

## Expense Disclosure Reporting Form

**Name:** Roxy Shulha-McKay, VP Employee & Corporate Services

**For the Period:**

**Oct-18**

### Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals	Seminar / Conference / Registration fees	Total
1	10-Oct-18	Calgary	To attend Institute of Corporate Directors session*	\$466.46			\$60.00	\$526.46
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>Travel Related</b>								<b>\$526.46</b>

**Notes**

\* Roxy was unable to attend so the flight was cancelled and a credit was issued for future use.

### 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: \$526.46**

# Booking Confirmation

Booking Reference: [REDACTED]

Date of issue: 09 Oct, 2018

This is your 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 - Standard

Wednesday  
17 Oct, 2018

06:00  
**Edmonton**  
Edmonton Int. (YEG), AB



06:53  
**Calgary**  
Calgary Int. (YYC), AB

  
AC8131

**0hr53**  
Economy V  
Operated by: Air Canada Express -  
Jazz |

 AC8131 This flight departs early in the morning.

## - Return

Economy - Standard

Wednesday  
17 Oct, 2018

10:35  
**Calgary**  
Calgary Int. (YYC), AB



11:29  
**Edmonton**  
Edmonton Int. (YEG), AB

  
AC8136

**0hr54**  
Economy V  
Operated by: Air Canada Express -  
Jazz |

## Passengers

 **Roxana Lynn Shulha-mckay**  
Ticket Number

**Seats**  
AC8131 2D  
AC8136 5C



## Purchase summary

1 adult

Amount paid: \$466.46

### Tax information

GST/HST no. 10009-2287 RT0001  
\$22.21

### Air Transportation Charges

Base Fare - Depart - Economy - Standard	160.00
Base Fare - Return - Economy - Standard	160.00
Surcharges	24.00

### Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	20.91
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	60.00

**Total airfare and taxes before options** **\$439<sup>16</sup>**

### Seat selection

Roxana LYNN Shulha-Mckay	
AC8131: 2D - Preferred Seat (Aisle)	15.00
AC8136: 5C - Standard Seat (Aisle)	11.00
Goods and Services Tax - Canada no. 100092287 RT0001	1.30

**Total with options and seat selection fee:** **\$466<sup>46</sup>**

**GRAND TOTAL (Canadian dollars)** **\$466<sup>46</sup>**



## Check-in and boarding gate deadlines

Within Canada

**90**  
minutes

### Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

**45**  
minutes<sup>1</sup>

### Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

**15**  
minutes

### Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

# Order Confirmation

**Institute of Corporate Directors**  
2701-250 Yonge Street, Toronto, ON M5B 2L7

**Order Number** 119805  
**Order Date** 10/9/2018  
**Payment Method**  
**Name on Card**

Item	Quantity	Price	Total
Leading Effective CEO Succession - Ms Roxy Shulha-McKay, ICD.D <b>When:</b> 10/17/2018 - 10/17/2018 <b>Where:</b> Calgary Petroleum Club Devonian Room 319 5 Avenue SW Calgary, AB	1	60.00	60.00

Roxy was unable to attend - credit for future use.

**Item Total** 60.00  
**Shipping** 0.00  
**Handling** 0.00  
**Tax**  
**Transaction Grand Total** 60.00