



Expense Disclosure Sheet

Name Sarah MacKeznie **Date** February 9-10, 2025
Position Board Chair **Purpose** 2025 Alberta Tourism Advocacy Summit **Destination** Edmonton

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
2/9/2025	Travel Claim	Meals	Per Diems	147.72		147.72
2/9/2025	WestJet	Airfare	Flight	312.82		312.82
2/9/2025	JW Marriott	Accommodation	Hotel	280.68		280.68
2/10/2025	UBER	Other Transportation	Taxi	53.72		53.72
						-
						-
						-
						-
						-
						-
						-
					Total Receipts	794.94

Other Transportation

Airfare

Accommodation

Meals

Incidentals

Hospitality



eTicket Receipt

Prepared For
MACKENZIE/SARAH MS

RESERVATION CODE	GKLGLG
ISSUE DATE	08 Jan 25
TICKET NUMBER	[REDACTED]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	[REDACTED]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
09 Feb 25	WESTJET WS 3483 Operated by: WESTJET ENCORE	MEDICINE HAT AB, CANADA Time 7:30am	CALGARY INTL AB, CANADA Time 8:16am	Fare EconoFlex Cabin ECONOMY Seat Number 08C Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAQD0LFW Not Valid After 27 FEB 25
09 Feb 25	WESTJET WS 3319 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 9:40am	EDMONTON INTL AB, CANADA Time 10:44am	Fare EconoFlex Cabin ECONOMY Seat Number 08B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAQD0LFW Not Valid After 09 FEB 26
10 Feb 25	WESTJET WS 3134 Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 4:05pm	CALGARY INTL AB, CANADA Time 5:05pm	Fare EconoFlex Cabin ECONOMY Seat Number 08B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAQD0LFW Not Valid After 27 FEB 25
10 Feb 25	WESTJET WS 3484 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 6:35pm	MEDICINE HAT AB, CANADA Time 7:30pm	Fare EconoFlex Cabin ECONOMY Seat Number 08B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAQD0LFW Not Valid After 09 FEB 26

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:

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 - [REDACTED]
Fare Calculation Line	YXH WS X/YYC WS YEA106.00WS X/YYC WS YXH106.00CAD212.00END
Fare	CAD 212.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 13.15 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 312.82

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](#)



JW MARRIOTT

EDMONTON ICE DISTRICT

Tourism Industry Association of Alberta
 Sarah Mackenzie



Room: 1613
 Folio: 176063
 Cashier: 120
 Arrival: 02-09-25
 Departure: 02-10-25
 Reference:

Group: Tourism Advocacy Summit 2025

Folio No.: 1040713

Date	Description	Additional Information	Charges	Credits
02-09-25	Room charge		250.00	
02-09-25	DMF		7.50	
02-09-25	Tourism Levy		10.30	
02-09-25	GST		12.88	
02-10-25	Visa Card	[REDACTED]	XX/XX	280.68

GST Summary	
Reg. No: 73961 5284 RT0002	
Room	12.88
F&B	0.00
Other	0.00
Total	12.88

Total	280.68	280.68
Balance Due	0.00	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

From: [Sarah MacKenzie](#)
To: [Tiffany De Luca](#)
Subject: [EXTERNAL] Fw: Your Monday afternoon trip with Uber
Date: Monday, February 10, 2025 3:26:10 PM

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](#)

CAUTION: This email originates from outside of Medicine Hat College.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Tiffany,

Here is my Uber receipt.

Sarah

Get [Outlook for iOS](#)

From: Uber Receipts <noreply@uber.com>
Sent: Monday, February 10, 2025 3:20:13 PM
To: [REDACTED]
Subject: Your Monday afternoon trip with Uber



Total CA\$53.72
February 10, 2025

Thanks for tipping, Sarah

Here's your updated Monday afternoon ride receipt.



Total

CA\$53.72

Trip fare	CA\$38.94
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Subtotal	CA\$38.94
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Booking Fee <input type="checkbox"/>	CA\$0.15
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Airport drop-off fee / Airport pick-up fee	CA\$3.25
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Per-Trip Fee	CA\$0.30
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Tip	CA\$8.95
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GST	CA\$2.13
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Payments



2/10/25 3:20 PM

CA\$53.72

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

[Switch Payment Method](#)

[Download PDF](#)

You rode with SURINDER

4.97 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 31.08 kilometers | 36 min

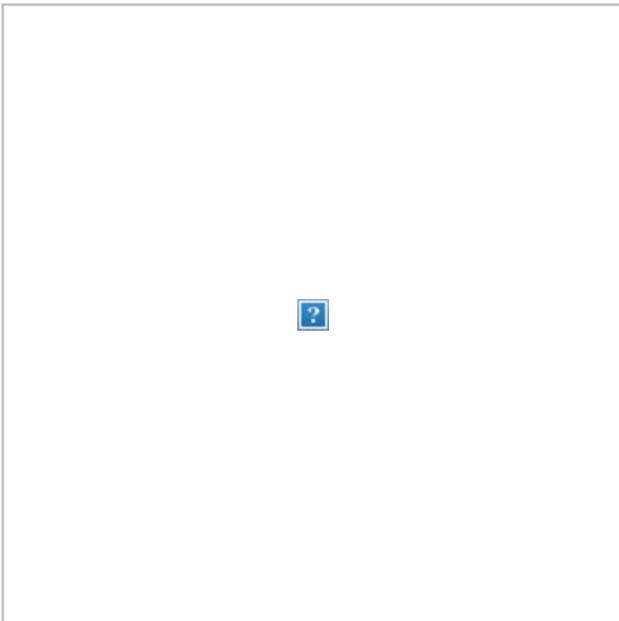


2:10 PM

10344 102nd St, Edmonton, AB T5J 0K9, CA

2:46 PM

Main Terminal, Edmonton International Airport (YEG), Edmonton, AB T9E 0V3, CA



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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.