

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 29-Jan-20	Edmonton	To attend WCB Board Committees and Board of Directors meetings	\$617.66	\$240.00	\$166.04	\$8.00		\$1,031.70
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								\$1,031.70

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: \$1,031.70

Expense Disclosure Reporting Form

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 Allowance	1/31/2020	01. 01/27/2020 at 07:30 AM to 01/28/2020 at 05:15 PM - Edmonton ~ Attend WCB's Board of Directors and Committee meetings on January 27 and 28	1/27/2020	1/28/2020	1/28/2020	1 per diem allowance	\$8.00	1

Travel Arrangements for HUGHES/PHILIP

Travel Office Contact Details

Amex Canada Inc.
Platinum Travel Service
2225 Sheppard Avenue East
Toronto ON M2J 5C2 Canada
Phone: 1-800-668-9147 / 1-416-868-0503
Fax: 1-416-868-1833

Electronic Ticket Details

Ticket Information for HUGHES/PHILIP

Airline
Invoice Date 06 Jan
Ticket Number
Airline Booking Ref
Routing

Positive identification required for airport check in Notice:

PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THEREOF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER.

Important Legal Notices

Travel Details

Monday 27 Jan 20

Flight Information

Airline Booking Ref			Confirmed	
Airline	Air Canada		Estimated Time	54 Mins
Operated By	Air Canada Express - Jazz		Aircraft	De Havilland Dhc-8 400 Series
Flight			Number of Stops	Non-stop
Origin	Calgary,	Calgary International Airport	Baggage	1PC per adult
Destination	Edmonton,	Edmonton International		
Departing	0930			
Arriving	1024			
Class				
Seat				

Flight Information

Airline Booking Ref			Confirmed	
Airline	Air Canada		Estimated Time	55 Mins
Operated By	Air Canada Express - Jazz		Aircraft	De Havilland Dhc-8 400 Series
Flight			Number of Stops	Non-stop
Origin	Edmonton,	Edmonton International	Baggage	1PC per adult
Destination	Calgary,	Calgary International Airport		
Departing	1540			
Arriving	1635			
Class				
Seat				

Loyalty Program

Fare Information

Airfare	
Routing	CALGARY TO EDMONTON
Adult	
Base Fare	CAD514.00 per adult
Taxes	CAD103.66 per adult
Total	CAD617.66 per adult

Rules and Restrictions

Cancellation Policy	Non-Refundable Fare
Changes	Changes - Before Departure Charge Changes Permitted Plus Any Fare Difference 25Cad Per Way Plus Taxes And Fare Differenc Changes - After Departure Charge Changes Permitted Plus Any Fare Difference 25Cad Per Way Plus Taxes And Fare Differenc These conditions may change and are subject to availability and valid on the same airline, routing and fare as booked. Penalty fees are in addition to any difference in fare or tax. Any fees are at "today's exchange rate".
Minimum Stay	No Minimum Stay Requirement
Maximum Stay	No Maximum Stay Requirement
Baggage Allowance	1 Piece

Additional Messages

Air Passenger Protection Regulations

If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website at <https://rppa-appr.ca/>

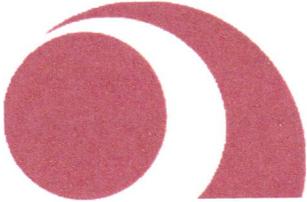
Priority Pass Benefit

Relax before your flight in comfort at over 850 airport lounges in more than 400 airports worldwide with your Priority Pass membership. The lounge access is yours regardless of the class of service or airline you are flying. You can find a fully searchable database of lounges available on www.prioritypass.com. To gain entry to the lounge simply present your Priority Pass membership card along with your boarding pass. Enrollment and usage fees may apply to some American Express Card programs – please contact the number on the back of your American Express Card for details and to enroll.

You can take advantage of exclusive **American Express Travel Online** promotions and rates or redeem points in conjunction with your trip when accessing the portal through your MYCA log-in or at www.americanexpress.ca/travel.

From: Ambassador Limousine Ltd and Checker Cabs
Sent: 7-Jan-20 12:31 PM
To: philipghughe:
Subject: Booking Confirmation
Attachments: calendar.ics;

Thank you for using Ambassador Limousine Service. Please review your confirmation carefully and call us immediately if you feel that there are any errors. We appreciate your business and welcome feedback.



Ambassador Limousine Ltd and Checker Cabs

316 Meridian Road SE
 Calgary, AB T2A 1X2
 GST: 89950 4831 RT 0001
 1-866-279-1999
 reservations@chkr.net
 www.thecheckergroup.com/

Booking Confirmation

RESERVATION SUMMARY

Confirmation #:
Trip Date: Monday, January 27, 2020
Type/Category: Hourly/Departure
Billing Terms:
Credit Card #:
Booked Date: 01/06/2020 13:18

DETAILS

Confirmation		Passenger (#):	Philip Hughes (1)
Customer Name:	Hughes/Philip	Passenger Cell:	
Phone #:		# Bags:	
Corporate Client:		Vehicle Type:	Sedan
Ref PO/CC:			
Ordered By:	Philip Hughes		

NOTES AND PREFERENCES

Trip Notes: 1

PASSENGER/ADDITIONAL STOP INFORMATION

Pick-Up 01/27/2020 07:30
Address:
Drop-Off Calgary International Airport (YYC) : 2000 Airport Road, NE Calgary, AB
Address: *Departure: , SCH:01/27/2020 15:00,*

ESTIMATED CHARGES

Base Charges	(1.00 @ 75.00)	\$75.00
Gratuity		\$13.50
Fuel Fee		\$7.50
GST		\$4.43
PH Discount		(\$-7.50)

TOTAL: \$92.93

home to YYC
 claimed \$60.00

PAYMENTS, DEPOSITS & ADJUSTMENTS

From: Ambassador Limousine Ltd and Checker Cabs
Sent: 7-Jan-20 12:31 PM
To: philipghughes
Subject: Booking Confirmation
Attachments: calendar.ics;

Thank you for using Ambassador Limousine Service. Please review your confirmation carefully and call us immediately if you feel that there are any errors. We appreciate your business and welcome feedback.



