



EXPENSE REPORT

EMPLOYEE:

Matt Ayres

PLEASE DO NOT CHANGE THE FORMULA/TEXT IN THE SHADDED AREAS							
Date	Expense Type	Amount	KM	Amount	GST	Total	Description / Purpose of Trip
2016-08-31	Telephone	65.44		-	3.27	68.71	September Cell Phone
2016-09-30	Telephone	65.44		-	3.27	68.71	October Cell Phone
2016-10-31	Telephone	65.44		-	3.27	68.71	November Cell Phone
2016-11-30	Telephone	65.44		-	3.27	68.71	December Cell Phone
2016-09-30	Conf/Travel/Accom/Car	744.07		-		744.07	Return flight YYC to New Orleans (MSY): EISG Mee
2016-09-01	Conf/Travel/Accom/Car	821.26		-		821.26	Hotel 3 nights : EISG Meetings (592.86 @ 1.3852 CDN
2016-11-05	Conf/Travel/Accom/Car	36.08		-		36.08	Taxi Home to YYC Airport
2016-11-05	Conf/Travel/Accom/Car	57.14		-		57.14	Taxi MSY to Downtown (41.40@1.3804 CDN:US)
2016-11-09	Conf/Travel/Accom/Car	55.41		-		55.41	Taxi Downtown to MSY (40.00@1.3852 CDN:US)
2016-11-09	Conf/Travel/Accom/Car	44.97		-		44.97	Taxi YYC to home Airport
2016-11-05	Meals	23.81		-		23.81	Lunch Allowance (US 17.25 @1.38CDN:US)
2016-11-05	Meals	62.86		-		62.86	Evening Meal Allowance (US 45.55 @1.38 CDN:US)
2016-11-08	Meals	62.86		-		62.86	Evening Meal Allowance (US 45.55 @1.38 CDN:US)
2016-11-09	Meals	23.46		-		23.46	Breakfast Allowance (US 17.00 @1.38 CDN:US)
2016-11-09	Meals	23.81		-		23.81	Lunch Allowance (US 17.25 @ 1.38 CDN:US)
2016-11-06	Meals	20.22		-		20.22	Personal Allowance (outside canada for full 24 hour
2016-11-07	Meals	20.22		-		20.22	Personal Allowance (outside canada for full 24 hour
2016-11-08	Meals	20.22		-		20.22	Personal Allowance (outside canada for full 24 hour
2016-10-25	Conf/Travel/Accom/Car	140.96		-	7.04	148.00	Bus Calgary Edmonton Return Meetings with GOA :
2016-10-25	Meals	20.75		-		20.75	Evening Meal Allowance
2016-10-26	Meals	11.60		-		11.60	Lunch Allowance
2016-10-26	Conf/Travel/Accom/Car	26.74		-		26.74	Taxi Bus to Home
				-		-	
				-		-	
				-		-	
				-		-	
TOTALS	-	2,478.18	-	-	20.12	2,498.30	

August 31, 2016



Mobile services (continued)

MATTHEW AYRES

Charges for [Redacted]

SEPTEMBER

Monthly and other charges (Sep 01 to Sep 30)

YourChoice UL NW-BYOD 40	\$40.00
Family Calling LD	
No charge LD: CAN to CAN	
SMS Unlimited	
AB 911 Government Fee	\$0.44
Total monthly and other charges	\$40.44

Add-ons (Sep 01 to Sep 30)

Easy Roam US - \$7/day	Free
L&R - 2GB Shareable Data	\$25.00
Total add-ons	\$25.00

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	\$0.00
Free 26:00 (MIN)	
Total used 26:00 (MIN)	
Text Msg - Sent	\$0.00
Total used 5 (Msg)	
Text Msg - Received	\$0.00
Total used 12 (Msg)	
Data Usage	\$0.00
Total used 827.145 (MB)	
Local Airtime - Phone (minutes)	\$0.00
Included 36:00 (MIN)	
Free 13:00 (MIN)	
Total used 49:00 (MIN)	
Total usage charges	\$0.00

