

Expense Disclosure Reporting Form

Name: **Philip Hughes, Board Member**

For the Period: **Feb-14**

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 Feb 3/4, 2014	Edmonton	Attendance at Board of Directors' meeting	\$373.01	\$235.18	\$156.06	\$31.00		\$795.25
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
Travel Related								\$795.25

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			\$0.00

Notes

Total claimed for reporting period: \$795.25

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
Philip Hughes	Travel Meal Allowance	2/7/2014	01. 02/03/2014 at 03:30 PM to 02/04/2014 at 03:00 PM - Edmonton ~ to attend Board of Directors' meeting.	2/3/2014	2/4/2014	2/3/2014	Meals Feb 3(dinner) and Feb 4 (breakfast)	\$31.00	1

Philip Hughes -
Trip # 1

Your booking is confirmed. Booking reference: |

An email booking confirmation has been sent to:

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Mr Philip G Hughes

Flight	From	To	Departure	Arrival
AC8150	Calgary (YYC)	Edmonton (YEG)	15:30 Mon 03-Feb 2014	16:23 Mon 03-Feb 2014
AC8147	Edmonton (YEG)	Calgary (YYC)	14:00 Tue 04-Feb 2014	14:53 Tue 04-Feb 2014

Tax	286.00
Ticket	0.00
Taxes, Fees and Charges	87.01
Travel Insurance	Purchase Travel Insurance
Grand Total	\$373.01
Canadian dollars	

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.



13.69
GST
(on fare)

Booking Information



Booking Reference:

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Mr Philip G Hughes

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8150 ¹	Calgary (YYC) Mon 03-Feb 2014 15:30	Edmonton, Edmonton Int'l (YEG) Mon 03-Feb 2014 16:23	0	0hr53	DH3	Flex, G	
AC8147 ¹	Edmonton, Edmonton Int'l (YEG) Tue 04-Feb 2014 14:00	Calgary (YYC) Tue 04-Feb 2014 14:53	0	0hr53	DH3	Flex, W	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

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

Air Canada - Aeroplan :

Payment Card:

Seat Selection: AL

Meal Preference:

Special Needs:

None

None

Purchase Summary

Fare Summary

Total charge for 1 adult	
Air Transportation Charges	
Departing Flight (Flex) (including surcharges)	107.00
Return Flight (Flex) (including surcharges)	179.00
Options	0.00

Philip Hughes
Trip # 1

Mr Philip Hughes

Room Number: 1110
Arrival Date: 02-03-14
Departure Date: 02-04-14
Page No: 1 of 1
Confirmation No: 12184831

Canada

INFORMATION INVOICE

Folio No:

02-04-14

Date	Description	Charges	Credits
02-03-14	Room Revenue	139.00	
02-03-14	Destination Marketing Fee - 3%	4.17	
02-03-14	Tourism Levy - 4%	5.73	
02-03-14	Room GST - 5%	7.16	
Total		156.06	0.00
Balance		156.06	

Signature:

I agree that my liability for all charges 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. C.S.T. #86634-4302 R1 0001

316 Meridian Road SE
Calgary, AB Canada T2A 1X2
Telephone : 403-974-1149
Email: limobilling@thecheckergroup.com

Date: 02/06/14
GST# 899504831

*Philip Hughes.
Trip #1*

Trip Date: 02/03/14 PAX: Philip Hughes
Confirm No: 5674 OrderedBy: Philip
Pickup Time: 01:30 PM Dropoff Time: 02:30 PM
Vehicle Type: Sedan TRIP Type: Private Booking

Pickup:
Calgary AB
Other Stops:

Dropoff: (Calgary International Airport)
01:30 PM Type: Domestic
Air Canada, AC Flt. City: Edmonton

Instructions: M&G Cell #

Charges

Base Fare: \$42.48
Gratuity: 6.37
GST: 2.44
Total: \$51.29

Paid By:
Total paid: \$51.29
Balance: \$0.00



Ambassador
Limousine Service

Contact Information:

(403) 299-4910
(866) 279-1999
limobilling@thecheckergroup.com

316 Meridian Road SE
Calgary, AB Canada T2A 1X2
Telephone : 403-974-1149
Email: limobilling@thecheckergroup.com

Date: 02/05/14
GST# 899504831

Philip Hughes
Trip #1

Trip Date: 02/04/14 PAX: Philip Hughes
Confirm No: 5675 OrderedBy: Philip
Pickup Time: 02:53 PM Dropoff Time: 03:53 PM
Vehicle Type: Sedan TRIP Type: Private Booking
Pickup: (Calgary International Airport)
02:53 PM Domestic
Air Canada, AC City: Edmonton
8147 None
Other Stops:

Dropoff:
Calgary AB
Instructions: M&G Cell #

Charges
Base Fare: \$42.48
Parking Charge: 6.00
Gratuity: 6.37
GST: 2.74
Total: \$57.59

Paid By:
Total paid: \$57.59
Balance: \$0.00



Ambassador
Limousine Service

Contact Information:
(403) 299-4910
(866) 279-1999
limobilling@thecheckergroup.com

charge 60.00 only (per Philip Hughes)

PRESTIGE CABS 780.462.4444
GST# CHANGE \$60.00 ONLY
Date: 02, 01, 14 Amount: 75.00
Driver: W.A Car#: _____
From: DOWNTOWN
To: IAP
10135-31 Avenue, Edmonton, AB T6N 1C2

Charge 60.00 only (per Philip Hughes)

PRESTIGE CABS 780.462.4444
GST# CHANGE \$60.00 ONLY
Date: 03, 02, 14 Amount: 75.00
Driver: W.A Car#: _____
From: IAP
To: DOWNTOWN
10135-31 Avenue, Edmonton, AB T6N 1C2

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

Philip Hughes
 Trip #1

Ground Transportation Confirmation

Date Printed: 11/1/2013

Client - Philip Hughes Ordered by: Phillip Hughes

Service Date: Monday, November 18, 2013	Confirmation # 110113-121209-as	Ref/PO#:
Pickup Time 3:30PM / 1530 Hrs	Pymt Terms Process	Regular Hrly/Flat Chrgs: \$42.48
Drop-Off Time 4:30PM / 1630 Hrs	Vehicle Type Sedan	OT or 2nd HR Chg: 0.00
Passenger Philip Hughes + 0	Trip Category Departure	Disc: 0.00% Gratuity 15.00%
Fax Number	Loc / Activity (CSS) Flat Rates	BASE Charges - Est \$51.29

2.03

PICK-UP:
 [Confirmed-11/18/2013-1:50 PM-AS]

Drop Location or Routing: PORT As directed
 Airport

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 & a minimum of 6 hours cancellation notice required on all specialty vehicles. All Wedding & Graduation bookings require a 50% 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 or called in to 403-299-4910. A 35% 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.

Service Date: Tuesday, November 19, 2013	Confirmation # 110113-121301-as	Ref/PO#:
Pickup Time 2:52PM / 1452 Hrs	Pymt Terms Process	Regular Hrly/Flat Chrgs: \$42.48
Drop-Off Time 3:52PM / 1552 Hrs	Vehicle Type Sedan	OT or 2nd HR Chg: 0.00
Passenger Philip Hughes + 0	Trip Category Arrival	Disc: 0.00% Gratuity 15.00%
Fax Number	Loc / Activity (CSS) Flat Rates	BASE Charges - Est \$57.59

2.02

PICK-UP: PORT As directed
 ACC147
 [Confirmed-11/1/2013-1:50 PM-AS]

Drop Location or Routing:

Claimed 51.29

*Expense should have been 57.59 (November 18/13)
 (6.30 pd. to Philip Hughes)
 on claim Feb 3/4, 2014.*

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 & a minimum of 6 hours cancellation notice required on all specialty vehicles. All Wedding & Graduation bookings require a 50% 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 or called in to 403-299-4910. A 35% 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.