

# **HQCA INTERNAL EXPENSE CLAIM**

CLAIMANT: Andrew Neuner SIGNATURE: [Signature] DATE: December 18, 2017  
 PREPARED BY: Claudia Gonzalez

DATE	DESCRIPTION OF EXPENSE (include # of kilometers)	CANADIAN FUNDS				GST at 5% (x 5 / 105)	Total Amount Claimed
		TRAVEL EXPENSES ONLY including airfare, accommodation, meals, taxis, transportation, parking, per diem, etc. and MILEAGE/KILOMETRES AT .505¢/KM EXCEPT PROFESSIONAL DEVELOPMENT EXPENSES	PROFESSIONAL DEVELOPMENT including fees, tuition, airfare, accommodation, meals, taxis, transportation, parking, per diem, etc. and mileage/kilometers	MISC. EXPENSES including office supplies, photocopies, in-house meeting supplies, out-of- pocket, etc. <b>MUST SPECIFY</b> <b>NO TRAVEL</b>			
		6231000	6231200	6231400	6154000		
		LOCAL	PROVINCIAL	Out of Prov.			
<b>Meetings in Edmonton - Alberta Innovates &amp; IHE</b>							
December 4, 2017	Taxi - Home to YYC		\$29.13			\$1.27	\$30.40
December 4, 2017	Airfare - YYC to YEG		\$236.12			\$11.81	\$247.93
December 4, 2017	Taxi - YEG to downtown		\$59.38			\$2.62	\$62.00
December 4, 2017	Red Arrow - YEG to YYC		\$70.48			\$3.52	\$74.00
December 4, 2017	Taxi - Bus station to home		\$14.02			\$0.61	\$14.63
<b>Key Leaders Engagement Mtg (Edmonton)</b>							
December 6, 2017	Airfare - YYC to YEG		\$416.25			\$20.81	\$437.06
December 6, 2017	Taxi - YEG to downtown		\$60.24			\$2.62	\$62.86
December 6, 2017	Taxi - Downtown to YEG		\$60.24			\$2.62	\$62.86
December 6, 2017	Parking - YYC airport		\$27.95			\$1.40	\$29.35
<b>Meeting with Dr. Braun</b>							
December 8, 2017	Parking - Southport		\$4.50				\$4.50
<b>Meeting with Dr. Forest</b>							
December 11, 2017	Taxi - Office to meeting		\$8.33			\$0.36	\$8.69
December 11, 2017	Taxi - Meeting to office		\$8.76			\$0.38	\$9.14
<b>Meetings in Edmonton - RhPAP, CAM, DM, AH, AMA, Covenant</b>							
December 12, 2017	Airfare - YYC to YEG		\$203.12			\$10.16	\$213.28
December 13, 2017	Lunch w/ Dr. Theman		\$44.85			\$1.95	\$46.80
December 13, 2017	Meal - Dinner		\$25.58			\$1.11	\$26.69
December 14, 2017	Meal - Breakfast		\$20.70			\$0.90	\$21.60
December 14, 2017	Meal - Lunch		\$17.95			\$0.90	\$18.85
December 14, 2017	Meal - Dinner		\$20.70			\$0.90	\$21.60
December 15, 2017	Hotel - Coast		\$462.75			\$22.26	\$485.01
December 15, 2017	Gas		\$49.24			\$2.46	\$51.70
							\$0.00
							\$0.00
<b>TOTALS</b>		\$0.00	\$1,840.28	\$0.00	\$0.00	\$88.66	\$1,928.94

EXPENSE CLAIM: Andrew Neuner Vendor No. NEUAN

DATE OF CLAIM: November 3, 2017 Inv. No. EXP

<b>FUNCTIONAL CENTRE:</b>	
	LOCAL Travel - incl. all expenses \$0.00
	PROVINCIAL Travel - incl. all expenses \$1,840.28
	OUT OF PROVINCE Travel - incl. all expenses \$0.00
	Professional Development \$0.00
	MISC. Expenses \$0.00
	MISC. Expenses
	SUB TOTAL \$1,840.28
<b>FUNCTIONAL CENTRE:</b>	
	\$88.66

**AMOUNT CLAIMED** \$1,928.94

APPROVED BY SIGNATURE: Original signed by Dr. Fields

DATE: \_\_\_\_\_

APPROVED BY PRINTED NAME: Dr. Anthony Fields, HQCA Board Chair



**AIR CANADA**

## Booking Confirmation

Booking Reference: [REDACTED]

Date of issue: 28 Nov, 2017

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.



