



Expense Report

January 1 - March 31, 2020

Wendy Romanko

Vice President, Human Resources

1) Travel

| Travel Type | Description | Date | Amount | Notes |
|---|---|----------------------|---------------------------|--|
| Office Visit and Meeting Calgary, AB | airfare | February 19-21, 2020 | \$ 489.56 | |
| | hotel accommodation | | 444.60 | |
| | meals (2 breakfasts, 1 lunch and 2 dinners) | | 71.50 | receipts not req'd for per diems or allowances |
| | meals (receipted - 1 lunch) | | 14.49 | |
| | parking | | 65.00 | |
| | taxis | | 164.30 | |
| | mileage | | 50.50 | receipts not req'd for per diems or allowances |
| | incidentals | | 14.70 | receipts not req'd for per diems or allowances |
| | | | <u>1,314.65</u> | |
| United Way Event Edmonton, AB | parking | March 5, 2020 | 10.00 | |
| | mileage | | 15.66 | receipts not req'd for per diems or allowances |
| | | | <u>25.66</u> | |
| Total Travel Expenses | | | <u><u>\$ 1,340.31</u></u> | |

2) Conferences

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



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3) Professional Membership Fees

| Expense Description | | Date | Amount | Notes |
|---|-----------------|------------------|-------------|-------|
| Chartered Professionals in Human Resources of Alberta Association | membership fees | January 15, 2020 | \$ 462.00 | |
| | | | 462.00 | |
| Society for Human Resource Management (SHRM) | membership fees | January 17, 2020 | 285.66 | |
| | | | 285.66 | |
| Total Professional Membership Expenses | | | \$ 747.66 | |
| Total Expenses for the period | | | \$ 2,087.97 | |

Jan 19, 2020

Total: 5,995.27

Airfare

\$252.13

\$237.43

\$489.56

Posted ?

Jan 20, 2020

WestJet*0009433257618
CALGARY AB

252.13

AIR CAN* 00149433257617
AIRCANADA.COMMB

237.43

} round trip
to Calgary

EXPEDIA 7515250301920
EXPEDIA.CA ON

444.60 - accommodation

Amazon Downloads
www.Amazon.caON

11.99

Accommodation - \$444.60

Wendy Romanko

From: Expedia.ca <Expedia@ca.expediamail.com>
Sent: January-20-20 1:57 PM
To: Wendy Romanko
Subject: [External] Expedia travel confirmation/e-Ticket - Feb 19 - Itin# 7515250301920



Thank you for booking with Expedia!
All of your trip information is in your online itinerary:

- Get live status information
- Easy access to your latest trip information
- Upgrade, change or cancel your booking

Go To My Itinerary



Access your itinerary anywhere.

GET THE FREE APP



Calgary

Feb 19, 2020 - Feb 21, 2020 | Itinerary # 7515250301920

Important Information

- We combined two one-way tickets to get you the best deal on this flight. If you need to make changes or cancel, you'll need to do it twice-once for each one-way ticket.
- Remember to bring your itinerary and government-issued photo ID for airport check-in and security

Price Summary



One way Flight



Hotel

| | |
|--------------|-------------|
| Total | CA \$934.16 |
| Subtotal | CA \$762.40 |
| Taxes & Fees | CA \$171.76 |

Edmonton (YEG) → Calgary (YYC)

Feb 19, 2020 - Feb 19, 2020, 1 one way ticket

CONFIRMED
Expedia.ca Booking ID PC45EN

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Additional Flight Services

Traveller Information


Wendy Romanko

Adult

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Feb 19, 2020 - Departure Nonstop

Total travel time: 1 h 0 m

| | | | |
|---|---|--------------------|---------|
| | Edmonton | Calgary | 1 h 0 m |
|  | YEG 2:45 pm | YYC 3:45 pm | |
| | WestJet 3134 | | |
| | Economy (B) ECONOFLEX Confirm seats with the airline* | | |

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- **Tickets are non-refundable, non-transferable and name changes are not allowed.**
- Please read the complete penalty rules for changes and cancellations (Opens in a new window.) applicable to this fare.
- Please read important information regarding airline liability limitations (Opens in a new window.).
- For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

- The airline may charge additional fees for checked baggage or other optional services.
 - Additional fees for your flight to Calgary

If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

Si l'embarquement vous est refusé ou que vos bagages sont perdus ou endommagés, vous pourriez avoir droit à certains avantages au titre des normes de traitement et de compensation, en vertu du Règlement sur la protection des passagers aériens (Air Passenger Protection Regulations). Pour plus d'informations sur les droits des passagers, veuillez contacter votre compagnie aérienne ou bien vous rendre sur le site Internet de l'Office des transports du Canada (Canadian Transportation Agency).

