



**EXPENSE REPORT**

DATE: February 1-28, 2018

Name: Dan Gorman

Title: HRA Board Member

**1) Travel**

Travel Type	Expense Description	Date	Amount	Notes
HRA Board Meeting	airfare	February 21-22, 2018	292.16	Grande Prairie/Edmonton return
	baggage fees	February 21-22, 2018	52.50	
	accommodation	February 22, 2018	110.80	
	parking	February 22, 2018	18.00	
			<u>473.46</u>	

**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**

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: DAN GORMAN Board HRA  
Reason for Travel: HRA Board meeting - Thu Feb 22 - Leduc

HORSE RACING ALBERTA  
DATE: 2-26  
ENCH No: V743-25  
AC: \_\_\_\_\_ AMOUNT  
606.000 11.27  
009 462.18

INITIALED BY: \_\_\_\_\_ CHECKED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

Month/Day	TOTAL		Office Use Only	
	GST	Net	GST	Net
Feb 21				
Feb 22				
Travel from: <u>Gr. Prairie Edm to</u>				
Travel to: <u>to Edm Dr. Prairie</u>				
Mileage: # kms				
Amount @ .50				
Airfare		<u>292.16</u>		
Taxi/Bus				
Auto Rental				
Parking		<u>18.00</u>		
Hotel (wingate)		<u>110.80</u>		
Other Accom.				
Meals				
Meal Allowance				
Hosting				
Day care fee				
Other (Spotify)		<u>26.25</u>		
TOTAL			<u>52.50</u>	
			<u>473.16</u>	

Details of guests hosted: \_\_\_\_\_

Signature: [Signature] Date: Feb 24/18 Approved: [Signature]  
 \* PLEASE MAKE THIS CHEQUE PAYABLE TO "EVERGLOW PWT" [Signature]

 **Daniel F Gorman**

**Seats**

**Ticket Number:**

**AC8368 -**

0142189431141

**AC8367 -**

**Air Canada - Aeroplan:**

778608026

## Depart

Economy Tango

Wednesday  
21 Feb, 2018

19:05

**Grande Prairie**

(YQU),  
Alberta

20:13

 **Edmonton**

Edmonton Intl. (YEG),  
Alberta

1hr08

 **AC8368**

Economy A

Operated by: Air Canada Express - Jazz | Dash 8-300

## Return

Economy Tango

Thursday  
22 Feb, 2018

17:25

**Edmonton**

Edmonton Intl. (YEG),  
Alberta

18:44

 **Grande Prairie**

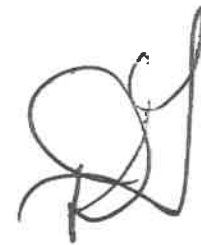
(YQU),  
Alberta

1hr19



 **AC8367**

Economy A

Operated by: Air Canada Express - Jazz | Dash 8-300



## Purchase summary

<b>Visa</b> XXXX-XXXX-XXXX-5852 Amount paid: \$292.16 Full details can be found in your attached Itinerary/Receipt <b>Tax information</b> GST/HST no. 10009-2287 RT0001 \$13.91	1 adult
 Air Transportation Charges	214.00
 Taxes, fees and charges	78.16
<b>GRAND TOTAL (Canadian dollars)</b>	<b>\$292<sup>16</sup></b>

## Baggage allowance


### Carry-on Baggage


On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy [Opens in New Window](#).

### Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

#### Grande Prairie (YQU) > Edmonton (YEG)

 **1<sup>st</sup> bag**  
 \$ 26.25 CAD  
 Including taxes

 **2<sup>nd</sup> bag**  
 \$ 36.75 CAD  
 Including taxes

Max. weight per bag:  
 23.0 kg (50.0 lb)

Max. dimensions per bag:  
 158.0 cm (62.0 in)

#### Edmonton (YEG) > Grande Prairie (YQU)

Fee Receipt

PASSENGER SELECT	FLIGHT INFORMATION	BAGGAGE	ADDITIONAL TRAVEL INFORMATION	PRINT DOCUMENTS
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Your fees have been successfully collected.

Passenger: **DANIEL GORMAN**  
Departure city: **GR PRAIRIE YQU**  
Departure Date: **2018-02-21**  
Destination city: **EDMONTON YEG**

Fee Breakdown:

Baggage fee CAD 25.00  
GST CAD 1.25

CAD Total: CAD **26.25**

Form of payment used: Visa XXXXXXXXXXXXXXX5852

Please Note: This fee is non refundable.  
XG - GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001

Please enter your email address if you wish to have this receipt emailed to you.

*Baggage fees -  
Re - Dan's flight to  
Edm - Re - HRA Board  
mtg on Feb 22*



Fee Receipt

PASSENGER SELECT	FLIGHT INFORMATION	BAGGAGE	ADDITIONAL TRAVEL INFORMATION	PRINT DOCUMENTS
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Your fees have been successfully collected.

Departure Date: **2018-02-22**

Passenger: **DANIEL GORMAN**  
Departure city: **EDMONTON-YEG YEG** Destination city: **GRANDE PRAIRIE YQU**

**Fee Breakdown:**

Baggage fee CAD 25.00  
GST CAD 1.25

**CAD Total: CAD 26.25**

*Baggage fee - Dan's flight back to AB from Edm*

Form of payment used: **Visa XXXXXXXXXXXXX5852**

Please Note: This fee is non refundable.  
XG - GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001

Please enter your email address if you wish to have this receipt emailed to you.



Wingate by Wyndham Leduc Edmonton Airport  
 7120 Sparrow Drive  
 Leduc AB T9E 8A5  
 Tel: (780) 769-0079 Fax: (780) 769-0088  
 GST # GST 5% 83510 3649 RT0001

02-22-18

<b>Daniel Gorman</b> 9802 75 Ave Grande Prairie AB T8V 4W9 CA	Folio No. : 32299 A/R Number : Group Code : Company : Wyndham Rewards : Invoice No. :	Room No. : 310 Arrival : 02-21-18 Departure : 02-22-18 Conf. No. : 41257348 Rate Code : SSR Page No. : 1 of 1
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Date	Description	Charges	Credits
02-21-18	Room Charge	101.65	
02-21-18	Tourism Levy	4.07	
02-21-18	GST	5.08	
02-22-18	XXXXXXXXXXXXXXXX5852		110.80
<b>Total</b>		<b>110.80</b>	<b>110.80</b>
<b>Balance</b>		<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

Please contact the Manager about any issues with your stay. Wingate or affiliates may contact you about goods and services unless you call 877-333-6683 or write to Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Wingate website about privacy.

Thank you for staying with us.  
 It was our pleasure to serve you.

Airport on King's  
flight to Edmonton  
KKA Board on TG

WELCOME TO  
GRANDE PRAIRIE AIRPORT

Please Do Not Pay  
until Ready to Leave  
PLEASE KEEP THIS TICKET

WITH YOU  
Entered/Arrivee:  
2018/02/21 17:40



Ticket/Billet#: 7157887H  
Our/Duree: 25:14:30  
Paid On/Paye Le:  
2018/02/22 18:55

Paid/Paye:\$ 10.00  
Original Fee:\$ 10.00  
GST:\$ 0.48

Change:\$ 0.00  
VISA  
SC:\$ 0.00

CST# 874998296RT0001  
Merchant ID:  
\*\*\*\*\*5852 C  
VISA  
Seq 317001001028 6PAICE03  
Purchase 18/02/22 18:55:21  
Auth 05595B  
A000000031010  
000000000  
F880

APPROVED 001/00