



Expense Disclosure Summary

Name Carla Bennett **Position** Interim VP Administration & Finance
Period Covered January 1 - March 31, 2019

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

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Airfare	Other Transportation*	Accommodation	Meals	Hospitality	Incidentals	Total
January 17 & 18, 2019	Edmonton, AB	Senior Business Officers (SBO) Meetings	\$ 475.36	\$ 111.80	\$ 116.76	\$ 56.00	\$ -	\$ 10.00	\$ 769.92
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ 475.36	\$ 111.80	\$ 116.76	\$ 56.00	\$ -	\$ 10.00	\$ 769.92

* Other Transportation includes vehicle rentals, public transportation, taxis, parking, and mileage

This Expense Summary is true and complete to the best of my knowledge for the period indicated above.

Signature

Original Copy Signed _____



Expense Disclosure Sheet

Name Carla Bennett **Date** January 17 & 18, 2019
Position Interim VP Administration & Finance **Purpose** Senior Business Officers (SBO) Meetings **Destination** Edmonton, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Jan 17 & 18, 2019	MHC Travel Claim	Meals	Meals			56.00
Jan 17 & 18, 2019	MHC Travel Claim	Incidentals	Overnight Incidentals			10.00
Jan 17 & 18, 2019	Four Points by Sheraton	Accommodation	Hotel Room			116.76
Jan 17 & 18, 2019	Air Canada	Airfare	Medicine Hat to Edmonton			397.16
Jan 17 & 18, 2019	Air Canada	Airfare	Seat Selection			46.20
Jan 17 & 18, 2019	C.C. Cab	Other Transportation	Taxi from home to airport			20.00
Jan 17 & 18, 2019	Airport Taxi Service	Other Transportation	Taxi from airport to hotel			60.95
Jan 17 & 18, 2019	Co-op Taxi Line	Other Transportation	Taxi from hotel to dinner reception			13.60
Jan 17 & 18, 2019	Hewlin Care Cabs	Other Transportation	Taxi from airport to home			17.25
Jan 17 & 18, 2019	Air Canada	Airfare	Baggage Fees			32.00
						-
						-
Total Receipts						769.92

AIRPORT TAXI SERVICE
4608 101 ST.
(7808807070)
EDMONTON AB

CARD ***** [REDACTED]
CARD TYPE VISA
DATE 2019/01/17
TIME 0874 16:17:30
INVOICE # 101
RECEIPT NUMBER
C85012680-001-030-005-0

PURCHASE
AMOUNT \$53.00
TIP \$7.95
TOTAL
\$60.95

VISA CREDIT
A0000000031010
7BB108ACCF714CED
0280008000-E800
DA3107DD92A4823A
0280008000-F800

APPROVED

AUTH# 021524 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST#814804092

Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

TRANSACTION RECORD
Terminal 095/66286678
Driver 3910
19/01/17 18:25:27

Card : ***** [REDACTED]
VISA CREDIT
CHIP CARD

A0000000031010
0280008000 F800
VERIFIED BY PIN
Ref # 0010013400 C
Auth # 014086

FARE : \$ PURCHASE
TIP : \$ 11.60
TOTAL : \$ 2.00

13.60

APPROVED - THANK YOU
(01-027)

C.C. CAB
232 MAPLE AVE SE
MEDICINE HAT AB

CARD [REDACTED] ***** [REDACTED]
CARD TYPE VISA
DATE 2019/01/17
TIME 0325 10:34:32
RECEIPT NUMBER
C85038437-001-240-012-0

PURCHASE
AMOUNT \$17.50
TIP \$2.50
TOTAL

\$20.00

VISA CREDIT
A0000000031010
3D33FDECF54A09A5
0080008000-E800
3D8414C7DAAD34C8
0080008000-F800

APPROVED

AUTH# 082474 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

HEWLIN CARE CABS
232 MAPLE AVE SE T1A3A4
MEDICINE HAT AB
20381079
GH2038107901

**** PURCHASE ****
01-18-2019 20:39:18
Acct # ***** [REDACTED] C
Exp Date **/** Card Type VI
Name: CARLA BENNETT
A0000000031010 VISA CREDIT

Trace # 3869
Inv. # 4187
Auth # 065186 RRN 001831001

Purchase \$15.00
Tip \$2.25
Total \$17.25

(001) APPROVED-THANK YOU

Four Points by Sheraton Edmonton South
 7230 Argyll Road
 Edmonton, AB T6C 4A6
 Canada
 Tel: 780 465 7931 Fax: 780 469 3680



Carla Bennett



Page Number : 1 Invoice # : 209205
 Guest Number : 479034
 Folio ID : A
 Arrive Date : 17-JAN-19 16:23
 Depart Date : 18-JAN-19 13:02
 No. Of Guest : 1
 Room Number : 506
 Club Account :