Total before taxes..... \$65.44

GST	\$3.27
Total for [Redacted] with taxes	\$68.71

Airtime Details for [Redacted]

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 Aug 5 12:08 pm	[Redacted] CALGARY AB	INCOMING	1:00	-	-	-	0.00
2	Fri Aug 5 12:14 pm	[Redacted] CALGARY AB	INCOMING	1:00	-	-	-	0.00
3	Sun Aug 7 05:06 pm	[Redacted] CALGARY AB	CALGARY AB	1:00	-	-	-	0.00
4	Mon Aug 8 02:20 pm	[Redacted] CALGARY AB	EDMONTON AB	1:00	-	-	-	0.00
5	Mon Aug 8 02:28 pm	[Redacted] EDMONTON AB	INCOMING	25:00	-	-	-	0.00

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September 30, 2016



Mobile services (continued)

MATTHEW AYRES

Charges for [REDACTED]

OCTOBER

Monthly and other charges (Oct 01 to Oct 31)

YourChoice UL NW-BYOD 40 \$40.00
 Family Calling LD
 No charge LD: CAN to CAN
 SMS Unlimited
 AB 911 Government Fee \$0.44
Total monthly and other charges \$40.44

Add-ons (Oct 01 to Oct 31)

Easy Roam S - \$7/day Free
 L&R - 2GB Shareable Data \$25.00
Total add-ons \$25.00

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 \$0.00
 Free 10:00 (MIN)
 Total used 10:00 (MIN)
 Data Usage - Mobile High Speed \$0.00
 Total used 34.688 (MB)
 Text Msg - Sent \$0.00
 Total used 6 (Msg)
 Text Msg - Received \$0.00
 Total used 12 (Msg)
 Data Usage \$0.00
 Total used 966.757 (MB)
 Local Airtime - Phone (minutes) \$0.00
 Included 79:00 (MIN)
 Free 21:00 (MIN)
 Total used 100:00 (MIN)
Total usage charges \$0.00

Total before taxes \$65.44

GST [REDACTED] \$3.27

Total for [REDACTED] with taxes \$68.71

Airtime Details for [REDACTED]

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 Thu Sep 1 05:02 pm	[REDACTED]	CALGARY AB	EDMONTON AB	9:00	-	-	-	0.00
2 Fri Sep 9 12:04 pm	[REDACTED]	CALGARY AB	INCOMING	1:00	-	-	-	0.00
3 Fri Sep 9 03:04 pm	[REDACTED]	CALGARY AB	INCOMING	1:00	-	-	-	0.00
4 Fri Sep 9 02:59 pm	[REDACTED]	CALGARY AB	INCOMING	1:00	-	-	-	0.00

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October 31, 2016



Mobile services (continued)

MATTHEW AYRES

Charges for



NOVEMBER

Monthly and other charges (Nov 01 to Nov 30)

YourChoice UL NW-BYOD 40	\$40.00
Family Calling LD	
No charge LD: CAN to CAN	
SMS Unlimited	
AB 911 Government Fee	\$0.44
Total monthly and other charges	\$40.44

Add-ons (Nov 01 to Nov 30)

Easy Roam US - \$7 day	Free
L&R - 2GB Shareable Data	\$25.00
Total add-ons	\$25.00

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	\$0.00
Free 19:00 (MIN)	
Total used 19:00 (MIN)	
Text Msg - Received	\$0.00
Total used 18 (Msg)	
Data Usage - Mobile High Speed	\$0.00
Total used 101.803 (MB)	
Text Msg - Sent	\$0.00
Total used 12 (Msg)	
Data Usage	\$0.00
Total used 977.792 (MB)	
Local Airtime - Phone (minutes)	\$0.00
Included 122:00 (MIN)	
Free 6:00 (MIN)	
Total used 128:00 (MIN)	
Total usage charges	\$0.00

