



Expense Report

January 1 - March 31, 2020

Elan Harper
Board Member

1) Travel

Travel Type	Description	Date	Amount	Notes
Board Meeting	airfare	November 13-14, 2019	\$ 408.71	
St. Albert, AB	hotel accommodation		249.58	
	vehicle rental		170.49	
	gas for rental vehicle		9.69	
	incidental allowance		7.35	receipts not req'd for per diems or allowances
			845.82	
Strategic Planning Session and Board Meeting	hotel accommodation	January 20-23, 2020	374.37	
	vehicle rental		195.14	
St. Albert, AB			569.51	
Audit and Finance Committee Meeting	mileage	March 17, 2020	303.00	receipts not req'd for per diems or allowances
St. Albert, AB			303.00	
Total Travel Expenses			\$ 1,718.33	

2) Conferences

Conference Name	Description	Date	Amount	Notes
None			-	
			<u>-</u>	



Expense Report

January 1 - March 31, 2020

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Board Member

3) Professional Membership Fees

Expense Description	Date	Amount	Notes
None		-	
		-	

Total Expenses for the period

\$ 1,718.33

Prepaid by EA

Alberta Gaming Liquor and
Cannabis Commission

Board Meeting, November 13-14, 2019-
WYCCWJ

[Book travel \(/home.html\)](/home.html)

Your flight(s)

My trips
[\(/mybookings.html\)](/mybookings.html)

Change flights

Cancel all flights

Tuesday 12 November 2019

Administrator ()

ORIGIN

DESTINATION

YYC

YEG

Support (/support.html)

DEPART

ARRIVE

20:15

21:13

Program Benefits
(<https://d1tuntp2wn8bl8.cloudfront.net/client-nov-en.pdf>)
Need Help?

FLIGHT

WS 3137

1-877-664-3205

Stops: 0 | Flight details

Hours: Monday-Sunday
6:00am – 7:00pm MST

DEPARTURE

Calgary International
Airport(YYC)

ARRIVAL

Edmonton International
Airport(YEG)

TRAVELLER(S)

Seats

TICKET(S)

HARPER,KAREN ELAN

04D Change seat |

Cancel seat

Booking summary

Pricing breakdown

Alberta Gaming Liquor and
Cannabis Commission
Corporate ID :

Book travel (/home.html)

My trips
(/mybookings.html)

My profile (/edituser.html)

Administrator ()

Support (/support.html)

Program Benefits
(https://d1tuntp2wn8bl8.cloudfro
tst-client-nov-en.pdf)
Need Help?
1-877-664-3205
Hours: Monday-Sunday
6:00am – 7:00pm MST

HARPER KAREN ELAN MRS.

Airline transportation charges (ATC) ()

Base fare: \$142.00

Taxes, fees and charges (TFC) () \$58.68

Other air transportation charges \$12.00

Air travellers security charge (ATSC) \$7.12

Airport improvement fee (AIF) \$30.00

Goods and services tax (GST) \$8.06

Goods and services tax (GST) \$1.50

Total for flights \$200.68 CAD

Seats () \$14.70 CAD

seat 04D: \$14.00

seat 04D Tax: \$0.70

seat 04D (including taxes): \$14.70

Airfare

\$ 215.38
193.33
\$ 408.71

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From: Air Canada <confirmation@aircanada.ca>
Sent: Wednesday, October 16, 2019 2:45 PM
To:
Subject: [External] Air Canada - MS KAREN ELAN HARPER - 14-Nov/YEG-YYC (booking ref PKC4AM) - Itinerary-Receipt

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary-Receipt

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)



Booking Date: **Oct 16, 2019** Passengers **MS KAREN ELAN HARPER**



[Purchase a travel option](#) Purchase On My Way travel assistance.

Booking Information

Booking Reference

PKC4AM

Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact
 KAREN ELAN HARPER

Air Canada
 1-888-335-4189*

Flight Arrivals and Departures
 1-888-422-7533

Online Services

[Select Seats](#)

[Manage My Booking](#) (change, cancel, upgrade).

[Alert me](#) of flight status changes directly to my mobile phone or email.

[Flight Arrivals & Departures](#) check online if my flight is on time.

[Check-in](#) online and print my boarding pass.

*For use from phones in Canada, the continental USA, Hawaii and Alaska.

