



Expense Report

April 1 - June 30, 2019

Wendy Romanko

Vice President, Human Resources

1) Travel

Travel Type	Description	Date	Amount	Notes
Office Visit	airfare	April 2, 2019	\$ 906.38	
Calgary, AB	meals (1 breakfast)		9.20	<i>receipts not req'd for per diems or allowances</i>
	meals (receipted - 1 lunch)		33.88	
	refreshments		65.65	
	parking		28.00	
	vehicle rental		50.44	
			<u>1,093.55</u>	
Total Travel Expenses			<u>\$ 1,093.55</u>	

2) Conferences

Conference Name	Description	Date	Amount	Notes
Human Capital Institute (HCI) Inclusive	conference fee	May 5-8, 2017	\$ 2,177.64	
Diversity Conference	airfare		424.84	
San Francisco, CA	hotel accommodation		1,438.06	
	meals (1 breakfast, 1 lunch and 3 dinners)		114.82	<i>receipts not req'd for per diems or allowances</i>
	parking		30.00	
	taxis		159.17	
	mileage		50.50	<i>receipts not req'd for per diems or allowances</i>
	incidental allowance		43.95	<i>receipts not req'd for per diems or allowances</i>
			<u>4,438.98</u>	
Total Conference Expenses			<u>\$ 4,438.98</u>	



Expense Report
April 1 - June 30, 2019

Wendy Romanko
Vice President, Human Resources

3) Professional Membership Fees

Expense Description	Date	Amount	Notes
None		-	
		-	
Total Expenses for the period		\$ 5,532.53	



eTicket Receipt

Prepared For
ROMANKOWENDY MS

RESERVATION CODE	JY6K65
ISSUE DATE	18Mar19
TICKET NUMBER	8382146600090
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/4NM

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
02Apr19	WESTJET WS 3394 Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 08:30	CALGARY INTLAB, CANADA Time 09:24	Fare Family Premium Seat Number 03A (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XT14SG Not Valid Before 02APR19 Not Valid After 02APR20
02Apr19	WESTJET WS 3225 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 15:15	EDMONTON INTL AB, CANADA Time 16:07	Fare Family Premium Seat Number 03D (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis QA3NA0MQ Not Valid Before 02APR19 Not Valid After 02APR20

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD -XXXXXXXXXXXX
Fare Calculation Line	YEA WS YYC123.52WS YEA246.25NUC369.77END ROE1.315661
Exchanged Ticket	8382058464463
Fare	
Change Fee	
Tax on change fee	
Taxes/Fees/Carrier-Imposed Charges	

Total Fare

Total Additional Collection

CAD 84.15

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.

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.iatatravelcenter.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

Total airfare

Original flight	\$ 622.23	} Credit on account* used to pay for this ticket
Change fee	200.00	
Additional fee	84.15	
	<u>\$ 906.38</u>	

* related with a flight cancelled last year

From: support@service.expedia.ca
Sent: May-18-18 8:16 AM
To: Wendy Romanko;
Subject: Requested Email: Flight Cancel - Itin: 7350222914968 -

Dear

Thank you for calling Expedia.ca to confirm your credit of your cancelled WestJet Ticket

Although your ticket is nonrefundable and have a penalty to reissue.. WestJet airlines allow it to be used as future travel credit and you will be subject to the fare difference and tax and the penalty

Ticket Number: 8382058464463

Ticket Value: C\$622.23

Travelers Names: ROMANKO/WENDY

AIRLINES Penalty: C\$200.00 plus any possible fare difference and any applicable taxes

Kindly Note

- 1) New ticket have to be departing from Canada
- 2) New Ticket should be owned by WestJet Airlines
- 3) New Ticket should be under the same traveler name
- 4) New Ticket should be reissued before

When you would like to redeem the credit.. please call us for redemption with one of our agents

Expedia.ca Customer Support

1-888-397-3342 (Available 24/7)

Chicago

16 Jun 2018 - 21 Jun 2018 | Itinerary # 7350222914968



This page can be used as an E-Ticket.

Itinerary # 7350222914968

Before travelling, print a copy of your itinerary and take it with you!