Total before taxes..... \$65.44

GST	\$3.27
Total for 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 Sat Oct 1 12:11 pm		MSG RTRVL AB	CALGARY AB	1:00	-	-	-	0.00
2 Sat Oct 1 04:35 pm		CALGARY AB	INCOMING	1:00	-	-	-	0.00
3 Sun Oct 2 12:40 pm		CALGARY AB	INCOMING	1:00	-	-	-	0.00
4 Mon Oct 3 07:54 am		CALGARY AB	INCOMING	10:00	-	-	-	0.00

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November 30, 2016



Mobile services (continued)

MATTHEW AYRES

Charges for [Redacted]

DECEMBER

Monthly and other charges (Dec 01 to Dec 31)

YourChoice UL NW-BYOD \$0	\$40.00
Family Calling LD	
No charge LD: CAN to CAN	
SMS Unlimited	
As of 1 Government Fee	\$0.44
Total monthly and other charges	\$40.44

Add-ons (Dec 01 to Dec 31)

Easy Roam US - \$7/day	Free
L&R - 2GB Shareable Data	\$25.00
Total add-ons	\$25.00

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.

Easy Roam US	\$35.00
Total used 5 (Day)	
Text Msg - Sent	\$0.00
Total used 13 (Msg)	
Data Usage - Mobile High Speed	\$0.00
Total used 72.931 (MB)	
Picture Messaging - Picture Receive	\$0.00
Total used 1 (Pic)	
Text Msg - Received	\$0.00
Total used 19 (Msg)	
Data Usage	\$0.00
Total used 1,403.355 (MB)	
Roaming Txt Msg - Received	\$0.00
Total used 5 (Msg)	
Local Airtime - Phone (minutes)	\$0.00
Included 114:00 (MIN)	
Free 19:00 (MIN)	
Total used 133:00 (MIN)	
Total usage charges	\$35.00

← NOT CLAIMED AS EXPENSE

Total before taxes	\$100.44
GST	\$5.02
Total for [Redacted] with taxes	\$105.46

65.44
3.27
68.71

Airtime Details for [Redacted]

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 Wed Nov 2 02:30 pm	[Redacted]	CALGARY AB	INCOMING	1:00				0.00

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Dr Matt Ayres

Room Number: 0409
 Arrival Date: 10-25-16
 Departure Date: 10-26-16
 Page No: 1 of 1

INFORMATION INVOICE

Folio No: 265864

10-26-16

Date	Description		Charges	Credits
10-25-16	Room Service	Room# 0409 : CHECK# 805	42.06	
10-25-16	Room Revenue		199.00	
10-25-16	Destination Marketing Fee - 3%		5.97	
10-25-16	Tourism Levy - 4%		8.20	
10-25-16	Room GST - 5%		10.25	
10-26-16	Room Service	Room# 0409 : CHECK# 878	3.00	
10-26-16	Visa	451401XXXXXX0123 03/18		268.48
Total			268.48	268.48
Balance			0.00	

Signature:

I agree that my liability for all charges 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 or the full amount of these charges. G.S.T. #105631154 RT 0008

