

EXPENSE REPORT

EMPLOYEE:

Matt Ayres

		1					
Date	Expense Type	Amount	KM	Amount	GST	Total	Description / Purpose of Trip
2017-07-18	Conf Travel Accom Car	140.96		_ 11	7.04		Bus to Edmonton, GOA meetings
2017-07-18	Conf Travel Accom/Car	189.07		-		189.07	Hotel edmonton, GOA meetings
2017-07-18	Meals	11.60		-		11.60	
2017-07-18	Meals	20.75		-			Dinner allowance
2017-07-19	Meals	11.60		-		11.60	Lunch allowance
2017-06-30	Telephone	65.44		-	3.27	68.71	Cell phone July
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TOTALS		439.42	-	-	10.31	449.73	

Matt Ayres

From:

Red Arrow Reservations <itinerary@redarrow.ca>

Sent:

Friday, July 14, 2017 11:03 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

×

2017-07-14

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
1682069	2017-07- 14	139230			2017-07-18	2017-07-19	44	Website User

Travellers:

Ayres/Matt

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 08:00	3 hrs 50 mins	Adult	1	\$ 70.48	\$ 74.00
Assigned to: 07A					
Departs Calgary (CALTO / CTO 205 9					
Ave SE) at 08:00 on 2017-07-18.					
Arrives Edmonton (EDMTO / ETO 10014					
104 St) at 11:50 on 2017-07-18. (3 hrs 50					
mins)					
,					

EDMCAL 12:00 YYC

4 hrs 5 mins

Adult

1

\$ 70.48

\$ 74.00

Assigned to: 10A

Departs Edmonton (EDMTO / ETO 10014

104 St) at 12:00 on 2017-07-19.

Arrives Calgary (CALTO / CTO 205 9

Ave SE) at 16:05 on 2017-07-19. (4 hrs 5

	****				Base Price:	\$ 140.96
					Discounts:	\$ 0.00
Payments Rece	eived				Service Charges:	\$ 0.00
DATE	GUEST	REFERENCE	AMOUNT		GST:	\$ 7.04
2017-07-14	Matt Ayres	Visa *******0123	\$ 148.00		Invoice Total:	\$ 148.00
				Ä	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 l.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



Matrix Hotel, Edmonton

18 Jul 2017 - 19 Jul 2017 | Itinerary # 7280287404180

Matrix Hotel

18 Jul 2017 - 19 Jul 2017 , 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 starts at 3 PM
- · Check-in time ends at 5:30 AM
- · Minimum check-in age is 18
- · Airport shuttle service is available on request during limited hours. Contact the property in advance to make arrangements.
- · 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 17 Jul 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 **Deluxe Room, 2 Double Beds**

Reserved for **Matt Ayres**

1 adult

COMPLETED

Price Summary

Total

C\$189.07

Collected by Expedia

Private sale: save 11%

Prices shown after -C\$20.79 savings

Room Price C\$189.07 1 night C\$168.41 Taxes & Fees C\$20.66

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 Requests

2 Double Beds, non-smoking room

may not include tax and are subject to change.

741 points

Expedia

For this trip

- · 378 base points for this trip
- 250 bonus points for +VIP Access Bonus Offer
- 113 bonus points for +gold Bonus Offer

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 #7280287404180

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

June 30, 2017

Account number

Mobile services (continued)

MATTHEW AYRES Charges for

Monthly and other charges (Jul 01 to Jul 3	1)	
YourChoice UL NW-BYOD 40 Family Calling LD No charge LD: CAN to CAN SMS Unlimited	\$40.00	
AB 911 Government Fee Total monthly and other charges	\$0.44	\$40.44
Add-ons (Jul 01 to Jul 31)		
Easy Roam US - \$7/day Easy Roam INTL - \$10/day L&R - 2GB Sharcable Data	Free Free \$25.00	
Total add-ons		ድጋፍ በበ

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 Free 20:00 (MIN)	\$0.00
Total used 20:00 (MIN) Text Msg - Sent Total used 15 (Msg)	\$0.00
Data Usage - Mobile High Speed Total used 252.136 (MB)	\$0.00
Text Msg - Received Total used 24 (Msg)	\$0.00
Data Usage Total used 1,485.606 (MB)	\$0.00
Picture Messaging - Pictures Total used 1 (Pic)	\$0.00
Local Airtime - Phone (minutes) Included 90:00 (MIN) Free 9:00 (MIN)	\$0.00
Total used 99:00 (MIN) Total usage charges	\$0.00
Total before taxes	\$65.44
GST	\$3.27
Total for 403 988-3721, with taxes	\$68.71

Airtime Details for

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 2 04:55 pm	CALGARY AB	INCOMING	2:00	ě	3	-	continued (0.00 on page 7