Important Information

- Remember to bring your itinerary and government-issued photo ID for airport check-in and security

Flight \$622.23 (original cost)

Price Summary

- Return Flight
- Hotel

Edmonton (YEG) → Chicago (ORD)

16 Jun 2018 - 21 Jun 2018, 1 return ticket

CONFIRMED

Delta
WestJet

GYZL16
YHHAWX

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

Additional Flight Services

- The airline may charge additional fees Opens in a new window. for checked baggage or other optional services.

Traveller Information

Wendy Romanko Adult	WestJet Rewards 520351263	Ticket # 8382058464463
-------------------------------	-------------------------------------	----------------------------------

5,197 points

Expedia.†

For this trip

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

- 4,498 base points for this trip
- 250 bonus points for +VIP Access Bonus Offer
- 0 bonus points for 20131104_250_VIP_Access_Bonus_fulfill_3_child_23
- 449 bonus points for +silver Bonus Offer

16 Jun 2018 - Departure 1 **Total travel time: 6 h 21 m stop**



Edmonton	Calgary	0 h 49 m
YEG 7:30am	YYC 8:19am	262 km
WestJet 242		
Economy (X) Confirm seats with the airline*		



Exclusive Amenities
This +VIP Access hotel offers an exclusive amenity just for +silver members.

Layover: 2 h 6 m

Calgary Chicago 3 h 26 m
2,237 km
YYC 10:25am ORD 2:51pm
Terminal 5

WestJet 1578

Economy (X) | Confirm seats with the airline*

21 Jun 2018 - Return 1 stop Total travel time: 6 h 4 m

Chicago Minneapolis 1 h 43 m
549 km
ORD 9:01am MSP 10:44am
Terminal 2 Terminal 1
Delta 2714
Economy (Q) | Confirm seats with the airline*

Layover: 1 h 16 m

Minneapolis Edmonton 3 h 5 m
1,749 km
MSP 12:00pm YEG 2:05pm
Terminal 1
Delta 4771 Operated by SKYWEST DBA DELTA
CONNECTION
Economy (Q) | 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 and non-transferable.** A change fee of C\$200.00 per ticket is charged by the airline for all itinerary changes.
- **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 James Chicago-Magnificent Mile
16 Jun 2018 - 21 Jun 2018 , 1 room | 5 nights

CONFIRMED
Confirmation # CI2L971Z

We have confirmed your hotel reservation with the property.

Additional Hotel Services

<https://www.expedia.ca/itinerary-print?tripid=43317912-ab20-...> 2018-05-15

KIMU SUSHI
6522 4th Street N.E.
(587) 293-9380

DATE: 2019-04-02 (13:41:46)
TABLE: 7 BILL: 72394
SERVER:
GUEST#: 8

Group 1

D.3 Sashi. Sushi	\$15.95
Yam Tempura (6pc)	\$7.45
Green Tea	\$1.00

SUBTOTAL: \$24.40
GST(5%): \$1.22
TIP(15%): \$3.84
TOTAL: \$29.46

THANK YOU

KIMU

SUSHI KIMU

6522 4 ST NE
CALGARY, AB T2K 6H2
5872939380

<https://www.sushikimu.com>

Cashier:

Transaction 002956

Total	CA\$29.46
Tip	CA\$4.42
CREDIT CARD SALE	CA\$33.88

02-Apr-2019 12:26:28PM
CA\$33.88 | Method:
CONTACTLESS

Ref #: 909200521060
Auth #: 088423
MID: *****5889
AID: A0000000031010
AthNtwkNm: VISA

Tim Hortons

TH#5264 Destination Deerfoot City
979 - 64th Avenue NE
Calgary, AB T2E 7P4
587-296-7979

Take Out
389

2 Take 12 Original Blend	\$37.78
1 TR 1 of 7	
2 Muf-Assrtd Dozen	\$25.98
1 Card Approved	

Subtotal:	\$63.76
GST: \$1.89 PST:	\$0.00
Grand Total:	\$65.65
Visa:	\$65.65
Change Due:	\$0.00

Take Out # 389 300 Cashier

Thanks for stopping by!
Tue Apr 2, 2019 10:02:19
Receipt #: 6045373
GST # 809172984 RT0001
Status (Purchase): 1 / 7
Banked Rewards: 0

