



## Expense Report

July 1 - September 30, 2019

**Barbara Ritzen**

Board Member term ended August 15, 2019

### 1) Travel

Travel Type	Description	Date	Amount	Notes
Board Hearings Calgary, AB	airfare	May 16, 2019	\$ 575.66	
	meals (1 breakfast and 1 dinner)		29.95	<i>receipts not req'd for per diems or allowances</i>
	taxis		188.00	
			793.61	
Board Hearings Calgary, AB	airfare	June 4-6, 2019	466.46	
	hotel accommodation		312.12	
	meals (3 dinners)		62.25	<i>receipts not req'd for per diems or allowances</i>
	taxis		188.00	
	incidental allowance		14.70	<i>receipts not req'd for per diems or allowances</i>
			1,043.53	
Board Hearings Calgary, AB	airfare	June 26-28, 2019	601.91	
	hotel accommodation		334.56	
	meals (1 lunch and 2 dinners)		53.10	<i>receipts not req'd for per diems or allowances</i>
	taxis		188.00	
	incidental allowance		14.70	<i>receipts not req'd for per diems or allowances</i>
			1,192.27	
Board Hearings Calgary, AB	hotel accommodation	July 9-10, 2019	156.06	
	meals (1 breakfast and 1 dinner)		29.95	<i>receipts not req'd for per diems or allowances</i>
	mileage		324.72	<i>receipts not req'd for per diems or allowances</i>
			510.73	



## Expense Report

July 1 - September 30, 2019

### Barbara Ritzen

Board Member term ended August 15, 2019

#### 1) Travel (cont'd)

Travel Type	Description	Date	Amount	Notes
Board Hearings	airfare	September 2-3, 2019	378.26	<i>hearings adjourned due to new board member</i>
Calgary, AB			378.26	<i>appointments</i>
Total Travel Expenses			<u>\$ 3,918.40</u>	

#### 2) Conferences

Conference Name	Description	Date	Amount	Notes
None			-	

#### 3) Professional Membership Fees

Expense Description	Date	Amount	Notes
None		-	

**Total Expenses for the period**

\$ 3,918.40



## eTicket Receipt

Prepared For  
RITZEN/BARBARA MRS

RESERVATION CODE	LSWYTA
ISSUE DATE	09May19
TICKET NUMBER	8382148013279
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
16May19	WESTJET WS 3394	EDMONTON INTLAB, CANADA	CALGARY INTLAB, CANADA	Seat Number 07A - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis QA5D0EHS Not Valid Before 16MAY19 Not Valid After 16MAY19
	Operated by: WESTJET ENCORE	Time 08:30	Time 09:25	

## Allowances

### Baggage Allowance

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

YEG to YYC - 1 Piece (WS - WESTJET)

### Carry On Charges

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

## Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : <del>XXXXXXXXXX</del>
Fare Calculation Line	YEA WS YYC215.00CAD215.00END
Fare	CAD 215.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION

CHARGES)

CAD 11.71 XG8 (GOODS AND SERVICES TAX (GST))

CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)

CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))

CAD 1.50 XG9 (GOODS AND SERVICES TAX (GST))

Total Fare CAD 277.33

Other Charges

SEAT ASSIGNMENT # 8381503741834 (YEG-YYC / QTY 1) CAD 9.00

Taxes CAD 0.45

Form of Payment CREDIT CARD - MASTERCARD :XXXXXXXXXXXX

Total CAD 9.45

Total Fare and Other Charges CAD 286.78

return flight 288.88

Positive identification required for airport check in \$575.66

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.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.latatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

Important Legal Notices



# Booking Confirmation

Booking Reference: **N7LD7M**

Date of issue: 09 May, 2019

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

**Date Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.



Economy - Standard

Thursday  
16 May, 2019

19:45  
**Calgary**  
Calgary Int. (YYC), AB

20:35  
**Edmonton**  
Edmonton Int. (YEG), AB



**0hr50**  
Economy Q  
Operated by: Air Canada Express -  
Jazz | Q400

## Passengers

**Barbara Ritzen**

Ticket Number  
0142112629941

Seats  
**AC8058 6A**



# Purchase summary

<b>MasterCard</b>		<b>1 adult</b>
Amount paid \$288.88		
<b>Tax information</b>		
GST no. 10009-2287 RT0001		
\$13.76		
	Base Fare	215.00
	Surcharges	12.00
	Goods and Services Tax - Canada no. 100092287 RT0001	13.21
	Air Travellers Security Charge - Canada	7.12
	Airport Improvement Fee - Canada	30.00
	<b>Total airfare and taxes before options</b>	<b>\$277.33</b>
	Barbara Ritzen	
	AC8058 BA - Standard Seat (Window)	11.00
	Goods and Services Tax - Canada no. 100092287 RT0001	0.55
	<b>Total with options and seat selection fee</b>	<b>\$288.88</b>
	<b>GRAND TOTAL (Canadian dollars)</b>	<b>\$288.88</b>

