

expense | monthly tracking report

claimant | Gouthro, Elizabeth
 position | Director, Instructional Services
 level | Director
 reporting period | May 1 to June 30, 2014
 date of report | August-15-14



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Alberta Legislative Employment Council - Deaf and Hard of Hearing (DHH) tours , Edmonton, AB	05/12/2014	Use of Personal Vehicle to Edmonton, AB - May 8-9, 2014	\$337.25	travel	BUS mileage
Alberta Legislative Employment Council - Deaf and Hard of Hearing (DHH) tours , Edmonton, AB	05/09/2014	Accommodations	\$167.28	travel	BUS accommodation
Alberta Legislative Employment Council - Deaf and Hard of Hearing (DHH) tours , Edmonton, AB	05/08/2014	Meal	\$17.97	travel	BUS food/non alcoholic beverage
Alberta Legislative Employment Council - Deaf and Hard of Hearing (DHH) tours , Edmonton, AB	05/08/2014	Meal	\$26.51	travel	BUS food/non alcoholic beverage
Alberta Legislative Employment Council - Deaf and Hard of Hearing (DHH) tours , Edmonton, AB	05/09/2014	Parking at Hotel	\$25.00	travel	BUS general
College of Alberta School Superintendents (CASS) Team Leadership Conference, Banff, AB	03/11/2014	Registration for Conference - May 14-16, 2014	\$267.75	travel	PD course or registration fee
College of Alberta School Superintendents (CASS) Team Leadership Conference, Banff, AB	05/16/2014	Use of Personal Vehicle to Banff, AB - May 14-16, 2014	\$130.00	travel	PD mileage
College of Alberta School Superintendents (CASS) Team Leadership Conference, Banff, AB	05/16/2014	Accommodations	\$445.56	travel	PD accommodation
College of Alberta School Superintendents (CASS) Team Leadership Conference, Banff, AB	05/16/2014	Parking at venue	\$70.00	travel	PD general

Cell Phone	05/17/2014	Monthly Service Plan	\$69.09	other disclosed	telecom/cell phone
Tablet	05/17/2014	Monthly Service Plan	\$15.75	other disclosed	telecom/tablet
Cell Phone	06/17/2014	Monthly Service Plan	\$66.98	other disclosed	telecom/cell phone
Tablet	06/17/2014	Monthly Service Plan	\$15.76	other disclosed	telecom/tablet
Alberta Legislature Employment Council Advisory, Edmonton, AB	05/28/2014	Return airfare - Calgary -Edmonton for June 27, 2014	\$382.46	travel	BUS airfare/bus/rail
Alberta Legislature Employment Council Advisory, Edmonton, AB	06/27/2014	Taxi fare from Edmonton Airport to venue	\$65.00	travel	BUS general
Alberta Legislature Employment Council Advisory, Edmonton, AB	06/27/2014	Taxi fare from venue to Edmonton Airport	\$58.00	travel	BUS general
Alberta Legislature Employment Council Advisory, Edmonton, AB	06/27/2014	Parking at Calgary Airport	\$27.30	travel	BUS general

Travel & Subsistence Expense Report

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to Service Delivery, Education Centre

Details of Trip | Please Print

Date: May 12, 2014

Employee's Name Elizabeth Gouthro Vendor #: _____

School / Department to mail cheque to Learning Services

Purpose of Trip / Name of Conference Alberta Legislature Employment Council | DHH tours

Departure and Return Dates May 8 - 9 | 2014 Destination: Edmonton, AB

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	Amount Paid by Claimant For Out of Pocket Expenditures (including GST)	Alias to be charged for Claimant's Expenses
Registration/Conference Fees					
Travel Costs					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>674.50</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	\$337.25		\$337.25		Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>149.00</u> @ <u>1</u> Nights + taxes	\$167.28		\$167.28		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense	\$44.48		\$44.48		
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination	\$25.00		25.00		
Other – Provide Details					
TOTAL COST OF TRIP	\$574.01		\$574.01		
CASH ADVANCE IF ANY –Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

I certify that the above claim is correct

Original signed by E Gouthro
Claimant's Signature

Original signed by D Parsons
Approved by Superordinate

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



DELTA

EDMONTON CENTRE
SUITE HOTEL

10222 - 102 Street, Edmonton, Alberta T5J 4C5
Tel: 780-429-3900 Fax: 780-426-0562

