

Expense Disclosure Reporting Form

Name: **Philip Hughes, Board Member**

For the Period: **Nov-15**

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 Oct 27-28, 2015	Edmonton	Attendance at Audit Committee meeting, board retreat and Board of Directors' meeting	\$359.36	\$249.98	\$155.32	\$43.00		\$807.66
2 Nov 23-24, 2015	Edmonton	Attendance at Finance Committee meeting and Board of Directors' meeting	\$415.01	\$241.98	\$155.32	\$53.00		\$865.31
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	\$1,672.97

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: \$1,672.97

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	11/2/2015	01. 10/27/2015 at 10:30 AM to 10/28/2015 at 04:00 PM - Edmonton ~ to attend Audit Committee meeting/retreat and Board of Directors' meeting.	10/27/2015	10/28/2015	10/27/2015	Meals - lunch/dinner Oct 27, meals provided Oct 28	\$43.00	1
Philip Hughes	Travel Meal Allowance	11/26/2015	01. 11/23/2015 at 08:30 AM to 11/24/2015 at 02:45 PM - Edmonton ~ to attend Finance Committee meeting and Board of Directors' meeting.	11/23/2015	11/24/2015	11/23/2015	Meals - Nov 23 (dinner) and Nov 24 (breakfast/lunch)	\$53.00	2

Hughes
Trip #1

From: Air Canada <confirmation@aircanada.ca>
Sent: October-16-15 4:11 PM
To:
Subject: Air Canada - 27-Oct: Calgary - Edmonton

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary/Receipt

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.

Scan this barcode to check in at any Air Canada check in kiosk.



Access your personalized Air Canada travel information

[View your planner >](#)

Booking Information

Booking Reference:

Electronic Ticketing confirmed. This is your official itinerary/receipt.
Main Contact:

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
ACR138 ²	Calgary (YYC)	Edmonton.	0	0hr49	DH4	Flex.	

Hughes
Trip #1

	Tue 27-Oct 2015 10:30	Edmonton Int'l (YEG) Tue 27-Oct 2015 11:19				G
AC8149 ¹	Edmonton, Edmonton Int'l (YEG) Wed 28-Oct 2015 15:00	Calgary (YYC) Wed 28-Oct 2015 15:52	0	0hr52	DH3	Flex, G

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

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

Air Canada - Aeroplan :	Meal Preference :	None
Payment Card:	Special Needs:	None
Seat Selection:		

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Flex</u>	122.00
Return Flight - <u>Flex</u>	122.00
<u>Surcharges</u>	24.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	17.11
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total before options (per passenger)	359.36
Number of passengers	x 1
Total with options	359.36
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$359.36

Payment Information

Credit/Debit Card

Amount paid: **\$359.36**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$359.36 (Air Transp. Charges - per ticket)

Ticket number(s)

enRoute City Guide

Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in

Trip Confirmation

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

Reservation #: Leg 1: "45085"
Leg 2: "45086"

Hughes
Trip #1



Departures Reservation# "45085"

Customer Information Madeby Name: Phillip Hughes Madeby Phone#: Reference #:	Trip Information Philip Hughes Date: Tuesday, October 27, 2015 Time: 08:30 AM Drop: 09:30 AM Cell: PAX: 1 Vehicle Type: Sedan
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Pickup Information Address: City: Cross St.:	Dropoff Information Address: (Calgary International Airport) Flt. Time: 10:30 AM Type: Domestic Airline: Flt. City: Flight#:
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Extra Stops Extra Stops

Special Requests	Billing Information Base Fare: \$48.20 Fuel fee: 4.82 Gratuuity: 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 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.LimoSurvey.com/AmbassadorLimo>.

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

Reservation #: Leg 1: "45085"
Leg 2: "45086"

Hughes
Trip #1



Arrivals Reservation# "45086"

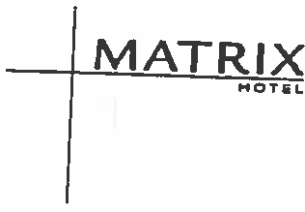
Customer Information		Trip Information	
Madeby Name: Madeby Phone#: Reference #:		Philip Hughes Date: Wednesday, October 28, 2015 Time: 03:52 PM Drop: 04:52 PM Cell: PAX: 1 Vehicle Type: Sedan	
Pickup Information		Dropoff Information	
Address: (Calgary International Airport) Flt. Time: 03:52 PM Domestic Airline: Air Canada, AC City: Edmonton Flight#: 8149 Nonc Cross St.		Address: City:	
Extra Stops			
Extra Stops:			
Special Instructions / Details		Billing Information	
		Base Fare: \$48.20 Fuel fee: 4.82 Parking Charge: 6.75 Gratuuity: 6.51 GST: 3.07 Discount: 4.82 Total \$64.53	

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Hughes
Trip #1

per P. Hughes
charge 120. to/from Edmonton
airport
charge 8.00 downtown to U of A.

