



Choices Albertans can trust.

Expense Report

July 1, 2016 - September 30, 2016

Gael MacLeod
Board Member

1) Travel

Travel Type	Description	Date	Amount	Notes
Board Member Orientation & Committee/Board Meetings in Calgary	airfare	May 23 - 25, 2016	\$ 179.68	
	accommodations		261.58	
	rental car		320.98	
	gas for rental car		29.62	
			<u>791.86</u>	
Board Hearings in Calgary, Alberta	parking	June 7, 2016	4.20	
			<u>4.20</u>	
Best Bar None in Calgary, Alberta	parking	June 15, 2016	5.00	<i>receipts not req'd for metered parking less than \$12.75</i>
			<u>5.00</u>	
Committee/Board Meetings in St. Albert, Alberta	accommodations	June 27 - 29, 2016	348.78	
	rental car		209.77	
	meals		53.10	<i>receipts not req'd for per diems or allowances</i>
			<u>611.65</u>	
Total Travel Expenses			<u><u>\$ 1,412.71</u></u>	

2) Conferences

Conference Name	Expense Description	Date	Amount	Notes
Institute of Corporate Directors (ICD)	parking	June 1 - 2, 2016	\$ 49.95	
National Conference in Calgary, Alberta				
Total Conference Expenses			<u><u>\$ 49.95</u></u>	

3) Professional Membership Fees

Expense Description	Date	Amount	Notes
None		-	
		<u>-</u>	

Total Expenses for the period

\$ 1,462.66

Gael MacLeod

From: Air Canada
Sent: May 20, 2016 11:45 AM
To:
Subject: Air Canada - 25-May: Edmonton - Calgary (booking ref: ARI26V) - seat selected

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

AIR CANADA

Itinerary/Receipt

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

For more information please visit: www.aircanada.com



Access your personalized Air Canada travel information

View your planner >

Booking Information

Booking Reference: ARI26V

Electronic Ticketing confirmed. This is your official itinerary/receipt. Main Contact: Ms Gael Macleod

Customer Care: Air Canada 1-888-247-2262 Flight Arrivals and Departures 1-888-423-7533

Work: 1-403-8311976

Online Services

Manage my booking online (view/change my booking; select seats*)

Check-in online (view/change my booking; check-in online)
Alert you 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.

*View my booking on my mobile device

Flight Itinerary

Table with columns: Flight, From, To, Stops, Duration, Aircraft, Fare Type, Meal. Row 1: AC8153, Edmonton, Edmonton Int'l (YEG), Calgary (YYC), Wed 25-May 2016 18:00, May 2016 18:55, 0, 0hr55, A321, Economy, G.

Operated by: Air Canada Express - Jazz

Passenger Information

1: Ms Gael Macleod : Adult (16+) Ticket Number: 0142162776401

Air Canada - Meal Preference: None
Aeroplan:

Payment Card: Special Needs: None

Seat Selection: AC8153 6C

Purchase Summary

Table with columns: Fare Summary, Passenger Type, Air Transportation Charges, Departing Flight - Fuel, Surcharges, Taxes, Fees and Charges. Row 1: Adult, 122.00. Row 2: 12.00.

Canada Airline Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	8.56
Airline's Security Package Charges (ASPC)	7.12
Total before options (per passenger)	179.68
Number of passengers	x 1
Total with options	179.68
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$179.68

179.68

Payment Information

Amount paid: **\$179.68**

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

Air Canada: \$179.68 (Air Transp. Charges - per ticket)

Ticket number(s): 0142162776401

Fare Rules

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

Changes:

- o Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- o **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- o **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- o Flights can only be used in sequence from the place of departure specified on the itinerary.

Cancellations:

- o Tickets are **non-refundable** and **non-transferable**.
- o **Cancellations** can be made up to 45 minutes prior to departure.
- o Provided the original booking is cancelled prior to the original flight departure, the value of the 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 the 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.
- o Customers who **no-show** their flight will forfeit the fare paid.

- o **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.

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- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read important information and notices regarding Air Canada's [checked baggage](#) and [carry-on baggage](#).

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our [checked baggage](#) and [carry-on baggage](#).

[Carry-on Baggage](#) Opens in New Window.

When your flight is operated by Air Canada, Air Canada rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). For more details, please visit [checked baggage](#).

[Checked Baggage](#) Opens in New Window.

