







## Expense Disclosure Sheet

**Name** Kevin Shufflebotham      **Date** January 19, 2024  
**Position** President & CEO      **Purpose** Networking Meeting with MH Police Services      **Destination** Medicine Hat

**Receipt Reconciliation: (Please attach supporting documentation ie: receipts)**

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
1/19/2024	Earls	Hospitality	Networking meeting with MHPS	78.00		78.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
<b>Total Receipts</b>						<b>78.00</b>







## Expense Disclosure Sheet

**Name** Kevin Shufflebotham      **Date** February 4, 2024  
**Position** President & CEO      **Purpose** RDN Strategic Planning with Board      **Desination** Edmonton

**Receipt Reconciliation: (Please attach supporting documentation ie: receipts)**

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
2/4/2024	Travel Claim	Meals	Per Diems	62.30		62.30
2/4/2024	Travel Claim	Incidentals	Per Diems	14.70		14.70
2/4/2024	Westjet	Airfare	Airfare	991.46		991.46
2/4/2024	Matrix Hotel	Accommodation	Hotel	364.68		364.68
2/4/2024	Co-Op Taxi	Other Transportation	Taxi	71.30		71.30
2/4/2024	Parking	Other Transportation	Parking	16.50		16.50
2/5/2024	UBER	Other Transportation	Uber	14.00		14.00
2/6/2024	UBER	Other Transportation	Uber	64.09		64.09
						-
						-
						-
						-
						-
<b>Total Receipts</b>						<b>1,599.03</b>



## Expense Disclosure Sheet

**Name** Kevin Shufflebotham      **Date** February 12, 2024  
**Position** President & CEO      **Purpose** Networking meeting with City      **Desination** Medicine Hat

**Receipt Reconciliation: (Please attach supporting documentation ie: receipts)**

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
2/12/2024	Local Eatery	Hospitality	Networking meeting with City	57.96		57.96
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
<b>Total Receipts</b>						<b>57.96</b>

# MEDICINE HAT COLLEGE TRAVEL CLAIM

**CLAIMANT**

Name: Kevin Shufflebotham  
Address:

**MEETING/CONFERENCE**

Name: State of the City - Brooks  
Location: Brooks



**DAYS INVOLVED [ 0.33 ]**

Departure date Jan 4 2024 6:00AM  
Return date Jan 4 2024 2:00PM

**EXPENSES**

Meals  
Breakfast  
Lunch  
Dinner  
Full Per diem  
Overnight incidental  
Hospitality Allowance  
Conference Cost  
Hotel (attach invoice)  
Miscellaneous

Days	Rate	Total
0 @	\$9.20 =	\$0.00
0 @	\$11.60 =	\$0.00
0 @	\$20.75 =	\$0.00
0 @	\$41.55 =	\$0.00
0 @	\$7.35 =	\$0.00
0 @	\$20.00 =	\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

FOR OFFICE USE ONLY	
Amount	GST

**TRANSPORTATION**

Own Car  
College Car  
Rental Car  
Air Fare  
Taxi, buses, parking, road tolls

106 KM @ 0.47/KM	\$49.82
(Attach gas receipts)	\$0.00
(Attach invoice & gas receipts)	\$0.00
(Attach Air Line Tickets or Invoice)	\$0.00
(Less than \$10 receipt is not required)	\$0.00
<b>CND</b>	\$49.82
<b>USD</b>	\$0.00 *\$1.00/CND
<b>TOTAL EXPENSE</b>	\$49.82
<b>Less - Advance (if applicable)</b>	-\$0.00
<b>NET CLAIM DUE (Repayable)</b>	<b>49.82</b>

INVOICE TOTAL	

FOR OFFICE USE ONLY		VENDOR NUMBER		CONTROL 03 - 20511	
GL CODE	AMOUNT	GST	TOTAL		

**Written Signatures**  
Request By  
Department Signature  
(If Necessary Signature)

[Redacted Signature]

Department Code \_\_\_\_\_  
Finance: \_\_\_\_\_

**Electronic Signatures**  
Active Directory tdigness@mhc.ab.ca

EARLS RESTAURANTS

# Earls

3215 Dunmore Rd SE  
Medicine Hat, AB T1B 3R2  
(403) 528-3275

120 Charlott

Tbl 23/1      Chk 49      Gst 2  
19Jan'24 12:03PM

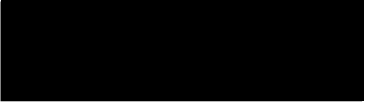
1 POP	5.00
1 POP	5.00
1 POP REFILL	0.00
1 POP REFILL	0.00
1 POP REFILL	0.00
1 DYNAMITE ROLL	17.75
1 DYNAMITE ROLL	17.75
1 FTR SOUP	9.75
1 FTR SOUP	9.75
Subtotal	65.00
GST Tax	3.25
01:02PM Total	<b>68.25</b>

Check out our all-new Happy Hour  
that has everyone talking!  
Starting at \$4.

