

Expense Disclosure Summary

Jaran Mackenzie <u>rosition</u> Board enar	<u>Name</u>	Sarah MacKenzie	<u>Position</u>	Board Chair
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Period Covered July 1 - September 30, 2022

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

Dates (Travel Dates if						Other									
applicable)	Destination/Location	Purpose	١,	Airfare	Tra	insportation*	A	ccommodation	r	∕Ieals	Но	spitality	Inci	dentals	Total
1,1,1		Stakeholders Mtg with										- •-			
September 7-9, 2022	Edmonton, AB	Minister of Advanced	\$	682.76	\$	-	\$	379.46	\$	76.00	\$	-	\$	20.00	\$ 1,158.22
	0	0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
	0	0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
	0	0	\$	-	\$	_	\$	-	\$	-	\$	-	\$	-	\$ -
	0	0	\$	-	\$	_	\$	-	\$	-	\$	-	\$	-	\$ -
	0	0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
			\$	682.76	\$	-	\$	379.46	\$	76.00	\$	-	\$	20.00	\$ 1,158.22

Other Transportation	includes vehicle	rentals nublic t	ransportation t	avis narking	and mileage

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

Signature	//original signed//



Expense Disclosure Sheet

Name Sarah MacKenzie <u>Date</u> September 7-9, 2022

Stakeholders Mtg with Minister of

<u>Position</u> Board Chair <u>Purpose</u> Advanced Education <u>Destination</u> Edmonton, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
			Flight from Medicine Hat to			
September 7, 2022	West Jet	Airfare	Edmonton return	650.25	32.51	682.76
September 9, 2022	Matrix Hotel	Accommodation	Hotel from September 7-9	362.06	17.40	379.46
September 9, 2022	Travel Claim	Meals	Meal Per Diem September 7-9	76.00		76.00
September 9, 2022	Travel Claim	Incidentals	Incidental Per Diem - September 7-9	20.00		20.00
						-
						-
						-
						-
						-
						-
						-
					Total Receipts	1,158.22



eTicket Receipt

Prepared For MACKENZIE/SARAH MS

RESERVATION CODE

ISSUE DATE

26 Aug 22

TICKET NUMBER

8382170187956

ISSUING AIRLINE

WEST JET

ISSUING AGENT

WestJet/SDX

FREQUENT FLYER NUMBER

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
07 Sep 22	WESTJET WS 3017 Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA Time 18:25	CALGARY INTL AB, CANADA Time 19:24	Cabin ECONOMY Seat Number 09A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis MA0D0LFS Not Valid After 07 SEP 23
07 Sep 22	WESTJET WS 3137 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 20:00	EDMONTON INTL AB, CANADA Time 20:54	Cabin ECONOMY Seat Number 06C Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis MA0D0LFS Not Valid After 07 SEP 23
09 Sep 22	WESTJET WS 242	EDMONTON INTL AB, CANADA Time 07:30	CALGARY INTL AB, CANADA Time 08:23	Cabin ECONOMY Seat Number 11C Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis XAQD0LFK Not Valid After 15 DEC 22
09 Sep 22	WESTJET WS 3018 Operated by: WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA Time 09:30	MEDICINE HAT AB, CANADA Time 10:32	Cabin ECONOMY Seat Number 11A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis XAQD0LFK Not Valid After 07 SEP 23

Allowances

Baggage Allowance

YXH to YEG - 1 Piece WESTJET

Prices of additional baggage pieces:

1. 60.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters**

YEG to YXH - 1 Piece WESTJET, each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters Prices of additional baggage pieces:

1. 60.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters****bag fees apply at each check in location

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YXH to YYC , YYC to YEG , YEG to YYC , YYC to YXH - 1 Piece (WS - WESTJET) carry on hand baggage Carry On Charges

YXH to YYC , YYC to YEG , YEG to YYC , YYC to YXH - (WS - WESTJET)

Payment/Fare Details

Form of Payment	

Fare Calculation Line	YXH WS X/YYC WS YEA361.00WS X/YYC WS YXH208.00CAD569.00END
Fare	CAD 569.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 30.76 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 35.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.75 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 682.76

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

**Checked baggage dimensions can be within 158 total centimeters (62 total inches) and not weighing more than 23 kilograms (50 pounds). Baggage exceeding the size or weight allowance is subject to applicable oversized weight and size restrictions and fees.