From AIR PORT (Edmonton) TR 128. /
To D.T. U. OF AB → AIR PORT
Time _____
Date OCT, 28-29, 2015
Trip Amount \$ 200.00
Driver Name Reza
Car Number 808
GST 887277010



Hughes
Trip #1

Mr Philip Hughes

Canada

Guest Name:

Room Number: 1205
Arrival Date: 10-27-15
Departure Date: 10-28-15
Page No: 1 of 1

INFORMATION INVOICE

Folio No:

Date	Description	Charges	Credits
			10-27-15
10-27-15	Room Revenue	145.00	
10-27-15	Destination Marketing Fec - 3%	4.35	
10-27-15	Tourism Levy - 4%	5.97	
Total		155.32	0.00
Balance		155.32	

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

Hughes
Trip #2

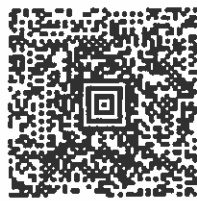
Your booking is confirmed. Booking reference:

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					Air Transp. Charges	321.00
Flight	From	To	Departure	Arrival	Options	0.00
AC8441	Calgary (YYC)	Edmonton (YEG)	08:35 Mon 23-Nov 2015	09:25 Mon 23-Nov 2015	Taxes, fees and charges	94.01
AC8147	Edmonton (YEG)	Calgary (YYC)	13:50 Tue 24-Nov 2015	14:44 Tue 24-Nov 2015	Travel Insurance	Purchase travel insurance
					Grand Total	\$415.01
					Canadian dollars	

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.



Booking Information

Booking Reference:	Customer Care
Electronic Ticketing confirmed. This is your official itinerary/receipt.	Air Canada 1-888-247-2262
Main Contact:	Flight Arrivals and Departures 1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8441 ¹	Calgary (YYC) Mon 23-Nov 2015 08:35	Edmonton, Edmonton Int'l (YEG) Mon 23-Nov 2015 09:25	0	0hr50	DH4	Flex, G	
AC8147 ¹	Edmonton, Edmonton Int'l (YEG) Tue 24-Nov 2015 13:50	Calgary (YYC) Tue 24-Nov 2015 14:44	0	0hr54	DH3	Flex, Q	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

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

Air Canada - Aeroplan	Meal Preference:	None
Payment Card:	Social Needs:	None
Seat Selection:		

Congratulations on your selection of a Preferred seat. Please read the Terms and conditions.

Purchase Summary

Fare Summary	
Passenger Type	<u>Adult</u>
Air Transportation Charges	
Departing Flight - Flex	132.00
Return Flight - Flex	165.00
Surcharges	24.00

Hughes Trip #2

Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	19.76
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	415.01
Number of passengers	x 1
Total with options	415.01
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	415.01

Payment Information

The following amount (tax inclusive) will appear on your credit card statement:

- Air Canada: \$415.01 (Air Transp. Charges - per ticket)

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Flex

Return Flight Edmonton (YEG) To Calgary (YYC) - Flex

- Changes:**

- Prior to day of departure - Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- Same-day confirmed changes at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- Same-day standby is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the Itinerary.

- Cancellations:**

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who no-show their flight will forfeit the fare paid.
- Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

Carry-on Baggage

When your flight is operated by Air Canada, Air Canada rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Calgary (YYC) To Edmonton (YEG) - Flex

Return Flight : Edmonton (YEG) To Calgary (YYC) - Flex

	1st bag:	2nd bag:
Regular Baggage Allowance	Complimentary	\$25.00 CAD + taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and

Trip Confirmation

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

Reservation #: Leg 1: "46569"
Leg 2: "46570"

Hughes
Trip #2



Departures Reservation# "46569"

Customer Information Madeby Name: Phillip Hughes Madeby Phone#: Reference #:	Trip Information Philip Hughes Date: Monday, November 23, 2015 Time: 06:30 AM Drop: 07:30 AM PAX: 1 Vehicle Type: Sedan
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Pickup Information Address: City: Cross St.	Dropoff Information Address: (Calgary International Airport) Flt. Time: 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 Gratuuity: 6.51 GST: 2.74 Discount: 4.82 Total: \$57.45
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316 Meridian Road SE
Calgary, AB Canada T2A 1X2
reservations@chkr.net
Phone: (403) 299-4910
Fax: (403) 248-0584

Reservation #: Leg 1: "46569"
Leg 2: "46570"

Hughes
Trip #2



Arrivals Reservation# "46570"

Customer Information

Madeby Name: Phillip Hughes
Madeby Phone#:
Reference #:

Trip Information

Philip Hughes
Date: Tuesday, November 24, 2015
Time: 02:44 PM Drop: 03:44 PM
Cell: PAX: 1
Vehicle Type: Sedan

Pickup Information

Address: (Calgary International Airport)
Flt. Time: 02:44 PM Domestic
Airline: Air Canada, AC City: Edmonton
Flight#: 8147 None
Cross St.

Dropoff Information

Address:
City:

Extra Stops

Extra Stops:

Special Instructions / Details

Billing Information

Base Fare: \$48.20
Fuel fee: 4.82
Parking Charge: 6.75
Gratuity: 6.51
GST: 3.07
Discount: 4.82
Total: \$64.53

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Hughes
Trip #2

Taxi fare to/from Edmonton airport.
Nov 23/24. Expense 120.

[REDACTED]

DATE: 2025-11-24

GST: _____

FROM: IAD [scribble] TOTAL: 170

TO: DT

CHAUFFEUR: [scribble]

[REDACTED]



Hughes
Trip #2

Mr Philip Hughes

Room Number: 1411
Arrival Date: 11-23-15
Departure Date: 11-24-15
Page No: 1 of 1

Canada

Guest Name:

11-24-15

INVOICE

Folio No:

Date	Description	Charges	Credits
11-23-15	Room Revenue	145.00	
11-23-15	Destination Marketing Fee - 3%	4.35	
11-23-15	Tourism Levy - 4%	5.97	
11-24-15			155.32
Total		155.32	155.32
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. #866344302 RT 0001