

Expense Disclosure Reporting Form

Name: Philip Hughes, Board Member

For the Period:

Nov-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								
Nov 27-28, 2017	Edmonton	To attend Audit and Finance committee meetings and Board of Directors' meeting.	\$437.06	\$242.34	\$160.68	\$66.00		\$906.08
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								\$906.08

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: \$906.08

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	11/30/2017	01. 11/27/2017 at 07:00 AM to 11/28/2017 at 02:45 PM - Edmonton ~ to attend Audit/Finance committees and Board of Directors' meeting.	11/27/2017	11/28/2017	11/27/2017	Meals - Breakfast/dinner (Nov 27) and breakfast/lunch (Nov 28).	\$66.00	1

Hughes Trip # 1



AIR CANADA
YOUR BOOKING IS
CONFIRMED

Booking Reference

Travel booked/ticket issued on: 18 October 2017

Passengers

1 Mr. Philip G Hughes

Seats

Ticket Number

Aeroplan

Depart

Economy

Monday
27 Nov, 2017

07:15
Calgary
Calgary Int. (YYC), Canada



08:13
Edmonton
Edmonton Int. (YEG), Canada

0 hr 58
AC8130 Economy (G)
Operated by Air Canada Express - Jazz 1-800-387-8383

Hughes Trip #1

 Return

Economy Flex

Tuesday
28 Nov, 2017

13:40
Edmonton
Edmonton Intl. (YEG)
Canada



14:41
Calgary
Calgary Intl. (YXC), Canada



1 hr 01

Economy (G)

Operated by Air Canada Express - Jazz Down 8:00

Purchase summary

1 Adult

Air Transportation Charges

Base Fare - Departing Flight - Economy Flex	164.00
Base Fare - Return Flight - Economy Flex	154.00
Surcharges	24.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100093287 R10001	20.81
Air Travellers Security Charge	14.25
Airport Improvement Fee - Canada	60.00

18/10/2017

GRAND TOTAL - Canadian dollars

437

Total 437.06



CANADA (US: 1 888) 247-3292



AIR CANADA

A STAR ALLIANCE MEMBER 

Hughes Trip #1

Philip Hughes
9925 107th Street
Edmonton AB T5J2S5
Canada

Room Number: 1505
Arrival Date: 11-27-17
Departure Date: 11-28-17
Page No: 1 of 1

INVOICE

Date	Description	Charges	Credits
11-27-17	Room Revenue	150.00	
11-27-17	Destination Marketing Fee - 3%	4.50	
11-27-17	Tourism Levy - 4%	6.18	
11-28-17			160.68
Total		160.68	160.68
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. #R15631154 RT 000x

Trip Confirmation

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

Reservation #: Leg 1: "83917"
Leg 2: "83918"



Hughes Trip #1

Departures Reservation# "83917"

Customer Information	Trip Information
Madeby Name: Philip Hughes Madeby Phone#: Reference #:	Philip Hughes Date: Monday, November 27, 2017 Time: 05:30 AM Drop: 06:30 AM Cell: PAX: 1 Vehicle Type: Sedan

Pickup Information	Dropoff Information
Address: City: Calgary AB Cross St.:	Address: (Calgary International Airport) Ft. Time: Type: Domestic Airline: Ft. City: Flight#:

Extra Stops

Extra Stop:

Special Instructions / Details

Billing Information

Base Fare \$48.20
Fuel fee 4.82
Gratuaty 6.51
GST 2.74
Discount 4.82
Total \$57.45

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@ambassador.net or called in to 403-299-4910 or 1-800-270-1900.

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 arrival 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

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

Reservation #: Leg 1: "83917"
Leg 2: "83918"

Hughes Trip #2



Arrivals Reservation# "83918"

Customer Information	Trip Information
Madeby Name: Phillip Hughes	Philip Hughes
Madeby Phone#:	Date: Tuesday, November 28, 2017
Reference #:	Time: 02:41 PM Drop: 02:41 PM
	PAX: 1
	Vehicle Type: Sedan

Pickup Information	Dropoff Information
Address: (Calgary International Airport)	Address:
Flt. Time: 02:41 PM Domestic	City: Calgary AB
Airline: Air Canada, AC City: Edmonton	
Flight#: 8145 None	
Cross St.:	

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: \$63.89

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 cancellations in reservations must be emailed to reservations@chkr.net or called in to 403-299-4910 or 1-800-279-1990.

Acceptance of Service: This is a copy of your confirmation, not an invoice. By reserving this confirmation, you are accepting accountability for the charges detailed above, including any upgrades after services rendered.

Airport Arrivals: All guests are provided with complimentary airport meet and greet service. A chauffeur bearing a printed meet and greet sign will meet you immediately outside of your arrival 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 10 percent deposit is required for any group of reservations of over \$50,000.

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.

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Hughes Trip #2

[Redacted]

2011 = 5/12

1172 - City
Return
Wairua

160.⁰⁰

*claimed \$120.00

[Redacted]

Taxi fare to/from Edmonton airport.