GST#r124981473

EARLS - 10216  
3215 SE Dunmore Road  
Medicine Hat AB T1B 2H2  
403-528-3275

\*\* TRANSACTION RECORD \*\*  
Tran. #: 683  
Lookup #: 0068394807800  
RVC:Lounge      Table #:23  
Check #:49      Group #: 1  
Employee #: 120  
Employee: Charlott



Amount      \$68.25  
Tip          \$9.75  
=====

**TOTAL CAD\$78.00**

APPROVED 043409  
00-001 (001) 043409  
EA25CS14  
019001001004  
01/19/2024      1:03:30 PM

TVR: 0080008000  
TSI: 6800

No signature required

Customer Copy

THANK YOU  
Come Again

# MEDICINE HAT COLLEGE TRAVEL CLAIM

**CLAIMANT**

Name: Kevin Shufflebotham  
 Address:

**MEETING/CONFERENCE**

Name: Sunrise Collegiate Governance Meeting  
 Location: Brooks



**DAYS INVOLVED [ 0.15 ]**

Departure date Jan 25 2024 7:45AM  
 Return date Jan 25 2024 11:15AM

**EXPENSES**

	Days	Rate	Total
Meals			
Breakfast	0 @	\$9.20	= \$0.00
Lunch	0 @	\$11.60	= \$0.00
Dinner	0 @	\$20.75	= \$0.00
Full Per diem	0 @	\$41.55	= \$0.00
Overnight incidental	0 @	\$7.35	= \$0.00
Hospitality Allowance	0 @	\$20.00	= \$0.00
Conference Cost			\$0.00
Hotel (attach invoice)			\$0.00
Miscellaneous			\$0.00
			\$0.00
			\$0.00

**FOR OFFICE USE ONLY**

**Amount GST**

Amount	GST

**TRANSPORTATION**

Own Car	106 KM @ 0.47/KM	\$49.82
College Car	(Attach gas receipts)	\$0.00
Rental Car	(Attach invoice & gas receipts)	\$0.00
Air Fare	(Attach Air Line Tickets or Invoice)	\$0.00
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required)	\$0.00


**CND \$49.82**

**USD \$0.00 \*\$1.00/CND**

**TOTAL EXPENSE \$49.82**

**Less - Advance (if applicable) -\$0.00**

**NET CLAIM DUE (Repayable) 49.82**

**INVOICE TOTAL**

**FOR OFFICE USE ONLY**

**VENDOR NUMBER**

**CONTROL  
03 - 20523**

GL CODE	AMOUNT	GST	TOTAL

**Written Signatures**

Request By

Department Signature  
 (If Necessary Signature)

Department Code

Finance:

\_\_\_\_\_  
 \_\_\_\_\_

**Electronic Signatures**

Active Directory tdigness@mhc.ab.ca



## eTicket Receipt

### preparedFor

SHUFFLEBOTHAM/KEVIN J MR

RESERVATION CODE	██████████
ISSUE DATE	15 Jan 24
TICKET NUMBER	██████████
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	██████████

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
<b>04 Feb 24</b>	WESTJET WS 3011  Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA  Time 10:40am	CALGARY INTL AB, CANADA  Time 11:38am	Cabin ECONOMY Seat Number 09A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis SAND0LFK Not Valid After 04 FEB 25
<b>04 Feb 24</b>	WESTJET WS 3135  Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA  Time 2:25pm	EDMONTON INTL AB, CANADA  Time 3:22pm	Cabin ECONOMY Seat Number 09A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis SAND0LFK Not Valid After 04 FEB 25
<b>06 Feb 24</b>	WESTJET WS 3352  Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA  Time 6:05pm	CALGARY INTL AB, CANADA  Time 7:07pm	Cabin ECONOMY Seat Number 09A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis BA0D0LFS Not Valid After 04 FEB 25
<b>06 Feb 24 - 07 Feb 24</b>	WESTJET WS 3020  Operated by: WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA  Time 11:15pm	MEDICINE HAT AB, CANADA  Time 12:26am	Cabin ECONOMY Seat Number 08A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis BA0D0LFS Not Valid After 04 FEB 25