CALGARY UNITED CABS
5660 10TH ST NE
SUITE 8
CALGARY AB T2E 8W7
(403) 777-1111

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299 1111

SUNSET
CAB COMPANY
504 566 2222

SALE

MID: 6367788 GST: 794386326RT0001
TID: F6367788 REF#: 00000030
Batch #: 027 SEQ: 027001001030
10/26/16 20:14:51
CVC: Y

APPR CODE: 034930
VISA
*****0123C **/**

AMOUNT \$23.25
TIP \$3.49
TOTAL \$26.74

00 - APPROVED - 001

VISA
AID: A0000000031010
TVR: 00 80 00 80 00
TSI: F8 00

CUSTOMER COPY

SALE

MID: 4189233
TID: TH189233 REF#: 00000007
Batch #: 226 SEQ: 226001001007
11/05/16 06:03:57
CVC: Y

APPR CODE: 007021
VISA
*****0123C **/**

AMOUNT \$32.80
TIP \$3.28
TOTAL \$36.08

00 - APPROVED - 001

VISA
AID: A0000000031010
TVR: 00 80 00 80 00
TSI: F8 00

CUSTOMER COPY

TERMINAL ID: 314-667-692
VEHICLE ID: 15705
DRIVER ID: ****6402
TRIP NUMBER: 5251
PASSENGERS: 1

11-05-2016
START: 16:17 END: 16:40
DISTANCE: 1.50 RATE: 2

FARE AMOUNT: \$ 36.00

TIP AMOUNT: 1 5 00

TOTAL: \$ 41.40

VISA SALE: ****0123

APPROVAL NUMBER: 034930

PASSENGER COPY

FOR COMPLIMENTS OR CONCERNS PLEASE CALL
"TAXICAB & FOR HIRE VEHICLE BUREAU"
OF NEW ORLEANS LOUISIANA
AT 504 658 7176

Powered by:



PASSENGER'S RECEIPT TAXICAB FARE

Telephone # _____

Cab company: Coleman Cab

Date: Nov 9, 2016

Amount of fare: \$ 40.00

Driver's name: _____

Cab #: _____

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299 1111
CAR#1051

SALE

MID: 4189233
TID: SG189233 REF#: 00000002
Batch #: 226 SEQ: 226001001002
11/09/16 17:44:23
CVC: Y

APPR CODE: 026798
VISA
*****0123C **/**

AMOUNT \$39.10
TIP \$5.87
TOTAL \$44.97

00 - APPROVED - 001

VISA
AID: A0000000031010
TVR: 00 80 00 80 00
TSI: F8 00

THANK YOU

CUSTOMER COPY



New Orleans

5 Nov 2016 - 9 Nov 2016 | Itinerary # 7217968030889

Important Information

- All passengers travelling to the US must provide valid travel documents and details of their full US destination address for US Immigration.
- Proof of citizenship is required for international travel. Be sure to bring all necessary documentation (e.g. passport, visa, transit permit). To learn more, visit our Visa and Passport page .
- We noticed you did not choose travel protection coverage when booking this flight. If you change your mind, you can purchase insurance prior to travel and receive your insurance certificate via email.

Calgary (YYC) → New Orleans (MSY)

5 Nov 2016 - 9 Nov 2016 , 1 round trip ticket

CONFIRMED

Air Canada

ARXSGV

United

PSC1RC

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Price Summary

Traveller Information

Matthew James Ayres No frequent flyer details provided Ticket # 0161016736922
 Adult

Traveller 1: Adult C\$744.07
 Flight C\$580.99
 Taxes & Fees C\$163.08
Total: C\$744.07

All prices quoted in Canadian dollars.

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Additional Flight Services

5 Nov 2016 - Departure 1 stop Total travel time: 6 h 44 m

United **Calgary** **Houston** 3 h 52 m
 YYC 8:10am IAH 1:02pm 2,830 km
 Terminal A

United 8404 Operated by /AIR CANADA EXPRESS - JAZZ Economy (H) | Confirm seats with the airline *

Layover: 1 h 48 m

United **Houston** **New Orleans**

- The airline may charge additional fees for checked baggage or other optional services.

149 points
For this trip



1 h 4 m
499 km

IAH 2:50pm MSY 3:54pm
Terminal B
United 4260 Operated by /EXPRESSJET AIRLINES DBA
UNITED EXPRESS
Economy (H) | Confirm seats with the airline *

9 Nov 2016 - Return 1 stop Total travel time: 7 h 3 m

New Orleans Houston 1 h 22 m
499 km



MSY 10:45am IAH 12:07pm
Terminal C

Airport check-in with United
Air Canada 2295 Operated by UNITED AIRLINES
Economy (K) | Confirm seats with the airline *

Layover: 1 h 33 m

Houston Calgary 4 h 8 m
2,830 km



IAH 1:40pm YYC 4:48pm
Terminal A
Air Canada 8105 Operated by AIR CANADA EXPRESS - JAZZ
Economy (K) | Confirm seats with the airline *

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- **Tickets are non-refundable, non-transferable and name changes are not allowed.**
- Please read the complete penalty rules for changes and cancellations applicable to this fare.
- Please read important information regarding airline liability limitations.
- For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Need help with your reservation?

