

## Expense Disclosure Reporting Form

**Name:** Philip Hughes, Board Member

**For the Period:**

**Feb-16**

### 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 1-2, 2016	Edmonton	attendance at Board of Directors' meeting	\$279.56	\$241.98	\$155.32	\$47.00		\$723.86
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>\$723.86</b>

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
<b>Non-Travel Related</b>		<b>\$0.00</b>

Notes

<b>Total claimed for reporting period:</b>	<b>\$723.86</b>
--	-----------------

**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	2/10/2016	01. 02/01/2016 at 04:30 PM to 02/02/2016 at 02:45 PM - Edmonton ~ to attend Board of Directors' meeting.	2/1/2016	2/2/2016	2/1/2016	Meals - dinner (Feb 1), breakfast/lunch (Feb 2)	\$47.00	1

Hughes Trip #1

Your booking is confirmed. Booking referenc

An email booking confirmation has been sent to

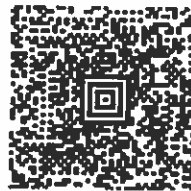
Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Mr Philip G Hughes

Flight	From	To	Departure	Arrival
AC8150	Calgary (YYC)	Edmonton (YEG)	16:35 Mon 01-Feb 2016	17:27 Mon 01-Feb 2016
AC8147	Edmonton (YEG)	Calgary (YYC)	13:50 Tue 02-Feb 2016	14:44 Tue 02-Feb 2016

Air Transp Charges	172.00
Options	20.00
Taxes, fees and charges	87.56
Travel Insurance	Purchase travel insurance
<b>Grand Total</b>	<b>\$279.56</b>
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.



### Booking Information

Booking Reference:

Customer Care

Air Canada  
1-888-247-2262

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

Flight Arrivals and Departures  
1-888-422-7533

Main Contact:

Mr Philip G Hughes

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8150 <sup>1</sup>	Calgary (YYC) Mon 01-Feb 2016 16:35	Edmonton, Edmonton Int'l (YEG) Mon 01-Feb 2016 17:27	0	0hr52	DH4	Tango, A	
AC8147 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Tue 02-Feb 2016 13:50	Calgary (YYC) Tue 02-Feb 2016 14:44	0	0hr54	DH4	Tango, A	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

Hughes Trip #1

## Passenger Information

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

Air Canada - Aeroplan	Meal Preference:	None
Payment Card:	Special Needs:	None
Seat Selection:		

## Purchase Summary

### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Tango	79.00
Return Flight - Tango	69.00
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	12.31
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	258.56
Number of passengers	x 1
Total with options	258.56
<b>Seat Selection</b>	
Mr Philip G Hughes	
ard Seat (Aisle)	10.00
d Seat (Aisle)	10.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.00
Total with options and seat selection fee:	279.56
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$279.56</b>

### Payment Information

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$258.56 (Air Transp. Charges - per ticket)
- Air Canada: \$21.00 (Advance Seat Selection - for passenger 1)

Ticket number

## Fare Rules

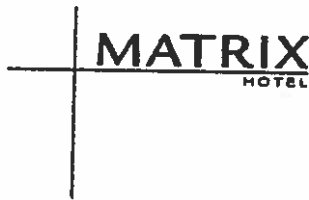
Departing Flight Calgary (YYC) To Edmonton (YEG) - Tango

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

### • Changes:

- Prior to day of departure - Change fee per direction, per passenger, is \$75 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 subject to availability and are permitted only for same-day flights at a fee of \$100 CAD/USD per direction, per passenger.
- Same-day standby at the airport 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).

14/01/2016



Hughes Trip#1

Mr Philip Hughes

Room Number: 1210  
Arrival Date: 02-01-16  
Departure Date: 02-02-16  
Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Folio No:

02-02-16

Date	Description	Charges	Credits
02-01-16	Room Revenue	145.00	
02-01-16	Destination Marketing Fee - 3%	4.35	
02-01-16	Tourism Levy - 4%	5.97	
02-02-16			155.32
<b>Total</b>		<b>155.32</b>	<b>155.32</b>
<b>Balance</b>		<b>0.00</b>	

**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. #866344302 RT 0001

# Trip Confirmation

Reservation #: Leg 1: "49713"  
Leg 2: "49714"

Hughes Trip #1

**Ambassador Limousine and Shuttling Services**  
316 Meridian Road SE  
Calgary, AB Canada T2A 1X2  
reservations@chkr.net  
Phone: (403) 299-4910  
Fax: (403) 248-0584



## Departures Reservation# "49713"

### Customer Information

Madeby Name: Phillip Hughes  
Madeby Phone#:   
Reference #:

### Trip Information

Philip Hughes  
Date: Monday, February 01, 2016  
Time: 02:30 PM Drop: 03:30 PM  
Cell: PAX: 1  
Vehicle Type: Sedan

### Pickup Information

Address:   
City:   
Cross St.

### Dropoff Information

Address: (Calgary International Airport)  
Flt. Time: 12:00 AM Type: Domestic  
Airline: Air Canada, AC Flt. City:  
Flight#:

### Extra Stops

Extra Stops

### Special Instructions / Details

### Billing Information

Base Fare: \$48.20  
Fuel fee: 4.82  
Gratuity: 6.51  
GST: 2.74  
Discount: 4.82  
Total: \$57.45

### Terms and Conditions

Thank you for allowing us to serve your transportation needs.

