

# **Expense Disclosure Summary**

Ralph Weeks <u>Position</u> January 1, 2013 - March 31, 2013

Name Period Covered

President/CEO

Please attach supporting documentation ie: Expense Disclosure Sheet and applicable receipts

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Airfare	Other Transportation*	Accomodation	Meals	Hospitality	Professional Development	Incidentals	10	Total
January 1 - March 31, 2013		0 Hospitality/PR Expenses	, \$5	\$	\$	\$ 8.66	\$ 86.62	, •	₩.	•	95.28
Tuesday, January 15, 2013	Edmonton	Strategic Directions Meeting/Jubilee Medal	\$ 937.91	\$ 124.00 \$	\$ 205.57 \$	\$ 32.00	v.	v.	\$ 10.	۰۰ 2	10.00 \$ 1,309.48
January 26 - 31, 2013	San Diego, CA	Integrated Strategic Planning Course	\$ 804.69	\$ 60.79	Ş	792.62 \$ 110.10	•	ψ,	\$ 30.	• •	30.00 \$ 1,798.20
February 6 - 7, 2013	Calgary	AACTI - Council of Presidents Meeting	\$ 524.21	\$ 60.00	\$ 252.61 \$	\$ 38.65	\$	, ν	\$ 10.00	ν 0	885.47
Saturday, February 09, 2013	Calgary	Alberta Economic Summit	\$	\$ 277.20 \$	\$ 165.46 \$	\$ 9.89	\$	•	\$ 10.	10.00 \$	462.55
		•	\$	\$	. \$	\$ -	- \$	, \$	\$	\$	٠
	•	•	٠.	,	- \$	\$ -	. \$	- \$	- \$	\$	
		•	\$		\$	\$ .	\$	÷	\$	\$	
			\$ 2,266.81 \$	\$ 521.99 \$		1,416.26 \$ 199.30	\$ 86.62		\$ 60.	\$ 00	60.00 \$ 4,550.98

<sup>\*</sup> Other Transportation includes vehicle rentals, public transportation, taxis, parking, and mileage

ins expense summay is une u	gnature
	Sign

above.



## **Expense Disclosure Sheet**

Ralph Weeks

Name

Date

Purpose

President

Position

Hospitality/PR Expenses

January 1 - March 31, 2013

**Destination** 

Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

		Expense Category (Select from drop				
Date	Vendor	down menu)	Description/Rationale	Subtotal	GST	Total
February 20, 2013 Starbucks	arbucks	Meals	Coffee with potential volunteers	1	-	8.66
			Condolence flowers for a member of the college community			
March 25, 2013 Our Flower Shop	ır Flower Shop	Hospitality	(includes delivery)	140	3	86.62
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						00:00
					Total Receipts	95.28

President

3

STARBUCKS (MHC) MEDICINE HAT, AB GST# 122005846

## RECELPT

3 x 2.75	•••••
GRANDE/MED CAFE AM	4
**************************************	8.25
Total	
Sales WOTax	8.66
GST	8.25
Voucher	0.41
7:36 AM 3/6/2013 MANAGER 1	8.88
•	

THANK YOU PLEASE COME AGAIN! MED HAT "OWEEL

5

ישון יון יושאטן י יוטט

1.4

ATTN

Shop	2.1		4030
Dur Flower	676 Kingsway Ave	DECEL SOL SOCIAL	1000-000 *DIST
U			

Server:Cheryl S 03/25/13

11:37am

\$75.00		X 47.	<u>-</u>
Order#:182 1 ARRANGEMENTS 1 SYMPATHY 1 DELIVERY 1 SHIPPERS NAME 1 MED HAT COLLEGE	SHIPPERS # 1403-502-8988 IRECEIVERS NAME	! !RECEIVERS ADDRESS !SAAMIS FUNERAL H	IRECEIVERS #

\$82.50 \$4.12 \$86.62 \$86.62	
Subtotal: Tax:: Sub w/Tax: Total:	

Visa

\$86.62

Thank you for your patronage!

Flowers fer BARRAL

= 11:38:44 OUR FLONER SHOP 676 KINGSLAY AVE S T1AZX1 MEDICINE HAT AB 22114980 03-25-2013

CVO Resp U RRN 061113997 Trace # 140097 FS2211490302 Inv. # 628 Auth # 053462 RRN

\$86.62 Total

Retain this copy for your records Customer copy



# **Expense Disclosure Sheet**

Ralph Weeks

Name

Date

1/15/2013

Purpose

President

**Position** 

Strategic Directions Meeting/Jubilee Medal

**Destination** Edmonton

Receipt Reconciliation: (Please attach supporting documentation le: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description/Rationale	Subtotal	est	Total
Jan. 14, 2013	Air Canada	Airfare	Round Trip Flight from MH to Edmonton	1		937.91
Jan. 14, 2013	24-7 Taxi	Other Transportation	Taxi from Airport to Hotel	•	1	60.00
Jan. 14, 2013	Union Bank Inn	Accomodation	Hotel in Edmonton			205.57
Jan. 14, 2013	Union Bank Inn -Restaurant	Meals	Meal in Edmonton			73.22
Feb. 25, 2013	Union Bank Inn - Restaurant	Meals	Reimbursement of meal in Edmonton			(73.22)
Jan. 15, 2013	Yellow Cab	Other Transportation	Taxi from Hotel to Airport		-	54.00
Feb. 25, 2013	MHC Travel Claim	Meals	Meal Allowance for Edmonton Trip	•	1	32.00
Feb. 25, 2013	MHC Travel Claim	Incidentals	Overnight Incidental Allowance	1		10.00
Feb. 25, 2013	Feb. 25, 2013 MHC Travel Claim	Other Transportation	Taxi from MHC to Airport		•	10.00
						0.00
						0.00
						0.00
	And a second sec					0.00
					Total Receipts	1,309.48

rom:

Air Canada <confirmation@aircanada.ca> Monday, January 14 2013 12:01 PM

ent: To:

Subject:

Air Canada - 14-Jan: Medicine Hat - Edmonton (booking ref: KP7G5V) - seat selected

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

### AIR CANADA Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Alr Canada check in klosk



#### **Hotels in Edmonton**

From (per night)



\*\*\*

Delta Edmonton Centre Suite Hotel: Edmonton:

From (per night)

39 CAD



The Westin

\*\*\*\*

From (per night)



The Fairmont Hotel Macdonald:

\*\*\*

Why book your hotel stay at aircanada.com?