GOVT AB
Elizabeth Gouthro
1221 8th Street SW
Calgary AB T2R0L4
Canada

Room: 0527
Folio:
Cashier: 460
Arrival: 05-08-14
Departure: 05-09-14

Date	Description	Additional Information	Charges	Credits
			149.00	
05-08-14	Room Charge		7.67	
05-08-14	Room - GST		6.14	
05-08-14	Room - Tourism Levy		4.47	
05-08-14	Room - Destination Mkt. Fee		25.00	
05-08-14	Weekdays-Parking			192.28
05-09-14				
Total			192.28	192.28
Balance Due			0.00	CDN

GST Summary	
Registration No: 899111215	
Room	7.67
F&B	0.00
Other	1.19
Total	8.86

Accommodation 167.28
Parking 25.00
192.28

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

FIONN MACCOOL'S EDMONTON
G310 - 10200 102A AVE NW
EDMONTON, AB T5J4B7
7804244330

SALE

Server #: 000032
Table #: 0061
Check #: 0000149119
MID: 97513700013
TID: 003 REF#: 00000003
Batch #: 009 12:20:54
05/08/14
APPR CODE: 142055

AMOUNT \$15.63
TIP \$2.34
TOTAL \$17.97

APPROVED

TVR: 00 00 00 80 00
TSE: E8 00

THANK YOU
PLEASE COME AGAIN

CUSTOMER COPY

FIONN'S - EDMONTON
10025 102 A Avenue
Edmonton, AB

THU MAY 8, 2014
CHECK #149119-1

TABLE #61
GUEST # 2

1 1pc FISH N CHIPS \$12.00
1 DIET COKE \$2.89
SUB-TOTAL : \$14.89
G.S.T. \$0.74
TOTAL \$15.63

How did we do?

Please give us 30-Second feedback
right from your phone! Just type

tellusnow.ca/346049
into your mobile browser

Thank you for your time

Bistro Praha

neck:15268
able:17
erver:milan
5/08/14 08:03pm

-[Seat 2]
1 Cordon Bleu \$21.95

Subtotal: \$21.95
GST: \$1.10
Sub w/Tax: \$23.05
Total: **\$23.05**

GST#:853316867RT0001

"Thank-You"

BISTRO PRAHA
10117 101 ST NW
EDMONTON AB

DATE 2014/05/08
TIME 9304 20:14:23
CLERK ID 2
RECEIPT NUMBER
006625331-001-027-031-0

PURCHASE
AMOUNT \$23.05
TIP \$3.46
TOTAL

\$26.51

APPROVED

AUTH# 221423 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to Service Delivery, Education Centre

Details of Trip | Please Print Date: May 22, 2014

Employee's Name Elizabeth Gouthro Vendor #: _____

School / Department to mail cheque to Learning Services

Purpose of Trip / Name of Conference Team Leadership Conference - CASS

Departure and Return Dates May 14-16 | 2014 Destination: Banff, AB

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	Amount Paid by Claimant For Out of Pocket Expenditures (including GST)	Alias to be charged for Claimant's Expenses
Registration/Conference Fees	\$267.75		\$267.75		
Travel Costs					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>260</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	\$130.00		<u>130.00</u>		Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>201.00</u> @ <u>2</u> Nights + taxes	\$445.46		\$445.46		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination	\$70.00		\$70.00		
Other – Provide Details					
TOTAL COST OF TRIP	\$913.21		<u>913.21</u>		
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					mileage submitted
GST Breakout Area					

I certify that the above claim is correct:

Original signed by E Gouthro
Claimant's Signature

Original signed by D Parsons
Approved by Superordinate

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

Harder, Barb L

From: Central Alberta Regional Consortium
Sent: March-11-14 10:06 AM
To: Gouthro, Elizabeth M
Cc: Gouthro, Elizabeth M
Subject: Transaction Receipt (Ref:2014CASS-83)

To Elizabeth Gouthro
Subject: Electronic Receipt from 2014 CASS Team Leadership

Our Reference : 2014CASS-83

Thank you for your successful transaction. Our Payment Gateway has returned the status of this transaction as :
TRANSACTION APPROVED.

If you have any queries with this transaction, please contact the merchant at

A copy of your receipt is attached below. Please retain this to assist us if you have any queries.

