

## Expense Disclosure Reporting Form

Name: **Philip Hughes**

For the Period: **Feb-13**

### Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accomodation	Meals (includes per diem allowances)	Seminar / Conference / Registration fees	Total
1 Feb 4-5	Edmonton	to attend board of directors' meeting	\$447.56	\$121.29	\$156.06	\$50.00		\$774.91
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>\$774.91</b>

[Notes](#)

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

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

[Notes](#)

**Total claimed for reporting period: \$774.91**

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 Allow	2/12/2013	01. 02/04/2013 at 04:30 PM to 02/05/2013 at 05:15 PM - Edmonton ~ to attend Board of Directors' meeting	2/4/2013	2/5/2013	2/4/2013	Meal allowance for travel to Edmonton for board meeting	\$50.00	1

Philip Hughes. Trip # 1

**Itinerary/Receipt**

[Print Itinerary](#)

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.

[Email Itinerary](#)

[Add to calendar](#)

<b>Passengers</b> Mr Philip Hughes						Airfare	362.00
						Options	0.00
Flight	From	To	Departure	Arrival		Taxes, fees and charges	85.56
AC8152	Calgary (YYC)	Edmonton (YEG)	16:30 Mon 04-Feb 2013	17:24 Mon 04-Feb 2013		<b>Grand Total</b>	<b>\$447.56</b>
AC8175	Edmonton (YEG)	Calgary (YYC)	16:30 Tue 05-Feb 2013	17:16 Tue 05-Feb 2013		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> Mr Philip Hughes	<b>Flight Arrivals and Departures</b> 1-888-422-7533

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Upgrade status
AC8152 <sup>1</sup>	Calgary (YYC) Mon 04-Feb 2013 16:30	Edmonton, Edmonton Int'l (YEG) Mon 04-Feb 2013 17:24	0	0hr54	DH3	-
AC8175 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Tue 05-Feb 2013 16:30	Calgary (YYC) Tue 05-Feb 2013 17:16	0	0hr46	CRJ	-

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

**Passenger Information**

<b>1: Mr Philip Hughes : Adult (16+), Ticket Number:</b>			
Air Canada - Aeroplan	Meal Preference:	<b>Regular</b>	
Payment Card:	Special Needs:	<b>None</b>	
Seat Selection:			

**Purchase Summary**

<b>Fare Summary</b>	
Passenger Type	<b>Adult</b>
Base Fare	<b>338.00</b>
Surcharges	<b>24.00</b>
<b>Taxes, Fees and Charges</b>	
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>

Trip #1

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

Philip Hughes

Page Number : 1  
Guest Number: [REDACTED]  
Folio ID : A  
No. Of Guest: 1  
Room Number : 2011  
Room Rate : 139.00  
Club Account:

Invoice Nbr: [REDACTED]  
Arrive Date: 04-FEB-13 18:07  
Depart Date: 05-FEB-13 08:01

Canada

Email:

Tax Invoice

Tax ID: 861336493RT0005  
The Westin Edmonton 05-FEB-13 08:01 RENESTE1

Date	Reference	Description	Charges	Credits
04-FEB-13	3443			
04-FEB-13	RT2011	Room Charge	139.00	
04-FEB-13	RT2011	GST	7.16	
04-FEB-13	RT2011	DMF	4.17	
04-FEB-13	RT2011	Tourism Levy	5.73	
05-FEB-13				-229.72
		** Total	229.72	-229.72
		*** Balance	-0.00	

\$156<sup>06</sup>  
(7360)  
156<sup>06</sup>

As a Starwood Preferred Guest you have earned at least 638 Starpoints for this visit G300012012

1  
ROOM ONLY

Continued on the next page

Trip #1

**ITEMIZED TRIP RECEIPT**

**AMBASSADOR LIMOUSINE**  
316 Meridian Road SE  
Calgary, Alberta. T2A 1X2  
403-299-4910  
403-248-0584  
www.mylimos.com

**Date:** Tuesday, February 05, 2013

GST #: 899504831

Client Address
<b>Phillip Hughes</b>

Account Number	None
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Email:

<b>Trip Date:</b> 2/4/2013	<b>Pax:</b> Phillip Hughes	<b>Ref #:</b>
<b>Confirm No. :</b> 081036-CV	<b>Ordered by:</b> Phillip Hughes	<b>Standard Hrly/Flat Charges</b> 1.00 42.48 \$42.48
<b>Start Time</b> 2:30 PM <b>End Time</b> 3:30 PM	<b>Vehicle Type</b> Sedan	<b>Overtime/Travel/ 2nd Hr Chgs</b> 0.00 0.00 0.00
<b>Trip Type</b> Departure	<b>Trip Desc</b> (CSS) Flat Rates	<b>Gratuity</b> 15.00% 6.37
<b>Pick-Up:</b>		<b>Extra- Gratuity</b>
		<b>Valet:</b>
		<b>WaitTimeFee:</b>
		<b>Parking:</b>
		<b>Hotel Comm.:</b>
		<b>Food/Drink:</b>
		<b>Car Seat:</b>
		<b>Meet &amp; Greet:</b>
		<b>GST:</b> 2.44
		<b>Fuel Fee:</b>
<b>Drop-off:</b> Airport as directed		<b>Sub-Totals</b> 8.81 51.29
		<b>Credits - Discounts</b> 0.00
		<b>Apr/Ck#:</b>
		<b>Balance:</b> \$0.00

<b>Total Pymts:</b> \$51.29	<b>Credits-Disc:</b> \$0.00	<b>Pymts + Cr-Disc:</b> \$51.29	<b>Balance</b> \$0.00
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Vip #1  
Philip Hughes.

**PRESTIGE**

10135 - 31 Avenue  
Edmonton, Alberta T6N 1C2

**CABS**

**462-4444**

ADMIN. 465-8500  
FAX: 462-2722

THANK YOU/MERCI

Date: 24/02/13 Amount/Montant \$ 60.00 Car/Voiture # \_\_\_\_\_ (GST)  
Driver/Chauffeur: [Signature] G.S.T. # \_\_\_\_\_ (2.86)  
From/De: EIA To/A: Westin



PLEASE CALL AGAIN  
AU PLAISIR DE VOUS REVOIR

10135 - 31 Avenue, Edmonton, AB T6N 1C2

To: \_\_\_\_\_

From: \_\_\_\_\_

Driver: \_\_\_\_\_

Date: 2/05/13

Amount: \$10.00

Car #: \_\_\_\_\_

GST# \_\_\_\_\_

GST  
(.48)

www.edmtaxi.com

**YELLOW CAB**