- Lowest price guaranteed
- Great choice of hotels
- Aeropian Mile offer exclusive to aircanada.com

Hotels provided by WWTMS.

Want travel insurance? Protect yourself and your family against unforeseen circumstances.



Need a car in Edmonton? Great rates and additional Aeropian Miles. AVIS

**Booking Information** 

**Booking Reference:** 

KP7G5V

Electronic Ticketing confirmed. This is your official itinerary/receipt. **Main Contact:** Dr Ralph Weeks

**Customer Care** Air Canada 1-888-247-2262 Flight Arrivals and **Departures** 1-888-422-7533

Work: 1-403-5293801

#### Online Services

Manage my booking online (view/change my booking; select seats\*).

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

\* Can my booking be changed online?

Flight Itinerary	ν	ar	er	n	Iti	ht	a	Fli	į
------------------	---	----	----	---	-----	----	---	-----	---

Flight	From	То	Stops	Duration	Aircraft	Fare Type	Meal
AC72301	Medicine Hat (YXH) Mon 14-Jan 2013 15:55	Calgary (YYC) Mon 14-Jan 2013 16:56	0	2hr <b>29</b>	<u>BEH</u>	Tango Plus, M	
AC8156 <sup>2</sup>	Calgary (YYC) Mon 14-Jan 2013 17:30	Edmonton, Edmonton Int'l (YEG) Mon 14-Jan 2013 18:24	0		DH3	<u>Tango</u> <u>Plus</u> , M	
AC8145 <sup>2</sup>	Edmonton, Edmonton Int'l (YEG) Tue 15-Jan 2013 13:00	<b>Calgary (YYC)</b> Tue 15-Jan 2013 13:53	0	2hr33	DH3	<u>Tango</u> <u>Plus</u> , M	
AC72271	Calgary (YYC) Tue 15-Jan 2013 14:40	Medicine Hat (YXH) Tue 15-Jan 2013 15:33	0		BEH	<u>Tango</u> <u>Plus</u> , M	

Operated by:

#### **Passenger Information**

Air Canada -

Meal Preference :

Aeroplan:

xxxx-xxxx-xxxx-8983

Special Needs: None

None

Payment Card: Seat Selection:

AC7230 1B, AC8145 3D,

AC7227 9A

#### **Purchase Summary**

Fare Summary	
Passenger Type	Adult
Departing Flight - <u>Tango Plus</u>	415.00
Return Flight - <u>Tango Plus</u>	415.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	44.66
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	937.91
Number of passengers	1
RBC Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$937.91

<sup>&</sup>lt;sup>1</sup> Air Canada Express - Air Georgian

<sup>&</sup>lt;sup>2</sup> Air Canada Express - Jazz

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$937.91 (Airfare - per ticket)

Ticket number(s): 0142116504514

#### enRoute City Guide

#### Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...

#### Read the complete guide

What do you think of our new City Gulde feature?



#### **Fare Rules**

Departing Flight Medicine Hat (YXH) To Edmonton (YEG) - Tango Plus Return Flight Edmonton (YEG) To Medicine Hat (YXH) - Tango Plus

#### Changes:

- Prior to day of departure Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- Airport same-day changes (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
- Same-day standby is available only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- o Flights can only be used in sequence from the place of departure specified on the itinerary.

#### Cancellations:

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
- Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Flights operated by Air Canada: earn 100% Air Canada Status Miles
- Flights operated by Air Canada rouge: earn 200 Air Canada Status Miles

Please read important information and notices regarding Air Canada's general conditions of carriage.

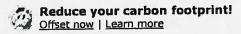
Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

#### Before You Go: A 'To-Do' List

All passengers are advised to view the <u>Travel documentation</u> page for important information on identification required for travel.

Baggage Policy
Carry-on baggage | Checked baggage

Check-in and boarding times



This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact the sender immediately if you are not the intended recipient of this communication, and do not sepy, distribute, or take action relying or it. Any communication received in error, or subsequent reply, should be detected or destroyed.

Edmonton Oricens Juhilic Modal

DECENCION NAME OF THE PROPERTY OF THE PROPERTY

\$60.09

Auth Gode: NOS867 APPROVED

Customer copy

no. 14.22612 20.00 in Iren 102 Bernritt Gidell? Les Even VISA LUEDIT Exp. '';' 24-7 TAXI 10577 109 ST #201 EPHOHTON AR J TSH 381 651#: 00000000000000 HID: 87112259014 תיידונעסומ: מיסממימים ........4232 Operator#. 71461 11D: 023

WEEKS RALPH

299 COLLEGE DRIVE SE

MEDICINE HAT, AB T1A 3Y6

MEDICINE HAT COLLEGE

Room # 309 Invoice # 104528

Arrive 01/14/13 Depart 01/15/13

The state of the s			
01/14/13 MN	2-Room Charo	DESCRIPTION	AMOUNT AND THE AMOUNT
01/14/13 MN 01/14/13 MN 01/15/13 XXX 01/15/13 AMR	41-Tourism Le 42-DMF 7-Madisons 91-Visa		7.16 5.46 5.00 -205.57 8.95
Union Bank Tim 10053 Jasper Avenue Edmanton ab 75,1155 780-423-3600			
Herchant ID: 87016120016 Term ID: 001 Ref H: 020 Clerk ID: 11			
Pre-Auth Compl			
VISP Entry Method: Chip			
91/15/13 98:33:59 Inv #: 000002 Appr Code: 054324 Apprvd Batch#: 000088			
Oristnal Pre-Auth Amount: \$ 200.00	Makana II ay ay il		
Total: \$ 265.57		BALANCE DUE	0.00
I agree to pay above total amount according to card issuer agreement (Merchant agreement if credit voucher).  Retain this copy for statement verification.		I agree that my llability for this bill is not waived held personally liable in the event that the company or association fails to pay for any part of these charges.	
MPlication Label: Visa Credit dD: คบบอบคอบอากาก VR: กป อป บบ ยบ ยบ SI: F8 00		SIGNATURE	
Customer Copy		Χ	

