

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 30-Apr-19	Edmonton	To attend Board Committee and Board of Directors Meeting	\$420.26	\$240.00	\$171.39	\$43.00		\$874.65
2 22-May-19	Edmonton	To attend Board Committee and Board of Directors Retreat and Meeting	\$516.86	\$250.00	\$179.63	\$33.00		\$979.49
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								\$1,854.14

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: \$1,854.14

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
Hughes, Philip	Meal Allowance	4/29/2019	01. 04/29/2019 at 05:00 AM to 04/30/2019 at 03:30 PM - Edmonton ~ Attend April 29 Audit / Finance Committee meetings and April 30 Board meeting	4/29/2019	4/30/2019	4/29/2019	April 29 Breakfast & Dinner allowance (1b & 1d), plus 1 per diem allowance	\$43.00	1
Hughes, Philip	Meal Allowance	5/22/2019	01. 05/21/2019 at 07:00 AM to 05/22/2019 at 03:00 PM - Edmonton ~ Attend Finance & Board Meeting/Retreat May 21/22 2019	5/21/2019	5/22/2019	5/22/2019	Breakfast May 21, Lunch May 22, 1 per diem allowance	\$33.00	2



AIR CANADA
YOUR BOOKING IS
CONFIRMED

Booking Reference :

Travel booked/ticket issued on:11 March 2019

Passengers

✈ Mr. Philip G Hughes

Seats

Ticket Number

AC8130 2C

AC8145 2C

Aeroplan

Depart

Economy - Comfort

Monday
29 Apr, 2019

07:00
Calgary
Calgary Int. (YYC), Canada



07:50
Edmonton
Edmonton int. (YEG), Canada

0 hr 50
AC8130 Economy (L)
Operated by Air Canada Express - Jazz Q400

 Return

Tuesday
30 Apr, 2019

13:25
Edmonton
Edmonton Int. (YEG), Canada



14:17
Calgary
Calgary Int. (YYC), Canada

 **0 hr 52**
AC8145 Economy (L)
Operated by Air Canada Express - Jazz Q400

Purchase summary

		1 Adult
Amount paid: \$420.26	 Air Transportation Charges	326.00
Full details can be found in your attached Itinerary/Receipt	 Taxes, fees and charges	94.26
Tax information	GRAND TOTAL	420.26
Goods and Services Tax - Canada no. 100092287 RT0001: \$20.01	Canadian dollars	\$420.26

 CANADA, U.S.: 1 (888) 247-2262



326.00 - BF
x 4.762% GST
15.52 GST

MATRIX
HOTEL

Philip Hughes
Canada

Room No. :
Arrival : 04-29-19
Departure Date : 04-30-19
Folio No. :
Conf. No. :
P.O. No. :

Company Name:
Group Name:

INFORMATION INVOICE

<u>Date</u>	<u>Description</u>	<u>Charges</u>	<u>Credits</u>
04-29-19	Room Revenue	160.00	
04-29-19	Destination Marketing Fee	4.80	
04-29-19	Tourism Levy	6.59	
04-30-19			171.39
		Total Charges	171.39
		Total Credits	171.39
		Balance	0.00

PRESTIGE BOOKING
CABS

780.462.4444

GST# _____

Date: April 30, 19 Amount: 180.-

Driver: Wakool Car#: _____

From: YEG

To: Downtown / RR

10135-31 Avenue, Edmonton, AB T6N 1C2

6

Apr 29 - YEG to Hotel - 60⁰⁰
Apr 30 - WCB to YEG - 60⁰⁰

Use \$60 each
as per PH email

Philip G Hughes

From: Ambassador Limousine Ltd <no-reply@fasttrak-mail.net>
Sent: Monday, March 11, 2019 4:31 PM
To:
Subject: Booking Confirmation (Philip Hughes DOS: 04/29/2019 5:00 AM / 05:00)
Attachments:

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 Service

Ambassador Limousine Ltd
316 Meridian Road SE
Calgary, AB T2A 1X2
403-299-4910 | www.thecheckergroup.com/limo
reservations@chkr.net
GST: 89950 4831 RT 0001

