



EXPENSE REPORT

DATE: December 1-31, 2023

Name: Diana McQueen

Title: HRA Board Chair

1) Travel

Travel Type	Expense Description	Date	Amount	Notes
-------------	---------------------	------	--------	-------

2) Conferences

Conference Name	Expense Description	Date	Amount	Notes
Global Symposium	mileage	Dec 3-7	140.30	Drayton Valley to Edmonton
	Airfare to Tuscon	Dec 3-7	1,166.59	Edm to Tuscon
	Taxi in Tuscon	Dec 3-7	111.25	Tuscon
	Accommodation	Dec 3-7	936.72	Tuscon
			<u>2,354.86</u>	

3) Professional membership dues

Membership Type	Expense Description	Date	Amount	Notes
-----------------	---------------------	------	--------	-------

HORSE RACING ALBERTA

720, 9707 - 110 Street
Edmonton, AB T5K 2L9

Travel Expense Report

1. Form to be fully completed, signed, and dated by Individual requesting reimbursements
2. Expense reports to be submitted to immediate supervisor for approval prior to payment
3. Receipts, where applicable, are to be attached.
4. All travel must be authorized, in advance, by the Chief Executive Officer

Name: Diana McQueen

Dept.

Reason for Travel: Conference

HORSE RACING ALBERTA
DATE 1-2
BATCH No. 2084-5
ACCOUNT 1015
AMOUNT 55.71
606000 2354.86
ENTERED BY HRA Chair APPROVED BY

Month/Day						TOTAL	Office Use GST
Travel from:	<u>Dec 3 - Dec 7, 2023</u>						
Travel to:	<u>Tucson</u>						
Mileage: # kms	<u>IV-EIA</u>	<u>Return</u>	<u>230</u>	<u>- 125 Km</u>	<u>@ .61 =</u>	<u>140.30</u>	
Amount @ .61	<u>-</u>					<u>70</u>	
Airfare	<u>1222.30</u>					<u>1222.30</u>	
Hotel	<u>936.72</u>					<u>936.72</u>	
Accommodation						<u>-</u>	
Meals						<u>-</u>	
B\$12-L\$20-D\$24						<u>-</u>	
Meal Allowance						<u>-</u>	
Taxi/Bus	<u>55.50 + 55.75 = 111.25</u>					<u>111.25</u>	
Auto Rental						<u>-</u>	
Parking						<u>-</u>	
Other (Specify)						<u>-</u>	
TOTAL						<u>2410.57</u>	

2410.57
- 111.42
+ 55.71
2354.86

Details of guests hosted:

Diana

Dec. 13, 2023

Mark

Dec 22, 2023

Booking Confirmation



Booking Reference: **2PSASR**

Date of issue: 10 Nov, 2023

This is your official 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.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on entry requirements, our flexible booking policy, or our health and safety measures visit our [Travel Ready Hub](#).



Depart

Economy - Standard

Sunday
03 Dec, 2023

15:07
Edmonton
Edmonton Int. (YEG),
Alberta



18:10
Denver
Denver Int. (DEN),
Colorado

AC4159

3hr03
Cabin : Economy Class (T)
Operated by: SkyWest/United Express |
E7W
Food and beverages for purchase

Sunday
03 Dec, 2023

19:19
Denver
Denver Int. (DEN),
Colorado



21:25
Tucson
Tucson Int. (TUS),
Arizona

AC4092

2hr06
Cabin : Economy Class (T)
Operated by: United Airlines | 738



Return

Economy - Standard

Thursday
07 Dec, 2023

08:00
Tucson
Tucson Int. (TUS),
Arizona



09:22
San Francisco
San Francisco Int. (SFO),
Terminal 3

UA5392

2hr22
Cabin : Economy Class (W)
Operated by: SKYWEST DBA UNITED
EXPRESS | CR7

Thursday
07 Dec, 2023

13:05
San Francisco
San Francisco Int. (SFO),
Terminal 3



17:04
Edmonton
Edmonton Int. (YEG),
Alberta

AC8558

2hr59
Cabin : Economy Class (K)
Operated by: Air Canada Express -
Jazz | CRJ900 | Wi-Fi
Food for purchase on board

