Expense Disclosure Summary

Name Sarah MacKenzie **Position** Board Chair
Period Covered July - August 2025

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 03 - 08, 2025	Calgary	Calgary Stampede Events	$ -	$ 426.34	$ 1,774.18	$ 308.00	$ -	$ -	$ 2,508.52
			$ -	$ 426.34	$ 1,774.18	$ 308.00	$ -	$ -	$ 2,508.52

* 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//

MEDICINE HAT COLLEGE

Expense Disclosure Sheet

Name Sarah MacKenzie **Date** July 03 - 08, 2025

Position Board Chair **Purpose** Calgary Stampede Events **Destination** Calgary

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
7/3/2025	Travel Claim	Meals	Per Diems	308.00		308.00
7/3/2025	Best Western Premier	Accommodation	Hotel	1774.18		1,774.18
7/3/2025	UBER	Other Transportation	TAXI	31.83		31.83
7/4/2025	UBER	Other Transportation	TAXI	59.89		59.89
7/7/2025	UBER	Other Transportation	TAXI	34.74		34.74
7/3/2025	Travel Claim	Other Transportation	Mileage	299.88		299.88
						-
						-
						-
						-
						-
					Total Receipts	2,508.52

Other Transportation
Airfare
Accommodation
Meals
Incidentals
Hospitality

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT
Name: Sarah MacKenzie
Address:

MEETING/CONFERENCE
Name: Calgary Stampede Events
Location: Calgary

MEDICINE HAT COLLEGE

DAYS INVOLVED [5.17]

Departure date	Jul 3 2025 8:00AM
Return date	Jul 8 2025 12:00PM

EXPENSES

	Days Rate	Total	FOR OFFICE USE ONLY Amount	GST
Meals				
Breakfast	2 @ **$13.00** =	$26.00		
Lunch	2 @ **$17.00** =	$34.00		
Dinner	1 @ **$27.00** =	$27.00		
Full Per diem	3 @ **$57.00** =	$171.00		
Overnight incidental	5 @ **$10.00** =	$50.00		
Hospitality Allowance	0 @ **$20.00** =	$0.00		
Conference Cost		$0.00		
Hotel (attach invoice)		$0.00		
Miscellaneous		$0.00		
		$0.00		
		$0.00		

TRANSPORTATION

			Amount	GST
Own Car	588 KM @ 0.51/KM	$299.88		
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)	$126.46		
	CND	$734.34	**INVOICE TOTAL**	
	USD	$0.00 *$1.00/CND		
	TOTAL EXPENSE	$734.34		
	Less - Advance (if applicable)	-$0.00		
	NET CLAIM DUE (Repayable)	**734.34**		

FOR OFFICE USE ONLY — VENDOR NUMBER — CONTROL **03 - 22729**

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By [redacted]

Department Signat
(If Necessary Signature)

Department Code

Finance:

Electronic Signatures
Active Directory tdeluca@mhc.ab.ca

From:	Sarah MacKenzie
To:	Tiffany De Luca
Subject:	Fw: Your Monday evening trip with Uber
Date:	Monday, July 7, 2025 5:54:55 PM

Get Outlook for iOS

From: noreply=uber.com@mgt.uber.com <noreply=uber.com@mgt.uber.com> on behalf of Uber Receipts <noreply@uber.com>
Sent: Monday, July 7, 2025 5:53 PM
To: [redacted]
Subject: Your Monday evening trip with Uber

Total CA$34.74
July 7, 2025

Thanks for tipping, Sarah

Here's your updated Monday evening ride receipt.

Total CA$34.74

Trip fare	CA$25.80

Subtotal	CA$25.80
Booking Fee	CA$1.32
TNC fee recovery surcharge	CA$0.45
Tip	CA$5.79
GST	CA$1.38

Payments

[redacted]
7/7/25 5:53 PM
CA$34.74

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

Switch Payment Method

Download PDF

You rode with GAGANPREET

4.97 Rating

Has passed a multi-step safety screen

TNDL License Number:

Please call 3-1-1 with any Compliments/Concerns

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

Learn more

UberX 19.58 kilometers | 32 min

5:00 PM

86 Freeport Blvd NE, Calgary, AB T3J 5J9, CA

5:33 PM

728 17 Ave SW, Calgary, AB T2S 0B7, CA

From: Sarah MacKenzie
To: Tiffany De Luca
Subject: Fw: Your Thursday afternoon trip with Uber
Date: Thursday, July 3, 2025 2:01:13 PM

FYI

I will send after each ride otherwise I will forget.

Thanks, Sarah

Get Outlook for iOS

From: noreply=uber.com@mgt.uber.com <noreply=uber.com@mgt.uber.com> on behalf of Uber Receipts <noreply@uber.com>
Sent: Thursday, July 3, 2025 1:49 PM
To: [redacted]
Subject: Your Thursday afternoon trip with Uber

Total CA$31.83
July 3, 2025

Thanks for tipping, Sarah

Here's your updated Thursday afternoon ride receipt.