Booking Confirmation

Trip Date: Monday, April 29, 2019
Trip Type: Hourly
Trip Category: Departure
Payment Terms: Process Credit Card

Confirmation #:
Pick-up Time: 5:00 AM / 05:00

Vehicle Type: Sedan
Ref. PO / Cost Code:
Ordered By: Philip Hughes

Customer: **Hughes/Philip**
Passenger (Total): **Philip Hughes (1)**
Passenger Cell #:
Corporate Client:
Fax #:

Home to YYC

Trip Routing Information

Pick-up: 04/29/2019 5:00 AM / 05:00 (Mon) -
Departure: 04/29/2019 6:00 PM / 18:00 (Mon) - YYC - Calgary International Airport [2000 Airport Road NE, Calgary, AB]

Credit Card:

Estimated Charges

Base Charges:	1 @ 75.00 = 75.00
Gratuity:	13.50
Fuel Fee:	7.50
GST:	4.43
PH Discount:	-7.50
TOTAL:	\$92.93

*use \$60
as per PH*

Terms & Conditions

Philip G Hughes

From: Ambassador Limousine Ltd <no-reply@fasttrak-mail.net>
Sent: Monday, March 11, 2019 4:40 PM
To:
Subject: Booking Confirmation (Philip Hughes DOS: 04/30/2019 2:17 PM / 14:17)
Attachments: Confirmation.pdf; 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 Service

Ambassador Limousine Ltd
316 Meridian Road SE
Calgary, AB T2A 1X2
403-299-4910 | www.thecheckergroup.com/limo
reservations@chkr.net
GST: 89950 4831 RT 0001

Confirmation #:

Pick-up Time: 2:17 PM / 14:17

Vehicle Type: Sedan

Ref. PO / Cost Code:

Ordered By: Philip Hughes

Booking Confirmation

Trip Date: Tuesday, April 30, 2019

Trip Type: Hourly

Trip Category: Arrival

Payment Terms: Process Credit Card

Customer: **Hughes/Philip**

Passenger (Total): **Philip Hughes (1)**

Passenger Cell #:

Corporate Client:

Fax #:

Trip Routing Information

Meet Information: 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.

Arrival: 04/30/2019 2:17 PM / 14:17 (Tue) - YYC - Calgary International Airport [2000 Airport Road NE, Calgary, AB], Air Canada, #8145, Edmonton International Airport

Drop-off:

Credit Card:

Estimated Charges

Base Charges:	1 @ 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

YYC to Home

90⁰⁰

Use \$60
as per PH.

 **AIR CANADA**
YOUR BOOKING IS
CONFIRMED

Booking Reference :

Travel booked/ticket issued on: 13 April 2019

Passengers

 Mr. Philip G Hughes

Seats

Ticket Number

AC8130 2C

AC8151 4C

Aeroplan

 Depart

Economy - Comfort

Tuesday
21 May, 2019

08:35
Calgary
Calgary Int. (YYC), Canada



09:25
Edmonton
Edmonton Int. (YEG), Canada


0 hr 50
 AC8130 Economy (L)
 Operated by Air Canada Express - Jazz Q400

Return

Economy - Comfort

Wednesday
22 May, 2019

Charlott.

15:25
Edmonton
 Edmonton Int. (YEG), Canada



16:17
Calgary
 Calgary Int. (YYC), Canada


0 hr 52
 AC8151 Economy (W)
 Operated by Air Canada Express - Jazz Q400

Purchase summary

Amount paid: \$516.86

Full details can be found in your attached Itinerary/Receipt

Tax information

Goods and Services Tax - Canada
no. 100092287 RT0001: \$24.61

 Air Transportation Charges

 Taxes, fees and charges

GRAND TOTAL
Canadian dollars

1 Adult

418.00

98.86

\$516.86

418.00
x 4.762%
= \$19.91
GST

 CANADA, U.S.: 1 (888) 247-2262


AIR CANADA
 A STAR ALLIANCE MEMBER 



Philip Hughes
Canada

Room No. :
Arrival : 05-21-19
Departure Date : 05-22-19
Folio No. :
Conf. No. :
P.O. No. :

Company Name:
Group Name:

INFORMATION INVOICE

Date	Description	Charges	Credits
05-21-19	Room Revenue	160.00	
05-21-19	Destination Marketing Fee	4.80	
05-21-19	Room GST	8.24	
05-21-19	Tourism Levy	6.59	
05-21-19			179.63
		Total Charges	179.63
		Total Credits	179.63
		Balance	0.00

PRESTIGE CABS

780.462.4444

GST#

Date: May 22, 19

Amount: 200.

