

Expense Disclosure Reporting Form

Name: **Bob Normand, Chair, Board of Directors**

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 23-26, 2014	Edmonton	to attend Audit/Finance Committee meetings and Board of Directors' meeting.	\$777.00	\$217.20		\$78.00		\$1,072.20
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
Travel Related								\$1,072.20

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: \$1,072.20

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
Bob Normand	Travel Meal Allowance	3/28/2014	01. 03/23/2014 at 07:00 AM to 03/26/2014 at 07:45 PM - Edmonton ~ to attend Audit/Finance Committee meetings and Board of Directors' meeting.	3/23/2014	3/26/2014	3/23/2014	Meal allowance - breakfast/lunch (Mar 23) & breakfast/lunch/dinner (Mar 26)	\$78.00	1
Bob Normand	Mileage	3/28/2014	01. 03/23/2014 at 07:00 AM to 03/26/2014 at 07:45 PM - Edmonton ~ to attend Audit/Finance Committee meetings and Board of Directors' meeting.	3/23/2014	3/26/2014	3/23/2014	Mileage (200km) dropoff/pickup at Fort Myers airport	\$98.00	1

Bob Normand
Tvip #1

From: Air Canada <fpconfirmation@aircanada.ca>
Sent: August-25-13 12:19 PM
To:
Cc:
Subject: Air Canada - Electronic Ticket Itinerary/Receipt

AIR CANADA 

Flight Pass

Your flight pass purchase is confirmed.
Please print this receipt for your reference.
Thank you for choosing Air Canada and we look forward to welcoming you on board.

Flight Pass Information

Flight Pass Reference:

Customer Care

Questions about
your booking or
Air Canada online
services?
1-888-247-2262

Product Name: **Sun Pass - Florida Canada West - Flex - 8 credits**
Product ID: **293PC000028**
Start Date: **Aug 25, 2013**
Expiry Date: **Aug 25, 2014**
Exchange one credit per direction on the following [routes](#).

Online services

- **Manage my flight pass**
(Book, View, Change and Cancel flights).

*Travel Mar 23 / Mar 26
Two credits @ 389.50 each
TTL 777. / 37 GST*

Contact Information

Flight Pass Owner: **ROBERT NORMAND**
Email address:
Aeroplane Number:
Phone Number:
Payment Card Number: *****

Fare Quotes Details

Fare Summary

Sun Pass - Florida Canada West - Flex - 8 credits	Total Charge
Taxes	\$2,960.00
Canada Goods and Services Tax (GST/HST #100092287 RT0001)	148.00
Total taxes	\$148.00

Grand Total - Canadian Dollars

\$3,108.00

= 308.50 per
credit

Applicable Rules

All flight credits must be used and travel must be completed by **Aug 25, 2014**.

Residency:

Available only to Canadian residents with a valid address, Aeroplan membership and password number at time of purchase and during the entire validity period. For new enrolments, the activation of the Aeroplan membership may take up to 72 hours.

Validity period:

This Flight Pass is valid for twelve (12) months from its date of purchase. One (1) month prior to pass expiration date, Flight Pass may be extended for three (3) months for a \$250 fee. A Flight Pass extension can be processed one time per pass and must be completed prior to pass expiration. All unused flight credits remaining beyond Flight Pass expiration date will be forfeited.

Number of eligible travellers:

- Each pass may include up to two (2) travellers;
- Eligible travellers include the Flight Pass purchaser and one (1) additional designated travellers who may be added anytime within the validity period.
- All eligible travellers must have a valid Aeroplan number. For new enrolments, the activation of the Aeroplan membership may take up to 72 hours.
- Names changes will be permitted for a fee of \$100, per name changed. Changes to the Flight Pass owner are not permitted.
- Only the Flight Pass purchaser and active eligible travellers may hold active bookings.

Booking flight credits:

To view available flights and eligible itineraries, click on the **PREVIEW FLIGHT AVAILABILITY** button above.