*Seat Fee \$11.55*  
*Airfare # 277.33*  
*\$ 288.88*



## Check-in and boarding gate deadlines

Within Canada

**90**  
minutes

**Recommended check-in time**

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

**45**  
minutes<sup>1</sup>

**Check-in and baggage drop-off deadline**

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

**15**  
minutes

**Boarding gate deadline**

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

**Official Receipt**

Date: May 16 - 19 Amount: 94

From: \_\_\_\_\_

To: Air port

Unit: 861 Driver EST: 129966933

Thank You for using Airport Taxi Service  
Customer service: information@airporttaxiservice.ca



**Official Receipt**

Date: May 16 - 19 Amount: 94

From: Air port

To: \_\_\_\_\_

Unit: 861 Driver GST: 129966933

Thank You for using Airport Taxi Service  
Customer service: information@airporttaxiservice.ca



Taxis \$94.00  
\$94.00  

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\$188.00  

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# Booking Confirmation

Booking Reference: **S5ZABR**

Date of issue: 17 May, 2019

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

**Data Protection Notice.** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

## - Depart

Economy - Standard			
Tuesday 04 Jun, 2019	16:55 <b>Edmonton</b> Edmonton Int. (YEG), AB	17:47 <b>Calgary</b> Calgary Int. (YYC), AB	 AC8153 0hr52 Economy S Operated by: Air Canada Express - Jazz   Q400

## - Return

Economy - Standard			
Thursday 05 Jun 2019	20:00 <b>Calgary</b> Calgary Int. (YYC), AB	20:50 <b>Edmonton</b> Edmonton Int. (YEG), AB	 AC8166 0hr50 Economy T Operated by: Air Canada Express - Jazz   Q400

## Passengers

**Barbara Ritzen**  
Ticket Number

**Seats**  
AC8153 8A  
AC8166 8A





# Purchase summary

Amount paid: \$806.92		2 adults
<b>Tax information</b>		
GST no. 10009-2287 RT0001		
<del>\$98.42</del>		
Base Fare - Depart - Economy - Standard	138.00	
Base Fare - Return - Economy - Standard	126.00	
Surcharges	24.00	
Goods and Services Tax - Canada no. 100092287 RT0001	18.11	
Air Travellers Security Charge - Canada	14.25	
Airport Improvement Fee - Canada	60.00	
Total airfare and taxes before options (per passenger)	<u>\$380.36</u>	

Barbara Ritzen:

Airfare = \$ 380.36

Seat Fees = \$ 23.10

\$403.46

baggage

\$31.50 x 2

\$466.46 paid by AGLC

1403.46



## Check-in and boarding gate deadlines

Within Canada

**90**  
minutes

### Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security

**45**  
minutes<sup>1</sup>

### Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight

**15**  
minutes

### Boarding gate deadline

You must be present at the boarding gate before it closes

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes

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**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** June-03-19 11:08 PM  
**To:**  
**Subject:** Air Canada - Receipt - Baggage Fee

~~Hearings in Calgary  
on June 5 & 6, 2019~~

Your fees have been successfully collected.

Departure Date: 2019-06-04

Passenger: BARBARA RITZEN  
Departure city: EDMONTON-YEG YEG  
Destination city: CALGARY YYC

**Fee Breakdown:**

Excess baggage fee (1 piece): 30.00 CAD

GST/TPS: 1.50 CAD

Total CAD: 31.50 CAD

Form of payment used: MasterCard X

Please Note: This fee is non refundable.

XG - GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001 Departure Date: 2019-06-04

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**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** June-05-19 9:46 PM  
**To:**  
**Subject:** Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2019-06-06

Passenger: BARBARA RITZEN  
Departure city: CALGARY YYC  
Destination city: EDMONTON YEG

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD

GST/TPS: 1.50 CAD

Total CAD: 31.50 CAD

Form of payment used: MasterCard

Please Note: This fee is non refundable.

XG - GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001 Departure Date: 2019-06-06

# COURTYARD®

BY MARRIOTT

**Courtyard by Marriott®** Courtyard Calgary Airport  
 2500 48th Avenue NE, Calgary, AB T3J 4V8 P 403.238.1000  
[Marriott.com/YYCAP](http://Marriott.com/YYCAP)

Barbara Ritzen

Room: 102  
 Room Type: GENR  
 Number of Guests: 1  
 Rate: \$139.00

Clerk:

Arrive: 04Jun19

Time: 07:10PM

Depart: 06Jun19

Time: 07:39AM

Folio Number: 91352

DATE	DESCRIPTION	CHARGES	CREDITS
04Jun19	Room Charge	139.00	
04Jun19	GST room 869470898RT0002	7.16	
04Jun19	Tourism Levy	5.73	
04Jun19	Dmf	4.17	
05Jun19	Room Charge	139.00	
05Jun19	GST room 869470898RT0002	7.16	
05Jun19	Tourism Levy	5.73	
05Jun19	Dmf	4.17	
06Jun19	Master Card		312.12

Card #:

Amount: 312.12 Auth: 00337S Signature on File  
 This card was electronically swiped on 04Jun19

**BALANCE: 0.00**

As a Marriott Bonvoy Member, you could have earned points towards your free dream vacation today. Start earning points and Elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

See our "Privacy & Cookie Statement" on [Marriott.com](http://Marriott.com).

ATS GROUP  
4608 101 ST NW  
7809897099  
EDMONTON AB

CARD  
CARD TYPE MASTERCARD  
DATE 2019/06/06  
TIME 1603 21:51:54  
RECEIPT NUMBER  
C85041326-001-109-008-0

-----  
PURCHASE  
AMOUNT \$94.00  
TIP  
TOTAL

-----  
**\$94.00**

MASTERCARD  
A0000000041010  
F5A301DE843EB35E  
0000008000-E800  
1BAF2846EB31C3F9  
*paid by A6LC*

**APPROVED**


AUTH# 04649S 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**PRESTIGE** 8000  
CABS

780.462.4444  
*call to book your cab*

GST# \_\_\_\_\_  
Date: 4/06/19 Amount: 94.00  
Driver: \_\_\_\_\_ Car#: \_\_\_\_\_  
From: \_\_\_\_\_  
To: \_\_\_\_\_  
10135-31 Avenue, Edmonton, AB T6N 1C2 

Taxis \$94.00  
\$94.00  
-----  
\$188.00

 **AIR CANADA**  
YOUR BOOKING IS  
CONFIRMED

Booking Reference : KXRSMA

Travel booked/ticket issued on:07 June 2019

## Passengers

 Mrs. Barbara Ritzen

**Seats**

**Ticket Number**  
0142114076734

<b>AC8153</b>	10A
<b>AC8164</b>	7A

 Depart

**Economy - Flex**

Wednesday  
26 Jun, 2019

16:55  
**Edmonton**  
Edmonton Int. (YEG), Canada



17:48  
**Calgary**  
Calgary Int. (YXC), Canada

**0 hr 53**  
AC8153 Economy (S)  
Operated by Air Canada Express - Jazz Q400

Return

**Economy - Flex**

Friday  
28 Jun, 2019

18:15  
**Calgary**  
Calgary Int. (YXC), Canada



19:05  
**Edmonton**  
Edmonton Int. (YEG), Canada

**0 hr 50**  
AC8164 Economy (T)  
Operated by Air Canada Express - Jazz Q400

Purchase summary

Full details can be found in your  
attached Itinerary/Receipt

**Tax information**  
Goods and Services Tax - Canada  
no. 100092287 RT0001: \$44.92

Air Transportation Charges

375.00

Taxes, fees and charges

96.71

**GRAND TOTAL**  
Canadian dollars

*\$ 471.71 / Ticket*  
*change/seat* *\$130.20*  
*fees* *\$601.91*

CANADA, U.S.: 1 (888) 247-2262




Wednesday  
26 Jun, 2019

**16:55**  
**Edmonton**  
Edmonton Int. (YEG), Canada



**17:48**  
**Calgary**  
Calgary Int. (YYC), Canada

 **0 hr 53**  
AC8153 Economy (S)  
Operated by Air Canada Express - Jazz Q400

 Return

**Economy - Standard**

Friday  
28 Jun, 2019

**13:05**  
**Calgary**  
Calgary Int. (YYC), Canada



**13:58**  
**Edmonton**  
Edmonton Int. (YEG), Canada


 **0 hr 53**  
AC8138 Economy (H)  
Operated by Air Canada Express - Jazz Dash 8-300

Purchase summary

**Additional Charges**

 **Air Transportation Charges**

Base Fare	63.00
Goods and Services Tax - Canada no. 100092287 RT0001	3.15

 **Change Fee**

Change Fee	50.00
Goods and Services Tax - Canada no. 100092287 RT0001	2.50



Mrs. BARBARA RITZEN  
AC8138: 7C -  
Standard Seat (Aisle)

Goods and Services Tax - Canada no. 100092287 RT0001

0.55

GRAND TOTAL - Canadian dollars

130.20


paid by AGLC



CANADA, U.S.: 1 (888) 247-2262



**AIR CANADA**

A STAR ALLIANCE MEMBER 

Barbara Ritzen:

