



Expense Disclosure Sheet

Name Graham Kelly **Date** April 28 - May 2, 2018
Position Board Chair **Purpose** CICan Conference **Destination** Victoria, BC

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
May 2, 2018	Air Canada	Airfare	Flight to Victoria - April 28 - May 2, 2018	450.71		450.71
May 2, 2018	Travel Claim	Meals	Per Diem - April 28 - May 2	142.00		142.00
May 2, 2018	Travel Claim	Other Transportation	Taxi	130.80		130.80
May 2, 2018	Travel Claim	Other Transportation	Parking at MH Airport	41.00		41.00
May 2, 2018	DoubleTree by Hilton	Accommodation	Hotel - April 28 - May 2	486.00		569.38
May 2, 2018	Travel Claim	Incidentals	Overnight Incidentals	40.00		40.00
						-
						-
						-
						-
						-
Total Receipts						1,373.89







Booking Reference: **MGU32I**

Date of issue: 06 Mar, 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.





- Depart

Economy Tango

Saturday 28 Apr, 2018	05:20 Medicine Hat (YXH), AB		06:25 Calgary Calgary Intl. (YYC), AB	 AC7230	1hr05 Economy G Operated by: Air Canada Express - Air Georgian 1900D
Layover in Calgary				1hr20	
! AC7230 This flight departs early in the morning.					
Saturday 28 Apr, 2018	07:45 Calgary Calgary Intl. (YYC), AB		08:30 Victoria Victoria Intl. (YYJ), BC	 AC8551	1hr45 Economy G Operated by: Air Canada Express - Jazz Q400
Total duration				4hr10	

- Return

Economy Tango

Wednesday 02 May, 2018	15:05 Victoria Victoria Intl. (YYJ), BC		17:39 Calgary Calgary Intl. (YYC), AB	 AC8556	1hr34 Economy G Operated by: Air Canada Express - Jazz Q400
Layover in Calgary				1hr26	
Wednesday 02 May, 2018	19:05 Calgary Calgary Intl. (YYC), AB		20:03 Medicine Hat (YXH), AB	 AC7233	0hr58 Economy G Operated by: Air Canada Express - Air Georgian 1900D
Total duration				3hr58	

Passengers

Graham Kelly

Ticket Number
0142191346998

Seats

AC7230 -
AC8551 -
AC8556 -
AC7233 -



Purchase summary



Air Transportation Charges

Base Fare - Depart - Economy Tango	218.00
Base Fare - Return - Economy Tango	146.00
Surcharges	36.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	21.46
Air Travellers Security Charge	14.25
Airport Improvement Fee - Canada	15.00
Total airfare and taxes before options (per passenger)	\$450⁷¹

[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]



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
minutes¹

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.

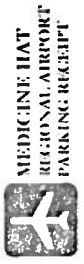
15
minutes

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.

SECURITY RECEIPT
REÇU À TEINTE DE SÉCURITÉ



RECEIVED FROM _____ DATE 28 April 2018 **669368**

REÇU DE 2006 Toyota

ADDRESS / ADRESSE _____

FOR / POUR _____ DOLLARS **\$ 41.00**

FROM / DU 28 April TO / AU 4 May 2018

ACCOUNT - COMPTE		
TOTAL AMOUNT / MONTANT TOTAL		<input checked="" type="checkbox"/> CASH / COMPTANT \$ <u>41.00</u>
AMOUNT PAID / MONTANT PAYÉ		<input type="checkbox"/> CHEQUE / CHÈQUE \$ _____
BALANCE DUE / SOLDE DU		<input type="checkbox"/> MONEY ORDER / MANDAT \$ _____

*** DUPLICATE ***

VICTORIA TAXI # 48
2925 DOUGLAS ST
VICTORIA BC

*** DUPLICATE ***

[REDACTED]

DATE 2018/05/02
TIME 5:50:12
RECEIPT NUMBER 5508 12:50:06
C85054781-001-001-851-0

PURCHASE AMOUNT \$57.80
TIP \$8.00
TOTAL \$65.80

[REDACTED]

APPROVED

AUTH# 001521 01-027
THANK YOU

CARHOLDER COPY

YELLOW CAB
817 FISGARD STREET V8M1R9
VICTORIA BC
21852400
GH2185240090

**** PURCHASE ****
04-28-2018 09:14:22

Name: GRAHAM KELLY

Operator: 090
Trace # 10344
Inv. # 090
Auth # 02607 RRN 001303001

Purchase \$58.00
Tip \$7.00
Total \$65.00

(001) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

www.yellowcabvictoria.com
250-381-2222



DoubleTree by Hilton - Hotel & Suites Victoria
 777 Douglas St
 Victoria, BC V8W 2B5
 Canada
 TELEPHONE 250-940-3100 • FAX 250-940-3131
 Reservations
 www.hilton.com or 1 800 HILTONS

KELLY, GRAHAM

[REDACTED]

[REDACTED]

[REDACTED]

Room No: 1206/NQRQB
 Arrival Date: 4/28/2018 1:16:00 PM
 Departure Date: 5/2/2018 12:11:00 PM
 Adult/Child: 1/0
 Cashier ID: CHSC
 Room Rate: 109.00
 AL:
 HH #
 VAT #
 Folio No/Che 105463 B

Confirmation Number: 85259986

DoubleTree by Hilton - Hotel & Suites Victoria 5/7/2018 10:53:00 AM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
4/28/2018	GUEST ROOM	QUHO	454763	\$109.00		
4/28/2018	DMF	QUHO	454763	\$1.09		
4/28/2018	ROOM TAX	QUHO	454763	\$12.11		
4/28/2018	GST - ROOM	QUHO	454763	\$5.50		
4/29/2018	GUEST ROOM	FESO	455259	\$109.00		
4/29/2018	DMF	FESO	455259	\$1.09		
4/29/2018	ROOM TAX	FESO	455259	\$12.11		
4/29/2018	GST - ROOM	FESO	455259	\$5.50		
4/30/2018	GUEST ROOM	QUHO	455695	\$109.00		
4/30/2018	DMF	QUHO	455695	\$1.09		
4/30/2018	ROOM TAX	QUHO	455695	\$12.11		
4/30/2018	GST - ROOM	QUHO	455695	\$5.50		
5/1/2018	GUEST ROOM	FESO	456093	\$159.00		
5/1/2018	DMF	FESO	456093	\$1.59		
5/1/2018	ROOM TAX	FESO	456093	\$17.66		
5/1/2018	GST - ROOM	FESO	456093	\$8.03		
5/2/2018	VS *7597	STLO	456447			(\$569.38)
BALANCE						\$0.00

	Revenue	Tax
GST	\$490.86	\$24.53
DMF	\$486.00	\$4.86
ROOM TAX	\$490.86	\$53.99
Total Invoice Amount	\$486.00	\$83.38

CREDIT CARD DETAIL

APPR CODE	043188	MERCHANT ID	000100682400
CARD NUMBER	[REDACTED]	EXP DATE	[REDACTED]
TRANSACTION ID	456447	TRANS TYPE	Sale