Please contact Ambassador Limousine if any of the above information is inaccurate. All changes or inaccuracies in reservations must be emailed to reservations@chkr.net or called in to 403-299-4910 or 1-866-279-1999

**Acceptance of Service:** This is a copy of your confirmation, not an invoice. By receiving this confirmation, you are accepting accountability for the charges, detailed above, including any overages, after services rendered.

**Airport Arrivals:** All guests are provided with complimentary airport meet and greet services. A chauffeur bearing a printed meet and greet sign will meet you in one of two places, depending on your flight. **Domestic Arrivals:** Guests will be met at baggage claim. **International Arrivals:** Guests will be met directly outside of Customs.

**Damages:** No smoking is permitted in any of our vehicles. Should smoking be reported, you will be subject to a cleaning fee. Vandalizing or damaging any part of the vehicles is subject to additional charges for repair/replacement.

**Lost Items:** Ambassador Limousine will not be held responsible for any lost or damaged articles. However, any lost items will be looked for and available for pickup if found.

**Billing:** Credit card payments will be pre-authorized up to 7 days prior to your reservation. Final billing will be processed the following business day. Please inquire if you're interested in setting up a corporate account.

**Deposits:** All Wedding and Graduation bookings require a 50 percent non-refundable deposit at the time of booking. A 35 percent deposit is required for any group of reservations of over \$5000.00.

**Cancellation:** One hour cancellation required on all sedan transfers and a minimum of six hours cancellation notice required on all other vehicles. Vehicle types are subject to change without notice.

**Feedback:** Any and all feedback is appreciated. Ambassador Limousine encourages you to share your experiences through our survey system, <http://www.limo4survey.com/AmbassadorLimo>

# Trip Confirmation

**Ambassador Limousine and Shuttling Services**  
316 Meridian Road SE  
Calgary, AB Canada T2A 1X2  
reservations@chkr.net  
Phone: (403) 299-4910  
Fax: (403) 248-0584

Reservation #: Leg 1: "49713"  
Leg 2: "49714"

Hughes  
Trip #1



## Arrivals Reservation# "49714"

<b>Customer Information</b>		<b>Trip Information</b>	
Madeby Name: Phillin Hughes Madeby Phone#: Reference #:		Philip Hughes Date: Tuesday, February 02, 2016 Time: 02:44 PM Drop: 03:44 PM Cell: PAX: 1 Vehicle Type: Sedan	
<b>Pickup Information</b>		<b>Dropoff Information</b>	
Address: (Calgary International Airport) Flt Time: 02:44 PM Domestic Airline: Air Canada, AC City: Edmonton Flight#: 8147 None Cross St.		Address: City:	
<b>Extra Stops</b>			
Extra Stops:			
<b>Special Instructions / Details</b>		<b>Billing Information</b>	
		Base Fare: \$48.20 Fuel fee: 4.82 Parking Charge: 6.75 Gratuity: 6.51 GST: 3.07 Discount: 4.82 Total: \$64.53	

<b>Terms and Conditions</b>
<p>Thank you for allowing us to serve your transportation needs. Please contact Ambassador Limousine if any of the above information is inaccurate. All changes or inaccuracies in reservations must be emailed to reservations@chkr.net or called in to 403-299-4910 or 1-866-279-1999</p> <p>Acceptance of Service: This is a copy of your confirmation, not an invoice. By receiving this confirmation, you are accepting accountability for the charges, detailed above, including any overages, after services rendered.</p> <p>Airport Arrivals: All guests are provided with complimentary airport meet and greet services. A chauffeur bearing a printed meet and greet sign will meet you inside of the airport, depending on your flight. Domestic Arrivals: Guests will be met at baggage claim. International Arrivals: Guests will be met directly outside of Customs.</p> <p>Damages: No smoking is permitted in any of our vehicles. Should smoking be reported, you will be subject to a cleaning fee. Vandalizing or damaging any part of the vehicles is subject to additional charges for repair/replacement.</p> <p>Lost Items: Ambassador Limousine will not be held responsible for any lost or damaged articles. However, any lost items will be looked for and available for pickup if found.</p> <p>Billing: Credit card payments will be pre-authorized up to 7 days prior to your reservation. Final billing will be processed the following business day. Please inquire if you're interested in setting up a corporate account.</p> <p>Deposits: All Wedding and Graduation bookings require a 50 percent non-refundable deposit at the time of booking. A 35 percent deposit is required for any group reservations of over \$5000.00.</p> <p>Cancellation: One hour cancellation required on all sedan transfers and a minimum of six hours cancellation notice required on all other vehicles. Vehicle types may change without notice.</p> <p>Feedback: Any and all feedback is appreciated. Ambassador Limousine encourages you to share your experience through our survey system. <a href="http://www.LimoShuttling.com/AmbassadorLimo">http://www.LimoShuttling.com/AmbassadorLimo</a></p>

Hughes Trip #1

per Philip Hughes  
charge 120. for  
roundtrip to/from  
Edmonton airport.

**PRESTIGE** 0000  
**CABS**

780.462.4444

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

Date: 2015, 02, 02 Amount: 120.<sup>00</sup>/<sub>100</sub>

Driver: W.A Car#: 864

From: IAP DT/RT

To: IAP

10135-31 Avenue, Edmonton, AB T6N 1C2