March 11, 2014 - 10:06:13 AM
3 TIER E-COMMERCE

TOTAL: 267.75
REFERENCE NUMBER: 2014CASS-83
MERCHANT NAME: Central Alberta Regional Consortium

PLEASE RETAIN AS RECORD OF PURCHASE

THE *Fairmont*
BANFF SPRINGS

405 Spray Avenue
P.O. Box 960
Banff, Alberta Canada T1L 1J4
T 403 762 2211 F 403 762 5755
G.S.T. Registration # 84968 1721 RT000

College of Alberta School Superintendent
MS Elizabeth Gouthro

Room : 0859
Folio # :
Cashier # : 258170
Page # : 1 of 1
Group Name : Cass 2013

Arrival : 05-14-14
Departure : 05-16-14

Fairmont President's Club

INFORMATION INVOICE

Date	Description	Additional Information	Charges	Credits
05-14-14	Package Charge		201.00	
05-14-14	Tourism Improvement Fee (2%)		3.78	
05-14-14	Alberta Tourism Levy (4%)		7.71	
05-14-14	Room GST (5%)		9.64	
05-14-14	Valet Parking		35.00	
05-14-14	Package GST (5%)		0.60	
05-15-14	Package Charge		201.00	
05-15-14	Tourism Improvement Fee (2%)		3.78	
05-15-14	Alberta Tourism Levy (4%)		7.71	
05-15-14	Room GST (5%)		9.64	
05-15-14	Valet Parking		35.00	
05-15-14	Package GST (5%)		0.60	
Total			515.46	0.00
Balance Due				515.46

GST Summary

Room	19.28
F&B	0.00
Other	4.53
Total	23.81

Accommodation 445.46
Parking 70.00
515.46

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay please contact David Roberts, General Manager, at David.Robertsgm@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

Mobile
Bill Date: May 17, 2014
ELIZABETH GOUTHRO

Next Bill Date: June 17, 2014

Learning Services

CURRENT CHARGES

Monthly charges billed to Jun 16, 2014

Corporate Share plan 30-10 36M	\$30.00	
less 33.33% Promotional Discount	<u>-10.00</u>	20.00
Includes: 3 Way Calling		
Call Forwarding		
Call Waiting		
250 Anytime minutes		0.00
Alberta Government 911 fee		0.44
Email& Internet BlackBerry 1GB	\$45.00	
less 33.33% Promotional Discount	<u>-15.00</u>	30.00
Bell to Bell Calling 10 - Mob	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Business Anytime Unlmt. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Sharing Feature	\$5.00	
less 70.00% Promotional Discount	<u>-3.50</u>	1.50
Travel text saver	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Message Centre & Call Display Bundle	\$12.00	
less 100.00% Promotional Discount	<u>-12.00</u>	0.00
6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	<u>-7.00</u>	0.00
Can-Can/US Text - Unlimited	\$15.00	
less 100.00% Promotional Discount	<u>-15.00</u>	0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
US Roaming \$0.25/min		0.00
Usage and long distance		
250 Anytime minutes Local Calling		
@\$.00/minute	329:17 min:sec	0.00

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$102.50
Total this month	\$102.50
<u>Usage Summary</u>	
	min:sec
Weekday	442:02
Weekend	52:03
Weeknight	40:40
Total time used	534:45
<u>Event Summary</u>	
Total Events	144
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	19.1562
Total this month	\$0.00

Mobile
Bill Date: May 17, 2014
ELIZABETH GOUTHRO

Next Bill Date: June 17, 2014

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Learning Services

CURRENT CHARGES

Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	18.4881 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	90:43 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	70:45 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	44:00 min:sec	0.00
Service zone		
@\$.00/MB	0.6681 MB	0.00
Converse MMSC	2 events	0.00
MSG from Bell	3 events	0.00
Picture/Video messaging	2 events	0.00
Travel text saver Unlimited Incoming Messages		
	88 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	49 events	0.00
Long distance		13.93
Taxes		
GST		3.22
Total current charges		\$69.09

Mobile
Bill Date: May 17, 2014
Elizabeth GOUTHRO
1221 8 ST SW
CALGARY, AB T2R 0L4
Learning Services

Next Bill Date: June 17, 2014

CURRENT CHARGES

Monthly charges billed to Jun 16, 2014

Tablet Flex 30 day (SIM only)		
Includes: Detail Billing		
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	-10.00	

Usage and long distance

Data 10MB Stepped Mobile Browser Usage			
Rate Details:	Data Used	Tier Charged	
Up to 10 MB	Exceeded	0.00	
Up to 250 MB	131.6864 MB	10.00	
Up to 5 GB		30.00	
Over 5 GB (\$0.015/MB)			

LEGEND
 MB = Megabyte GB = Gigabyte 1 GB = 1024 MB

Taxes

GST		0.75
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Total current charges **\$15.75**