## UNION BANKINN

A CENTURY OF HISTORY - MODERN RENAISSANCE STYLE

10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5 Phone: 780.423.3600 • Fax: 780.423.4623

E-mail: info@unionbankinn.com • Web: unionbankinn.com

Edmonton Queen's Juhitre Medad

657#: 000000000000000 EDHONTON AR TSH384 MID: 87112258014 10577 109 ST #201 24-7 TAXI

Operator#:71461 11D: 023

Exp: ''' 

Bernritt 400004 Barrhit Giden? n. . 14 . 2012 20:00 45 Inta: 1322 VISA

TSI FCM VISA CBEDIT कान्त्रमाम्बन्धिति । । (१५६) TYR DEDDEDDEDDE

Rotricval#: 0000001

\$60.08

Auth Code: 005867 APPROVED

Customer copy

UNION BANK INN-REST 10053 JASPER AVENUE EDMONTON AB T5J1SS

TERM ID: 001 MEETHANT 15: 970/6120024 <u>e</u>

XXXXXXXXXXXX23Z

600014 ##

BATCH #: 000078

REF 8: 014

reimbursed

\$73.22

TOTAL

(MEPCHANT AGREEMENT IF CREDIT UDUCHER) TOTAL ANDUNT IN ACCORDANCE WITH CAPINOLDER AGPEES TO PAY ABOVE PIN VERIFIED BY CARD ISSUER CARD ISSUER'S AGREEMENT

CARDHOLDER COPY

APPROVED

\* APPLICATION LABEL: UISA CREDIT

(F)

780-423-3600

SALE

22:16:09 ENTRY METHOD: CHIP 01/14/13

APPR CODE: 082649

\$61.53 \$11.69

AMOUNT

H.

RETAIN THIS COPY FOR STATEMENT

**VERIFICATION** 

## MEDICINE HAT

## TRAVEL CLAIM

(To be submitted upon return from travelling)

	Claimant:		Meeting/C	onference:		
Name	Kalph Wests		Name	(AMARIA	4160 L. S	10/10
Address				Directi	THE COUNTY	raison -
				(11)	ou use an acronym please a	iso indicate long form
/A.H			Location	Edillian	to M	
(Address only necessa to an address other th	try if claimant is not an employee or if y an your residence)	ou want cheque maile	d			En l'Ulim
DAYS INVOLVED:	Departure date: (month/o Return date: (month/o Total Number of Days:	2 1	14/13	Time: Time:	<u>i/</u> <u> </u>	AM / PM
EXPENSES:						
Meals		<u>Days</u>	Rate	Total	<b>Amount</b>	GST
Breakfast						
Lunch		@	10.00 =	5.0	00	
Dinner		@	12.00 =			
Full Per diem	- 13 Paris 3	@	22.00 =	22.0	0	
	· -	@	44.00 =			
Overnight incidental	(requires 24 hour stay) _	@	10.00 =	10.	00	
Hotel	(Attach Invoice)		41111			
Hospitality Allowance	(	@	20.00 =			
Miscellaneous (5	Specify)				Name of the second	
						- 1
TRANSPORTATION: Own Car College Car (Attach g	ias receipts) (	(kilometres)	0.44 = _			
Rental Car (Attach Ir	nvoice & gas receipts)		_			
	ir Line Ticket or Invoice)		<del>-</del>			
Taxl, buses, parking, r	ra Chadit Card	\$10 receipt is not req	ulred)	10.00		4
TOTAL EXPENSE			-		July 10 10 10 10 10 10 10 10 10 10 10 10 10	
Less - Advance				52.00		
			_		INVOICE T	OTAL
NET CLAIM DUE (Rep	ayable)	•	if applicable)	12.00		
	164. 2012		VENDOR NI	UMBER	CONTROL #	
REQUEST BY:	(Institute)	GL CODE	AM	OUNT (	=111	= 8 1
	gnature)		740		SST TOTA	L.
DEPT. APPROVAL:						
	mature)					
X (Sin	natura 16 No.					
FINANCE: x	nature - if Necessary)					

CARE CAB 3 232 MAPLE AJE SE MEDICINE HATABATTA 3A 403-529-2211

FERMINAL ID.: MERCHANT N: 014500 9909211A

RESP CD: /00

IOTAL

CAD\$10.00

SIGNATURE NOT REQUIRED

THANK YOU!

CUSTONER COPY



## **Expense Disclosure Sheet**

Ralph Weeks

Name

Date

January 26 - 31, 2013

President

Position

Purpose

Integrated Strategic Planning Course

Desination San Diego, CA

Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

Cate	ychaely	Expense Category (Select from drop	Description (Batianala	Certifical	b	Total
Jan. 4, 2013	Air Canada	Airfare	Round Trip Flight from MH to San Diego			804.69
Jan. 26, 2013	AAA Cab	Other Transportation	Taxi from SD Airport to Hotel	•		25.79
Jan. 30, 2013	Hyatt Regency Mission Bay	Accomodation	Hotel in San Diego	•		1,039.18
Feb. 25, 2013	Hyatt Regency Mission Bay	Meals	Reimbursement of meai charged to room			(21.90)
Mar. 27, 2013	Hyatt Regency Mission Bay	Accomodation	Reimbursement of room charge for January 26, 2013			(246.56)
Jan. 30, 2013	Yellow Radio Service	Other Transportation	Taxi from Hotel to SD Airport	-		25.00
Jan. 31, 2013	Care Cabs	Other Transportation	Taxi from MH Airport to Residence		-	10.00
Feb. 25, 2013	MHC Travel Claim	Meals	Meal Allowance for San Diego Trip			166.00
Mar. 27, 2013	MHC Travel Claim	Meals	Reimbursement of meal allowances for January 26, 2013 (lunch and dinner)			(34.00)
Jan. 27, 2013	Panevino (Restauraņt)	Meals	Meat in San Diego	(4)		81.24
Feb. 24, 2013	Panevino (Restaurant)	Meals	Reimbursement of meal in San Diego			(81.24)
Jan. 29, 2013	Asti Ristorante	Meals	Meal in San Diego			61.84
Feb. 24, 2013	Asti Ristorante	Meals	Reimbursement of meal in San Diego			(61.84)
Feb. 25, 2013	MHC Travel Claim	Incidentals	Overnight Incidental Allowance			40.00
Mar. 27, 2013	MHC Travel Claim	Incidentals	Reimbursement of 1 overnight incidental			(10.00)
						0.00
						0.00
						0.00
						0.00
						0.00
					Total Receipts	1,798.20



#### Ralph Weeks

rom:

Air Canada <confirmation@aircanada.ca>

Sent:

Friday, January 04, 2013 9:57 AM

To: Subject:

Ralph Weeks Air Canada - 26-Jan: Medicine Hat - San Diego (booking ref: LUKAP5)

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*



### Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.

