

Expense Disclosure Reporting Form

Name: Bob Nicolay, Board Member

For the Period: Feb-14

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 Feb 3/4, 2014	Edmonton	Attendance at Board of Directors' meeting	\$429.71	\$160.00	\$223.42	\$31.00		\$844.13
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								\$844.13

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: \$844.13

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
Bob Nicolay	Travel Meal Allowance	2/7/2014	01. 02/03/2014 at 06:30 PM to 02/04/2014 at 03:00 PM - Edmonton ~ to attend Board of Directors' meeting.	2/3/2014	2/4/2014	2/3/2014	Meals Feb 3(dinner) and Feb 4(breakfast)	\$31.00	1

Bob Nicolay
Trip #1

Mr Robert Martin Nicolay

Online Services

- Manage** my booking online (view/change my booking; select seats*).
- Select Seats**
- Maple Leaf Lounge | Meal Vouchers | On My Way**
- 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 Type	Meal
AC8160 ¹	Calgary (YYC) Mon 03-Feb 2014 18:30	Edmonton, Edmonton Int'l (YEG) Mon 03-Feb 2014 19:23	0	0hr53	DH3	Flex, W	
AC8147 ¹	Edmonton, Edmonton Int'l (YEG) Tue 04-Feb 2014 14:00	Calgary (YYC) Tue 04-Feb 2014 14:53	0	0hr53	DH3	Flex, W	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mr Robert Martin Nicolay : Adult (16+), Ticket Number: '
 Air Canada - Meal Preference : **None**
 Aeroplan :
 Payment Card: xxxxx-xxxx-xxxx Special Needs: **None**
 Seat Selection: AC8160 'Preferred' , AC8147

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	170.00
Return Flight - Flex	170.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	20.46
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	429.71
Options	
Return Flight - Flex	
*NIL	
Total airfare, taxes and options (per passenger)	429.71
Number of passengers	1
Travel Insurance (declined)	0.00

Trip #1

YELLOW CAB

780.462.3456

GST#

Date: FEB 4/14 Amount: 10.00

Driver: _____ Car#: _____

From: MacDowen

To: WCB .48

10135-31 Avenue, Edmonton, AB T6N 1C2

EDM AIRPORT
TO HOTEL
WCB

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6N 1C2
780-463-5000

Term Id: 4502412509452
Plan N: 0271

Card #: XXXXXXXXXXXX

APPROVED

AMOUNT CAD\$80.00

Ref. #: S
Auth. #: 588090

Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
661 062184769

Date: 2014/02/03 Time: 20:59:41
Response: AUTH 588090

CUSTOMER COPY

AIRPORT TO
DOWNTOWN CBY
ALLIED FINANCIAL ASSOCIATED WCB
101 41 AVENUE NE T2E2H4
CALGARY AB
21640631

PURCHASE

15:58:27
Date: _____ Card Type: _____
ROBERT NICOLAY
1531
SKN 02100347

\$70.00

APPROVED-THANK YOU

Keep this copy for your records
Customer copy

1-800-233-9555

3 81

3 33

Trip #1

The Fairmont HOTEL MACDONALD

10065 - 100 Street
Edmonton, AB, Canada T5J 0N6
T (780) 424-5181 F (780) 429-6481

Room : 0720
Folio # : 331517
Cashier # : 1055
Page # : 1 of 1

Govt Cda
Mr Robert Nicolav

Arrival : 02-03-14
Departure : 02-04-14

Date	Description	Additional Information	Charges	Credits
02-03-14		Room# 0720 : CHECK# 5585		
02-03-14	Government Rate		199.00	
02-03-14	Room - DMF		5.97	
02-03-14	Room - AB Tourism Levy		8.20	
02-03-14	Room - GST		10.25	
02-04-14				
02-04-14		XXXXXXXXXXXX		-269.28
Total			269.28	269.28
Balance Due			0.00	

} 223.42
WCB

GST Summary

Room	10.25
F&B	1.03
Other	0.68
Total	11.96

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To provide feedback about your stay, please contact Mr Garrett Turta, General Manager, at Garrett.Turta@fairmont.com. We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

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Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month (18.00% per annum). I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat) credit to my account. (At participating hotels.)

Je m'e porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné ne réglerait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois (18.00% par année). J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont