

Expense Disclosure Reporting Form

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

For the Period: **June, 2013**

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	13-Jun-13	Calgary	Attended the Annual General Meeting in Calgary	\$528.41	\$108.40			\$636.81
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								\$636.81

Notes

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

Dates	Purpose	Expense Category	Total
2	12-Jun-13 Parking for Peter Jensen Session - Divisional Leadership Retreat	Parking	\$6.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
Non-Travel Related			\$6.00

Notes

Total claimed for reporting period: \$642.81

ASSOCIATED CAB ALTA LTD
387 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2013/06/13
PICK-UP TIME: 09:40
DROP-OFF TIME: 18:01
TRIP ID: 8

FARE (\$): 38.98
EXTRA (\$): 0.00
SUBTTL (\$): 38.98

TIP (\$): 5.00

TOTAL (\$): 43.98

SIGNATURE: ASm

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE @ WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY

* TRANSACTION RECEIPT *
Checker/Yellow Cabs
315 Meridian Road SE
Calgary, AB, T2A 1X2
403-299-9999

Taxi Service

DATE: 2013/06/13 12:00:00
AUTH: 531715
IID: 8706358
DRV: 3586
VEH: 810
GST: 871863957
Meter Start Time: 11:35:47
Meter Stop Time: 11:59:04
Distance: 19.5 Km

FARE 1: \$ 34.76
FLAT: \$ 0.00
TAX: \$ 1.74
TOTAL FARE: \$ 36.50
PAYMENT AMOUNT: \$ 36.50
TIP: \$ 5.00

TOTAL PAYMENT: \$ 41.50
Purchase Auth Complete
Cardholder Copy

Edmonton Airports
Can-T5J 2T2 Edmonton
Tax CodeCA3%

POF 2nd Fl 13/06/13 15:26
Receipt 084963

Short-term parking tkt
DL - No. 073874
13/06/13 06:56 -
14/06/13 06:55 -
Period 1d0h0'
(Tax) \$23.00

Total \$23.00

Payment Received \$23.00

Auth: 17264S
Type: Swiped

Sub Total \$21.90
Tax 5% 1.10

02781809 - 1/1

trip.

Want travel insurance? Protect yourself and your family against unforeseen circumstances.

Need a car in Edmonton? Great rates and additional Aeroplan Miles.

Booking Information

Booking Reference: <input type="text"/>	Customer Care Air Canada 1-888-247-2262 Flight Arrivals and Departures 1-888-422-7533
Electronic Ticketing confirmed. This is your official itinerary/receipt.	
Main Contact: Mrs Roxana Lynn Shulha-mckay	

Online Services

- **Manage** my booking online (view/change my booking; select seats*).
- **Select Seats**
- **Maple Leaf Lounge | Meal Vouchers | On My Way**
- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** - check online if my flight is on time.
- **Check-in online** and print my boarding pass.

* [Can my booking be changed online?](#)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8148 ¹	Calgary (YYC) Thu 13-Jun 2013 14:30	Edmonton, Edmonton Int'l (YEG) Thu 13-Jun 2013 15:21	0	0hr51	DH3	Flex, Q	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Roxana Lynn Shulha-mckay : Adult (16+), Ticket Number: 0142121935119			
Air Canada - Aeroplan :		Meal Preference :	None
Payment Card:		Special Needs:	None
Seat Selection:	AC8148 1D (Preferred) Paid		

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Flex</u>	182.00
<u>Surcharges</u>	12.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	11.56
<u>Air Travellers Security Charge (ATSC)</u>	7.12
Total airfare and taxes before options (per passenger)	242.68
Options	
Departing Flight - <u>Flex</u>	
<input checked="" type="checkbox"/> discount star image	
Advance Seat Selection (<u>Preferred</u>)	16.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.80
Total airfare, taxes and options (per passenger)	259.48
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$259.48

Ticket number(s): 0142121935119

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - **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.
 - **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
 - **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - 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.



Fw: Reservation Confirmation
 Roxy Shulha-McKay to: Roxy Shulha-McKay

06/12/2013 10:16 AM



WestJet
 22 Aerial Place N.E.
 Calgary, Alberta,
 Canada
 Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.

Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.

This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Your reservation code is:

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Mrs. Roxana Shulha-McKay

Flight
 Ticket Number
 Seat

Edmonton (YEG)-Calgary (YYC)
 TN8382190216741
 YEG-YYC: 2D

WS104
 WestJet
Edmonton, CA
 Thu, 13 Jun 2013, **08:30 AM**

Calgary, CA
 Thu, 13 Jun 2013, **09:15 AM**

Fare type: Plus
 Non-stop

Fare Breakdown

Guest Type	Base Fare per	Air transportation charges	Taxes, fees and charges	Total Fare per	Number of	Total Fare
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	guest	per guest	per guest	guest	guests	
adult	CAD 212.00	CAD 12.00	CAD 44.93	CAD 268.93	x 1	CAD 268.93

Total airfare: CAD 268.93

Tax Details

Rate Code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 12.81
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 25.00

Total airfare: CAD 44.93

Fare family benefits

YEG-YYC: Plus Seat Sale Benefits

- Two complimentary checked bags*
- Advanced complimentary seat selection, with access to first three rows/emergency exit row, which includes advance boarding*
- No itinerary change fee + applicable fare difference
- Complimentary name change
- \$50-\$57.50 cancellation fee, balance refunded to original form of payment †
- Complimentary day-of-flight itinerary changes at the airport*
- Priority security screening (as available by airport)
- * Not applicable on flights operated by our airline partners
- † Fees include approximate taxes

CAD 268.93

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#) ; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage info page](#).
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
 - o [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - o [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)

PLACE FACE UP ON DASH

Impark Lot 161

Expiration Date/Time

EXP 02:41PM

JUN 12, 2013

Purchase Date/Time: 12:41pm Jun 12, 2013

Total Parking: \$5.71

Total gst: \$0.29

Total Due: \$6.00

Total Paid: \$6.00

Rate: \$6 - 2 Hours

Payment Type: Card

Setting: Lot 161

Mach Name: Meter 2

GST #887315638RT0001

Peter Jensen

Peter Jensen
RECEIPT
Impark Lot 161

Expiration Date/Time: 02:41pm Jun 12, 2013

Purchase Date/Time: 12:41pm Jun 12, 2013

Total Parking: \$5.71

Total gst: \$0.29

Total Due: \$6.00

Total Paid: \$6.00

Rate: \$6 - 2 Hours

Payment Type: Card

American Express

Ticket # 50665104

Setting: Lot 161

Mach Name: Meter 2