Passengers

 **Diana J McQueen**

Ticket number
0142183789662

Seats
AC4159 22C
AC4092 -
UA5392 -
AC8558 15A



Purchase summary

Visa		1 adult
*****2783	Flights	
Amount paid: \$1222.39		
	Base fare - Depart Economy - Standard	447.99
	Base fare - Return Economy - Standard	548.70
	Air Travellers Security Charge - Canada	12.10
	Goods and Services Tax - Canada - 100092287 RT0001	62.09
	Airport Improvement Fee - Canada	35.00
	September 11th Security Fee - United States	15.44
	Transportation International/Domestic Tax - United States	68.16
	Animal and Plant Health Inspection Service (APHIS) User Fee - United States	5.28
	Immigration User Fee - United States	9.65
	Customs User Fee - United States	9.51
	Passenger Facility Charge - United States	6.20
	Total before options (per passenger)	\$1195.24
	Diana J McQueen	
	AC8556: 15A - Standard seat (Window) - 0144265447847	23.00
	Goods and Services Tax - Canada - 100092287 RT0001	1.16
	Total with options and seat selection fee	\$1222.39
	GRAND TOTAL (Canadian dollars)	\$1222.39

Check-in and boarding gate deadlines

Within Canada	To/From the U.S.	
90 minutes ¹	120 minutes ²	When to arrive at the airport You should arrive 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 ¹	60 minutes ²	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.
30 minutes	30 minutes	Boarding gate deadline This is the latest you should be at the departure gate, ready for boarding.
15 minutes	15 minutes	Boarding gate closes Arriving after this time will result in reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

From Toronto-Pearson Airport (YYZ) or Montreal-Trudeau Airport (YUL) - Recommended arrival time: 180 minutes
From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes
From Toronto-Pearson Airport (YYZ) - Check-in and baggage drop-off deadline: 90 minutes

TUCSON

Diana McQueen
Suite 720, 9707 110 St
Edmonton AB T5K 2L9
Canada

Room No. : 4188
Arrival : 12-03-23
Departure : 12-07-23
Conf. No. : 40168482
Page No. : 1 of 1

Date	Description	Charges	Credits
12-03-23	Group Accommodation	189.00	
12-03-23	State Occ Tax - 8.05 PCT	11.43	
12-03-23	County Tax - 8 PCT	11.34	
12-03-23	Resort Charge	20.00	
12-03-23	Resort Charge Tax - 12.05PCT	2.41	
12-04-23	Group Accommodation	189.00	
12-04-23	State Occ Tax - 8.05 PCT	11.43	
12-04-23	County Tax - 8 PCT	11.34	
12-04-23	Resort Charge	20.00	
12-04-23	Resort Charge Tax - 12.05PCT	2.41	
12-05-23	Group Accommodation	189.00	
12-05-23	State Occ Tax - 8.05 PCT	11.43	
12-05-23	County Tax - 8 PCT	11.34	
12-05-23	Resort Charge	20.00	
12-05-23	Resort Charge Tax - 12.05PCT	2.41	
12-06-23	Group Accommodation	189.00	
12-06-23	State Occ Tax - 8.05 PCT	11.43	
12-06-23	County Tax - 8 PCT	11.34	
12-06-23	Resort Charge	20.00	
12-06-23	Resort Charge Tax - 12.05PCT	2.41	
12-07-23	Visa		936.72
	XXXXXXXXXX002783 XX/XX		
Total		936.72	936.72
Balance		0.00	

7000 N. Resort Drive
Tucson, AZ 85750

T 520 299 2020
F 520 299 6832
loewshotels.com

LOEWS
HOTELS

Yellow Cab AZ Katie



Let Yellow Cab AZ Katie know how your
experience was

\$55.50

Custom Amount \$48.50

Purchase Subtotal \$48.50

Tip \$7.00

Total

\$55.50

Yellow Cab AZ Katie

(520) 301-0873

Dec 3/2023

Yellow Cab AZ Katie



Let Yellow Cab AZ Katie know how your
experience was

\$55.75

Custom Amount \$55.75

Total \$55.75

Yellow Cab AZ Katie
(520) 301-0873

Dec 7
2023 at