### - Depart

Economy Flex

Monday  
04 Dec, 201707:15  
**Calgary**  
Calgary Intl. (YYC), AB08:13  
**Edmonton**  
Edmonton Intl. (YEG), AB

AC8130

0hr58  
Economy W  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

## Passengers

Andrew Neuner  
Ticket Number  
[REDACTED]Seats  
AC8130 [REDACTED]

### Purchase summary

1 adult

#### Air Transportation Charges

Base Fare	187.00
Surcharges	12.00

#### Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	11.81
Air Travellers Security Charge	7.12
Airport Improvement Fee - Canada	30.00

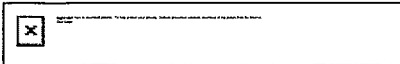
Total airfare and taxes before options	\$247 <sup>93</sup>
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GRAND TOTAL (Canadian dollars)	\$247 <sup>93</sup>
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## Kristina Watkins

**From:** Red Arrow Reservations <itinerary@redarrow.ca>  
**Sent:** Wednesday, November 29, 2017 8:21 AM  
**To:** Kristina Watkins  
**Subject:** Red Arrow Itinerary/Receipt

## INVOICE



2017-11-29

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER	PI	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2017-11-29				2017-12-04	2017-12-04		Website User

Travellers:

Neuner/Andrew

PRODUCT DESCRIPTION	DURATION	ADULT/NOY	DAY	PRICE/UNIT	TOTAL
<b>EDMCAL 14:00 YYC</b>	3 hrs 50 mins	Adult	1	\$ 70.48	\$ 74.00
Assigned to: <span style="background-color: black; color: black;">XXXXXXXXXX</span>					
Departs Edmonton (EDMTO / ETO 10014 104 St) at 14:00 on 2017-12-04.					
Arrives Calgary (CGYNORTH / CNS 304 35 Ave NE) at 17:50 on 2017-12-04. (3 hrs 50 mins)					

### Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2017-11-29	Andrew Neuner	<span style="background-color: black; color: black;">XXXXXXXXXX</span>	

<b>Base Price:</b>	\$ 70.48
<b>Discounts:</b>	\$ 0.00
<b>Service Charges:</b>	\$ 0.00
<b>GST:</b>	\$ 3.52
<b>Invoice Total:</b>	\$ 74.00

**Payments  
Received:** \$ 74.00

**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](http://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 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



316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

GST ACCOUNT #: 866958341  
TRIP NUMBER: [REDACTED]  
PASSENGERS: 1

12/04/2017  
START: 06:44 END: 06:00  
DISTANCE: 155.00 RATE: 1

FARE AMOUNT: \$ 25.33

TAX AMOUNT: \$ 1.27  
TIP AMOUNT: \$ 5.32

TOTAL : \$ 31.92

\*\*\*PASSENGER COPY\*\*\*

THANK YOU  
(403)299-9999  
WWW.THECHECKERGROUP.COM



DATE 2017/12/04  
TIME 4456 08:51:42  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE  
AMOUNT \$55.00  
TIP \$7.00  
TOTAL

\$62.00

-----

APPROVED

AUTH# [REDACTED] 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456  
BARREL TAXI 780.489.7777  
EDMTAXI.COM  
GST 100403070

GST ACCOUNT #: 848897799  
TRIP NUMBER: [REDACTED]  
PASSENGERS: 1

12/04/2017  
START: 18:05 END: 18:16  
DISTANCE: 55.00 RATE: 1

FARE AMOUNT: \$ 12.19

TAX AMOUNT: \$ 0.61  
TIP AMOUNT: \$ 1.92

TOTAL : \$ 14.72

\*\*\*PASSENGER COPY\*\*\*

THANK YOU  
(403)299-9999  
WWW.THECHECKERGROUP.COM





## Booking Confirmation

Booking Reference: [REDACTED]

