



EXPENSE REPORT

EMPLOYEE:

Matt Ayres

Date	Expense Type	Amount			GST	Total	Description / Purpose of Trip
			KM	Amount			
2017-05-09	Conf Travel Accom Car	140.96		-	7.04	148.00	Bus return (Edmonton - Calgary)
2017-05-09	Conf Travel Accom Car	426.34		-	20.50	446.84	Hotel (2 nights) - Solar West Conference
2017-05-09	Meals	11.60		-		11.60	Allowance Lunch Meal
2017-05-09	Meals	20.75		-		20.75	Allowance Evening Meal
2017-05-10	Meals	11.60		-		11.60	Allowance Lunch Meal - lunch with GOA
2017-05-10	Meals	20.75		-		20.75	Allowance Evening Meal
2017-05-11	Meals	11.60		-		11.60	Allowance Lunch Meal
2017-05-29	Conf Travel Accom Car	140.96		-	7.04	148.00	Bus return (Edmonton - Calgary) ADC Board Meeting
2017-05-29	Conf Travel Accom Car	200.96		-		200.96	Hotel 1 night - ADC board meeting
2017-05-29	Meals	20.75		-		20.75	Allowance Evening Meal
2017-05-30	Meals	9.20		-		9.20	Allowance Breakfast Meal
2017-05-30	Meals	11.60		-		11.60	Allowance Lunch Meal
2017-05-30	Meals	20.75		-		20.75	Allowance Evening Meal
2017-05-30	Conf Travel Accom Car	18.80		-		18.80	Taxi - Downtown to ADC
2017-05-30	Conf Travel Accom Car	27.34		-	1.18	28.52	Taxi - Bus station to home
2017-04-30	Telephone	65.44		-	3.27	68.71	May Cellphone
2017-05-31	Telephone	65.44		-	3.27	68.71	June Cellphone
TOTALS	-	1,224.84	-	-	42.30	1,267.14	

Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

Terminal 452/66233569
Driver 4346
17/05/30 10:53:45

VISA
Card : *****0123
VISA
CHIP CARD

A0000000031010
0080008000

VERIFIED BY PIN
Ref # 0010016080 C
Auth # 003839

FARE : \$ 18.80
TIP : \$ 3.00

TOTAL : \$ 21.80

PURCHASE

316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

TERMINAL ID: 319 635 899
MERCHANT ID: 432765FA
VEHICLE ID: 0688
DRIVER ID: 6736
GST ACCOUNT ID: 826517565
TRIP NUMBER: 11917292
PASSENGERS: 1

05/30/2017
START: 20:25
END: 20:45
DISTANCE: 138.00
RATE: 1

FARE AMOUNT: \$ 21.82

TAX AMOUNT: \$ 1.15
TIP AMOUNT: \$ 3.72

TOTAL : \$ 26.69

VISA SALE

APPROVAL NUMBER 003194

PASSENGER COPY

THANK YOU
CALL 425-2525
WWW.THECHECKERGROUP.COM



APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain this
copy for your records

Merchant Copy

Thank you for choosing
Co-op taxi

Matt Ayres

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: Friday, May 26, 2017 8:40 AM
To: Matt Ayres
Subject: Red Arrow Itinerary/Receipt

*** EXTERNAL email. Please be cautious and evaluate before you click on links, open attachments, or provide credentials.***

INVOICE



2017-05-26

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
1666564	2017-05-26	139230			2017-05-29	2017-05-30	-	Website User

Travellers:

Ayres/Matt

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 12:00 YYC Assigned to: 11C Departs Calgary (CALTO / CTO 205 9 Ave SE) at 12:00 on 2017-05-29. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 16:05 on 2017-05-29. (4 hrs 5 mins)	4 hrs 5 mins	Adult	1	\$ 70.48	\$ 74.00
ECEXP 16:30 Assigned to: 11C Departs Edmonton (EDMTO / ETO 10014 104 St) at 16:30 on 2017-05-30. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 19:50 on 2017-05-30. (3 hrs 20	3 hrs 20 mins	Adult	1	\$ 70.48	\$ 74.00

mins)

	Base Price:	\$ 140.96
	Discounts:	\$ 0.00
	Service Charges:	\$ 0.00
	GST:	\$ 7.04
	Invoice Total:	\$ 148.00
	Payments Received:	\$ 148.00
	Balance Due:	\$ 0.00

DATE	GUEST	REFERENCE	AMOUNT
2017-05-26	Matt Ayres	Visa *****0123	\$ 148.00

PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. **Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices** **Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time** Corporate Billing Accounts - Please pay off your monthly statement & not individual invoices.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication



Coast Edmonton Plaza Hotel, Edmonton

29 May 2017 - 30 May 2017 | Itinerary # 7268653385629

Coast Edmonton Plaza Hotel

29 May 2017 - 30 May 2017 , 1 room | 1 night

This reservation is complete. We hope you had a great trip.



