

Expense Disclosure Reporting Form

Name: Wendy King, VP Operations & Chief Information Officer

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	2-Feb-15	San Francisco	to attend CIO Forum 2015	\$697.93				\$697.93
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								\$697.93

Notes

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

Dates	Purpose	Expense Category	Total
1	9-Feb-15 Business lunch with external party	business meal	\$44.49
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			\$44.49

Notes

Total claimed for reporting period: \$742.42

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Review Flight Details

 Time remaining to **complete this page:** **9:24** [Learn more](#)

 The grand total shown includes all taxes, fees, carrier surcharges (where applicable) and other charges. Fares shown are the best available uniform rates at this time for the number of tickets requested and the selected travel times and dates. Prices are not guaranteed [until payment has been processed](#), and tickets have been issued.

Review your itinerary

Flight	From	To	Date	Depart	Arrive	Stops	Duration	Aircraft	Fare Type	Meal Service
	Edmonton, Edmonton Int'l (YEG)	San Francisco, San Francisco Int'l (SFO) Terminal 3				0	3hr20	CR7	Flex , G	
	San Francisco, San Francisco Int'l (SFO) Terminal 3	Edmonton, Edmonton Int'l (YEG)				0	2hr51	CR7	Flex , G	

Operated by:

¹ United Express/Skywest

Review final quote details

[Modify your search](#)

Fare Summary

Total charge for 1 adult

Air Transportation Charges

 Departing Flight ([Flex](#))
 (including [surcharges](#))

272.50

[Details](#)
 Return Flight ([Flex](#))
 (including [surcharges](#))

272.50

Taxes, Fees and Charges

152.93

Grand Total - Canadian dollars

6697.93

[Convert currency](#)
 for informational purpose only

Review the fare rules and the general conditions of carriage

Departing Flight Edmonton (YEG) To San Francisco (SFO) - Flex

Changes:

- Prior to day of departure - **Change fee** per transaction, per passenger, is \$200 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 transaction, 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)
- Flight** This is a [codeshare](#) flight with United Express/Skywest Airlines. For important information regarding certain rules applied on United Airlines (e.g. baggage allowance and fees), please visit www.united.com. You can also learn more about [Aeroplan mileage accumulation](#) for this flight.
- Read complete [fare rules](#) applicable to this fare.

Return Flight San Francisco (SFO) To Edmonton (YEG) - Flex

Changes:

- Prior to day of departure - **Change fee** per transaction, per passenger, is \$200 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.

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View Air Canada's [General Conditions of Carriage and Tariffs](#) and [hazardous materials restrictions](#).

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By clicking on 'I accept, Continue' below, you confirm that you have read and accept Air Canada's fare rules, General Conditions of Carriage and Tariffs and hazardous materials restrictions above.

I accept, Continue

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Upper Crust
 Edmonton, Alta
 G.S.T.# 10546 1701 RT

UPPER CRUST CATERERS L
 10909 86 AVE T6G0W8
 EDMONTON AB
 01859941

73 Evan

Check: 1158 Guests: 1
 Table: 58-1

02/06/2015 11:37AM

02-06-2015 12:50:54
 Acct # S
 Exp Date Card Type MC
 Name: WENDY GOSSE

2	Pop	5.00
1	Med Salad	12.95
1	French Onion	7.50
1	Caesar Salad Small	7.25
1	Add Chicken	3.00

Trace # 540018 Operator 073
 FS2234750001
 Auth # 614510 RRN 001381018

SUBTOTAL	35.70
GST	1.79
TOTAL DUE	\$37.49

Purchase	\$37.49
Tip	\$7.00
Total	\$44.49

*****PLEASE PAY SERVER*****

Retain this copy for your records
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