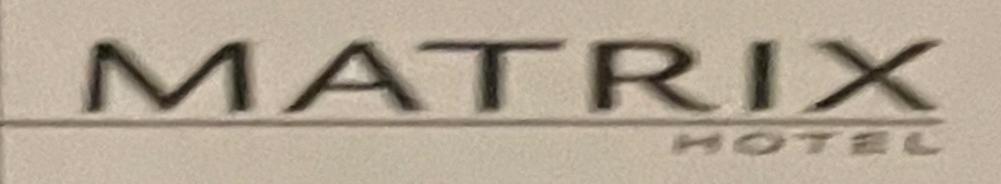
Baggage fees are charged in Canadian (CAD) dollars; for flight departures ourtside Canada, baggage fees will be converted and charged in the local currency of the departure country. GST is charged on all itineraries that originate in Canada. Please see https://www.westjet.com/enca/flights/fees for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at http://www.iatatravelcenter.com/privacy or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

Important Legal Notices



Sarah MacKenzie 299 College Dr Se Medicine Hat T1A 3Y6 Canada

INFORMATION INVOICE

Room No. : 0808

Arrival : 09-07-22

Departure : 09-09-22

Page No. : 1 of 2

Folio No. :

Comf. No. : 254833169

Cashier No. : Custom Ref. :

Company Name :
Group Name :
Guest Name :

ete	Description		Charges	Credit
	Room Revenue		169.00	
09-07-22	Destination Marketing Fee		5.07	
09-07-20	Room GST		8.70	
09-01-2	2 Tourism Levy		6.96	
09-08-2				
00 00 0				
09-08-22				
	F			
09-02-22	Room Revenue			
08-08-22	Destination Marketing Fee		169.00	
02-02-22	Room GST		5.07	
09-08-22	Tourism Levy		8.70	
09-08-22	Visa		6.96	
				463.01
				-0000
		Total Charges		
MHC rei	mbursed \$379.46		463.01	
		Total Credits		
				463.01
		Balance		
				0.00

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

Matrix Hotel | 10640 100 Ave NW | Edmonton, AB T5J 3N8
Reservations: (866) 485-8150 | Telephone: (780) 429-2861 | Fax: (780) 420-4962
Email: info@matrixedmonton.com
www.matrixedmonton.com

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

MEETING/CONFERENCE

Name: Sarah MacKenzie Name: Stakeholder Consultation - Minister Ad Ed Address: Medicine Hat

Location: Edmonton



DAYS INVOLVED [1.69]

Departure date Sep 7 2022 6:25PM Return date Sep 9 2022 11:00AM

Return date Sep 9 2022	2 11:00AM				
EXPENSES				FOR OFF	ICE USE ONLY
Meals	Days Rate	Total		Amount	GST
Breakfast	1 @ \$10.00 =	\$10.00			
Lunch	0				
Dinner	1 @ \$22.00 =	\$22.00			
Full Per diem	1 @ \$44.00 =	\$44.00			
Overnight incidental	2 @ \$10.00 =		20.00		
Hospitality Allowance	0 @ \$20.00 =	\$0.00			
Conference Cost		\$0.00			
Hotel (attach invoice)			379.46		
Miscellaneous		\$0.00			
		\$0.00			
		\$0.00			
TRANSPORTATION					
Own Car	0 KM @ 0.47/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)	\$0.00			
	CND		\$475.46	INVO	ICE TOTAL
	USD	\$0.00	*\$1.00/CND		
	TOTAL EXPENSE		\$475.46		
	Less - Advance (if applicable)	-\$0.00	6475.40		
	NET CLAIM DUE (Repayable)		\$475.46		
FOR OFFICE USE ONLY	VENDO	R NUMI	BER		CONTROL
GL CODE	AMOUNT		GST	•	03 - 19705 TOTAL
GL CODE	AMOUNT		GSI	_	IOIAL
_	_			_	
				_	