* [Can my booking be changed online?](#)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type
 AC8161	Edmonton Edmonton Intl. (YEG), AB Thu 14-Nov 2019 19:05 - 1	Calgary Calgary Intl. (YYC), AB Thu 14-Nov 2019 20:06	0	1hr01	DH1	Standard A



Flight AC8161 is operated by Air Canada Express - Jazz. Please check in directly at the Air Canada Express - Jazz counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

Operated by ¹ Air Canada Express - Jazz

Passenger Information

Purchase Summary

Corporate Rewards Account

Fare Summary

Passenger Type	Adult
Departing Flight - <u>Standard</u>	135.00
<u>Surcharges</u>	12.00
Sub Total	147.00

Taxes, Fees and Charges

<u>Canada Airport Improvement Fee</u>	30.00
<u>Air Travellers Security Charge (ATSC)</u>	7.12
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	9.21
Total airfare and taxes (per passenger)	193.33
Number Of Passengers	1
Total	193.33
Grand Total - Canadian Dollar (CAD)	\$193.33

Payment Information

MasterCard Credit/Debit Card

Amount paid: **\$193.33**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$193.33 (Air Transportation charges)

Ticket number 0142120968494

Fare Rules

Departing Flight Edmonton (YEG) To Calgary (YYC) - Standard

- **Changes:**
 - Prior to day of departure - The **Change fee** per direction, per passenger, is **\$50 CAD** for changes made outside 60 days of departure and **\$100 CAD** for changes made within 60 days of departure, plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
 - **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$100 CAD per direction, per passenger.
 - **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.

The Inn at St.Albert
460 St Albert Trail
St Albert, AB T8N 5J9

Fax: (780)470-0038
Email: frontdesk@bestwesternstalbert.com

Phone: (780)470-3800

Web: bestwesternstalbert.com



Guest Charges

Folio #: 156367 Guest : Harper, Elan Conf #: 136252
Room #: 421 CRS #: BW 985896809-01
Payment Method : Credit Card Company : ALBERTA GAMING AND LIQUOR COMM
Rate : (Daily) \$119.99 Arrival: 11/12/2019
11/12/2019 \$119.99 Departure: 11/14/2019
Next Payment Due: 11/13/2019
Estimated Next Payment Amount: \$0.00

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
11/12/2019	Room Charge	Auto Posted		421	\$119.99		\$119.99
11/12/2019	Tourism Levy	Auto Posted		421	\$4.80		\$124.79
11/13/2019	Room Charge	Auto Posted		421	\$119.99		\$244.78
11/13/2019	Tourism Levy	Auto Posted		421	\$4.80		\$249.58
11/14/2019	Mastercard			421		\$249.58	\$0.00
Balance							\$0.00

Tax Summary	
Tourism Levy	\$9.60

Additional Estimated Charges (Room, Tax, Other) through 11/12/2019 \$0.00

Credit Card Payment

Payment Type: Credit Card Amount Paid: \$249.58
Account: Approval Code: _077693_
Account Holder: Approval Amount: (\$249.58)

GST# 84067 3925 RT 0003

All payments must be made to Best Western Plus The Inn at St. Albert. This hotel is proudly managed by Mouallem Management Group: Box 363, Slave Lake, AB T0G2A0

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

Guest Signature _____



1, 1000 AIRPORT ROAD
LEDUC, AB T9E 8B7
Federal GST# :889365821

Rental Agreement #:

Bill Ref #:

Invoice Date:

Account #:

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	2 DAY	37.00	74.00
DAMAGE WAIVER	2 DAY	29.99	59.98

Subtotal 133.98

CUSTOMER FACILITY CHARGE 6.00/DAY 2 DAY 6.00 12.00

CONCESSION RECOVERY FEE 16.62 PCT PCT 16.62 22.59

VLF REC 0.96/DAY 2 DAY 0.96 1.92

Total Charges (CAD) 170.49

PAYMENTS

Payment Visa -49.84

Payment Visa -120.65

Total Payments (CAD) -170.49

Amount Due (CAD) 0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g. sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

BILL TO

KAREN HARPER

RENTAL INFORMATION

Date/Time Out	Start Charges	Date/Time In
11/12/2019 21:18	11/12/2019 21:27	11/14/2019 17:49

Renter

HARPER, KAREN

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
WHITE	U34754	ELANTRA	7SC64C	13,157 13,295

VIN: KMHD84LF5LU916280

CLAIM INFORMATION

Claim# / PO# / RO# Insured

Date of Loss Type of Loss Type of Vehicle

Repair Shop

For Billing Inquiries / Payment Terms :

Payment Due within days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (CAD) 0.00

Remit To :

ENTERPRISE RENT-A-CAR
5821 - 6 STREET SE
CALGARY, AB T2H 1M4

Paid By:

