



Employee Expense Claim Form

Revised October 2, 2015

Meal Allowances:
 Breakfast \$15.00, Lunch \$20.00, Dinner \$35.00

Attach Original detailed Receipts for all purchases

Mileage rates .54 km @ January 1, 2013
 over 5000 kms mileage rate @ .47 km

Date	Meeting/Event	Kms.	Mileage Amount	Meals	Hotel	Other	Gst	Total Incl. Gst	G/L Account
Nov. 29	BOARD MTC	170	91.80					91.80	
DEC. 1	CSBA FLIGHT (P.D.)							781.11	
DEC. 13	BOARD MTC	170	91.80					91.80	
Totals									
Employee Name and Location (Please Print) RON BAIER									
Employee Signature 									
Date DECEMBER 13, 2017									
								Supervisor's Approval 964.91 Date DEC 13, 2017	





eTicket Receipt

Prepared For
BAIER/RONALD D MR

RESERVATION CODE	WNIGDQ
ISSUE DATE	01Dec17
TICKET NUMBER	8382131767243
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
23Jun18	WESTJET WS 316	EDMONTON INTL AB, CANADA Time 8:00am	HALIFAX NS, CANADA Time 3:41pm	Seat Number 13D (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis DC14UK Not Valid Before 23JUN18 Not Valid After 23JUN18
08Jul18	WESTJET WS 391	HALIFAX NS, CANADA Time 7:50am	EDMONTON INTL AB, CANADA Time 10:10am	Seat Number 13D (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis PC14HG Not Valid Before 08JUL18 Not Valid After 08JUL18

Allowances

Baggage Allowance

YEG to YHZ - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YHZ to YEG - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 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 CARDFORM OF PAYMENT/EARLY PURCHASE OVER

INTERNET,ETC

Carry On Allowances

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

Carry On Charges

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

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXX 6683
Fare Calculation Line	YEA WS YHZ249.00WS YEA374.00CAD623.00END
Fare	CAD 623.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 35.66 XG (GOODS AND SERVICES TAX (GST))
	CAD 4.20 RC3 (HARMONIZED SALES TAX (HST))
	CAD 58.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 46.00 YQ1 (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 781.11

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](#).
- [Fare options](#). (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#). (Inflight entertainment and buy-on-board menu)
- [Seat selection](#). (Seat maps, seats in Plus)

At Westjet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flight segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-

8538 (1-888-WESTJET).

Westjet and the Canadian Transportation Agency want to make you aware of your rights as a traveller. Visit