#### Hotels in San Diego

From (per night)

From (per night)

From (per night)

Why book your hotel stay at aircanada.com?

54 CAD × Allen

18 CAD



Days Hotel - Hotel

La Valencia Hotel:

Aeropian Mile offer exclusive to aircanada.com

**Humphreys Half** Moon Inn & Suites:

Circle:

Hotels provided by WWTMS.

Want travel insurance? Protect yourself and your family against unforeseen circumstances.

Need a car in San Diego? Great rates and additional Aeropian Miles.

#### **Booking Information**

Booking Reference:

**LUKAP5** 

Electronic Ticketing confirmed. This is your official

itinerary/receipt. Main Contact: Or Ralph Weeks

**Customer Care** Air Canada 1-888-247-2262 Flight Arrivals and **Departures** 1-888-422-7533

rweeks@mhc.ab.ca

Work: 1-403-5293801

**Online Services** 

Manage my booking online (view/change my booking; select seats\*). Alert me of flight status changes directly to my mobile phone or email. Flight Arrivals & Departures - check online if my flight is on time. Check-in online and print my boarding pass.

1



#### Additional passenger information is required

Your current flight itinerary includes travel to a country that requires additional passenger information.

If you haven't already done so, we strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure online form.

<b>light Iti</b> Flight	From	То	Stops	Duration	Aircraft	Fare Type	Meai
AC72281	Medicine Hat (YXH) Sat 26-Jan 2013 10:50	Calgary (YYC) Sat 26-Jan 2013 11:51	0	10hr27	ВЕН	<u>Tango</u> <u>Plus</u> , K	
AC4104²	Calgary (YYC) Sat 26-Jan 2013 15:44	Denver, Denver International (DEN) Sat 26-Jan 2013 18:10	0		CR7	<u>Tango</u> <u>Plus</u> , K	
	directly at b	04 is operated by United Express/Sort operations through	kvwest c	ounter. Ce	itain small	er carriers	n
AC5871 <sup>3</sup>	Denver, Denver International (DEN) Sat 26-Jan 2013 18:55	San Diego, Lindberg Field S. Diego (SAN) Sat 26-Jan 2013 20:17 - Terminal 1	0		320	<u>Tango</u> <u>Plus,</u> K	
	the United	871 is operated by Un Airlines counter. Cert ticketing counters of la	ain smalle	er carriers c	e check in onduct air,	directly oort operal	at tions
AC5856 <sup>3</sup>	San Diego, Lindberg Field S. Diego (SAN) Wed 30-Jan 2013 11:23 - Terminal 1	Denver, Denver International (DEN) Wed 30-Jan 2013 14:34	0	11hr25	752	<u>Tango</u> <u>Plus,</u> K	
	the United	356 is operated by Ur Airlines counter. Cert ticketing counters of la	tain small	er carriers o	e check in conduct air	n directly port opera	a <b>t</b> tions
AC4181 <sup>2</sup>	Denver, Denver International (DEN) Wed 30-Jan 2013 15:17	Calgary (YYC) Wed 30-Jan 2013 17:58	0		CRJ	<u>Tango</u> <u>Plus,</u> K	
	directly at	181 is operated by Ui the United Express/Sport operations through	Skywest	counter. C	ertain s <b>m</b> a	ller carrier	i <b>n</b> s
	conduct mi						

Operated by:

<sup>1</sup> Air Canada Express - Air Georgian

<sup>2</sup> United Express/Skywest

<sup>3</sup> United Airlines

#### Passenger Information

1: Dr Raiph Weeks : Adult (16+), Ticket Number: 0142116065337-38

Air Canada -

Meal Preference:

Aeroplan:

xxxx-xxxx-xxx-4232

Special Needs:

None

Payment Card: Seat Selection:

None

#### **Purchase Summary**

Fare Summary	
Passenger Type	A -114
Departing Flight - <u>Tango Plus</u>	Adult
Return Flight - Tango Plus	281.00
Surcharges	347.00
Taxes, Fees and Charges	27.00
Canada Airport Improvement Fee	
U.S.A Transportation Tax	25.00
U.S Agriculture Fee	35.14
	5.11
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	35.21
U.S Passenger Facility Charge	4.60
U.S.A Immigration User Fee	7.15
Air Travellers Security Charge (ATSC)	24.21
September 11 Security Fee	7.65
U.S. Federal Customs Fee	5.62
Total airfare and taxes before options (per passenger)	804.69
Number of passengers	1
RBC Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	
	\$804.69

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$804.69 (Airfare - per ticket)

Ticket number(s): 0142116065337-38

#### **Fare Rules**

Departing Flight Medicine Hat (YXH) To San Diego (SAN) - Tango Plus

- o Prior to day of departure Change fee per transaction, per passenger, is \$150 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- o Airport same-day changes (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
- Same-day standby is available only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.

o Flights can only be used in sequence from the place of departure specified on the itinerary.

#### Cancellations:

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per transaction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who no-show their flight will forfelt the fare paid.
- Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Flights operated by Air Canada: earn 100% Air Canada Status Miles
- Flights operated by Air Canada rouge: earn 200 Air Canada Status Miles
- Flight AC5871: This flight is a <u>codeshare</u> flight with United Airlines. A fee for checked bags is charged by United Airlines for codeshare flights it operates between Canada and the U.S. If your itinerary includes a **connecting flight**, the fee applies only if your first flight is operated by United/United Express. For Important Information on United Airlines policies, please visit www.united.com. You can also learn more about <u>Aeroplan mileage accumulation</u> for this flight.
- Fiight AC4104: This flight is a <u>codeshare</u> flight with United Express/Skywest Airlines. A fee for checked bags is charged by United Airlines for codeshare flights it operates between Canada and the U.S. If your itinerary includes a **connecting flight**, the fee applies only if your first flight is operated by United/United Express. For important information on United Express policies, please visit www.united.com.

