



EXPENSE REPORT

DATE: December 1-31, 2014

Name: Norm Kennedy

Title: HRA Board Member

1) Travel

| Travel Type | Expense Description | Date | Amount | Notes |
|----------------------------|---------------------|---------------------|----------|----------|
| Audit & Finance Meeting | mileage | July 15-16, 2014 | 342.50 | Edmonton |
| | accomodation | July 15, 2014 | 144.82 | |
| | meals | July 15, 2014 | 15.08 | |
| | meals | July 16, 2014 | 23.16 | |
| Board Meeting | mileage | July 28-29, 2014 | 342.50 | Leduc |
| | accomodation | July 28, 2014 | 168.94 | |
| Audit & Finance Meeting | mileage | October 22-23, 2014 | 342.50 | Edmonton |
| | accomodation | October 23, 2014 | 144.82 | |
| | meals | October 22, 2014 | 15.08 | |
| | meals | October 23, 2014 | 18.39 | |
| | meals | October 23, 2014 | 15.10 | |
| Industry Session/Board Mtg | mileage | October 26-28, 2014 | 150.00 | Airdrie |
| Board Meeting | mileage | November 3, 2014 | 342.50 | Edmonton |
| | | | 2,065.39 | |

2) Conferences

| Conference Name | Expense Description | Date | Amount | Notes |
|-----------------|---------------------|------|--------|-------|
|-----------------|---------------------|------|--------|-------|

3) Professional membership dues

| Membership Type | Expense Description | Date | Amount | Notes |
|-----------------|---------------------|------|--------|-------|
|-----------------|---------------------|------|--------|-------|



720, 9707 - 110 Street
Edmonton, AB T5K 2L9

Expense Report

- Form to be fully completed, signed, and dated by individual requesting reimbursements
- Expense reports to be submitted to immediate supervisor for approval prior to payment
- Receipts, where applicable, are to be attached.
- All travel must be authorized, in advance, by the President & Chief Operating Officer

Seamus

ARA

Board

Reason for Travel: *Meatballs July 15th - Nov 3/14*

| Month/Day | July 15/16 | Aug 02/13 | Sept 07/18 | Oct 02/13 | Nov 03/14 | TOTAL | Office Use Only | |
|-----------------|------------|-----------|------------|-----------|-----------|---------|-----------------|-----|
| | | | | | | | GST | Net |
| Travel from: | Edmonton | Edmonton | Edmonton | Edmonton | Edmonton | | | |
| Travel to: | Edmonton | Edmonton | Edmonton | Edmonton | Edmonton | | | |
| Mileage: # kms | 685 | 685 | 685 | 685 | 685 | | | |
| Amount @ .50 | 342.50 | 342.50 | 342.50 | 342.50 | 342.50 | | | |
| Airfare | | | | | | | | |
| Taxi/Bus | | | | | | | | |
| Auto Rental | | | | | | | | |
| Parking | | | | | | | | |
| Hotel | 144.82 | 168.94 | | 144.82 | | | | |
| Other Accom. | 38.24 | | | | | | | |
| Meals | 36.77 | | | 48.57 | | | | |
| Meal Allowance | | | | | | | | |
| Hosting | | | | | | | | |
| Other (Specify) | | | | | | | | |
| TOTAL | 523.69 | 510.94 | 535.39 | 535.39 | 342.50 | 2065.31 | | |

Details of guests hosted:

[Signature] *November 10/14*

Signature:

Date:

Approved:

12-17-14
1447-1

48.50
60600.04 2016.89



Holiday Inn

07-16-14

| | | | |
|---------------------------------------|------------------|-------------|----------|
| Mr. Norman Kennedy | Folio No. : | Room No. : | 322 |
| 1630 Lake Bonavista Drive S.E. | A/R Number : | Arrival : | 07-15-14 |
| Calgary AB T2J 3B4 | Group Code : | Departure : | 07-16-14 |
| Canada | Company : | Conf. No. : | 65258182 |
| | Membership No. : | Rate Code : | IPHQS |
| | | Page No. : | 1 of 1 |

| Date | Description | Charges | Credits |
|----------------|-----------------------|---------------|---------------|
| 07-15-14 | *Accommodation | 129.00 | |
| 07-15-14 | Marketing Fee | 3.87 | |
| 07-15-14 | AB Tourism Levy | 5.31 | |
| 07-15-14 | GST #896932449 RT0001 | 6.64 | |
| 07-16-14 | Visa | | 144.82 |
| Total | | 144.82 | 144.82 |
| Balance | | 0.00 | |

Marketing 3.87

AB Tourism Levy 5.31

GST #896932449 RT16.64

Guest Signature: _____

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Conference Centre
 4485 Gateway Blvd NW
 Edmonton, AB T6H 5C3
 Telephone: (780) 431-1100 Fax: (780) 437-3455
 GST# 896932449 RT0001

Owned and Operated by Fortis Properties Inc.

