



Expense Disclosure Summary

Name

Sarah MacKenzie

Position

Board Chair

Period Covered

November - December 2024

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
November 18 - 20, 2024	Edmonton	Tourism Economic Budget Forum & Premiers Dinner	\$ 1,557.07	\$ 24.48	\$ 229.03	\$ 124.00	\$ -	\$ -	\$ 1,934.58
November 22-30, 2024	Edmonton	APSN Presidents & Board Chair Reception / DM Dinner	\$ 519.67	\$ -	\$ 576.62	\$ 231.00	\$ -	\$ -	\$ 1,327.29
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ 2,076.74	\$ 24.48	\$ 805.65	\$ 355.00	\$ -	\$ -	\$ 3,261.87

* 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 Sarah MacKenzie **Date** November 18 - 20, 2024

Position Board Chair **Purpose** Tourism Economic Budget
Forum & Premiers Dinner **Destination** Edmonton

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
11/18/2024	Travel Claim	Meals	Pre diems	124.00		124.00
11/18/2024	Four Points by Sheraton	Accommodation	Hotel	229.03		229.03
11/18/2024	UBER	Other Transportation	TAXI	24.48		24.48
11/18/2024	WestJet	Airfare	Flight	1557.07		1,557.07
						-
						-
						-
						-
						-
						-
				Total Receipts		1,934.58

Expense Disclosure Sheet

November 22-30, 2024

Edmonton

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
11/22/2024	Travel Claim	Meals	Per Diems	231.00		231.00
11/22/2024	WestJet	Airfare	Flight	519.67		519.67
11/22/2024	Matrix Hotel	Accommodation	Hotel	576.62		576.62
						-
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		1,327.29

Other Transportation
Airfare
Accommodation
Meals
Incidentals
Hospitality

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Sarah MacKenzie

Address:

MEETING/CONFERENCE

Name: Tourism Economic Budget Forum & Premier's Dinner

Location: Edmonton



DAYS INVOLVED [1.77]

Departure date Nov 18 2024 6:00AM

Return date Nov 20 2024 12:35AM

EXPENSES

Meals	Days Rate	Total
Breakfast	2 @ \$13.00 =	\$26.00
Lunch	2 @ \$17.00 =	\$34.00
Dinner	2 @ \$27.00 =	\$54.00
Full Per diem	0 @ \$57.00 =	\$0.00
Overnight incidental	1 @ \$10.00 =	\$10.00
Hospitality Allowance	0 @ \$20.00 =	\$0.00
Conference Cost		\$0.00
Hotel (attach invoice)		\$229.03
Miscellaneous		\$0.00
		\$0.00
		\$0.00

FOR OFFICE USE ONLY

Amount	GST

TRANSPORTATION

Own Car	0 KM @ 0.51/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)	\$24.48

CND \$377.51

USD \$0.00 *\$1.00/CND

TOTAL EXPENSE \$377.51

Less - Advance (if applicable) -\$0.00

NET CLAIM DUE (Repayable) 377.51

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL

03 - 22153

GL CODE

AMOUNT

GST

TOTAL

Written Signatures

Request By

Department Signatures
(If Necessary: Signature)

Department Code

1-110000-9240

Finance:

Electronic Signatures

Active Directory

tdeluca@mhc.ab.ca

Four Points By Sheraton Edmonton Gateway
10010 12th Avenue SW
Edmonton, AB T6X0P9
Canada
Tel: 780-801-4000 Fax: 780-801-4009



SARAH MACKENZIE

Page Number : 1
Guest Number :
Folio ID : A
Arrive Date : 18-NOV-24 12:41
Depart Date : 19-NOV-24 16:31
No. Of Guest : 1
Room Number : 714
Marriott Bonvoy Number : 8437

Invoice Nbr : 1000065082

Tax ID :

