonton
Edmonton Int. (YEG), Canada





16:35
Calgary
Calgary Int. (YYC), Canada



0 hr 55
Business (P) — *ADJUSTED BELOW*
Operated by Air Canada Express - Jazz CRJ900 |  Wi-Fi

Purchase summary

		1 Adult
Amount paid: \$589.31	 Air Transportation Charges	487.00
Full details can be found in your attached Itinerary/Receipt	 Taxes, fees and charges	102.31
Tax information	GRAND TOTAL	\$589.31
Goods and Services Tax - Canada no. 100092287 RT0001: \$28.06 <i>(20.92.)</i>	Canadian dollars <i>less adjust to economy</i>	<i>\$ 150⁰⁰ (1.14 GST)</i>
		<u><i>439³¹</i></u>

 CANADA, U.S.: 1 (888) 247-2262



MATRIX
HOTEL

Philip Hughes
Canada

Room No. :
Arrival : 11-26-18
Departure Date : 11-27-18
Folio No. :
Conf. No. :
P.O. No. :

Company Name: WCB Workers' Compensation Board
Group Name:

INVOICE

Date	Description	Charges	Credits
11-26-18	Room Revenue	160.00	
11-26-18	Destination Marketing Fee	4.80	
11-26-18	Tourism Levy	6.59	
11-27-18			171.39
		Total Charges	171.39
		Total Credits	171.39
		Balance	0.00

Philip G Hughes

From: Ambassador Limousine Ltd <no-reply@fasttrak-mail.net>
Sent: Wednesday, November 7, 2018 1:56 PM
To:
Subject: Booking Confirmation (Philip Hughes DOS: 11/26/2018 5:00 AM / 05:00)
Attachments: Confirmation.pdf; calendar.ics

Thank you for using Ambassador Limousine Service. Please review your confirmation carefully and call us immediately if you feel that there are any errors. We appreciate your business and welcome feedback.



Ambassador
Limousine Service

Ambassador Limousine Ltd
316 Meridian Road SE
Calgary, AB T2A 1X2
403-299-4910 | www.thecheckergroup.com/limo
reservations@chkr.net
GST: 89950 4831 RT 0001

Confirmation #:

Pick-up Time: 5:00 AM / 05:00

Vehicle Type: Sedan

Ref. PO / Cost Code:

Ordered By: Philip Hughes

Booking Confirmation

Trip Date: Monday, November 26, 2018

Trip Type: Hourly

Trip Category: Departure

Payment Terms: Process

Customer: **Hughes/Philip**

Passenger (Total): **Philip Hughes (1)**

Passenger Cell #:

Corporate Client:

Fax #:

Trip Routing Information

Pick-up: 11/26/2018 5:00 AM / 05:00 (Mon) -

Calgary, AB,

Departure: 11/15/2018 7:20 PM / 19:20 (Thu) - YYC - Calgary International Airport [2000 Airport Road NE, Calgary, AB],
Air Canada

Estimated Charges

Base Charges:	1 @ 75.00 = 75.00
Gratuity:	11.25
Fuel Fee:	7.50
GST:	4.31
PH Discount:	-7.50

TOTAL: **\$90.56**

Terms & Conditions

claimed \$60.00

Philip G Hughes

From: Ambassador Limousine Ltd <no-reply@fasttrak-mail.net>
Sent: Wednesday, November 7, 2018 1:56 PM
To:
Subject: Booking Confirmation (Philip Hughes DOS: 11/27/2018 4:35 PM / 16:35)
Attachments: Confirmation.pdf; calendar.ics

Thank you for using Ambassador Limousine Service. Please review your confirmation carefully and call us immediately if you feel that there are any errors. We appreciate your business and welcome feedback.



Ambassador Limousine Ltd
316 Meridian Road SE
Calgary, AB T2A 1X2
403-299-4910 | www.thecheckergroup.com/limo
reservations@chkr.net
GST: 89950 4831 RT 0001

Booking Confirmation

Trip Date: Tuesday, November 27, 2018
Trip Type: Hourly
Trip Category: Arrival
Payment Terms: Process

Confirmation #:
Pick-up Time: 4:35 PM / 16:35

Vehicle Type: Sedan
Ref. PO / Cost Code:
Ordered By: Philip Hughes
Trip Notes: No luggage

Customer: **Hughes/Philip**
Passenger (Total): **Philip Hughes (1)**
Passenger Cell #:
Corporate Client:
Fax #:

Trip Routing Information

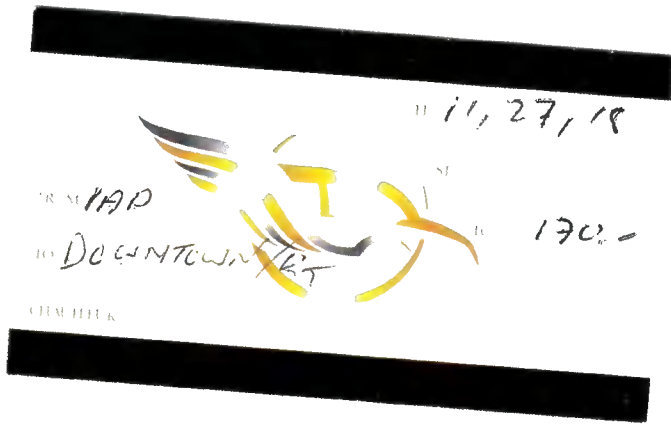
Meet Information: Complimentary airport meet and greet service. A chauffeur bearing a printed meet and greet sign will meet in one of two places, depending on the flight. Domestic Arrivals: Guests will be met just prior to baggage claim. International Arrivals: Guests will be met directly outside of Customs.

Arrival: 11/27/2018 4:35 PM / 16:35 (Tue) - YYC - Calgary International Airport [2000 Airport Road NE, Calgary, AB], Air Canada, #8153, Edmonton International Airport

Drop-off: Calgary, AB,

Estimated Charges

Base Charges:	1 @ 75.00 = 75.00
Gratuity:	11.25
Fuel Fee:	7.50
GST:	4.91
PH Discount:	-7.50
Airport Parking Fee:	12.00
TOTAL:	\$103.16



claimed \$120.00