



Expense Disclosure Sheet

Name Sarah MacKenzie **Date** April 23 - April 29
Position Board Chair **Purpose** CICan Conference **Destination** Halifax, NS

Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
4/23/2022	West Jet	Airfare	Flight - Calgary to Halifax return	1421.09	73.01	1,494.10
4/23/2022	Viator	Other Transportation	Taxi from Airport to Hotel (for 6 people)	266.64		266.64
4/29/2022	Travel Claim	Accommodation	Hotel - April 23 - 28	1074.48		1,074.48
4/29/2022	Travel Claim	Accommodation	Hotel - April 28	143.54	6.90	150.44
4/29/2022	Travel Claim	Meals	Meal Per Diem April 23 - April 29	230.00		230.00
4/29/2022	Travel Claim	Incidentals	Overnight Incidentals Per Diem	60.00		60.00
				Total Receipts		3,275.66

Reimbursed college for flight upgrade - \$364.95



eTicket Receipt

Prepared For
MACKENZIE/SARAH MS

RESERVATION CODE	WJLIBW
ISSUE DATE	10 Mar 22
TICKET NUMBER	[REDACTED]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
TOUR CODE	ITYBE99
FREQUENT FLYER NUMBER	[REDACTED]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
23 Apr 22	WESTJET WS 3017 Operated by WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB CANADA Time 20 35	CALGARY NTL AB CANADA Time 21 35	Cabin PREM UM ECONOMY Seat Number 03A (CONFIRMED) Baggage Allowance 2 P ECES Booking Status OK TO FLY Fare Basis RCUDOLPG Not Valid Before 23 APR 22 Not Valid After 23 APR 22
23 Apr 22 - 24 Apr 22	WESTJET WS 228	CALGARY NTL AB CANADA Time 23 25	HALFAX NS CANADA Time 07 11	Cabin PREM UM ECONOMY Seat Number 01A (CONFIRMED) Baggage Allowance 2 P ECES Booking Status OK TO FLY Fare Basis RCUDOLPG Not Valid Before 23 APR 22 Not Valid After 23 APR 22
28 Apr 22	WESTJET WS 249	HALFAX NS CANADA Time 13 25	TORONTO ON CANADA Time 14 49 Terminal TERMINAL 3	Cabin PREM UM ECONOMY Seat Number 03F (CONFIRMED) Baggage Allowance 2 P ECES Booking Status OK TO FLY Fare Basis RCUDOLPG Not Valid Before 28 APR 22 Not Valid After 28 APR 22
28 Apr 22	WESTJET WS 665	TORONTO ON CANADA Time 15 35 Terminal TERMINAL 3	CALGARY NTL AB CANADA Time 17 52	Cabin PREM UM ECONOMY Seat Number 01A (CONFIRMED) Baggage Allowance 2 P ECES Booking Status OK TO FLY Fare Basis RCUDOLPG Not Valid Before 28 APR 22 Not Valid After 28 APR 22
28 Apr 22	WESTJET WS 3016 Operated by WESTJET LINK BY PACIFIC COASTAL	CALGARY NTL AB CANADA Time 19 00	MEDICINE HAT AB CANADA Time 19 58	Cabin PREM UM ECONOMY Seat Number 03A (CONFIRMED) Baggage Allowance 2 P ECES Booking Status OK TO FLY Fare Basis RCUDOLPG Not Valid Before 28 APR 22 Not Valid After 28 APR 22

Allowances

Baggage Allowance

YXH to YHZ 2 Pieces WESTJET

YHZ to YXH 2 Pieces WESTJET

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

Carry On Allowances

YXH to YYC YYC to YHZ YHZ to YYZ YYZ to YYC YYC to YXH 1 Piece (WESTJET) carry on hand baggage

Carry On Charges

YXH to YYC YYC to YHZ YHZ to YYZ YYZ to YYC YYC to YXH (WESTJET)

Payment/Fare Details

Form of Payment	TRAVEL BANK : [REDACTED] CAD 280.48
	CREDIT CARD [REDACTED] CAD 1299.81
Fare Calculation Line	YXH WS X/YYC WS YHZ693 00WS X/YTO WS X/YYC WS YXH693 00CAD1386 00END
Fare	CAD 1386.00
Taxes/Fees/Carrier-Imposed Charges	CAD 60.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 73.01 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 41.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 6.03 RC2 (HARMONIZED SALES TAX (HST))
Total	CAD 1580.29

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-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](#)

