



Expense Report

April 1 - June 30, 2018

Gael MacLeod

Board Chair

1) Travel

Travel Type	Description	Date	Amount	Notes
Board Strategic Planning Session Edmonton, AB	airfare	April 3-4, 2018	\$ 407.40	
	hotel accommodation		178.51	
	meals (dinner)		20.75	<i>receipts not req'd for per diems or allowances</i>
	vehicle rental		82.48	
	gas for rental vehicle		7.93	
	incidental allowance		7.35	<i>receipts not req'd for per diems or allowances</i>
			<u>704.42</u>	
Office Visit St. Albert, AB	bus fare	May 27-29, 2018	76.00	
	hotel accommodation		375.44	
	taxi		34.40	
	meals (2 lunches and 2 dinners)		64.70	<i>receipts not req'd for per diems or allowances</i>
	incidental allowance		14.70	<i>receipts not req'd for per diems or allowances</i>
			<u>565.24</u>	
Total Travel Expenses			<u>\$ 1,269.66</u>	

2) Conferences

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

3) Professional Membership Fees

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

Total Expenses for the period

\$ 1,269.66

Strategic Planning - April 4, 2018

From: External Gael MacLeod
Sent: Monday, April 2, 2018 2:29 PM
To: Board
Subject: FW: Air Canada - Electronic Ticket Itinerary/Receipt

FYI for tracking my flight pass.
Gael

From: Air Canada <fpconfirmation@aircanada.ca>
Sent: April 2, 2018 2:25 PM
To:
Subject: Air Canada - Electronic Ticket Itinerary/Receipt

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

AIR CANADA Itinerary/Receipt

Electronic Ticketing confirmed. This is your official itinerary/receipt. We thank you for choosing Air Canada and look forward to welcoming you on board.

Seats have been pre-selected for you.
Click on the button below to **see all seat options**
and **change your seat(s)**

[Choose your seat\(s\)](#)



Booking Information

Booking Reference:

QMXYN1

Main Contact:

Ms. Gael MacLeod

Mobile:

Manage My Booking (change, cancel, upgrade).

Change Seats get more seating options for my flight.

Purchase **Maple Leaf Lounge Access / Meal Vouchers**

Receive **Flight Status Notifications** directly to my email or mobile phone.

Check **Flight Arrivals and Departures**.

Check in online and print my boarding pass.

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and

Departures

1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Fare Type	Meal
AC8154	Calgary (AB) Tue 03-Apr 2018 20:10	Edmonton International (AB) Tue 03-Apr 2018 21:04	0	Flex, M	
Flight AC8154 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 counter of larger airlines. If you have any difficulty locating the appropriate counter, please ask an Air Canada agent for assistance.					
AC8155	Edmonton International (AB) Wed 04-Apr 2018 18:30	Calgary (AB) Wed 04-Apr 2018 19:22	0	Flex, M	
Flight AC8155 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 counter of larger airlines. If you have any difficulty locating the appropriate counter, please ask an Air Canada agent for assistance.					

Passenger Information

1. Ms Gael Macleod	Ticket Number: 0142192665128
Air Canada Aeroplane:	Meal Preference: Normal
Seat Selection: AC8154 : 9D, AC8155 : 20D	Special Needs: None

Flight Credit Summary

Alberta commuter Flex 10 credits	2 Flight Credits \$407.40
Taxes, fees, and charges included	
Please read important information and notices regarding Air Canada's general conditions of carriage .	

Important Information

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Baggage Policy

[Carry-on baggage](#) | [Checked baggage](#)

Check-in and boarding times

Baggage Allowance and Fees

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

Carry-on Baggage

On your Air Canada- or Air Canada Express-operated flight, 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]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. [View more details](#).

Checked Baggage:

Please see below for details on the bags you plan on checking at the baggage counter.



16615 - 109 Avenue • Edmonton, AB T5P 4K8
 Phone (780) 484-0821 • Fax (780) 486-1634
 For reservations across the nation
 www.westedmonton.doubletree.com or 1-800-222-TREE

Name & Address

MACLEOD, GAEL

Room 1317/NKJ
 Arrival Date 4/3/2018 8:25:00 PM
 Departure Date 4/4/2018

Adult/Child 1/0
 Room Rate 159.00

Rate Plan: GV6
 HH #
 AL:
 Car:

Confirmation Number: 54299237

4/4/2018



DATE	REFERENCE	DESCRIPTION	AMOUNT
4/3/2018	1491306	GUEST ROOM	\$159.00
4/3/2018	1491306	AB TOURISM LEVY	\$6.55
4/3/2018	1491306	DMF	\$4.77
4/3/2018	1491306	GST	\$8.19
4/4/2018	1491533	VS	(\$178.51)
		BALANCE	\$0.00
EXPENSE REPORT SUMMARY			
		4/3/2018 STAY TOTAL	
ROOM AND TAX		\$178.51	\$178.51
DAILY TOTAL		\$178.51	\$178.51

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 4,000 hotels and resorts in 100 countries, please visit Honors.com

Thank you for choosing Doubletree! Come back soon to enjoy our warm chocolate chip cookies and relaxed hospitality. For your next trip visit us at doubletree.com for our best available rates!

Total Invoice Amount \$159.00 \$19.51



ACCOUNT NO.

CARD MEMBER NAME

ESTABLISHMENT NO. & LOCATION
 GST# 74111-4326 RT0001

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

CARD MEMBER'S SIGNATURE
 X

DATE OF CHARGE FOLIO NO./CHECK NO.