Ambassador Limousine Ltd and Checker Cabs

316 Meridian Road SE
 Calgary, AB T2A 1X2
 GST: 89950 4831 RT 0001
 1-866-279-1999
 reservations@chkr.net
 www.thecheckergroup.com/

Booking Confirmation

RESERVATION SUMMARY

Confirmation #:
Trip Date: Tuesday, January 28, 2020
Type/Category: Hourly/Arrival
Billing Terms:
Credit Card #:
Booked Date: 01/06/2020 13:19

DETAILS

Confirmation		Passenger (#):	Philip Hughes (1)
Customer Name:	Hughes/Philip	Passenger Cell:	
Phone #:		# Bags:	
Corporate Client:		Vehicle Type:	Sedan
Ref PO/CC:			
Ordered By:	Philip Hughes		

NOTES AND PREFERENCES

Trip Notes: 2

PASSENGER/ADDITIONAL STOP INFORMATION

Pick-Up Address: 01/28/2020 16:35
 Calgary International Airport (YYC) : 2000 Airport Road, NE Calgary, AB
Arrival: Air Canada Flight #8153, SCH:01/28/2020 16:35, Connect: Edmonton International Airport,
Instructions: [Meet Inside]
 Complimentary airport meet and greet service. A chauffeur bearing a printed meet and greet sign will meet in one of two places, depending on the flight.
 Domestic Arrivals: Guests will be met just prior to baggage claim. International Arrivals: Guests will be met directly outside of Customs.
Drop-Off Address:

ESTIMATED CHARGES

Base Charges	(1.00 @ 75.00)	\$75.00
Gratuity		\$13.50
Fuel Fee		\$7.50
GST		\$5.03
PH Discount		(\$-7.50)

Airport Parking Fee	\$12.00
TOTAL:	\$105.53
PAYMENTS, DEPOSITS & ADJUSTMENTS	
	0.00
AMOUNT DUE:	\$105.53

YYC to home
claimed \$60.00

Thank you for choosing Ambassador Limousine Ltd and Checker Cabs

TERMS AND CONDITIONS

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 are rendered.

Billing: All reservations are on an hourly basis; billing for any overages takes place in half hour increments. Credit cards are pre-authorized for one cent at the time of booking and three days prior to your reserved time pre-authorized for the full reservation amount plus one half hour. Final billing will be processed on the business day following service. Please inquire if you're interested in setting up a customer credit (invoicing) account.

Cancellation / Change: Reservations will be billed in full if a cancellation / change notice is not confirmed up to six hours in advance of your reserved time for Sedans or SUVs and up to twenty-four hours in advance of your reserved time for all other vehicle types. Car seat rentals require a 72 hour cancellation notice. A cancellation / change notice does not take effect until confirmed by the Ambassador Limousine Reservations Department. All reservations that request a vehicle outside of the Ambassador Limousine fleet will abide by the affiliate company's cancellation / change policy. Examples of affiliate vehicles include motor coaches, cargo vehicles, and all bookings made through a national or worldwide affiliate. Vehicle types are subject to change without notice.

Deposits: All Wedding and Graduation reservations require a 50% non-refundable deposit at the time of booking. All reservations or events exceeding \$3,000.00 require a 50% deposit.

Alcohol: Alcohol is permitted in Ambassador Limousine 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 Reservations Department to confirm which vehicles are AGLC approved. We do not permit alcohol for any Graduation reservations. There are special rules around 24 passenger Mini-Coaches, please inquire if booking.

Smoking and Damages: Smoking and vaping is not permitted in any of our vehicles. You will be subject to a significant vehicle recovery fee to cover the extensive cost of restoring vehicles to a neutral scent. Vandalizing or damaging any part of a vehicle is subject to additional charges for repair / replacement.

Lost Items: Ambassador Limousine will not be held responsible for any loss or damage to personal articles. Any found items will be kept and available for pickup.

Confidentiality Notice: This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachment is prohibited. If you have received this communication in error, please notify us by reply email and immediately and permanently delete this message and any attachments.

PRESTIGE CABS

780.462.4444

GST# _____

Date: Jan. 28

Amount: \$200⁰⁰

Driver: Wahed

Car#: 864

From: YEG

To: DOWNTOWN IRT

10135-31 Avenue, Edmonton, AB T6N 1C2



claimed \$60 each
YEG to hotel and
WCB to YEG

Other transportation:

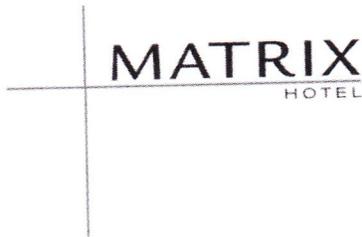
home to YYC - \$60.00

YEG to hotel - \$60.00

WCB to YEG - \$60.00

YYC to home - \$60.00

\$240.00



Philip Hughes
Canada

Room No. :
Arrival : 01-27-20
Departure Date : 01-28-20
Folio No. :
Conf. No. :
P.O. No. :

Company Name:
Group Name:

INFORMATION INVOICE

Date	Description	Charges	Credits
01-27-20	Room Revenue	155.00	
01-27-20	Destination Marketing Fee	4.65	
01-27-20	Tourism Levy	6.39	
01-28-20			166.04
Total Charges		166.04	
Total Credits			166.04
Balance			0.00