10155 105th Street, Edmonton, AB, T5J1E2 Canada

Tel: 1 (780) 423-4811, Fax: 1 (780) 423-3204

Check-in

- Check-in time starts at 3 PM
- Check-in time ends at 6 AM
- Your room/unit will be guaranteed for late arrival.

Important Hotel Information

Although Expedia does not charge a fee to change or cancel your booking, **Coast Edmonton Plaza Hotel** may still charge a fee in accordance with its own rules & regulations.

- Cancellations or changes made after 4:00PM (Mountain Daylight Time (US & Canada)) on 28 May 2017 or no-shows are subject to a property fee equal to 100% of the total amount paid for the reservation.
- View your online itinerary for additional rules and restrictions.

Award points and airline mileage may not be awarded when booking an Expedia Special Rate hotel.

For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Room **Comfort Room, 2 Queen Beds**

Includes: Free Wireless Internet

Reserved for **Matt Ayres**
1 adult

Requests **2 queen beds, non-smoking room**

COMPLETED

Price Summary

Total **C\$200.96**
Collected by Expedia

Room Price	C\$200.96
1 night	C\$179.00
Taxes & Fees	C\$21.96

All prices quoted in CAD.

Additional Hotel Services

The below fees and deposits only apply if they are not included in your selected room rate.

The following fees and deposits are charged by the property at time of service, check-in, or check-out.

- Fee for buffet breakfast: CAD 15.99 per person (approximately)
- Self parking fee: CAD 20.95 per night (in/out privileges)
- Pet fee: CAD 20 per pet, per night
- Rollaway bed fee: CAD 10 per night

The above list may not be comprehensive. Fees and deposits may not include tax and are subject to change.

Matt Ayres

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: Tuesday, May 02, 2017 10:02 AM
To: Matt Ayres
Subject: Red Arrow Itinerary/Receipt

*** EXTERNAL email. Please be cautious and evaluate before you click on links, open attachments, or provide credentials.***

INVOICE



2017-05-02

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
1658855	2017-05-02	139230			2017-05-09	2017-05-11	-	Website User

Travellers:

Ayres/Matt

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 08:00 Assigned to: 09A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 08:00 on 2017-05-09. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 11:50 on 2017-05-09. (3 hrs 50 mins)	3 hrs 50 mins	Adult	1	\$ 70.48	\$ 74.00
EDMCAL 12:00 YYC Assigned to: 09A Departs Edmonton (EDMTO / ETO 10014 104 St) at 12:00 on 2017-05-11. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 16:05 on 2017-05-11. (4 hrs 5	4 hrs 5 mins	Adult	1	\$ 70.48	\$ 74.00

mins)

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2017-05-02	Matt Ayres	Visa *****0123	\$ 148.00

Base Price:	\$ 140.96
Discounts:	\$ 0.00
Service Charges:	\$ 0.00
GST:	\$ 7.04
Invoice Total:	\$ 148.00
Payments Received:	\$ 148.00
Balance Due:	\$ 0.00

PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. **Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices** **Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time** Corporate Billing Accounts - Please pay off your monthly statement & not individual invoices.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

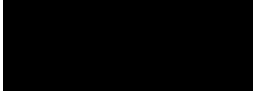
Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Dr. Matt Ayres



SE08AA - Solar West Conference

Page Number : 1 Invoice Nbr : 27759379
 Guest Number : 1157651
 Folio ID : A
 Arrive Date : 09-MAY-17 17:06
 Depart Date : 11-MAY-17 08:43
 No. Of Guest : 1
 Room Number : 1505
 Club Account : SPG - A1055

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton MAY-11-2017 08:50 A0021713