- Visit our Customer Support page.
- Call us at 1-866-307-7601.
- For faster service, mention **itinerary #7217968030889**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Nov 09, 2016	ASSOCIATED CAB/ALLIED CALGARY AB	\$44.97
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[REDACTED]

Nov 09, 2016	HOTEL MONTELEONE N ORL NEW ORLEANS LA 592.86 USD @ 1.385200000000	\$821.26
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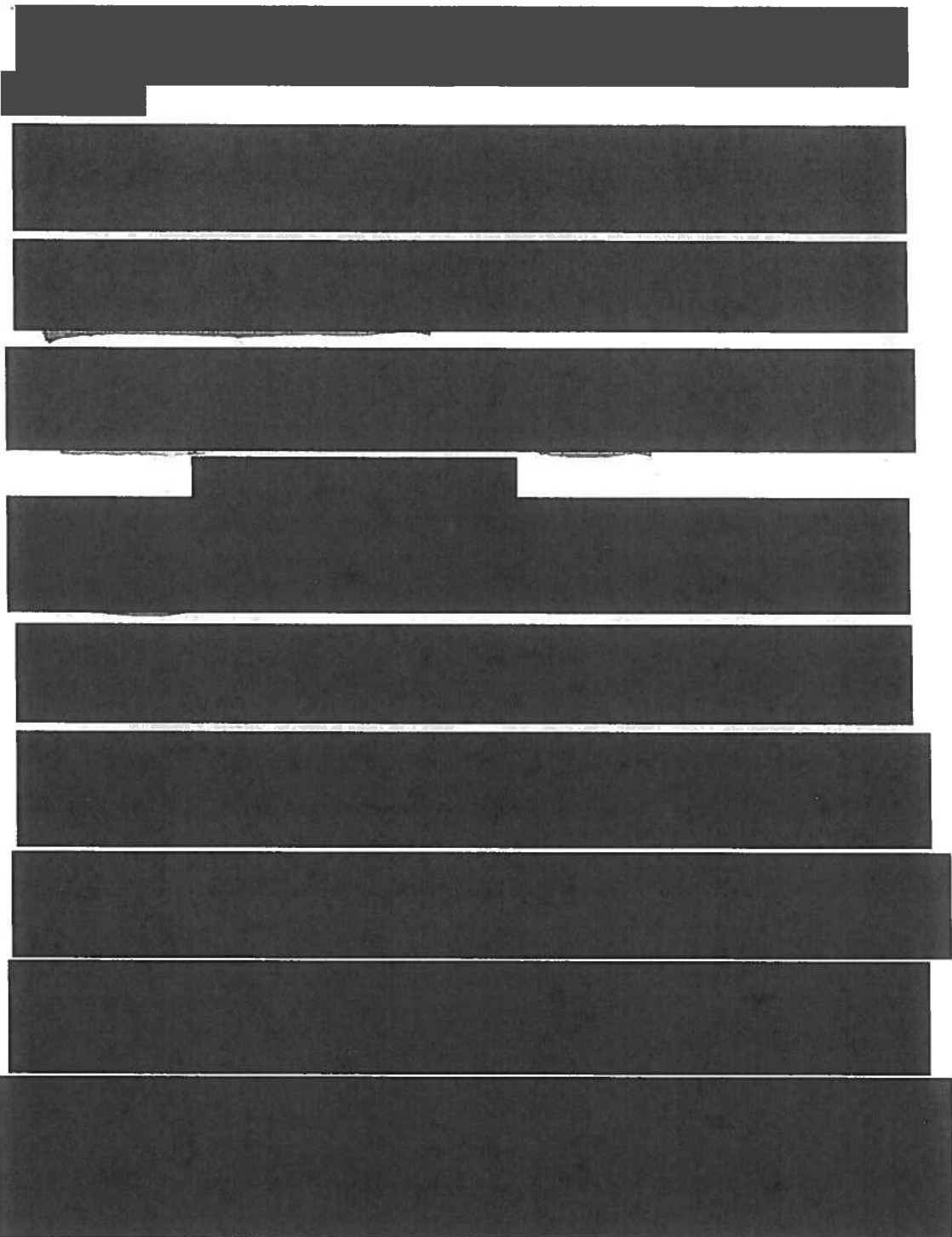
[REDACTED]