## 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. 70.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters\*\*

YEG to YXH - 1 Piece WESTJET

Prices of additional baggage pieces:

1. 70.00 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	[REDACTED]
	CREDIT CARD - [REDACTED]
Fare Calculation Line	YXH WS X/YYC WS YEA388.00WS X/YYC WS YXH440.00CAD828.00END
Fare	CAD 828.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 43.71 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 70.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 3.50 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 991.46

**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 Canada, baggage fees will be converted and charged in the local currency of the departure country. GST is charged on all itineraries 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 their entire journey, including any portion entirely 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.iatatravelcenter.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 interline carriage)

[Important Legal Notices](#)





Mr Kevin Shufflebotham  
299 College Drive Se  
Medicine Hat AB T1A 3Y6  
Canada

**INFORMATION INVOICE**

Room No. : 1114  
Arrival : 02-04-24  
Departure : 02-06-24  
Page No. : 1 of 2  
Folio No. :  
Conf. No. :   
Cashier No. :  
Custom Ref. :

Company Name : Government of Alberta  
Group Name :  
Guest Name :

Date	Description	Charges	Credits
02-04-24	Package Revenue	164.00	
02-04-24	Destination Marketing Fee	4.48	
02-04-24	Room GST	7.70	
02-04-24	Tourism Levy	6.16	
02-05-24	Package Revenue	164.00	
02-05-24	Destination Marketing Fee	4.48	
02-05-24	Room GST	7.70	
02-05-24	Tourism Levy	6.16	
02-06-24	Visa [REDACTED]		364.68
<b>Total Charges</b>		364.68	
<b>Total Credits</b>			364.68
<b>Balance</b>			0.00

<b>Merchant ID</b>		<b>Credit Card #</b>	[REDACTED]
<b>Transaction ID</b>	28058729	<b>Credit Card Expiry</b>	XX/XX
<b>Approval Code</b>	057699	<b>Capture Method</b>	Manual
<b>Approval Amount</b>	364.68	<b>Transaction Amount</b>	364.68

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.

Matrix Hotel | 10640 100 Ave NW | Edmonton, AB T5J 3N8  
Reservations: (866) 465-8150 | Telephone: (780) 429-2861 | Fax: (780) 420-4962  
Email: info@matrixedmonton.com  
www.matrixedmonton.com

DISPLAY THIS SIDE UP ON DASHBOARD

DETACH RECEIPT FROM TICKET

EXPIRATION DATE

EXPIRATION TIME

DATE ISSUED

TIME ISSUED

AMOUNT PAID

06/02/24 09:07

04/02/24 09:07 \$16.50

AMOUNT PAID

\$16.50 14130001 09:07

DAY+ LOT 6302 CC



CHARGES ARE FOR THE USE OF THE PARKING SPACE ONLY. WE WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO CAR OR CONTENTS, HOWEVER CAUSED, INCLUDING BUT NOT LIMITED TO FIRE, THEFT OR COLLISION



1245694

NON TRANSFERABLE

1245694

RECEIPT

TRANSACTION RECORD

CO-OP TAXI LINE  
10538 114 ST NW  
EDMONTON AB

Purchase

Feb 04 2024 18 57.57

Sequence: 001 038

Auth#: 066312 Response: 01-027

Batch: 001 Clerk: 5399

Amount \$ 62.00

Tip \$ 9.30

Total \$ 71.30

A0000000031010 Visa Credit  
TVR 0080008000 TSI E800

Approved

Important Retain this copy for your record

Cardholder copy





**From:** [Kevin Shufflebotham](#)  
**To:** [Tiffany Digness](#)  
**Subject:** FW: Your Monday morning trip with Uber  
**Date:** Tuesday, February 6, 2024 1:53:36 PM

---

Matrix to RDN Office for retreat.

---

**From:** [REDACTED]  
**Sent:** Monday, February 5, 2024 4:45 PM  
**To:** Kevin Shufflebotham <KShufflebotham@mhc.ab.ca>  
**Subject:** Fwd: Your Monday morning trip with Uber

 This email was sent from an external address that is not an MHC account. 

Do not click links or open attachments unless you recognize the sender and know the content is safe.

---

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---

**From:** Uber Receipts <noreply@uber.com>  
**Sent:** Monday, February 5, 2024 8:50:56 AM  
**To:** [REDACTED]  
**Subject:** Your Monday morning trip with Uber



Total **CA\$14.00**  
February 5, 2024

Thanks for riding, Kevin

We hope you enjoyed your ride this morning.