#### Return Flight San Diego (SAN) To Medicine Hat (YXH) - Tango Plus

#### Changes:

- o Prior to day of departure **Change fee** per transaction, per passenger, is \$150 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- Airport same-day changes (subject to availability) are permitted at a flat fee of \$75
   CAD/USD per direction, per passenger. Same-day flights only.
- Same-day standby is available only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

#### Cancellations:

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per transaction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who no-show their flight will forfeit the fare paid.
- Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Flights operated by Air Canada: earn 100% Air Canada Status Miles
- Flights operated by Air Canada rouge: earn 200 Air Canada Status Miles
- Flight AC5856: This flight is a <u>codeshare</u> flight with United Airlines. A fee for checked bags is charged by United Airlines for codeshare flights it operates between Canada and the U.S. If your itinerary includes a **connecting flight**, the fee applies only if your first flight is operated by United/United Express. For important information on United Airlines policies, please visit www.united.com. You can also learn more about <u>Aeroplan mileage accumulation</u> for this flight.
- Flight AC4181: This flight is a codeshare flight with United Express/Skywest Airlines. A fee for checked bags is charged by United Airlines for codeshare flights it operates between Canada

AAA Cab 755 S Citrus Ave Escondido CA 92027 619-559-5249

01/26/2013 22:51:36 Sale:

Transaction # 4 Card Type: VISA Acc: 4715160002424232 Exp. Date: 0614 Entry: Swiped Invoice # 2642

A seceipt missing; only seceipt on file is aborted seceipt



Hyatt Regency Mission Bay Spa and Marina 1441 Quivira Road San Diego, CA 92109 Tel: 619-224-1234

Fax: 619-224-0348

#### INVOICE

Payee Ralph Weeks 299 College Drive Se Medicine Hat AB T1A 3Y6 Canada

Membership **Bonus Code** 

Confirmation No. 1604792001

**Group Name** 

Room No.	0702
Arrival	01-26-13
Departure	01-30-13
Page No.	1 of 2
Folio Window	1
Folio	324908
Invoice	

Date	Description		Charges Credits	
01-26-13	Guest Room		219.00	
01-26-13	Room Tax		23.00	
01-26-13	SD Tour Mktg		4.38 \$268.46	
01-26-13	CA Assessment		0.18	
)1-27-13	- Red Marlin Breakfast Food	Room# 0702 : CHECK# 1802		
01-27-13	Guest Room		21.90 freinbursed 219.00	
01-27-13	Room Tax			
01-27-13	SD Tour Mktg		23.00	
01-27-13	CA Assessment		4.38	
01-28-13	Package Handling Charges	45512093	0.18	
01-28-13	Guest Room	40012090	5.00	
01-28-13	Room Tax		219.00	
01-28-13	SD Tour Mktg		23.00	
01-28-13	CA Assessment	*	4.38	
01-29-13	Guest Room		0.18	
01-29-13	Room Tax		219.00	
01-29-13	SD Tour Mktg		23.00	
01-29-13			4.38	
01-29-13	CA Assessment		0.18	
01-30-13	Visa	XXXXXXXXXXX4232 XX/XX	1,013.14	

- 268.46



**Hyatt Regency Mission Bay** Spa and Marina 1441 Quivira Road San Diego, CA 92109 Tel: 619-224-1234

Fax: 619-224-0348

#### INVOICE

Payee Raiph Weeks

> 299 College Drive Se Medicine Hat AB T1A 3Y6

Canada

Membership

**Bonus Code** 

Confirmation No. 1604792001

**Group Name** 

Ro	om No.	0702
Arr	ival	01-26-13
De	parture	01-30-13
Pag	ge No.	2 of 2
Fol	io Window	1
Foi	io	324908

Invoice

Date Description		Charges	Credits
Your Gold Passport account will be cre stay.	dited for this  Total	1,013.14	1,013.14
	Balance		0.00

#### **Guest Signature**

I agree that my liability for this bill is not waived and I 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.

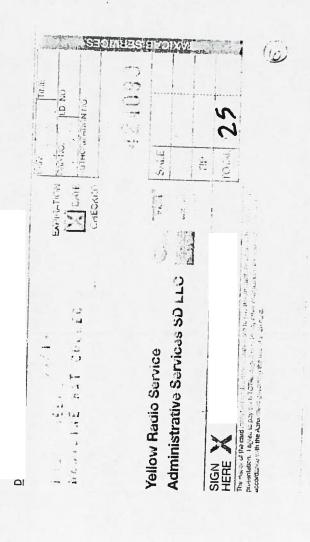
#### WE HOPE YOU ENJOYED YOUR STAY WITH US!

Thank you for choosing the Hyatt Regency Mission Bay Spa and Marina.

In order to make our hotel the best it can be, we are open to any comments that you have. Please forward your comments to: missionbay.quality@hyatt.com

For any lost and found inquires, please e-mail: missionbay.quality@hyatt.com

For billing inquires, please call 619-224-1234 or email accountingsanis@hyatt.com



#### CARE CAB 1

CHUS) 529-2211

Terchant 10. 9909209 Ferm 10: 2700006

Batchil. 203 Shift II: 001

Sale

ASPERMENTAGE 4455 чт. 1 год на 18 г

Seull: 255601661015

Amount:

4

8 56 1 50

Total:CAD\$

10.00

001/00 APPROVED 082463

31-Jan-13

00:19:40

Cuntomer Copy
I/ET THE HABIT CARE CAB IT

PANEVINO
722 FIFTH AVENUE
SAN DIEGO, CALIFORNIA 92101
619-595-7959-TELEPHONE
619-233-3606-FAX
Date: Jan27'13 08:38PM
Card Type: VISA /MC
Acct #: XXXXXXXXXXXXXX4232
Card Entry: SWIPED

Trans Type: PURCHASE
Auth Code: 052129
Check: 2336
Table: 20/1

Server:

4057 GIOVANNI

Subtotal:

68.56 \$81.24 Reinborsed

TOTAL_	 	 	

SIGNATURE
I AGREE TO PAY THE ABOVE TOTAL
ACCORDING TO MY CARD ISSUER
AGREEMENT!

