



Expense Disclosure Summary

Name Sarah MacKenzie **Position** Board Chair
Period Covered November - December, 2023

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

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Airfare	Other Transportation*	Accommodation	Meals	Hospitality	Incidentals	Total
November 30, 2023	Edmonton	President's and Board Chair Reception	\$ 385.61	\$ -	\$ 196.47	\$ 51.30	\$ -	\$ -	\$ 633.38
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			<u>\$ 385.61</u>	<u>\$ -</u>	<u>\$ 196.47</u>	<u>\$ 51.30</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 633.38</u>

* Other Transportation includes vehicle rentals, public transportation, taxis, parking, and mileage

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

Signature // Original Signed//



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 :

Table with 4 columns: Date, Description, Charges, Credits. Includes line items for 11-30-23 and 12-01-23, and a summary section for Total Charges, Total Credits, and Balance.

Table with 4 columns: Merchant ID, Transaction ID, Approval Code, Approval Amount, Credit Card #, Credit Card Expiry, Capture Method, Transaction Amount.

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	02 Nov 23
TICKET NUMBER	██████████
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	██████████

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 Time 10:40am	CALGARY INTL AB, CANADA Time 11:38am	Cab n ECONOMY Seat Number 08D Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis KAUF4LFK Not Valid After 14 DEC 23
30 Nov 23	WESTJET WS 253	CALGARY INTL AB, CANADA Time 10pm	EDMONTON INTL AB, CANADA Time 4pm	Cab n ECONOMY Seat Number 10C Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis KAUF4LFK Not Valid After 30 NOV 24
01 Dec 23	WESTJET WS 3348 Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 11:30am	CALGARY INTL AB, CANADA Time 12:30pm	Cab n ECONOMY Seat Number 09B Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis KAUD0LFK Not Valid After 14 DEC 23
01 Dec 23	WESTJET WS 3016 Operated by: WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA Time 3:45pm	MEDICINE HAT AB, CANADA Time 4:51pm	Cab n ECONOMY Seat Number 08D Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis KAUD0LFK Not Valid 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 CARD FORM 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 Calculation	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 dimensions can be within 158 total centimeters (62 total inches) and not weighing more than 23 kilograms (50 pounds). Baggage exceeding the size or weight allowance is subject to applicable oversized weight and size restrictions and fees.

Baggage fees are charged in Canadian (CAD) dollars; for flight departures outside of Canada, baggage fees will be converted and charged in the local currency of the departure country. GST is charged on all fares that originate in Canada. Please see <https://www.westjet.com/en-ca/flights/fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to the entire journey, including any portion thereof within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

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.atatracecenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifics, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

[Important Legal Notices](#)