BEST WESTERN PLUS Denham Inn & Suites

Jul 29, 2014
8:32 am

www.bestwesterndenham.com
5207 50th Avenue
Leduc, AB T9E 6V3
Telephone: (780)986-2241 Fax: (780)986-1511

Each Best Western® branded hotel is independently owned and operated

NORMAN KENNEDY

X

Calgary, AB T2J 3B4

Folio #: 231237
Room Number: 106
Rate: \$154.99
Pay Method: VI4508

Arrival Date: Monday, July 28, 2014
Departure Date: Tuesday, July 29, 2014

Member #: 128094

| Date | Department | Reference | Voucher | Room | Debit | Credit |
|-----------|------------------|-------------------|---------|------|----------|----------|
| 7/28/2014 | Room Charge | Auto Posted | | 106 | \$154.99 | |
| 7/28/2014 | Room GST Tax | Auto Posted | | 106 | \$7.75 | |
| 7/28/2014 | Tourism Levy Tax | Auto Posted | | 106 | \$6.20 | |
| 7/29/2014 | Visa | CHECKED-OUTVI4508 | | 106 | | \$168.94 |

GST #104119318

Tax Summary
Room GST Ta \$7.75
Balance: \$0.00

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

I am aware that all personal information collected about me, with the exception of my credit card number, will be stored in the computer for the purpose of proficiency with my next reservation.

Signature _____

DENHAM INN
5207 50TH AVENUE
LEDUC AB

CARD *****4508
CARD TYPE VISA
DATE 2014/07/29
TIME 4981 08:31:49
RECEIPT NUMBER
C30600719-001-272-013-0

PRE-AUTH COMPLETION
TOTAL

\$168.94

VISA
A0000000031010

APPROVED

AUTH# 028308 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



Holiday Inn

10-23-14

| | | | |
|---------------------------------------|------------------|-------------|----------|
| Mr. Norman Kennedy | Folio No. : | Room No. : | 245 |
| 1630 Lake Bonavista Drive S.E. | A/R Number : | Arrival : | 10-22-14 |
| Calgary AB T2J 3B4 | Group Code : | Departure : | 10-23-14 |
| Canada | Company : | Conf. No. : | 62888912 |
| | Membership No. : | Rate Code : | IPHQS |
| | | Page No. : | 1 of 1 |

| Date | Description | Charges | Credits |
|----------------|-----------------------|---------------|---------------|
| 10-22-14 | *Accommodation | 129.00 | |
| 10-22-14 | Marketing Fee | 3.87 | |
| 10-22-14 | AB Tourism Levy | 5.31 | |
| 10-22-14 | GST #896932449 RT0001 | 6.64 | |
| 10-23-14 | Visa | | 144.82 |
| Total | | 144.82 | 144.82 |
| Balance | | 0.00 | |

Marketing 3.87

AB Tourism Levy 5.31

GST #896932449 RT16.64

Guest Signature: _____

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Conference Centre
 4485 Gateway Blvd NW
 Edmonton, AB T6H 5C3
 Telephone: (780) 431-1100 Fax: (780) 437-3455
 GST# 896932449 RT0001

Owned and Operated by Fortis Properties Inc.

 CHECK # 180661
 TABLE # 24
 DATE 7/15/14
 TIME 8:10PM

--- DINING : TERRY LYNN ---
 ITEMS ORDERED AMOUNT
 1 SEN SALISBURY 12.49
 1 H2O 0.00

 SUBTOTAL 12.49
 GST 0.62

 TOTAL DUE 13.11

FOR CASH OR CREDIT CARD
 PLEASE SEE YOUR SERVER

ROOM # :GRATUITY:
 gst #87112603
 Signature:.....
 Name:

ABC Country Restaurant
 4485 Gateway Blvd.
 abc858@shaw.ca ph 436-5411
 Don't forget to Book your
 group party needs.

