

Expense Disclosure Reporting Form

Name: Fred Nowicki, 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	\$683.80	\$135.00	\$156.06	\$59.00		\$1,033.86
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								\$1,033.86

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: \$1,033.86

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
Fred Nowicki	Travel Meal Allowance	2/7/2014	01. 02/03/2014 at 04:30 PM to 02/04/2014 at 07:30 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 & dinner)	\$59.00	1

Fred Nowicki
Trip # 1

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
PARK PLACE SHOPPING CENTER
UNIT J03, 501 1ST AVENUE SOUTH
LETHBRIDGE, AB T1J 4L9
BRANCH: N61108
GST REG# 885101915
PHONE: 403-320-0119

TO: MR FRANCIS FREDRICK NOWICKI

LOCATOR :
OUR REF :
AGENT :

I N V O I C E

INV NO: 11612
DATE: 17JAN14
PAGE: 1

FOR: MR FRANCIS FREDRICK NOWICKI

----- I T I N E R A R Y -----

*** AIR/RAIL/BUS ***

FROM	TO	CARRIER	FLT/CL	ST	DATE	DEPART	ARRIVE	MEALS	BAGS
LETHBRIDGE	EDMONTON INTL	INTEGRA AI	928 Y		03FEB	4:30P	5:45P		
EDMONTON INTL	LETHBRIDGE	INTEGRA AI	829 Y		04FEB	6:05P	7:20P		

----- C O S T -----

INTEGRA AIR TKT NO IG3	0000006652	(INCL 98.24 TAX)	616.24
		GST/HST	30.81
PROFESSIONAL FEE			35.00
GST ON PROFESSIONAL FEES			1.75
*** SUB-TOTAL EXCLUDING GST/HST & APT			651.24
*** TOTAL GST/HST			32.56
*** TOTAL CHARGES THIS INVOICE ***			683.80
PAYMENT BY	TKT		647.05
*** BALANCE DUE THIS INVOICE ----			36.75
TOTAL PREVIOUS PAYMENTS			36.75
BALANCE DUE TO DATE			0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE
 ACCEPTED:.....DECLINED:.....
 DOCUMENTATION REQUIRED:VALID PASSPORT...VISA...TOURIST CARD.
 ..PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....
 PLEASE RECONFIRM ALL FLIGHT BETWEEN 48 TO 72 HOURS PRIOR TO
 DEPARTURE.
 FOR EMERGENCY AFTER HOURS ASSISTANCE PLEASE CALL OUR TRAVEL
 CENTRE AT 1 800 267 8891 WITHIN CANADA AND UNITED STATES OR
 CALL COLLECT 715 346 0834 OUTSIDE OF TOLL FREE AREA.
 THANK YOU FOR BOOKING WITH MARLIN TRAVEL.
 CLIENTS SIGNATURE.....DATE.....

CONTINUED ON NEXT PAGE

Trip #1

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
PARK PLACE SHOPPING CENTER
UNIT J03, 501 1ST AVENUE SOUTH
LETHBRIDGE, AB T1J 4L9

BRANCH: N61108
GST REG# 885101915
PHONE: 403-320-0119

TO: MR FRANCIS FREDRICK NOWICKI

LOCATOR :
OUR REF :
AGENT :

I N V O I C E

INV NO: 11612
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PAGE: 2

YOU MUST RECONFIRM YOUR FLIGHT PRIOR TO DEPARTURES TO AND
FROM YOUR DESTINATION BETWEEN 12-24 HOURS PRIOR TO YOUR
YOUR FLIGHTS WITH THE AIRLINE OR YOUR TRAVEL AGENT.
YOUR PASSPORTS MUST BE IN PERFECT CONDITION AND VALID
FOR 6 MONTHS AFTER YOUR RETURN FROM DESTINATION
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.

Trip #1

Direct Limo Phone (780)446.7799
limodirect@shaw.ca
Airport Flat Rate Service Toll Free 1.877.446.6262
Date Feb 03, 14 Amount 70.00
From Airport To Metrix
GST# 86317362RT Corporate Accts: Special Rates

Thank you. Please Call Again

Direct Limo Phone (780)446.7799
limodirect@shaw.ca
Airport Flat Rate Service Toll Free 1.877.446.6262
Date Feb 04, 14 Amount 65.00
From Metrix To Airport
GST# 86317362RT Corporate Accts: Special Rates

Thank you. Please Call Again



Trip #1

Mr Fred Nowicki

Canada

Room Number: 1603
Arrival Date: 02-03-14
Departure Date: 02-04-14
Page No: 1 of 1
Confirmation No 12146080

INFORMATION INVOICE

Folio No:

02-04-14

Date	Description	Charges	Credits
02-03-14	Room Revenue	139.00	
02-03-14	Destination Marketing Fee - 3%	4.17	
02-03-14	Tourism Levy - 4%	5.73	
02-03-14	Room GST - 5%	7.16	
02-04-14	XXXXXXXXXXXX> XX/XX		156.06
Total		156.06	156.06
Balance		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 #86634 4302 RT 0001