



**EXPENSE REPORT**

DATE: May 1-31, 2019

Name: Norm Castiglione

Title: HRA Board Member

1) **Travel**

Travel Type	Expense Description	Date	Amount	Notes
HRA Board Meeting	mileage	April 30 - May 1, 2019	320.00	Okotoks/Edmonton return
	accommodation	April 30 - May 1, 2019	109.00	Leduc
	meal allowance	April 30 - May 1, 2019	60.00	
			<u>489.00</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**

HORSE RACING ALBERTA		
DATE	5-10	
ACCOUNT NO.	18 21-8	
	AMOUNT	
	11.64	
606000		
-013		477.35
ENTERED BY	CHECKED BY	APPROVED BY

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: Norman Castiglione Board HRA  
Reason for Travel: Board meetings

Month/Day	04/30/19 05/02/19		TOTAL	Office Use Only	
				GST	Net
Travel from:	OKETOYS	redline			
Travel to:	LEDUC	OKETOYS			
Mileage: # kms	320	320			
Amount @ .50	160	160	320		
Airfare					
Taxi/Bus					
Auto Rental					
Parking					
Hotel		109 <sup>00</sup>	109 <sup>00</sup>		
Other Accom.					
Meals					
Meal Allowance	36	24	60 <sup>00</sup>		
Hosting					
Other (Specify)					
TOTAL			489 <sup>00</sup>		

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

Signature:  Date: MAY 2 2019 Approved: \_\_\_\_\_



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

<b>Mr Norman Castiglione</b> <b>Box 10 Site 10 Rr1</b> <b>Okotoks AB T1S1A1</b> <b>CA</b>	Folio No.	49084	Room No.	203
	A/R Number		Arrival	04-30-19
	Group Code		Departure	05-01-19
	Company	AAA	Conf. No.	85319EC016659
	Wyndham Rewards	172587310D	Rate Code	S3AP
	Invoice No.		Page No.	1 of 1

Date	Description	Charges	Credits
04-30-19	Room Charge		
04-30-19	Tourism Levy	100.00	
04-30-19	GST	4.00	
05-01-19	MasterCard	5.00	
	XXXXXXXXXXXX2102		109.00
<b>Total</b>		<b>109.00</b>	<b>109.00</b>
<b>Balance</b>		<b>0.00</b>	

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**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.