



**Name:** Selena Cole

**Position:** Vice President, Alberta Government Engagement

**Reporting Period:** August 1 - September 30, 2017

Date Expense Incurred	Expense Type	Location	Description/Rationale	Amount	Receipt
27-Jul-17	Personal Mileage - return	Edmonton to Calgary	Calgary head office meetings	\$ 342.90	N/A
27-Jul-17	Breakfast/Lunch/ Dinner (per diem)	Calgary	Calgary head office meetings	\$ 41.55	N/A
27-Jul-17	Parking	Calgary	Calgary head office meetings	\$ 24.15	Receipt
22-Aug-17	Personal Mileage - return	Edmonton to Calgary	Calgary head office meetings	\$ 338.86	N/A
22-Aug-17	Hotel and Parking	Calgary	Calgary head office meetings	\$ 267.52	Receipt
22-Aug-17	Breakfast/Lunch/ Dinner (per diem)	Calgary	Calgary head office meetings	\$ 41.55	N/A
23-Aug-17	Breakfast/Lunch (per diem)	Calgary	Calgary head office meetings	\$ 20.80	N/A
28-Aug-17	Parking	Edmonton	LUF ADM meeting	\$ 15.00	Receipt
30-Aug-17	Parking	Edmonton	IRMS ELT meeting	\$ 24.00	Receipt
11-Sep-17	Hotel	Calgary	Calgary head office meetings	\$ 446.84	Receipt
11-Sep-17	Breakfast/Lunch/ Dinner (per diem)	Calgary	Calgary head office meetings	\$ 41.55	N/A
12-Sep-17	Breakfast/Lunch (per diem)	Calgary	Calgary head office meetings	\$ 20.80	N/A
13-Sep-17	Breakfast/Lunch (per diem)	Calgary	Calgary head office meetings	\$ 20.80	N/A
<b>Total</b>				<b>\$ 1,646.32</b>	

Meeting @ Calgary HQ

# RECEIPT

License Plate Number



\*Expiration Date/Time\*

**06:00 PM**  
**JUL 27, 2017**

Purchase Date/Time: 08:39am Jul 27, 2017

Total Parking: \$23.00

Total FEDERAL: \$1.15

Total Due: \$24.15

Total Paid: \$24.15

Ticket #: 00021498

S/N #: 500012260468

Setting: Lot 303

Mach Name: Lot 303-2

Rate: EARLY BIRD  
Payment Type: Card

Auth #: 083481

\*GST REG #R102466000\*

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

Sheraton Suites Calgary Eau Claire  
255 Barclay Parade SW  
Calgary, AB T2P 5C2  
Canada  
Tel: 403 266 7200 Fax: 403 266 1300



Sheraton

Ms. Selena Cole

Canada

Email : SELENA.COLE@AER.  
CA

Page Number : 1 Invoice Nbr :   
Guest Number :   
Folio ID :   
Arrive Date : 22-AUG-17 09:29  
Depart Date : 23-AUG-17 13:00  
No. Of Guest : 1  
Room Number : 735  
Room Rate : 199.00  
Club Account :

Information Invoice

Tax ID : 846543619 RT0002

Sheraton Eau Claire 23-AUG-17 02:45

Date	Reference	Description	Charges	Credits
22-AUG-17	RT735	Room Charge	199.00	
22-AUG-17	RT735	DMF (3%)	5.97	
22-AUG-17	RT735	Alberta Tourism Le	8.20	
22-AUG-17	RT735	GST (5%)	10.25	
22-AUG-17	RT735	Parking	44.10	
23-AUG-17	VI	Visa	-267.52	
		** Total	267.52	-267.52
		*** 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. 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 of your folio charges in full.



### Missing Itemized Receipt Details and Follow-up

Calgary Head Office  
Suite 1000, 250 - 5 Street SW  
Calgary, Alberta T2P 0R4  
Canada

www.aer.ca

Employee Name: Selena Cole

Submission Date: 29-Aug-17

Position: VP

Branch: AGE

Expense Type	Date Expense Incurred	Amount	Description/Rationale	Names of guests (where applicable)	The reason why a receipt cannot be provided.
Parking	28-Aug-17	\$15	LUF ADM Meeting		Missing
Total Amount		15.00			

The expenses above were incurred and are related to AER business. These expenses have not been claimed previously and do not include the purchase of any alcoholic beverages.

Employee Signature: 

Date: Aug 29, 2017

Approver Signature: 

Date: August 29/17

gst #887315638RT0006  
NO IN AND OUT PRIVILEGES

Sheraton Suites Calgary Eau Claire  
255 Barclay Parade SW  
Calgary, AB T2P 5C2  
Canada  
Tel: 403 266 7200 Fax: 403 266 1300



Sheraton

Ms. Selena Cole

Canada

Email : SELENA.COLE@AER.  
CA

Page Number : 1 Invoice Nbr [REDACTED]  
Guest Number : [REDACTED]  
Folio ID : [REDACTED]  
Arrive Date : 11-SEP-17 09:19  
Depart Date : 13-SEP-17 13:00  
No. Of Guest : 1  
Room Number : 1023  
Room Rate : 199.00  
Club Account : [REDACTED]

Information Invoice

Tax ID : 846543619 RT0002  
Sheraton Eau Claire 13-SEP-17 02:19 [REDACTED]

Date	Reference	Description	Charges	Credits
11-SEP-17	RT1023	Room Charge	199.00	
11-SEP-17	RT1023	DMF (3%)	5.97	
11-SEP-17	RT1023	Alberta Tourism Le	8.20	
11-SEP-17	RT1023	GST (5%)	10.25	
12-SEP-17	RT1023	Room Charge	199.00	
12-SEP-17	RT1023	DMF (3%)	5.97	
12-SEP-17	RT1023	Alberta Tourism Le	8.20	
12-SEP-17	RT1023	GST (5%)	10.25	
13-SEP-17	VI	Visa	-446.84	
** Total			446.84	-446.84
*** Balance			0.00	

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[REDACTED]