

### Expense Disclosure Reporting Form

Name: **Grace Thostenson, Board Member**

For the Period: **Dec-15**

**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 Nov 23-24, 2015	Edmonton	Attendance at Board of Directors' meeting		\$291.06	\$155.32	\$40.00		\$486.38
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>\$486.38</b>

Notes

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

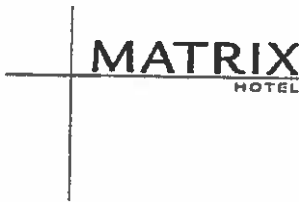
Dates	Purpose	Total
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
<b>Non-Travel Related</b>		<b>\$0.00</b>

Notes

**Total claimed for reporting period: \$486.38**

**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
Grace Thostenson	Mileage	12/15/2015	01. 11/23/2015 at 01:30 PM to 11/24/2015 at 04:00 PM - Edmonton ~ to attend Board of Directors' meeting.	11/23/2015	11/24/2015	11/23/2015	Mileage (594km) Calgary to Edmonton r/t to attend Board of Directors' meeting.	\$291.06	1
Grace Thostenson	Travel Meal Allowance	12/15/2015	01. 11/23/2015 at 01:30 PM to 11/24/2015 at 04:00 PM - Edmonton ~ to attend Board of Directors' meeting.	11/23/2015	11/24/2015	11/23/2015	Meals - dinner (Nov 23) and breakfast (Nov 24)	\$40.00	1



Thostenson  
Trip #1

Ms Grace Thostenson

Room Number: 1204  
Arrival Date: 11-23-15  
Departure Date: 11-24-15  
Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Folio N

11-24-15

Date	Description	Charges	Credits
11-23-15	Room Revenue	145.00	
11-23-15	Destination Marketing Fec - 3%	4.35	
11-23-15	Tourism Levy - 4%	5.97	
11-24-15			160.32
11-24-15			
	<b>Total</b>	<b>160.32</b>	<b>160.32</b>
	<b>Balance</b>	<b>0.00</b>	<b>Claimed 155.32.</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