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$10.00
Total this month	\$10.00
Packet Plan Usage Summary	
Total megabytes	131.6864
Total this month	\$10.00



Mobile

Bill Date: June 17, 2014
 ELIZABETH GOUTHRO

Next Bill Date: July 17, 2014

Learning Services

CURRENT CHARGES

Monthly charges billed to Jul 16, 2014

Corporate Share plan 30-10 36M	\$30.00	
less 33.33% Promotional Discount	-10.00	20.00
Includes: 3 Way Calling		
Call Forwarding		
Call Waiting		
250 Anytime minutes		0.00
Alberta Government 911 fee		0.44
Email& Internet BlackBerry 1GB	\$45.00	
less 33.33% Promotional Discount	-15.00	30.00
Bell to Bell Calling 10 - Mob	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Business Anytime Unlmt. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Sharing Feature	\$5.00	
less 70.00% Promotional Discount	-3.50	1.50
Travel text saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Message Centre & Call Display Bundle	\$12.00	
less 100.00% Promotional Discount	-12.00	0.00
6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	-7.00	0.00
Can-Can/US Text - Unlimited	\$15.00	
less 100.00% Promotional Discount	-15.00	0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
US Roaming \$0.25/min		0.00
Usage and long distance		
250 Anytime minutes Local Calling		
@\$.00/minute	489:39 min:sec	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary <i>min:sec</i>	
Weekday	696:38
Weekend	200:01
Weeknight	4:42
Total time used	901:21
Event Summary	
Total Events	109
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	15.7740
Total this month	\$0.00

Mobile
Bill Date: June 17, 2014
ELIZABETH GOUTHRO

Next Bill Date: July 17, 2014

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Learning Services

CURRENT CHARGES

Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	15.7159 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	182:43 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	135:59 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	93:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0581 MB	0.00
Comverse MMSC	6 events	0.00
Picture/Video messaging	1 event	0.00
Travel text saver Unlimited Incoming Messages		
	57 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	45 events	0.00
Long distance		11.90
Taxes		
GST		3.14
Total current charges		\$66.98

Mobile

Bill Date: June 17, 2014
Elizabeth GOUTHRO
1221 8 ST SW
CALGARY, AB T2R 0L4
Learning Services

Next Bill Date: July 17, 2014

CURRENT CHARGES

Monthly charges billed to Jul 16, 2014

Tablet Flex 30 day (SIM only)		
Includes:	Detail Billing	
\$1/MB US Data		\$10.00
less 100.00% Promotional Discount		<u>-10.00</u>

Usage and long distance

Data 10MB Stepped Mobile Browser Usage		
Rate Details:	Data Used	Tier Charged
	Exceeded	0.00
Up to 10 MB		
Up to 250 MB	116.6894 MB	10.01
Up to 5 GB		30.00
Over 5 GB (\$0.015/MB)		

LEGEND

MB = Megabyte GB = Gigabyte 1 GB = 1024 MB

Taxes

GST	0.75
-----	------

Total current charges **\$15.76**

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$10.00
Total this month	\$10.00
Packet Plan Usage Summary	
Total megabytes	116.6894
Total this month	\$10.01

5.00
0.00
10.01



Travel & Subsistence Expense Report

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to Service Delivery, Education Centre

Details of Trip | Please Print Date: June 30, 2014

Employee's Name Elizabeth Gouthro Vendor #: _____

School / Department to mail cheque to Learning Services

Purpose of Trip / Name of Conference Alberta Legislature Employment Council Advisory

Departure and Return Dates June 27 | 2014 Destination: Edmonton, Alberta

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate <small>(for information purposes)</small>	Amount Paid by CBE <small>Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)</small>	Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small>	Alias to be charged for Claimant's Expenses
Registration/Conference Fees					
Travel Costs					
▪ Airfare (including trip cancellation insurance)	\$382.46		\$382.46		
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination	\$123.00		\$123.00		
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary	\$27.30		\$27.30		
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	\$532.76				
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

COPY

I certify that the above claim is correct:

Original signed by E. Gouthro
Claimant's Signature

Original signed by D Parsons
Approved by Superordinate

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



Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is:

Guest details

Ms Elizabeth Gouthro Flight **Calgary (YYC)-Edmonton (YEG), Edmonton (YEG)-Calgary (YYC)**
 Ticket number 8382198570804
 Seat YYC-YEG 9B YEG-YYC 9B