VISA
Card Entry:TAP_ICC Sequence:000147
Trans Type:Purchase \$65.65
Term #: 203
Ref #: 00000147
Application Label: VISA CREDIT
AID #: A0000000031010
FUR #: 0000000000
TSI #: 0000
Auth #:065441 APPROVED

Guest Copy

Can-T5J 2T2 Edmonton
Tax Code CA5%

Exit Lane 02/04/19 16:20
Receipt 006930

Short-term parking tkt
DL - No. 102458
02/04/19 07:04
02/04/19 16:20
Period 0d9h17'
(Tax) \$25.00

Total \$25.00

Payment Received \$25.00

merch:02003340013
Auth:005240
Type: Swiped

Sub Total \$23.81
Tax 5% \$1.19

888EC2A5 - 1/1

Parking - \$25.00
\$ 3.00

\$28.00



Rental Agreement Summary

Renter: WENDY ROMANKO

Dates & Times Location

Pickup Apr 2, 2019 9:34 2000 AIRPORT RD NE CALGARY, AB T2E6W5 4032338021

Return Apr 2, 2019 13:45 2000 AIRPORT RD NE CALGARY, AB T2E6W5 4032338021

Vehicle

Make/Model: MITS/MIRA Color: PER MFG Car Class Driven: ECAR Car Class Charged: CCAR Miles In: 404 Miles Out: 202 Mileage: 202 Fuel In: Full Fuel Out: Full License: U19061 State/Province: AB Unit #: 7SVBBT Vehicle #: KH007770

Table with columns: Charges, Price/Unit, Total. Includes items like TIME AND DISTANCE, AIRPORT FACILITY, CONCESSION FEE, and Total Charges: \$50.44.

Subject to Audit Your loyalty number is QJJ7PK2 For Reservations: 1-800-RENT-A-CAR

DISPLAY TICKET ON DASH #*Expiration Date/Time*# 01:15 PM APR 02, 2019

Use Date/Time: 10:15am Apr 02, 2019 Total Parking: \$3.00 Total GST: \$0.15 Total Due: \$3.15 Rate: HOURLY Paid: \$3.15 Pmt Type: CC (Swipe) Meter #: 40861100 S/N #: 300010390817 Setting: Lot 271 Mach Name: Lot 271 - 3

Auth #: 066508

GST REG#887316638

RECEIPT #*Expiration Date/Time*#: 01:15pm Apr 02, 2019 Use Date/Time: 10:15am Apr 02, 2019 Total Parking: \$3.00 Total GST: \$0.15 Total Due: \$3.15 Rate: HOURLY Paid: \$3.15 Pmt Type: CC (Swipe) Meter #: 40861100 Setting: Lot 271 Mach Name: Lot 271 - 3

Auth #: 066508

Vehicle Rental - \$50.44

REPT. RECU DE STATIONNEMENT PARKING RECEIPT RECU DE STATIONNEMENT PARKING RECEIPT RECU DE STATIONNEMENT

Wendy Romanko

From: HCI, Human Capital Institute, Inc. <receipts+acct_18iiseJuuchAp22i@stripe.com>
Sent: January-08-19 10:15 AM
To: Wendy Romanko
Subject: Your HCI, Human Capital Institute, Inc. receipt [#8391-1578]



Receipt from HCI, Human Capital Institute,
Inc.
Receipt #1578-8391

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$1,595	January 8, 2019	

SUMMARY

Entry ID: 30, Product: 2-Day Pass	\$1,595.00
Amount paid	\$1,595.00

US exchange 1.36529
= \$2,177.64

If you have any questions, contact us at bonnie.bloomfield@hci.org
or call at +1 866-538-1909.

Something wrong with the email? [View it in your browser.](#)

You're receiving this email because you made a purchase at HCI, Human Capital Institute, Inc. HCI, Human Capital Institute, Inc. partners with Stripe to provide secure invoicing and payments processing.

