



**EXPENSE REPORT**

DATE: May 1-31, 2018

Name: Dan Gorman

Title: HRA Board Member

**1) Travel**

Travel Type	Expense Description	Date	Amount	Notes
HRA Governance Committee	airfare	May 3-4, 2018	479.06	Grande Prairie/Edmonton return
	baggage fees	May 3-4, 2018	52.50	
	accommodation	May 3-4, 2018	208.05	
	taxi	May 3, 2018	55.00	
	parking	May 4, 2018	17.00	
	meals	May 4, 2018	15.54	
			827.15	

**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 mtg (CEO interview process - Monday/Friday)

7-10  
1769-7  
19.69  
606000  
59 807.49  
RECEIVED

*Evergreen Park*

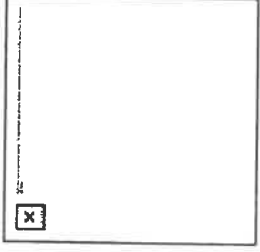
Month/Day	TOTAL	Office Use Only
	GST	Net
Travel from: <u>Edm to</u>		
Travel to: <u>Edm</u>		
Mileage: # kms		
Amount @ .50		
Airfare	<u>479.06</u>	
Taxi/Bus	<u>55.00 (AIRPORT to COURTYARD MARKET)</u>	
Auto Rental		
Parking	<u>17.00</u>	
Hotel	<u>208.05</u>	
Other Accom.		
Meals	<u>15.54</u>	
Meal Allowance		
Hosting		
Baggage fee	<u>26.25</u>	
Other (Specify)	<u>26.25</u>	
TOTAL	<u>827.15</u>	

Details of guests hosted: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: May 5/18 Approved: \_\_\_\_\_

( PLEASE MAKE THIS CHECK PAYABLE TO "EVERGREEN" PARK )

**Dan Gorman**

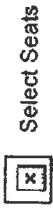
**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** April-24-18 6:48 PM  
**To:** Dan Gorman  
**Subject:** Air Canada - 03 May: Grande Prairie - Edmonton (Booking Reference: QJCT6M)  
**Attachments:** Air\_Canada\_Booking\_Confirmation\_QJCT6M.pdf



## Booking Confirmation

Booking Reference: **QJCT6M**

Date of issue: 25 Apr, 2018



Select Seats



Check in



Manage my booking




Sign up for flight notifications

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

**IMPORTANT:** Your official Itinerary/Receipt is attached to this email. 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.

## Passengers

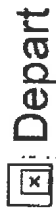
 **Daniel F Gorman**

Seats  
AC8366 8C  
AC8367 6C

Ticket Number:  
0142193797520

Air Canada - Aeroplan:  
778608026

*HK A Board  
(mtg (CEO interviews)  
at Terrace Bldg  
downtown Edm)  
DJ*



Depart

Economy Standard

Thursday  
03 May, 2018

16:20

**Grande Prairie**  
(YQU),  
Alberta

17:29

**Edmonton**  
Edmonton Intl. (YEG),  
Alberta

**1hr09**  
Economy V

AC8366

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

Return

Economy Standard

Friday  
04 May, 2018

20:45

**Edmonton**  
Edmonton Intl. (YEG),  
Alberta

21:57

**Grande Prairie**  
(YQU),  
Alberta

**1hr12**  
Economy W

AC8367

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

## Purchase summary

**Visa**

XXXX-XXXX-XXXX-5852

Amount paid: \$479.06

Full details can be found in  
your attached Itinerary/Receipt

**Tax Information**

GST/HST no. 10009-2287

RT0001 \$22.81

1 adult

Air Transportation Charges

372.00

Seat selection

20.00

Taxes, fees and charges

87.06

GRAND TOTAL (Canadian dollars)

**\$479.06**

## 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.

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: **2018-05-03**  
 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

*HRA Board mty -  
Edm -  
Dy*

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

Dan/Mr Gorman  
9802 75th Avenue  
Grande Prairie AB T8V 4W9  
Gp Regional Ag Society

Room: 709  
Room Type: GENR  
Number of Guests: 1  
Rate: \$136.00  
Clerk: MCA

Arrive: 03May18 Time: 07:11PM Depart: 04May18 Time: 07:51AM Folio Number: 83092

Date	Description	Charges	Credits
03May18	Restaurant Room Charge	50.37	
03May18	Room Charge	136.00	
03May18	Marketing Fee	4.08	
03May18	Gst 831018205	7.00	
03May18	Tourism Levy	5.60	
04May18	Rooms Water	4.76	
04May18	Sales Tax	0.24	
04May18	Visa		208.05

Card #: VXXXXXXXXXXXX5852XXXX  
Amount: 208.05 Auth: 059855 Signature on File  
This card was electronically swiped on 03May18

Balance: 0.00

**Rewards Account # XXXXX1485.** Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

Description	Tax
Gst Room	7.00
Hst Room	5.60

Thank You For Choosing Courtyard By Marriott Edmonton Downtown

See our "Privacy & Cookie Statement" on Marriott.com.

HRA Board mtg  
(CEO Interviews)  
Downtown Edm

*HRA Board  
mty  
Edm*

**MAX BOY**  
2640-1000 AIRPORT ROAD  
EDMONTON, AB T5C 0W3  
(780) 890-7215

TERM ID: 04312718 BATCH#: 015  
SHIFT#: 002

**Sale**  
INVT#: 000000145  
VISA

Application Label: VISA CREDIT  
ATD: 020202031010  
TIP: 00 00 00 00  
TST: FB 00 00 00  
\*\*\*\*\*5852

**Total: CAD\$ 15.54**

APPROVED 011738  
001-00

04-May-18 17:47:26

CUSTOMER COPY

WELCOME TO  
GRANDE PRAIRIE AIRPORT  
Please Do Not Pay  
Until Ready to Leave  
PLEASE KEEP THIS TICKET  
WITH YOU

Entered/Arrivee:  
2018/05/09 14:40  
Ticket/Billet#: 77702487  
Dur/Duree: 31:27:44  
Paid On/Paye Le:  
2018/05/04 22:08

Paid/Paye: \$ 17.00  
Original Fee: \$ 17.00  
GST: \$ 0.81

Change: \$ 0.00  
VISA SC: \$ 0.00  
GST# 874098296RT0001  
Merchant ID:  
\*\*\*\*\*5852 C  
VISA Seq 3860BT001095 SPRIDE09  
Purchase 18/05/04 22:08:33  
Auth D49668  
A0000040031010  
0000000000  
F800  
APPROVED 001/00

PURCHASE TOTAL

**\$55.00**

VISA CREDIT  
A0000000031010  
8F5E8A864268891B  
0000008000-E800  
BD0AA5650BEAEC2A  
0000008000-F800  
*HRA Board mty*  
*Country of*

**APPROVED**  
AUTH# 084412 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

AIR CANADA BAGGAGE FEE RECEIPT/RECU POUR FRAIS DE BAGAGES PAGE 1  
EDMONTON-YEG YEG TO/A GRANDE PRAIRIE YOU 2018-05-04

DANIEL GORMAN 25.00  
EXCESS BAGGAGE FEE/FRAIS D'EXCEDENT DE BAGAGE (1 piece/bagage) 1.20  
GST/TPS 26.20  
TOTAL CAD 26.20  
TOTAL CAD 26.20

*HRA Board mty  
Edm*

Payment/Paiement:  
XG-GOODS AND SERVICES TAX -CANADA NO. 100092287 RTO:001  
VI XXXXXXXXXX585  
NON REFUNDABLE/NON REMBOURSABLE