### expense | monthly tracking report

claimant | Grundy, Brad

position | Superintendent, CFO, Corporate Treasurer

level | Superintendent

reporting period | January 1 to February 29, 2020

date of report | April 9, 2020



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Public Accounts Committee	02/11/2020	return bus fare	\$152.00	travel	BUS airfare/bus/rail
Meeting, Edmonton, AB					
Public Accounts Committee	02/11/2020	per diem meals	\$43.00	travel	BUS food/non alcoholic beverage
Meeting, Edmonton, AB					
Budget/Assurance Framework	02/27/2020	return bus fare	\$152.00	travel	BUS airfare/bus/rail
Meeting with Alberta Education,					
Edmonton, AB					
Budget/Assurance Framework	02/28/2020	accommodations	\$111.15	travel	BUS accommodation
Meeting with Alberta Education,					
Edmonton, AB					
Budget/Assurance Framework	02/28/2020	per diem meals	\$55.00	travel	BUS food/non alcoholic beverage
Meeting with Alberta Education,					
Edmonton, AB					

### ILU of Education have a subsistence Expense Report

(Please attach receipts)  (Canadian Oolege)  Registration/Conference Fees  Travel Costs  Airfare (Including trip cancellation insurance)  Rai/Bus  Airfare (Including trip cancellation insurance)  Rai/Shuttle Bus/Car Rental in Celigary  Taxi/Shuttle Bus/Car Rental at Destination  Personal Vehicle Rm @ 50¢/km (submit on Km Payment Form to Payrol)  Accommodations at Single Rate  Alternate Accommodation @ \$35.00/night  Conference Accommodations  Berakfast  Shutch 1@ \$17.00  Dinner 1@ \$26.00  Conference Accommodation  Dinner 1@ \$26.00  Conference Accommodation  Dinner 1@ \$26.00  Accommodation Charges  Parking – in Caligary  Parking – in Caligary  Parking – at Destination  Conference Accommodation  Dinner Provide Details  Fee to an object the foot of Payment End of Payment (Payrol)  Accommodation of the Payrol (P	Details of Trip   Please Print			Date: 1	March 2, 2020	
Purpose of Trip/Name of Conference: Public Accounts Committee Departure and Return Dates: February 11, 2020 Destination: Edmonton, AB  Description of Expenses (Please attach receipts)  Total Cost (Rate (Detailer) Please attach receipts)  Registration/Conference Fees Travel Costs Airfare (Including trip cancellation insurance) Rai/Bos Travel Costs Airfare (Including trip cancellation insurance) Rai/Bos Travel Costs Travel Costs Airfare (Including trip cancellation finance) Registration/Conference Fees Travel Costs Travel Costs Airfare (Including trip cancellation finance) Registration of Expense Teavify Shuttle Bus/Car Rental at Destination Personal Vehicle Registration of Expense Teavify Costs Travel Costs Travel Costs Airfare (Including trip cancellation finance) Registration of Expense Teavify Shuttle Bus/Car Rental at Destination Personal Vehicle Registration of Expense Teavify Shuttle Bus/Car Rental at Destination Personal Vehicle Registration of Expense Teavify Shuttle Bus/Car Rental at Destination Personal Vehicle Registration of Expense Teavify Shuttle Bus/Car Rental at Destination Personal Vehicle Registration of Expense Teavify Shuttle Bus/Car Rental at Destination Personal Vehicle Registration of Expense Teavify Shuttle Bus/Car Rental at Destination Personal Vehicle Registration of Expense Teavify Shuttle Bus/Car Rental at Destination Personal Vehicle Registration of Expense Teavify Shuttle Bus/Car Rental at Destination Personal Vehicle Registration of Expense Teavify Shuttle Bus/Car Rental at Destination Personal Vehicle Registration of Expense Teavify Shuttle Bus/Car Rental at Destination Personal Vehicle Registration of Shuttle Residual Registration Personal Vehicle Registration of Shuttle Residual Registration Personal Vehicle Registration of Shuttle Residual Registration of Shuttle Residual Registration of Shuttle Residual Registration of Shuttle Registra	Employee's Name: Brad Grundy		Vendoi		•	