Calgary (YYC) → Edmonton (YEG)

Feb 21, 2020 - Feb 21, 2020 , 1 one way ticket

CONFIRMED
Expedia.ca Booking ID PC9P75

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Additional Flight Services

Traveller Information

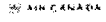
- The airline may charge additional fees for checked baggage or other optional services.

Wendy Romanko
Adult

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Feb 21, 2020 - Departure Nonstop

Total travel time: 0 h 54 m

| | | | |
|---|---|-------------------------|----------|
|  | Calgary YYC 2:15 pm Air Canada 8146 Economy (L) FLEX Confirm seats with the airline* | Edmonton YEG 3:09 pm | 0 h 54 m |
|---|---|-------------------------|----------|

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- **Tickets are non-refundable, non-transferable and name changes are not allowed.**
- Please read the complete penalty rules for changes and cancellations (Opens in a new window.) applicable to this fare.
- Please read important information regarding airline liability limitations (Opens in a new window.).
- For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

- Additional fees for your flight to Edmonton

If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

Si l'embarquement vous est refusé ou que vos bagages sont perdus ou endommagés, vous pourriez avoir droit à certains avantages au titre des normes de traitement et de compensation, en vertu du Règlement sur la protection des passagers aériens (Air Passenger Protection Regulations). Pour plus d'informations sur les droits des passagers, veuillez contacter votre compagnie aérienne ou bien vous rendre sur le site Internet de l'Office des transports du Canada (Canadian Transportation Agency).

The Westin Calgary

19 Feb 2020 - 21 Feb 2020 , 1 room | 2 nights

CONFIRMED

Confirmation #

89164195

We have confirmed your hotel reservation with the property.



View hotel details

320 4th Ave SW, Calgary, AB, T2P 2S6 Canada

Tel: 1 (403) 266-1611, Fax: 1 (403) 233-7471

Additional Hotel Services

The below fees and deposits only apply if they are not included in your selected room rate.

Check-in

- Check-in time starts at 3 PM
- Minimum check-in age is: 18
- If a late check-in is planned, contact this property directly for their late check-in policy.

Important Hotel Information

This reservation is non-refundable and cannot be cancelled or changed.

- View your online itinerary for additional rules and restrictions.

For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Room Traditional Room, 1 King Bed

Confirmation #: 89164195

Reserved for Wendy Romanko
1 adult

Requests 1 King Bed, non-smoking room

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Need help with your reservation?

- Visit our Customer Support page.
- Call Expedia silver Priority Customer care at 1-866-937-8001.
- For faster service, mention itinerary #7515250301920

Protection Plan

You still have time to protect your trip.

Insurance is only available to travellers 65 years old and below

Protect My Trip

Add Protection Plan up until **Mon, Feb 3, 8:52 PM**

Complete Your Trip

Get
rested
Add
a
Hotel

Get around
Add a Car

Get out and explore
Add an activity

Find deals on rides to
your Hotel
Get a Ride

CHILI'S TEXAS GRILL
2000 Airport Road NE
(403) 250-2072

Server: 02/21/2020
Table 35/1 12:40 PM
Guests: 1 10059
Menu: Server

TELL US HOW WE'RE DOING!

*

Receive FREE CHIPS AND SALSA
at your next visit!

*

Visit www.go-chilis.com to
complete our GUEST EXPERIENCE SURVEY
within the next 4 days

*

CHILI & SALAD 12.00

Complete Subtotal 12.00

Subtotal 12.00

Tax 0.60

Total 12.60

Balance Due \$ 12.60

Thank You!
We Welcome Your Comments
Visit chilis.ca
GST #621972338RT0001

CHILIS AIR CANADA
CALGARY AIRPOR
2000 AIRPORT ROAD NE
UNIT FB
CALGARY
CALGARY, AB T2E6W5
(403) 250-2072

SALE

Server #:
Table #: 35
Check #: 0000010059
REF#: 00000049
Batch #: 008 SEQ: 009001001048
02/21/20 12:40:55
APPR CODE: 016614
VISA

AMOUNT \$12.60
TIP \$1.89
TOTAL \$14.49

00 - APPROVED - 001

VISA CREDIT
AID: A00000000031010
TVR: 00 80 00 80 00
TSI F6 00

Thank You!

