

### Expense Disclosure Reporting Form

Name: **Philip Hughes, Board Member**

For the Period: **May-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 April 28/29, 2014	Edmonton	Attendance at Audit Committee meeting and Board of Directors' meeting.	\$544.16	\$120.00	\$148.90	\$46.00		\$859.06
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
							<b>Travel Related</b>	<b>\$859.06</b>

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
			<b>Non-Travel Related</b>
			<b>\$0.00</b>

Notes

**Total claimed for reporting period: \$859.06**

**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	5/7/2014	01. 04/28/2014 at 07:30 AM to 04/29/2014 at 05:15 PM - Edmonton ~ to attend Audit Committee meeting and Board of Directors' meeting.	4/28/2014	4/29/2014	4/28/2014	Meals - breakfast/dinner (Apr 28), breakfast (Apr 29). Lunches provided.	\$46.00	1



## Itinerary confirmation

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

Your reservation code is:

### Guest details

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

### Air itinerary details

Kelowna (YLW) Mon Apr 28 2014, 7:25 AM Boeing 737-700	Edmonton (YEG) Mon Apr 28 2014, 9:32 AM	WS 310 WestJet	Fare type: Plus Non stop
Edmonton (YEG) Tue Apr 29 2014, 5:05 PM Boeing 737-700	Kelowna (YLW) Tue Apr 29 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	\$428.00	\$36.00	\$80.16	\$544.16	x 1	\$544.16 CAD

**YLW-YEG: 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's †  
 No itinerary change fee (difference in fare may apply)  
 Complimentary name change  
 \$50-59 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, time of day and availability. WestJet reserves the right to limit alcohol service.  
 ‡ Seats in Plus 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's †  
 No itinerary change fee (difference in fare may apply)  
 Complimentary name change  
 \$50-59 cancellation fee, balance refundable to the original form of payment (no fee if credited toward future WestJet flight purchases)

Hughes Trip #1

per Philip,  
Change  
120. only  
for  
roundtrip

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From Downtown IAP  
To IAP + DOWNTOWN  
Time 12:00  
Date 29-04-14 + 28-04-14.  
Trip Amount 150.00  
Driver Name W.A  
Car Number 890  
GST \_\_\_\_\_



Hughes Trip #1

Mr Philin Hughes

Room Number: 1004  
Arrival Date: 04-28-14  
Departure Date: 04-29-14  
Page No: 1 of 1  
Confirmation No 12185581

Canada

**INFORMATION INVOICE**

Folio No:

04-29-14

Date	Description	Charges	Credits
04-28-14	Room Revenue	139.00	
04-28-14	Destination Marketing Fee - 3%	4.17	
04-28-14	Tourism Levy - 4%	5.73	
<b>Total</b>		<b>148.90</b>	<b>0.00</b>
<b>Balance</b>		<b>148.90</b>	

**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