FPbS Edmonton YEGEF NOV-19-2024 16:40 ASHESHNI

Date	Reference	Description	Charges/Credits (CAD)
18-NOV-24	RT714	Room Chrg - Standard Retail	204.00
18-NOV-24	RT714	Tourism Levy	8.40
18-NOV-24	RT714	GST	10.51
18-NOV-24	RT714	DMF	6.12
19-NOV-24	VI		-229.03

Approve EMV Receipt for
TC:C064D9E0ACACD95A IAD:06181203642002 TVR:008000C000
AID:A0000000031010 Application Label:Visa Credit

*** Balance 0.00

Continued on the next page

Four Points By Sheraton Edmonton Gateway
10010 12th Avenue SW
Edmonton, AB T6X0P9
Canada
Tel: 780-801-4000 Fax: 780-801-4009



SARAH MACKENZIE

Page Number : 2
Guest Number : XXXXXXXXXX
Folio ID : A
Arrive Date : 18-NOV-24 12:41
Depart Date : 19-NOV-24 16:31
No. Of Guest : 1
Room Number : 714
Marriott Bonvoy Number : 8437

Invoice Nbr : 1000065082

GST# 85365 8326 RT0001

Amount (CAD)

GST Room Revenue:	0.00
GST Food and Beverage:	0.00
GST Telephone:	0.00
GST Other Revenue:	0.00
Total GST:	0.00

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Tell us about your stay. www.sheraton.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	Rm Tax	Food/Bev	Telecom	Other	Total	Payment
11-18-2024	0.00	0.00	0.00	0.00	229.03	229.03	0.00
11-19-2024	0.00	0.00	0.00	0.00	0.00	0.00	-229.03
	-----	-----	-----	-----	-----	-----	-----
Total	0.00	0.00	0.00	0.00	229.03	229.03	-229.03

Bring the Four Points sleep experience home with you. Visit www.ShopFourPoints.com.

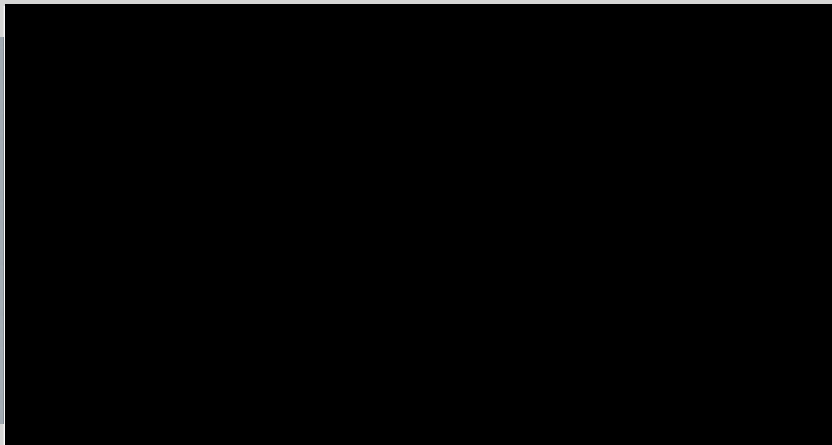
From: [Sarah MacKenzie](#)
To: [Tiffany De Luca](#)
Subject: FW: Your Monday afternoon trip with Uber
Date: Monday, November 18, 2024 12:52:27 PM
Attachments: [image001.png](#)

sarah@medicinehathometeam.ca appears similar to someone who previously sent you email, but may not be that person. [Learn why this could be a risk](#)

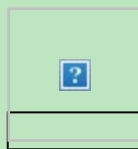
This email was sent from an external address that is not an MHC account.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sorry here is correct receipt.



From: Uber Receipts <noreply@uber.com>
Date: Monday, November 18, 2024 at 12:50 PM
To: [REDACTED]
Subject: Your Monday afternoon trip with Uber



Total **CA\$24.48**
November 18, 2024

Thanks for tipping, Sarah

Here's your updated Monday afternoon ride receipt.



