



## 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//



## 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<br>(Select from drop<br>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



## DAYS INVOLVED [ 5.17 ]

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

## EXPENSES

| Meals                  | Days | Rate    | Total      |
|------------------------|------|---------|------------|
| 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     |

## FOR OFFICE USE ONLY

Amount GST

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## TRANSPORTATION

|                                  |                                          |          |
|----------------------------------|------------------------------------------|----------|
| 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

USD \$0.00 \*\$1.00/CND

TOTAL EXPENSE \$734.34

Less - Advance (if applicable) -\$0.00

NET CLAIM DUE (Repayable) 734.34

## INVOICE TOTAL

## FOR OFFICE USE ONLY

## VENDOR NUMBER

## CONTROL

03 - 22729

GL CODE

AMOUNT

GST

TOTAL

|  |
|--|
|  |
|  |
|  |
|  |
|  |

|  |
|--|
|  |
|  |
|  |
|  |
|  |

|  |
|--|
|  |
|  |
|  |
|  |
|  |

|  |
|--|
|  |
|  |
|  |
|  |
|  |

## Written Signatures

Request By

Department Code

Department Signature  
(If Necessary Signature)

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 <input type="checkbox"/> | CA\$1.32  |
| TNC fee recovery surcharge           | CA\$0.45  |
| Tip                                  | CA\$5.79  |
| GST                                  | CA\$1.38  |

---

### Payments



  
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



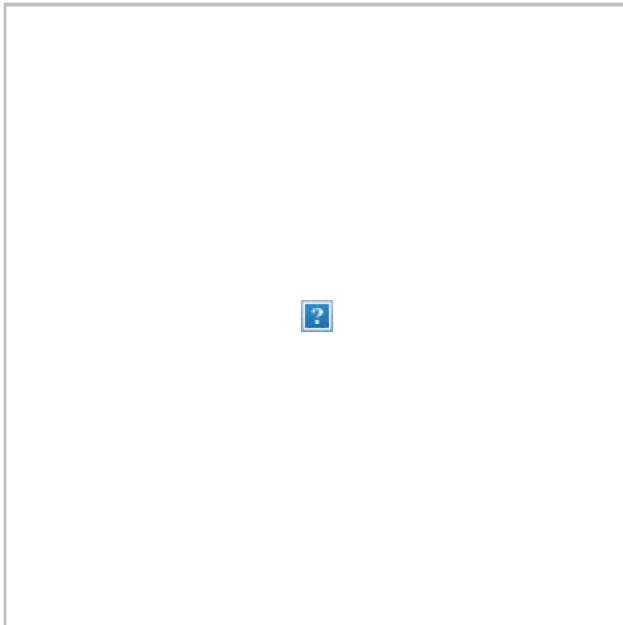
5:00 PM

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



5:33 PM

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



Report lost item

Contact support

My trips



**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]

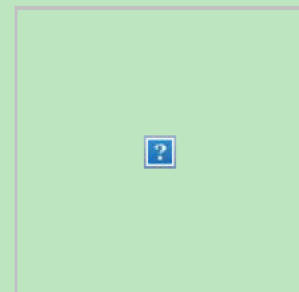
**Subject:** Your Thursday afternoon trip with Uber



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 <input type="checkbox"/> | CA\$1.32 |
|--------------------------------------|----------|

|     |          |
|-----|----------|
| Tip | CA\$4.15 |
|-----|----------|

|     |          |
|-----|----------|
| GST | CA\$1.32 |
|-----|----------|

---

## Payments



  
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



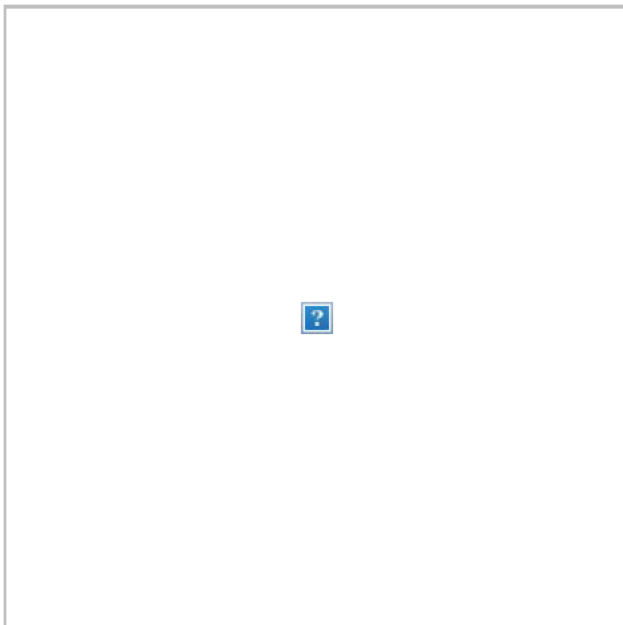
12:12 PM

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 <input type="checkbox"/> | CA\$1.32 |
|--------------------------------------|----------|

|                            |          |
|----------------------------|----------|
| TNC fee recovery surcharge | CA\$0.45 |
|----------------------------|----------|

|     |          |
|-----|----------|
| GST | CA\$2.85 |
|-----|----------|

---

### Payments



  
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



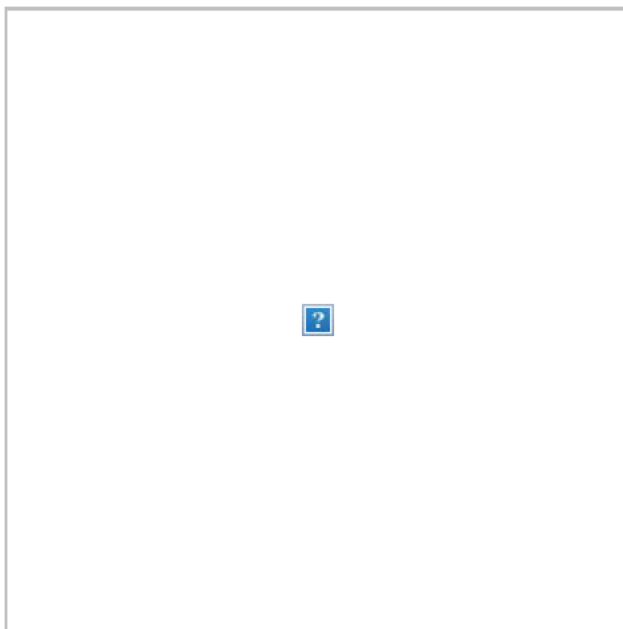
11:34 PM

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



11:51 PM

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



Report lost item

Contact support

My trips

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

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

Phone: (403)264-9650

Web: www.bestwesterncalgary.com



## 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.

Each BWH® Hotels property is independently owned and operated.

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

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

Phone: (403)264-9650

Web: [www.bestwesterncalgary.com](http://www.bestwesterncalgary.com)



Guest Signature

---