Air itinerary details

Calgary (YYC) Fri Jun 27 2014, 7:45 AM Dehavilland Dash 8-400 Turboprop	Edmonton (YEG) Fri Jun 27 2014, 8:34 AM	WS 3270 Operated by WESTJET ENCORE	Fare type: Econo Non-stop
Edmonton (YEG) Fri Jun 27 2014, 4:35 PM Dehavilland Dash 8-400 Turboprop	Calgary (YYC) Fri Jun 27 2014, 5:25 PM	WS 3207 Operated by WESTJET ENCORE	Fare type: Flex Non-stop

Pricing breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
Adult	\$261.00	\$24.00	\$86.96	\$371.96	x 1	\$371.96 CAD

YYC-YEG: Econo fare type benefits
 One complimentary checked bag *
 Fully refundable if cancelled within 24 hours of booking **
 Advanced seat selection - \$5-34.50 *
 \$75-86.25 itinerary change fee + applicable fare difference
 \$75-86.25 name change fee
 \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -

* Not applicable on flights operated by our airline partners
 ** Excluding flights departing within 24 hours of booking
 - Non-refundable to original form of payment

YEG-YYC: Flex fare type benefits
 One complimentary checked bag *
 Fully refundable if cancelled within 24 hours of booking **
 Advanced seat selection - \$5-34.50 *
 \$50-57.50 itinerary change fee + applicable fare difference
 \$50-57.50 name change fee
 \$50-57.50 cancellation fee, balance credited toward future WestJet flight purchases -

* Not applicable on flights operated by our airline partners
 ** Excluding flights departing within 24 hours of booking
 - Non-refundable to original form of payment

Total airfare: **\$371.96 CAD**

Seats

Regular seat	WS 3270 YYC-YEG Seat 9B Ms Elizabeth Gouthro	\$5.00 CAD + \$0.25 CAD tax
Regular seat	WS 3207 YEG-YYC Seat 9B Ms Elizabeth Gouthro	\$5.00 CAD + \$0.25 CAD tax
		Total seats: \$10.50 CAD
		\$371.96 CAD
		\$10.50 CAD
		Total: \$382.46 CAD

Important details

WestJet permits one piece of carry-on baggage and one personal item on board. If you are on a flight operated by one of our partners, your allowance may be different - [learn more](#). All carry-on baggage must pass through security. Make sure your carry-on complies and avoid having to surrender your personal items. Review what you can - and can't - take on your flight by visiting our [restricted items info page](#) or [catsa.gc.ca](#).



Your checked baggage allowance depends on the aircraft you are travelling on, the fare option purchased and the destination you are travelling to or from. You may be permitted additional items, or items that are overweight or oversized in checked baggage. For more details, please see [Checked and excess baggage](#).

Use [web check in](#) to print your boarding pass and select your seat for free. This service is available as early as 24 hours (and up to 60 minutes) before your scheduled flight. Selecting some seats requires a fee.



Identification and travel documents required vary based on where you are travelling and may change based on your nationality. Visit our [ID requirements section](#) for more information.



Do you have a special need? For information on travelling with oxygen, assistive devices, or a service animal see [Guests with special needs](#).

We know how valuable your time is. To ensure we are able to depart and arrive as scheduled, please be sure you are through security and at your departure gate 30 minutes prior to your flight's scheduled departure time. If you arrive at the gate less than 10 minutes prior to departure and the aircraft is already boarded you will be denied boarding.

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RECEIPT
GST NO. R122556194

AIRPORT TAXI SERVICE
4608 101 ST. (7806907070)
EDMONTON, AB
T6E-5G9

Term ID: 05047593

Purchase

Entry Method: C

Invoice #: 139

Amount: \$ 60.00
Tip: \$ 5.00
Total: \$ 65.00

2014/06/27 09:03:58
Seq #: 0010340020
Appr Code: 110358
Resp Code: 01/027

APPROVED
Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records

GST866300064

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456

Term ID: 45024124782517
Item #: 0056

AID: A0000000041010

APPROVED

AMOUNT CAD\$53.00
TIP CAD\$5.00
TOTAL CAD\$58.00

Ref. #: C
Auth. #: 170618
Resp. Code: 00
CUR: 4000008000
TSI: E000

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2014/06/27 Time: 15:06:17
Response: AUTH 170618

CITY CENTER TAXI SERVICES

EXIT No. A4
IN: 06/27/14 06:40
OUT: 06/27/14 19:48
DURATION: 0 13: 08
PAID: \$ 27.50
(GST INCLUDED)

REF. 50
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade