

Expense Disclosure Reporting Form

Name: Philip Hughes, Board Member

For the Period:

May-17

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 15-16, 2017	Edmonton	To attend Finance committee meeting, Board of Directors' retreat and board meeting.	\$350.96	\$250.34	\$167.28	\$41.00		\$809.58
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								\$809.58

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: \$809.58

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	5/23/2017	01. 05/15/2017 at 08:00 AM to 05/16/2017 at 07:00 PM - Edmonton ~ to attend Finance committee meeting Board Retreat and Board of Directors meeting.	5/15/2017	5/16/2017	5/15/2017	Meals - breakfast (May 15) and dinner (May 16), other meals provided.	\$41.00	1

Passengers

Hughes Trip #1
Airfare.



Mr. Philip G
Hughes

Seats
AC8134
AC8153

Ticket Number

Air Canada -
Aeroplan

Depart



Monday
15 May,
2017

08:00
Calgary
Calgary Intl (YYC)
Alberta



08:50
Edmonton
Edmonton Intl (YEG),
Alberta



0hr50
Economy G
Operated by Air Canada Express - Jazz | Q400

Return



Tuesday
16 May,
2017

18:05
Edmonton
Edmonton Intl (YEG)
Alberta



18:57
Calgary
Calgary Intl (YYC),
Alberta



0hr52
Economy G
Operated by Air Canada Express - Jazz | Q400

Purchase summary

Amount paid: \$350.96		1 adult
Full details can be found in your attached Itinerary/Receipt	Air Transportation Charges	260.00
Tax information 1 adult	Taxes, fees and charges	90.96
Goods and Services Tax - Canada no 100092287 RT0001	GRAND TOTAL (Canadian dollars)	\$350⁹⁶
\$16.71		

CANADA U.S.: 1 (888) 247-2262

AIR CANADA

A STAR ALLIANCE MEMBER

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit aircanada.com.

Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal

Trip Confirmation

Reservation #:

Ambassador Limousine and Shuttling Services
316 Meridian Road SE
Calgary, AB Canada T2A 1X2
reservations@chkr.net
Phone (403) 299-4910
Fax (403) 248-0584



Hughes Trip #2
Taxi

Departures Reservation# "74260"

Customer Information Madeby Name: Phillip Hughes Madeby Phone#: Reference #:	Trip Information Philip Hughes Date: Monday, May 15, 2017 Time: 06:00 AM Drop: 07:00 AM Cell: PAX: 1 Vehicle Type: Sedan
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Pickup Information Address: City: Calgary AB Cross St.	Dropoff Information Address: (Calgary International Airport) Flt. Time: 08:00 AM Type: Domestic Airline: Flt. City: Flight#:
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Extra Stops
Extra Stops

Special Instructions / Details	Billing Information Base Fare \$48.20 Fuel fee 4.82 Gratuity 6.51 GST 2.74 Discount 4.82 Total \$57.45
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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 immediately outside of your arrivals gate for either Domestic or International flights.

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. For any vehicles booked outside our Ambassador Fleet whether being local or in another city the cancellation policies will vary. Vehicle types are subject to change without notice.

Alcohol is permitted in our AGLC approved vehicles. Patrons will be responsible for providing the alcohol and a corkage fee will be included in the pricing for your vehicle booking. Please inquire with our reservation center to confirm which vehicles are AGLC approved and special rules around Graduation bookings and 24 passenger Mini-Coaches.

Feedback Any and all feedback is appreciated. Ambassador Limousine encourages you to share your experience through Trip Advisor.

Trip Confirmation

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Calgary, AB Canada T2A 1X2
reservations@chl.net
Phone: (403) 299-4910
Fax: (403) 248-0584



Hughes Trip #1
Taxi

Arrivals Reservation# "74261"

Customer Information	Trip Information
Madeby Name: Phillip Hughes Madeby Phone#: Reference #:	Philip Hughes Date: Tuesday, May 16, 2017 Time: 06:57 PM Drop: 07:57 PM Cell: PAX: 1 Vehicle Type: Sedan

Pickup Information	Dropoff Information
Address: (Calgary International Airport) Flt. Time: 06:57 PM Domestic Airline: Air Canada, AC City: Edmonton Flight#: 8153 None Cross St.	Address: City:

Extra Stops
Extra Stops

Special Instructions / Details	Billing Information
	Base Fare \$48.20 Fuel fee 4.82 Parking Charge 7.09 Gratuity 6.51 GST 3.09 Discount 4.82 Total \$64.89

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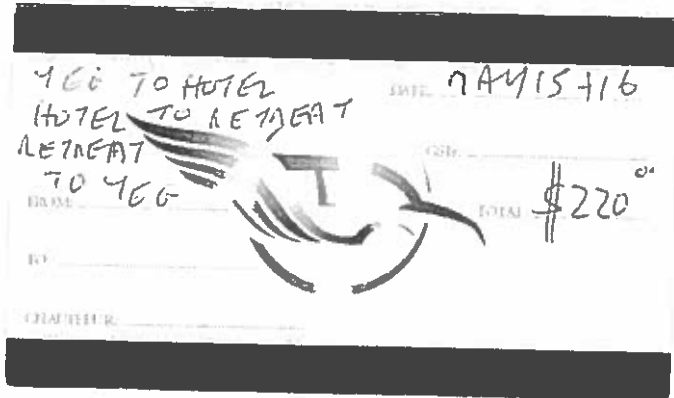
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Hughes Trip #1
Taxi

Per Philip Hughes.
Charge to WCB:

Taxi from Matrix to retreat (Alumni house) \$ 8. —

Taxi fare
(Airport) YEG to hotel 60. —
Alumni House to YEG (Airport) 60. —

Total 128. —



Hughes Trip #1
Hotel.

Philip Hughes

Room Number: 1010

Arrival Date: 05-15-17

Departure Date: 05-16-17

Canada

Page No: 1 of 1

INVOICE

05-16-17

Date	Description	Charges	Credits
05-15-17	Room Revenue	149.00	
05-15-17	Destination Marketing Fee - 3%	4.47	
05-15-17	Tourism Levy - 4%	6.14	
05-15-17	Room GST - 5%	7.67	
05-16-17			167.28
Total		167.28	167.28
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