



**balancingpool**


Expense Category	Date Expense Incurred	Amount	Claim Reference	Description
Expense claims for: Ms. Michelle Plouffe, Board of Directors				
Transportation	March 12, 2018	\$100.00	1.	Cancellation Fee – Air Fare - Edmonton to Calgary (Air Canada)
Transportation	March 22, 2018	\$129.28	2.	Air Fare – Edmonton to Calgary (WestJet)
Transportation	March 12, 2018	\$131.38	3.	Air Fare – Calgary to Edmonton
Transportation	March 22, 2018	\$165.90	4.	Air Fare – Calgary to Edmonton (Flight changed)
Accommodations	April 9, 2018	\$315.47	5.	Westin Hotel – Hotel for Board Meetings
Meal	April 9, 2018	\$30.00	6.	Westin Hotel – In-room Dining
Transportation	April 9, 2018	\$40.79	7.	Taxi Fare
Transportation	April 10, 2018	\$40.02	8.	Taxi Fare
Transportation	April 10, 2018	\$50.00	9.	Parking – Edmonton Airport

1.

## ✓ Your booking has been cancelled


\$180 fee  
Credit fee.?

- An email confirming the cancellation of your booking has been sent to
- **NO REFUND IS ISSUED beyond 24 hours of purchase.**
- For future reference, please print a copy of your cancellation confirmation and make a note of your booking reference. You'll need to contact us to use an outstanding travel credit toward the purchase of a new ticket. (Note that fares available online are not necessarily available through our call centre.)
- The value of one unused ticket can be applied to the value of one new ticket provided **outbound travel commences** within one year of original ticket issuance.
- Non-transferable: the passenger(s) on the original booking must use their respective amount(s).
- Any amount remaining unused after booking a new flight is forfeited.
- Non-refundable travel options such as assigned seat selection, Maple Leaf<sup>™</sup> Lounge access, and Air Canada Bistro snack or meal vouchers may be used on future flights, subject to availability.
- Any Upgrade Credits used to upgrade the cancelled flight will be returned to your account.
- Your reservation will be subject to the change fees applicable to the ticket submitted as a credit. Please refer to your Itinerary/Receipt for the rules that apply to your ticket.

If you booked a hotel through Air Canada Stopover, you'll need to cancel your hotel reservation online .

### Booking Reference:

 Print Itinerary

 Share Itinerary

### Passengers

 **Michelle Plouffe**  
Ticket Number

April 12/2018

- Sent an inquiry on-line
- Also called - they said need to do it online
- Can't get credit

April 16

- Sent an inquiry on-line

1.



## Booking Confirmation



Booking Reference:

Date of issue: 12 Mar, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the **general conditions of carriage and applicable tariffs** that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.



- Depart

Economy Tango

Monday  
09 Apr, 2018

09:25  
**Edmonton**  
Edmonton Intl. (YEG), AB



10:17  
**Calgary**  
Calgary Intl. (YYC), AB

AC8137

0hr52  
Economy T  
Operated by: Air Canada Express -  
Jazz | Q400

## Passengers

**Michelle Plouffe**  
Ticket Number

Seats  
AC8137 -



## Purchase summary

Visa  
\*\*\*\*\*8335  
Amount paid: \$147.13  
Tax information  
GST/HST no. 10009-2287 RT0001  
\$7.01

1 adult

Airfare and charges

Base Fare	\$1.00
Surcharges	12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	7.01
Air Travellers Security Charge	7.12
Airport Improvement Fee - Canada	30.00
<b>Total airfare and taxes before options</b>	<b>\$147.13</b>
<b>GRAND TOTAL (Canadian dollars)</b>	<b>\$147.13</b>

## Fare Rules

### Economy Tango

#### Changes \$100 CAD

- The change fee per direction, per passenger is \$25.00 CAD for changes made outside 60 days of departure, and \$100.00 CAD for changes made within 60 days of departure, plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
- Same-day confirmed changes at check-in or at the airport are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger. Exception: fee is \$100 CAD/USD for flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded)
- Same-day standby at the airport is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

#### Cancellations Non-refundable

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed.
- Customers who no-show their flight will forfeit the fare paid.
- Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Provided the original booking is cancelled prior to the original flight's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.

