

Board Member Expense Form

Name:	Carla Madra	
Signature:	Chies	Date: 50+19/18

Expense Details						
Date:	Type of Expense:	Account:	Description:	Subtotal:	GST:	Total:
Sep 10, 2018	PD Travel	6900	WOBI Flights			596.59
			_			
			_			
				Tabalia	-4-	506 50
				Total Co	St:	596.59

FOR OFFICE USE ONLY

	Budget Detail	S	
PO#	Fund	Dept ID	Location
11150	10	10000	999
Signing Authority Name & Title: Dr. Ann Colbourne, Board Ch	Signature:	JAblo.	Date: Sept 19/18

Additional Information:

- 1. As per the Travel and Business Policy, hosting expenses require identification of the date, purpose of the event, and the name of all people in attendance (use notes section below).
- 2. Detailed itemized receipts are required. Non-detailed credit card transaction receipts are not accepted as they do not provide details of the purchase.
- 3. Personal vehicle use is reimbursed at \$0.48/KM driven.
- 4. If project and analysis codes are required, please add them to the description line.

Notes	

Mary Company of the Company	Attendees	The state of the s	
1-31-1-1			



eTicket Receipt

Prepared For MADRA/CARLA

RESERVATION CODE

LSUYSS

ISSUE DATE

02Sep18

TICKET NUMBER

8382139783677

ISSUING AIRLINE

WESTJET

ISSUING AGENT

WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
11No v18	WESTJET WS 1680	CALGARY INTLAB, CANADA Time 09:55	NEW YORK JFK, NY Time 16:27 Terminal TERMINAL 4	Seat Number 11A - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis DT21K Not Valid Before 11NOV18 Not Valid After 11NOV18
16Nov18	WESTJET WS 1681	NEW YORK JFK, NY Time 17:20 Terminal TERMINAL 4	CALGARY INTL AB, CANADA Time 20:47	Seat Number 05A - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis IT21G Not Valid Before 16NOV18 Not Valid After 16NOV18

Allowances

Baggage Allowance

YYC to JFK - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 2. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

JFK to YYC - 0 Pieces WESTJET

- Prices of additional baggage pieces:
- 1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 2. 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 CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YYC to JFK, JFK to YYC - 1 Piece (WS - WESTJET)

Carry On Charges

Payment/Fare Details

Form of Payment	CREDIT CARD - AMERICAN EXPRESS: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Fare Calculation Line	YYC WS NYC174.33WS YYC125.18NUC299.51END ROE1.302083 XFJFK4.5
Fare	CAD 389.99
Taxes/Fees/Carrier-Imposed Charges	CAD 12.10 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 20.10 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.50 XG9 (GOODS AND SERVICES TAX (GST))
	CAD 47.40 US2 (TRANSPORTATION TAX (INTERNATIONAL))
	CAD 7.32 YC (CUSTOMS USER FEE)
	CAD 9.07 XY2 (IMMIGRATION USER FEE)
	CAD 5.13 XA (APHIS USER FEE)
	CAD 7.25 AY (SEPTEMBER 11TH SECURITY FEE)
	CAD 5.83 XF (PASSENGER FACILITY CHARGE)
Total Fare	CAD 535.69

Other Charges

SEAT ASSIGNMENT #8381501904851 (YYC-JFK/ QTY1, JFK-YYC/QTY1)	CAD 58.00
Taxes	CAD 2.90
Form of Payment	CREDIT CARD - AMERICAN EXPRESS : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Total	CAD 60.90
Total Fare and Other Charges	CAD 596.59

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535