Tax ID : 100094077RT0003
 Four Points Ed YEGFP JAN-18-2019 13:10 HEENAK

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-JAN-19	RT506	Room Chrg - GRP OTH	104.00	
17-JAN-19	RT506	Destination Marketing Fee	3.12	
17-JAN-19	RT506	Tourism Levy	4.28	
17-JAN-19	RT506	GST	5.36	
18-JAN-19	VI	Visa-		-116.76

For Authorization Purpose Only

xxxxx

Date	Code	Authorized
17-JAN-19	043581	250

** Total 116.76 -116.76
 *** Balance 0.00

Continued on the next page

Four Points by Sheraton Edmonton South
7230 Argyll Road
Edmonton, AB T6C 4A6
Canada
Tel: 780 465 7931 Fax: 780 469 3680



Carla Bennett


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Guest Number : 479034
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Arrive Date : 17-JAN-19 16:23
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Room Number : 506
Club Account :

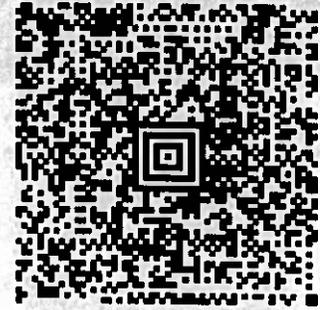
EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	Food&Bev	GST	Other	Total	Payment
01-17-2019	104.00	0.00	5.36	7.40	116.76	0.00
01-18-2019	0.00	0.00	0.00	0.00	0.00	-116.76
Total	104.00	0.00	5.36	7.40	116.76	-116.76



AIR CANADA
YOUR BOOKING IS CONFIRMED



Booking Reference : Q6VG6A

Travel booked/ticket issued on: 07 January 2019

Passengers

Mrs. Carla Bennett

Seats

Ticket Number
0142105768822

AC7232	3A
AC8144	7D
AC8155	8C
AC7233	3A

Depart

Economy - Standard

Thursday
17 Jan, 2019

11:20
Medicine Hat
(YXH), Canada



12:30
Calgary
Calgary Int. (YYC), Canada

1 hr 10
AC7232 Economy (W)
Operated by Air Canada Express - Air Georgian 1900D

13:20
Calgary
Calgary Int. (YYC), Canada



14:13
Edmonton
Edmonton Int. (YEG), Canada

0 hr 53
AC8144 Economy (W)
Operated by Air Canada Express - Jazz Q400

Friday
18 Jan, 2019

17:25
Edmonton
Edmonton Int. (YEG), Canada



18:20
Calgary
Calgary Int. (YYC), Canada

 **0 hr 55**
AC8155 Economy (W)
Operated by Air Canada Express - Jazz Q400

19:15
Calgary
Calgary Int. (YYC), Canada



20:19
Medicine Hat
(YXH), Canada

 **1 hr 04**
AC7233 Economy (W)
Operated by Air Canada Express - Air Georgian 1900D

Purchase summary

1 Adult



Air Transportation Charges

Base Fare - Departing Flight - Economy - Standard	155.00
Base Fare - Return Flight - Economy - Standard	155.00
Surcharges	24.00



Taxes, fees and charges

Goods and Services Tax - Canada <small>no. 100092287 RT0001</small>	18.91
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	30.00
Total	397.16



Seat selection

Mrs. Carla Bennett

AC7232: 3A - Standard legroom (Window)	11.00
AC8144: 7D - Standard legroom (Aisle)	11.00
AC8155: 8C - Standard legroom (Aisle)	11.00
AC7233: 3A - Standard legroom (Window)	11.00
Goods and Services Tax - Canada <u>no.</u> 100092287 RT0001	2.20
GRAND TOTAL - Canadian dollars	\$443³⁶

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry on baggage policy.

Checked Baggage

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

Medicine Hat(YXH) > Edmonton(YEG)

 **1st bag**
\$ 31.50 CAD
Including taxes

 **2nd bag**
\$ 52.50 CAD
Including taxes

Max. weight per bag:
23 kg (50 lb)

Max. Dimensions per bag:
158 cm (62 in)

Edmonton(YEG) > Medicine Hat(YXH)

 **1st bag**
\$ 31.50 CAD
Including taxes

 **2nd bag**
\$ 52.50 CAD
Including taxes

Max. weight per bag:
23 kg (50 lb)

Max. Dimensions per bag:
158 cm (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the

maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.



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



AIR CANADA
AIRPORT FEE RECEIPT
TICKET NO: 0142105768822

PNR RECLOC:
ISSUED BY :

COUPON 1 OF 1
06VG6A
YEGTR



NAME: BENNETT/CARLAHRS
DATE OF ISSUE: 18JAN2019

FIRST BAGGAGE FEE

GRAND TOTAL

FORM OF PAYMENT: IN CANADIAN
GST/TPS HST/TVH NO. 100092287
FEES ARE NON-REFUNDABLE

AIR CANADA



BENNETT/CARLA

LR

YEG 18 JAN 16:15
TO/A: MEDICINE HAT

ZX 7233 YXH
↑ BK 8155 YYC ↑



0014 AC343514

	TOTAL
	32.00
	32.00

RT000