



Expense Disclosure Summary

Name Kevin Shufflebotham **Position** President & CEO
Period Covered July - August 2023

Please attach supporting documentation ie: Expense Disclosure Sheet and applicable receipts

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Airfare	Other Transportation*	Accommodation	Meals	Hospitality	Incidentals	Total
July 10, 2023	Medicine Hat	Networking meeting with City	\$ -	\$ -	\$ -	\$ -	\$ 11.79	\$ -	\$ 11.79
July 11, 2023	Medicine Hat	Networking Meeting with Community Member	\$ -	\$ -	\$ -	\$ -	\$ 95.72	\$ -	\$ 95.72
July 20, 2023	Calgary	Ministers Reception	\$ 559.91	\$ 8.25	\$ -	\$ -	\$ -	\$ -	\$ 568.16
August 14, 2023	Lethbridge	Meeting with Lethbridge College	\$ -	\$ 157.92	\$ -	\$ -	\$ -	\$ -	\$ 157.92
August 16, 2023	Medicine Hat	Networking Lunch with City	\$ -	\$ -	\$ -	\$ -	\$ 106.21	\$ -	\$ 106.21
August 24, 2023	Medicine Hat	Lunch Meeting with Board member	\$ -	\$ -	\$ -	\$ -	\$ 53.90	\$ -	\$ 53.90
August 25, 2023	Medicine Hat	Networking Lunch Community Member	\$ -	\$ -	\$ -	\$ -	\$ 86.64	\$ -	\$ 86.64
August 28, 2023	Edmonton	CCC Presidents's Retreat	\$ 655.46	\$ 77.05	\$ 176.85	\$ 68.70	\$ -	\$ -	\$ 978.06
August 31, 2023	Medicine Hat	Networking Lunch with PEP	\$ -	\$ -	\$ -	\$ -	\$ 95.90	\$ -	\$ 95.90
			<u>\$ 1,215.37</u>	<u>\$ 243.22</u>	<u>\$ 176.85</u>	<u>\$ 68.70</u>	<u>\$ 450.16</u>	<u>\$ -</u>	<u>\$ 2,154.30</u>

* 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 Signed



Expense Disclosure Sheet

Name Kevin Shufflebotham **Date** July 10, 2023

Position President & CEO **Purpose** Networking meeting with City **Destination** Medicine Hat

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
7/10/2023	The Station	Hospitality	Networking Meeting	11.79		11.79
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						11.79



Expense Disclosure Sheet

Name Kevin Shufflebotham **Date** July 11, 2023

Position President & CEO **Purpose** Networking Meeting with Community Member **Destination** Medicine Hat

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
7/11/2023	Cypress Club	Hospitality	Networking Lunch	95.72		95.72
						-
						-
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		95.72



Expense Disclosure Sheet

Name Kevin Shufflebotham Date July 20, 2023
Position President & CEO Purpose Ministers Reception Desination Calgary

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
7/20/2023	Travel Claim	Other Transportation	Parking	8.25		8.25
7/20/2023	WestJet	Airfare	Flight	559.91		559.91
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						568.16



Expense Disclosure Sheet

Name Kevin Shufflebotham Date August 14, 2023
Position President & CEO Purpose Meeting with Lethbridge College Desination Lethbridge

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
8/14/2023	Travle Claim	Other Transportation	Mileage	157.92		157.92
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						157.92



Expense Disclosure Sheet

Name Kevin Shufflebotham **Date** August 16, 2023

Position President & CEO **Purpose** Networking Lunch with City **Desination** Medicine Hat

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
8/16/2023	Earls	Hospitality	Networking Lunch	106.21		106.21
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						106.21



Expense Disclosure Sheet

Name Kevin Shufflebotham Date August 24, 2023
Position President & CEO Purpose Lunch Meeting with Board member Desination Medicine Hat

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
8/24/2023	Cypress Club	Hospitality	Lunch Meeting	53.90		53.90
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		53.90



Expense Disclosure Sheet

Name Kevin Shufflebotham Date August 25, 2023
Position President & CEO Purpose Networking Lunch Community Member Desination Medicine Hat

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
8/25/2023	Local Eatery	Hospitality	Networking Lunch	86.64		86.64
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						86.64



Expense Disclosure Sheet

Name Kevin Shufflebotham **Date** August 28, 2023
Position President & CEO **Purpose** CCC Presidents's Retreat **Desination** Edmonton

