

Expense Disclosure Reporting Form

Name: **Denis Herard**

For the Period: **Feb-13**

Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accomodation	Meals (includes per diem allowances)	Seminar / Conference / Registration fees	Total
1 Feb 4-5	Edmonton	to attend board of directors' meeting		\$294.00	\$134.76	\$43.00		\$471.76
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								\$471.76

[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: \$471.76

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 Allow	2/8/2013	01. 02/04/2013 at 02:00 PM to 02/05/2013 at 03:30 PM - Edmonton ~ to attend Board of Directors' meeting.	2/4/2013	2/5/2013	2/4/2013	Per diem for travel time	\$6.00	1
Denis Herard	Travel Meal Allow	2/8/2013	01. 02/04/2013 at 02:00 PM to 02/05/2013 at 03:30 PM - Edmonton ~ to attend Board of Directors' meeting.	2/4/2013	2/5/2013	2/4/2013	Meal allowance for Dinner Feb 4 and Breakfast Feb 5.	\$37.00	1
Denis Herard	Mileage	2/8/2013	01. 02/04/2013 at 02:00 PM to 02/05/2013 at 03:30 PM - Edmonton ~ to attend Board of Directors' meeting.	2/4/2013	2/5/2013	2/4/2013	Mileage (600 km.) Calgary to Edmonton r/t to attend board meeting.	\$294.00	1

Trip # 1

Chateau Louis

HOTEL & CONFERENCE CENTRE

Denis Herard
[Redacted]

Room No. : 242
Arrival : 02.04.13
Departure : 02.05.13
Folio No. : 88365
Company : Workers' Compe
Cashier : 105
Booking No :

GUEST FOLIO

Date	Description	Charges	Credits
02.04.13	Room Charge	124.00	
02.04.13	Tourism Levy	4.56	
02.04.13	Room GST	6.20	
02.05.13	[Redacted] X		134.76

Transaction Recap	
Description	Recap Total
Room GST	6.20
Tourism Levy	4.56

Total Charges	134.76
Total Credits	134.76
Balance	0.00
	CAD

Mileage to /from Calgary. (600km)
[Redacted] - Meal allowance 37. -
per diem. 6. -

Guest Signature

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