(3)

434457097880 ASTI RISTORANTE 728 5TH AVENUE SAN DIEGO, CA 92101 619-232-8844

TERMINAL I.D.:

70908802

SRVI 5

VISA XXXXXXXXXXXXXX4232 SALE BATCH: 000343 INU: 51 DATE: JAN 29, 13 AUTH NO: 084151

BASE

reimbursed.

\$60.00 \$61.84

TIP

TOTAL

TIP GUIDE 15%=\$9.00 18%=\$18.00 28%=\$12.00

RALPH WEEKS

I AGREE TO PAY ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER)

\*\*\*CUSTOMER COPY\*\*\*

### MEDICINE HAT

## TRAVEL CLAIM

(To be submitted upon return from travelling)

	Claimant:		Meeting/Co	onference:			
Name	10011 1110		Name	Mission	11.	100- 101	2411
Address				8 18	120	All of	
			l anathur	C.		n acronym please al	so indicate long lo
(Address only ne	cessary il claimant is not an employee or	M	Location	2.10	110		
(0 all aud/833 Ull	iai ilian your residence)	ir you want cheque maile	ed .	-			
DAYS INVOLVED	- F (mon	th/day/year)	21 12 21	Time:	_/	4.2	(AM / P
		th/day/year)	130/2013	Time:	_//	5.	AM / P
	Total Number of Days						(circle on
EXPENSES:		Days	Rate	Total		Amarını	007
Meals			<u> </u>	Jolai		Amount	GST
Breakfast		@	10.00 =				36. 7
Lunch			12.00 =	12	Vala	bursed	
Dinner		3 .		1.1.			1
Full Per dien	n	?! @	1	88	<u> </u>	o reimbu	1750
Overnight incide		4.1					
Hotei			10.00 =	40.0	0 <b>3</b> i	0.00 reimb	irsed
Hospitality Allow	(Attach Invoice		-				
Miscelianeous	(In-lieu of hotel (Specify)	· @	20.00 = _		<del></del> •		
Air Fare (A	itach Invoice & gas receipts)  ttach Air Line Ticket or Invoice)  ing, road tolls: (apecity) (Less	than \$10 receipt is not re					
OTAL EXPENSE				200.0	0		
ess - Advance						INVOICE	TOTAL
			(if applicable)				
NET CLAIM DUE	(Repayable)			206.0	0		
ate	30/ 25 2013.	1	VENDOR I	NUMBER		CONTROL #	0/12
EQUEST BY:		GL COD	E AN	MOUNT	GST		Al
EPT. CODE	(Signature)	- 11	7311			тот	AL
EPT. APPROVAL:	(Signature)						
	(Signature - if Necessary)						



# **Expense Disclosure Sheet**

Ralph Weeks

Name

<u>Date</u>

February 6 - 7, 2013

President

Position

Purpose

AACTI - Council of Presidents Meeting

Calgary Desination

Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description/Rationale	Subtotal	GST	Total
Jan. 16, 2013	Air Canada	Airfare	Round Trip Flight from MH to Calgary			524.21
Feb. 6, 2013	Maser Care Cabs	ransportation	Taxi from MHC to Airport		•	10.00
Feb. 6, 2013	Associated Cab Alta Ltd.	Other Transportation	Taxi from Calgary Airport to Hotel			40.00
Feb. 7, 2013	Delta Bow Valley	Accomodation	Hotel in Calgary			252.61
Feb. 7, 2013	Maser Care Cabs	Other Transportation	Taxi from MH Airport to Residence			10.00
Feb. 25, 2013	MHC Travel Claim	Incidentals	Overnight Incidental Allowance	•	•	10.00
Feb. 25, 2013	Feb. 25, 2013 MHC Travel Claim	Meals	Meal allowance for Calgary Trip			42.00
Mar. 27, 2013	Mar. 27, 2013 MHC Travel Claim	Meals	Reimbursement of meal allowance			(42.00)
Feb. 6, 2013	Elements Restaurant (On Hotel Bill)	Meals	Hosting other president			38.65
						0.00
						0.00
			AL .			0.00
						00.00
			#			0.00
						0.00
						0.00
						0.00
						0.00
						0.00
	To the state of th				Total Receipts	885.47

From:

Air Canada <confirmation@aircanada.ca> Wednesday January 16, 2013 11:28 AM

Sent: To:

Subject:

Air Canada - 06-Feb: Medicine Hat - Calgary (booking ref: NY8EHM)

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

## AIR CANADA (\*) Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in klosk.



#### **Hotels in Calgary**

From (per night)

\$115 CAD



Days Inn - Calgary South:

\*\*\*

From (per night)

\$161 CAD



Acclaim Hotel
Calgary Airport:

\*\*\*

From (per night)

\$149 CAD



Executive Royal Inn North Calgary:

**大大大** 

Why book your hotel stay at aircanada.com?

- Lowest price guaranteed
- Great choice of hotels
- Aeropian Mile offer exclusive to aircanada.com

Hotels provided by WWTMS.

Want travel insurance? Protect yourself and your family against unforeseen circumstances.

Need a car in Calgary? Great rates and additional Aeropian Miles.

AVIS Budge

Looking for ground transportation or attractions?

#### **Booking Information**

**Booking Reference:** 

**NY8EHM** 

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Dr Raiph Weeks

Customer Care Air Canada 1-888-247-2262 Flight Arrivals and Departures 1-888-422-7533

Work: 1-403-5293801
Online Services

Manage my booking online (view/change my booking; select seats\*). Alert me of flight status changes directly to my mobile phone or email. Flight Arrivals & Departures - check online if my flight is on time. Check-in online and print my boarding pass.

\* Can my booking be changed online?

