

Expense Disclosure Reporting Form

Name: Mary Phillips-Rickey, Board Member

For the Period: Feb-19

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	7-Jan-19	Calgary		\$158.00	\$167.28	\$81.00		\$406.28
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								\$406.28

[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
Non-Travel Related		\$0.00

[Notes](#)

Total claimed for reporting period: \$406.28

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
Mary Phillips-Rickey	Travel Meal Allowance	2/8/2019	01. 01/06/2019 at 11:00 AM to 01/07/2019 at 07:00 PM - Calgary ~ Travel from Edmonton to Calgary and return to attend CEO Recruitment meeting	1/6/2019	1/7/2019	1/6/2019	Jan 6/7 - Meals (bkfst, lunch & 2 dinner) + per diem	\$81.00	1



ITINERARY/RECEIPT

2019-01-07

Website User

You can reach us at:
Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2019-01-03				2019-01-06	2019-01-07	-	Website User

Travellers:

Phillips-Rickey/Mary

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
EDMCAL 12:00 YYC.	4 hrs 5 mins		1	\$ 67.62	\$ 71.00

Assigned to: 12A

Departs Edmonton (EDMTO / ETO 10014 104 St) at 12:00 on 2019-01-06.

Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 16:05 on 2019-01-06.

CALEDM 14:00 YYC.	4 hrs 5 mins		1	\$ 67.62	\$ 71.00
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Assigned to: 02A

Departs Calgary (CALTO / CTO 205 9 Ave SE) at 14:00 on 2019-01-07.

Arrives Edmonton (EDMTO / ETO 10014 104 St) at 18:05 on 2019-01-07.

Payments Received:

DATE	GUEST	REFERENCE	AMOUNT
2019-01-03	Mary Phillips-Rickey		\$ 142.00

BASE PRICE:	\$ 135.24
DISCOUNTS:	\$ 0.00
SERVICE CHARGES:	\$ 0.00
GST:	\$ 6.76
INVOICE TOTAL:	\$ 142.00
PAYMENTS RECEIVED:	\$ 142.00
BALANCE DUE:	\$ 0.00

PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN. PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M. departures; 3 hours notice prior to P.M. departures must be given. All Camrose Departures require 30 minutes notice. December 14 - January 4 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. **Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices** **Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time** Corporate Billing Accounts: Payment due 30 days after completion of trip.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication



133 9th Avenue SW,
 Calgary, AB, Canada T2P 2M3
 T (403) 262-1234 F (403) 260-1260
 G.S.T. Registration # 846543619

Room :
 Folio # :
 Cashier # :
 Page # : 1 of 1

Ms Mary Phillips-Rickey
 Canada

Arrival : 01-06-19
 Departure : 01-07-19

Date	Description	Additional Information	Charges	Credits
01-06-19	Room Charge		149.00	
01-06-19	Calgary Destination Marketing F		4.47	
01-06-19	Alberta Tourism Levy (4%)		6.14	
01-06-19	Room GST		7.67	
01-06-19	Visa			167.28
Total			167.28	167.28

Balance Due 0.00

GST Summary

Room 7.67
 F&B 0.00
 Other 0.00
 Total 7.67

YELLOW CAB

780.462.3456
 call or text your address to book your cab

GST# _____

Date: Jan-07-19 Amount: 167.28

Driver: Khalid Car#: 394

From: _____

To: _____

10135-31 Avenue, Edmonton, AB T6N 1C2



Thank you for choosing Fairmont
 To provide feedback about your stay, please contact Sunny Joseph
 We also invite you to share memories of your experience on our c

Merci d'avoir choisi Hôte
 Vous pouvez nous faire part de vos commentaires au sujet de votre
 Sunny.Joseph@fairm

Nous vous invitons également à partager vos observations ou photos sur nos
 (seulement).

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 États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
 I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

**Thank you for choosing to stay with Fairmont Hotels & Resorts
 Merci d'avoir choisi les Hôtels Fairmont**