Total

CA\$14.00

---

Trip fare	CA\$12.28
-----------	-----------

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Subtotal	CA\$12.28
----------	-----------

Booking Fee <input type="checkbox"/>	CA\$0.75
--------------------------------------	----------

Per-Trip Fee	CA\$0.30
--------------	----------

GST	CA\$0.67
-----	----------

[Visit the trip page](#) for more information, including invoices (where available)

[Download PDF](#)

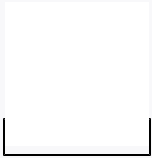
This is not a payment receipt. It is a trip summary to acknowledge the completion of the trip. You will receive a trip receipt when the payment is processed with payment information.

**You rode with pradeep**

4.97  Rating

Has passed a multi-step safety screen

Rate or tip



Every rideshare trip in Edmonton is insured for a covered auto accident by Economical Insurance.

[Learn more >](#)

**UberX** 6.56 kilometers | 16 min



**8:34 AM**

9945 108 St NW, Edmonton, AB T5K 2G8, CA

**8:50 AM**

11443 143 St NW, Edmonton, AB T5M 1V7, CA



**From:** [Kevin Shufflebotham](#)  
**To:** [Tiffany Digness](#)  
**Subject:** FW: Your Tuesday morning trip with Uber  
**Date:** Tuesday, February 6, 2024 1:30:12 PM

---

Hotel to airport.  
Thanks Tiffany.

---

**From:** [REDACTED]  
**Sent:** Tuesday, February 6, 2024 5:24 AM  
**To:** Kevin Shufflebotham <KShufflebotham@mhc.ab.ca>  
**Subject:** Fwd: Your Tuesday morning trip with Uber

 This email was sent from an external address that is not an MHC account. 

Do not click links or open attachments unless you recognize the sender and know the content is safe.

---

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---

**From:** Uber Receipts <noreply@uber.com>  
**Sent:** Tuesday, February 6, 2024 4:51:45 AM  
**To:** [REDACTED]  
**Subject:** Your Tuesday morning trip with Uber



Total **CA\$64.09**  
February 6, 2024

Thanks for riding, Kevin

We hope you enjoyed your ride this morning.



Total

CA\$64.09

---

Trip fare	CA\$57.49
-----------	-----------

---

Subtotal	CA\$57.49
----------	-----------

Per-Trip Fee	CA\$0.30
--------------	----------

Airport drop-off fee / Airport pick-up fee	CA\$3.25
--	----------

GST	CA\$3.05
-----	----------

[Visit the trip page](#) for more information, including invoices (where available)

[Download PDF](#)

This is not a payment receipt. It is a trip summary to acknowledge the completion of the trip. You will receive a trip receipt when the payment is processed with payment information.

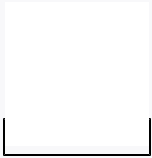
**You rode with Sahil**

4.91  Rating



Has passed a multi-step safety screen

[Rate or tip](#)



Every rideshare trip in Edmonton is insured for a covered auto accident by Economical Insurance.

[Learn more >](#)

**UberX** 30.01 kilometers | 27 min



**4:23 AM**

10640 100 Ave, Edmonton, AB T5J 3N8, CA



**4:51 AM**

Main Terminal, Edmonton International Airport (YEG), Edmonton, AB T9E 0V3, CA

LOCAL PUBLIC  
EATERY  
579 3RD STREET SE  
MEDICINE HAT, AB  
403.487.5600

21 Cooper H

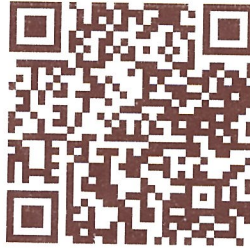
Tbl 71/1 Chk 1094 Gst 1  
Feb12'24 12:08PM

Closed Check  
Reprint

1 POP DIET COKE	4.50
1 CRISPY CHIX SAND	22.50
\$Side LPE Greens	
1 CALA CAES CHX	21.00
Charge Tip	7.56
LCLPAY VISA	57.96
SUBTTL	48.00
TAX GST 5%	2.40
SERVICE CHG	7.56
PAYMENT	57.96

-----21 Check Closed-----  
-----Feb12'24 01:00PM-----

739-204



Scan here for web pay

Happy Hour, Every Day  
2 - 5PM and 9 - Close

Tag Us: @LOCALMedHat  
Talk To Us: info@localmedhat.com