

Expense Disclosure Reporting Form

Name: **Bob Normand, Chair, Board of Directors**

For the Period: **Oct-14**

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 Sep 22-23, 2014	Calgary	to attend committee meetings and Board of Directors' meeting	\$401.36	\$118.20	\$177.40			\$696.96
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	\$696.96

Notes

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

Dates	Purpose	Expense Category	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: \$696.96

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
Bob Normand	mileage	10/8/2014	01. 09/22/2014 at 10:00 AM to 09/23/2014 at 03:30 PM - Calgary ~ to attend Audit & Finance Committee meetings and Board of Directors' meeting.	9/22/2014	9/23/2014	9/22/2014	Mileage (80 km) for travel to/from Edmonton airport	\$39.20	1

Normand
Trip# 1

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 Robert J Normand

Flight	From	To	Departure	Arrival
AC8139	Edmonton (YEG)	Calgary (YYC)	10:00 Mon 22-Sep 2014	10:50 Mon 22-Sep 2014
AC8148	Calgary (YYC)	Edmonton (YEG)	14:30 Tue 23-Sep 2014	15:19 Tue 23-Sep 2014

Airfare	308.00
Options	0.00
Taxes, fees and charges	93.36
Travel Insurance	Purchase Travel Insurance
Grand Total Canadian dollars	\$401.36

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**AIR CANADA 

Booking Reference: *****

Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Air Canada
1-888-247-2262Main Contact:
Mr Robert J NormandFlight Arrivals and
Departures
1-888-422-7533**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8139 ¹	Edmonton, Edmonton Int'l (YEG) Mon 22-Sep 2014 10:00	Calgary (YYC) Mon 22-Sep 2014 10:50	0	0hr50	DH4	Flex, V	
AC8148 ¹	Calgary (YYC) Tue 23-Sep 2014 14:30	Edmonton, Edmonton Int'l (YEG) Tue 23-Sep 2014 15:19	0	0hr49	DH4	Flex, V	

Operated by:
¹ Air Canada Express - Jazz**Passenger Information**

1: Mr Robert J Normand : 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 - Flex	142.00
Return Flight - Flex	142.00
Surcharges	24.00
Taxes, Fees and Charges	

Normand Trip #1

Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	19.11
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	401.36
Number of passengers	x 1
Total airfare, taxes and options	401.36
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$401.36

Payment InformationAmount paid: **\$401.36**

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

- Air Canada: \$401.36 (Airfare - per ticket)

Ticket number:

Fare Rules**Departing Flight** Edmonton (YEG) To Calgary (YYC) - Flex**Return Flight** Calgary (YYC) To Edmonton (YEG) - 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 only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- 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.
- Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.
- 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

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, 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 : Edmonton (YEG) To Calgary (YYC) - Flex**Return Flight** : Calgary (YYC) To Edmonton (YEG) - Flex

Regular Baggage Allowance	1st bag:	2nd bag:
	Complimentary	\$20.00 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 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the

Normand Trip #1

Thank You for choosing
ASSOCIATED CAB
for all your transportation needs.

Visit our counter at the
Calgary International Airport
International arrival door.

ALL CANADA INTERNATIONAL ARRIVAL WEST/LEF

ASSOCIATED CAB

Driver T. Roche Date Sept 22/14
Car # 39 Amount 29.00
GST Included # 1.00

GST# R128599776
Edmonton Airports
Can-T5J 2T2 Edmonton
Tax Code CA5%

P3 South C 23/09/14 15:42
Receipt 011349

Short-term parking tkt
DL - No. 029504
22/09/14 09:04 -
24/09/14 09:03 -
Period 2d0h0'
(Tax) \$50.00
Total \$50.00
Payment Received \$50.00

Auth: 023904
Type: Swiped

Sub Total \$47.67
Tax 5% 2.38

812AF594 1/1

Normand
Trip #1

Four Points By Sheraton Calgary Airport
2875 Sunridge Way NE
Calgary, AB tly7k7
Canada
Tel: 403-648-3180 Fax: 403-648-3179

Bob Normand
Page Number : 1 Invoice Nbr: 200942
Guest Number: 185951 Arrive Date: 22-SEP-14 17:06
Folio ID : EX-A Depart Date: 23-SEP-14
No. Of Guest: 1
Room Number : 214
Room Rate : 160.00
Club Account:
Email:

Tax ID: 829610872 RT0001
Four Points Calgary 23-SEP-14 01:16 JUANITA

Date	Reference	Description	Amount
22-SEP-14	RT214	Room Revenue	160.00
22-SEP-14	RT214	Service Charge	17.40
23-SEP-14			-177.40
		** Total Charges	177.40
		** Total Credits	-177.40
		*** Balance	0.00

GST is 7.25

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

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