Date	Reference	Description	Charges (CAD)	Credits (CAD)
09-MAY-17	RT1505	Room Charge	199.00	
09-MAY-17	RT1505	GST	10.25	
09-MAY-17	RT1505	Destination Marketing Fee	5.97	
09-MAY-17	RT1505	Tourism Levy	8.20	
10-MAY-17	RT1505	Room Charge	199.00	
10-MAY-17	RT1505	GST	10.25	
10-MAY-17	RT1505	Destination Marketing Fee	5.97	
10-MAY-17	RT1505	Tourism Levy	8.20	
11-MAY-17	VI	Visa-0123		-446.84

Approve EMV Receipt for VI - 0123: PIN Verified
 TC:9C8F223A68CBB870 TVR:0080008000 AID:A0000000031010
 Application Label:VISA

** Total 446.84 -446.84
 *** Balance 0.00

Continued on the next page



April 30, 2017

Account number: [REDACTED]



Mobile services (continued)

MATTHEW AYRES

Charges for 403 [REDACTED]

Monthly and other charges (May 01 to May 31)

YourChoice UL NW-BYOD 40	\$40.00	
Family Calling LD		
No charge LD: CAN to CAN		
SMS Unlimited		
AB 911 Government Fee	\$0.44	
Total monthly and other charges		\$40.44

Add-ons (May 01 to May 31)

Easy Roam US - \$7/day	Free	
Easy Roam INTL - \$10/day	Free	
L&R - 2GB Shareable Data	\$25.00	
Total add-ons		\$25.00

Usage charges

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls, etc.

Long Distance - Domestic Phone	\$0.00	
Free 37:00 (MIN)		
Total used 37:00 (MIN)		
Text Msg - Sent	\$0.00	
Total used 2 (Msg)		
Data Usage - Mobile High Speed	\$10.00	← Not claimed.
Total used 877.896 (MB)		
Text Msg - Received	\$0.00	
Total used 3 (Msg)		
Data Usage	\$0.00	
Total used 1,315.072 (MB)		
Local Airtime - Phone (minutes)	\$0.00	
Included 83:00 (MIN)		
Free 2:00 (MIN)		
Total used 85:00 (MIN)		
Total usage charges		\$10.00

Total before taxes \$75.44

GST [REDACTED] \$3.77
Total for [REDACTED] with taxes \$79.21

65.44
3.27
68.71

Airtime Details for [REDACTED]

DATE	NUMBER AND PLACE YOU CALLED	WHERE YOU CALLED FROM	MINS: SECS	LOCAL AIRTIME RATE (\$/MIN)	LOCAL AIRTIME CHARGE (\$)	LONG DISTANCE CHARGE (\$)	OTHER CHARGE (\$)	TOTAL (\$)
Call charges								
1 Tue Apr 4 08:31 pm	[REDACTED]	CALGARY AB	CALGARY AB	2:00	-	-	-	0.00
2 Wed Apr 5 11:42 am	[REDACTED]	CALGARY AB	INCOMING	2:00	-	-	-	0.00
3 Thu Apr 6 11:17 am	[REDACTED]	EDMONTON AB	EDMONTON AB	1:00	-	-	-	0.00

continued on page 8

May 31, 2017

Account number: [REDACTED]

Mobile services (continued)

MATTHEW AYRES

Charges for [REDACTED]

Partial charges

1GB Shareable Data Top-Up (exp. Jun 01 2017) \$15.00

Total partial charges \$15.00

← Not claimed.

Monthly and other charges (Jun 01 to Jun 30)

YourChoice UL NW-BYOD 40 \$40.00

Family Calling LD
No charge LD: CAN to CAN
SMS Unlimited

AB 911 Government Fee \$0.44

Total monthly and other charges \$40.44

Add-ons (Jun 01 to Jun 30)

Easy Roam US - \$7/day Free

Easy Roam INTL - \$10/day Free

L&R - 2GB Shareable Data \$25.00

Total add-ons \$25.00

Usage charges

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls, etc.

Long Distance - Domestic Phone \$0.00

Free 52:00 (MIN)
Total used 52:00 (MIN)

Data Usage - Mobile High Speed \$0.00

Total used 502.654 (MB)

Data Usage \$5.00

Total used 2,479.002 (MB)

Text Msg - Received \$0.00

Total used 32 (Msg)

Text Msg - Sent \$0.00

Total used 20 (Msg)

Local Airtime - Phone (minutes) \$0.00

Included 247:00 (MIN)

Free 6:00 (MIN)

Total used 253:00 (MIN)

Total usage charges \$5.00

← Not claimed.

Total before taxes \$85.44

GST \$4.27

Total for [REDACTED] with taxes \$89.71

65.44
3.27
68.71