



EXPENSE REPORT

DATE: March 1-31, 2015

Name: Rick LeLacheur

Title: HRA Chairman

1) Travel

Travel Type	Expense Description	Date	Amount	Notes
HRA Board Meeting	air fare	February 24-25, 2015	608.50 US	Las Vegas-Edmonton return
			608.50 US	

2) Conferences

Conference Name	Expense Description	Date	Amount	Notes
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3) Professional membership dues

Membership Type	Expense Description	Date	Amount	Notes
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720, 9707 - 110 Street
Edmonton, AB T5K 2L9

Expense Report

4-8-15
1473-12
66000/607.90

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

Name: Rick LeLacheur Board Chair

Reason for Travel: Attend Board Meeting - February 25, 2015

Month/Day	24-Feb-15	25-Feb-15	TOTAL	Office Use Only	
				GST	Net
Travel from: Travel to:					
Mileage: # kms					
Amount @ .50					
Airfare	Westjet Las Vegas - Edmonton - Las Vegas		608.50 USD		
Taxi/Bus					
Auto Rental					
Parking					
Hotel					
Other Accom.					
Meals					
Meal Allowance					
Hosting					
Other (Specify)					
TOTAL			608.50 USD		

Details of guests hosted: _____

Signature: [Signature] Date: April 2/15 Approved: _____

Donna Rogers

From: Rick LeLacheur <lalacheurrick@gmail.com>
Sent: Wednesday, April 01, 2015 2:25 PM
To: Donna Rogers
Subject: FW: Reservation Confirmation

And airfare Las Vegas Edmonton return for Feb. 25 Board meeting.
Thanks Rick

From: noreply@itinerary.westjet.com [mailto:noreply@itinerary.westjet.com]
Sent: Friday, February 13, 2015 10:13 PM
To: Richard LeLacheur
Subject: Reservation Confirmation



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Canada
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Booking Confirmation

Your reservation code is: **FUFLZN**

Main contact: **Mr Richard James LeLacheur**
E-mail: [lacheurrick@gmail.com](mailto:lalacheurrick@gmail.com)
Phone Number: **7807172047**

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Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft.
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Guest

Mr. Richard James LeLacheur
Flight Las Vegas (LAS)-Edmonton (YEG),Edmonton (YEG)-Las Vegas (LAS)
WestJet FF 521716226
Ticket Number TN8382105022444
Seat LAS-YEG: 7D; YEG-LAS: 8D

Air Itinerary Details

WS1447
WestJet Las Vegas, US
Tue 24 Feb, 2015 02:00 PM

Edmonton, CA
Tue 24 Feb, 2015 06:10 PM

Fare type: Flex
Non-stop

WS1488
WestJet Edmonton, CA
Wed 25 Feb, 2015 06:00 PM

Las Vegas, US
Wed 25 Feb, 2015 07:55 PM

Fare type: Econo
Non-stop

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	USD 455.00	USD 15.00	USD 98.50	USD 568.50	x 1	USD 568.50
						Total airfare: USD 568.50

Tax details

Rate code	Description	Amount
XA	U.S. APHIS user fee	USD 5.00
US	U.S. Transportation Tax (International)	USD 35.40
XG	Goods and Services Tax (GST)	USD 1.20
XF	U.S. Passenger Facilitation Charge	USD 4.50
XY	U.S. Immigration User Fee	USD 7.00
CA	Air Travellers Security Charge (ATSC)	USD 10.20
AY	U.S. September 11th Security Fee	USD 5.60
YC	U.S. Customs User Fee	USD 5.50
SQ	Airport Improvement Fee (AIF)	USD 24.10
Total taxes: USD 98.50		

Fare family benefits

LAS-YEG: Flex Seat Sale Benefits

- No fee for first checked bag¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹
- Lower change and cancellation fees

¹ Not applicable on flights operated by our airline partners

Fare family benefits

YEG-LAS: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹

¹ Not applicable on flights operated by our airline partners

Seats

Regular seat	WS 1447 LAS - YEG Seat 7D Mr Richard LeLacheur	USD 20.00 + USD 0.00 Tax
Regular seat	WS 1488 YEG - LAS Seat 8D Mr Richard LeLacheur	USD 20.00 + USD 0.00 Tax
Total		Total Seats: USD 40.00

Charged to VISA XXXX XXXX XXXX 6192

USD 568.50

Charged to VISA XXXX XXXX XXXX 6192

USD 40.00

Total

USD 608.50

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- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.