

Expense Disclosure Reporting Form

Name: Philip Hughes, Board Member

For the Period: Sep-18

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 10-Sep-18	Edmonton	To attend Board of Directors meeting	\$523.16	\$240.00				\$763.16
2 Sep 24-25, 2018	Edmonton	To attend Audit & Finance committee meetings and Board of Directors meeting	\$360.00	\$240.00	\$171.39	\$68.00		\$839.39
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								\$1,602.55

[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: \$1,602.55

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	9/27/2018	01. 09/24/2018 at 07:00 AM to 09/25/2018 at 02:30 PM - Edmonton ~ to attend Audit & Finance committee meetings and Board of Directors meeting.	9/24/2018	9/25/2018	9/24/2018	Meals - Sep 24 (breakfast/dinner), and Sep 25 (breakfast/lunch)	\$68.00	2

 **AIR CANADA**
YOUR BOOKING IS
CONFIRMED



Booking Reference

Travel booked/ticket issued on: 28 August 2018

Passengers

 Mr. Philip G Hughes

Seats

Ticket Number

AC8130

AC8151

Aeroplan

Depart

Economy

Monday
10 Sep, 2018

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



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

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

Hughes- trip 1

Air Canada - Booking Confirmation

Page 2 of 2

 Return

Economy 

Monday
10 Sep, 2018

15:30
Edmonton
Edmonton Int. (YEG), Canada

16:23
Calgary
Calgary Int. (YYC), Canada

 **0 hr 53**
AC8151 Economy (W)
Operated by Air Canada Express - Jazz Q400

Purchase summary

		1 Adult
Amount paid: \$523.16	Air Transportation Charges	424.00
Full details can be found in your attached Itinerary/Receipt	Taxes, fees and charges	99.16
Tax information	GRAND TOTAL	523 *
Goods and Services Tax - Canada no. 100092287 RT000 99.16	Canadian dollars	
		\$424.00+99.16=\$523.16

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

 **AIR CANADA**
A STAR ALLIANCE MEMBER 

28/08/2018

Hughes- trip 1

Philip G Hughes

From: Ambassador Limousine Service <no-reply@fasttrak-mail.net>
Sent: 28-Aug-18 6:53 PM
To:
Subject: Booking Confirmation (Philip Hughes BCS. 09/10/2018 5:00 AM / 05:00)
Attachments: Confirmation.pdf; BookingReminder.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
 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, September 10, 2018
 Trip Type: Hourly
 Trip Category: Departure
 Payment Terms: Process Credit Card

Customer: **Hughes/Philip**

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

Passenger Cell :

Corporate Client:

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

Vehicle Type: Sedan

Ref. PO / Cost Code:

Fax #:

Ordered By: Philip Hughes

Trip Routing Information

Pick-up: 09/10/2018 5:00 AM / 05:00 (Mon) -

Departure: 09/10/2018 5:00 AM / 05:00 (Mon) - YYC - Calgary International Airport [2000 Airport Road NE, Calgary, AB]

Estimated Charges

Base Charges:	1 @ 75.00 = 75.00
Gratuity:	11.25
Fuel Fee:	7.50
GST:	4.31
Discount	- 7.50

*per P. Hughes
expense \$60. only.*

TTL 90.56.

Hughes- trip 1

PRESTIGE CABS

780.462.4444

GST#

Date: Sept 10, 18

Amount: 170.00

Driver: wakeed

Car#: 864

From: LAP

To: Brown / RT

10135 31 Avenue, Edmonton, AB T6N 1C2

Sept 10 / 18
Taxi fare
to/from
Edmonton
airport.

per P. Hughes expense 120.
only.

Hughes- trip 1



Ambassador Limousine Service
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, September 10, 2018
Trip Type: Hourly
Trip Category: Departure
Payment Terms: Process Credit Card

Pick-up Time: 4:23 PM / 16:23

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

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: 09/10/2018 4:23 PM / 16:23 (Mon) - YYC - Calgary International Airport [2000 Airport Road NE, Calgary, AB], Air Canada, #8151, Edmonton International Airport

Drop-off:

Estimated Charges

Base Charges:	1 @ 75.00 = 75.00
Gratuity:	11.25
Fuel Fee:	7.50
GST:	4.91
PH Discount:	-7.50
Airport Parking Fee:	12.00
TOTAL:	\$103.16

per P. Hughes expense \$60. only.

Terms & 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.

Cancelation / Change: Reservations will be billed in full if a cancelation / 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

Date Printed: 08/28/2018

Hughes Sep.24-25.
Trip#2.



Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Name: Philip Hughes

E-mail:

Payment:

Booking reference:

Customer Care
Air Canada Reservations
1-888-247-2262

Air Canada Flight Information
1-888-422-7533
[International Reservations](#)

Alert me of flight changes
[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8130	Calgary (YYC)	Edmonton International (YEG)	DH4	Economy Comfort (G)	Confirmed
<i>Operated by:</i>	Mon 24-Sept 2018	Mon 24-Sept 2018			
<i>Air Canada Express-Jazz</i>	07:00	07:50			
Seat number(s) requested:					
AC8149	Edmonton International (YEG)	Calgary (YYC)	DH3	Economy Comfort (G)	Confirmed
<i>Operated by:</i>	Tue 25-Sept 2018	Tue 25-Sept 2018			
<i>Air Canada Express-Jazz</i>	13:25	14:23			
Seat number(s) requested:					

Passenger Information

Passenger: 1 Philip Hughes

Ticket number:

Frequent Flyer Pgm:

Program number:

Purchase Summary

Passenger: 1 Ticket number:

Date of issue 19-Jul 2018
Fare Amount in Canadian dollars: 360.00

(including *navigation & other charges*)

Taxes, Fees & Charges

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG) 0.60

Total Fare in Canadian dollars: 12.60A

Options

Change fee in Canadian dollars 100.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG) 5.00

Ticket particularities:

CAD336.00 NONREF-BG:AC

*Fare calculation:

24SEP18YYC AC YEA Q12.00R173.00AC YYC Q12.00R163.00CAD360.00

END ROE1.00 PD14.25CA21.11XG60.00SQ

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

342.86
GST 17.14

360.00

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Information

Please see below for details on the bags you plan on checking at the baggage counter.



Philip Hughes
Canada

Room No. _____
Arrival : 09-24-18
Departure Date : 09-25-18
Folio No. _____
Conf. No. _____
P.O. No. _____

Company Name: WCB Workers' Compensation Board
Group Name:

INVOICE

Date	Description	Charges	Credits
09-24-18	Room Revenue	160.00	
09-24-18	Destination Marketing Fee	4.80	
09-24-18	Tourism Levy	6.59	
09-25-18			171.39
		Total Charges	171.39
		Total Credits	171.39
		Balance	0.00

Hughes- trip 2



Ambassador
Limousine Service

Ambassador Limousine Service

316 Meridian Road SE

Calgary, AB T2A 1X2

403-299-4910 | www.thecheckergroup.com/limo

reservations@chkr.net

GST: 89950 4831 RT 0001

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

Vehicle Type: Sedan

Ref. PO / Cost Code:

Ordered By:

Booking Confirmation

Trip Date: Monday, September 24, 2018

Trip Type: Hourly

Trip Category: Departure

Payment Terms:

Customer: **Hughes/Philip**

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

Passenger Cell #:

Corporate Client:

Fax #:

Trip Routing Information

Pick-up: 09/24/2018 5:00 AM / 05:00 (Mon)

Departure: 09/24/2018 5:00 AM / 05:00 (Mon) - YYC - Calgary International Airport [2000 Airport Road NE, Calgary, AB], Air Canada

Estimated Charges

Base Charges:	1 @ 75.00 = 75.00
Gratuity:	11.25
Fuel Fee:	7.50
GST:	4.31
PH Discount:	-7.50

TOTAL: \$90.56

per P. Hughes charge \$60-

Terms & Conditions

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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: 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.

Cancelation / Change: Reservations will be billed in full if a cancelation / 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. A cancelation / 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 cancelation / 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.

Date Printed: 07/19/2018

Hughes- trip 2



Ambassador
Limousine Service

Ambassador Limousine Service

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: Tuesday, September 25, 2018

Trip Type: Hourly

Trip Category: Arrival

Payment Terms: Process

Customer: **Hughes/Philip**

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

Passenger Cell #

Corporate Client:

Fax #:

Pick-up Time: 2:23 PM / 14:23

Vehicle Type: Sedan

Ref. PO / Cost Code:

Ordered By: Philip Hughes

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: 09/25/2018 2:23 PM / 14:23 (Tue) - YYC - Calgary International Airport [2000 Airport Road NE, Calgary, AB], Air Canada, #8149, Edmonton International Airport

Drop-off:

Estimated Charges

Base Charges:	1 @ 75.00 = 75.00
Gratuity:	11.25
Fuel Fee:	7.50
GST:	4.91
PH Discount:	-7.50
Airport Parking Fee:	12.00

TOTAL: \$103.16

per P. Hughes charge \$60.

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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. A cancellation / change notice does not take effect until confirmed by the Ambassador Limousine

Date Printed: 07/19/2018

Hughes- trip 2

PRESTIGE CHARTER
CABS

780.462.4444

GST# _____

Date: Sept 25 14

Amount: 180

Driver: W. [unclear]

Car#: 867

From: YEG

To: WIS / [unclear]

10135-31 Avenue, Edmonton, AB T6N 1C2



per D. Hughes claim

120. roundtrip.

YEG to Jarvis Building rt