CUSTOMER COPY

Alt # R128599776

Edmonton Airports

Jan-T51 2T2 Edmonton
Tax Code: CAS%

Exit Lane 21/02/20 15:11
Receipt 011500

Short-term parking tkt
Ill - No. 004558
In 02/20 13:11
Out 02/20 15:24
Period 2d2h14'
(Tax)

'65.00 paid by AGLC

Total

Payment Received
VISA

Receipt: 87005240013
Auth: 033836
Type: Swiped

Sub Total
Tax 5%

TAXI EXPENSES

Meeting

February 19-21, 2020

| Date | Amount (CAD) |
|-------------------|---------------------|
| February 19, 2020 | 48.84 |
| February 20, 2020 | 32.30 |
| | 28.55 |
| February 21, 2020 | 30.60 |
| | 24.01 |

| | |
|-------|---------------|
| TOTAL | <u>164.30</u> |
|-------|---------------|

ASSOCIATED CAB
/ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY, AB T2E2N4
(403) 299-1111
CAR#1245

Checker Taxi
316 Meridian Rd SE
Calgary, AB
T2A 1X2
(403) 299-9999
www.thecheckergroup.com

Feb 20, 20 08:35

SALE

REF#: 00000003
Batch #: 063 SEQ: 063001000003
02/19/20 15:58:49
APPR CODE: 064713
VISA

AMOUNT \$40.70
TIP \$8.14
TOTAL \$48.84

00 - APPROVED - 001

VISA CREDIT
AID: A0000000031010
TVR: 00 80 00 80 00
TSI FB 00

Thank You
Please Come Again

CUSTOMER COPY

Booking# 22875214

From:
2020-02-20 8:15:32 AM

To:
2020-02-20 8:33:10 AM

| | |
|--------------|---------|
| Flagfall | \$3.80 |
| Fare | \$24.00 |
| Extras | \$0.00 |
| Total + Tips | \$32.30 |
| Subtotal | \$27.80 |

| | |
|--------------|---------|
| Tip | \$4.50 |
| Card Charged | \$32.30 |
| Tax | \$1.32 |

Approval

| | |
|-------------|-----------------|
| Card No | |
| Entry Mode | EMVContact |
| Auth ID | 097396 |
| MID | 000082444240014 |
| TID | 04552791 |
| Mode | Issuer |
| AID | A0000000031010 |
| TVR | 0880008000 |
| IAD | 00010A0364A000 |
| TSI FB00 | |
| ARC 00 | |
| VISA CREDIT | |

Verified by PIN
2020-02-20 8:35:02 AM

Thank you for using Checker
Taxi!

Wendy Romanko

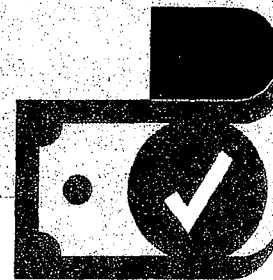
From: Uber Receipts <uber.canada@uber.com>
Sent: February-21-20 12:02 PM
To: Wendy Romanko
Subject: [External] Thanks for tipping! We've updated your Thursday morning trip receipt

Uber

Total: CA\$28.55
Thu, Feb 20, 2020

Thanks for tipping,
Wendy

Thanks for tipping! We've updated
your Thursday morning trip receipt



Total

CA\$28.55

| | |
|-------------------------------|-----------|
| Trip Fare | CA\$20.20 |
| Subtotal | CA\$20.20 |
| TNC fee recovery surcharge ? | CA\$0.45 |
| GST | CA\$1.18 |
| Tolls, Surcharges, and Fees ? | CA\$3.00 |
| Tip | CA\$3.72 |

Checker Taxi
316 Meridian Rd SE
Calgary, AB
T2A 1X2
(403) 299-9999
www.thecheckergroup.com

Feb 21, 20 08:24

Booking# 22885344

From:
2020-02-21 8:07:23 AM

To:
2020-02-21 8:23:12 AM

| | |
|--------------|---------|
| Flagfall | \$3.80 |
| Fare | \$22.80 |
| Extras | \$0.00 |
| Total + Tips | \$30.60 |
| Subtotal | \$26.60 |

| | |
|--------------|---------|
| Tip | \$4.00 |
| Card Charged | \$30.60 |
| Tax | \$1.27 |

Approval

Card No
Entry Mode EMVContact
Auth ID 022424
MID 000062444240014
TID 04494277
Mode Issuer
AID A0000000031010
TVR 0BB0008000
IAD 06010A00642000
TSI F800
ARC 00
VISA CREDIT

Verified by PIN
2020-02-21 8:24:10 AM

Thank you for using Checker
Taxi!