KAREN HARPER

Account #

Amount
0.00

GPBR
C5E2

Gas from Rental Car

E. Harper.

TRANSACTION RECORD
ROCKY MOUNTAIN ESSO

411 AIRPORT RD
EDMONTON INT AB T9E 0V5

DATE: 2019-11-14 TIME: 17:28:00

Paypoint: 11C TRANS #: 360608
Station#: 00303401 Cashier: manager
GST: R879098507

FUEL	(L)	(\$/L)	(\$)
Pump 11			
EREG	10.102	0.959	9.69
TOTAL CAD	\$		9.69
CREDIT CARD	\$		9.69

* GST INCLUDED IN FUEL \$ 0.46

PURCHASE

VISA
REFERENCE #: 66439820 0010017690 C
INVOICE NO: 109253
AUTH #: 05325F

VISA CREDIT
A0000000031010
8080008000
7800

01/027 APPROVED - THANK YOU

-- IMPORTANT --
Retain This Copy For Your Records

--- Customer's Copy ---

Reconciliation ID: 0128151



4 34011 60608 9

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in-store!

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Imperial Inquiries: 1-800-567-3776

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Do not
use this

The Inn at St.Albert
460 St Albert Trail
St Albert, AB T8N 5J9

Fax: (780)470-0038
Email: frontdesk@bestwesternstalbert.com

Phone: (780)470-3800

Web: bestwesternstalbert.com



Guest Charges

Folio #:	159107	Guest : Harper, Elan	Conf #:	138960
Room #:	404		CRS #:	BW 479250543-01
Payment Method :	Credit Card	Company : AGLC (RGST EXEMPT)		
Rate :	(Daily) \$119.99		Arrival:	1/20/2020
	1/20/2020	\$119.99	Departure:	1/23/2020

Next Payment Due: 1/23/2020
Estimated Next Payment Amount: \$0.00

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
1/20/2020	Room Charge	Auto Posted		404	\$119.99		\$119.99
1/20/2020	Tourism Levy	Auto Posted		404	\$4.80		\$124.79
1/21/2020	Room Charge	Auto Posted		404	\$119.99		\$244.78
1/21/2020	Tourism Levy	Auto Posted		404	\$4.80		\$249.58
1/22/2020	Room Charge	Auto Posted		404	\$119.99		\$369.57
1/22/2020	Tourism Levy	Auto Posted		404	\$4.80		\$374.37
1/23/2020	Mastercard			404		\$374.37	\$0.00
Balance							\$0.00

Tax Summary	
Tourism Levy	\$14.40

Additional Estimated Charges (Room, Tax, Other) through 1/22/2020 \$0.00

Credit Card Payment

Payment Type:	Credit Card	Amount Paid:	\$0.00
Account:		Approval Code:	
Account Holder:		Approval Amount:	(\$374.37)

GST# 84067 3925 RT 0003

All payments must be made to Best Western Plus The Inn at St. Albert. This hotel is proudly managed by Mouallem Management Group: Box 363, Slave Lake, AB T0G2A0

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

Guest Signature

From: [Elan Harper](#)
To:
Subject: [External] Fw: ENTERPRISE Rental Agreement
Date: Thursday, January 23, 2020 7:52:14 PM

Elan

From: DoNotReply@erac.com <DoNotReply@erac.com>
Sent: January 23, 2020 4:57 PM
To:
Subject: ENTERPRISE Rental Agreement



Renter: HARPER,KAREN

Dates & Times	Location
Pickup Jan 21, 2020 5:59 PM	155 CROWFOOT WAY NW CALGARY, AB T3G 3P7 4032417053
Return Jan 23, 2020 4:55 PM	155 CROWFOOT WAY NW CALGARY, AB T3G 3P7 4032417053

Vehicle

Make/Model: CHEV/IMPA
Color: GRAY DK
Mileage: 724
Fuel Out: 11/16
License: U35479
Unit #: 7SK3WL

Fuel In: 11/16

Charges	Price/Unit	Total
TIME & DISTANCE 01/20 - 01/23	3.0 @ \$37.00/DAY	\$111.00
VEHICLE LICENSE FEE RECOVERY	3.0 @ \$0.96/DAY	\$2.88
GOODS AND SERVICES TAX	5.0000%	\$9.29

Optional Products And Protections Accepted

CDW	3.0 @ \$23.99/DAY	\$71.97
Total Charges:		\$195.14

Charge To:

2020-01-23 16:57:16