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
8/28/2023	Travel Claim	Meals	Per Diem	68.70		68.70
8/28/2023	Airport Taxi Service	Other Transportation	Taxi	77.05		77.05
8/28/2023	Matrix	Accommodation	Hotel	176.85		176.85
8/28/2023	WestJet	Airfare	Flight	655.46		655.46
						-
						-
						-
						-
						-
						-
						-
Total Receipts						978.06



Expense Disclosure Sheet

Name Kevin Shufflebotham Date August 31, 2023

Position President & CEO Purpose Networking Lunch with PEP Desination Medicine Hat

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
8/31/2023	Cypress Club	Hospitality	Networking Lunch	95.90		95.90
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		95.90



Station Coffee Company

644 2ND ST SE
MEDICINE HAT, AB T1A 0C9
4035291115

10-Jul-2023 10:40:56A

Transaction **250486**

1 16oz ICED	CA\$4.25
Americano	
1 16oz Fog	CA\$6.00

Subtotal	CA\$10.25
DEFAULT 5%	CA\$0.51

Total	CA\$10.76
Tip	CA\$1.03

CREDIT CARD SALE CA\$11.79
VISA 9480

Retain this copy for statement
validation

10-Jul-2023 10:41:42a.m.
CA\$11.79 | Method: EMV

NO CARDHOLDER VERIFICATION

Thank you for #shoppinglocal

Clover ID: YZA7V14800A9M

CYPRESS CLUB
MEDICINE HAT, AB
(403) 526-2988
GST# 108079484

CYPRESS CLUB COPY



3 x 22.00	
Steak Sand	66.00
3 x 3.75	
Pop	11.25

Gratuity	13.91
GST	4.56
Total	95.72
12:39 PM 7/11/2023 4 Carly 1	

Signature: _____

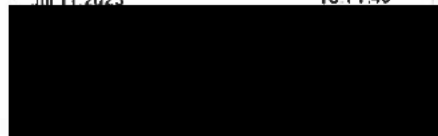
THANK YOU
Please share experience
at: feedback@cypressclub.ca

----- TRANSACTION RECORD -----
THE CYPRESS CLUB
218 6 AVE SE
MEDICINE HAT AB

Purchase

Jul 11 2023

13:11:45



Amount \$ 95.72

Total \$ 95.72

A0000000031010 Visa Credit
TVR 0080008000 TSI E800

Approved

Important: Retain this copy for your record

Cardholder copy

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Kevin Shufflebotham
Address:

MEETING/CONFERENCE

Name: Ministers Reception
Location: Calgary



DAYS INVOLVED [0.52]

Departure date Jul 20 2023 8:30AM
Return date Jul 20 2023 9:00PM

EXPENSES

	Days	Rate	Total
Meals			
Breakfast	0 @	\$9.20	= \$0.00
Lunch	0 @	\$11.60	= \$0.00
Dinner	0 @	\$20.75	= \$0.00
Full Per diem	0 @	\$41.55	= \$0.00
Overnight incidental	0 @	\$7.35	= \$0.00
Hospitality Allowance	0 @	\$20.00	= \$0.00
Conference Cost			\$0.00
Hotel (attach invoice)			\$0.00
Miscellaneous			\$0.00
			\$0.00
			\$0.00
			\$0.00

FOR OFFICE USE ONLY

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)	\$8.25

CND \$8.25
USD \$0.00 *\$1.00/CND

INVOICE TOTAL

TOTAL EXPENSE \$8.25
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 8.25

FOR OFFICE USE ONLY


VENDOR NUMBER

CONTROL

03 - 20210

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By  Department Code _____

Department Signatures (If Necessary Signature) _____ Finance: _____

Electronic Signatures

Active Directory tdigness@mhc.ab.ca

DISPLAY THIS SIDE UP ON DASHBOARD

DETACH RECEIPT FROM TICKET

EXPIRATION DATE	EXPIRATION TIME
21/07/23	09:30

DATE ISSUED	TIME ISSUED	AMOUNT PAID
20/07/23	09:30	\$ 8.25

AMOUNT PAID	14130001	09:30
\$ 8.25		

DAY+ LOT 6302 CC



CHARGES ARE FOR THE USE OF THE PARKING SPACE ONLY. WE WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO CAR OR CONTENTS, HOWEVER CAUSED, INCLUDING BUT NOT LIMITED TO FIRE, THEFT OR COLLISION