Stripe, 510 Townsend Street, San Francisco CA 94103



Receipt for San Francisco

5 May 2019 - 10 May 2019

Itinerary # ~~7417942710112~~

Booked Items

Flight: Edmonton (YEG) to San Francisco (SFO)
Flight: San Francisco (SFO) to Edmonton (YEG)

Depart: 05/05/2019 | Return: 10/05/2019 ,1 round trip ticket

Traveller Information

Wendy Romanko - Adult

Cost Summary

Booked Date: 8 Mar 2019

Traveller 1: Adult	C\$360.96
Flight	C\$360.96
Taxes & Fees	C\$0.00

Total: **C\$360.96**

Paid: **C\$360.96**

~~Visa 4160~~

All prices quoted in Canadian dollars.

baggage fee \$31.50
baggage fee \$32.38

\$424.84

1 baggage, May 5, 2019

AIR CANADA BAGGAGE FEE RECEIPT/RECU POUR FRAIS DE BAGAGES PAGE 1
EDMONTON-YEG YEG TO/A SAN FRANCISCO SFO 2019-05-05

WENDY ROMANKO	
EXCESS BAGGAGE FEE/FRAIS D'EXCEDENT DE BAGAGE (1 piece/bagage)	30.00
GST/TPS	1.50
TOTAL CAD	31.50

TOTAL CAD	31.50

Payment/Paiement:

XG-GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001 NON REFUNDABLE/NON REMBOURSABLE

1 baggage (return flight) May 10, 2019

AIR CANADA 0143482655554WINNIPEG

MB

32.38

23.42 USD @ 1.382500000000



333 O'FARRELL STREET
 SAN FRANCISCO, CA 94102
 United States of America
 TELEPHONE 415-771-1400 • FAX 415-202-7798
 Reservations
 www.hilton.com or 1 800 HILTONS

ROMANKO, WENDY
 50 CORRIVEAU AVE
 ST. ALBERT AB T8N3T5
 CANADA

Room No: 11676/K1D
 Arrival Date: 5/5/2019 3:19:00 PM
 Departure Date: 5/8/2019
 Adult/Child: 1/0
 Cashier ID: ADIVINO
 Room Rate: 299.00
 AL:
 HH #
 VAT #
 Folio No/Che

Confirmation Number: 3515895863

HILTON SAN FRANCISCO 5/7/2019 3:03:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
1/8/2019	Advance Deposit MC *3442	CDEGUZM A	25526591		(\$348.19)	
5/5/2019	GUEST ROOM	ADIVINO	25972237	\$299.00		
5/5/2019	CALIFORNIA TOURISM TAX	ADIVINO	25972237	\$0.60		
5/5/2019	CITY OCCUPANCY TAX	ADIVINO	25972237	\$41.86		
5/5/2019	SF BUSINESS DISTRICT ASSESSMNT	ADIVINO	25972237	\$6.73		
5/6/2019	GUEST ROOM	ADIVINO	25977487	\$299.00		
5/6/2019	CALIFORNIA TOURISM TAX	ADIVINO	25977487	\$0.60		
5/6/2019	CITY OCCUPANCY TAX	ADIVINO	25977487	\$41.86		
5/6/2019	SF BUSINESS DISTRICT ASSESSMNT	ADIVINO	25977487	\$6.73		
5/7/2019	GUEST ROOM	ADIVINO	25981786	\$299.00		
5/7/2019	CALIFORNIA TOURISM TAX	ADIVINO	25981786	\$0.60		
5/7/2019	CITY OCCUPANCY TAX	ADIVINO	25981786	\$41.86		
5/7/2019	SF BUSINESS DISTRICT ASSESSMNT	ADIVINO	25981786	\$6.73		
WILL BE SETTLED						\$696.38
EFFECTIVE BALANCE OF						\$0.00

HILTON HOTELS	SAN FRANCISCO CA		964.17
696.38 USD @	1.384540000000		
Deposit \$ 348.19 USD @	1.361009		
			473.89
			1,438.06

Your Booking

Reference Number: **XZ546**

Car Park: Value Park
Entry: 04:00 on Sunday, 05 May 2019
Exit: 15:00 on Friday, 10 May 2019
License Plate: USP 098

Payment Details

Booking Rate:
GST @ 5%: (CAD GST)
Total: 30.00
paid by AGLC
Credit Card Number:
Access Card Number:



This is your booking confirmation and GST receipt: R128599776.