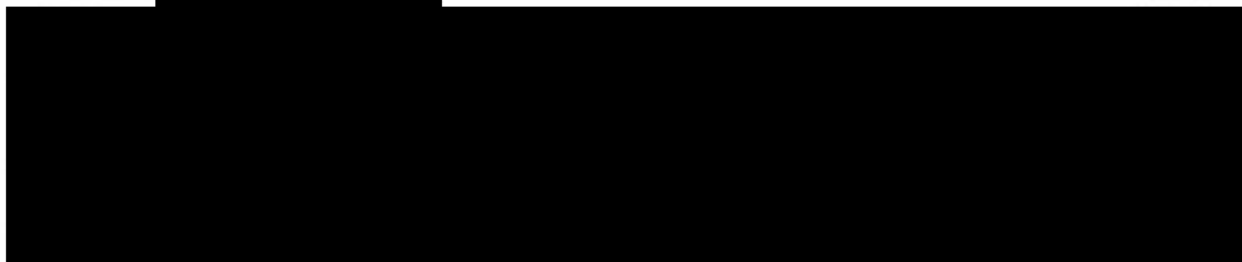


The Prince George Hotel
HALIFAX

Sarah MacKenzie

Arrival : 04-24-22
Departure : 04-28-22

Date	Description	Charges	Credits
04-24-22	Room Charge	229.00	
04-24-22	HRM Room Levy	4.58	
04-24-22	HST Room	35.04	
04-25-22	Room Charge	229.00	
04-25-22	HRM Room Levy	4.58	
04-25-22	HST Room	35.04	
04-26-22	Room Charge	229.00	
04-26-22	HRM Room Levy	4.58	
04-26-22	HST Room	35.04	



04-27-22	Room Charge	229.00	
04-27-22	HRM Room Levy	4.58	
04-27-22	HST Room	35.04	
04-28-22	Visa Payment		

Amount Reimbursed 1074.48



HILTON GARDEN INN CALGARY AIRPORT
 2335 PEGASUS ROAD NE, GST#736756529 RT0001
 CALGARY, AB T2E8C3
 Canada
 TELEPHONE 403-717-1999 • FAX 403-717-1901
 Reservations
 www.hilton.com or 1 800 HILTONS

MACKENZIE, SARAH



Room No: [REDACTED]
 Arrival Date: 4/28/2022 12:33:00 AM
 Departure Date: 4/29/2022 4:08:00 PM
 Adult/Child: [REDACTED]
 Cashier ID: [REDACTED]
 Room Rate: 134.00
 AL:
 HH #
 VAT # GST #736756529 RT0001
 Folio No/Che [REDACTED]

Confirmation Number: 3251315665

HILTON GARDEN INN CALGARY AIRPORT 4/29/2022 4:07:00 PM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
4/28/2022	GUEST ROOM	ALD	3852196	\$134.00		
4/28/2022	DESTINATION MARKETING FEES	ALD	3852196	\$4.02		
4/28/2022	GST TAX	ALD	3852196	\$6.90		
4/28/2022	TOURISM LEVY	ALD	3852196	\$5.52		
4/29/2022	[REDACTED]					(\$150.44)
BALANCE						\$0.00

EXPENSE REPORT SUMMARY

	4/28/2022	STAY TOTAL	
ROOM AND TAX	\$150.44	\$150.44	
DAILY TOTAL	\$150.44	\$150.44	
Total Invoice Amount		\$134.00	\$16.44

CREDIT CARD DETAIL

APPR CODE [REDACTED]
 CARD NUMBER [REDACTED]
 TRANSACTION ID [REDACTED]

MERCHANT ID [REDACTED]
 EXP DATE [REDACTED]
 TRANS TYPE [REDACTED]

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Sarah MacKenzie
Address:

MEETING/CONFERENCE

Name: CICan Conference (Colleges & Institutes Canada)
Location: Halifax, NS



DAYS INVOLVED [5.65]

Departure date: Apr 23 2022 7:30PM
Return date: Apr 29 2022 11:00AM

EXPENSES

FOR OFFICE USE ONLY

Meals

	Days	Rate	Total
Breakfast	1	@ \$10.00 =	\$10.00
Lunch	0	@ \$12.00 =	\$0.00
Dinner	0	@ \$22.00 =	\$0.00
Full Per diem	5	@ \$44.00 =	\$220.00
Overnight incidental	6	@ \$10.00 =	\$60.00
Hospitality Allowance	0	@ \$20.00 =	\$0.00
Conference Cost			\$0.00
Hotel (attach invoice)			\$1224.92
Miscellaneous			\$0.00
			\$0.00
			\$0.00

Amount

GST

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 \$1514.92

USD \$0.00 *\$1.00/CND

TOTAL EXPENSE \$1514.92

Less - Advance (if applicable) -\$0.00

NET CLAIM DUE (Repayable) 1514.92

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 19539

GL CODE

AMOUNT

GST

TOTAL