Driver: Wahed

Car#:

From: IAP/Downtown

To: RT IAP

10135-31 Avenue, Edmonton, AB T6N 1C2

6

Taxi

YEG airport - hotel - \$60.00 (\$2.86 GST)

Hotel to Peter Lougheed Hall - \$10.00 (\$0.48 GST)

Peter Lougheed Hall to YEG airport - \$60.00 (\$2.86 GST)



316 Meridian Road SE
 Calgary, AB T2A 1X2
 403-299-4910 | www.
 reservations@chkr.net

Invoice Date: 05/22/2019

Terms: Net 15

Account #:

Fax #:

Philip Hughes

Due: \$0.00

Confirmation #: 29285	Base Charges [1 @ 75.00]	75.00
Customer: Hughes/Philip	Gratuity	13.50
Passenger (total): Philip Hughes (1)	Fuel Fee	7.50
Ref. PO / Cost Code:	GST	4.43
Start Time: 05/21/2019 06:30	PH Discount	-7.50
End Time: 05/21/2019 07:30	Total:	\$92.93
Vehicle Type: Sedan		
Trip Type: Hourly		
Ordered By: Philip Hughes		
Scheduled Pick-up Time: 05/21/2019 06:30		
Actual Pick-up Time: 05/21/2019 06:32		
Drop-off Time: 05/21/2019 06:52		
Pick-up / Stops:		
Drop-off:		
05/21/2019 06:52, Departure Calgary International Airport		

Total Cost of Trips	\$92.93
<u>Payments, Deposits & Adjustments</u>	
05/22/2019 Credit Card	-92.93
BALANCE DUE	\$0.00

Claimed \$60.00
 home to YYC

From:
Sent: May 22, 2019 5:02 PM
To:
Subject: Fwd: Updated Booking Confirmation (Philip Hughes DOS: 05/22/2019 4:17 PM / 16:17)

Attachments:

----- Original message -----

From: Ambassador Limousine Ltd <no-reply@fasttrak-mail.net>
Date: 2019-04-20 9:23 PM (GMT-07:00)
To:
Subject: Updated Booking Confirmation (Philip Hughes DOS: 05/22/2019 4:17 PM / 16:17)



Ambassador Limousine Ltd
316 Meridian Road SE
Calgary, AB T2A 1X2
403-299-4910 | www.thecheckergroup.com/limo
reservations@chkr.net
GST: 89950 4831 RT 0001

Confirmation #:
Pick-up Time: 4:17 PM / 16:17

Vehicle Type: Sedan
Ref. PO / Cost Code:
Ordered By: Philip Hughes

Booking Confirmation
Trip Date: Wednesday, May 22, 2019
Trip Type: Hourly
Trip Category: Arrival
Payment Terms: Process Credit Card

Customer: Hughes/Philip
Passenger (Total): Philip Hughes (1)
Passenger Cell #:
Corporate Client:
Fax #:

Trip Routing Information

Meet Information: 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.

Arrival:

05/22/2019 4:17 PM / 16:17 (Wed) - YYC - Calgary International Airport [2000 Airport Road NE, Calgary, AB],
Air Canada. #8151. Edmonton International Airport

Drop off:

Credit Card

Estimated Charges

Base Charges:	1 @ 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

Claimed \$60.00

Terms & Conditions

Please contact Ambassador Limousine if any of the above information is inaccurate. All changes or inaccuracies in YYC to home 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.

Feedback: Any and all feedback is appreciated. We encourage you to share your experience via TripAdvisor at <https://bit.ly/2Jdq2LN>

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.