Date of issue: 28 Nov 2017

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### Depart

Economy Flex

Wednesday  
06 Dec, 2017

13:55  
**Calgary**  
Calgary Intl. (YYC), AB



14:47  
**Edmonton**  
Edmonton Intl. (YEG), AB

  
AC8144

**0hr52**  
Economy G  
Operated by: Air Canada Express -  
Jazz | Q400

### Return

Economy Flex

Wednesday  
06 Dec, 2017

19:45  
**Edmonton**  
Edmonton Intl. (YEG), AB




20:46  
**Calgary**  
Calgary Intl. (YYC), AB

  
AC8157

**1hr01**  
Economy G  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

## Passengers

 **Andrew Neuner**

Ticket Number

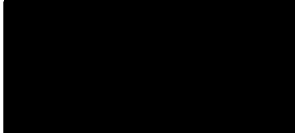
Seats

AC8144

AC8157



## Purchase summary



1 adult



### Air Transportation Charges

Base Fare - Depart - Economy Flex	159.00
Base Fare - Return - Economy Flex	159.00
Surcharges	24.00



### Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	20.81
Air Travellers Security Charge	14.25
Airport Improvement Fee - Canada	60.00
Total airfare and taxes before options	\$437 <sup>06</sup>
GRAND TOTAL (Canadian dollars)	\$437 <sup>06</sup>



## Check-in and boarding gate deadlines

Within Canada

**90**  
minutes

### Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

**45**  
minutes<sup>1</sup>

### Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

**15**  
minutes

### Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



AIRPORT TAXI SERVICE  
4608 101 ST.  
(7808907070)  
EDMONTON AB

[REDACTED]  
DATE 2017/12/06  
TIME 6674 15:22:46  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

-----  
PURCHASE  
AMOUNT \$55.00  
TIP \$8.25  
TOTAL

**\$63.25**  
-----

[REDACTED]  
**APPROVED**

AUTH# [REDACTED] 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST#853270031

GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

[REDACTED]  
DATE 2017/12/06  
TIME 1427 18:59:57  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

-----  
PURCHASE  
AMOUNT \$55.00  
TIP \$8.25  
TOTAL

**\$63.25**  
-----

[REDACTED]  
**APPROVED**

AUTH# [REDACTED] 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456  
BARREL TAXI 780.489.7777  
EDMTAXI.COM  
GST 100403070

**RECEIPT**  
**GST NO. R122556194**

TKT NO [REDACTED]  
EXIT No. A2  
IN: 12/06/17 13:03  
OUT: 12/06/17 20:55  
DURATION: 0 07:52  
PAID: \$ 29.35  
(GST INCLUDED)

[REDACTED]  
REF. 66  
THANK YOU FOR  
YOUR VISIT

 flyYYC

**YYC** CALGARY  
INTERNATIONAL  
AIRPORT

**RECEIPT**  
**Southport**

License Plate Number



Expiration Date/Time

**03:14 PM**  
**DEC 08, 2017**

Purchase Date/Time: 02:14pm Dec 08, 2017

Total Due: \$4.50      Rate: \$4.50 1 Hour  
Total Paid: \$4.50      Pmt Type: CC (Swipe)  
Ticket #: 00000128  
S/N #: 520015160425  
Setting: SPT Wireless  
Mach Name: CA-SPT-001

