

Expense Disclosure Reporting Form

Name: **Roxy Shulha-McKay, V.P. Employee & Corporate Services**

For the Period: **Oct. 1 - Oct. 31, 2012**

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		Human Resource Conference in Orlando - trip booked(charged) and cancelled(refunded) in Oct 2012; seat selection fee will be refunded next month.	63.00					\$63.00
10/18/12	Orlando Florida							
2								
3								
4								
5								
6								
7								
8								
9								
10								

Travel Related **\$63.00**

Notes

**Other Transportation"

** Mileage claims must include the kilometers claimed

Non-travel related Expenditures (Business meals, etc...)

Dates	Purpose	Expense Category	Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Non-Travel Related **\$0.00**

Notes

Total claimed for reporting period: \$63.00



eTicket Receipt

Travel, Item # 1

Prepared For
SHULHA MCKAY/ROXANA LYNN MS

WESTJET RESERVATION CODE	
ISSUE DATE	18Oct2012
TICKET NUMBER	8382579174838
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/A85
TOUR CODE	WCB01

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
	WESTJET V	EDMONTON INTL AB, CANADA Time 11:55pm	ORLANDO INTL, FL Time	Seat Number 07F PREMIUM (PAID) Conf: 8380619478874 Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis PCRP1
	WESTJET	FT LAUDERDALE, FL Time 11:50am	TORONTO ON, CANADA Time	Seat Number 07F PREMIUM (PAID) Conf: 8380619478875 Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis VCR
	WESTJET V	TORONTO ON, CANADA Time 4:30pm Terminal TERMINAL 3	EDMONTON INTL AB, CANADA Time	Seat Number 12B PREMIUM (PAID) Conf: 8380619478872 Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis VCR

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : X2
Endorsement / Restrictions	NONREF-FEE FOR CHG/CXL-BG WS/COF WCB
Fare Calculation Line	YEA WS ORL233.50/-FLL WS X/YTO WS YEA494.50CAD728.00END XF FLL4.5
Fare	CAD 728.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.71 CA (AIR TRANSPORTATION TAX) CAD EXEMPT XG (GST FOR CANADA EXCEPT

	ON/BC/NS/NF/NB/QC)
	CAD 5.52 YC (US CUSTOMS USER FEE)
	CAD 16.76 US (US DOMESTIC TRANSPORTATION TAX)
	CAD 16.76 US (US DOMESTIC TRANSPORTATION TAX)
	CAD 5.02 XA (US APHIS USER FEE)
	CAD 7.03 XY (US FEDERAL INSPECTION FEE)
	CAD 15.00 YQ (INSURANCE / FUEL CHARGES)
Original fare \$842.83 charged Oct 18, 2012 and immediately refunded on Oct. 25, 2012. \$63.00 was seat selection fee and will be refunded at a later date	CAD EXEMPT RC (HST - NEW BRUNSWICK / NEW FOUNDLAND / LABRADOR)
	CAD 25.00 SQ (AIF - CANADA EXCEPT ON/BC/NS/QC/NB/NF)
	CAD 4.00 SQ (AIF - CANADA EXCEPT ON/BC/NS/QC/NB/NF)
	CAD 2.51 AY (US SECURITY FEE)
	CAD 4.52 XF (US PASSENGER FACILITY CHARGE)
Total Fare	CAD 842.83
Additional Fees not Included In Fare	
\$60.- GST 3.- \$63.-	CAD 15.00 (0.75 XG) - YEG MCO - IK XXXXXXXXX (PREMIUM SEAT FEE)
	CAD 15.00 (0.75 XG) - FLL YYZ - IK XXXXXXXXX (PREMIUM SEAT FEE)
	CAD 30.00 (1.50 XG) - YYZ YEG - IK XXXXXXXXXX (PREMIUM SEAT FEE)

Positive identification required for airport check in

Notice:

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- We look forward to welcoming you on board your upcoming WestJet flight. If you're travelling with one of our airlines partners as part of your WestJet booking, you'll want to familiarize yourself with the other airline's policies and restrictions as they may be different from ours. Generally, the most restrictive guidelines will apply.
- Positive identification is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.