

Expense Disclosure Reporting Form

Name: **Grace Thostenson**

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		\$288.61	\$144.61	\$28.00		\$461.22
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	\$461.22

[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: \$461.22

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 Allow	2/20/2013	01. 02/04/2013 at 02:00 PM to 02/05/2013 at 05:00 PM - Edmonton ~ to attend Board of Directors' meeting.	2/4/2013	2/5/2013	2/4/2013	Dinner (Feb 4) and per diem allowance	\$28.00	1
Grace Thostenson	Mileage	2/20/2013	01. 02/04/2013 at 02:00 PM to 02/05/2013 at 05:00 PM - Edmonton ~ to attend Board of Directors' meeting.	2/4/2013	2/5/2013	2/4/2013	Mileage (589km) Calgary to Edmonton r/t to attend board meeting.	\$288.61	1



Grace Thostenson
Trip # 1

Ms Grace Thostenson

Room Number: 0714
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	XXXXXXXXXX	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