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Edmonton (YEG) To Calgary (YYC) - Flex

	1st bag:	2nd bag:
	Complimentary	\$35.00 CAD
		+ taxes* per direction
Regular Baggage Allowance		
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

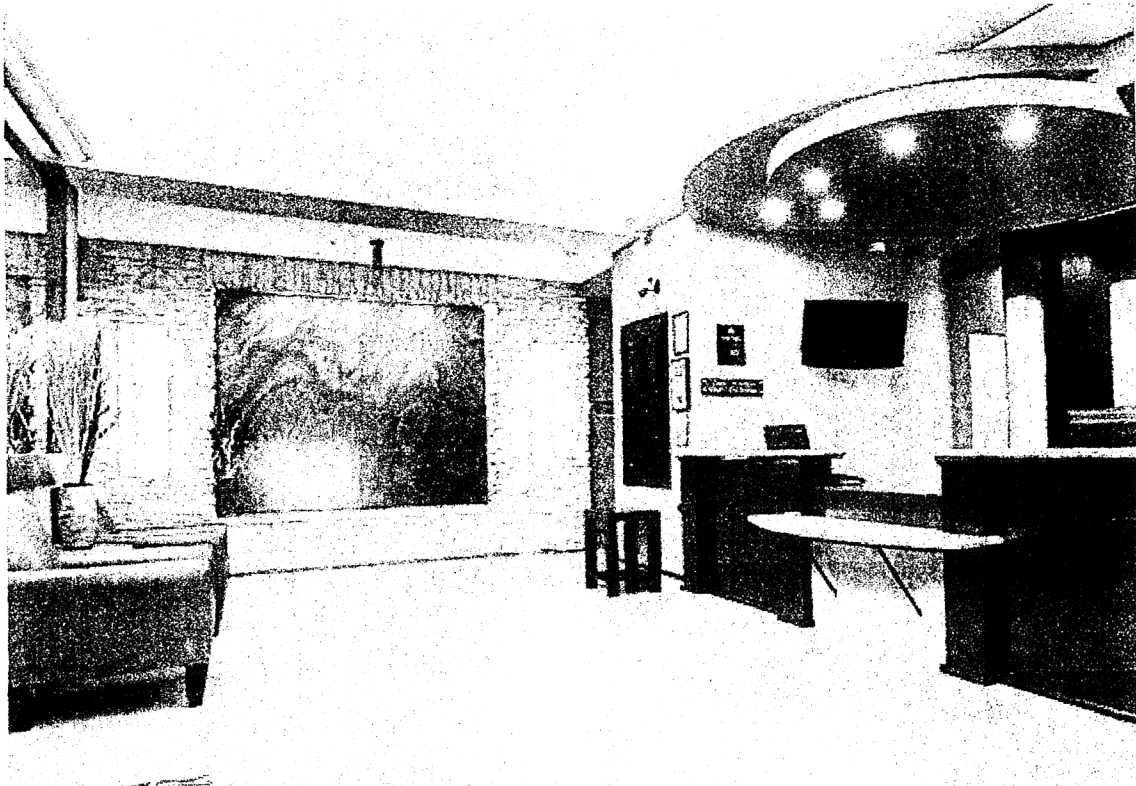
Stopovers

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

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



Thank You

Gael Macleod

Folio #:
 Room Number: 319
 Pay Method: VI
 AGLC

Arrival Date: 05/23/2016
 Departure Date: 05/25/2016
 GST# 84067 3925 RT 0003

Confirmation #:

Date	Code	Reference	Room	Amount
05/23/2016	ROOM	Room postings	319	119.99
05/23/2016	RGST	Room GST	319	6.00
05/23/2016	TOUR	Tourism Levy	319	4.80
05/24/2016	ROOM	Room postings	319	119.99
05/24/2016	RGST	Room GST	319	6.00
05/24/2016	TOUR	Tourism Levy	319	4.80
05/25/2016	VI		319	261.58

5/29/2016

Thank You

Gr. Total	239.98
Taxes	21.60
Total Due	261.58
Payment	261.58
Balance Due	0.00

Thank for you for staying with us! We look forward to welcoming you back soon. Go to www.bestwesternstalbirt.com or contact the hotel directly at [780-470-3300](tel:780-470-3300) and we will be happy to take care of your reservation needs.

Warmest Regards,

Best Western Plus The Inn at St. Albirt.

Looking for a hotel in Bonnyville, AB, Wainwright, AB, Drayton Valley, AB or Sherwood Park, AB? Please go to www.bestwestern.com to book one of our sister properties and receive the same great service and comfort you have become accustomed to.

