

## Expense Disclosure Reporting Form

**Name:** Fred Nowicki, Board Member

**For the Period:** Apr-14

### Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals (includes per diem allowances)	Seminar / Conference / Registration fees	Total
1 Mar 24-25, 2014	Edmonton	Attendance at Audit/Finance committee meetings and Board of Directors' meeting.	\$610.30	\$140.00	\$148.90	\$81.00		\$980.20
2								\$0.00
3								\$0.00
4								\$0.00
5								\$0.00
6								\$0.00
7								\$0.00
8								\$0.00
9								\$0.00
10								\$0.00
							<b>Travel Related</b>	<b>\$980.20</b>

Notes

### Non-travel related Expenditures (Business meals, etc...)

Dates	Purpose	Expense Category	Total
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
5			\$0.00
6			\$0.00
7			\$0.00
8			\$0.00
9			\$0.00
10			\$0.00
			<b>Non-Travel Related</b>
			<b>\$0.00</b>

Notes

**Total claimed for reporting period: \$980.20**

**Mileage & Per Diem Allowances**

Employee Name	Expense Type	Submitted Date	Trip Info	Trip Start Date	Trip End Date	Expense Trans Date	Detail Description	Total Amount (Includes GST/HST)	Summary Item Reference
Fred Nowicki	Travel Meal Allowance	4/3/2014	01. 03/24/2014 at 06:45 AM to 03/25/2014 at 07:30 PM - Edmonton ~ to attend Audit/Finance Committee meetings and Board of Directors' meeting.	3/24/2014	3/25/2014	3/24/2014	Meals- breakfast/lunch/dinner (Mar 24) and breakfast/dinner (Mar 25)	\$81.00	1

Fred Nowicks  
Trip # 1

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
PARK PLACE SHOPPING CENTER  
UNIT J03, 501 1ST AVENUE SOUTH  
LETHBRIDGE, AB T1J 4L9

BRANCH: N61108  
GST REG# 885101915  
PHONE: 403-320-0119

TO: MR FRANCIS FREDRICK NOWICKI

LOCATOR : 598632/33971  
OUR REF : MGH0007218N  
AGENT : MARIANNE HELLAWELL

C O N F I R M A T I O N  
STATEMENT OF ACCOUNT

DATE: 04MAR14  
PAGE: 1

FOR: MR FRANCIS FREDRICK NOWICKI

----- I T I N E R A R Y -----

\*\*\* AIR/RAIL/BUS \*\*\*

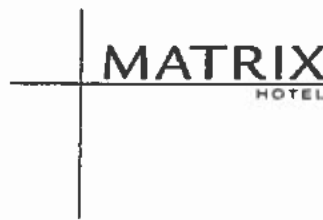
FROM	TO	CARRIER	FLT/CL	ST	DATE	DEPART	ARRIVE	MEALS	BAGS
LETHBRIDGE	EDMONTON INTL	INTEGRA AI	918 L		24MAR	6:45A	8:00A		
EDMONTON INTL	LETHBRIDGE	INTEGRA AI	829 L		25MAR	6:05P	7:20P		

----- C O S T -----

ITEM	COST	TAX	PAX	NTS	
INTERGRA FLIGHT	448.00	125.55	1	1	573.55
PROFESSIONAL FEE					35.00
GST ON PROFESSIONAL FEES.					1.75
**** TOTAL CHARGES					610.30
LESS PREVIOUS PAYMENTS					610.30
**** BALANCE DUE					0.00

TRV GST : 29.06

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
 ACCEPTED:.....DECLINED:.....  
 DOCUMENTATION REQUIRED: VALID PASSPORT...VISA...TOURIST CARD.  
 ..PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
 PLEASE RECONFIRM ALL FLIGHT BETWEEN 48 TO 72 HOURS PRIOR TO  
 DEPARTURE.  
 FOR EMERGENCY AFTER HOURS ASSISTANCE PLEASE CALL OUR TRAVEL  
 CENTRE AT 1 800 267 8891 WITHIN CANADA AND UNITED STATES OR  
 CALL COLLECT 715 346 0834 OUTSIDE OF TOLL FREE AREA.  
 THANK YOU FOR BOOKING WITH MARLIN TRAVEL.  
 CLIENTS SIGNATURE.....DATE.....  
 YOU MUST RECONFIRM YOUR FLIGHT PRIOR TO DEPARTURES TO AND  
 FROM YOUR DESTINATION BETWEEN 12-24 HOURS PRIOR TO YOUR  
 YOUR FLIGHTS WITH THE AIRLINE OR YOUR TRAVEL AGENT.  
 YOUR PASSPORTS MUST BE IN PERFECT CONDITION AND VALID  
 FOR 6 MONTHS AFTER YOUR RETURN FROM DESTINATION



Try #1

Mr Fred Nowicki

Room Number: 1606  
Arrival Date: 03-24-14  
Departure Date: 03-25-14  
Page No: 1 of 1  
Confirmation No 12782831

**INFORMATION INVOICE**

Folio No: 175720

03-25-14

Date	Description	Charges	Credits
03-24-14	Room Revenue	139.00	
03-24-14	Destination Marketing Fee - 3%	4.17	
03-24-14	Tourism Levy - 4%	5.73	
03-25-14	XXXXXXXXXXXX		148.90
<b>Total</b>		<b>148.90</b>	<b>148.90</b>
<b>Balance</b>		<b>0.00</b>	

**Signature:** \_\_\_\_\_

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #866344302 RT 0001

Trip #1

*Direct Limo* Phone (780)446.7799  
 limodirect@shaw.ca  
 Airport Flat Rate Service Toll Free 1.877.446.6262  
 Date Mar 25, 14 Amount \$70.00  
 From Metro to Airport  
 GST# 863173662 Corporate Accts: Special Rates

GST 3.33.

*Thank you. Please Call Again*

*Direct Limo* Phone (780)446.7799  
 limodirect@shaw.ca  
 Airport Flat Rate Service Toll Free 1.877.446.6262  
 Date Mar 24, 14 Amount 70.00  
 From Airport To Metro  
 GST# 863173662 Corporate Accts: Special Rates

*Thank you. Please Call Again*