



EXPENSE REPORT

EMPLOYEE:

Harry Chandler

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

Date	Expense Type	Amount			GST	Total	Description / Purpose of Trip
			KM	Amount			
09-17-14	Meals	55.04		-	2.39	57.43	Lunch with 2 stakeholders
09-23-14	Conf/Travel/Accom/Car	138.00		-	6.81	144.81	AUMA Convention Edmonton Red Arrow Bus
09-23-14	Meals	25.00		-		25.00	Dinner
09-24-14	Meals	15.00		-		15.00	Lunch
09-23-14	Conf/Travel/Accom/Car	114.29		-	14.02	128.31	Hotel
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TOTALS	-	347.33	-	-	23.22	370.55	

ACCOUNTING INPUT ONLY			
Recruitment Costs	700 703 7813	\$	-
Training	700 703 7815	\$	-
Office Supplies	700 703 7825	\$	-
Telephone	700 703 7840	\$	-
Memberships, Dues, Subscrip	700 703 7850	\$	-
Meals	700 703 7867	\$	95.04
Conf/Travel/Accom/Car	700 703 7875	\$	252.29
GST	125 1251	\$	23.22
TOTAL			370.55

KM CALCULATED	
THIS VOUCHER	-
RATE PER KM	0.45

Harry Chandler

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: Tuesday, September 16, 2014 2:19 PM
To: Harry Chandler
Subject: Invoice

Invoice

Date: 2014-09-16

Bill To:

HARRY CHANDLER
500, 400 - 5 AVENUE SW
CALGARY, ABT2P 0L6

You can reach us at

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1291446	2014-09-16	[REDACTED]	-	-	2014-09-23	2014-09-24	-	Website User

Travellers:

CHANDLER/HARRY, [REDACTED]

Product	Details	Duration	Price Basis	Qty	Each	billed
CEEXP 16:30 Assigned to: 07B, 07C	Departs Calgary (CALTO / Calgary Ticket Office) 2014-09-23 at 16:30 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-09-23 at 19:50	3 hrs 20 mins	Senior	1	65.71	69.00
CEEXP 16:30 Assigned to: 07B, 07C	Departs Calgary (CALTO / Calgary Ticket Office) 2014-09-23 at 16:30 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-09-23 at 19:50	3 hrs 20 mins	Adult	1	70.48	74.00
ECEXP 12:30 Assigned to: 07B, 07C	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-09-24 at 12:30 Arrives Calgary (CALTO / Calgary Ticket Office) 2014-09-24 at 15:50	3 hrs 20 mins	Senior	1	65.71	69.00
ECEXP 12:30 Assigned to: 07B, 07C	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-09-24 at 12:30 Arrives Calgary (CALTO / Calgary Ticket Office) 2014-09-24 at 15:50	3 hrs 20 mins	Adult	1	70.48	74.00

Payments Received:

Base Price:

272.38 CAD

Date	From	Reference	Amount
2014-09-16	HARRY CHANDLER		286.00 CAD

Discounts:	0.00 CAD
Service Charges:	0.00 CAD
GST	13.62 CAD
Invoice Total:	286.00 CAD
Received:	286.00 CAD
Balance:	0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

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

ICHI ROCK (RAKU) INC
923 6TH AVENUE SW T2P0V7
CALGARY AB

21966481

PURCHASE

||||

09-17-2014

Acct # 12:59:49

Exp Date ' / ' Card Type VI C

Name: HARRY CHANDLER

A0000000031010 Visa Credit

Trace # 170006

FB2196648101

INV. # 9233

Auth # 085361

RRN 001001347

Purchase

\$49.94

Tip \$7.49

Total \$57.43

(00) APPROVED-THANK YOU

Retain this copy for your records

Customer copy

MRKT
10542 JASPER AVE NW
EDMONTON, AB

Term ID: 2881987

Purchase

XXXXXXXXXX

VISA

Entry Method: C

Amount: \$ 26.00

Tip: \$ 3.90

Total: \$ 29.90

2014/09/24

11:19:31

Seq #: 001-255001-0

Appr Code: 080341

Resp Code: 00/027

Visa Credit
A0000000031010

63 0E 06 54 EE CE 0E FF

00 00 00 00 00 00

F8 00

1A 49 FC 4B 06 F7 69 70

APPROVED

Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records

KYOTO JAPANESE CUISINE
10128 109 ST NW
EDMONTON, AB
T5J 0M7
780-201-1750

SALE
DUPLICATE

Server #: 000007

MID: 9024613526

TID: 0089250008024613526003

REF#: 000000047

Batch #: 147

09/23/14

21:18:42

APPR CODE: 083471

Trace: 47

VISA

Chip

14 JPK

AMOUNT

\$44.10

TIP

\$6.62

TOTAL

\$50.72

APPROVED

Visa Credit

AID: A0000000031010

TVR: 00 80 00 80 00

TSI: F8 00

THANK YOU / MERCI

CUSTOMER COPY



10041-106 Street
 Edmonton, Alberta T5J 1G3
 Tel: 780-423-1925 Fax: 780-424-5302
 Web: www.daysinn-downtownedmonton.com - GST#: 828171926

09-24-14

Harry Chandler	Folio No. : 52297	Room No. : 581
#500, 400 - 5th Ave Sw	A/R Number :	Arrival : 09-23-14
Calgary AB T2P 0L6	Group Code :	Departure : 09-24-14
CA	Company : AAA NATIONAL HEADQUARTERS	Conf. No. : 77902122
	Wyndham Rewards :	Rate Code : S3A
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
09-23-14	Room Charge	114.29	
09-23-14	GST 5%	5.71	
09-23-14	Provincial/Tourism Levy 4%	4.57	
09-23-14	Destination Marketing Fund 3	3.43	
09-23-14	DMF GST 5%	0.17	
09-23-14	DMF Provincial/Tourism Levy 4	0.14	
09-24-14	XXXXXXXXXXXXXXXXXXXX		128.31

Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. If you are not already a member, join the next time you check-in, visit us at www.wyndhamrewards.com or call 1-866-996-7937.

Total	128.31	128.31
Balance	0.00	

Guest Signature: _____
 Please contact the Manager about and issues with your stay. Days Inn or affiliates may contact you about goods and services unless you call 877-222-3297 or write to Wyndham Worldwide Hotels, Inc. 1 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Days Inn website about privacy.

**Thank you for staying with us.
 It was our pleasure to serve you.**