Wherever Life Takes You, Best Western is There.®

Best Western Plus The Inn at St. Albirt is a Best Western Plus hotel. We are proud to be a member of the Best Western Plus network, which is the world's largest hotel chain.



RECEIPT

Rental Agreement Number:
Vehicle Number:

YOUR INFORMATION

MACLEOD, GAEL
WIZARD NUMBER:
AVIS DISC:

PAYMENT METHOD: CASH

YOUR RENTAL

Picked up: YYC
Date/Time: MAY 23, 2016@12:45PM
Returned: YEG
Date/Time: MAY 25, 2016@03:53PM
Veh Group: Intermediate
Veh Charged: Compact
Vehicle: CHEVROLET CRUZE
Odometer Out: 1876
Odometer In: 2268
Fuel Reading: Full

YOUR VEHICLE CHARGES

3 DY@ 80.00 240.00
YOUR TIME AND MILEAGE: 240.00

YOUR TAXABLE FEES

GST TAX 15.18
**15.61% FEE 38.86
FTP SR\$ 0.75DY* 2.25
CFC 18.00
ENERGY RECOVERY 0.98/DY 2.94
VEH LIC FEE 3.75

YOUR SUBTOTAL

TAXABLE SUBTOT 305.80
PST .000% .00

YOUR NON TAXABLE ITEMS

TOTAL CHARGES 320.98
PREPAYMENTS - 320.98
NET CHARGES CAD .00
YOUR TOTAL DUE: 0.00

PAID ON CASH
**CONCESSION RECOVERY FEE
*FTP SUR \$ 5.25 MAX
FF MLS/PNTS EARNED 500

THANK YOU FOR RENTING WITH AVIS +

GST NO R100361989

For inquiries or e-receipt visit
WWW.AVIS.COM

or call 403-221 1700

*** REPRINT *** REPRINT *** REPRINT ***

411 Airport Road
Edmonton AB T9E0V5
ROCKY MOUNTAIN ESSO
R0003401
411 AIRPORT ROAD
EDMONTON INTERNATIONAL
VIN:R879098507
05/25/2016 514102494
03:47:00 PM

PUMP# 8
REG 29.945L
PRICE/L \$0.989
FUEL TOTAL \$ 29.62
*** REPRINT *** REPRINT *** REPRINT ***

GST in fuel \$ 1.41
CREDIT \$ 29.62
*** REPRINT *** REPRINT *** REPRINT ***

TYPE: PURCHASE
ACCOUNT: VISA \$29.62
AUTH: 053190-F INVOICE:

01 Approved - Thank You 027
LOYALTY: NO
IMPORTANT - retain this copy for your records

Thank You

*** REPRINT *** REPRINT *** REPRINT ***



Best Western Plus The Inn at St.Albert

www.bestwesternstalbert.com

460 St Albert Trail

St Albert, AB T8N 5J9

Telephone: (780)470-3800 Fax: (780)470-0038

Jun 29, 2016

7:46 am

Each Best Western® branded hotel is independently owned and operated.

Gael Macleod

Folio #:

Room Number: 414

Rate: \$159.99

Pay Method:

Arrival Date: Monday, June 27, 2016

Departure Date: Wednesday, June 29, 2016

Best Western Rewards Member #:

Best Western Rewards Tier:

Information: CREDIT_CARD_HOLD CREDIT CAR

Date	Department	Reference	Voucher	Room	Debit	Credit
6/27/2016	Room postings	Auto Posted		414	\$159.99	
6/27/2016	Room GST	Auto Posted		414	\$8.00	
6/27/2016	Tourism Levy	Auto Posted		414	\$6.40	
6/28/2016	Room postings	Auto Posted		414	\$159.99	
6/28/2016	Room GST	Auto Posted		414	\$8.00	
6/28/2016	Tourism Levy	Auto Posted		414	\$6.40	
6/29/2016	Visa			414		\$348.78

Thank you for being our guest.

GST# 84067 3925 RT 0003

I agree that my liability for all charges is not waived

Tax Summary	
Room GST	\$16.00
Tourism Lev	\$12.80

Balance:

Signature _____

Gael MacLeod

From: Avis
Sent: June 25, 2016 1:41 PM
To: -
Subject: Avis Rent A Car: Reservation Reminder | MACLEOD | Pick-up date: 06/26/2016

[View in Browser](#)
Add avis@e.avis.com to your Address Book.

AVIS

[Reservations](#) [Locations](#) [Deals](#) [Car Sales](#) [Cars & Services](#)

Thank you GAEL, your car has been reserved.