- Flight credits are non-transferable and can only be used by the eligible travellers;
- One flight credit is required per direction including connections;
- Flight credit bookings are subject to availability for the Flex fare option (M booking class)
- Flight credits cannot be booked for travel between two U.S. destinations;
- Bookings are permitted up to one (1) hour prior to departure for flights to the USA, and two (2) hours for all other International Destinations.
- Flight credits may be available for booking only 24 hours after purchase once purchase procedures have been finalized;
- Bookings for infants under 2 years of age not occupying a seat must be processed through Air Canada Call Centres;
- Flight credits can be used only on Air Canada, Air Canada rouge and participating Air Canada Express carriers. Codeshare flights are not permitted. Flights operated by Air Canada rouge are sold subject to government approval. Please note that video-on-demand at every seat is not available on flights operated by Air Canada rouge;

AIR CANADA MR ROBERT J NORMAND [My Bookings](#) | [My Profile](#) | [Sign out](#)[Home](#) | [Canadian Edition](#) | [Français](#) | [Contact Us](#) [Book Travel](#)[Manage My Bookings](#)[Special Offers](#)[Information & Services](#)[Search](#) [Select](#) [Review](#) [Passengers](#) [Purchase](#) [Seats](#) [Itinerary](#)

Itinerary/Receipt

Your booking is confirmed.
Please print this itinerary/receipt for your reference.
Thank you for choosing Air Canada, and we look forward to welcoming you on board.

Advance Passenger Information

Your current flight itinerary includes travel to a country that requires additional passenger information. We strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure form.

Travelling to/from U.S?

You are required by TSA to provide full passenger name (as it appears on your passport), date of birth and gender for each traveler 72 hours before your departing flight.

[ADVANCE PASSENGER INFORMATION](#)

 **Reduce your carbon footprint!**
You can now take the initiative to directly offset the carbon emissions of your flight. Air Canada and Zerofootprint have partnered to allow you to make a difference for the environment.
[Offset now](#) | [Learn more](#)

Booking Information

Booking Reference:

Electronic Ticket confirmed.

Main Contact:

MR ROBERT NORMAND

Customer Care

Questions about your booking or Air Canada online services?
1-888-247-2262


Flight Arrivals and Departures
1-888-422-7533

Online services

- [Manage My Booking](#) (change, cancel, upgrade)
- [Change Seats](#) - get more seating option for my flight
- Purchase [Maple Leaf Lounge Access](#) | [Meal vouchers](#)
- Receive [Flight Status Notifications](#) directly to my email or mobile phone
- Check [Flight Arrivals & Departures](#)
- [Check in Online](#) and print my boarding pass

Flight Itinerary

Flight	From	To	Fare Type	Meal Service
AC1233	Fort Myers (FL) Sunday March 23, 2014 07:00	Toronto Pearson (ON) Sunday March 23, 2014 10:03	Flex	☺
AC177	Toronto Pearson (ON) Sunday March 23, 2014 12:20	Edmonton International (AB) Sunday March 23, 2014 14:45	Flex	☺
AC106	Edmonton International (AB) Wednesday March 26, 2014 08:00	Toronto Pearson (ON) Wednesday March 26, 2014 13:47	Flex	☺
AC1234	Toronto Pearson (ON) Wednesday March 26, 2014 16:25	Fort Myers (FL) Wednesday March 26, 2014 19:41	Flex	☺

 Reasonably priced food choices are available for purchase onboard in Economy Class (special meals are not available on these flights). Latitude and Latitude Plus customers will receive a complimentary snack selection on our short haul flights between 1.5 and 2 hours, and a complimentary snack and sandwich selection on flights of more than 2 hours within Continental North America. Please present your boarding pass to our flight attendants during meal service for the complimentary offer. [More information and sample menus.](#)

 Complimentary meal (including pre-ordered special meal) and/or beverage service is offered. Note that some flights do not feature a meal service depending upon flight duration, departure time or operating carrier. Please confirm service with carrier upon check-in.

