

Expense Disclosure Reporting Form

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

For the Period:

Mar-20

Travel, Seminars/Conference and Associated Expenditures

| Date of expense | Destination | Purpose | Airfare | Other Transportation | Accommodation | Meals | Seminar / Conference / Registration fees | Total |
|-----------------------|-------------|---|---------|----------------------|---------------|---------|---|-----------------|
| 1 March 4 - 5, 2020 | Vancouver | To attend Council of Human Resource Executives Conference | \$16.80 | \$183.31 | \$327.83 | \$52.04 | | \$579.98 |
| 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 | | | | | | | | \$579.98 |

[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: \$579.98



eTicket Receipt

Prepared For
SHULHA MCKAY/ROXANA L MRS

| | |
|-----------------------|-------------|
| RESERVATION CODE | |
| ISSUE DATE | 13Jan20 |
| TICKET NUMBER | |
| ISSUING AIRLINE | WESTJET |
| ISSUING AGENT | WestJet/SDX |
| FREQUENT FLYER NUMBER | |

Itinerary Details

| TRAVEL DATE | AIRLINE | DEPARTURE | ARRIVAL | OTHER NOTES |
|-------------|-------------------|---|---|---|
| 02Mar20 | WESTJET WS 165 | EDMONTON INTLAB, CANADA Time 12:15 | VANCOUVER BC, CANADA Time 12:52 Terminal MAIN TERMINAL | Cabin ECONOMY Seat Number 05C - (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis Not Valid After 16JUN20 |
| 05Mar20 | WESTJET WS 164 | VANCOUVER BC, CANADA Time 15:00 Terminal MAIN TERMINAL | EDMONTON INTLAB, CANADA Time 17:31 | Cabin ECONOMY Seat Number 04D - (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis Not Valid After 24JUN20 |

Allowances

Baggage Allowance

YEG to YVR - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YVR to YEG - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YEG to YVR , YVR to YEG - 1 Piece (WS - WESTJET)

Carry On Charges

YEG to YVR , YVR to YEG - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

| Form of Payment | TRAVEL BANK : |
|---|---|
| Fare Calculation Line | YEA WS YVR120.16WS YEA168.00CAD288.16END |
| Fare | CAD 288.16 |
| Taxes/Fees/Carrier-Imposed Charges | CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES) |
| | CAD 16.32 XG8 (GOODS AND SERVICES TAX (GST)) |
| | CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE) |
| | CAD 55.00 SQ (AIRPORT IMPROVEMENT FEE (AIF)) |
| | CAD 2.75 XG9 (GOODS AND SERVICES TAX (GST)) |
| Total Fare | CAD 400.48 Paid using Travel Bank credits |

Other Charges

| | |
|---|--------------------|
| SEAT ASSIGNMENT # 8381505348093 (YEG-YVR / QTY 1, YVR-YEG / QTY 1) | CAD 16.00 |
| Taxes | CAD 0.80 |
| Form of Payment | CREDIT CARD |
| Total | CAD 16.80 |
| Total Fare and Other Charges | CAD 417.28 |

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.



Completed Trip ReceiptTappCar to: Roxy.shulha-mckay 03/02/2020 10:34 AM
Sent by: support=tappcar.com@mg.tappcar.com
From: "TappCar" <support@tappcar.com>
To:
Sent by: support=tappcar.com@mg.tappcar.com



Thanks For Your Business!

Booking

Receipt

Monday, Mar 2 2020 at 9.31am

| | |
|--------------|----------------|
| Fare | 50.42 |
| Airport Fee | 2.50 |
| Tax | 2.65 |
| Tip | 0.00 |
| Promo | 0.00 |
| Wallet | 0.00 |
| Total | \$55.56 |

Booking details

9.31am

10.34am

Edmonton International Airport (YEG), Airport Road, Edmonton
International Airport, AB, Canada

YELLOW CAB #1
1441 CLARK DR
VANCOUVER BC

CARD
CARD TYPE
DATE 2020/03/05
TIME 5561 13:29:38
CLERK ID 1
RECEIPT NUMBER
C85008654-001-001-373-0

PURCHASE
AMOUNT \$36.75
TIP \$5.00
TOTAL

\$41.75

Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

TRANSACTION RECORD
Terminal 127/66287808
Driver 5064
20/03/05 18:40:59

Card :

Order # 23284559
Ref #
Auth #

PURCHASE
FARE : \$ 76.00
TIP : \$ 10.00

TOTAL : \$ 86.00

APPROVED

00-025

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

APPROVED - THANK YOU
(00-025)

IMPORTANT: Retain this
copy for your records

Customer Copy

Thank you for choosing
Co-op taxi

Other transportation = \$55.56 (home to yeg) +\$41.75 (hotel to yvr) +\$86.00 (yeg to home) = \$183.31



PAN PACIFIC
VANCOUVER

Council of Human Resource Executive
255 Smyth Road
Ottawa, ON K1H 8M7
Canada

Room Number : 2004
Arrival Date : 02-MAR-2020
Departure Date : 05-MAR-2020

INFORMATION INVOICE

Page No. : 1 of 1
Folio No. :
Conf No. :
Invoice No. :
Cashier No. : 235
Membership No. :

Shulha-McKay, Roxy

A/R Number :
Group Code :
Company Name : Conference Board of Canada

| Date | Description | Reference | Charges | Credits |
|--------------|--------------------------|----------------|---------------|-------------|
| 03-02-20 | Room Charge | | 279.00 | |
| 03-02-20 | Room DMF Fee 1.3% | | 3.61 | |
| 03-02-20 | Room PST Tax 8% | | 22.61 | |
| 03-02-20 | Room MRDT Tax 3% | | 8.48 | |
| 03-02-20 | Room GST Tax 5% | | 14.13 | |
| 03-04-20 | Room Service Dinner Food | CHECK# 0035252 | 52.04 | *meal |
| Total | | | 379.87 | 0.00 |

Balance Due CAD \$ 379.87

I agree that I am personally liable for the following statement and if the person, company or association indicated by me as responsible for payment of the same does not do so, that my liability for such payments shall be joint and several with such person, company or association.

| | |
|------------------|------------|
| GST Tax Summary: | 86324 7854 |
| Room GST: | 14.13 |
| F&B GST: | 2.48 |
| Other GST: | 0.00 |
| Total GST: | 16.61 |

Guest Signature

Accommodation = \$379.87 - \$52.04* = \$327.83

*No detailed meal receipt - unable to locate