Wendy Romanko

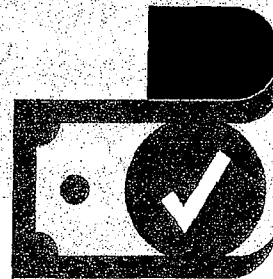
From: Uber Receipts <uber.canada@uber.com>
Sent: February-21-20 12:33 PM
To: Wendy Romanko
Subject: [External] Thanks for tipping! We've updated your Friday morning trip receipt

Uber

Total: CA\$24.01
Fri, Feb 21, 2020

Thanks for tipping,
Wendy

Thanks for tipping! We've updated
your Friday morning trip receipt



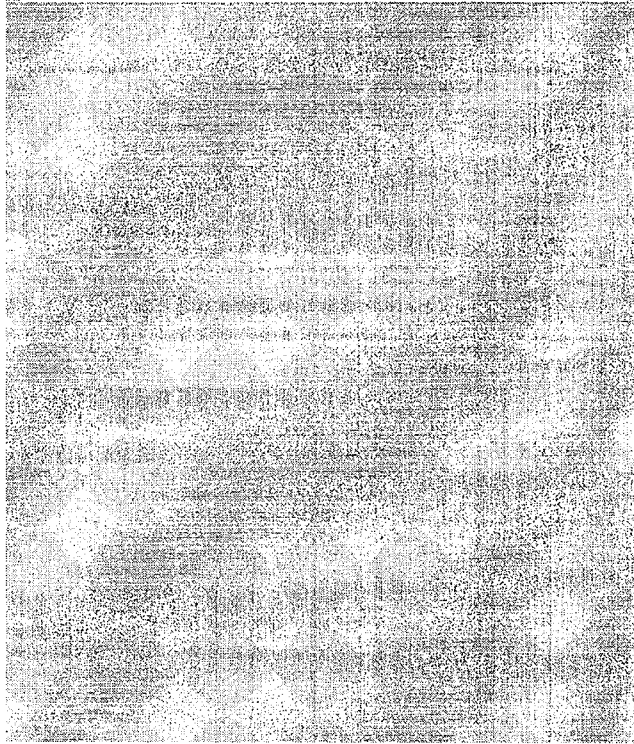
Total **CA\$24.01**

| | |
|-------------------------------|-----------|
| Trip Fare | CA\$11.69 |
| Subtotal | CA\$11.69 |
| Airport Recovery Surcharge ? | CA\$2.75 |
| TNC fee recovery surcharge ? | CA\$0.45 |
| GST | CA\$0.99 |
| Tolls, Surcharges, and Fees ? | CA\$5.00 |
| Tip | CA\$3.13 |

Thursday, March 05 - 05:09 PM to Thursday, March 05 - 08:35 PM \$10.00

Zone #: 7020

Canada Place Parkade - 9700 Jasper Avenue



Billing Information

Romanko, Wendy

Order Number

INV-36712-B0N3C9 - 1/15/2020

ORD-83209-C2P2T7 - 1/2/2020

| Product | List Price | Your Price | Qty | Total |
|------------------------|------------|------------|-----|----------|
| Chartered Renewal Dues | \$440.00 | \$440.00 | 1 | \$440.00 |

Subtotal: \$440.00

Discount: \$0.00

Shipping: \$0.00

Tax: \$22.00

Order Total: \$462.00

| Payment Number | Date | Method | Card/Cheque Number | Applied Amount |
|---------------------------|------|------------|--------------------|----------------|
| PMT-032043-KSOS01/15/2020 | | MasterCard | | \$462.00 |

Total Payments: \$462.00

Order Balance: \$0.00

CPHR Alberta's Address:

Chartered Professionals in Human Resources of Alberta Association
105 – 12th Avenue SE
Suite 990
Calgary AB, T2G 1A1

G.S.T. Registration #:

13483 0389 RT0001

[Print Receipt](#)



Customer Care: 1.800.283.7476, option 3 (U.S.)
+1.703.548.3440, option 3 (International)
Monday - Friday, 8 a.m. - 8 p.m. ET
shrm@shrm.org

CASH SALE NO. CS567033

01/17/2020

BILL TO

SHIP TO

PAYMENT

Ms. Wendy Romanko CPHR
50 Corriveau Avenue
St. Albert AB T8N 3T5
Canada

CC - MasterCard (SHRM) MeS

Currency: US Dollar

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL | TAX |
|----------|---|------------|----------|--------|
| 1 | Professional Membership 06/1/2020 - 05/31/2021 | \$219.00 | \$219.00 | \$0.00 |
| 1 | SHRM HR Magazine | \$0.00 | \$0.00 | \$0.00 |

SUBTOTAL \$219.00

SHIPPING \$0.00

TAX TOTAL \$0.00

TOTAL PAID \$219.00 USD

Exchange rate 1.3044

Total \$285.66 CDN