Passenger Information

Passenger 1

Name: **MR ROBERT NORMAND**
 Frequent Flyer Plan: **Air Canada Aeroplan**
 Ticket number:
 Meal Preference: **Regular**
 Special Needs: **None**
 Seat Selection:

Flight Credits Usage

Credits Used: **2**
 Flight Pass name: **Sun Pass - Florida Canada West - Flex**
 Product Name: **Sun Pass - Florida Canada West - Flex**
 Product ID:
 Job ID:

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- Flights and routes may be seasonal and are subject to change without notice at any time; flights and routes might also operate on a limited frequency and are subject to government approval;
- The booking and use of flights are subject to all applicable rules, policies, terms and conditions of carriage; for instance, the offering of special services (e.g. unaccompanied minors, customers with special needs, travelling with an infant / child, travelling with a pet) is subject to conditions and restriction; visit Information and Services for more information;
- The booking and use of flight credits are also subject to applicable laws including immigration requirements. It is the responsibility of eligible travelers to carry all necessary travel documents and comply with all applicable immigration requirements; visit Information and Services - Travel Documentation for more information.
- Flight Pass travel is subject to Air Canada's normal checked baggage policies.

Changes & cancellations:

- Flight credit booking changes are subject to availability; a \$75 CA fee per direction, plus taxes, applies to booking changes and cancellations;
- Same-day changes done either at the airport, using web check-in or at a self-service kiosk are subject to availability; a \$75 CA fee, plus taxes, applies;
- Flight credit bookings must be cancelled up to one (1) hour prior to scheduled departure time for flights to the USA, and two (2) hours for all other International destinations or flight credit will be forfeited;
- No refund, in whole or in part, will be issued for any Flight Pass;
- Fees are subject to change without notice at any time.

Seat selection:

Advance seat selection is complimentary when done at aircanada.com or through Air Canada Call Centres.

Upgrades:

Upgrades using [Air Canada eUpgrade Credits](#) are permitted, as per the terms and conditions of the eUpgrades program. Learn more at aircanada.com/eUpgrades.

Altitude Qualifying Miles:

- Eligible travellers will earn 100% Aeroplan Miles (Altitude Qualifying Miles) for distance flown on flights operated by Air Canada and participating Air Canada Express carriers when using flight credits. Altitude Qualifying Miles qualify for Air Canada Altitude status.
- The traveller will earn 400 Aeroplan Miles (Altitude Qualifying Miles) per flight operated by Air Canada rouge.

These terms and conditions may change at any time without notice and other conditions may apply.

Read important information regarding the [general conditions of carriage](#).

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our [Baggage Guide](#).

Bob Normand
Trip #1

Taxifare Airport to
home
Mar 23

= TRANSACTION RECEIPT =

ALBERTA COOP TAXI
10538 - 114 ST
EDMONTON, AB T5H 3J7
(780) 425-2525

ACCT TYPE: CREDIT CARD
CARD NUMBER:
XXXXXXXXXXXX
CARD TYPE
DATE/TIME:
04/19/15 06:19:14

VEH/DRV: 0469 / 3632
GST#:
TXN ID: 2061151

Mar. 26
taxi to airport.
fare.

Yellow Cab
10538 - 114 AVENUE NW
EDMONTON, AB T5H 3J7
780 462-2525

Terminal: 4507414782593
ID: 41870
No. of Pass:
PUR: 001
OP ID:
Card Ex:

AID: 4000000000000000
ATM PIN: 1234

FARE: \$51.62
FLAT: \$000.00
EXTRAS: \$000.00
TAX: \$ 2.59
FA+FL+EX+TAX: \$ 54.20
TIP: \$ 5.00
DISCOUNT: \$000.00
TOTAL: \$ 59.20

(262)

Code: 00
4000000000

GO ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100421079

Date: 2015-04-19 15:49:07

PY***

SIGNATURE: