



Public Disclosure of Travel and Expenses

Name Richard Smith
Position Board Member
Month April 2024

Expense Category	Expense Type	Date Expense Incurred	Amount	Description/Rationale	Receipt
Travel	Parking Charges	4/16/2024	\$ 31.50	Parking, AOPA board review in Edmonton	No 1
Travel	Meals	4/17/2024	\$ 13.00	Breakfast allowance, AOPA board review in Edmonton	N/A
Travel	Parking Charges	4/17/2024	\$ 31.50	Parking, AOPA board review in Edmonton	No 1
Travel	Hotel Rooms	4/18/2024	\$ 545.31	Accommodation (2 nights), AOPA board review in Edmonton	No 2
Travel	Meals	4/18/2024	\$ 13.00	Breakfast allowance, AOPA board review in Edmonton	N/A
Travel	Incidentals	4/18/2024	\$ 7.35	Personal allowance, AOPA board review in Edmonton	N/A
Travel	Employee Auto	4/18/2024	\$ 295.90	Mileage, round trip Airdrie - Edmonton, AOPA board review in Edmonton	N/A

Scroll down to view the receipts.



Rich Smit

INFORMATION INVOICE

Room No. :
 Arrival : 04-16-24
 Departure : 04-18-24
 Page No. : 1 of 2
 Folio No. :
 Conf. No. :
 Cashier No. :
 Custom Ref. :

Company Name :
 Group Name :
 Guest Name :

Date	Description	Charges	Credits
04-16-24	Parking	30.00	
04-16-24	GST	1.50	
04-17-24	Parking	30.00	
04-17-24	GST	1.50	
04-18-24	Mastercard		63.00
Total Charges		63.00	
Total Credits			63.00
Balance			0.00

Merchant ID		Credit Card #	
Transaction ID	28672510	Credit Card Expiry	XX/XX
Approval Code	002563	Capture Method	Manual
Approval Amount	63.00	Transaction Amount	63.00

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.



Richard, your reservation has been prepaid and is fully guaranteed.

TRAVEL DETAILS

Matrix Hotel



[10640 100 Avenue Edmonton, T5J 3N8 CA](#)



Check-in: Tuesday, Apr 16, 2024



Check-out: Thursday, Apr 18, 2024



2 Nights



2 Adults



0 Children

Booking Ref. # [REDACTED]

Booking Confirmation # [REDACTED]

ROOM & GUEST DETAILS



Rooms (1)

Deluxe 1 King Bed



Guests (1)

Rich Smit

CHECK-IN DETAILS



Check-in Time:

3:00 PM



Check-out Time:

12:00 PM

The guest checking in will need a valid photo ID and a major credit card for incidentals.

Due to COVID-19 it is recommended that you review the local health and safety ordinances of your destination before you travel. As requirements and restrictions continue to change your travel may be impacted, as well as your ability to check-in to your reserved accommodation. Please consider checking the hotel chain global website or contacting the hotel directly prior to arrival for the most up-to-date information.


If you are arriving after 9pm on the day of check-in, contact the hotel directly or your reservation may result in cancellation.

Manage Your Reservation

CUSTOMER & PAYMENT DETAILS

Richard Smith



MasterCard: 

Apr 16 Tue	CA\$171.57
Apr 17 Wed	CA\$181.60
Subtotal	

CA\$353.17

Tax Recovery Charges & Service Fees (See Details Below)

CA\$192.14

Private Membership Total CA\$545.31

CC Disclaimer - This payment will be processed in the United States and will appear on your statement as "HTL*MatrixHotel".

Terms - By booking this reservation you have accepted the [Terms and Conditions](#).

*This charge includes the estimated amount we pay the hotel for occupancy related taxes owed by the hotel and any amounts charged to us for resort fees, cleaning fees, and other fees. The balance of the charge is a fee we, the hotel supplier and/or the website you booked on, retain as part of the compensation for our and/or their services which varies based on factors such as location, the amount, and how you booked.

CANCELLATION POLICY

Each room in this reservation is subject to the following cancellation policy: This reservation is non-refundable. There is no refund for no-shows or early checkouts.

ADDITIONAL POLICIES

Age Restriction Disclosure: The reservation holder must be 21 years of age or older. Guarantee Policy: Reservation is guaranteed for arrival on the confirmed check-in date only. If you don't check-in to the hotel on the first day of your reservation and you do not alert the hotel in advance the remaining portion of your reservation will be canceled and you will not be entitled to a refund. Room Charge Disclosure: Your credit card is charged the total cost at time of purchase. Prices and room availability are not guaranteed until full payment is received. Check-in Policy: The reservation holder must present a valid photo ID and credit card at check-in. The credit card is required for any additional hotel specific service fees or incidental charges or fees that may be charged by the hotel to the customer at checkout. These charges may be mandatory (e.g., resort fees) or optional (parking, phone calls or mini-bar charges) and are not included in the room rate. Occupancy Policy: All rooms will accommodate up to 2 people. Requests for bed

types (King, Queen, Double, etc.) or other request(including preferences for smoking or non-smoking rooms) should be requested through your confirmed hotel and cannot be guaranteed. Pets Policy: Pets are allowed. Charges may apply.

Need Help with Your Reservation?

US toll-free 1 (800) 327-1200

International 1 (214) 960-2646

Booking Ref. #