1245107

NON TRANSFERABLE

1245



eTicket Receipt

Prepared For
SHUFFLEBOTHAM/KEVIN J MR

RESERVATION CODE	██████████
ISSUE DATE	04 Jul 23
TICKET NUMBER	██████████
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	██████████

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
20 Jul 23	WESTJET WS 3011 Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA Time 10:35	CALGARY INTL AB, CANADA Time 11:34	Cab ECONOMY Seat Number 08A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis SANF4HFK Not Valid After 20 JUL 24
 This is not a boarding pass				
20 Jul 23	WESTJET WS 010 Operated by: WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA Time 20:10	MEDICINE HAT AB, CANADA Time 21:10	Cabin ECONOMY Seat Number 0A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LAQF4HFW Not Valid After 04 SEP
 This is not a boarding pass				

Allowances

Baggage Allowance

YXH to YYC - 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**

YYC 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 CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YXH to YYC , YYC to YXH - 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

YXH to YYC , YYC to YXH - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	
Fare Calculation	YXH WS YYC318.00WS YXH134.00CAD452.00END
Fare	CAD 452.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 24.91 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 559.91

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 outside of Canada, baggage fees will be converted and charged

in the local currency of the departure country. GST is charged on a ticket that originates in Canada. Please see <https://www.westjet.com/en-ca/faqs/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 the 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.atatracecenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifics, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

[Important Legal Notices](#)

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Kevin Shufflebotham
 Address:

MEETING/CONFERENCE

Name: Meeting with Lethbridge College
 Location: Lethbridge



DAYS INVOLVED [0.33]

Departure date: Aug 14 2023 8:00AM
 Return date: Aug 14 2023 4:00PM

EXPENSES

FOR OFFICE USE ONLY

Meals	Days	Rate	Total	Amount	GST
Breakfast	0 @	\$9.20 =	\$0.00		
Lunch	0 @	\$11.60 =	\$0.00		
Dinner	0 @	\$20.75 =	\$0.00		
Full Per diem	0 @	\$41.55 =	\$0.00		
Overnight incidental	0 @	\$7.35 =	\$0.00		
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	336 KM @ 0.47/KM	\$157.92		
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 \$157.92
 USD \$0.00 *\$1.00/CND

INVOICE TOTAL

TOTAL EXPENSE \$157.92
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 157.92

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 20235

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By: [Redacted] Department Code: _____

Department Signatures (If Necessary Signature) _____ Finance: _____

Electronic Signatures

Active Directory: tdigness@mhc.ab.ca

EARLS - 10216
3215 SE Dunmore Road
Medicine Hat AB T1B 2H2
403-528-3275

** TRANSACTION RECORD **
Tran. #: 703
Lookup #: 00703948010621
RVC:Lounge Table #:32
Check #: 663
Group #: 1
Employee #: 126
Employee: ALISHA



Amount \$92.93
Tip \$13.28
=====

TOTAL CAD\$106.21

APPROVED 053758
00-001 (001) 053758
EA25CS11
591001001004
08/16/2023 1:11:54 PM

TVR: 0080008000
TSI: 6800

No signature required

Customer Copy

THANK YOU
Come Again



3215 Dunmore Rd SE
Medicine Hat, AB T1B 3R2
(403) 528-3275

126 ALISHA

Tbl 32/1 Chk 663 Gst 3
16Aug'23 11:45AM

1 POP	4.75
1 NA YUZU LEMONAD	6.75
1 SANTA FE/CHK	24.75
1 SANTA FE/CHK	24.75
1 DYNAMITE ROLL	17.75
1 CHONDER*	9.75

Subtotal	88.50
GST Tax	4.43
01:04PM Total	92.93

BIG NEWS!
Get all of your Earls faves
delivered straight to your door
through DoorDash.