Purpose of Trip/Name of Conference: Public Accounts Committee Departure and Return Dates: February 11, 2020 Destination: Edmonton, AB  Description of Expenses (Please attach receipts)  Total Cost (Claradian Daters) Rate (Please attach receipts)  Registration/Conference Fees Travel Costs Airfare (Including trip cancellation insurance) RailBus Stability Stability Stability Subscription of Expenses Registration/Conference Fees Travel Costs Airfare (Including trip cancellation insurance) RailBus Stability Stability Stability Stability Stability Stability Stability Stability Send of for payrol Accommodations at Single Rate Alternate Accommodation @ \$35.00/right Conference Accommodation @ \$35.00/right Conference or Others) Braskist Stability Stability Stability Stability Stability Stability Stability Stability Stability Send of for payrol Accommodations Meals (including trips) (excluding meals covered by Conference or Others) Stability Send of for payrol Send of for	School/Department to mail cheque to: <b>Finan</b>	ce / Technology	/ Services			
Destription of Expenses (Please attach receipts)  Total Cost (Caradan Robers)  Rate (Please attach receipts)  Registration/Conference Fees Travel Costs Airfare (including trip cancellation insurance)  Rail/Bus  Traxi/Shuttle Bus/Car Rental in Calgary  Traxi/Shuttle Bus/Car Rental at Destination  Personal Vehicle Submitton for Payment Form to Payrol)  Accommodations at Single Rate Alternate Accommodation @ \$35.00/right Conference Accommodation @ \$35.00/right Conference or Others)  Breakfast  St2.00  Travel Costs  Traxi/Shuttle Bus/Car Rental in Calgary  Traxi/Shuttle Bus/Car Rental at Destination  Personal Vehicle Rm @ 50e/Rm (Submit on Km Payment Form to Payrol)  Accommodations at Single Rate  Alternate Accommodation @ \$35.00/right Conference Accommodation  Breakfast  St2.00  Travel Costs  Traxi/Shuttle Bus/Car Rental at Destination  Personal Vehicle Submit on Km Payment Form to Payrol)  Accommodations at Single Rate  Alternate Accommodation @ \$35.00/right Conference Or Others)  Breakfast  St2.00  Travel Costs  Traxi/Shuttle Bus/Car Rental at Destination  Personal Vehicle Submit on Km Payment Form to Payrol)  Accommodations at Single Rate  Alternate Accommodation @ \$35.00/right Conference Or Others)  Breakfast  St2.00  Travel (including tips) (secoluding meals covered by Conference or Others)  Conference or Others  Traxi/Shuttle Bus/Car Rental at Destination  Traxi/Shuttle Bus/Car Rental at Single Rate  Alternate Accommodation & Sanda Rental Alternate Accommodation & Sanda Re						
Total Cost (Please attach receipts)  Total Cost (Canadan Dollars) Rate (Rate (File hiterasian purposes) Registration/Conference Fees Travel Costs  Afriare (Including trip cancellation insurance)  Rai/Plus Rai/P						
(Please attach receipts)  (Canadan Realers)  (Canad	Destination: Edmo	nton, AB				
(Please attach receipts)  (Canadian Opilers)  (Rate throtter)  (Canadian Opilers)  (Rate throtter)  (Canadian Opilers)  (Rate throtter)  (Including CST)  (Incl	Description of Expenses	Total Cost	Exchange	Amount Paid	Amount Paid	Alias to be charged for
