

Expense Disclosure Reporting Form

Name: **Erna Ference**

For the Period: **Feb-13**

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 29-Jan-13	Edmonton	to attend new director orientation and Policy Committee meeting.	\$342.56	\$171.87		\$22.00		\$536.43
2 February 4-5, 2013	Edmonton	to attend board of directors' meeting		\$279.30	\$144.61	\$50.00		\$473.91
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								\$1,010.34

Notes

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

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

Notes

Total claimed for reporting period: \$1,010.34

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
Erna Ference	Travel Meal Allow	2/8/2013	01. 01/29/2013 at 05:00 AM to 01/29/2013 at 05:30 PM - Edmonton ~ to attend Policy Committee meeting and new director orientation.	1/29/2013	1/29/2013	1/29/2013	Breakfast/lunch (Jan 29)	\$22.00	1
Erna Ference	Mileage	2/8/2013	01. 01/29/2013 at 05:00 AM to 01/29/2013 at 05:30 PM - Edmonton ~ to attend Policy Committee meeting and new director orientation.	1/29/2013	1/29/2013	1/29/2013	Mileage (78km.) Black Diamond to/from Calgary airport	\$38.22	1
Erna Ference	Travel Meal Allow	2/20/2013	01. 02/04/2013 at 04:00 PM to 02/05/2013 at 04:00 PM - Edmonton ~ Attendance at Board of Directors' meeting.	2/4/2013	2/5/2013	2/4/2013	Meal allowance - dinner (Feb 4) and breakfast/lunch (Feb 5).	\$50.00	2
Erna Ference	Mileage	2/20/2013	01. 02/04/2013 at 04:00 PM to 02/05/2013 at 04:00 PM - Edmonton ~ Attendance at Board of Directors' meeting.	2/4/2013	2/5/2013	2/4/2013	Mileage (570km.) from Calgary airport to Matrix Hotel r/t	\$279.30	2

Trip # 1

Erna Ference

From: Air Canada <confirmation@aircanada.ca>
Sent: December-28-12 2:27 PM
To:
Subject: Air Canada - 29-Jan: Calgary - Edmonton

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)



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- Great choice of hotels
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Need a car in Edmonton? Great rates and additional Aeroplan Miles.

Booking Information

Booking Reference:

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Ms Erna M Ference

Online Services

- Manage** my booking online (view/change my booking; select seats*).
- Alert me** of flight status changes directly to my mobile phone or email.
- Flight Arrivals & Departures** - check online if my flight is on time.
- Check-in online** and print my boarding pass.

* [Can my booking be changed online?](#)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare	Meal
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trip # 1

						Type
AC8170 ¹	Calgary (YYC) Tue 29-Jan 2013 06:45	Edmonton, Edmonton Int'l (YEG) Tue 29-Jan 2013 07:44	0	0hr59	DH3	<u>Tango,</u> P
AC8151 ¹	Edmonton, Edmonton Int'l (YEG) Tue 29-Jan 2013 16:00	Calgary (YYC) Tue 29-Jan 2013 16:53	0	0hr53	DH3	<u>Tango,</u> G

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Ms Erna M Ference : Adult (16+), Ticket Number: [REDACTED]	
Air Canada - Aeroplan :	Meal Preference : None
Payment Card:	Special Needs: None
Seat Selection: None	

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - <u>Tango</u>	104.00
Return Flight - <u>Tango</u>	134.00
<u>Surcharges</u>	24.00

Taxes, Fees and Charges

<u>Canada Airport Improvement Fee</u>	50.00
<u>Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)</u>	16.31
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	342.56
Number of passengers	1
RBC Travel Insurance (declined)	0.00

Grand Total - Canadian dollars **\$342.56**

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$342.56 (Airfare - per ticket)

Ticket number(s): [REDACTED]

enRoute City Guide

Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...



Trip # 1

Erna Ference

To:

Summary of Expenses

January 29, 2013

Mileage 78 km (o/w) 38.22
 Air Canada \$342.56
 Calgary Airport Authority \$10.45
 Airport Taxi Service \$61.60 From Airport
 Airport Taxi Service \$61.60 To Airport
 plus 22 meals

>>>>> Receipt <<<<<<<

CALGARY AIRPORT AUTHORITY
PARK & WALK PARKING LOT

Garage 1 Lane 4
 Ticket 03-010353
 Date 01/29/13 17:44
 Arrival 01/29/13 05:30

Parking Fee CAD 10.45
 TOTAL CAD 10.45
 Amount paid CAD 10.45

: 007201

GST INCLUDED
GST #R122556194

AIRPORT TAXI SERVICE80
 4608-101-ST T6E5G9
 EDMONTON AB
 22297259

|||| PURCHASE ||||
 01-29-2013 08:18:53
 Acct # C
 Exp Date Card Type
 Name: ERNA FERENCE

Trace # 210006 Operator 713
 FV2229725901
 Inv. # 329
 Auth # 057120 RRN 001021006
 TVR 0000008000 TSI F800
 TC F15D99E50910C9D9

Purchase \$55.00
 Tip \$6.60
 Total \$61.60

(00) APPROVED-THANK YOU
(PIN VERIFIED)

Retain this copy for your records
Merchant copy

AIRPORT TAXI SERVICE41
 4608-101-ST T6E5G9
 EDMONTON AB
 22296442

|||| PURCHASE ||||
 01-29-2013 14:59:59
 Acct # C
 Exp Date Card Type
 Name: ERNA FERENCE

Trace # 170010 Operator 716
 FV2229644201
 Inv. # 374
 Auth # 000533 RRN 001017010
 TVR 0000008000 TSI F800
 TC 159FAFE5A43FFA02

Purchase \$55.00
 Tip \$6.60
 Total \$61.60

(00) APPROVED-THANK YOU
(PIN VERIFIED)

Retain this copy for your records
Merchant copy

Trip # 2

Ms Erna Ference

Room Number: 0702
Arrival Date: 02-04-13
Departure Date: 02-05-13
Page No: 1 of 1

Canada

Guest Name

INVOICE

Folio No: [REDACTED]

02-05-13

Date	Description	Charges	Credits
02-04-13	Room Revenue	135.00	
02-04-13	Destination Marketing Fee - 3%	4.05	
02-04-13	Tourism Levy - 4%	5.56	
02-05-13	XXXXXXXXXXXXXX XX/XX		144.61
Total		144.61	144.61
Balance		0.00	

Tax Summary

GST on DMF	0.00
Destination Marketing Fee - 1%	4.05
Tourism Levy - 4 %	5.56
Room GST - 5%	0.00
GST - 5%	0.00

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