Auth #: 10028663

www.ahs.ca  
Do Not Place On Dash

Alberta Health Services

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2



DRIVER ID : 11014  
GST ACCOUNT #: 790502520  
TRIP NUMBER:   
PASSENGERS: 1

12/11/2017  
START: 10:15      END: 10:21  
DISTANCE: 23.00      RATE: 1

FARE AMOUNT: \$ 7.24

TAX AMOUNT: \$ 0.36  
TIP AMOUNT: \$ 3.00

**TOTAL : \$ 10.60**



\*\*\*PASSENGER COPY\*\*\*

THANK YOU  
(403)299-9999  
WWW.THECHECKERGROUP.COM



CHECKER/YELLOW CAB  
316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

Merchant ID: 432765F0

Driver ID: 7230

Record Num.: 0002

**Sale**

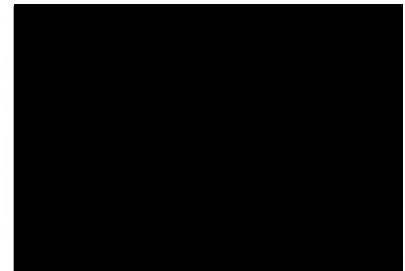


Entry Method: Chip

Amount: \$ 8.00  
Tip: \$ 3.00

**Total: CAD\$ 11.00**

2017/12/11      11:43:01



DESCRIPTION: \_\_\_\_\_

THANK YOU  
(403)299-9999  
WWW.THECHECKERGROUP.COM

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT  
VERIFICATION

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

**AIR CANADA**

## Booking Confirmation

Booking Reference: [REDACTED]

Date of issue: 29 Nov, 2017

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### - Depart

Economy Flex

Tuesday  
12 Dec, 201720:10  
**Calgary**  
Calgary Intl. (YYC), AB21:08  
**Edmonton**  
Edmonton Intl. (YEG), AB

AC8154

0hr58  
Economy S  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

### Passengers

Andrew Neuner

Ticket Number

Seats

AC8154 [REDACTED]



### Purchase summary

1 adult



Air Transportation Charges

Base Fare 154.00

Surcharges 12.00



Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001 10.16

Air Travellers Security Charge 7.12

Airport Improvement Fee - Canada 30.00

Total airfare and taxes before options \$213<sup>28</sup>GRAND TOTAL (Canadian dollars) \$213<sup>28</sup>



UNION BANK INN  
- MADISON'S GRILL  
10053 JASPER AVE  
EDMONTON AB T5J 1S5  
(780) 423-3600

MADISON'S GRILL  
10053-Jasper Ave  
Edmonton, Alberta  
780-401-2222

**SALE**

Server: Victoria  
Table 23/1  
Guests: 2

12/13/2017  
12:32 PM  
20037

Pellegrino 750 ml 9.00  
Baked Chevre & Beet (2 @15.00) 30.00  
Subtotal 39.00

GST Exclusive Tax 1.95

Total 40.95

**Balance Due 40.95**

GRATUITY : \_\_\_\_\_

TOTAL : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

ROOM #: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

THANK YOU  
Please Come Again Soon  
GST #R897343794

12/13/17

12:48:23

\*\*\*

**AMOUNT \$40.95**  
**TIP \$7.37**  
**TOTAL \$48.32**

00 - APPROVED - 001

CUSTOMER COPY

Old Spaghetti Factory  
10220-103rd Street  
Edmonton, AB  
(780) 422-6088

14 ANDREW

-----  
Tbl 12/2 Chk 6872 Gst 1  
Station 1 Dec13'17 05:37PM  
-----

1 HUNTER CHIC	19.25
1 ICE TEA	2.99
-----	
Food	22.24
GST Tax	1.11
07:03PM Total	<b>23.35</b>

We are committed to total guest  
satisfaction. If we have not met  
or exceeded your expectations  
in any way, please let us know.

Please Pay Your Server  
Gratuity not Included

GST# R133989145  
Call to book reservations Today!

OLD SPAGHETTI DT  
EDMONTON  
10220 103 ST NW  
EDMONTON AB

DATE 2017/12/13  
TIME 4155 19:05:41  
CLERK ID 14  
RECEIPT NUMBER

-----  
PURCHASE  
AMOUNT \$23.35  
TIP \$3.50  
TOTAL

**\$26.85**  
-----

**APPROVED**

AUTH# 062313 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**HAWELI**  
Fine East Indian Cuisine  
10220 - 103 St.  
Edmonton, Alberta  
780-421-8100

**Table 18**

Check 20005

GUNN  
THU 12/14/17 12:14pm

=====

1 LUNCH BUFFET	17.95
----------------	-------

=====

Sub/Ttl	17.95
---------	-------

Tax	0.90
-----	------

<b>Total Due</b>	<b>18.85</b>
------------------	--------------

THANK YOU!  
Please Come Again!

