

Expense Disclosure Reporting Form

Name: Philip Hughes, Board Member

For the Period:

Sep-17

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	7-Sep-17	Edmonton	To attend WCB Review Report education session	\$667.01	\$120.00			\$787.01
2	Sept 21-22, 2017	Edmonton	To attend Audit & Finance committee meetings and Board of Directors meeting.	\$363.56	\$242.34	\$167.28	\$55.00	\$828.18
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								\$1,615.19

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: \$1,615.19

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 Meal Allowance	9/27/2017	01. 09/21/2017 at 08:00 AM to 09/22/2017 at 04:30 PM - Edmonton ~ to attend Audit & Finance committee meetings and Board of Directors' meeting.	9/21/2017	9/22/2017	9/21/2017	Meals - dinner (Sep 21), breakfast/lunch (Sep 22)	\$55.00	2

eTicket Receipt**Prepared For**
HUGHES/PHILIP MR [ADT]

RESERVATION CODE
ISSUE DATE 21Aug17
TICKET NUMBER
ISSUING AIRLINE WESTJET
ISSUING AGENT WestJet/SSW
FREQUENT FLYER NUMBER

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
07Sep17	WESTJET WS 3222	KELOWNABC, CANADA	EDMONTON INTL AB, CANADA	Fare Family Plus Lowest Seat Number 02C - (CONFIRMED) Baggage Allowance 2PC Booking Status OK TO FLY Fare Basis HAL Not Valid Before 07SEP17 Not Valid After 07SEP17
	Operated by: WESTJET ENCORE	Time 6:00am	Time 8:20am	
07Sep17	WESTJET WS 3311	EDMONTON INTL AB, CANADA	KELOWNABC, CANADA	Fare Family Plus Lowest Seat Number 02C - (CONFIRMED) Baggage Allowance 2PC Booking Status OK TO FLY Fare Basis HAL Not Valid Before 07SEP17 Not Valid After 07SEP17
	Operated by: WESTJET ENCORE	Time 4:30pm	Time 4:49pm	

Allowances**Baggage Allowance**

YLW to YEG - 2 Pieces WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YEG to YLW - 2 Pieces WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YLW to YEG , YEG to YLW - 1 Piece (WS - WESTJET)

Carry On Charges

YLW to YEG , YEG to YLW - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Hughes Trip #1
Sep. 7

Fare Calculation Line	YLW WS YEA276.00WS YLW276.00CAD552.00END
Fare	CAD 552.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE) CAD 31.76 XG (GOODS AND SERVICES TAX (GST)) CAD 45.00 SQ (AIRPORT IMPROVEMENT FEE (AIF)) CAD 24.00 YQ (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 667.01

Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001 GST # 866112535

For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

At Westjet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

Westjet and the Canadian Transportation Agency want to make you aware of your rights as a traveller. Visit [Flight and service disruptions](#) for an in-depth explanation.

Travelling with one of our airline partners? Be sure to familiarize yourself with the fees for your journey by visiting our [airline partners](#) page. Fees are collected on a one-way basis by the airline operating the first flight for each direction of your journey.

Hughes Trip #1
Sept 7

From EIA
To _____
Time Hotel
Date _____
Trip Amount Round trip
Driver Name _____
Car Number 150.00
GST _____

per P. Hughes
Charge 120.00 +
to/from Edmonton
airport

Hughes Trip# 2
Sept. 21/22..



YOUR BOOKING IS
CONFIRMED

Booking Reference : |

Travel booked/ticket issued on: 11 September 2017

Passengers

Mr. Philip G Hughes

Seats

Ticket Number

Aeroplan

 Depart

Economy

Thursday
21 Sep, 2017

08:00
Calgary
Calgary Intl. (YYC), Canada



08:50
Edmonton
Edmonton Intl. (YEG), Canada

 **0 hr 50**
AC8134 Economy (G)
Operated by Air Canada Express - Jazz Q400

11/09/2017

Return

Economy Flex

Friday
22 Sep, 2017

15:35
Edmonton
Edmonton Intl. (YEG)
Canada



16:28
Calgary
Calgary Intl. (YYC), Canada



0 hr 53

Economy (G)

Operated by Air Canada Express - Jazz Q400

Purchase summary

1 Adult



Air Transportation Charges

Base Fare

248.00

Surcharges

24.00



Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001

17.31

Air Travellers Security Charge

14.25

Airport Improvement Fee - Canada

60.00

Total before options (per passenger)

363⁵⁶

Number of passengers

x1

Total

363⁵⁶

GRAND TOTAL - Canadian dollars

363⁵⁶

11/09/2017

Trip Confirmation

Ambassador Limousine and Shuttling Services
316 Meridian Road SE
Calgary, AB Canada T2A 1X2
Phone (403) 299-4910
Fax (403) 248-0584

