

Expense Disclosure Reporting Form

Name: **Philip Hughes, Board Member**

For the Period: **Feb-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 Feb 2-3, 2015	Edmonton	to attend Board of Directors' meeting	\$369.86	\$241.98	\$155.32	\$47.00		\$814.16
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								\$814.16

Notes

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

Dates	Purpose	Expense Category	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: \$814.16

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	2/6/2015	01. 02/02/2015 at 03:30 PM to 02/03/2015 at 03:00 PM - Edmonton ~ to attend Board of Directors' meeting.	2/2/2015	2/3/2015	2/2/2015	Meals - Feb 2 (dinner), Feb 3 (breakfast/lunch)	\$47.00	1

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				Airfare	278.00	
Flight	From	To	Departure	Arrival	Options	0.00
ACB150	Calgary (YYC)	Edmonton (YEG)	15:30 Mon 02-Feb 2015	16:25 Mon 02-Feb 2015	Taxes, fees and charges	91.86
ACB147	Edmonton (YEG)	Calgary (YYC)	14:00 Tue 03-Feb 2015	14:53 Tue 03-Feb 2015	Travel Insurance	Purchase travel Insurance
Grand Total					Canadian dollars	\$369.86

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

Booking Reference:	Customer Care
Electronic Ticketing confirmed. This is your official itinerary/receipt.	Air Canada 1-888-247-2262
Main Contact: Mr Philip G Hughes	Flight Arrivals and Departures 1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
ACB150 ¹	Calgary (YYC) Mon 02-Feb 2015 15:30	Edmonton, Edmonton Int'l (YEG) Mon 02-Feb 2015 16:25	0	0hr55	DH4	Flex, G	
ACB147 ¹	Edmonton, Edmonton Int'l (YEG) Tue 03-Feb 2015 14:00	Calgary (YYC) Tue 03-Feb 2015 14:53	0	0hr53	DH4	Flex, G	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mr Philip G Hughes : Adult (16+), Ticket Number	
Air Canada - Aeroplan	Meal Preference: None
Payment Card: xx	Special Needs: None
Seat Selection: AC	

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	132.00
Return Flight - Flex	122.00
Surcharges	24.00
Taxes, Fees and Charges	

Hughes Trip #1

Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	17.61
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	369.86
Number of passengers	x 1
Total with options	369.86
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$369.86

Payment Information

Credit/Debit Card ~~xxxx-xxxx-x~~ Amount paid: \$369.86
 The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$369.86 (Airfare - per ticket)

Ticket number(s) _____

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Flex

Return Flight Edmonton (YEG) To Calgary (YYC) - Flex

- Changes:**

- Prior to day of departure - Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- Same-day confirmed changes at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- Same-day standby is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

- Cancellations:**

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who no-show their flight will forfeit the fare paid.
- Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

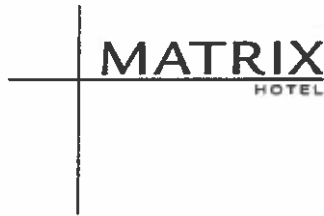
Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Calgary (YYC) To Edmonton (YEG) - Flex

Return Flight : Edmonton (YEG) To Calgary (YYC) - Flex

Regular Baggage Allowance	1st bag:	2nd bag:
	Complimentary	\$25.00 CAD + taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an



Hughes Trip #1

Mr Philin Hughes

Room Number: 0409
Arrival Date: 02-02-15
Departure Date: 02-03-15
Page No: 1 of 1
Confirmation No 17401333

Canada

INFORMATION INVOICE

Folio No: 205157

02-04-15

Date	Description	Charges	Credits
02-02-15	Room Revenue	145.00	
02-02-15	Destination Marketing Fee - 3%	4.35	
02-02-15	Tourism Levy - 4%	5.97	
02-03-15	XXXXXXXXXX		155.32
Total		155.32	155.32
Balance		0.00	

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. G S T. #105631154 RT 0001

Hughes Trip#1

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

ITEMIZED TRIP RECEIPT

Date: 02/04/15
GST# 899504831

Trip Date: 02/02/15
Confirm No: 29194
Reference No:
Pickup Time: 01:30 PM
Vehicle Type: Sedan
Pickup:
Calgary AB
Other Stops:

PAX: Philip Hughes
OrderedBy: Phillip Hughes
Dropoff Time: 02:30 PM
TRIP Type: Private Booking

Dropoff: (Calgary International Airport)
12:00 AM Type: Domestic
Flt. City:

Instructions:

Charges

Base Fare: \$48.20
Fuel fee: 4.82
Gratuity: 6.51
GST: 2.74
Discount: 4.82
Total: \$67.46

CC Charge:

Amt: \$57.45

Date: 02/04/15 11:01

Paid By

\pr: 102757

Total paid: 50
Balance: \$0.00



**Ambassador
Limousine Service**

Reservations Contact Information:

(403) 299-4910

(866) 279-1999

%%MAINEMAIL%%

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

ITEMIZED TRIP RECEIPT

Hughes Trip#1

Date: 02/04/15
GST# 899504831

Trip Date: 02/03/15 PAX: Philip Hughes
Confirm No: 29195 OrderedBy: Phillip Hughes
Reference No:
Pickup Time: 03:04 PM Dropoff Time: 04:04 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:

Charges

Base Fare: \$48.20
Fuel fee: 4.82
Parking Charge: 6.75
Gratuity: 6.51
GST: 3.07
Discount: 4.82
Total: \$64.53

CC Charge: Amt: \$64.53 Date: 02/04/15 11:01


Paid By Apr: 103613
Total paid: \$0
Balance: \$0.00



**Ambassador
Limousine Service**
Reservations Contact Information:
(403) 299-4910
(866) 279-1999
%%MAINEMAIL%%

Hughes Trip #1

From Airport
To Malina
Time _____
Date 2 Feb 2015
Trip Amount 75.00
Driver Name _____
Car Number _____
GST _____

DATE: 03/02/15
GST: _____
FROM: WED 
TO: IAP TOTAL: 75
CHAUFFEUR: W.A.

Taxi fares to/from Edmonton airport.
Charge 60 each way per PH.