[Change my booking](#)

~~Claiming \$30.00~~

Parking Instructions

Directions to Value Park:

TAXI EXPENSES

May 5-7, 2019

Date	Amount (US)	US Exchange Rate	Amount (CAD)
May 5, 2019	54.16	1.38310	74.91
May 8, 2019	60.95	1.38250	84.26

TOTAL

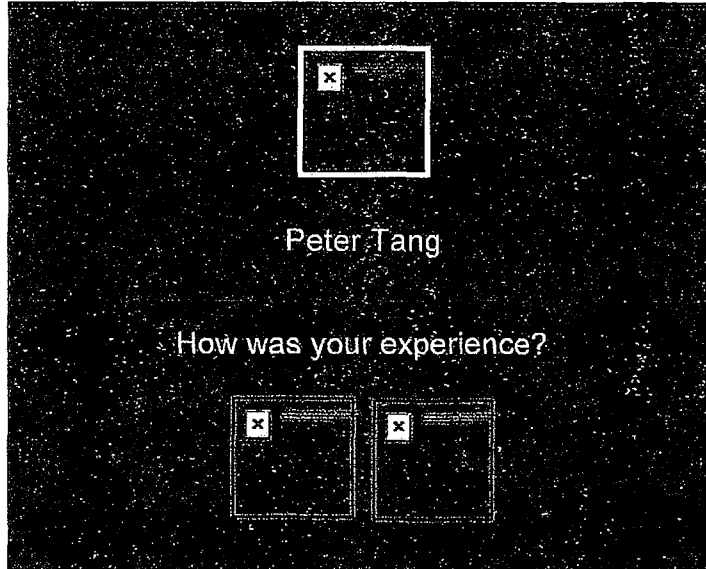
159.17

Wendy Romanko

From: /ia Square <receipts@messaging.squareup.com>
Sent: May-05-19 11:05 AM
To: Wendy Romanko
Subject: Receipt from Peter Tang

Now when you shop at sellers who use Square, your receipts will be delivered automatically.

[Not your receipt?](#)



\$54.16

Custom Amount	\$47.10
Purchase Subtotal	\$47.10
Tip	\$7.06
Total	\$54.16

WR-16

SQ *PETER TANG
54.16 USD

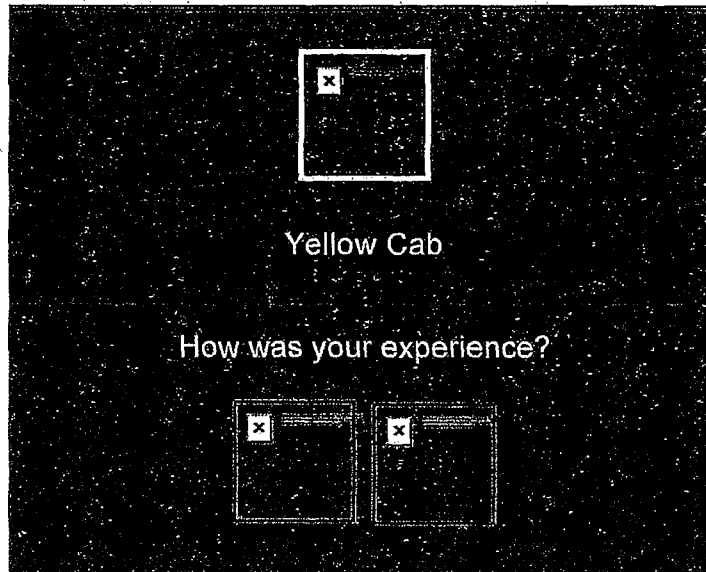
SAN FRANCISCO CA
@ 1.383100000000

74.91

Wendy Romanko

From: Yellow Cab via Square <receipts@messaging.squareup.com>
Sent: May-08-19 1:37 PM
To: Wendy Romanko
Subject: Receipt from Yellow Cab

Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)



\$63.00

- Adjusted tip to 15% only.

Custom Amount	\$53.00
Purchase Subtotal	
Tip	
Total	

*53.00
7.95 15%

60.95*

WR 15

*x 1.3825
\$84.26 ~~amount~~ ~~amount~~
aid by AGLC*