Flight It	inerary						
Flight	From	То	Stops	Duration	Aircraft	Fare Type	Meal
AC72261	Medicine Hat (YXH) Wed 06-Feb 2013 05:30	Calgary (YYC) Wed 06-Feb 2013 06:31	0	1hr01	ВЕН	Flex, Q	
AC72271	Calgary (YYC) Thu 07-Feb 2013	Medicine Hat (YXH) Thu 07-Feb 2013	0	0hr53	BEH	Flex, Q	

Operated by:

Air Canada Express - Air Georgian

#### Passenger Information

14:40

1: Dr Raiph Weeks: Adult (16+), Ticket Number: 0142116600538

Air Canada -

Meal Preference:

None

Aeroplan:

xxxx-xxxx-xxxx-4232

Special Needs:

None

Payment Card: Seat Selection:

None

#### **Purchase Summary**

Fare Summary	
Passenger Type	Adult
Departing Flight - Flex	218.00
Return Flight - Flex	218.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	24.96
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	524.21
Number of passengers	1
RBC Travei Insurance (declined)	0.00
Grand Total - Canadian dollars	\$524.21

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$524.21 (Airfare - per ticket)

Ticket number(s): 0142116600538

#### enRoute City Guide

### Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...

#### Read the complete guide

What do you think of our new City Guide feature?



#### **Fare Rules**

Departing Flight Medicine Hat (YXH) To Calgary (YYC) - Flex Return Flight Calgary (YYC) To Medicine Hat (YXH) - Flex

#### Changes:

- Prior to day of departure Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- Airport same-day changes (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
- Same-day standby is available only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

#### Cancellations:

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who no-show their flight will forfeit the fare paid.
- Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Flights operated by Air Canada: earn 100% Air Canada Status Miles
- Flights operated by Air Canada rouge: earn 200 Air Canada Status Miles

Please read important information and notices regarding Air Canada's general conditions of carriage.

#### Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

#### Before You Go: A 'To-Do' List

All passengers are advised to view the <u>Travel documentation</u> page for important information on identification required for travel.

MASER CARE CABS 232 MAPLE AVE S.E. T1A3A4 MEDICINE HAT AB 21369736

1111

PURCHASE

Hil

02-06-2013

05:03:24

Exp Date ''/'

Name: RALPH WEEKS

Card Type VI

A0000000031010

VISA CREDIT

Trace # 140002

FV2136973601

Inv. # 700 Auth # 097755

RRN 001572001

Total

\$10.00

(00) APPROVED-THANK YOU

Retain this copy for your records Customer copy

ASSOCIATED CAB ALTA 1 TO 37 - 41 AVE NE (483) 209-1111 INSIST ON THE PROFESSIONALS

PICK-UP TIME: UROP-OFF TIME	2013/82/86 66:28 : 86:46
TRIP ID: ICHAILON: CHUMBER: GAID TYPE:	873888-45824183/8/ 6497 VISA S
CHID: EXPLRY: AUTH:	************4232 **/** APR96662
!aRE (\$): :::IRA (\$): :::affil (\$):	40. 80 8. 88 48 69
TJP (\$):	
TOTAL (\$):	

FOR ONLINE TAXI BUDKINGS VISIT OUR WEBSITE@WWW ASSUCIATEDCAB CA

SIGNATURE:\_\_\_\_

'MER'S COPY







209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6 Tel: 403-266-1980 Fax: 403-266-0007

CAUBO CDN ASSOC UNIVERSITY BUSINESS OFFI

Dr Ralph Weeks 299 College Drive S.E. Medicine Hat AB T1A 3Y6 Canada

Room:

1418

Folio:

254689

Cashier: Arrival:

25

Departure:

02-06-13 02-07-13

Date	Description	Additional Information		Charges	Credits
02-06-13 02-06-13 02-06-13	Elements Restaurant Room Charge Room GST	Room# 1418 : CHECK	# 4888	38.65 <del>-}</del> 225.00	
02-06-13	Tourism Levy			11.59	
02-06-13				9.27	
	DMF - Destination Marketing Fee			6.75	
02-07-13	Visa	XXXXXXXXXXXX4232	XX/XX		291.26
GST Sum	nmary on No: 82608541	Total		291.26	291.26
noc	11.59	Balar	nce Due	0.00 CDI	٧
F&B	1.65				
Other	0.00				
Total	13.24	Business anding :		11. Proclast to	disauce

\* Business meeting with another college President to discuss ecampus Alberta.

Guest Signature:

ÇENNIS MASER 528C PRINCESS AVE SE MEDICINE HAT. AB

Term ID: 05226982

#### Purchase

xxxxxxxxxxxx4232

VISA

Entry Method: C

Total: \$

10.00

(31

2013/02/07

15:35:39

Seq #:

0010012700

Appr Code:

062181

Resp Code: 81/027

VISA CREDIT A0000000031010 0F 07 59 9D FD 49 2A 07 80 90 90 80 90 CD DF AF BA DE 27 D3 7C

## APPROVED Thank You

Customer Copy

- IMPORTANT - retain this copy for your records

### **⅃**¬ MEDICINE HAT

## TRAVEL CLAIM

(To be submitted upon return from travelling)

	Claimant:		Meeting/Co				
Name	Jan Will		Name	Merence:	t /1		
Address						11 141 151	
					you use	an acronym please als	o indicate long
(Address only popular	a that a table and the		Location	"Kirke" !	100	12 12	1
to an appropriate their	rif claimant is not an employee or if you your residence)	want cheque mailed					
DAYS INVOLVED:	Departure date: (month/da	y/year) 02/6	. / .:	Time:		tie	/AM / F
	Return date: (month/da	y/year) Od/O	7/15	Time:		29	AM / F
	Total Number of Days:						(circle e
EXPENSES:		Days	Rate	Total			
Meals			Liuto	<u>Total</u>		Amount	GST
Breakfast	- 2		0.00 =	70	200	co'a burel	
Lunch			2.00 =	(	.00	Ceimburse	^
Dinner		1	2.00 =	78		(air la	(
Full Per diem			4.00 =		00	reimburse	1
Overnight incidental	(requires 24 hour stay)	7	0.00 =	10.0			
Hotel	(Attach invoice)				) (	-	
Hospitality Allowance	(In-lieu of hotel)	@ 20	).00 =				
Miscellaneous (Sp	ecify)						
	s receipts) roice & gas receipts) Line Ticket or Invoice)	lometres) @ 0	.44 =    				
OTAL EXPENSE			Ξ	52.0	) ()	INVOICE TO	OTAL
		(if ap	plicable)				
	ayable)			5.2.0	,		
IET CLAIM DUE (Repa				3 7 4			
	1:25 7013		VENDOR N			CONTROL #	5 / T •/
ate <u>2/</u> EQUEST BY:	1257013	GL CODE	× 1111	UMBER		02-	
ate <u>2/</u> EQUEST BY:	1:25 7:013	GL CODE	× 1111		GST	CONTROL # 02-	
EQUEST BY:  SPT. CODE	1257013	GL CODE	× 1111	UMBER		02-	
EPT. APPROVAL:	1:25 7:013	GL CODE	× 1111	UMBER		02-	
EQUEST BY:  EPT. CODE / / /  EPT. APPROVAL:	1:25 7:013 (nature) 2000 - 9940	GL CODE	× 1111	UMBER		02-	0 / [. 7 L