Total CA\$24.48

Trip fare CA\$22.10

Subtotal CA\$22.10

Booking Fee  CA\$0.15

Airport drop-off fee / Airport pick-up fee CA\$3.25

Tip CA\$4.08

Promotion -CA\$6.38

GST CA\$1.28

Payments



11/18/24 12:49 PM

CA\$24.48

[Visit the trip page](#) for more information, including invoices (where available)

[Switch Payment Method](#)

[Download PDF](#)

You rode with LOKMAN

4.83  Rating



Has passed a multi-step safety screen



Every rideshare trip in Edmonton is insured for a covered auto accident by Economical Insurance.

[Learn more >](#)

UberX 17.19 kilometers | 15 min



12:21 PM

1, 1000 Airport Rd, Edmonton, AB T9E 0V3, CA

12:37 PM

10010 SW 12th Ave, Edmonton, AB T6X 0P9, CA

Image removed by sender.



Image removed by sender.



[Report lost item >](#)

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[Contact support >](#)



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[Privacy](#)

[Terms](#)

Uber Rasier Canada Inc.
66 Wellington Street West Suite 5300, TD Bank Tower
Toronto ON M5K 1E6

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.



eTicket Receipt

Prepared For
MACKENZIE/SARAH MS

RESERVATION CODE	
ISSUE DATE	12 Nov 24
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
18 Nov 24	WESTJET WS 3583 Operated by: WESTJET ENCORE	MEDICINE HAT AB, CANADA Time 7:00am	CALGARY INTL AB, CANADA Time 7:46am	Fare EconoFlex Cabin ECONOMY Seat Number 08D Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis YA0D0LFS Not Valid After 18 NOV 25
18 Nov 24	WESTJET WS 3319 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 9:40am	EDMONTON INTL AB, CANADA Time 10:45am	Fare EconoFlex Cabin ECONOMY Seat Number 10D Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis YA0D0LFS Not Valid After 18 NOV 25
19 Nov 24	WESTJET WS 240	EDMONTON INTL AB, CANADA Time 8:45pm	CALGARY INTL AB, CANADA Time 9:45pm	Fare EconoFlex Cabin ECONOMY Seat Number 16F Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KA7D0ZFJ Not Valid After 19 DEC 24
Departure: 19 Nov 24 Arrival: 20 Nov 24	WESTJET WS 3584 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 11:40pm	MEDICINE HAT AB, CANADA Time 12:35am	Fare EconoFlex Cabin ECONOMY Seat Number 08D Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KA7D0ZFJ Not Valid After 19 DEC 24

Allowances

Baggage Allowance

YXH to YEG - 1 Piece WESTJET

Prices of additional baggage pieces:

1. 75.00 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. 75.00 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	CREDIT CARD - VISA : XXXXXXXXXX
Fare Calculation Line	YXH WS X/YYC WS YEA978.00WS YYC245.00WS YXH190.00CAD1413.00END
Fare	CAD 1413.00
Taxes/Fees/Carrier-Imposed Charges	CAD 16.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 72.40 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 18.92 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 35.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.75 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 1557.07

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 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/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 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](#)

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Sarah MacKenzie

Address:

MEETING/CONFERENCE

Name: APSN Presidents & Board Chairs Reception/ Deputy Ministers Dinner

Location: Edmonton



DAYS INVOLVED [7.77]

Departure date Nov 22 2024 6:00AM

Return date Nov 30 2024 12:35AM

EXPENSES

Meals	Days Rate	Total
Breakfast	1 @ \$13.00 =	\$13.00
Lunch	1 @ \$17.00 =	\$17.00
Dinner	0 @ \$27.00 =	\$0.00
Full Per diem	3 @ \$57.00 =	\$171.00
Overnight incidental	3 @ \$10.00 =	\$30.00
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 @ 0.51/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 \$231.00

