

EXPENSE REPORT

EMPLOYEE:

Matt Ayres

distribution (Control		PLF ISE I	DO VOLCHANGE	THE FORMULAS/I	FX1 IN THE SHADE	D AREAS	THE RESERVE OF THE PARTY OF THE
Date	Expense Type	Amount	KM	Amount	GST	Total	Description / Purpose of Trip
2016-06-30	Telephone	65.44		CSECAN	3.27		July Cell Phone
2016-07-31	Telephone	65.44			3.27		August Cell Phone
2016-07-06	Conf/Travel/Accom/Car	140.96			7.04	148.00	Red Arrow Edmonton Return / Meeting with GOA
2016-07-06	Conf/Travel/Accom/Car	180.86				180.86	Hotel 1 night / Meeting with GOA
016-07-06	Meals	20.75		DERES NO	21	20.75	Allowance Evening Meal (No Receipt)
016-08-07	Conf/Travel/Accom/Car	23.46			0.00	23.46	Taxi to Red Arrow bus terminal
016-08-07	Conf/Travel/Accom/Car	140.96		VEHICLE (C.	7.04	149.00	Pad Arrow Edmonton Patron (M. 1)
2016-08-07	Conf/Travel/Accom/Car	413.15		1000	7.04	417.16	Red Arrow Edmonton Return / Meetings with GOA Hotel 2 nights / Meeting with GOA
016-08-07	Meals	20.75			391		
016-08-08	Meals	20.75		7	20		Allowance Evening Meal (No Receipt)
016-08-09	Meals	11.60		7	150		Allowance Evening Meal (No Receipt)
2016-08-16	Meals	81.03		100000	3.50		Allowance Lunch (No Receipt)
		01.03		12157-12	3.30		Business lunch with EPCOR staff / Discuss EPSP
					- 1		
						-	
				-	10	•	
					- 1		
				6 4 - 0			
					26		
					基		
					10		
					120		
TOTALS					25	2814/22	
UTALS	Hybrid Mark (p. 5 billy) = 21	1,185.15		112	24.12	1,209.27	GENERAL TRANSPORTERS AND THE PROPERTY OF THE P



June 30, 2016 Account number



Mobile services (continued)

MATTHEW AYRES

Charges for

Monthly and other charges (Jul 01 to Jul 31)

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

Add-ons (Jul 01 to Jul 31)

 US Easy Roam
 Free

 L&R - 2GB Shareable Data
 \$25.00

 Total add-ons
 \$25.00

Usage charges

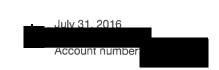
Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, '611 calls. etc.

Long Distance - Domestic Phone	\$0.00
Free 36:00 (MIN)	
Total used 36:00 (MIN)	
Text Msg - Sent	\$0.00
Total used 65 (Msg)	
Picture Messaging - Picture Receive	\$0.00
Total used 1 (Pic)	
Text Msg - Received	\$0.00
Total used 76 (Msg)	
Data Usage	\$0.00
Total used 695.838 (MB)	
Local Airtime - Phone (minutes)	\$0.00
Included 157:00 (MIN)	
Free 14:00 (MIN)	
Total used 171:00 (MIN)	
Total usage charges	\$0.00
Total before taxes	\$65.44
GST	ΦQ Q7
	\$3.27 \$68.71
Total fo with taxes	

Airtime Details for 403 988-3721

	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	Fri Jun 3 11:13 am	MSG RTRVL AB	CALGARY AB	2:00	-	-	-	-	0.00
2	Fri Jun 3 11:51 am	CALGARY AB	INCOMING	4:00	-	-	-	-	0.00
3	Fri Jun 3 01:29 pm	CALGARY AB	CALGARY AB	7:00	-	-	-	-	0.00
								continued	on page 8







Mobile services (continued)

MATTHEW AYRES

Charges fo

Monthly and other charges (Aug 01 to Aug 31)

YourChoice UL NW-BYOD 40 Family Calling LD

\$40.00

No charge LD: CAN to CAN

SMS Unlimited

\$0.44

AB 911 Government Fee

Total monthly and other charges\$40.44

Add-ons (Aug 01 to Aug 31)

Easy Roam US - \$7/day L&R - 2GB Shareable Data

Free \$25.00

Total add-ons\$25.00

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 Free 12:00 (MIN) Total used 12:00 (MIN)

Text Msg - Sent Total used 6 (Msg) \$0.00

\$0.00

Text Msg - Received Total used 9 (Msg)

\$0.00

Data Usage Total used 930.778 (MB) \$0.00

Local Airtime - Phone (minutes)

\$0.00

Included 151:00 (MIN) Free 28:00 (MIN)

Total used 179:00 (MIN)

