

EXPENSE REPORT: DEREK OLMSTEAD, MSA Administrator

Reporting Period: Dec-21

MSA expenses to be reimbursed to employee

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

Date	Expense Type	Amount	GST	Total	Description / Purpose of Trip
12/7/2021	Meals	11.60	0.00	11.60	Lunch per diem on Edmonton trip to meet with Commissioner and Department
12/7/2021	Meals	20.75	0.00	20.75	Dinner per diem on Edmonton trip to meet with Commissioner and Department
12/8/2021	Meals	11.60	0.00	11.60	Lunch per diem on Edmonton trip to meet with Commissioner and Department
12/8/2021	Meals	20.75	0.00	20.75	Dinner per diem on Edmonton trip to meet with Commissioner and Department
12/7/2021	Conf/Travel/Accom/Car	55.71	2.79	58.50	Bus cost to Edmonton
12/7/2021	Conf/Travel/Accom/Car	132.58	6.63	139.21	Edmonton Hotel Cost
12/8/2021	Conf/Travel/Accom/Car	82.03	4.10	86.13	Return bus cost to Calgary
				-	
				-	
TOTAL	-	335.02	13.52	348.54	



LZ2A5E

Passenger
Derek Olmstead

Travel Date / Time
Tue Dec 07, 2021 08:45

From
CALGARY 205 9 AVE SE
To
EDMONTON 10014 104 ST

EBUS AB

Arrival date/time: : Tue Dec 07, 2021 13:15

Journey: Calgary 205 9 Ave SE / Edmonton 10014 104 St

ADULT - STANDARD - ONE WAY

Ages 18 +

Fare:	\$	55.71	CAD
Taxes:	\$	2.79	CAD
Total:	\$	58.50	CAD
Payments:		creditCard	



LZ2A5E-ET5QJG2Z
Issued: Tue Nov 23, 2021 13:56

Calgary 205 9 Ave SE: Red Arrow | Ebus
Edmonton 10014 104 St: Red Arrow | Ebus | Thompson Valley Charters

COVID SAFETY PROTOCOLS: We require all traveling passengers to wear a face mask covering their nose and mouth while onboard. Facemasks are also required in offices and during check-in, and at all times. If you do not have your own facemask, they are available for purchase in our ticket offices.

IDENTIFICATION: We require all passengers over the age of 18 to travel with Government Issued photo I.D. or two (2) pieces of valid government-issued non-photo identification with matching names. Passengers without the correct forms of I.D. will be refused travel.

CHECK-IN: Please note that a paper ticket is not required for check-in. Please check in 15 minutes prior to departure.

PAYMENT TERMS: DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of the trip. GST# BN139981476

LUGGAGE ALLOWANCE: Please note that the luggage allowance per person included in your fare is 3 pieces including one carry-on bag and luggage stowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$15 per piece up to a maximum of 6 pieces total. We will not be responsible for the loss of or damage to checked or carry-on luggage in excess of stated maximum liability. For the full policy, please your carrier for details:

Red Arrow www.redarrow.ca

Ebus www.myebus.ca

Pacific Shuttle and Tours <https://www.pacificshuttleservice.com/>

Thompson Valley Charters <https://tvcbus.ca/>

CHANGE AND CANCELLATION POLICY: If you wish to change time, change the date, or cancel for a full refund – you must provide us with the 24 hr notice prior to departure. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee.

Please note that Ebus Alberta tickets are non-refundable and cannot be canceled. Changes are permitted for a fee of \$15.75.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative by phone:

Red Arrow: 1-800-232-1958

Ebus and Partners: 1-877-769-3287

NO SHOWS: Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare.

HOLIDAY BLACKOUT PERIOD: Please note that from December 10, 2021 - January 3, 2022, Frequent Traveller Points may not be redeemed during the Holiday Blackout Period.

We reserve the right to perform carry-on baggage checks at any time.

ZERO TOLERANCE DRUG AND ALCOHOL POLICY: For the comfort, safety, and positive experience for all passengers, we're pleased to have a Zero Tolerance policy when it comes to intoxication, so rest assured that any signs of intoxicated passengers will be handled appropriately and refused service.

Thank you for traveling with us. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

Standard

Red Arrow/Ebus/PWT



Booked: Online - Tuesday, November 23, 2021 2:19:34 p.m. -07:00

Edmonton

Matrix Hotel

10640 100 Avenue NW, Edmonton, AB, T5J 3N8, Canada

+17804292861

Hotels.com Confirmation Number:



Number of rooms:

1

Check-in

2021-12-07

Check-out

2021-12-08

Number of Nights

1

Billing Address

Billing Name

Derek Olmstead

Company details

Booking Details

Deluxe Room, 1 King Bed

Derek Olmstead

Cancellation Policy

Free cancellation until 4:00 p.m., 12/06/2021 (GMT-07:00)

- If you change or cancel this reservation after 4:00 p.m., 12/06/2021 property's local time (GMT-07:00), you'll be charged for 1 night (including tax).

We're unable to refund any payment for no-shows or early checkout.

Payment details

Charges	CAD – \$
Deluxe Room, 1 King Bed	
Tuesday, December 7, 2021	\$124.00 CAD
Sub-total	\$124.00 CAD
Taxes & fees	\$15.21 CAD
Total	\$139.21 CAD
Amount paid	\$139.21 CAD
Payment Method	
Card number	

You were charged for this booking.

Any additional charges and fees incurred during your stay will be charged in your hotel's local currency and may be subject to a foreign exchange fee.

Your Receipt

This receipt was printed on: *Tuesday, November 23, 2021 2:20:45 p.m. -07:00*

This is not a VAT invoice.

Retain this copy for statement verification.

Please note that if you make changes in your booking, they could result in charges applicable by policy and availability.

Your booking confirmation acts as payment proof. Therefore, the "tax" charges referred to on your booking confirmation do not relate to VAT charged to you by Hotels.com, but to any transaction taxes incurred by Hotels.com (e.g., sales and use, hotel occupancy tax, excise tax, etc.) that Hotels.com pay directly to the hotel in relation to your booking.

Please see the website for Terms and Conditions: https://ca.hotels.com/customer_care/terms_conditions.html



DQVS6N

Passenger
Derek Olmstead

Travel Date / Time
Wed Dec 08, 2021 16:30

From
EDMONTON 10014 104 ST

RED ARROW AB

To
CALGARY 205 9 AVE SE

Arrival date/time: : Wed Dec 08, 2021 19:50

Journey: Edmonton 10014 104 St / Calgary 205 9 Ave SE

ADULT - STANDARD - ONE WAY

Ages 18 +

Fare:	\$	74.57	CAD
Fees:	\$	7.46	CAD
Taxes:	\$	4.10	CAD
Total:	\$	86.13	CAD
Payments:		creditCard	

Section: Single 10A

Row: 10 Seat: A



DQVS6N-BPPUGDBP
Issued: Tue Nov 23, 2021 14:28

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Calgary 205 9 Ave SE: Red Arrow | Ebus

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