-- PLEASE PAY YOUR SERVER --

GST#r124981473

CYPRESS CLUB
MEDICINE HAT, AB
(403) 526-2988
GST# 108079484

R E C E I P T



Pop	3.75
OPEN FOOD	18.00
OPEN FOOD	18.00
Pop	3.75

Gratuity	7.83
TAX	2.57
Total	53.90
Charge	53.90
1:02 PM 8/24/2023 B michelle 4	

Signature: _____

THANK YOU
Please share experience
at...feedback@cypressclub.ca

TRANSACTION RECORD
THE CYPRESS CLUB
218 6 AVE SE
MEDICINE HAT AB

Purchase

Aug 24 2023

13:07:56



Amount	\$ 53.90
Total	\$ 53.90

A0000000031010 Visa Credit
TVR 0080008000 TSI E800

Approved
VERIFIED BY PIN

Merchant copy


LOCAL PUBLIC
EATERY
579 3RD STREET SE
MEDICINE HAT, AB
403.487.5600

Tbl 174/1 Chk 152 Gst 3
Aug25'23 12:00PM Georgia

2	POP	9.00
	ICE TEA	
1	CRISPY CHIX SAND	20.75
1	LOCAL BURGER	19.50
1	CURRY CHICK BOWL	22.50

SUBTOTAL	71.75
TAX GST 5%	3.59
TOTAL @ 12:50PM	75.34

Happy Hour, Every Day
2 - 5PM and 9 - Close
Tag Us: @LOCALMedHat
Talk To Us: info@localmedhat.com

Transaction ID	13462078
Total	75.34
Tip	11.30
	86.64



eTicket Receipt

Prepared For
SHUFFLEBOTHAM/KEVIN J MR

RESERVATION CODE	██████████
ISSUE DATE	04 Aug 23
TICKET NUMBER	██████████
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	██████████

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
28 Aug 23	WESTJET WS 3011 Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA Time 10:35am	CALGARY INTL AB, CANADA Time 11:34am	Cab n ECONOMY Seat Number 09A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis TARD0QFK Not Valid After 28 AUG 24



This is not a boarding pass

28 Aug 23	WESTJET WS 5	CALGARY INTL AB, CANADA Time 2:25pm	EDMONTON INTL AB, CANADA Time 3:15pm	Cab n ECONOMY Seat Number 0 C Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis TARD0QFK Not Valid After AUG 4
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This is not a boarding pass

29 Aug 23	WESTJET WS 40	EDMONTON INTL AB, CANADA Time 5:35pm	CALGARY INTL AB, CANADA Time 6:23pm	Cab n ECONOMY Seat Number 0 D Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis KAUF4QFK Not Valid After 05 SEP
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This is not a boarding pass

29 Aug 23	WESTJET WS 3010	CALGARY INTL AB, CANADA	MEDICINE HAT AB, CANADA	Cab n ECONOMY Seat Number 08A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis KAUF4QFK Not Valid After 28 AUG 24
	Operated by: WESTJET LINK BY PACIFIC COASTAL	Time 8:10pm	Time 9:10pm	
 This is not a boarding pass				

Allowances

Baggage Allowance

YXH to YEG - 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:

- 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:

- 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 CARD FORM 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	YXH WS X/YYC WS YEA354.00WS X/YYC WS YXH189.00CAD543.00END
Fare	CAD 543.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 29.46 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 655.46

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 out of Canada, baggage fees will be converted and charged in the local currency of the departure country. GST is charged on all fares that originate in Canada. Please see <https://www.westjet.com/en-ca/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 the 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.atatravecenter.com/privacy> or from the carrier or GDS directly. You should read this document, which applies to your booking and specifics, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for internet carriage)

[Important Legal Notices](#)

APPENDIX D



LOST RECEIPT DECLARATION

The information on this form is personal information and must be protected in compliance with the provisions of FOIPP.

This form is to be used on the **rare** occasion when an expense (in excess of \$10), reimbursed by or charged to the College and related to the conduct of College business, cannot be supported with the original itemized receipt.

The claimant must certify that the original receipt was lost, misplaced, accidentally destroyed or unavailable and a copy could not be obtained.

The claimant can fill out only one Form per lost receipt. The Form must be signed, approved and submitted with a Travel and Expense Claim or Purchasing Card Statement in replacement of the missing receipt.

This form is not intended to substitute the regular process for obtaining receipts.

I, Kevin Shufflebotham do hereby declare that the following receipt has been lost, misplaced, accidentally destroyed or is unobtainable.

