

Expense Disclosure Reporting Form

Name: **Philip Hughes, Board Member**

For the Period: **Jun-14**

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 May 26/27, 2014	Edmonton	to attend Finance Committee meeting and Board of Directors' meeting.	\$560.96	\$120.00	\$148.90	\$54.00		\$883.86
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
Travel Related								\$883.86

Notes

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

Dates	Purpose	Expense Category	Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Non-Travel Related			\$0.00

Notes

Total claimed for reporting period: \$883.86

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	6/4/2014	01. 05/26/2014 at 07:30 AM to 05/27/2014 at 05:15 PM - Edmonton ~ to attend Finance Committee meeting and Board of Directors' meeting.	5/26/2014	5/27/2014	5/26/2014	Meals on May 26 (lunch/dinner) and May 27 (lunch).	\$54.00	1

Philip Hughes

Trip # 1

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Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is:

Guest details

Mr Philip Hughes	Flight	Kelowna (YLW)-Edmonton (YEG), Edmonton (YEG)-Kelowna (YLW)
		WestJet FF
		Ticket number
		Seat

Air itinerary details

Kelowna (YLW) Mon May 26 2014, 7:25 AM Boeing 737-700	Edmonton (YEG) Mon May 26 2014, 9:32 AM	WS 310 WestJet	Fare type: Plus Non-stop
Edmonton (YEG) Tue May 27 2014, 5:05 PM Boeing 737-700	Kelowna (YLW) Tue May 27 2014, 5:13 PM	WS 197 WestJet	Fare type: Plus Non-stop

Pricing breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
Adult	\$444.00	\$36.00	\$80.96	\$560.96	x 1	\$560.96 CAD

YLW-YEG: Plus fare type benefits
 Two complimentary checked bags * *GST on base fare 21.14.*
 Fully refundable if cancelled within 24 hours of booking **
 Complimentary advance seat selection in Plus which includes extra legroom, advance boarding, and food and alcoholic beverages from our on-board menu *2*
 No itinerary change fee + applicable fare difference
 Complimentary name change
 \$50-\$7.50 cancellation fee, balance refundable to the original form of payment (no fee if credited toward future WestJet flight purchases)
 Complimentary day-of-flight itinerary changes at the airport *
 Priority security screening (at available airports)
 * Not applicable on flights operated by our airline partners
 ** Excluding flights departing within 24 hours of booking
 + Selections vary depending on flight length and time of day
 * Plus fare seats on flights operated by WestJet Encore do not have extra legroom

YEG-YLW: Plus fare type benefits
 Two complimentary checked bags *
 Fully refundable if cancelled within 24 hours of booking **
 Complimentary advance seat selection in Plus which includes extra legroom, advance boarding, and food and alcoholic beverages from our on-board menu *2*
 No itinerary change fee + applicable fare difference
 Complimentary name change
 \$50-\$7.50 cancellation fee, balance refundable to the original form of payment (no fee if credited toward future WestJet flight purchases)
 Complimentary day-of-flight itinerary changes at the airport *

02/05/2014

Philip Hughes.
Trip #1

Priority security screening (at available airports)

- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- ‡ Selections vary depending on flight length and time of day
- † Plus fare seats on flights operated by WestJet Encore do not have extra legroom

Total airfare: **\$560.96 CAD**

Seats

Plus fare seat	WS 0310 YLW-YEG Seat 3C Mr Philip Hughes	\$0.00 CAD - \$0.00 CAD tax
Plus fare seat	WS 0197 YEG-YLW Seat 3C Mr Philip Hughes	\$0.00 CAD - \$0.00 CAD tax
Total seats:		\$0.00 CAD

Earn WestJet dollars. Pay when you pick up your car. Book now.

Reserve now and pay when you pick up your vehicle.
All displayed quotes include taxes and fees. Click on the arrows to see other options.

Pick-up from: Edmonton (YEG) Mon May 26 2014, 9:32 AM
Drop-off to: Edmonton (YEG) Tue May 27 2014, 5:05 PM

Economy 4 Door, Automatic, AC	Compact 4 Door, Automatic, AC	Intermediate 3 Door, Automatic, AC	Full-Size 3 Door, Automatic, AC
			
Budget	Nation	Alamo	Alaris
\$78.39 CAD 2 day(s) rental	\$205.29 CAD 2 day(s) rental	\$146.49 CAD 2 day(s) rental	\$252.23 CAD 2 day(s) rental
SELECT	SELECT	SELECT	SELECT
Rate details	Rate details	Rate details	Rate details
Vehicle details	Vehicle details	Vehicle details	Vehicle details

WestJet Rewards members earn 1% back in WestJet dollars on car rentals booked at westjet.com.*
* WestJet dollars will be awarded on the cost of your rental before taxes, fees and surcharges.

Charged to **\$560.96 CAD**

Important details

WestJet permits one piece of carry-on baggage and one personal item on board. If you are on a flight operated by one of our partners, your allowance may be different - learn more. All carry-on baggage must pass through security. Make sure your carry-on complies and avoid having to surrender your personal items. Review what you can - and can't - take on your flight by visiting our restricted items info page or ctsa.gc.ca.



Your checked baggage allowance depends on the aircraft you are travelling on, the fare option purchased and the destination you are travelling to or from. You may be permitted additional items, or items that are overweight or oversized in checked baggage. For more details, please see Checked and excess baggage.

Use web check in to print your boarding pass and select your seat for free. This service is available as early as 24 hours (and up to 60 minutes) before your scheduled flight. Selecting some seats requires a fee.



Identification and travel documents required vary based on where you are travelling and may change based on your nationality. Visit our ID requirements section for more information.



Do you have a special need? For information on travelling with oxygen, assistive devices, or a service animal see Guests with special needs.

02/05/2014

Hughes.
Trip #1

Mr Philip Hughes

Room Number: 1512
Arrival Date: 05-26-14
Departure Date: 05-27-14
Page No: 1 of 1
Confirmation No 13774832**INFORMATION INVOICE**

Folio No: 182008

05-27-14

Date	Description	Charges	Credits
05-26-14	Room Revenue	139.00	
05-26-14	Destination Marketing Fee - 3%	4.17	
05-26-14	Tourism Levy - 4%	5.73	
05-27-14	XXXXXXXXXX		148.90
	Total	148.90	148.90
	Balance	0.00	

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. #86634 4302 RT 0001

Hughes.
Trip #1

From Millard Center
To AP
Time 2:30
Date May 27
Trip Amount 150
Driver Name W.A
Car Number 880
GST _____

Taxi fare from airport to hotel May 26
and from Millard to airport on May 27
per Philip, charge 120. only.