

Expense Disclosure Summary

<u>Name</u>	Sarah MacKenzie	<u>Position</u>	Board Chai

<u>Period Covered</u> November - December, 2023

Please attach supporting documentation i.e.: Expense Disclosure Sheet and applicable receipts

Dates (Travel Dates if						Other									
applicable)	Destination/Location	Purpose	1	Airfare	Tra	nsportation*	Ac	commodation	ľ	Meals	Но	spitality	Inci	dentals	Total
		President's and Board													
November 30, 2023	Edmonton	Chair Reception	\$	385.61	\$	-	\$	196.47	\$	51.30	\$	-	\$	-	\$ 633.38
	0	0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
	0	0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
	0	0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
	0	0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
	0	0	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -
			\$	385.61	\$	-	\$	196.47	\$	51.30	\$	-	\$	-	\$ 633.38

* Othor	Transportation	includes	obielo roptale	. public transportation.	tavic	narking and mile	200
· Other	rransportation	includes v	renicie rentais	. Dublic transportation.	laxis.	parking, and mile	age

This Expense Summary is true and complete to the best of my knowledge for the period indicated above.

Signature	// Original Signed//



Expense Disclosure Sheet

Name Sarah MacKenzie Date November 30, 2023

President's and Board Chair

PositionBoard ChairPurposeReceptionDestinationEdmonton

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
November 30, 2023		Meals	Per Diems	51.30		51.30
November 30, 2023		Accommodation	Hotel	196.47		196.47
Novermber 30, 2023	WestJet	Airfare	Flights	385.61		385.61
						1
						-
						-
						-
						-
						-
						-
						-
					Total Receipts	633.38

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

MEETING/CONFERENCE

Name: Sarah MacKenzie Name: Presidents and Board Chairs Reception

Address: Location: Edmonton



Air Fare

Taxi, buses, parking, road tolls

Departure date Nov 30 2023 9:00AM
Return date Dec 1 2023 5:00PM



EXPENSES FOR OFFICE USE ONLY

EIR EI. OLO			TOROTTIC	D COL O. ILI
Meals	Days Rate T	Total	Amount	GST
Breakfast	0 @ \$9.20 =	\$0.00	MANUAL RIVER	DR 12 375
Lunch	2 @ \$11.60 = \$.	23.20		
Dinner	1 @ \$20.75 = \$	\$20.75		and the state of the state of
Full Per diem	0 @ \$41.55 =	\$0.00	TO SHAPE WITH SHAPE	Buril of St Evelop
Overnight incidental	1 @ \$7.35 =	\$7.35		
Hospitality Allowance	0 @ \$20.00 =	\$0.00	The Book of the	L . But Title
Conference Cost		\$0.00	TO THE REAL PROPERTY.	6 18 1 19 11
Hotel (attach invoice)	\$1	96.47		the same of
Miscellaneous		\$0.00	EN PER PER	
		\$0.00	CANDING ENGINEER	DESERVED RESERVE
		\$0.00		
TRANSPORTATION				
Own Car	0 KM @ 0.47/KM	\$0.00		MILL LAND TO THE REAL PROPERTY.
College Car	(Attach gas receipts)	\$0.00	STAN LEVEL TO	The state of
Rental Car	(Attach invoice & gas receipts)	\$0.00		THE RESERVE

CND \$247.77 INVOICE TOTAL

USD \$0.00 *\$1.00/CND

\$0.00

\$0.00

TOTAL EXPENSE \$247.77

Less - Advance (if applicable) -\$0.00

NET CLAIM DUE (Repayable) 247.77

(Attach Air Line Tickets or Invoice)

(Less than \$10 receipt is not required)

FOR OFFICE USE ONLY
VENDOR NUMBER

GL CODE

AMOUNT

GST

TOTAL





Sarah MacKenzie



INFORMATION INVOICE

Room No. : 0908 Arrival : 11-30-23 Departure : 12-01-23 Page No. : 1 of 1

Folio No.

Cashier No. : 1094

Custom Ref.

Company Name Group Name Guest Name

Date	Description		Charges	Credits
11-30-23	Loft 106		40.45	
11 00 20	Room# 0908 : CHECK# 1587		10.10	
11-30-23	Room Revenue		175.00	
11-30-23	Destination Marketing Fee		5.25	
11-30-23	Room GST		9.01	
11-30-23	Tourism Levy		7.21	
12-01-23				236.92
		Total Charges	236.92	
		Total Credits		236.92
		Balance		0.00

Merchant ID		Credit Card #	XXXXXXXXXXX1024
Transaction ID	27370030	Credit Card Expiry	XX/XX
Approval Code	103425	Capture Method	Manual
Approval Amount	236.92	Transaction Amount	236.92

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.



eTicket Receipt

Prepared For MACKENZIE/SARAH MS

RESERVATION CODE

ISSUE DATE

TICKET NUMBER

ISSUING AIRLINE

ISSUING AGENT

FREQUENT FLYER NUMBER

02 Nov 23

WESTJET

WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
30 Nov 23	WESTJET WS 3011 Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA T me 10:40am	CALGARY INTL AB, CANADA T me 11:38am	Cab ECONOMY Seat Number 08D Baggag A owa c 1 PIECE Book ng Status OK TO FLY Fa Ba KAUF4LFK Not Va d After 14 DEC 23
30 Nov 23	WESTJET WS 253	CALGARY INTL AB, CANADA T me Opm	EDMONTON INTL AB, CANADA T me 4pm	Cab n ECONOMY Seat Number 10C Baggage A owance 1 PIECE Book ng Status OK TO FLY Fare Bas s KAUF4LFK Not Va d After 30 NOV 24
01 Dec 23	WESTJET WS 3348 Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA T me 11:30am	CALGARY INTL AB, CANADA T me 12:30pm	Cab ECONOMY Seat Number 09B Baggag A owa c 1 PIECE Book ng Status OK TO FLY Fa Ba KAUD0LFK Not Va d After 14 DEC 23
01 Dec 23	WESTJET WS 3016 Op a d by WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA T m 3:45pm	MEDICINE HAT AB, CANADA T m 4:51pm	Cab n ECONOMY Seat Number 08D Baggage A owance 1 PIECE Book ng Status OK TO FLY Fare Bas s KAUD0LFK Not Va d After 30 NOV 24

Allowances

Baggage Allowance

YXH to YEG - 1 Piece WESTJET, each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 60.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters**

YEG to YXH - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 60.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters****bag fees apply at each check in location

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

YXH to YYC , YYC to YEG , YEG to YYC , YYC to YXH - 1 Piece (WS - WESTJET) carry on hand baggage Carry On Charges

YXH to YYC , YYC to YEG , YEG to YYC , YYC to YXH - (WS - WESTJET)

Payment/Fare Details

Form of Payment	
Fare Ca cu at on L ne	YXH WS X/YYC WS YEA138.00WS X/YYC WS YXH148.00CAD286.00END
Fare	CAD 286.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 16.61 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 35.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.75 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 385.61

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

**Checked baggage d mens ons can be within 158 total centimeters (62 total niches) and not weighing more than 23 kilograms (50 pounds). Baggage exceeding the size or weightial owance is subject to applicable oversized weightial and size restrictions and fees.

Baggage fees are charged in Canad an (CAD) do ars; for fight departures ourts de Canada, baggage fees with be converted and charged in the local currency of the departure country. GST is charged on a lit in near est hat originate in Canada. Please see https://www.westlet.com/en-ca/fights/fees for more information.

Passengers embark ng upon a journey nvo v ng an u t mate dest nat on or a stop n a country other than the country of departure are adv sed that the prov s ons of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as we as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entire y within the countries of departure and destination. The applicable treaty governs and may in the lability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Add tonal protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any mitation of the carrier's lab try under an international treaty. For further information please consult your air neighbor insurance company representative.

Data Protection Notice: Your persona data w 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.iatatrave.center.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 interine carriage)

Important Lega Not ces