Name: Erin Kurchina

Position: Vice President, People, Culture and Learning

Reporting Period: October 1 - November 30, 2022

Date Expense Incurred	Expense Type	Location	Description/Rationale	Amount	Receipt
20-Sep-22	Airfare (return)	Calgary to Grande Prairie	Leadership and Board of Directors meetings	$ 468.51	Receipt
20-Sep-22	Hotel (2 nights)	Grande Prairie	Leadership and Board of Directors meetings	$ 281.22	Receipt
			Total	**$ 749.73**	

Booking Confirmation

[redacted]

Booking Reference: [redacted]

Date of issue: 19 Aug, 2022

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.

IMPORTANT:

- **Travelling/returning to Canada**: You are required to upload your proof of vaccination, submit your contact information and travel details, and complete a COVID-19 "self-assessment" a maximum of 24 hours before arrival through the ArriveCAN app. No proof of a negative pre-departure COVID-19 test result or quarantine is required for vaccinated travellers.
- **All destinations**: Make sure to consult our entry and testing requirements page prior to travel.

Depart

Economy - Comfort

Tuesday 20 Sep, 2022	20:20 **Calgary** Calgary Int. (YYC), Alberta	21:46 **Grande Prairie** (YQU), Alberta	AC8407	**1hr26** Economy G Operated by: Air Canada Express - Jazz | De Havilland Dash 8-400

Return

Economy - Comfort

Thursday 22 Sep, 2022	17:05 **Grande Prairie** (YQU), Alberta	18:22 **Calgary** Calgary Int. (YYC), Alberta	AC8408	**1hr17** Economy G Operated by: Air Canada Express - Jazz | De Havilland Dash 8-400

Passengers

Erin Kurchina

Ticket number

[redacted]

Air Canada - Aeroplan

[redacted]

Seats

AC8407 2C
AC8408 2C

Purchase summary

Visa
**********[redacted]
Amount paid: $468.51

Tax information
GST no. 10009-2287 RT0001 $22.31

	1 adult
Flights	
Air transportation charges	
Base fare - Depart Economy - Comfort	209.50
Base fare - Return Economy - Comfort	209.50
Taxes, fees and charges	
Goods and Services Tax - Canada - 100092287 RT0001	22.31
Airport Improvement Fee - Canada	27.20
Total before options (per passenger)	$468.51
GRAND TOTAL (US dollars)	**$468.51**

Check-in and boarding gate deadlines

Within Canada

90 minutes

When to arrive at the airport
You should arrive no later than the time 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]

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

Boarding gate deadline
This is the latest you should be at the departure gate, ready for boarding.

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

10612 - 99th Avenue
Grande Prairie, AB T8V 8E8
PH#(780)-830-2000/FAX#(780)830-2902
www.podollan.com

GST 774459879 RT0001

Erin Kurchina

Room	CheckIn	CheckOut	Balance
(243 [redacted]	09/20/2022	09/22/2022	0.00
Master Folio			

Direct Bill: ALBERTA ENERGY REGULATOR

Date	Room	Description / Voucher		Charges	Credits	Balance
09/20/2022	243	Room Taxable Inn		129.00	0.00	129.00
09/20/2022	243	GST - 5%		6.45	0.00	135.45
09/20/2022	243	Tourism Levy - 4%		5.16	0.00	140.61
09/21/2022	243	Room Taxable Inn		129.00	0.00	269.61
09/21/2022	243	GST - 5%		6.45	0.00	276.06
09/21/2022	243	Tourism Levy - 4%		5.16	0.00	281.22
09/22/2022	243	Visa		0.00	281.22	0.00
		Balance Due				**0.00**
		Summary and Taxes				
		Taxable Sales	258.00			
		GST - 5%	12.90			
		Tourism Levy - 4%	10.32			

JDL
09/27/2022 02:37 PM

Thank you for Choosing
Podollan Inn & Spa Grande Prairie
www.podollan.com