A B C COUNTRY RESTAURANT
 4485 GATEWAY BLVD
 EDMONTON AB

CARD *****4508
 CARD TYPE VISA
 DATE 2014/07/15
 TIME 20:07:30
 RECEIPT NUMBER
 CB2030531-001-001-001-0

PURCHASE
 AMOUNT \$13.11
 TIP \$1.97
 TOTAL \$15.08

VISA
 A0000000031010
 D34DCB62ADB3643B
 0080008000-EB00
 6E919AD24DFD607A
 0080008000-FB00

APPROVED
 AUTH# 020017 01-027
 THANK YOU

CARDHOLDER COPY
 IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

A B C COUNTRY RESTAURANT
 4485 GATEWAY BLVD
 EDMONTON AB

CARD *****4508
 CARD TYPE VISA
 DATE 2014/07/16
 TIME 07:53:52
 RECEIPT NUMBER
 CB2030531-001-001-002-0

PURCHASE
 AMOUNT \$20.14
 TIP \$3.02
 TOTAL \$23.16

VISA
 A0000000031010
 OFC42DD5AB66C793
 0080008000-EB00
 DE68887628A5957E
 0080008000-FB00

APPROVED
 AUTH# 006069 01-027
 THANK YOU

CARDHOLDER COPY
 IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

CHECK # 188496 DATE 10/22/14
TABLE # 9 TIME 5:54PM

=====

-- DINING : KULWINDER --

| ITEMS ORDERED | AMOUNT |
|-----------------|--------|
| 1 SEN SALISBURY | 12.49 |
| 1 H2O | 0.00 |

| | |
|-----------------|--------------|
| SUBTOTAL | 12.49 |
| GST | 0.62 |

TOTAL DUE 13.11

FOR CASH OR CREDIT CARD
PLEASE SEE YOUR SERVER

ROOM # :GRATUITY:
gst #871112603
Signature:.....

Name:

ABC Country Restaurant
4485 Gateway Blvd.
abc858@shaw.ca ph 436-5411
Don't forget to Book your
group party needs.

A B-C COUNTRY RESTAURANT
4485 GATEWAY BLVD
EDMONTON AB

CARD *****4508
CARD TYPE VISA
DATE 2014/10/22
TIME 0918 17:55:58
RECEIPT NUMBER
CB2030539-001-001-022-0

| | |
|--------------|---------|
| PURCHASE | |
| AMOUNT | \$13.11 |
| TIP | \$1.97 |
| TOTAL | |

\$15.08

VISA
A0000000031010
24484E5948A1BF9F
0080008000-E800
013B8B7399B2C963
0080008000-F800

APPROVED

AUTH# 080208 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

A B C COUNTRY RESTAURANT
4485 GATEWAY BLVD
EDMONTON AB

CARD *****4508
CARD TYPE VISA
DATE 2014/10/23
TIME 6964 08:00:43
RECEIPT NUMBER
C82030539-001-001-033-0

PURCHASE
AMOUNT \$15.99
TIP \$2.40
TOTAL

\$18.39

VISA
A0000000031010
8AB77FC3B1CDB0D7
0080008000-EB00
B5644D349003DD20
0080008000-F800

APPROVED

AUTH# 013415 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

CHECK # 188510 DATE 10/23/14
TABLE # 10 TIME 7:55AM
=====

-- DINING : KARI --
SEAT# ITEMS ORDERED AMOUNT
1 COFFEE 2.99
12 oz FRUIT BOWL 8.99
TOAST 3.25
SUBTOTAL 15.23
GST 0.76

15.99
TOTAL 15.99

SUBTOTAL 15.23
GST 0.76

TOTAL DUE 15.99

FOR CASH OR CREDIT CARD
PLEASE SEE YOUR SERVER

ROOM # :GRATUITY:
gst #871112603
Signature:.....

Name:

ABC Country Restaurant
4485 Gateway Blvd.
abc858@shaw.ca ph 436-5411
Don't forget to Book your
group party needs.

HUMPTYS RESTAURANT #502
153 LEVA AVE
RED DEER AB T4E 1B9
(403) 309-6652

SALE

Server #: 000008
MID: 4607706 GST: 850540102RT0001
TID: A4607706 REF#: 00000025
Batch #: 357 SEQ: 357001001025
10/23/14 14:38:14
CVC: Y

APPR CODE: 044715
VISA
*****4508C

/

AMOUNT \$13.13
TIP \$1.97
TOTAL \$15.10

00 - APPROVED - 001

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

THANK YOU

CUSTOMER COPY