

## Expense Disclosure Reporting Form

**Name:** Denis Herard, Board Member

**For the Period:**

**Apr-16**

### 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 Apr 25-26, 2016	Edmonton	To attend Board of Directors' meeting		\$294.00	\$120.51	\$40.00		\$454.51
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>\$454.51</b>

Notes

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

Dates	Purpose	Total
1 24-Feb-16	Parking to attend Institute of Corporate Directors (CD) Governance session in downtown Calgary	\$30.00
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>\$30.00</b>

Notes

**Total claimed for reporting period: \$484.51**

**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
Denis Herard	Travel Meal Allowance	4/29/2016	01. 04/25/2016 at 03:00 PM to 04/26/2016 at 03:30 PM - Edmonton ~ to attend Board of Directors' meeting.	4/25/2016	4/26/2016	4/25/2016	Meals - Apr 25 (dinner) and Apr 26 (breakfast)	\$40.00	1
Denis Herard	Mileage	4/29/2016	01. 04/25/2016 at 03:00 PM to 04/26/2016 at 03:30 PM - Edmonton ~ to attend Board of Directors' meeting.	4/25/2016	4/26/2016	4/25/2016	Mileage (600 km) Calgary to Edmonton r/t	\$294.00	1

Herard  
Trip #1

# Chateau Louis

## HOTEL & CONFERENCE CENTRE

Denis Herard

Room No. : 136  
Arrival : 04.25.16  
Departure : 04.26.16  
Folio No. :  
Company :  
Cashier : 161  
Booking No :

### GUEST FOLIO

Date	Description	Charges	Credits
04.25.16	Room Charge	111.00	
04.25.16	Tourism Levy	3.96	
04.25.16	Room GST	5.55	
04.26.16			120.51

Transaction Recap		Total Charges	120.51
Description	Recap Total	Total Credits	120.51
Room GST	5.55	Balance	0.00
Tourism Levy	3.96		CAD

Guest Signature

11727 Kingsway NW, Edmonton, Alberta T5G 3A1

Phone: 780.452.7770 Fax: 780.454.3436 Toll Free Reservations: 1.800.661.9843  
chateaulouis.com info@chateaulouis.com GST 103021499

## Expense – February 24, 2016

Board member: Denis Herard

Purchase Date: Feb 24, 2016

Purchase Amt: \$30.00

GST: \$1.43

---

Denis Herard advised that he paid \$30.00 for parking downtown Calgary to attend Institute of Corporate Directors Governance session. Original receipt misplaced.

Original receipt not available.

Herard  
Non-Tax  
Trip # 1