



Expense Report

July 1 - September 30, 2018

Wendy Romanko
 Vice President, Human Resources

1) Travel

Travel Type	Description	Date	Amount	Notes
Staff Meeting	airfare	July 11, 2018	\$ 229.16	
Calgary, AB	parking		25.00	
	taxi		27.95	
	mileage		50.50	<i>receipts not req'd for per diems or allowances</i>
			332.61	
Total Travel Expenses			\$ 332.61	

2) Conferences

Conference Name	Description	Date	Amount	Notes
None			-	

3) Professional Membership Fees

Expense Description	Date	Amount	Notes
None		-	

Total Expenses for the period

\$ 332.61



eTicket Receipt

Prepared For
ROMANKO/WENDY W MS

RESERVATION CODE	NGVILK
ISSUE DATE	29Jun18
TICKET NUMBER	8382137928492
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
11Jul18	WESTJET WS 3346	EDMONTON INTL AB, CANADA	CALGARY INTLAB, CANADA	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis DA07UHK Not Valid Before 11JUL18 Not Valid After 11JUL18
	Operated by: WESTJET ENCORE	Time 9:15am	Time 10:11am	
11Jul18	WESTJET WS 3225	CALGARY INTLAB, CANADA	EDMONTON INTL AB, CANADA	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis DA07UHK Not Valid Before 11JUL18 Not Valid After 11JUL18
	Operated by: WESTJET ENCORE	Time 3:15pm	Time 4:07pm	

Allowances

Baggage Allowance

YEG to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YYC to YEG - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 35.00 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 CARDFORM OF PAYMENT/EARLY PURCHASE OVER
INTERNET,ETC

Carry On Allowances

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

Carry On Charges

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

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Fare Calculation Line	YEA WS YYC55.00WS YEA55.00CAD110.00END
Fare	CAD 110.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 7.41 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 218.66

Seat Selection
+ 10.50
229.16

Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001 GST # 866112535

For details about flying with WestJet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

At WestJet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flight segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

< Confirmation

Step 3 of 3

Your new seat selection has been successfully updated and your reservation is confirmed.

Reservation code

NCVLR

Flights

Edmonton, AB (YEG) to Calgary, AB (YYC)

Round trip 1 guest

Jul 11, 2018 to Jul 11, 2018

Seats

WS 3346 Edmonton to Calgary

1 seat (5D)

WS 3225 Calgary to Edmonton

1 seat (7B)

Transaction summary

Original seat(s) refunded*

(\$0.00 CAD)

●●●●3442

Current seat(s)*

\$10.50 CAD

*Price includes taxes

Total:

\$10.50

CAD

Please note that you will not receive an email copy of this confirmation.

[Return to my trips](#)

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CAS%

Exit Lane 11/07/18 16:00
Receipt 023071

Nested Parking
Short-term parking tkt
DL/DL - No. 002506
11/07/18 07:27
11/07/18 16:19
Period 0d8h53'
(Tax) \$25.00

Total \$25.00

Payment Received
MC \$25.00
XXXXXXXXXXXX
Merch: 82005340013
Auth: 084055
Type: Swiped

Sub Total \$23.00
Tax 5% \$1.00

11/07/18 16:00

Parking \$25.00

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#1190

SALE

MID: 4189233
TID: NC189233 REF#: 00000010
Batch #: 061 SEQ: 061001001010
07/11/18 11:10:22
APPR CODE: 00622S
MASTERCARD
***** **/**

AMOUNT \$24.30
TIP \$3.65
TOTAL \$27.95

00 - APPROVED - 001

MASTERCARD
AID: A0000000041010
TVR: 00 00 00 80 00
TST: E8 00

THANK YOU

CUSTOMER COPY

Taxi \$27.95