

Expense Disclosure Summary

<u>Name</u>	Graham Kelly	<u>Position</u>	Board Chai
Period Covered	April 1 - June 30, 2018		

Please attach supporting documentation i.e.: Expense Disclosure Sheet and applicable receipts

Dates (Travel Dates if applicable)	Destination/Location	Purpose		Airfare	Tra	Other ansportation*	А	ccommodation		Meals	н	lospitality	Inc	cidentals	Total
April 28 - May 2, 2018	Victoria PC	CICan Conference	ė	450.71	Ś	171.80	ć	569.38	Ś	142.00	ċ		ċ	40.00	\$ 1,373.89
April 28 - Way 2, 2018	0	0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
	0	0	\$	-	\$	-	\$	=	\$	-	\$	-	\$	-	\$ -
	0	0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
	0	0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
	0	0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
			\$	450.71	\$	171.80	\$	569.38	\$	142.00	\$	-	\$	40.00	\$ 1,373.89

* Other	Transportation includes	vehicle rentals	nublic transportation	taxis	narking	and mileage
Othici	Transportation includes	vernere rentais,	public transportation,	tunis,	parking,	and milicage

This Expense Summar	v is true and	l complete to the b	est of my knou	iledae for the	period indicated above.



Expense Disclosure Sheet

Name Graham Kelly Date	April 28 - May 2, 2018
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PositionBoard ChairPurposeCICan ConferenceDestinationVictoria, BC

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

Date	Vandan	Expense Category (Select from drop	Description	Cubbatal	CST	Tatal
Date	Vendor	down menu)	Description Flight to Victoria - April 28 - May	Subtotal	GST	Total
May 2, 2018	Air Canada	Airfare	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 Confirmation



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.



					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	Ohr58 Economy G Operated by: Air Canada Express - Air Georgian 1900D
		Total duration		3hr58

Passengers





Purchase summary



Base Fare - Depart - Economy Tango Base Fare - Return - Economy Tango	218.00
Surcharges	36.00
Taxes, fees and charges	
Goods and Services Tax - Canada no. 100092287 RT0001	21.40
Air Travellers Security Charge	14.29
Airport Improvement Fee - Canada	15.00
Total airfare and taxes before options (per passenger)	\$450 ⁷



Check-in and boarding gate deadlines

Within	Canada
**!!!!!!	Garrada

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

Boarding gate deadlineYou 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.

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Address:

MEETING/CONFERENCE

Name: Graham Kelly

Name: CICan Conference (College & Institutes Canada)

Location: Victoria, BC



DAYS INVOLVED [4.67]

Departure date Apr 28 2018 4:30AM Return date May 2 2018 8:30PM

Return date May 2 201	.8 8:30PM			
EXPENSES			FOR OF	FICE USE ONLY
Meals	Days Rate	Total	Amount	GST
Breakfast	3 @ \$10.00 =	\$30.00		
Lunch	2 @ \$12.00 =	\$24.00		
Dinner	4 @ \$22.00 =	\$88.00		
Full Per diem	0 @ \$44.00 =	\$0.00		
Overnight incidental	4 @ \$10.00 =	\$40.00		
Hospitality Allowance	0 @ \$20.00 =	\$0.00		
Conference Cost		\$0.00		
Hotel (attach invoice)		\$0.00		
Miscellaneous		\$0.00		
		\$0.00		
		\$0.00		
TRANSPORTATION				
Own Car	0 KM @ 0.44/KM	\$0.00		
College Car	(Attach gas receipts)	\$0.00		
Rental Car	(Attach invoice & gas receipts)	\$0.00		
Air Fare	(Attach Air Line Tickets or Invoice)	\$0.00		
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required)	\$171.80		
	CND	\$353.80	INVO	OICE TOTAL
	USD	\$0.00 *\$1.00/C	ND	
	TOTAL EXPENSE			
	Less - Advance (if applicable)			
	NET CLAIM DUE (Repayable)	353.80		
FOR OFFICE USE ONLY		OR NUMBER		CONTROL 03 - 16266
GL CODE	AMOUNT		GST	TOTAL
Written Signatures				
Request By	Dep	partment Code		
D				

Electronic Signatures

Department Signatures

(If Necessary Signature)

Active Directory kathy@mhc.ab.ca

Finance:

SECURITY RECEIPT REGU À TEINTE DE SÉCURITÉ

MEDICINETIAT	REGIONAL AIRPORT	PARKING RECEIPT
1	Y.	

RECEIVED	22 1011 2012	
REÇU DE 2006	DATE 28 APTIT 2018	669368
ADDRESS ADRESSE	10401a	007700
	DOLLA	\$ HI-00
FOR POUR	345	483
1	FROM 28 17 PM'/ TO AU	4 May 2018
ACCOUNT - COMPTE TOTAL AMOUNT MONTANT TOTAL	CASH COMPTANT \$ 4/20	
AMOUNT PAID MONTANT PAYÉ	CHEQUE \$	
BALANCE DUE SOLDE DÜ	MONEY ORDER \$	

DUPLICATE *DUPLICATE* VICTORIA TAXI # 48 2925 DOUGLAS ST VICTORIA

817 FISGARD STREET V8W1R9

YELLOW CAB

VICTORIA

GH2185240090

21852400

34-34-34-34-

09:14:22

PURCHASE AMOUNT \$57.80 TIP \$8.00	C85054781-001-001-851-0	RECEIPT NUMBER	TIME 5508 12:50:06	DATE 2018/05/02
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Operator: 090 ma. CDAHAM KELLY

Auth # 0260 Trace # 10344 Purchase Inv. # 090

RRN 001301001

\$58.00 \$7.00

\$65.80

(001) APPROVED-THANK YOU

Retain this copy for your Customer copy records

www.yellowcabvictoria.com

250-381-2222

AUTH# 00152| THANK YOU **APPROVED**

01-027

CAKDHOLDER COPY



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

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

CARD NUMBER
TRANSACTION ID

456447

043188

MERCHANT ID EXP DATE TRANS TYPE 000100682400

Sale