#### Seat selection\* AC8137: From \$11 CAD

- Paid Advance Seat Selection is offered on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz, subject to availability.
- Taxes are included.

#### Aeroplan Miles

- 25% Aeroplan Miles for flights within Canada
- 50% Aeroplan Miles for flights between Canada and the U.S.
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

2.



## eTicket Receipt

Prepared For  
PLOUFFE/MICHELLE MS

RESERVATION CODE	CBYPLH
ISSUE DATE	22Mar18
TICKET NUMBER	8382135170248
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
09Apr18	WESTJET WS 242	EDMONTON INTL AB, CANADA  Time 7:30am	CALGARY INTL AB, CANADA  Time 8:24am	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis DA14DJK Not Valid Before 09APR18 Not Valid After 09APR18

## Allowances

### Baggage Allowance

YEG to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 35.00 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 CARD FORM OF PAYMENT/EARLY PURCHASE OVER  
INTERNET, ETC

### Carry On Allowances

YEG to YYC - 1 Piece (WS - WESTJET)

### Carry On Charges

YEG to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

## Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXX 8335
Fare Calculation Line	YEA WS YYC74.00CAD74.00END
Fare	CAD 74.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 4.66 XG8 (XG8) GST



2.

CAD 7.12 CA4 (CA4) *Air Travellers Security Charge*

CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))

CAD 1.50 XG9 (XG9) *GST*

Total Fare

CAD 129.28

### Positive identification required for airport check in

#### Notice:

#### Travel info

**QST # 1202807956TQ0001 GST # 866112535**

For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats In Plus)

At Westjet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

Westjet and the Canadian Transportation Agency want to make you aware of your rights as a traveller. Visit [Flight and service disruptions](#) for an in-depth explanation.

Travelling with one of our airline partners? Be sure to familiarize yourself with the fees for your journey by visiting our [airline partners](#) page. Fees are collected on a one-way basis by the airline operating the first flight for each direction of your journey.

If you have used Westjet dollars as a form of payment for this itinerary you can see the amount redeemed by signing into your [Westjet Rewards account](#).

Carbonzero and Westjet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).

[Important Legal Notices](#)

3.



## eTicket Receipt

Prepared For  
PLOUFFE/MICHELLE MS

[TICKET EXCHANGED]

RESERVATION CODE	ULJWDR
ISSUE DATE	12Mar18
TICKET NUMBER	8382134885057
ISSUING AIRLINE	WEST JET
ISSUING AGENT	WestJet/SDX

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
10Apr18	WESTJET WS 3145	CALGARY INTL AB, CANADA  Time 4:15pm	EDMONTON INTL AB, CANADA  Time 5:07pm	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status EXCHANGED Fare Basis DA21UK Not Valid Before 10APR18 Not Valid After 10APR18

## Allowances

### Baggage Allowance

YYC to YEG - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

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INTERNET, ETC

### Carry On Allowances

YYC to YEG - 1 Piece (WS - WESTJET)

### Carry On Charges

YYC to YEG - (WS - WESTJET) - Carry-on fees unknown - contact carrier

## Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXX 8335
Fare Calculation Line	YYC WS YEA76.00CAD76.00END
Fare	CAD 76.00
Taxes/Fees/Carrier-imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)

3.

CAD 4.76 XG8 (XG8)

CAD 7.12 CA4 (CA4)

CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))

CAD 1.50 XG9 (XG9)

**Total Fare**

**CAD 131.38**

**Positive identification required for airport check in**

**Notice:**

**Travel Info**

**QST # 1202807956TQ0001 GST # 866112535**

For details about flying with Westjet, print [the Important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
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- [Seat selection](#) (Seat maps, seats in Plus)

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4.



