

Expense Disclosure Reporting Form

Name: Philip Hughes, Board Member

For the Period:

Jun-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 May 30-31, 2016	Edmonton	Attendance at Finance Committee meeting, Board of Directors retreat and May board meeting.	\$369.86	\$130.00	\$155.32	\$30.00		\$685.18
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	\$685.18

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: \$685.18

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	6/8/2016	01. 05/30/2016 at 10:00 AM to 05/31/2016 at 07:00 PM - Edmonton ~ to attend Finance Committee meeting Board of Directors' retreat board dinner and May Board meeting.	5/30/2016	5/31/2016	5/30/2016	Meals - dinner (May 31), other meals provided.	\$30.00	1

Maple Leaf Lounge | Meal Vouchers | On My Way
 Alert me of flight status changes directly to my mobile phone or email.

*Hughes
 Trip #1*

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
AC8585 ¹	Calgary (YYC) Mon 30-May 2016 10:05	Edmonton, Edmonton Int'l (YEG) Mon 30-May 2016 10:55	0	0hr50	DH4	Flex Opens in New Window, G	
AC8153 ¹	Edmonton, Edmonton Int'l (YEG) Tue 31-May 2016 18:00	Calgary (YYC) Tue 31-May 2016 18:55	0	0hr55	DH3	Flex Opens in New Window, G	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Philip G Hughes : Adult (16+), [REDACTED]

Air Canada - Aeroplan : Meal Preference : None

Payment Card: Special Needs: None

Seat Selection:

Purchase Summary

Fare Summary

Passenger Type	<u>Adult</u>
Air Transportation Charges	
Departing Flight - Flex	132.00

Hughes Trip # 1

Return Flight - Flex	122.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	17.61
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	<u>369.86</u>
Number of passengers	x 1
Total with options	<u>369.86</u>
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	<u>\$369.86</u>

Payment Information

Credit/Debit Card amount paid: \$369.86
The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$369.86 (Air Transp. Charges - per ticket)

Ticket number(s)

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Flex
Return Flight Edmonton (YEG) To Calgary (YYC) - Flex

- **Changes:**
 - o 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.
 - o Same-day confirmed changes at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only
 - o Same-day standby 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).
 - o Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - o Tickets are non-refundable and non-transferable.
 - o Cancellations can be made up to 45 minutes prior to departure.
 - o 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

Mr Philip Hughes

Room Number: 0316
 Arrival Date: 05-30-16
 Departure Date: 05-31-16
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Canada

Guest Name:

INFORMATION INVOICE

Folio No:

05-31-16

Date	Description	Charges	Credits
05-30-16	Room Revenue	145.00	
05-30-16	Destination Marketing Fee - 3%	4.35	
05-30-16	Tourism Levy - 4%	5.97	
05-31-16			155.32
Total		155.32	155.32
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. #105631154 RT 0008

Hughes Trip #1

May 30/31.
per PH, claim \$130. (6.19 GST)
trips to/from Edmonton airport, Matrix to UoFA
(K2)
and Amra. to
airport.

PRESTIGE CABS

780.462.4444

GST# _____

Date: _____

May 31, 2016

Amount: _____

220.⁰⁰

Driver: _____

W.A

Car#: _____

From: _____

IAP DT. UoFA / IAP

To: _____

R.F

10135 31 Avenue, Edmonton, AB T5N 1C2