[REDACTED]

[REDACTED]

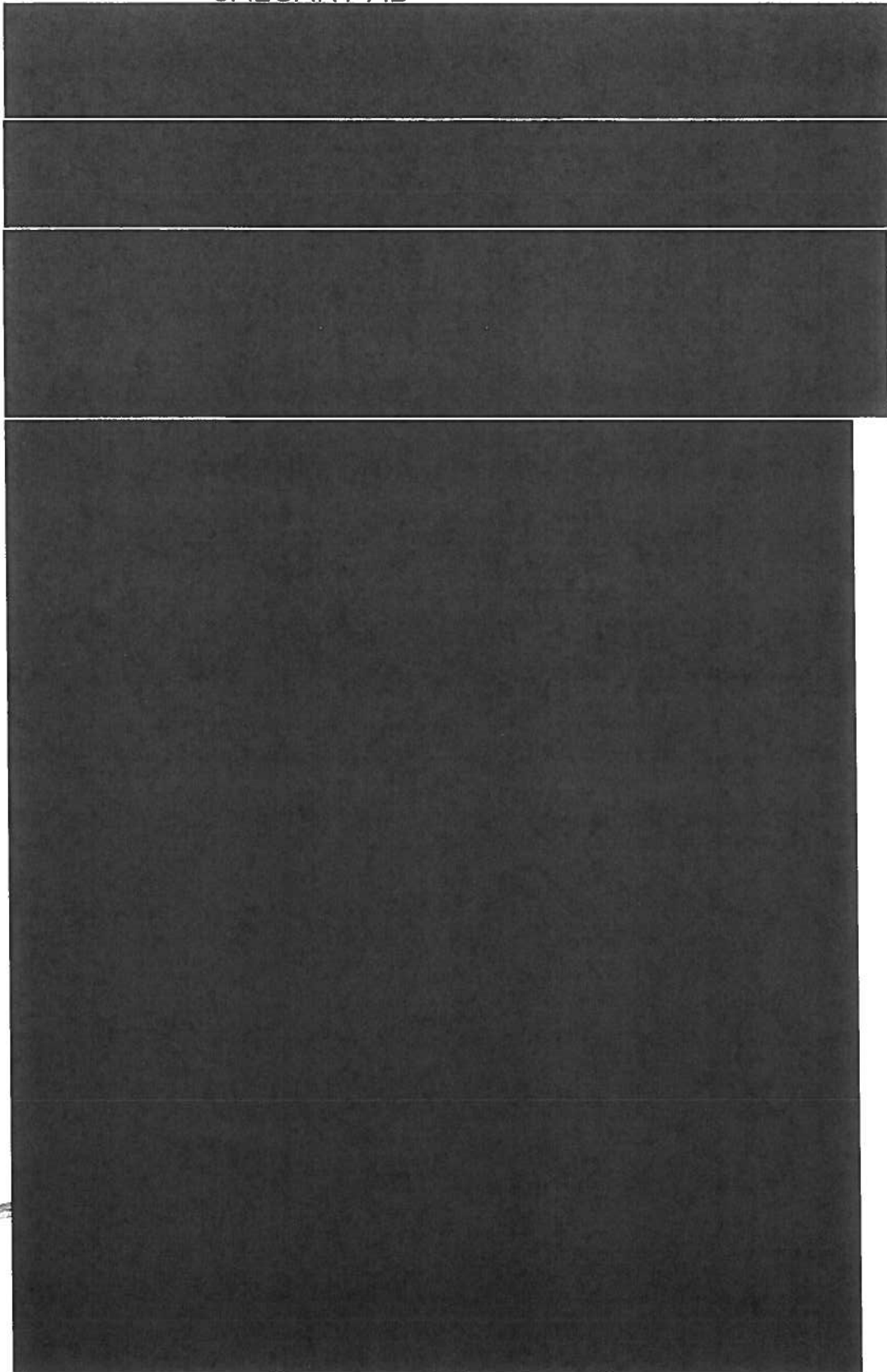
[REDACTED]