## eTicket Receipt

Prepared For  
PLOUFFE/MICHELLE MS

RESERVATION CODE	ULJWDR
ISSUE DATE	22Mar18
TICKET NUMBER	8382135169886
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
10Apr18	WESTJET WS 3229	CALGARY INTL AB, CANADA	EDMONTON INTL AB, CANADA	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status USED TO FLY Fare Basis MA07TL Not Valid Before 10APR18 Not Valid After 10APR18
	Operated by: WESTJET ENCORE	Time 6:15pm	Time 7:07pm	

## Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXXX 8335
Fare Calculation Line	YYC WS YEA134.00CAD134.00END
Exchanged Ticket	8382134885057
Fare	CAD 134.00
Change Fee	CAD 100.00
Tax on change fee	CAD 5.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 7.12 CA4 (CA4)
	CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 7.66 XG8 (XG8)
	CAD 1.50 XG9 (XG9)
Total Fare	CAD 192.28
Total Additional Collection	CAD 165.90

## Receipt for The Westin Calgary, Calgary

9 Apr 2018 - 10 Apr 2018

Itinerary # 7336500398230

### Booked Items

**Hotel:** The Westin Calgary

320 4th Ave SW, Calgary, AB T2P 2S6

Check-in: 09/04/2018 | Check-out: 10/04/2018, 1 room | 1 night

### Traveller Information

**Michelle Plouffe**

Room 1: Traditional Room, 1 King Bed

### Cost Summary

**Booked Date:** 12 Mar 2018**Room Price****C\$315.47**

1 night

**C\$281.00****Taxes & Fees****C\$34.47****Total: C\$315.47**

Collected by Expedia

**Paid: C\$315.47****[Visa 8335]**

All prices quoted in CAD.

6.

The Westin Calgary  
In Room Dining  
320 4 Ave SW Calgary, AB, T2P 2S6  
(403) 266-1611  
GST#R815462536  
910780116 Prem Bhandari

CHK 4777 1425n GST 1

9 APR'18 19:26 PM

1 Tomato Panzanella	14.00
1 Turkey BLT	19.00
1 Truchard Cabernet Gls	18.00
1 Water Iced	0.00
1 Delivery Charge	4.00

Subtotal \$55.00  
15% Gratuity Included \$7.65  
GST#R815462536 \$3.13

19:27 PM

Total \$65.78

GRATUITY: \_\_\_\_\_

TOTAL: \_\_\_\_\_

ROOM #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

*claim \$30.-*

Verified  
3000 AID:A0000000031010

# WESTIN®

## HOTELS & RESORTS

Page Number	:	1	Invoice Nbr	:	331337
Guest Number	:	1405571			
Folio ID	:	A			
Arrive Date	:	09-APR-18	09:15		
Depart Date	:	10-APR-18	08:50		
No. Of Guest	:	1			
Room Number	:	1425			
Club Account	:				

Tax Invoice

Charges (CAD)	Credits (CAD)
68.78	-68.78

68.78	-68.78
0.00	

Continued on the next page

9.



EDMONTON REGIONAL  
AIRPORTS AUTHORITY  
PARKING OFFICE  
OFFICIAL RECEIPT

GST # R128599766

DATE  
AMOUNT:  
BOOTH NO  
TRANS. NO.:  
CASHIER:

Apr 10 / 2018

\$50.-

Q EZA - Value Park

7.

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#1867

## SALE

MID: 4189233  
TID: ID189233 REF#: 00000029  
Batch #: 027 SEQ: 027001001029  
04/09/18 09:12:16  
APPR CODE: 064713  
VISA  
\*\*\*\*\*7184C \*\*\*

AMOUNT \$36.10  
TIP \$4.69  
TOTAL \$40.79

00 - APPROVED - 001

VISA  
AID: A0000000031010  
TVR: 00 80 00 80 00  
TSI: F8 00

THANK YOU

CUSTOMER COPY

8.

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

TERMINAL ID: 314-652-142  
MERCHANT ID: 43276540  
VEHICLE ID: 0920  
DRIVER ID: 5225  
GST ACCOUNT #: 893695488  
TRIP NUMBER: 15603752  
PASSENGERS: 1

04/10/2018  
START: 15:17 END: 15:43  
DISTANCE: 198.00 RATE: 1

FARE AMOUNT: \$ 33.14

TAX AMOUNT: \$ 1.66  
TIP AMOUNT: \$ 5.22

TOTAL: \$ 40.02

VISA SALE: \$40.02

APPROVAL NUMBER: 001953

PASSENGER COPY

THANK YOU  
(403) 299-9999  
WWW.THECHECKERGROUP.COM

