



EXPENSE REPORT

EMPLOYEE:

Matt Ayres

PLEASE DO NOT CHANGE THE FORMULAS/TEXT IN THE SHADED AREAS

Date	Expense Type	Amount	KM		GST	Total	Description / Purpose of Trip
				Amount			
2017-01-24	Meals	43.99		-	1.90	45.89	Business lunch with David James (GOA)
2017-01-25	Conf/Travel/Accom/Car	312.10		-		312.10	Hotel 2 nights / Meeting with GOA / AESO
2017-01-25	Meals	20.75		-		20.75	Allowance Dinner Meal (no receipt)
2017-01-26	Meals	9.20		-		9.20	Allowance Breakfast Meal (no receipt)
2017-01-26	Meals	20.75		-		20.75	Allowance Dinner Meal (no receipt)
2017-01-27	Meals	9.20		-		9.20	Allowance Breakfast Meal (no receipt)
2017-02-01	Conf/Travel/Accom/Car	140.96		-	7.04	148.00	Red Arrow Edmonton return / Training Course for GOA
2017-02-01	Conf/Travel/Accom/Car	447.24		-		447.24	Hotel 2 nights / Training Course for GOA
2017-02-03	Conf/Travel/Accom/Car	46.00		-		46.00	Taxi to home
2017-02-01	Meals	20.75		-		20.75	Allowance Dinner Meal (no receipt)
2017-02-02	Meals	11.60		-		11.60	Allowance Lunch Meal (no receipt)
2017-02-02	Meals	20.75		-		20.75	Allowance Dinner Meal (no receipt)
2017-02-03	Meals	11.60		-		11.60	Allowance Lunch Meal (no receipt)
2017-01-01	Telephone	65.44		-	3.27	68.71	Jan Cellphone
2017-02-01	Telephone	65.44		-	3.27	68.71	Feb Cellphone
2017-03-01	Telephone	65.44		-	3.27	68.71	Mar Cellphone
TOTALS	-	1,311.21	-	-	18.76	1,329.97	



Coast Edmonton Plaza Hotel, Edmonton

25 Jan 2017 - 27 Jan 2017 | Itinerary # 7238407744964

Coast Edmonton Plaza Hotel

25 Jan 2017 - 27 Jan 2017, 1 room | 2 nights

COMPLETED

Confirmation # CEP-FC597612

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 24 Jan 2017 or no-shows are subject to a property fee equal to the first nights 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 **Comfort Room, 1 King Bed**

Includes: Free Wireless Internet

Confirmation #:
#:

CEP-FC597612

Price Summary

Total **C\$312.10**
Collected by Expedia

Room Price	C\$312.10
2 nights	C\$139.00 /night
Taxes & Fees	C\$34.10

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

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

Reserved for **Matt Ayres**
1 adult

Requests **1 king bed, non-smoking room**

624 points

For this trip

Expedia 

Need help with your reservation?

- Visit our [Customer Support page](#).
- Call **Expedia gold Priority Customer care** at 1-800-224-1534.
- For faster service, mention **itinerary #7238407744964**

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, January 20, 2017 1:06 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: 2017-01-20

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
1622826	2017-01-20	139230			2017-02-01	2017-02-03	-	Website User

Travellers:

Ayres/Matt

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 14:00 YYC Assigned to: 08A Departs Calgary (CALTO / Calgary Ticket Office) at 14:00 on 2017-02-01. Arrives Edmonton (EDMTO / Edmonton Ticket Office) at 18:05 on 2017-02-01. (4 hrs 5 mins)	4 hrs 5 mins	Adult	1	\$ 70.48	\$ 74.00
EDMCAL 14:00 YYC Assigned to: 08A Departs Edmonton (EDMTO / Edmonton Ticket Office) at 14:00 on 2017-02-03. Arrives Calgary (CALTO / Calgary Ticket Office) at 18:05 on 2017-02-03. (4 hrs 5 mins)	4 hrs 5 mins	Adult	1	\$ 70.48	\$ 74.00

Office) at 18:05 on 2017-02-03. (4 hrs 5 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

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2017-01-20	Matt Ayres	Visa *****0123	\$ 148.00

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 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. 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

1 Feb 2017 - 3 Feb 2017 | Itinerary # 7238410121499

Matrix Hotel

1 Feb 2017 - 3 Feb 2017, 1 room | 2 nights

COMPLETED

Confirmation # 74708SB003916

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 starts at 3 PM
- Check-in time ends at 5:30 AM
- Minimum check-in age is 18
- 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, **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 31 Jan 2017 or no-shows are subject to a property fee equal to the first nights 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**

Confirmation #:
74708SB003916

Reserved for Matt Ayres

Price Summary

Total **C\$447.24**
Collected by Expedia

Room Price	C\$447.24
2 nights	C\$199.18 /night
Taxes & Fees	C\$48.88

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.

- Airport shuttle fee: CAD 18.00 per person (one-way)
- Airport shuttle fee per child: CAD 10.00 (one-way), (from 4 to 12 years old)
- 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.

Requests 1 adult
 1 king bed, non-smoking room

894 points

For this trip

Expedia

Need help with your reservation?

- Visit our [Customer Support page](#).
- Call Expedia gold Priority Customer care at 1-800-224-1534.
- For faster service, mention **itinerary #7238410121499**

Travel Industry Council of Ontario

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



December 31, 2016

Account number: [REDACTED]



Mobile services (continued)

MATTHEW AYRES

Charges for [REDACTED]

Monthly and other charges (Jan 01 to Jan 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

JAN.