Total usage charges\$0.00

Total before taxes......\$65.44

GST Total for \$3.27

with taxes......\$68.71

Airtime Details for 403 988-3721

	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	Mon Jul 4 01:01 pm	CALGARY AB	CALGARY AB	1:00		*	**	-	0.00
2	Wed Jul 6 01:28 pm	CALGARY AB	INCOMING	6:00			**	-	0.00
3	Thu Jul 7 07:36 am	EDMONTON AB	INCOMING	1:00	**	2	E)	-	0.00
4	Thu Jul 7 04:47 pm	EDMONTON AB	INCOMING	8:00	*3	2	-	-	0.00
5	Thu Jul 7 05:22 pm	LEDUC AB	INCOMING	3:00	+2	*	±9	-	0.00
								continued	on page 8

Matt Ayres

From:

常

Red Arrow Reservations <itinerary@redarrow.ca>

Sent:

Monday, July 04, 2016 8:34 PM

To:

Matt Ayres

Subject:

Invoice

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



Invoice

Date: 2016-07-04

Bill To

You can reach us at

Website User

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1549674	2016-07-04	139230	_	-	2016-07-06	2016-07-07	-	Website User

Travellers:

Ayres/Matt

Product	Details	Duration	Price Basis	Qty	Each	Billed
CALEDM 14:00 YYC Assigned to: 08C	Departs Calgary (CALTO / Calgary Ticket Office) 2016-07-06 at 14:00 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2016-07-06 at 18:05	4 hrs 5 mins	Adult	1	70.48	74.00
ECEXP 16:30 Assigned to: 10C	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2016-07-07 at 16:30 Arrives Calgary (CALTO / Calgary Ticket Office) 2016-07-07 at 19:50	3 hrs 20 mins	Adult	1	70.48	74.00
Payments Received	yes Is an i		Price:			6 CAD

Date From Reference Amount Visa *******0123 2016-07-04 Website User 148.00 CAD Discounts: 0.00 CAD Service Charges: 0.00 CAD **GST** 7.04 CAD Invoice Total: 148.00 CAD Received: 148.00 CAD Balance: 0.00 CAD

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 incure 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. 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. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958.

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 OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES.

Thank you for choosing Red Arrow.

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



Matrix Hotel, Edmonton

6 Jul 2016 - 7 Jul 2016 | Itinerary # 7194528052189

Matrix Hotel

6 Jul 2016 - 7 Jul 2016, 1 room | 1 night

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



10640 100 Avenue NW, Edmonton, AB, T5J 3N8 Canada

Tel: 1 (780) 429-2861, Fax: 1 (780) 426-7225

Check-in

- Check-in time ends at 5:30 AM
- · Minimum check-in age is 18
- · Check-in time starts at 3 PM
- · Your room will be guaranteed for late arrival.

Important Hotel Information

Although Expedia does not charge a fee to change or cancel your booking, Matrix 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 5 Jul 2016 or no-shows are subject to a hotel 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

Deluxe Room, 1 King Bed

Includes: Continental Breakfast Free Parking Free Wireless Internet

COMPLETED

Confirmation # 31562820

Price Summary

Total

C\$180.86

Collected by Expedia

Private sale: save 10%

Prices shown after -C\$17.90 savings

Room Price

C\$180.86

1 night

C\$161.10

Taxes & Fees

C\$19.76

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.

· Pet fee: CAD 20 per pet, per night

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

Itinerary: Matrix Hotel, Edmonton

Page 2 of 2

Confirmation

#:

31562820

362

points

For this trip

Expedia

Reserved for

Matt Ayres

2 adults

Requests

1 king bed, non-smoking room

Need help with your reservation?

- Visit our Customer Support page.
- · Call us at 1-866-307-7601.
- For faster service, mention itinerary #7194528052189

Travel Industry Council of Ontario

In accordance with the Ontario Travel Industry Act, 2002, this page contains detailed information on the names, addresses and registration numbers applicable to the providers of travel and ticket fulfillment services.

Ticket fulfillment services provided by Tour East Holidays (Canada) Inc., 15 Kern Road, Suite 9, Toronto, Ontario M3B 1S9. TICO Registration No.: 50015827

Matt Ayres

From:

Red Arrow Reservations <itinerary@redarrow.ca>

Sent:

Friday, August 05, 2016 11:18 AM

To:

Matt Ayres

Subject:

Invoice

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

INVOICE

Date: 2016-08-05

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
1559868	2016-08- 05	139230			2016-08-07	2016-08-09	-	Website User

Travellers:

Ayres/Matt

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 18:30 YYC	3 hrs 30 mins	Adult	1	\$ 70.48	\$ 74.00
Assigned to: 09A					
Departs Calgary (CGYNORTH / Calgary					
North) at 18:45 on 2016-08-07.					
Arrives Edmonton (EDMTO / Edmonton					
Ticket Office) at 22:15 on 2016-08-07. (3					
hrs 30 mins)					
,					