Change Fee = \$ 52.50

Seat Fee = \$ 11.55

Fare Difference = \$ 66.15

\$ 130.20

# Residence INN.

BY MARRIOTT

Residence Inn® Residence Inn Calgary Airport  
 2530 48th Avenue NE, Calgary, AB T3J 4V8 P 403.278.1000  
 Marriott.com/YYCRI

Barbara/Mrs Ritzen  
 50 Corriveau Avenue  
 St Albert AB T8N3T5  
 Aglc

Room: 5523  
 Room Type: STDO  
 Number of Guests: 1  
 Rate: \$149.00

Clerk:

Arrive: 26Jun19

Time: 07:10PM

Depart: 28Jun19

Time: 08:24AM

Folio Number: 70188

DATE	DESCRIPTION	CHARGES	CREDITS
26Jun19	Room Charge	149.00	
26Jun19	GST Room 869470898RT0003	7.45	
26Jun19	Gst Room 869470898rt0003	0.22	
26Jun19	Tourism Levy	6.14	
26Jun19	Dmf	4.47	
27Jun19	Room Charge	149.00	
27Jun19	GST Room 869470898RT0003	7.45	
27Jun19	Gst Room 869470898rt0003	0.22	
27Jun19	Tourism Levy	6.14	
27Jun19	Dmf	4.47	
28Jun19	Master Card		334.56

Card #:

Amount: 334.56 Auth: 00980S Signature on File  
 This card was electronically swiped on 26Jun19

**BALANCE: 0.00**

**Marriott Bonvoy Account #** your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account.  
 Check your Marriott Bonvoy account statement or your online statement for updated activity.

See our "Privacy & Cookie Statement" on Marriott.com.

**Official Receipt**

Date: 26-6-19 Amount: 94.00  
From: Home  
To: Airport  
Unit: 861 Driver: \_\_\_\_\_ GST: 129966973

Thank You for using Airport Taxi Service  
Customer service: information@airporttaxiservice.ca



**Official Receipt**

Date: 28-6-19 Amount: 94.00  
From: Airport  
To: Home  
Unit: 861 Driver: \_\_\_\_\_ GST: 129966973

Thank You for using Airport Taxi Service  
Customer service: information@airporttaxiservice.ca



Taxis \$94.00  
\$94.00  

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\$188.00  

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# COURTYARD®

BY MARRIOTT

Courtyard by Marriott® Courtyard Calgary Airport  
 2500 48th Avenue NE, Calgary, AB T3J 4V8 P 403.238.1000  
 Marriott.com/YYPACAP

Barbara Ritzen

Room: 417  
 Room Type: QNQN  
 Number of Guests: 1  
 Rate: \$139.00

Clerk:

Arrive: 09Jul19

Time: 06:13PM

Depart: 10Jul19

Time: 07:03AM

Folio Number: 94185

DATE	DESCRIPTION	CHARGES	CREDITS
09Jul19	Room Charge	139.00	
09Jul19	GST room 869470898RT0002	7.16	
09Jul19	Tourism Levy	5.73	
09Jul19	Dmf	4.17	
10Jul19	Master Card		156.06

Card #:

Amount: 156.06 Auth: 00301S Signature on File  
 This card was electronically swiped on 09Jul19

**BALANCE: 0.00**

**Marriott Bonvoy Account #** Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

See our "Privacy & Cookie Statement" on Marriott.com.




YOUR BOOKING IS  
CONFIRMED

Booking Reference : PKNQIE

Travel booked/ticket issued on:08 August 2019

## Passengers

 Mrs. Barbara Ritzen

**Seats**

**Ticket Number**  
0142117275574

AC8163	6A
AC8164	8A

 Depart

**Economy - Flex**

Monday  
02 Sep, 2019

18:15  
**Edmonton**  
Edmonton Int. (YEG), Canada



19:15  
**Calgary**  
Calgary Int. (YYC), Canada

 **1 hr 00**  
 AC8163 Economy (A)  
 Operated by Air Canada Express - Jazz Dash 8-300

 Return


**Economy - Flex**

Tuesday  
 03 Sep, 2019

**18:15**  
**Calgary**  
 Calgary Int. (YYC), Canada



**19:05**  
**Edmonton**  
 Edmonton Int. (YEG), Canada

 **0 hr 50**  
 AC8164 Economy (A)  
 Operated by Air Canada Express - Jazz Q400

## Purchase summary

1 Adult



### Air Transportation Charges

Base Fare - Departing Flight - Economy - Flex	131.00
Base Fare - Return Flight - Economy - Flex	131.00
Surcharges	24.00



### Taxes, fees and charges

Goods and Services Tax - Canada - 100092287 RT0001	18.01
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	60.00
<b>GRAND TOTAL - Canadian dollars</b>	<b>\$378<sup>26</sup></b>