Travel Costs  Airfare (Including trip cancellation insurance) Rail/Bus \$152.00 \$152.00  Taxi/Shuttle Bus/Car Rental in Calgary  Taxi/Shuttle Bus/Car Rental at Destination Personal Vehicle km @ 50¢/km Send on for peyn (submit on Km Payment Form to Payroll)  Accommodations at Single Rate Alternate Accommodation @ \$35.00/night Conference Accommodations  Meals (including tips) (excluding meals covered by Conference or Others)  Breakfast @ \$12.00  Lunch 1@ \$17.00 17.00 17.00  Dinner 1@ \$26.00 26.00  Or Actual Expense  Telecommunication Charges Parking – in Calgary Parking – at Destination  Other – Provide Details Fuel for rental car  FOTAL 195.00 152.00 43.00  CASH ADVANCE IF ANY–Ref #  AMOUNT DUE TO (OWING BY) CLAIMANT  SST Breakout Area	, 2	(Canadian Opiliars)	(for information	Invoice/P-Card/ Amex Payroll for Mileago	For Out of Pocket Expenditures	Claimant's Expenses
Airfare (Including trip cancellation insurance)  Raii/Bus \$152.00 \$152.00  Taxi/Shuttle Bus/Car Rental in Celgary  Taxi/Shuttle Bus/Car Rental at Destination Personal Vehicle km @ 50¢/km (submit on Km Payment Form to Payroll)  Accommodations at Single Rate Alternate Accommodation @ \$35.00/night Conference Accommodations  Meals (Including tips) (excluding meals covered by Conference or Others) Breakfast @ \$12.00  Lunch 1@ \$17.00 17.00 17.00  Dinner 1@ \$26.00 26.00  Or Actual Expense  Telecommunication Charges Parking - in Calgary Parking - at Destination Other Provide Details Fuel for rental car  FOTAL 195.00 152.00 43.00  CASH ADVANCE IF ANY-Ref #  AMOUNT DUE TO (OWING BY) CLAIMANT  GST Breakout Area	Registration/Conference Fees					
\$152.00 \$152.0	Travel Costs					
Taxi/Shuttle Bus/Car Rental in Calgary  Taxi/Shuttle Bus/Car Rental at Destination Personal Vehicle km @ 50¢/km (submit on Km Payment Form to Payroll)  Accommodations at Single Rate Alternate Accommodation @ \$35.00/night Conference Accommodations Meals (including tips) (excluding meals covered by Conference or Others) Breakfast @ \$12.00  Lunch 1@ \$17.00 17.00  Dinner 1@ \$26.00 26.00  Or Actual Expense Telecommunication Charges Parking – in Calgary Parking – at Destination Other – Provide Details Fuel for rental car TOTAL 195.00 152.00 43.00  CASH ADVANCE IF ANY–Ref #	☐ Airfare (including trip cancellation insurance)					
Taxi/Shuttle Sus/Car Rental at Destination  Personal Vehicle km @ 50¢/km (submit on Km Payment Form to Payroll)  Accommodations at Single Rate  Alternate Accommodation @ \$35.00/night Conference Accommodations  Meals (including tips) (excluding meals covered by Conference or Others)  Breakfast @ \$12.00  Lunch 1@ \$17.00 17.00  Dinner 1@ \$26.00 26.00  Or Actual Expense  Telecommunication Charges  Parking – in Calgary  Parking – at Destination  Other – Provide Details Fuel for rental car  FOTAL 195.00 152.00 43.00  CASH ADVANCE IF ANY–Ref #  AMOUNT DUE TO (OWING BY), CLAIMANT  GST Breakout Area		\$152.00		\$152.00		
Personal Vehicle km @ 50¢/km (submit on Km Payment Form to Payroll)  Accommodations at Single Rate  Alternate Accommodation @ \$35.00/night Conference Accommodations  Meals (including tips) (excluding meals covered by Conference or Others)  Breakfast @ \$12.00  Lunch 1@ \$17.00 17.00  Dinner 1@ \$26.00 26.00  Or Actual Expense  Telecommunication Charges  Parking – in Calgary  Parking – at Destination  Other – Provide Details Fuel for rental car  FOTAL 195.00 152.00 43.00  CASH ADVANCE IF ANY–Ref #  AMOUNT DUE TO (OWING BY) CLAIMANT  GST Breakout Area	্ৰ Taxi/Shuttle Bus/Car Rental in Calgary					
(submit on Km Payment Form to Payroli)  Accommodations at Single Rate  Alternate Accommodation @ \$35.00/night Conference Accommodations  Meals (including tips) (excluding meals covered by Conference or Others)  Breakfast @ \$12.00  Lunch 1@ \$17.00 17.00 17.00  Dinner 1@ \$26.00 26.00 26.00  Or Actual Expense  Telecommunication Charges  Parking – in Calgary  Parking – at Destination  Other — Provide Details Fuel for rental car  FOTAL 195.00 152.00 43.00  CASH ADVANCE IF ANY—Ref #  AMOUNT DUE TO (OWING BY) CLAIMANT  43.00  GST Breakout Area						