Reservation #:



Hughes
Trip# 2
Sep 21/22

Departures Reservation#

Customer Information	Trip Information
Madeby Name: Phillip Hughes	Philip Hughes
Madeby Phone#:	Date: Thursday, September 21, 2017
Reference #:	Time: 06:00 AM Drop: 07:00 AM
	Cell: PAX: 1
	Vehicle Type: Sedan

Pickup Information	Dropoff Information
Address:	Address: (Calgary International Airport)
City:	Flt. Time: 07:00 AM Type: Domestic
Cross St.:	Airline: Air Canada, AC Flt. City:
	Flight#:

Extra Stops
Extra Stops

Special Instructions / Details	Billing Information
	Base Fare \$48.20
	Fuel fee 4.82
	Gratuity 6.51
	GST 2.74
	Discount 4.82
	Total \$57.45

Terms and Conditions

Thank you for allowing us to serve your transportation needs. 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 rendered.

Airport Arrivals All guests are provided with complimentary airport meet and greet services. A chauffeur bearing a printed meet and greet sign will meet you immediately outside of your arrivals gate for either Domestic or International flights.

Damages No smoking is permitted in any of our vehicles. Should smoking be reported, you will be subject to a cleaning fee. Vandalizing or damaging any part of the vehicles is subject to additional charges for repair/replacement.

Lost Items Ambassador Limousine will not be held responsible for any lost or damaged articles. However, any lost items will be looked for and available for pickup if found.

Billing Credit card payments will be pre-authorized up to 7 days prior to your reservation. Final billing will be processed the following business day. Please inquire if you're interested in setting up a corporate account.

Deposits All Wedding and Graduation bookings require a 50 percent non-refundable deposit at the time of booking. A 35 percent deposit is required for any group of reservations of over \$5000.00.

Cancellation One hour cancellation required on all sedan transfers and a minimum of six hours cancellation notice required on all other vehicles. For any vehicles booked outside our Ambassador Fleet whether being local or in another city the cancellation policies will vary. Vehicle types are subject to change without notice.

Alcohol is permitted in our 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 reservation center to confirm which vehicles are AGLC approved and special rules around Graduation bookings and 24 passenger Mini-Coaches.

Feedback Any and all feedback is appreciated. Ambassador Limousine encourages you to share your experience through Trip Advisor.

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316 Meridian Road SE
Calgary, AB Canada T2A 1X2
Phone (403) 299-4910
Fax (403) 248-0584

Reservation #:



Hughes
Trip # 2
Sep 21/22

Arrivals Reservation#

Customer Information	Trip Information
Madeby Name: Phillip Hughes	Philip Hughes
Madeby Phone#:	Date: Friday, September 22, 2017
Reference #:	Time: 04:28 PM Drop: 05:28 PM
	Cell: PAN: 1
	Vehicle Type: Sedan

Pickup Information	Dropoff Information
Address: (Calgary International Airport)	Address:
Flt. Time: 04:28 PM Domestic	City:
Airline: Air Canada, AC City:	
Flight#:	
Cross St.:	

Extra Stops

Extra Stops

Special Instructions / Details

Billing Information

Base Fare \$48.20
Fuel fee 4.82
Parking Charge 7.09
Gratuity 6.51
GST 3.09
Discount 4.82
Total \$64.89

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Hughes Trip #2 Sep 21/22



09/21/17

EDMONTON MATRIX HOTEL
10640 100 AVENUE
EDMONTON, AB. T5J 1J1
780-429-2861

120
DOWNTOWN / RT
W.A.



09/22/17

06:27:38

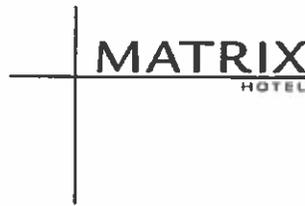
per Philip Hughes charge
60. each way - 120. TTL

AMOUNT \$167.28

APPROVED *SLC*
attached.

THANK YOU / MERCI

CUSTOMER COPY



Hughes Trip #2
Sep 21/22

Philip Hughes
9925 107th Street
Edmonton AB T5J2S5
Canada

Room Number: 0508
Arrival Date: 09-21-17
Departure Date: 09-22-17
Page No: 1 of 1

INFORMATION INVOICE

09-22-17

Date	Description	Charges	Credits
09-21-17	Room Revenue	149.00	
09-21-17	Destination Marketing Fee - 3%	4.47	
09-21-17	Tourism Levy - 4%	6.14	
09-21-17	Room GST - 5%	7.67	
09-22-17			167.28
Total		167.28	167.28
Balance		0.00	

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #105631154 RT 0008