USD \$0.00 *\$1.00/CND

TOTAL EXPENSE \$231.00

Less - Advance (if applicable) -\$0.00

NET CLAIM DUE (Repayable) 231.00

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL

03 - 22184

GL CODE

AMOUNT

GST

TOTAL

Written Signatures

Request By

Department Signature
(If Necessary Signature)

Electronic Signature

Active Directory

Department Code

1-110000-9240

Finance:



eTicket Receipt

Prepared For
MACKENZIE/SARAH MS

RESERVATION CODE	
ISSUE DATE	22 Oct 24
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
22 Nov 24	WESTJET WS 3583 Operated by: WESTJET ENCORE	MEDICINE HAT AB, CANADA Time 7:00am	CALGARY INTL AB, CANADA Time 7:46am	Fare EconoFlex Cabin ECONOMY Seat Number 09B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAUD0LFK Not Valid Before 22 NOV 24 Not Valid After 19 DEC 24
22 Nov 24	WESTJET WS 3319 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 9:40am	EDMONTON INTL AB, CANADA Time 10:45am	Fare EconoFlex Cabin ECONOMY Seat Number 09C Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAUD0LFK Not Valid Before 22 NOV 24 Not Valid After 22 NOV 25
29 Nov 24	WESTJET WS 3352 Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 6:05pm	CALGARY INTL AB, CANADA Time 7:08pm	Cabin ECONOMY Seat Number 09C Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAUD0LFK Not Valid Before 29 NOV 24 Not Valid After 19 DEC 24
Departure: 29 Nov 24 Arrival: 30 Nov 24	WESTJET WS 3584 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 11:40pm	MEDICINE HAT AB, CANADA Time 12:35am	Fare EconoFlex Cabin ECONOMY Seat Number 10B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAUD0LFK Not Valid Before 29 NOV 24 Not Valid After 22 NOV 25

Payment/Fare Details

Form of Payment	CREDIT CARD - [REDACTED]
Fare Calculation Line	YXH WS X/YYC WS YEA187.00WS X/YYC WS YXH187.00CAD374.00END
Exchanged Ticket	8382191604984
Fare	CAD 374.00
Change Fee	CAD 0.00
Tax on change fee	CAD 0
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 18.92 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 70.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 21.25 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 3.50 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 519.67
Total Additional Collection	CAD 36.75

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.

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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 Drive Se
Medicine Hat T1A 3Y6
Canada

INFORMATION INVOICE

Room No. : [REDACTED]
Arrival : 11-26-24
Departure : 11-29-24
Page No. : 1 of 2
Folio No. : [REDACTED]
Conf. No. : [REDACTED]
Cashier No. : 1094
Custom Ref. :

Company Name :
Group Name :
Guest Name :

Date	Description	Charges	Credits
11-26-24	Room Revenue	175.20	
11-26-24	Destination Marketing Fee	5.26	
11-26-24	Room GST	9.02	
11-26-24	Tourism Levy	7.22	
11-27-24	Room Revenue	175.20	
11-27-24	Destination Marketing Fee	5.26	
11-27-24	Room GST	9.02	
11-27-24	Tourism Levy	7.22	
11-28-24	Room Revenue	163.20	
11-28-24	Destination Marketing Fee	4.90	
11-28-24	Room GST	8.40	
11-28-24	Tourism Levy	6.72	
11-29-24	Visa [REDACTED]		576.62
Total Charges		576.62	
Total Credits			576.62
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



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

INFORMATION INVOICE

Room No. : [REDACTED]
Arrival : 11-26-24
Departure : 11-29-24
Page No. : 2 of 2
Folio No. : 143581
Conf. No. : [REDACTED]
Cashier No. : 1094
Custom Ref. :

Company Name :
Group Name :
Guest Name :

Merchant ID		Credit Card #	[REDACTED]
Transaction ID	33714085	Credit Card Expiry	XX/XX
Approval Code	045664	Capture Method	Swiped
Approval Amount	576.62	Transaction Amount	576.62

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