Alternate Accommodation @ \$35.00/night Conference Accommodations  Meals (including tips) (excluding meals covered by Conference or Others)  Breakfast @ \$12.00  Lunch 1@ \$17.00 17.00  Dinner 1@ \$26.00 26.00  Or Actual Expense  Telecommunication Charges  Parking – in Calgary  Parking – at Destination  Other – Provide Details Fuel for rental car  TOTAL 195.00 152.00 43.00  CASH ADVANCE IF ANY–Ref #	Personal Vehicle km @ 50¢/km (submit on Km Payment Form to Payroli)					Send original to Payroll for payment
Conference Accommodations  Meals (including tips) (excluding meals covered by Conference or Others)  Breakfast  \$\instrument{\text{Q}}\$\$12.00  Lunch  \$\instrument{\text{Q}}\$\$17.00  \$\instrument{\text{17.00}}\$  Dinner  \$\instrument{\text{Q}}\$\$\$26.00  \$\instrument{\text{26.00}}\$  Or Actual Expense  Telecommunication Charges  Parking - in Calgary  Parking - at Destination  Other - Provide Details Fuel for rental car  FOTAL  \$\instrument{\text{195.00}}\$  \$\instrument{\text{195.00}}\$  \$\instrument{\text{15.00}}\$  \$\instrument{\text{43.00}}\$  AMOUNT DUE TO (OWING BY) CLAIMANT  \$\instrument{\text{43.00}}\$	Accommodations at Single Rate					
by Conference or Others)  Breakfast  \$\text{0}\text{\$12.00}\$  Lunch  \$\text{1}\text{0}\text{\$17.00}\$  17.00  Dinner  \$\text{1}\text{0}\text{\$26.00}\$  Cor Actual Expense  Telecommunication Charges  Parking - in Calgary  Parking - at Destination  Other - Provide Details  Fuel for rental car  TOTAL  \$\text{195.00}\$  195.00  152.00  43.00  CASH ADVANCE IF ANY-Ref #						
Lunch   1@ \$17:00   17:00   17:00	by Conference or Others)					
### Dinner	☐ Breakfast @ \$12.00					
Telecommunication Charges  Parking – in Calgary  Parking – at Destination  Other – Provide Details Fuel for rental car  TOTAL  195.00  152.00  43.00  CASH ADVANCE IF ANY–Ref #  AMOUNT DUE TO (OWING BY) CLAIMANT  GST Breakout Area	© Lunch 1@.\$17:00	17.00			17.00	
Telecommunication Charges  Parking – in Calgary  Parking – at Destination  Other – Provide Details Fuel for rental car  TOTAL  CASH ADVANCE IF ANY–Ref #  AMOUNT DUE TO (OWING BY) CLAIMANT  GST Breakout Area	© Dinner 1@\$26.00	26.00			26.00	_
Parking – in Calgary  Parking – at Destination  Other – Provide Details Fuel for rental car  TOTAL  195.00  152.00  43.00  CASH ADVANCE IF ANY–Ref #  AMOUNT DUE TO (OWING BY) CLAIMANT  GST Breakout Area	C Or Actual Expense					
Parking – at Destination  Other – Provide Details Fuel for rental car  TOTAL  CASH ADVANCE IF ANY–Ref #  AMOUNT DUE TO (OWING BY) CLAIMANT  GST Breakout Area	Telecommunication Charges					
Other - Provide Details Fuel for rental car  TOTAL 195.00 152.00 43.00  CASH ADVANCE IF ANY-Ref #	Parking – in Calgary					
Fuel for rental car  TOTAL 195.00 152.00 43.00  CASH ADVANCE IF ANY-Ref #  AMOUNT DUE TO (OWING BY) CLAIMANT 43.00  GST Breakout Area	Parking – at Destination					
CASH ADVANCE IF ANY-Ref #						
CASH ADVANCE IF ANY-Ref # AMOUNT DUE TO (OWING BY) CLAIMANT 43.00  GST Breakout Area	FOTAL	195.00		152.00	43.00	
GST Breakout Area	CASH ADVANCE IF ANY-Ref #		,_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		1-1-0	
GST Breakout Area	AMOUNT DUE TO (OWING BY) CLAIMANT	<u> </u>			43.00	
certify that the above claim is correct:	GST Breakout Area					
	certify that the above claim is correct:			<del> </del>		

