

Expense Disclosure Reporting Form

Name: **Philip Hughes, Board Member**

For the Period: **Mar-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 Mar 24/25, 2014	Edmonton	Attendance at Audit/Finance Committee meetings and Board of Directors' meeting	\$297.41	\$243.38	\$156.06	\$41.94		\$738.79
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	\$738.79

Notes

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

Dates	Purpose	Expense Category	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: \$738.79

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	3/31/2014	01. 03/24/2014 at 08:30 AM to 03/25/2014 at 03:00 PM - Edmonton ~ to attend Audit/Finance Committee meetings and Board of Directors' meeting.	3/24/2014	3/25/2014	3/24/2014	Meal allowance - dinner(Mar 24) and breakfast (Mar 25)	\$37.00	1

Philip Hughes
Trip #1

Your booking is confirmed. Booking reference:

An email booking confirmation has been sent to:

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Mr Philip G Hughes						Airfare	214.00
Flight	From	To	Departure	Arrival		Options	0.00
ACB134	Calgary (YYC)	Edmonton (YEG)	08:30 Mon 24-Mar 2014	09:23 Mon 24-Mar 2014		Taxes, fees and charges	83.41
ACB147	Edmonton (YEG)	Calgary (YYC)	14:00 Tue 25-Mar 2014	14:53 Tue 25-Mar 2014		Travel Insurance	Purchase Travel Insurance
						Grand Total Canadian dollars	\$297.41

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



10.14 GST
(on base fare)

Booking Information

AIR CANADA

Booking Reference:

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Mr Philip G Hughes

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
ACB134 ¹	Calgary (YYC) Mon 24-Mar 2014 08:30	Edmonton, Edmonton Int'l (YEG) Mon 24-Mar 2014 09:23	0	0hr53	DH4	Flex, G	
ACB147 ¹	Edmonton, Edmonton Int'l (YEG) Tue 25-Mar 2014 14:00	Calgary (YYC) Tue 25-Mar 2014 14:53	0	0hr53	DH3	Flex, G	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Philip G Hughes : Adult (16+), Ticket Number:

Air Canada - Aeroplan :

Payment Card:

Seat Selection:

Meal Preference: None

Special Needs: None

Purchase Summary

Fare Summary

Total charge for 1 adult

Air Transportation Charges

Departing Flight (Flex) 107.00
(including surcharges)

Return Flight (Flex) 107.00
(including surcharges)

Options 0.00

Trip # 1

Mr Philip Hughes

Room Number: 1201
 Arrival Date: 03-24-14
 Departure Date: 03-25-14
 Page No: 1 of 1
 Confirmation No 12184832

Canada

INFORMATION INVOICE

Folio No:

03-25-14

Date	Description	Charges	Credits
03-24-14	Room Revenue	139.00	
03-24-14	Destination Marketing Fee - 3%	4.17	
03-24-14	Tourism Levy - 4%	5.73	
03-24-14	Room GST - 5%	7.16	
Total		156.06	0.00
Balance		156.06	

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. #866344302 RT 0001

Trip # 1

PRESTIGE 7800
CABS 780.462.4444

GST# _____

Date: 25.03.14 Amount: 150.⁰⁰

Driver: W.A Car#: _____

From: IAP

To: DOWNTOWN RT 24/03/15

10135-31 Avenue, Edmonton, AB T6N 1C2 6

Mar 24/25/14.
Taxi fare
Edmonton airport
to hotel
and return.

per Philip Hughes - charge 60 each way.
TTL. 120. (5.71 GST)

Ambassador Limousine and Shuttling Services316 Meridian Road SE
Calgary, AB Canada T2A 1X2

Phone: (403) 299-4910

Fax: (403) 248-0584



Trip #1

Reservation# 5681

Customer InformationMadeby Name: Philip
Madeby Phone#:**Trip Information**Philip Hughes
Date: Monday, March 24, 2014
Time: 06:30 AM Drop: 07:30 AM
Cell: [REDACTED] PAX: 1
Vehicle Type: Sedan**Pickup Information**Address:
City: Calgary AB
Cross St.:**Dropoff Information**Address: (Calgary International Airport)
Flt. Time: 08:30 AM Type: Domestic
Airline: Air Canada, AC Flt. City:
Flight#::**Extra Stops**

Extra Stops:

Special Instructions / Details**Billing Information**Base Fare: \$44.60
Fuel fee: 4.46
Gratuuity: 6.69
GST: 2.79
Total: \$58.54**Terms and Conditions**

Thank you for allowing us to serve your transportation needs. Please contact Ambassador Limousine if any of the above information is inaccurate. All changes or inaccuracies in reservations must be emailed to reservations@chkr.net or called in to 403-299-4910 or 1-866-279-1999.

Acceptance of Service: This is a copy of your confirmation, not an invoice. By receiving this confirmation, you are accepting accountability for the charges, detailed above, including any overages, after services rendered.

Airport Arrivals: All guests are provided with complimentary airport meet and greet services. A chauffeur bearing a printed meet and greet sign will meet you in one of two places, depending on your flight. **Domestic Arrivals:** Guests will be met at baggage claim. **International Arrivals:** Guests will be met directly outside of Customs.

Damages: No smoking is permitted in any of our vehicles. Should smoking be reported, you will be subject to a cleaning fee. Vandalizing or damaging any part of the vehicles is subject to additional charges for repair/replacement.

Lost Items: Ambassador Limousine will not be held responsible for any lost or damaged articles. However, any lost items will be looked for and available for pickup if found.

Billing: Credit card payments will be pre-authorized up to 7 days prior to your reservation. Final billing will be processed the following business day. Please inquire if you're interested in setting up a corporate account.

Deposits: All Wedding and Graduation bookings require a 50 percent non-refundable deposit at the time of booking. A 35 percent deposit is required for any group of reservations of over \$5000.00.

Cancellation: One hour cancellation required on all sedan transfers and a minimum of six hours cancellation notice required on all other vehicles. Vehicle types are subject to change without notice.

Feedback: Any and all feedback is appreciated. Ambassador Limousine encourages you to share your experience through our survey system: <http://www.LjmoSurvey.com/AmbassadorLimo>

Ambassador Limousine and Snuttling Services
 316, Meridian Road SE
 Calgary, AB Canada T2A 1X2
 Phone: (403) 299-4910
 Fax: (403) 248-0584



Try #7

Reservation# 5682

Customer Information Madeby Name: Philip Madeby Phone#:	Trip Information Philip Hughes Date: Tuesday, March 25, 2014 Time: 02:53 PM Drop: 03:53 PM Cell: [REDACTED] PAX: 1 Vehicle Type: Sedan
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Pickup Information Address: (Calgary International Airport) Flt. Time: 02:53 PM Domestic Airline: Air Canada, AC City: Flight#: 8147 None Cross St.:	Dropoff Information Address: City:
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Extra Stops
 Extra Stops:

Special Instructions / Details	Billing Information <div style="text-align: right;"> Base Fare: \$44.60 Fuel fee: 4.46 Parking Charge: 6.00 Gratuity: 6.69 GST: 3.09 Total: \$64.84 </div>
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Philip Hughes
Trip #1

Lunch for
Philip Hughes - Mar 24/14.

SUBWAY STORE #39867
10621 100 STREET
EDMONTON AB T5J0B3
TEL 413-6627

Term ID: 001

Ref #: 065

Sale

XXXXXXXXXX

Entry Method: Swiped

03/24/14

12:01:21

Inv #: 000065

Apprvd

Batch#: 000349

Total:

\$ 4.94

Customer Copr