[REDACTED]



Nov 05, 2016	VTS COLEMAN CAB KENNER LA 41.40 USD @ 1.380100000000	\$57.14
Nov 05, 2016	ASSOCIATED CAB/ALLIED CALGARY AB	\$36.08

Oct 25, 2016 RED ARROW EXPRESS LTD \$148.00
CALGARY AB



October 31, 2016

Account number [REDACTED]

Mobile services (continued)

MATTHEW AYRES

Charges for [REDACTED]

Monthly and other charges (Nov 01 to Nov 30)

YourChoice UL NW-BYOD 40	\$40.00
Family Calling LD	
No charge LD: CAN to CAN	
SMS Unlimited	
AB 911 Government Fee	\$0.44
Total monthly and other charges	\$40.44

Add-ons (Nov 01 to Nov 30)

Easy Roam US - \$7/day	Free
L&R - 2GB Shareable Data	\$25.00
Total add-ons	\$25.00

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	\$0.00
Free 19:00 (MIN)	
Total used 19:00 (MIN)	
Text Msg - Received	\$0.00
Total used 18 (Msg)	
Data Usage - Mobile High Speed	\$0.00
Total used 101.803 (MB)	
Text Msg - Sent	\$0.00
Total used 12 (Msg)	
Data Usage	\$0.00
Total used 977.792 (MB)	
Local Airtime - Phone (minutes)	\$0.00
Included 122:00 (MIN)	
Free 6:00 (MIN)	
Total used 128:00 (MIN)	
Total usage charges	\$0.00

Total before taxes \$65.44

GST \$3.27

Total for [REDACTED] with taxes \$68.71

Airtime Details for [REDACTED]

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 Sat Oct 1 12:11 pm	[REDACTED]	CALGARY AB	1:00	-	-	-	-	0.00
2 Sat Oct 1 04:35 pm	[REDACTED]	INCOMING	1:00	-	-	-	-	0.00
3 Sun Oct 2 12:40 pm	[REDACTED]	INCOMING	1:00	-	-	-	-	0.00
4 Mon Oct 3 07:54 am	[REDACTED]	INCOMING	10:00	-	-	-	-	0.00

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Hotel Monteleone

Dr. Matt Ayres
 5839 Dalford Road NW
 Calgary AB T3A1L3
 Canada

Room No. 1053
 Arrival 11-06-16
 Departure 11-09-16
 Folio No.
 Invoice No.
 Cashier No. 373
 Page No. 1 of 1
 Invoice Date 11-09-16
 Booking No.

INFORMATION INVOICE

EISK06

Date	Description	Debit (\$)	Credit (\$)
11-06-16	Room Charge	169.00	
11-06-16	Room Tax City	6.76	
11-06-16	Room Tax State	16.90	
11-06-16	Occupancy Tax	2.00	
11-06-16	Tourism Assessment	2.96	
11-07-16	Room Charge	169.00	
11-07-16	Room Tax City	6.76	
11-07-16	Room Tax State	16.90	
11-07-16	Occupancy Tax	2.00	
11-07-16	Tourism Assessment	2.96	
11-08-16	Room Charge	169.00	
11-08-16	Room Tax City	6.76	
11-08-16	Room Tax State	16.90	
11-08-16	Occupancy Tax	2.00	
11-08-16	Tourism Assessment	2.96	
11-08-16	Visa Card		592.86
Total		592.86	592.86
Balance \$			0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. If all charges reflected are correct there is no need to stop at the Front Desk as we will automatically process your check-out. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all your folio charges in full.

If you had a pleasurable stay, please rate us 5 out of 5 on Yelp and Trip Advisor.