Total CA$31.83

Trip fare	CA$24.59

Subtotal	CA$24.59
TNC fee recovery surcharge	CA$0.45
Booking Fee	CA$1.32
Tip	CA$4.15
GST	CA$1.32

Payments

[redacted]
7/3/25 1:49 PM — CA$31.83

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

Switch Payment Method

Download PDF

You rode with Roop

4.94 Rating

Has passed a multi-step safety screen

TNDL License Number:

Please call 3-1-1 with any Compliments/Concerns

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

Learn more

UberX 19.03 kilometers | 25 min

12:12 PM

86 Freeport Blvd NE, Calgary, AB T3J 5J9, CA

12:38 PM

906 SW 8 Ave, Calgary, AB T2P 1H9, CA

Report lost item

Contact support

From: Sarah MacKenzie
To: Tiffany De Luca
Subject: Fw: Your Thursday evening trip with Uber
Date: Friday, July 4, 2025 3:54:51 PM

Return trip to hotel.

Best, Sarah

Get Outlook for iOS

From: Uber Receipts <noreply@uber.com>
Sent: Friday, July 4, 2025 10:33 AM
To: [redacted]
Subject: Your Thursday evening trip with Uber

Total CA$59.89
July 3, 2025

Thanks for riding, Sarah

We hope you enjoyed your ride this evening.

Total CA$59.89

Trip fare	CA$55.27

Subtotal	CA$55.27
Booking Fee	CA$1.32
TNC fee recovery surcharge	CA$0.45
GST	CA$2.85

Payments

[redacted]
7/4/25 10:33 AM CA$59.89

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

Switch Payment Method

Download PDF

You rode with Ajay

4.92 Rating

Has passed a multi-step safety screen

Rate or tip

TNDL License Number:

Please call 3-1-1 with any Compliments/Concerns

Every rideshare trip in Calgary is insured for a covered auto accident by

Economical Insurance.

Learn more

UberX 18.50 kilometers | 16 min

11:34 PM

700 Centre St SE, Calgary, AB T2G 5P6, CA

11:51 PM

86 Freeport Blvd NE, Calgary, AB T3J 5J9, CA

Freeport Inn Calgary Airport
GST #13178 8788 RT0007 86 Freeport Blvd NE
Calgary, AB T3J 5J9

Phone: (403)264-9650

Fax: (403)264-9651
Email: info@bestwesterncalgary.com

Web: www.bestwesterncalgary.com

BWP PREMIER BEST WESTERN.

Guest Charges

Best Western Rewards # : 6006637589571025

Folio #:	471843	Guest :	**Mackenzie, Sarah**	Conf #:	430645
Room #:	314	BWR Tier :	BASE	CRS #:	BW 363073052-01
Payment Method :	Credit Card	Billing Reference :			
Rate :		Company :	CAUBO - CANADIAN ASSOC OF UNIV	Arrival:	7/3/2025
	7/3/2025	$301.74	40 Stratton Close Se	Departure:	7/8/2025
	7/4/2025	$331.49	Medicine Hat, AB T1B 4S8		

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
7/3/2025	VA	ROOM/TAX - [redacted]		314		$1,774.18	($1,774.18)
7/3/2025	ROOM	Auto Posted Rate: CAUN		314	$301.74		($1,472.44)
7/3/2025	RGST	Auto Posted Rate: CAUN		314	$15.09		($1,457.35)
7/3/2025	RTAX	Auto Posted Rate: CAUN		314	$12.07		($1,445.28)
7/4/2025	REST	Restaurant	2306 0	314	$64.60		($1,380.68)
7/4/2025	ROOM	Auto Posted Rate: CAUN		314	$331.49		($1,049.19)
7/4/2025	RGST	Auto Posted Rate: CAUN		314	$16.57		($1,032.62)
7/4/2025	RTAX	Auto Posted Rate: CAUN		314	$13.26		($1,019.36)
7/5/2025	ROOM	Auto Posted Rate: CAUN		314	$331.49		($687.87)
7/5/2025	RGST	Auto Posted Rate: CAUN		314	$16.57		($671.30)
7/5/2025	RTAX	Auto Posted Rate: CAUN		314	$13.26		($658.04)
7/6/2025	REST	Restaurant	2386 0	314	$10.40		($647.64)
7/6/2025	ROOM	Auto Posted Rate: CAUN		314	$331.49		($316.15)
7/6/2025	RGST	Auto Posted Rate: CAUN		314	$16.57		($299.58)
7/6/2025	RTAX	Auto Posted Rate: CAUN		314	$13.26		($286.32)
7/7/2025	REST	Restaurant	2421 0	314	$19.70		($266.62)
7/7/2025	ROOM	Auto Posted Rate: CAUN		314	$331.49		$64.87
7/7/2025	RGST	Auto Posted Rate: CAUN		314	$16.57		$81.44
7/7/2025	RTAX	Auto Posted Rate: CAUN		314	$13.26		$94.70
7/8/2025	VA	[redacted] Paid personally by Sarah		314		$94.70	$0.00
						Balance	**$0.00**

Credit Card Payment

Payment Type:	Credit Card	Amount Paid:	$94.70
Account:	[redacted]	Approval Code:	_096486N_
Account Holder:	Tiffany, De Luca	Approval Amount:	($94.70)

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of the amount of these charges. Interest will be charged on any overdue balance.

I am aware that all personal information collected about me, with the exception of my full credit card number, will be stored in the computer for the purpose of proficiency with my next reservation.

Freeport Inn Calgary Airport
GST #13178 8788 RT0007 86 Freeport Blvd NE
Calgary, AB T3J 5J9

Phone: (403)264-9650

Fax: (403)264-9651
Email: info@bestwesterncalgary.com

Web: www.bestwesterncalgary.com

Guest Signature ____________________