

**Expense Disclosure Reporting Form**

Name: **Trevor Alexander, President & CEO**

For the Period:

**Nov-19**

**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 16-Nov-19	Banff	To attend Alberta Roadbuilders & Heavy Construction Association (ARHCA) conference		\$468.42	\$1,274.88	\$60.00		\$1,803.30
2 25-Nov-19	Calgary	To attend meeting at WCB Calgary office	\$409.76					\$409.76
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>\$2,213.06</b>

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

Notes

**Total claimed for reporting period: \$2,213.06**

**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
Trevor Alexander	Travel Meal Allowance	11/22/2019	01. 11/13/2019 at 11:30 AM to 11/16/2019 at 12:00 PM - Banff ~ ARHCA AGM & Convention	11/13/2019	11/16/2019	11/13/2019	Nov 13-16 meals - 2 breakfasts, 1 lunch and 1 dinner	\$60.00	1
Trevor Alexander	Mileage	11/22/2019	01. 11/13/2019 at 11:30 AM to 11/16/2019 at 12:00 PM - Banff ~ ARHCA AGM & Convention	11/13/2019	11/16/2019	11/13/2019	travel from Edmonton to Banff & return - 802 kms	\$409.02	1

THE *Fairmont*  
BANFF SPRINGS

405 Spray Avenue  
P.O. Box 960  
Banff, Alberta Canada T1L 1J4  
T 403 762 2211 F 403 762 5755  
G.S.T. Registration # 84968 1721 RT0006

Alberta Roadbuilders and Heavy Const.  
Mr Trevor Alexander  
PO Box 2415  
Edmonton AB T5J2S5  
Canada

INFORMATION INVOICE

Room : 1206  
Folio # :  
Cashier # :  
Page # : 1 of 2  
Group Name ARHCA

Arrival : 11-13-19  
Departure : 11-16-19

Date	Description	Additional Information	Charges	Credits
11-13-19	Package Charge		383.00	
11-13-19	Tourism Improvement Fee (2%)		7.38	
11-13-19	Alberta Tourism Levy (4%)		15.06	
11-13-19	Room GST (5%)		18.82	
11-13-19	Package GST (5%)		0.70	
11-14-19	Package Charge		383.00	
11-14-19	Tourism Improvement Fee (2%)		7.38	
11-14-19	Alberta Tourism Levy (4%)		15.06	
11-14-19	Room GST (5%)		18.82	
11-14-19	Package GST (5%)		0.70	
11-15-19	Package Charge		383.00	
11-15-19	Tourism Improvement Fee (2%)		7.38	
11-15-19	Alberta Tourism Levy (4%)		15.06	
11-15-19	Room GST (5%)		18.82	
11-15-19	Package GST (5%)		0.70	
11-16-19				1,274.88
<b>Total</b>			<b>1,274.88</b>	<b>1,274.88</b>

**Balance Due 0.00**

GST Summary

Room	56.46
F&B	0.00
Other	2.10
<b>Total</b>	<b>58.56</b>

For information or reservations, visit us at  
[www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from:  
United States or Canada 1 800 441 1414  
Pour information et réservations visitez notre web au  
[www.fairmont.com](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de:  
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)

Thank you for choosing to stay with Fairmont Hotels & Resorts  
Merci d'avoir choisi les Hôtels Fairmont

# Fairmont BANFF SPRINGS

405 Spray Avenue  
P.O. Box 960  
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T 403 762 2211 F 403 762 5755  
G.S.T. Registration # 84968 1721 RT0006

Alberta Roadbuilders and Heavy Const.  
Mr Trevor Alexander  
PO Box 2415  
Edmonton AB T5J2S5  
Canada

*INFORMATION INVOICE*

Room : 1206  
Folio # :  
Cashier # :  
Page # : 1 of 1  
Group Name ARHCA

Arrival : 11-13-19  
Departure : 11-16-19

Date	Description	Additional Information	Charges	Credits
11-13-19	Self Parking		10.00	
11-14-19	Self Parking		10.00	
11-15-19	Self Parking		10.00	
<b>Total</b>				<b>0.00</b>

*\$30 + GST*

**Balance Due**

GST Summary

Room	0.00
F&B	1.70
Other	1.43
<b>Total</b>	<b>3.13</b>

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay please contact David Roberts, General Manager, at [David.Robertsgm@fairmont.com](mailto:David.Robertsgm@fairmont.com).  
We also invite you to share memories of your experience on our community forum - visit [www.everyonesanoriginal.com](http://www.everyonesanoriginal.com).

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Banff East Gate  
#10043

**Expires:  
2019/11/16  
at 4pm**

**Sales Receipt**

Transaction #: 3781439  
Date: 13/11/2019 3:30:51 PM  
Cashier/Cassier: 19 Register/Caisse #: 19

Item	Description	Amt/Mnt
20000	NP A Day/PN A par jour 3 @ \$9.80	\$29.40
	2019/11/16	
	Sub Total/Sous-Total	\$28.00
	GST/TPS	\$1.40
	<b>Total</b>	<b>\$29.40</b>
	visa tendered	\$29.40
	Change Cash/Argent Remis	\$0.00

Thank-you for visiting/Merci de votre visite

Other transportation - \$30.00 - parking for 3 days  
\$29.40 - National Park pass for 3 days  
\$409.02 - mileage Edmonton to Banff and return  
\$468.42 total



## eTicket Receipt

Prepared For  
ALEXANDER/JEFFREY MR

RESERVATION CODE	
ISSUE DATE	25Nov19
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
12Dec19	WESTJET WS 3394	EDMONTON INTLAB, CANADA	CALGARY INTLAB, CANADA	Cabin ECONOMY Seat Number 14A - (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis Not Valid After 24JUN20
	Operated by: WESTJET ENCORE	Time 08:30	Time 09:34	

## Allowances

### Baggage Allowance

YEG to YYC - 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 YYC - 1 Piece (WS - WESTJET)

### Carry On Charges

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

## Payment/Fare Details

Form of Payment	
Fare Calculation Line	YEA WS YYC146.00CAD146.00END
Fare	CAD 146.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)

	X	CAD 8.26 XG8 (GOODS AND SERVICES TAX (GST))
		CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
		CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	X	CAD 1.50 XG9 (GOODS AND SERVICES TAX (GST))
<b>Total Fare</b>		<b>CAD 204.88</b>

**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.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

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# Booking Confirmation

Booking Reference: [REDACTED]

Date of issue: 25 Nov, 2019

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

## Depart

Economy - Flex

Friday  
13 Dec, 2019

22:35  
**Calgary**  
Calgary Int. (YYC),  
Alberta



23:29  
**Edmonton**  
Edmonton Int. (YEG),  
Alberta

AC8160

0hr54  
Economy A  
Operated by: Air Canada Express -  
Jazz | De Havilland Dash 8-400  
Air Canada Bistro

## Passengers

**Jeffrey Alexander**  
Ticket Number

Seats  
AC8160 14A

## Purchase summary

**Tax information**  
GST no. 10009-2287 RT0001 \$9.76

	<b>1 adult</b>
Air Transportation Charges	
Base Fare - Economy - Flex	146.00
Surcharges	12.00
Taxes, fees and charges	
Air Travellers Security Charge - Canada	7.12
Goods and Services Tax - Canada - 100092287 RT0001	9.76
Airport Improvement Fee - Canada	30.00
Total before options (per passenger)	<u>\$204.88</u>
GRAND TOTAL (Canadian dollars)	<b>\$204.88</b>

Airfare - \$204.88 Westjet - Edmonton to Calgary  
\$204.88 Air Canada - Calgary to Edmonton  
\$409.76 total