GST# 814201513

\*\*\*\*\*

CHECK # 889168 DATE 12/14/17

NAME 1909 TIME 9:24PM

=====

-- PRESTONS : Valerie --

ITEMS ORDERED	AMOUNT
---------------	--------

1 Cranberry Club S/W	15.00
----------------------	-------

1 DELIVERY CHARGE	3.00
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\*\*\*\*\*

<b>SUBTOTAL</b>	<b>18.00</b>
-----------------	--------------

<b>GST</b>	<b>0.90</b>
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=====

<b>TOTAL DUE</b>	<b>18.90</b>
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=====

\*\*\*GRATUITY NOT INCLUDED\*\*\*


G.S.T. #10103 5467 RT0020

TIP 3.00

TOTAL 21.90

ROOM NUMBER 1909

PRINT NAME N. Arora

SIGNATURE 

Thank You for joining us at the  
Coast Edmonton Plaza Hotel by APA  
(780) 423-4811

GST#



Andrew Neuner

## Preview

Invoice date 12/15/2017  
Our reference [REDACTED]  
GST Number 10103 5467 RT0020

Guest	Mr Andrew NEUNER	Arrival	12/12/2017	Departure	12/15/2017	Room	1909
Date	Description	Quantity	Unit Price	Total ()			
12/12/2017	Room Charge	1	144.00	144.00			
12/12/2017	GST Taxes	1	7.42	7.42			
12/12/2017	Tourism Levy	1	5.93	5.93			
12/12/2017	Destination Market Fee	1	4.32	4.32			
12/13/2017	Room Charge	1	144.00	144.00			
12/13/2017	GST Taxes	1	7.42	7.42			
12/13/2017	Tourism Levy	1	5.93	5.93			
12/13/2017	Destination Market Fee	1	4.32	4.32			
12/14/2017	105th Street Cafe 9168	1	18.00	18.00			
12/14/2017	Federal Tax GST Restaurant 9168	1	0.90	0.90			
12/14/2017	105th Street Cafe 9168	1	3.00	3.00			
12/14/2017	Room Charge	1	144.00	144.00			
12/14/2017	GST Taxes	1	7.42	7.42			
12/14/2017	Tourism Levy	1	5.93	5.93			
12/14/2017	Destination Market Fee	1	4.32	4.32			
Total invoice							506.91

Subtotal 506.91

For reservations: [www.coasthotels.com](http://www.coasthotels.com) or 1-800-663-1144

Andrew Neuner

## Preview

Invoice date 12/15/2017  
Our reference [REDACTED]  
GST Number 10103 5467 RT0020

Date	Description	Quantity	Unit Price	Total ()
Total Paid				0.00
Total Due				506.91

Total GST 23.16

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X

\_\_\_\_\_

For reservations: [www.coasthotels.com](http://www.coasthotels.com) or 1-800-663-1144

HUMPTY'S EXPRESS FAS  
153 LEVA AVENUE  
RED DEER COUNTY, AB  
T4E 1B9

2017-12-15 13:30:59

STORE #: 50488  
TRANS #: 068127

PUMP 6  
REGULAR  
49.28L AT \$1.049

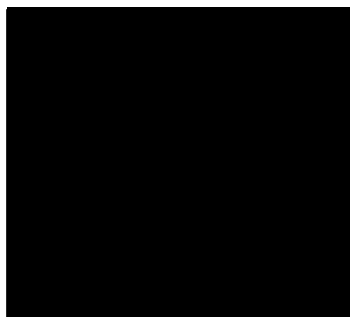
ACCT:

 \$ 51.70

GST INCLUDED \$ 2.46

TOTAL \$ 51.70

TYPE: PURCHASE



VERIFIED BY PIN

01/027 APPROVED  
THANK YOU

-- IMPORTANT --  
RETAIN THIS COPY  
FOR YOUR RECORDS  
- CUSTOMER'S COPY -