

## Expense Disclosure Reporting Form

Name: **Roxy Shulha-McKay, VP Employee & Corporate Services**

For the Period:

**Jan-19**

### Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals	Seminar / Conference / Registration fees	Total
1	7-Jan-19	Calgary	To attend CEO recruitment interviews	\$511.61	\$217.25	\$150.55	\$67.79	\$947.20
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>\$947.20</b>

[Notes](#)

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

Dates	Purpose		Total
1	2-Jan-19	Business meeting with two board members	\$11.00
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>\$11.00</b>

[Notes](#)

**Total claimed for reporting period: \$958.20**



Roxy attending  
Mtg in Calgary  
Jan 7.

### eTicket Receipt

Prepared For  
SHULHAMCKAY/ROXY MRS

RESERVATION CODE	
ISSUE DATE	03Jan19
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

### Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
07Jan19	WESTJET WS 3238  Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA  Time 06:30	CALGARY INTL AB, CANADA  Time 07:36	Seat Number 05A - (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis Not Valid After 07JAN20
07Jan19	WESTJET WS 3145  Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA  Time 16:15	EDMONTON INTL AB, CANADA  Time 17:13	Seat Number 05B - (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis Not Valid After 07JAN19

### Allowances

<p><b>Baggage Allowance</b>          YEG to YYC - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters          Prices of additional baggage pieces:          1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters          YYC to YEG - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters          Prices of additional baggage pieces:          1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters          ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC  <b>Carry On Allowances</b>          YEG to YYC , YYC to YEG - 1 Piece (WS - WESTJET)  <b>Carry On Charges</b>          YEG to YYC , YYC to YEG - (WS - WESTJET) - Carry-on fees unknown - contact carrier</p>
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## Payment/Fare Details

<b>Form of Payment</b>	<b>CREDIT CARD</b>
<b>Fare Calculation Line</b>	YEA WS YYC235.00WS YEA154.00CAD389.00END
<b>Fare</b>	<b>CAD 389.00</b>
<b>Taxes/Fees/Carrier-Imposed Charges</b>	<b>CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)</b>
	<b>CAD 21.36 XG8 (GOODS AND SERVICES TAX (GST))</b>
	<b>CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)</b>
	<b>CAD 60.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))</b>
	<b>CAD 3.00 XG9 (GOODS AND SERVICES TAX (GST))</b>
<b>Total Fare</b>	<b>CAD 511.61</b>

**Positive identification required for airport check in**

**Notice:**

**QST # 1202807956TQ0001 GST # 866112535**

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

[Important Legal Notices](#)



Hyatt Regency Calgary  
 700 Centre Street SE  
 Calgary, AB, Canada T2G 5P6  
 Tel: 403-717-1234  
 Fax: 403-537-4444  
 calgary.hyatt.com

**INFORMATION INVOICE**

Roxy Shulha-Mckay

Room No. 1205  
 Arrival. 01/06/19 Sun  
 Departure 01/07/19 Mon  
 Page No. 1 of 1  
 Folio Window  
 Folio  
 Invoice

Membership  
 Bonus Code  
 Confirmation No.  
 Group Name

Date	Description	Charges	Credits
01/06	- Room Service Dinner Food	37.17 *	
01/06	Accommodation	134.10 ✓	
01/06	DMF 3.0%	4.02 ✓	
01/06	Alberta Room Tax 4.0%	5.52 ✓	
01/06	Room - GST 5.0%	6.91 ✓	
01/07	- Room Service Breakfast Food	30.62 *	
01/07			-218.34

Acc 134.10  
 4.02  
 5.52  
 6.91  
 -----  
 150.55 accommodation

\* Meals = \$37.17 + \$30.62 = \$67.79

Total	218.34	-218.34
Balance		0.00

**Guest Signature**

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 or the full amount of these charges. If I do not check out in the Lounge with a host, I authorize the hotel to process all charges incurred during the stay to the credit card I presented at the time of check-in.

Please direct any billing inquiries/concerns to:  
 Email: na.customerservice@hyatt.com  
 Phone: 1-888-472-2870

VEHICLE ID: 1110  
TRIP NUMBER: 18708755  
CHECKER/YELLOW CAB  
316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

Merchant ID: 432765KZ  
Driver ID: 4469  
Record Num.: 0002

Sale

Entry Method: Chip

Amount: \$ 38.60  
Tip: \$ 7.40  
Total: CAD\$ 46.00

2019-01-07 14:12:19

Exp Code: 00  
VR: 0000000000

CHICKEN  
CHECKER  
prvd: Online Batch: 01286  
V Ref #: 116158KN00107

RECEIPT  
NO SIGNATURE REQUIRED  
THANK YOU  
CAB (403) 299-1111  
THE ALLIED GROUP, C

Flat Rate Cabs  
3418 21A ST  
EDMONTON, AB, T6T 0B3  
7804694222

TERM #  
RECORD #  
HOST INVOICE #  
HOST SEQ #

CARD  
CREDIT D  
2019/01/07 19:15:53

PURCHASE  
AMOUNT \$55.00  
TIP \$8.25  
TOTAL \$63.25

AUTH#:  
HTS#:  
TRANSACTION  
APPROVED 000  
THANK YOU

CUSTOMER COPY

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#581

SALE

Batch #: 194  
01/06/19 19:59:43  
APPR CODE: 08290S

AMOUNT \$40.50  
TIP \$7.50  
TOTAL \$48.00

00 - APPROVED - 001

THANK YOU

CUSTOMER COPY



Sherwood Park  
780-469-4222  
780-667-TAXI (8294)

Call us for flat rates 780-243-8700

Account Name: R SHULHA-MCKAY  
Date: JAN 6, 2019 Time: 4:00 PM  
From:  
To: AIRPORT

Print Name: .....

Unit No: ..... Amount \$: 10-

GST #813481116

Please Check Amount Before Signing

CASH

Other transportation = \$46.00+\$63.25+\$48.00+\$60.00 = \$217.25

CREDO COFFEE  
10134 104 STREET NORTH  
WE  
EDMONTON AB

CARD  
CARD TYPE  
DATE 2019/01/02  
TIME 0559 10:47:46  
RECEIPT NUMBER

-----  
PURCHASE  
TOTAL

**\$11.00**  
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meeting with two board members

**APPROVED**

FF/DT 00

AUTH#

THANK YOU

**NO SIGNATURE REQUIRED**

MERCHANT COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS