



Expense Disclosure Summary

Name Wayne Resch **Position** VP Administration & Finance
Period Covered Nov 1 - Dec 31, 2024

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
Nov 4 - 7, 2024	Fort McMurray	Keyano College	\$ 578.47		\$ 283.02	\$ 70.00		\$ 20.00	\$ 951.49
			\$ 578.47	\$ -	\$ 283.02	\$ 70.00	\$ -	\$ 20.00	\$ 951.49

* 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 Wayne Resch **Date** Nov 4 - 7, 2024

Position VP Administration & Finance **Purpose** Keyano College Visit **Destination** Fort McMurray, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
06-Nov-24	Westjet	Airfare	Calgary - Fort McMurray Rtn	578.47		578.47
06-Nov-24	Travel Claim	Meals	2 Breakfast, 1 lunch, 1 dinner	70.00		70.00
06-Nov-24	Travel Claim	Incidentals	2 overnight incidentals	20		20.00
05-Nov-24	Accommodation	Accommodation	Merit Hotel	283.02		283.02
						-
						-
						-
						-
Total Receipts						951.49



eTicket Receipt

Prepared For
RESCH/WAYNE MR

RESERVATION CODE	IUDLFZ
ISSUE DATE	13 Sep 24
TICKET NUMBER	8382190599241
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
04 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 Seat Number 06B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KBUD0LFK Not Valid After 18 DEC 24
04 Nov 24	WESTJET WS 3387 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 10:00am	FORT MCMURRAY AB, CANADA Time 11:45am Terminal MAIN TERMINAL	Fare EconoFlex Seat Number 05B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KBUD0LFK Not Valid After 04 NOV 25
06 Nov 24	WESTJET WS 344	FORT MCMURRAY AB, CANADA Time 8:55pm Terminal MAIN TERMINAL	CALGARY INTL AB, CANADA Time 10:23pm	Fare EconoFlex Seat Number 06D Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KBUD0LFK Not Valid After 18 DEC 24
Departure: 06 Nov 24 Arrival: 07 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 Seat Number 04B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KBUD0LFK Not Valid After 04 NOV 25

Allowances

Baggage Allowance

YXH to YMM - 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**

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

Carry On Charges

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

Payment/Fare Details

Form of Payment	CREDIT CARD - [REDACTED]
Fare Calculation Line	YXH WS X/YYC WS YMM222.00WS X/YYC WS YXH222.00CAD444.00END
Fare	CAD 444.00
Taxes/Fees/Carrier-Imposed Charges	CAD 46.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 25.45 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 18.92 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 42.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 2.10 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 578.47

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: Wayne Resch
Address:

MEETING/CONFERENCE

Name: Keyano College
Location: Fort McMurray, Alberta



DAYS INVOLVED | 2.79 |

Departure date: Nov 4 2024 5:30AM
Return date: Nov 7 2024 12:30AM

EXPENSES

Meals	Days	Rate	Total
Breakfast	2 @	\$13.00	= \$26.00
Lunch	1 @	\$17.00	= \$17.00
Dinner	1 @	\$27.00	= \$27.00
Full Per diem	0 @	\$57.00	= \$0.00
Overnight incidental	2 @	\$10.00	= \$20.00
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 \$90.00
USD \$0.00 *\$1.00/CND

INVOICE TOTAL

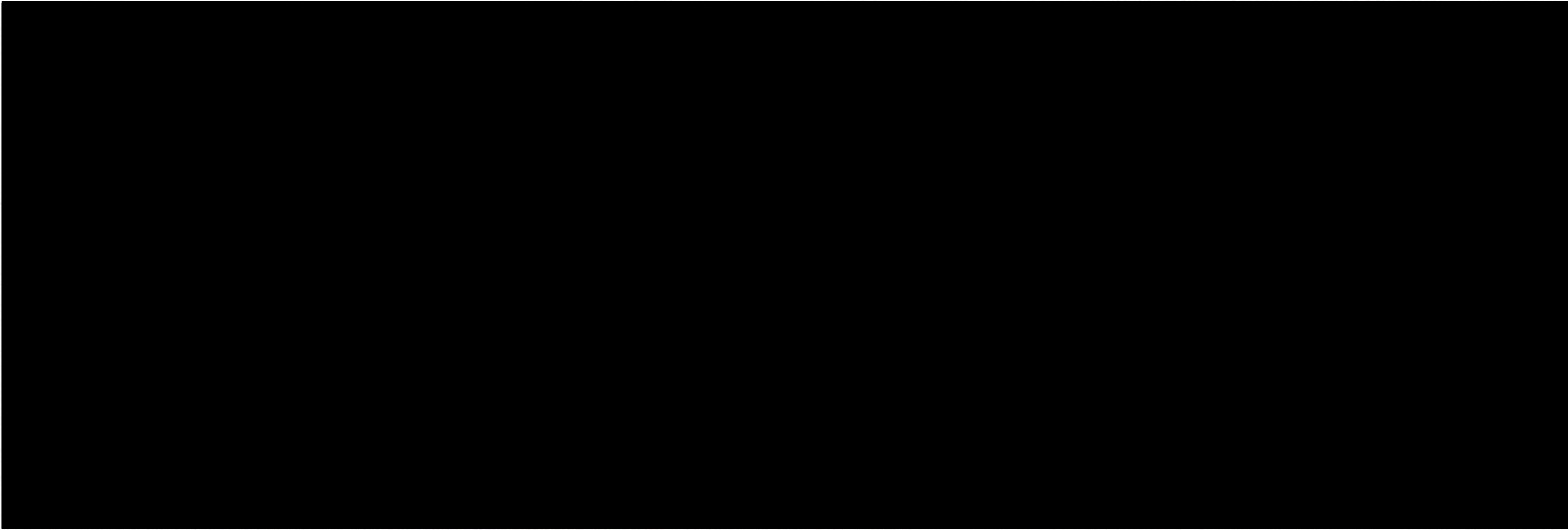
TOTAL EXPENSE \$90.00
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 90.00

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 22096
TOTAL

GL CODE	AMOUNT	GST	TOTAL



Merit Hotel & Suites

8200 Franklin
Fort McMurray, Alberta T9H2H9
GST# 70249 0335 RT0006

Phone: 780-714-9444
Fax: 780-714-9440
E-mail: guestservices@meritfortmcmurray.com
Website: <http://fortmcmurrayhotels.ca/merit.php>



Guest Charges

Folio #:	4455	Guest : Resch, Wayne	Conf #:	4280
Room #:	409		CRS #:	TC 911823848
Payment Method :	Credit Card	Billing Reference :		
Rate :		Company :	Medicine Hat College	Arrival: 11/4/2024
	11/4/2024	\$126.65	299 College Ave Se	Departure: 11/6/2024
			Medicine Hat, AB T1A 3Y6	
Next Payment Due:				11/6/2024
Estimated Next Payment Amount:				

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
11/4/2024	Room Charge	Auto Posted Rate: STAY2		409	\$126.65		\$126.65
11/4/2024	GST	Auto Posted Rate: STAY2		409	\$6.49		\$133.14
11/4/2024	Tourism Levy	Auto Posted Rate: STAY2		409	\$5.20		\$138.34
11/4/2024	Sustain. Levy 2.5	Auto Posted Rate: STAY2		409	\$3.17		\$141.51
11/5/2024	Meal Vouchers (CASA)	Breakfast voucher # 13		409	\$10.00		\$151.51
11/5/2024	GST	Breakfast voucher # 13		409	\$0.50		\$152.01
11/5/2024	Debit Card	payment for breakfast voucher # 13		409		\$10.50	\$141.51
11/5/2024	Room Charge	Auto Posted Rate: STAY2		409	\$126.65		\$268.16
11/5/2024	GST	Auto Posted Rate: STAY2		409	\$6.49		\$274.65
11/5/2024	Tourism Levy	Auto Posted Rate: STAY2		409	\$5.20		\$279.85
11/5/2024	Sustain. Levy 2.5	Auto Posted Rate: STAY2		409	\$3.17		\$283.02
11/6/2024	VISA			409		\$283.02	\$0.00
Balance							\$0.00

Tax Summary	
GST	\$13.48
Tourism Levy	\$10.40

Additional Estimated Charges (Room, Tax, Other) through 11/5/2024 \$0.00

Credit Card Payment

Payment Type:	Credit Card	Amount Paid:	\$283.02
Account:		Approval Code:	_030370_
Account Holder:	RESCH/WAYNE E	Approval Amount:	(\$283.02)

GST# 70249 0335 RT0006

The sustainability levy is a voluntary charge, and if you choose to opt out please inform a front desk agent on check in.

I agree that my liability for all charges is not waived.

Merit Hotel & Suites

8200 Franklin
Fort McMurray, Alberta T9H2H9
GST# 70249 0335 RT0006

Phone: 780-714-9444
Fax: 780-714-9440
E-mail: [guestservices@meritfortmcmurray.co
m](mailto:guestservices@meritfortmcmurray.com)
Website: [http://fortmcmurrayhotels.ca//merit.p
hp](http://fortmcmurrayhotels.ca//merit.php)



Merit
Hotel & Suites

Guest Signature