# **Expense Disclosure Sheet**

Ralph Weeks

Name

Date

Saturday, February 09, 2013

President

Position

Purpose

₹

Alberta Economic Summit

Desination Calgary

Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description/Rationale	Subtotal	GST	Total
Feb. 9, 2013	Delta Bow Valley	Accomodation	Hotel in Calgary	•	•	165.46
Mar. 28, 2013	Mar. 28, 2013 Delta Bow Valley	Meals	Reimbursement of meal charged to room on February 8, 2013			(44.11)
Feb. 25, 2013	MHC Travel Claim	Meals	Meal Allowance for Calgary Trip			54.00
	MHC Travel Claim	Incidentals	Overnight Incidental Allowance			10.00
Feb. 25, 2013	MHC Travel Claim	Other Transportation	Mileage for Calgary Trip		1	277.20
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0:00
					Total Receipts	462.55

Page: 1 of 1





#### **BOW VALLEY**

209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6 Tel: 403-266-1980 Fax: 403-266-0007

CAUBO CDN ASSOC UNIVERSITY BUSINESS OFFI

Dr Ralph Weeks 299 College Drive S.E. Medicine Hat AB T1A 3Y6 Canada

Room:

2109

Folio:

255247

Cashier: Arrival:

27

Departure:

02-08-13 02-09-13

Date	Description	Additional Information			Charges	Credits
02-08-13	Elements Restaurant	Room# 2109 : CHEC	K# 4161		44 11 70:	nbursed
02-08-13	Room Charge				95.00	
02-08-13	Room GST				4.89	
02-08-13	Tourism Levy				3.91	
02-08-13	DMF - Destination Marketing Fee				2.85	
02-08-13	Parking - Daily				14.00	
02-08-13	Parking - GST					
02-09-13	Visa	XXXXXXXXXXXX4232 XX/XX		XX/XX	0.70	165.46
3ST Sum		Tot	al		165.46	165.46
Registration No: 82608541		Bol	ance Due		0.00.00	

Registration N	_
Room	4.89
F&B	1.86
Other	0.70
Total	7.45

Total	165.46	165.46
Balance Due	0.00 CDN	

Guest Signature:

### MEDICINE HAT

## TRAVEL CLAIM

(To be submitted upon return from travelling)

Name	1			/Conference:			
Address	Harry Jak		Name	11:157	to Ca	Hui	· (3" ) .
Addless					/if you use s	10 0 mm	
			Locatio	n V		an acronym please als	
(Address only necessar)	y if claimant is not an employee or i	f you want cheque m			1 F	1/1 //// 57	l' ,t.e.
to an address other than	your residence)			-	4.		
DATO INVOLVED:	-	h/day/year)	101/201	Time:			AM/F
	Total Number of Days:	h/day/year) 02	101/201	Time:			AM /P
EXPENSES:		<u>Days</u>	Rate			Amount	0.07
Meals	9			Jotal		Amount	GST
Breakfast		1	Ø 10.00 =	10	00.0		
Lunch			9 12.00 =				
Dinner		2		40	(, Q)	11	
Fuli Per diem					. 40	£.	
Overnight Incidental	(requires 24 hour stay)		10.00	1.5	0.5		
Hotei	(Attach Invoice)		70.00 =	10	00.		
Hospitality Allowance		6					
A. 01	(in-lieu of notel)		20.00 =				
	roice & gas receipts)  Line Ticket or Invoice)  Dad tolls: (specify) (Less the	nan \$10 receipl is noi 	required)		24		
OTAL EXPENSE ess - Advance				341.2	<u> </u>	INVOICET	OTAL
ET CLAMA DUE (D.			(if applicable)				
ET CLAIM DUE (Repa	ayable)			341.20	)		
ate Inf.	25 2013		VENDO	OR NUMBER		CONTROL #	ÇĄ‡,¢
		GL CO	DE	AMOUNT	GST	TOTA	
EQUEST BY:	IDBUIDO.				,	1014	
EQUEST BY:	2000 - 9240						\L
EQUEST BY:  EPT. CODE /- /	2000-9240						AL .
EQUEST BY:  EPT. CODE /- /	nature) 2000 - 9740 nature)						VL



Exit a Back

Cheque:

1482000195

Bank:

0011

MICR:

0050141920

Issued	Returned	Cancelled	Period	"Status"	Cheque Amount	Type
15-Mar-2013	•		201309		413.00	P

Vendor - 878400 - Weeks, Ralph

#### Invoices Paid On This Cheque

invoice #	Discount	Gross	Invoice #	Discount	Gross
20130220	0.00	238.20			

## Reimbursed Details:

- 1 Union Bank Inn-Restaurant \$ 73.22
- Strategic Pirections Edmonton, AB

  2) Hyath Regency Red Marlin Breakfast \$\frac{1}{2}1.90\$

  Integrated Strategic Planning San Diego, CA
- 3 Asti Kistorante \$61.84 Integrated Strategic Planning San Diego, CA 4 Panewino (Restaurant) \$81.24
- Integrated Strategic Planning San Diego, CA

73.22 21.90 61.84

81.24

\$ 238.20



**GENERAL RECEIPT** 

RECEIPT NO:

83484

DATE:

28-Mar-2013 PAGE

G.S.T. #119036796

RECEIVED FROM:	
RALPH	WEEKS

INVOICE #	DESCRIPTION	AMOUNT
	REIMBURSED FOR TRAVEL COSTS 1120009240	376.67
	TOT	AL 376.67

"Scients Mentern Sustinet" Knowledge Sustains the Mind