Approved by Superordinate

NOTE: Copies of amounts paid through the P-Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.

# Public Accounts Committee February 11, 2020

From: Sent:

Red Arrow Reservations <itinerary@redarrow.ca>

Edmonton, AB

To:

Subject:

January 31, 2020 2:29 PM

Return Bus Fare

Red Arrow Itinerary/Receipt



INVOICE

2020-01-31

You can reach us at:

Website User

Corporate Sales

ORDER# ORDERED CUSTOMER# P.O.	GROUP DEPARTING RETURNING REP	SALES AGENT
2085584 2020-01- 139230	2020-02- 11 2020-02-11 -	Website User

Travellers:

Grundy/Brad

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 08:00* Assigned to: 08A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 08:00 on 2020-02-11. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 11:50 on 2020-02-11. (3 hrs 50 mins)	3 hrs 50 mins	· Adult	1	\$ 72.38	\$ 76.00
EDMCAL 18:30* Assigned to: 08A Departs Edmonton (EDMTO / ETO 10014 104 St) at 18:30 on 2020-02-11. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 22:05 on 2020-02-11. (3 hrs 35 mins)	3 hrs 35 mins	Adult	1	\$ 72.38	\$ 76.00

#### Payments Received

DATE	GUEST	REFERENCE AMOUNT
2020-01-	Brad	\$ 152.00
3.1	Grundy	<b>3</b> 132.00

Base Price:	\$ 144.76
Discounts:	\$ 0.00
Service Charges:	\$ 0.00
GST:	<b>\$</b> 7.24
Invoice Total:	\$ 152.00
Payments Received:	\$ 152.00
Balance Due:	\$ 0.00

# PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN. PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE.

PAYMENT TERMS: DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of trip. GST# 8N139981476

bags and luggage slowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$10 per piece up to a maximum of 6 pieces total. Red Arrow will not be responsible for the loss of or damage to checked or carry-on luggage in excess of stated maximum liability. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices\*\*

CHANGE AND CANCELLATION POLICY: If you wish to change time, change date, or cancel for a full refund – you must provide us with the following notice: 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures. All Camrose Departures require 30 minutes notice. From December 11, 2020 – January 4, 2021 we require 24 hours notice to cancel or make any changes to a reservation. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

NO SHOWS: EFFECTIVE NOVEMBER 1, 2019: Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare.

HOLIDAY BLACKOUT PERIOD: Please note that from December 11, 2020 - January 4, 2021, we require 24 hours notice for all changes and cancellations. Additionally, Frequent Traveller Points may not be redeemed during the Holiday Blackout Period.

IDENTHICATION: Red Arrow reserves the right to check ED, or perform carry-on baggage checks at any time. If you do not have government issued picture ID; you could be defiled boarding:

ZERO TOLERANCE DRUG AND ALCOHOL POLICY: For the comfort, safety, and positive experience for all passengers, we're pleased to have a Zero Tolerance policy when it comes to intoxication, so test assured that any signs of intoxicated passengers will be handled appropriately and refused service.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

## M of Education 10000 & Supplies tence Expense Report

Details of Trip   Please Print			Date: I	March 2, 2020	
Employee's Name: Brad Grundy		Vendo	r <del>非</del> :	•	
School/Department to mail cheque to: Finance	ce / Technology	Services			
Purpose of Trip/Name of Conference: Meetil	ng with Alberta	Education -	-2020-21 Budge	t / Assurance.	Framework Briefing
L	ary 27-28, 2020				
Destination: Edmol	nton, AB				
Description of Expenses	Total Cost	Exchange	Amount Paid	Amount Paid	Alias to be charged for
(Please attach receipts)	(Canadian Dollars)	Rate (for information purposes)	by CBE Invoice(P-Card/ Amex/ Payre)! for Mileage (Induding GST)	by Claimant For Out of Pocket Expenditures (including GST)	Claimant's Expenses
Registration/Conference Fees					
Travel Costs					
Airfare (including trip cancellation insurance)					
□ Rail/Bus	\$152.00		\$152.00		
Taxi/Shuttle Bus/Car Rental in Calgary					
Taxi/Shuttle Bus/Car Rental at Destination					
© Personal Vehiclekm @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate	111.15		111.15		
Alternate Accommodation @ \$35.00/night Conference Accommodations					
Meals (including tips) (excluding meals covered by Conference or Others)					
☐ Breakfast 1@ \$12.00 (Friday)	12.00	· · · · · · · · · · · · · · · · · · ·		12.00	
© Lunch 1@ \$17.00 (Friday)	17.00			17.00	-
□ Dinner 1@ \$26.00 (Thursday)	26.00			26.00	-
○ Or Actual Expense					
Telecommunication Charges					
Parking – in Calgary					
Parking - at Destination					
Other – Provide Details					
Fuel for rental car					
TOTAL	318.15		263.15	55.00	
CASH ADVANCE IF ANY-Ref #					
AMOUNT DUE TO (OWING BY) CLAIMANT	·			55.00	
GST Breakout Area					
I certify that the above claim is correct:			ř		
Claimant's Signature			pproved by Stinen	<u>.</u> .	

NOTE: Copies of amounts paid through the P-Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.

