



Expense Report

January 1 - March 31, 2020

Tongjie Zhang
Board Member

1) Travel

Travel Type	Description	Date	Amount	Notes
Audit and Finance Committee Meeting	mileage	Januray 15, 2020	\$ 21.01	receipts not req'd for per diems or allowances
Calgary, AB			21.01	
Strategic Planning Session and Board Meeting	airfare	January 20-23, 2020	521.06	receipts not req'd for per diems or allowances
St. Albert, AB	hotel accommodation		374.37	
	meals (1 dinner)		20.75	
	taxis		90.18	
	incidental allowance		22.05	
			1,028.41	receipts not req'd for per diems or allowances
Governance and HR Committee Meeting	mileage	March 3, 2020	21.21	receipts not req'd for per diems or allowances
Calgary, AB			21.21	
Total Travel Expenses			\$ 1,070.63	

2) Conferences

Conference Name	Description	Date	Amount	Notes
None			-	
			-	



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January 1 - March 31, 2020

Tongjie Zhang

Board Member

3) Professional Membership Fees

Expense Description	Date	Amount	Notes
None		-	
		-	
Total Expenses for the period		\$ 1,070.63	



eTicket Receipt

Prepared For
ZHANG/TONGJIE MR [ADT]

RESERVATION CODE	EZHWP
ISSUE DATE	23Dec19
TICKET NUMBER	8382153970822
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/AND
TOUR CODE	ITWJB00C250073

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
20Jan20	WESTJET WS 3229	CALGARY INTL AB, CANADA	EDMONTON INTL AB, CANADA	Fare Family Econo Seat Number 09A - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis QA5D0ELS Not Valid Before 20JAN20 Not Valid After 20JAN20
	Operated by: WESTJET ENCORE	Time 18:15	Time 19:13	
23Jan20	WESTJET WS 3134	EDMONTON INTL AB, CANADA	CALGARY INTL AB, CANADA	Fare Family Econo Seat Number 04D - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis LAVD0ELG Not Valid Before 23JAN20 Not Valid After 23JAN20
	Operated by: WESTJET ENCORE	Time 14:45	Time 15:45	

Allowances

Baggage Allowance

YYC to YEG - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YEG to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER
INTERNET,ETC

Carry On Allowances

YYC to YEG , YEG to YYC - 1 Piece (WS - WESTJET)

Carry On Charges

YYC to YEG , YEG to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Fare Calculation Line	YYC WS YEA233.00WS YYC142.00CAD375.00END
Fare	CAD 375.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 20.66 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 60.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 3.00 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 496.91

Other Charges

SEAT ASSIGNMENT # 8381505223467 (YYC-YEG / QTY 1, YEG-YYC / QTY 1)	CAD 23.00
Taxes	CAD 1.15
Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Total	CAD 24.15
Total Fare and Other Charges	CAD 521.06

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of

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 #:	159110	Guest : Zhang, Tongjie	Conf #:	138963
Room #:	416	BWR Tier : BASE	CRS #:	BW 370250840-01
Payment Method :	Credit Card	Company : AGLC (RGST EXEMPT)		
Rate :	(Daily) \$129.99		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		416	\$119.99		\$119.99
1/20/2020	Tourism Levy	Auto Posted		416	\$4.80		\$124.79
1/21/2020	Room Charge	Auto Posted		416	\$119.99		\$244.78
1/21/2020	Tourism Levy	Auto Posted		416	\$4.80		\$249.58
1/22/2020	Room Charge	Auto Posted		416	\$119.99		\$369.57
1/22/2020	Tourism Levy	Auto Posted		416	\$4.80		\$374.37
1/23/2020	Mastercard			416		\$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:	\$374.37
Account:		Approval Code:	_047931N_
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 _____

Here's your receipt for your ride

We hope you enjoyed your ride this afternoon.

Total CA\$34.58

Trip Fare CA\$24.73

Subtotal CA\$24.73

TNC fee recovery surcharge CA\$0.45

Airport Recovery Surcharge CA\$2.75

GST CA\$1.65

Tolls, Surcharges, and Fees CA\$5.00



CA\$34.58

A temporary hold of CA\$34.58 was placed on your payment method at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly.

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

UberX 15.94 kilometers | 32 min



04:33pm | Calgary, AB, Canada

05:05pm | Calgary, AB T2E, Canada

Taxis
\$ 34.58
55.60
\$ 90.18

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Here's your receipt for your ride

We hope you enjoyed your ride this afternoon.

Total	CA\$55.60
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Trip Fare	CA\$43.00
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Subtotal	CA\$43.00
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TNC fee recovery surcharge	CA\$0.45
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Airport Recovery Surcharge	CA\$4.50
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GST	CA\$2.65
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Tolls, Surcharges, and Fees	CA\$5.00
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CA\$55.60

A temporary hold of CA\$55.60 was placed on your payment method at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly.

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

UberX 35.73 kilometers | 37 min



03:48pm | 30 Airport Rd NE, Calgary, AB T2E 6W5, Canada

04:26pm | Canada

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.