Add-ons (Jan 01 to Jan 31)

Easy Roam US - \$/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 15:00 (MIN)		
Total used 15:00 (MIN)		
Data Usage - Mobile High Speed	\$0.00	
Total used 123.879 (MB)		
Text Msg - Sent	\$0.00	
Total used 10 (Msg)		
Text Msg - Received	\$0.00	
Total used 11 (Msg)		
Data Usage	\$0.00	
Total used 1,036.299 (MB)		
Local Airtime - Phone (minutes)	\$0.00	
Included 46:00 (MIN)		
Free 5:00 (MIN)		
Total used 51:00 (MIN)		
Total usage charges		\$0.00

Total before taxes..... \$65.44

GST [REDACTED] \$3.27

Total for [REDACTED], with taxes..... \$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 Thu Dec 1 07:42 am	[REDACTED]	CALGARY AB	CALGARY AB	1:00	-	-	-	0.00
2 Mon Dec 5 08:12 pm	[REDACTED]	CALGARY AB	CALGARY AB	28:00	-	-	-	0.00
3 Thu Dec 8 05:59 pm	[REDACTED]	CALGARY AB	INCOMING	1:00	-	-	-	0.00
4 Sun Dec 11 02:08 pm	[REDACTED]	MSG RTRVL AB	CALGARY AB	1:00	-	-	-	0.00

continued on page 8



January 31, 2017

Account number: [REDACTED]



Mobile services (continued)

MATTHEW AYRES

Charges for [REDACTED]

Feb.

Monthly and other charges (Feb 01 to Feb 28)

Your Choice 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 (Feb 01 to Feb 28)

Easy Roam US - \$7/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.

Data Usage	\$0.00	
Total used 1,057.994 (MB)		
Text Msg - Received	\$0.00	
Total used 18 (Msg)		
Data Usage - Mobile High Speed	\$0.00	
Total used 47.057 (MB)		
Text Msg - Sent	\$0.00	
Total used 14 (Msg)		
Local Airtime - Phone (minutes)	\$0.00	
Included 5:00 (MIN)		
Free 3:00 (MIN)		
Total used 8:00 (MIN)		
Total usage charges		\$0.00

Total before taxes..... \$65.44

GST \$3.27

Total for [REDACTED], with taxes..... \$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 Sat Jan 7 06:04 pm	[REDACTED]	CALGARY AB	CALGARY AB	1:00	-	-	-	0.00
2 Fri Jan 13 08:46 pm	[REDACTED]	CALGARY AB	CALGARY AB	1:00	-	-	-	0.00
3 Sat Jan 14 11:06 am	[REDACTED]	CALGARY AB	INCOMING	2:00	-	-	-	0.00
4 Sat Jan 14 09:08 pm	[REDACTED]	MSG RTRVL AB	CALGARY AB	1:00	-	-	-	0.00
5 Thu Jan 26 06:20 pm	[REDACTED]	EDMONTON AB	EDMONTON AB	1:00	-	-	-	0.00
6 Thu Jan 26 08:34 pm	[REDACTED]	EDMONTON AB	EDMONTON AB	2:00	-	-	-	0.00
TOTAL					\$0.00	\$0.00	\$0.00	\$0.00



February 28, 2017

Account number: [REDACTED]



Mobile services (continued)

MATTHEW AYRES

Charges for [REDACTED]

March

Partial charges

L&R - 2GB Shareable Data (exp. Mar 01 2017) \$0.83

Total partial charges \$0.83

Monthly and other charges (Mar 01 to Mar 31)

YourChoice UL NW-BYOD 40 \$40.00
Family Calling LD
No charge LD: CAN to CAN
SMS Unlimited
Data Usage Correction -\$0.83
AB 911 Government Fee \$0.44

Total monthly and other charges \$39.61

Add-ons (Mar 01 to Mar 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.

Easy Roam US \$56.00
Total used 8 (Day)
Text Msg - Sent \$0.00
Total used 2 (Msg)
Data Usage - Mobile High Speed \$0.00
Total used 41.121 (MB)
Text Msg - Received \$0.00
Total used 1 (Msg)
Data Usage \$0.00
Total used 682.635 (MB)
Roaming Txt Msg - Received \$0.00
Total used 2 (Msg)
CAN to Int'l Text Msg - Sent \$0.00
Total used 1 (Msg)
Local Airtime - Phone (minutes) \$0.00
Included 106:00 (MIN)
Free 63:00 (MIN)
Total used 169:00 (MIN)

NOT EXPENSED.

Total usage charges \$56.00

Total before taxes \$121.44

GST \$6.07

Total for [REDACTED], with taxes \$127.51

\$65.44

\$68.71

The Westin Calgary
Essence
Calgary, AB, T2P 2S6
(403) 266-1611
GST#R815462536

910780033 Michael Z.

CHK 2371 TBL 51/1
24 JAN'17 12:24 PM

2 Turkey Club @ 15.00 30.00
1 Diet Coke 4.00
1 Coca Cola 3.00

Subtotal \$38.00
GST#R815462536

WESTIN CALG ESSENCE RES
320 4TH AVENUE SW
CALGARY, AB, T2P 2S6
403-226-6161

SALE

Server #: 004223

REF#: 00000009

Batch #: 113
01/24/17 13:07:55
APPR CODE: 026542
Trace: 9
VISA Chip
*****0123

AMOUNT \$39.90
TIP \$5.99
TOTAL \$45.89

APPROVED

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

THANK YOU / MERCI

CUSTOMER COPY

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

SALE

MID 4189233
TID CD189233 REF# 00000001
Batch #: 008 SEQ: 068001001001
02:03:17 18:08:27
APPR CODE: 040322
VISA

TOTAL \$40.00
TIP \$6.00
TOTAL \$46.00

00 - APPROVED - 001

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

THANK YOU

CUSTOMER COPY