Vendor's Name Airport Taxi Service Edmonton	
Date of Purchase August 28, 2023	Amount of Purchase \$77.05
Detailed description of goods/services purchased, including any applicable taxes: Taxi from hotel to Airport	

I also declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future. I understand that substantiated cases of failure to comply with the Travel and Expenses Policy and Procedure may result in loss of signing authority and purchasing privileges and be cause for disciplinary action up to and including termination for just cause.

C [Redacted] (se print)	Cl [Redacted]
Department Executive	Date September 29, 2023

Approving Authority

S [Redacted] (print)	Su [Redacted]
VP Administration and Finance [Redacted]	VP [Redacted]



Kevin Shufflebotham
299 College Drive Se
Medicine Hat AB T1A 3Y6
Canada

INFORMATION INVOICE

Room No. : 1112
Arrival : 08-28-23
Departure : 08-29-23
Page No. : 1 of 1
Folio No. :
Conf. No. : XXXXXXXXXX
Cashier No. :
Custom Ref. :

Company Name :
Group Name :
Guest Name :

Date	Description	Charges	Credits
08-28-23	Room Revenue	157.52	
08-28-23	Destination Marketing Fee	4.73	
08-28-23	Room GST	8.11	
08-28-23	Tourism Levy	6.49	
08-29-23	Visa		176.85
Total Charges		176.85	
Total Credits			176.85
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) 465-8150 | Telephone: (780) 429-2861 | Fax: (780) 420-4962
Email: info@matrixedmonton.com
www.matrixedmonton.com

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Kevin Shufflebotham
Address: Medicine Hat

MEETING/CONFERENCE

Name: CCC Presidents' Retreat
Location: Edmonton



DAYS INVOLVED [1.50]

Departure date: Aug 28 2023 9:00AM
Return date: Aug 29 2023 9:00PM

EXPENSES

Meals	Days	Rate	Total
Breakfast	0 @	\$9.20	= \$0.00
Lunch	1 @	\$11.60	= \$11.60
Dinner	2 @	\$20.75	= \$41.50
Full Per diem	0 @	\$41.55	= \$0.00
Overnight incidental	1 2 @	\$7.35	= \$14.70 7.35
Hospitality Allowance	0 @	\$20.00	= \$0.00
Conference Cost			\$0.00
Hotel (attach invoice)			\$0.00
Miscellaneous			\$0.00
			\$0.00
			\$0.00

FOR OFFICE USE ONLY

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)	\$8.25

CND \$76.05 68.70
USD \$0.00 *\$1.00/CND

INVOICE TOTAL

TOTAL EXPENSE \$76.05

Less - Advance (if applicable) -\$0.00

NET CLAIM DUE (Repayable) 76.05 68.70

FOR OFFICE USE ONLY

VENDOR NUMBER

**CONTROL
03 - 20297**

GL CODE	AMOUNT	GST	TOTAL
			2.88

Written Signatures

Request By

Department Signature
(If Necessary Signature)

Department Code 9240-1200000

Finance:

Electronic Signatures

Active Directory tdigness@mhc.ab.ca

SECURITY RECEIPT
REÇU À TEINTE DE SÉCURITÉ

MEDICINE HAT
REGINA AIRPORT
PARKING RECEIPT



RECEIVED FROM REÇU DE	Aug 28 2012	149605
ADDRESS ADRESSE	[Redacted]	
FOR POUR	1 day of parking	DOLLARS \$8.25
	FROM DU	TO AU
ACCOUNT - COMPTE		TAX REG. NO. N° DE TAXE
TOTAL AMOUNT MONTANT TOTAL	<input checked="" type="checkbox"/> CASH COMPTANT \$	
AMOUNT PAID MONTANT PAYÉ	<input type="checkbox"/> CHEQUE CHÈQUE \$	
BALANCE DUE SOLDE DU	<input type="checkbox"/> MONEY ORDER MANDAT \$	
	BY PAR	Ronald Payne 50CS278

CYPRESS CLUB
MEDICINE HAT, AB
(403) 526-2988
GST# 108079484

CYPRESS CLUB COPY



Pop	3.75
Pop	3.75
COFFEE	3.95
8oz Top Sirloin	26.00
Beef Burger	21.00
Soup n Sandwich	18.95
<hr/>	
Gratuity	13.93
GST	4.57
Total	95.90
1:28 PM 8/31/2023 8 michelle 2	

Signature: _____

THANK YOU
Please share experience
at feedback@cypressclub.ca