EDMCAL 12:00 YYC

4 hrs 5 mins Adult 1 \$ 70.48 \$ 74.00

Assigned to: 10A

Departs Edmonton (EDMTO / Edmonton Ticket Office) at 12:00 on 2016-08-09. Arrives Calgary (CALTO / Calgary Ticket Office) at 16:05 on 2016-08-09. (4 hrs 5

ASSOCIATED CAB ALLIED LIMOUSIN 307-41 AVENUE NE CALGARY AB T2E 2N4 (403) 299-1111

SALE

MID: 4189233
TID: EB189233
REF#: 00000007
Batch #: 095
08/07/16
SEQ: 095001001007
CVC: Y

APPR CODE: 033438

VISA

j

AMOUNT \$20.40 TIP \$3.06 TOTAL \$23.46

00 - APPROVED - 001

VISA AID: A0000000031010 TVR: 00 80 00 80 00 TSI: F8 00

THANK YOU

CUSTOMER COPY

	- · · · · ·			Base Price:	\$ 140.96
				Discounts:	\$ 0.00
Payments Rece	eived			Service Charges:	\$ 0.00
DATE	GUEST	REFERENCE	AMOUNT	GST:	\$ 7.04
2016-08-05	Matt Ayres	Visa *******0123	\$ 148.00	Invoice Total:	\$ 148.00
				Payments Received:	\$ 148.00
				Balance Due:	\$ 0.00

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 incure 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. 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. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958. **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 OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES. Thank you for choosing Red Arrow. Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication



Matrix Hotel, Edmonton

7 Aug 2016 - 9 Aug 2016 | Itinerary # 7202267896301

Matrix Hotel

7 Aug 2016 - 9 Aug 2016, 1 room | 2 nights

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



10640 100 Avenue NW, Edmonton, AB, T5J 3N8 Canada

Tel: 1 (780) 429-2861, Fax: 1 (780) 426-7225

Check-in

- · Check-in time ends at 5:30 AM
- · Minimum check-in age is 18
- · Check-in time starts at 3 PM
- · Your room will be guaranteed for late arrival.

Important Hotel Information

Although Expedia does not charge a fee to change or cancel your booking, **Matrix 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 6 Aug 2016 or no-shows are subject to a hotel fee equal to the first night's rate plus taxes and fees.
- 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

Deluxe Room, 1 King Bed

Includes: Continental Breakfast Free Parking Free Wireless Internet

COMPLETED

Confirmation # 32399387

Price Summary

Total	C\$413.15
Collected by Expedia	

Room Price	C\$413.15
2 nights	C\$184.00
	avg./night
07/08/2016	C\$189.00
08/08/2016	C\$179.00
Taxes & Fees	C\$45.15

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.

· Pet fee: CAD 20 per pet, per night

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

Itinerary: Matrix Hotel, Edmonton

Page 2 of 2

Confirmation

32399387

#:

826 points

For this trip

Expedia

Reserved for

Matt Ayres

1 adult

Requests

1 king bed, non-smoking room

Need help with your reservation?

- · Visit our Customer Support page.
- Call us at 1-866-307-7601.
- For faster service, mention itinerary #7202267896301

Travel Industry Council of Ontario

In accordance with the Ontario Travel Industry Act, 2002, this page contains detailed information on the names, addresses and registration numbers applicable to the providers of travel and ticket fulfillment services.

Ticket fulfillment services provided by Tour East Holidays (Canada) Inc., 15 Kern Road, Suite 9, Toronto, Ontario M3B 1S9. TICO Registration No.: 50015827



Cucina Market Bistro 515 8th Ave SW Calgary AB T2P 1G1 587-353-6565 GST# 136341625RT0001

1030 Terra C

Tb1 17/1 Chk 22		4
Aug16'16 1	1:26AM	
1 BREAD PLATE	7.00	
1 SILVER SAGE	26.00	
1 HALF CARB	14.00	
1 TUNA	23.00	
Subtotal	70.00	
70.00 GST	3.50	
Amount Due	73.50	

Thanks for Dining With Us! **PLEASE PAY SERVER**

Happy Hour 3 - 6pm Monday-Friday We now validate parking For reservations after 5PM! CUCINA BISTRO 525 South West 8 Avenue Calgary AB T2P 1E3 403-263-1042

** TRANSACTION RECORD **

Tran. #: 28557
RVC: Bistro
Table #: 17
Check #: 2282
Group #: 1
Employee #: 5016
Employee Name: Diana E

UISA Pre-Auth Purchase ××××××××××0123 C AID: A0000000031010

> Amount \$73.50 TiP \$11.03 TOTAL CAD\$84.53

APPROVED 021869 00-001 021869 CUCIWS01/CUCIWC01 155001001014 2016/08/16 13:07:40

TVR: 0080008000 TSI: F800

No signature required

Customer Copy