AUTHORIZATION INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT -178.51

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT





Rental Agreement # 173140149
Invoice #

Renter Information

Renter Name
GAEL MACLEOD

Renter Address

Trip Information

Pickup	Return
Tue, Apr 03 2018 7:36 P.M.	Wed, Apr 04 2018 4:30 P.M.
EDMONTON INTL ARPT (YEG)	EDMONTON INTL ARPT (YEG)
1, 1000 AIRPORT ROAD	1, 1000 AIRPORT ROAD
LEDUC, AB T9E8B7	LEDUC, AB T9E8B7
CAN	CAN

Contract
ABGOV - GOVERNMENT OF ALBERTA

Vehicle Information

FORTE 4DR LX
License #: E25471
State/Province: AB

Vehicle Class Driven
Intermediate 2 or 4-Door/Automatic/Air

Vehicle Class Charged
Standard 4-door/Automatic/Air

Odometer Mileage/Kilometers
Starting: 19,028 **Ending:** 19,118
Total: 90

Rental Charges

Rental Rate	Time & Distance 1 Day at 37.00 CAD / Day	37.00 CAD
Coverages	Collision Damage Waiver Full (28.99 CAD / Day)	28.99 CAD
Add-Ons	Refueling Charge (1.67 CAD / Liter)	10.04 CAD
Mileage	Unlimited Mileage	Included
Taxes and Fees	Concession Recovery Fee 15.60 Pct (15.60%)	10.39 CAD
	Quality Service Process (-10.04 CAD / Rental)	-10.04 CAD
	Customer Facility Charge 5.50/day (5.50 CAD / Day)	5.50 CAD
	Vlf Rec .60/day (0.60 CAD / Day)	0.60 CAD
Total		82.48 CAD
	(Subject to audit)	
	Amount charged on Apr 04 2018 to VISA (9822)	(82.48 CAD)
Amount Due		0.00 CAD

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Enterprise Rent-A-Car

We appreciate your business!

This email was automatically generated from an unattended mailbox, so please do not reply to this e-mail.

If you have any questions about your rental, please view our Frequently Asked Questions or send us a secured message by visiting our [Support Center](#)

TRANSACTION RECORD

ESSO

ROCKY MOUNTAIN ESSO & CAF. INC.
411 AIRPORT ROAD
EDMONTON INTERNATIONAL AIR, AB T9E 0W5

ESSO EXPRESS PAY

2018-04-04 16:24:56

TRANS #: 104348
STATION#: 00303401
GST #: R879098507

PUMP 12
EREG \$ 7.93
6.960L AT \$1.139/L

GST INCLUDED \$ 0.38
TOTAL : CAD\$ 7.93

TYPE: PURCHASE
UISA
C *****
INVOICE NO:
AUTH: 022830-F

UISA
A000000000
0080008000
F800

01 APPROVED - TH
ANK YOU 027

VERIFIED BY PIN

LOYALTY: NO

RECONCILIATION ID:
TFHF18040416240249

-- IMPORTANT --
RETAIN THIS COPY
FOR YOUR RECORDS

- CUSTOMER'S COPY -

From: External Gael MacLeod
Sent: Saturday, May 26, 2018 5:30 PM
To: Board Office
Subject: FW: Red Arrow Itinerary/Receipt

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: May 26, 2018 2:08 PM
To: _____
Subject: Red Arrow Itinerary/Receipt



ITINERARY/RECEIPT

2018-05-26

GAEL MACLEOD

You can reach us at:

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2018-05-26				2018-05-27	2018-05-27	-	Website User

Travellers:

MACLEOD/GAEL

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CAEDM 10:00 YYC. Assigned to: 02B Departs Calgary (CGYNORTH / CNS 304 35 Ave NE) at 10:15 on 2018-05-27. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 14:05 on 2018-05-27. (3 hrs 50 mins)	3 hrs 50 mins	Adult	1	\$ 72.38	\$ 76.00

Base Price: \$ 72.38
Discounts: \$ 0.00
Service Charges: \$ 0.00
GST: \$ 3.62
Invoice Total: \$ 76.00
Payments Received: \$ 76.00
Balance Due: \$ 0.00

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2018-05-26	GAEL MACLEOD	Visa *****	\$ 76.00

**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.
PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE**

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. **Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices** **Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time** Corporate Billing Accounts: Payment due 30 days after completion of trip.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

MATRIX HOTEL

Ms. Gael MacLeod
50 Corriveau Avenue
St. Albert AB T8N 3T5
Canada

Room No. : 0715
 Arrival : 05-27-18
 Departure Date : 05-29-18
 Folio No. :
 Conf. No. : 14346208
 P.O. No. :

Company Name:
 Group Name:

INVOICE

Date	Description	Charges	Credits
05-27-18	Room Revenue	151.20	
05-27-18	Destination Marketing Fee	4.54	
05-27-18	Room GST	7.79	
05-27-18	Tourism Levy	6.23	
05-28-18	Room Revenue	183.20	
05-28-18	Destination Marketing Fee	5.50	
05-28-18	Room GST	9.43	
05-28-18	Tourism Levy	7.55	
05-29-18	Visa XXXXXXXXXXXX		

Total Charges	375.44
Total Credits	0.00
Balance	0.00

PAID BY AGLL

Merchant ID
 Transaction ID 1309985
 Approval Code 027251
 Approval Amount 377.44

Credit Card # XXXXXXXXXXXXX
 Capture Method Swiped
 Transaction Amount 377.44

GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD *****
CARD TYPE VISA
DATE 2018/05/29
TIME 9415 08:57:51
INVOICE #
RECEIPT NUMBER
C85063594-001-001-250-0

PURCHASE
AMOUNT \$29.40
TIP \$5.00
TOTAL

\$34.40

VISA
A0000000031010
F05D06CC58116CF6
0080008000-E800
6194D06D7449D63F
0080008000-F800

APPROVED

AUTH# 025260 01-027
THANK YOU

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