



# Employee Expense Claim Form

Meal Allowance  
 Breakfast - 15.00  
 Lunch - 20.00  
 Dinner - 35.00

revised January 1, 2

Attach Original detailed Receipts for all purchases

Mileage rates .54 km @ January 1, 2013  
 over 5000 kms mileage rate @ .48 km

Date	Meeting/Event	Kms.	Mileage Amount	Meals Incl. GST	Hotel Incl. GST	Other Incl. GST	Total	Total incl.	G/L Account
							Gst	Gst	
AUG. 29	OPENING DAY	170	91.80					91.80	
SEPT. 21	BOARD MTG.	170	91.80					91.80	" "
SEPT. 13, 2016	RELIGIOUS ED. CONGRES							747.98	
<b>Totals</b>								931.58	

RON BAIER TRUSTEE  
 Employee Name and Location  
(Please Print)  
Ron Baier  
 Employee Signature  
September 21, 2016  
 Date

[Signature]  
 Supervisor's Approval

SEPT 21/16  
 Date

YEG to LAX, LAX to YEG - (WS - WESTJET) - Carry-on fees unknown - contact carrier

## Payment/Fare Details

Form of Payment	CREDIT CARD
Fare Calculation Line	YEA WS LAX173.74WS YEA259.05NUC432.79END ROE1.27771.XFLAX4.5
Fare	CAD 552.98
Taxes/Fees/Carrier-imposed Charges	CAD 12.10 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 29.75 XG (GOODS AND SERVICES TAX (GST))
	CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 46.48 US2 (TRANSPORTATION TAX (INTERNATIONAL))
	CAD 7.18 YC (CUSTOMS USER FEE)
	CAD 9.14 XY (IMMIGRATION USER FEE)
	CAD 5.17 XA (APHIS USER FEE)
	CAD 7.31 AY (SEPTEMBER 11TH SECURITY FEE)
	CAD 5.87 XF (PASSENGER FACILITY CHARGE)
Total Fare	CAD 705.98

## Other Charges

SEAT ASSIGNMENT # 8388212578897 (YEG-LAX / QTY 1, LAX-YEG / QTY 1)	CAD 40.00
Taxes	CAD 2.00
Form of Payment	
Total	CAD 42.00
Total Fare and Other Charges	CAD 747.98

### Positive identification required for airport check in

#### Notice:

#### Travel info

**QST # 1202807956TQ0001 GST # 866112535**

For details about flying with Westjet, print the [important flight information package](#) or browse our travel info:

- [Baggage fees](#). (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)



**eTicket Receipt**

**Prepared For**  
BAIER/RONALD MR

RESERVATION CODE	ZXTQSK
ISSUE DATE	13Sep16
TICKET NUMBER	8382119300915
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/G97

**Itinerary Details**

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
21Feb17	WESTJET WS 1422	EDMONTON INTL AB, CANADA  Time	LOS ANGELES, CA  Time  Terminal TERMINAL 2	Fare Family Econo Seat Number 07B - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis PT07PH Not Valid Before 21FEB17 Not Valid After 21FEB17
27Feb17	WESTJET WS 1423	LOS ANGELES, CA  Time  Terminal TERMINAL 2	EDMONTON INTL AB, CANADA  Time	Fare Family Flex Seat Number 05B - (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis LTH Not Valid Before 27FEB17 Not Valid After 27FEB17

**Allowances**

**Baggage Allowance**

YEG to LAX - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters  
LAX to YEG - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS  
(E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD/FORM OF PAYMENT/EARLY PURCHASE OVER

INTERNET,ETC

**Carry On Allowances**

YEG to LAX , LAX to YEG - 1 Piece (WS - WESTJET)

**Carry On Charges**