



Expense Disclosure Sheet

Name Sarah MacKeznie **Date** March 13-14, 2025
Position Board Chair **Purpose** Political Action Day & MLA Dinner **Destination** Edmonton

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
3/13/2025	Travel Claim	Meals	Per Diems	139.03		139.03
3/13/2025	Westjet	Airfare	Flight	833.62		833.62
3/13/2025	Chatieau Lacombe	Accommodation	Hotel	161.67		161.67
3/14/2025	UBER	Other Transportation	Taxi	42.03		42.03
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		1,176.35

Other Transportation

Airfare

Accommodation

Meals

Incidentals

Hospitality



eTicket Receipt

Prepared For
MACKENZIE/SARAH MS

RESERVATION CODE	██████████
ISSUE DATE	17 Jan 25
TICKET NUMBER	██████████
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	██████████

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
13 Mar 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 09B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAVD0HFK Not Valid After 17 APR 25
13 Mar 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 09B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAVD0HFK Not Valid After 13 MAR 26
14 Mar 25	WESTJET WS 3348 Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 12:00pm	CALGARY INTL AB, CANADA Time 1:00pm	Fare EconoFlex Cabin ECONOMY Seat Number 08B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis TARD0HFS Not Valid After 13 MAR 26
14 Mar 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 TARD0HFS Not Valid After 13 MAR 26

Allowances

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](#)



Miss Sarah MacKenzie
Medicine Hat AB [REDACTED]
Canada

INFORMATION INVOICE

Room No. : 2310
Arrival : 03-13-25
Departure : 03-14-25
Page No. : 1 of 1
Folio No. :
Conf. No. : [REDACTED]
Cashier No. : 29
Custom Ref. :

Company Name : Alberta Chambers of Commerce
Group Name : Alberta Chamber of Commerce IND
Guest Name :

Date	Description	Charges	Credits
03-13-25	Accommodation	144.00	
03-13-25	ERDMF 3%	4.32	
03-13-25	Tourism LEVY 4%	5.93	
03-13-25	Room / GST 5%	7.42	
03-14-25	Visa [REDACTED]		161.67

Total Charges	161.67	
Total Credits		161.67
Balance		0.00

Merchant ID		Credit Card #	X [REDACTED]
Transaction ID	31293860	Credit Card Expiry	XX/XX
Approval Code	078090	Capture Method	Manual
Approval Amount	161.67	Transaction Amount	161.67

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer. (Hotel GST#816322242RT0001)

From: [Sarah MacKenzie](#)
To: [Tiffany De Luca](#)
Subject: [EXTERNAL] FW: Your Friday morning trip with Uber
Date: Saturday, March 15, 2025 10:49:48 AM
Attachments: [image001.png](#)

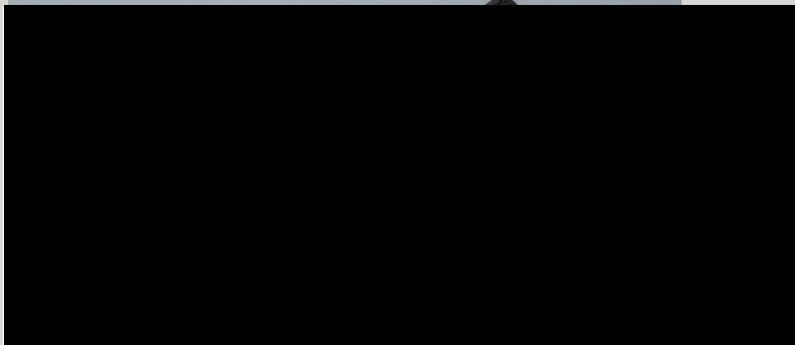
sarah@medicinehathometeam.ca appears similar to someone who previously sent you email, but may not be that person. [Learn why this could be a risk](#)

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 receipt for travel. Can you please put together expense claims for Yusuf and I. Yusuf has the receipt from airport to hotel.

Kind regards,



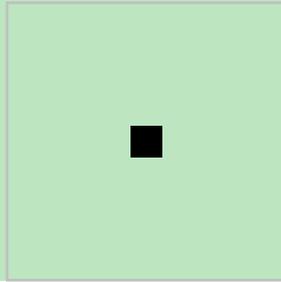
From: Uber Receipts <noreply@uber.com>
Date: Saturday, March 15, 2025 at 6:45 AM
To: [REDACTED]
Subject: Your Friday morning trip with Uber



Total **CA\$42.03**
March 14, 2025

Thanks for tipping, Sarah

Here's your updated Friday morning ride receipt.