Pick up:
Sun Jun 26, 2016 at 04:00 PM

Drop off:
Wed Jun 29, 2016 at 10:00 PM

Your Confirmation Number:

[Modify/Cancel/Refund This Reservation](#)

Your Car



Compact-Chevrolet Sonic or similar
Kilometers: Unlimited

Estimated Total:	CAD 209.77
Amount Prepaid:	209.77
Base Rate:	188.00
Rental Options:	0.00
Protections/Coverages:	0.00
Surcharges/Fees:	11.92
Energy Recovery Fee .98/day:	3.92
Frequent Travel Program :	3.00
Vehicle License Fee/AC Excise Tax 1.25/day:	5.00
Taxes:	9.85

[View complete summary of charges](#)

Location Information

Pick Up Location	Drop Off Location
North Hill Centre, N3H 1616 14th Avenue Northwest, North Hill Centre Calgary, AB T2N 1M6 CA (1) 403-503-8540 Sun 9:00 AM - 5:00 PM Mon - Fri 8:00 AM - 6:00 PM Sat 8:00 AM - 5:00 PM	North Hill Centre, N3H 1616 14th Avenue Northwest, North Hill Centre Calgary, AB T2N 1M6 CA (1) 403-503-8540 Sun 9:00 AM - 5:00 PM Mon - Fri 8:00 AM - 6:00 PM Sat 8:00 AM - 5:00 PM

Account Activity Report

2016-Jun-1 to 2016-Jun-19

As of: Jun 19, 2016, 3:55 PM
Requested by: Gael MacLeod

Date	Description	Cell #	Nickname	Location	Debits	Credits	Parking Cost	Balance
	Opening balance							\$99.94
Jun 1, 2016	Parking from 2016-06-01 11:48 am to 2016-06-02 06:00 am CPA Lot 60: 727 1 St SE		Gael cell	9060	\$31.25		\$18.70	\$68.69
Jun 1, 2016	Refund unused minutes from 2016-06-01 02:00 pm to 2016-06-02 06:00 am		Gael cell	9060		\$12.55		\$81.24
Jun 2, 2016	Parking from 2016-06-02 08:38 am to 2016-06-03 06:00 am CPA Lot 60: 727 1 St SE		Gael cell	9060	\$31.25		\$27.00	\$49.99
Jun 2, 2016	Refund unused minutes from 2016-06-02 04:05 pm to 2016-06-03 06:00 am		Gael cell	9060		\$4.25		\$54.24
Jun 2, 2016	Parking from 2016-06-02 06:27 pm to 2016-06-03 06:00 pm CPA Lot 60: 727 1 St SE		Gael cell	9060	\$31.25		\$4.25	\$22.99
Jun 2, 2016	Refund unused minutes from 2016-06-02 09:26 pm to 2016-06-03 06:00 pm		Gael cell	9060		\$27.00		\$49.99
Jun 3, 2016	Parking from 2016-06-03 09:03 am to 2016-06-03 11:03 am 2 Av - 3 St to 4 St SW - south side		Gael cell	1201	\$9.52		\$5.23	\$40.47
Jun 3, 2016	Refund unused minutes from 2016-06-03 10:09 am to 2016-06-03 11:03 am		Gael cell	1201		\$4.29		\$44.76
Jun 3, 2016	Park Small - Save Big parking discount		Gael cell	1201		\$1.30		\$46.06
Jun 4, 2016	Parking from 2016-06-04 08:00 am to 2016-06-04 11:00 am 4 St - Eau Claire Av to 2 Av SW - W side		Gael cell	1066	\$2.50		\$1.03	\$43.56
Jun 4, 2016	Refund unused minutes from 2016-06-04 09:49 am to 2016-06-04 11:00 am		Gael cell	1066		\$1.47		\$45.03
Jun 4, 2016	Park Small - Save Big parking discount		Gael cell	1066		\$0.25		\$45.28
Jun 6, 2016	Parking from 2016-06-06 07:48 am to 2016-06-06 11:00 am 4 St - Eau Claire Av to 2 Av SW - W side		Gael cell	1066	\$9.50		\$1.92	\$35.78
Jun 6, 2016	Refund unused minutes from 2016-06-06 09:23 am to 2016-06-06 11:00 am		Gael cell	1066		\$7.58		\$43.36

*EDIT
Lunch*

*100
Congrat*

Bonus

GST Number: 119457869

\$ 18.70
27.00
4.25

\$ 49.95
