

Expense Disclosure Reporting Form

Name: Grace Thostenson, Board Member

For the Period:

Dec-17

Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals	Seminar / Conference / Registration fees	Total
1 Nov 27-29, 2017	Edmonton	To attend Board of Directors' meeting and Industry Task Force (ITF) meeting		\$406.47	\$160.68	\$76.00		\$643.15
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
Travel Related								\$643.15

Notes

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

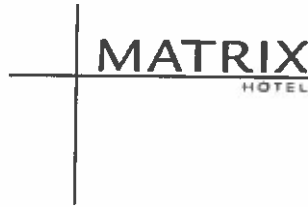
Dates	Purpose	Total
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
Non-Travel Related		\$0.00

Notes

Total claimed for reporting period: \$643.15

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	Travel Meal Allowance	12/1/2017	01. 11/27/2017 at 05:00 PM to 11/29/2017 at 04:30 PM - Edmonton ~ to attend Board of Directors meeting and ITF meeting.	11/27/2017	11/29/2017	11/27/2017	Meals - dinner(Nov 27), breakfast/dinner (Nov 28), breakfast (Nov 29).	\$76.00	1
Grace Thostenson	Mileage	12/1/2017	01. 11/27/2017 at 05:00 PM to 11/29/2017 at 04:30 PM - Edmonton ~ to attend Board of Directors meeting.	11/27/2017	11/29/2017	11/27/2017	Mileage (298 km) Calgary to Edmonton	\$151.98	1
Grace Thostenson	Mileage	12/1/2017	01. 11/27/2017 at 05:00 PM to 11/29/2017 at 04:30 PM - Edmonton ~ to attend Board of Directors meeting.	11/27/2017	11/29/2017	11/28/2017	Mileage (102 km) Edmonton to Vegreville	\$52.02	1
Grace Thostenson	Mileage	12/1/2017	01. 11/27/2017 at 05:00 PM to 11/29/2017 at 04:30 PM - Edmonton ~ to attend Board of Directors meeting.	11/27/2017	11/29/2017	11/29/2017	Mileage (128 km) Vegreville to Nisku	\$65.28	1
Grace Thostenson	Mileage	12/1/2017	01. 11/27/2017 at 05:00 PM to 11/29/2017 at 04:30 PM - Edmonton ~ to attend Board of Directors meeting.	11/27/2017	11/29/2017	11/29/2017	Mileage (269 km) Nisku to Calgary	\$137.19	1



Thostenson Trip# 1

Grace Thostenson

Room Number: 0301
Arrival Date: 11-27-17
Departure Date: 11-28-17
Page No: 1 of 1

Canada

INFORMATION INVOICE

Date	Description		Charges	11-30-17 Credits
11-27-17	Room Revenue		165.00	
11-27-17	Destination Marketing Fee - 3%		4.95	
11-27-17	Tourism Levy - 4%		6.80	
11-27-17	Room GST - 5%		8.50	
11-28-17				185.25
11-30-17	Adj - Room Revenue	Bill adjustment to MC	-24.57	
11-30-17				-24.57
Total			160.68	160.68
Balance			0.00	

Room charge adjusted to 150. plus tax.

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. #105631154 RT 0008