Total **CA\$42.03**

Trip fare CA\$36.81

Subtotal CA\$36.81

Booking Fee CA\$0.15

Wait Time CA\$0.10

Per-Trip Fee CA\$0.30

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

Tip CA\$5.48

Promotion -CA\$6.09

GST CA\$2.03

Payments



CA\$36.55

CA\$5.48

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

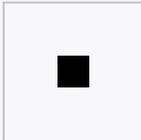
[Switch Payment Method](#)

[Download PDF](#)

You rode with JASVINDER

4.98 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 >](#)

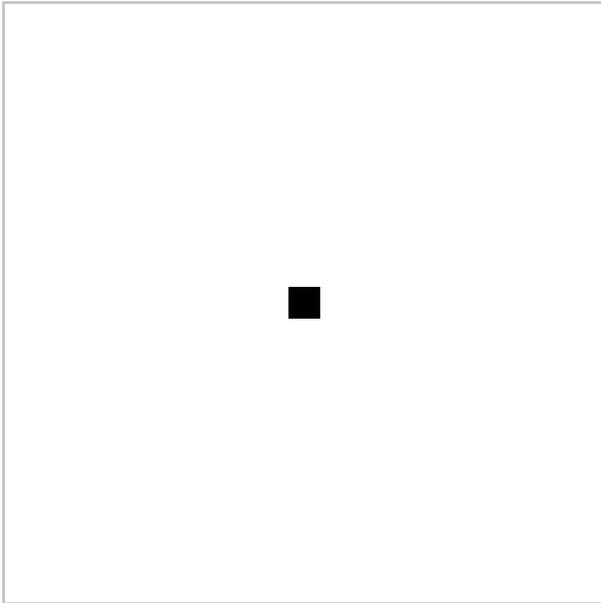
UberX 30.77 kilometers | 33 min

10:13 AM

10111 Bellamy Hill Rd NW, Edmonton, AB T5J 1N7, CA

10:46 AM

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



Four Points By Sheraton Calgary Airport
 2875 Sunridge Way NE
 Calgary, AB T1Y 7K7
 Canada
 Tel: 403-648-3180 Fax: 403-648-3179



SARAH MACKENZIE
 [REDACTED]
 [REDACTED]
 [REDACTED]

Page Number : 1 Invoice Nbr : [REDACTED]
 Guest Number : [REDACTED]
 Folio ID : A
 Arrive Date : 20-MAR-25 12:45
 Depart Date : 21-MAR-25 13:52
 No. Of Guest : 1
 Room Number : 605
 Marriott Bonvoy Number : 8437

Tax Invoice

Tax ID : 829610872 RT0001
 Four Points Ca YYCCF MAR-21-2025 14:00 SHANIQUE

Date	Reference	Description	Charges/Credits (CAD)
20-MAR-25	RT605	Room Chrg - Premium Retail	143.00
20-MAR-25	RT605	GST 5%	7.15
20-MAR-25	RT605	Tourism Levy 4%	5.72
21-MAR-25	[REDACTED]	[REDACTED]	-155.87

For Authorization Purpose Only

Date	Time	Code	Authorized
20-MAR-25	12:45	06676J	185.90

** Total Charges 155.87
 ** Total Credits -155.87
 *** Balance 0.00

Four Points By Sheraton Calgary Airport
 2875 Sunridge Way NE
 Calgary, AB T1Y 7K7
 Canada
 Tel: 403-648-3180 Fax: 403-648-3179



SARAH MACKENZIE
 [Redacted]
 [Redacted]
 Canada

Page Number : 2 Invoice Nbr : [Redacted]
 Guest Number : [Redacted]
 Folio ID : A
 Arrive Date : 20-MAR-25 12:45
 Depart Date : 21-MAR-25 13:52
 No. Of Guest : 1
 Room Number : 605

I agreed to pay all room & incidental charges.

[Redacted] 37

Amount (CAD)
 0.00
 0.00
 0.00
 0.00
 0.00

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

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	Room Tax	Food/Bev	Telecom	Other	Total	Payment
03-20-2025	0.00	0.00	0.00	0.00	155.87	155.87	0.00
03-21-2025	0.00	0.00	0.00	0.00	0.00	0.00	-155.87

Continued on the next page

Four Points By Sheraton Calgary Airport
2875 Sunridge Way NE
Calgary, AB T1Y 7K7
Canada
Tel: 403-648-3180 Fax: 403-648-3179



SARAH MACKENZIE
[REDACTED]
[REDACTED]
Canada

Page Number : 3 Invoice Nbr : [REDACTED]
Guest Number : [REDACTED]
Folio ID : A
Arrive Date : 20-MAR-25 12:45
Depart Date : 21-MAR-25 13:52
No. Of Guest : 1
Room Number : 605
Marriott Bonvoy Number : 8437

Total	0.00	0.00	0.00	0.00	155.87	155.87	-155.87
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