2020-21 Budget / Assurance Framework Briefing

From:

Red Arrow Reservations <itinerary@redarrow.ca>

February 27-28, 2020

Sent:

February 24, 2020 11:51 AM

Grundy, Brad

To: Subject:

[EXTERNAL] Red Arrow Itinerary/Receipt

Edmonton, AB Return Bus Fare

This email originated from outside of the Calgary Board of Education. Do not click links or open attachments unless you recognize the sender and know the content is safe.



### ITINERARY/RECEIPT

2020-02-24

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED C	:USTOMER#	P.O. GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
2095684	2020-02- 20	139230		2020-02- 27	2020-02-28	· · · · <del>·</del>	Website User

Travellers:

Grundy/Brad

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 18:30 YYC* Assigned to: 08A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 18:30 on 2020-02-27. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 22:10 on 2020-02-27. (3 hrs 40 mins)	3 hrs 40 mins	Adult	1	\$ 72.38	\$ 76.00
EDMCAL 14:00 YYC* Assigned to: 07C Departs Edmonton (EDMTO / ETO 10014 104 St) at 14:00 on 2020-02-28. Arrives Calgary (CALTO / CTO 205 9	4 hrs 5 mins	Adult	T T	\$ 72.38	\$ 76.00.

			Base Price:	\$ 144.76
			Discounts:	\$ 0.00
Payments Ro	eceived		Service Charges:	\$ 0.00
DATE	GUEST	REFERENCE AMOUNT	GST:	\$ 7.24
2020-02- 20	Brad Grundy	.\$ 1.52.00	Invoice Total:	\$ 152.00
			Payments Received:	\$ 152.00
			Balance Due:	\$ 0.00

# PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN. PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE

PAYMENT TERMS: DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of trip. GST# BN139981476

LUGGAGE ALLOWANCE: Please note that the luggage allowance per person included in your fare is 4 pieces including carry-on bags and luggage stowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags: Additional luggage is \$10 per piece up to a maximum of 6 pieces total. Red Arrow will not be responsible for the loss of or damage to checked or carry-on luggage in excess of stated maximum liability. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices\*\*

CHANGE AND CANCELLATION POLICY: If you wish to change time, change date, or cancel for a full refund – you must provide us with the following notice: 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures. All Camrose Departures require 30 minutes notice. From December 11, 2020 - January 4, 2021 we require 24 hours notice to cancel or make any changes to a reservation. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

NO SHOWS: EFFECTIVE NOVEMBIR 1, 2019: Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare.

HOLIDAY BLACKOUT PERIOD: Please note that from December 11, 2020 - January 4, 2021, we require 24 hours notice for all changes and cancellations. Additionally, Frequent Traveller Points may not be redeemed during the Holiday Blackout Period.

IDENTIFICATION: Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time. If you do not have government issued picture ID, you could be denied boarding.

ZERO TOLERANCE DRUG AND ALCOHOL POLICY: For the comfort, safety, and positive experience for all passengers, we're pleased to have a Zero Tolerance policy when it comes to intoxication, so rest assured that any signs of intoxicated passengers will be handled appropriately and refused service.



Meeting with Alberta Education 2020-21 Budget / Assurance Framework Briefing February 27-28, 2020

Edmonton, AB Accommodations

#### The Best Value Under The Sun\_

Days Inn by Wyndham Edmonton Downtown 10041-106 Street Edmonton, AB, T5J 1G3 Tel: (780) 423-1925 Fax: (780) 424-5302

GST#:828171926

02/28/20

<u> </u>						02/20/20
Brad Grundy	Folio No.	-	8620	Room No.	:	215
	A/R Number	:		Arrival	:	02/27/20
	Group Code	;		Departure	*	02/28/20
	Company	:	FEDERAL GOVT BWS TRACKING			
	Wyndham Rewards	;		Rate Code	:	SGV
	Invoice No.	#·  -		Page No.	Ė	1 of 1

Date	Description	Charges	Credits
02/27/20	Room Charge	99.00	
02/27/20	GST 5%	4.95	
02/27/20	Provincial / Tourism Levy 4%	3.96	
02/27/20	Destination Marketing Fund 3%	2:97	
02/27/20	DMF GST 5%	0.15	
02/27/20	DMF Provincial/Tourism Levy 4	0.12	
02/28/20	Mastercard		111.1

Total	111.15 111.15
Balance	0.00

Guest Signature:

Please contact the Manager about any issues with your stay. Days Inn or affiliates may contact you about goods and services unless you call 877-212-2733 or write to Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Days Inn website about privacy.

Thank you for staying with us. It was our pleasure to serve you.