



Expense Disclosure Sheet

Name Graham Kelly **Date** October 31, 2019
Position Board Chair **Purpose** Meeting with Minister Advanced Education **Destination** Calgary

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

Date	Vendor	Expense Category (Select from drop down menu)	DescriptionNo	Subtotal	GST	Total
October 31, 2019	Recency Suites	Accommodation	Hotel	157.71		157.71
November 1, 2019	Travel Claim	Meals	Meals for October 31-November 1)	54.00		54.00
November 1, 2019	Travel Claim	Airfare	Mileage Medicine Hat to Calgary return	259.60		259.60
November 1, 2019	Travel Claim	Incidentals	Overnight Incidentals	10.00		10.00
						-
						-
						-
						-
Total Receipts						481.31



Booked: Online - Tuesday, October 29, 2019 3:59:26 p.m. Mountain Standard Time

Your Receipt

Billing Name: GRAHAM KELLY KELLY

Booking Details

Guest Name:	GRAHAM KELLY KELLY	Room Type:	Standard Suite, 1 King Bed
Check-in:	Thursday, October 31, 2019	Hotel Details:	Regency Suites Hotel
Check-out:	Friday, November 1, 2019		610 4th Avenue SW
Number of Nights:	1		Calgary
Number of Rooms:	1		CA
			+14032311000

Charges:	CAD \$
Thursday, October 31, 2019:	\$144.69 CAD
Discount applied:	\$0.00 CAD
Sub-total:	\$144.69 CAD
Taxes & fees:	\$13.02 CAD
Total:	\$157.71 CAD
Amount paid:	\$157.71 CAD
Amount still due:	\$0.00 CAD

Cancellation Policy

Free cancellation until 10/30/2019

- If you change or cancel your booking after 4:00 p.m., 10/30/2019 (America/Denver) you will be charged for 1 night (including tax)

We will not be able to refund any payment for no-shows or early check-out.

You were charged for this booking.

Any additional charges and fees incurred during your stay will be charged to your hotel's local currency and may be subject to a foreign exchange fee.

