

Expense Disclosure Reporting Form

Name: Grace Thostenson, 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 Jan 27/28, 2014	Edmonton	Attendance at ICD session and HR&C Committee meeting		\$294.49	\$156.06	\$41.00		\$491.55
2 Feb 3/4, 2014	Edmonton	Attendance at Board of Directors' meeting		\$292.04	\$156.06	\$50.00		\$498.10
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	\$989.65

Notes

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

Dates	Purpose	Expense Category	Total
1	4-Mar-14 Attendance at ICD session in Calgary	Seminar	\$25.00
2	22-Jan-14 Attendance at ICD full day course in Calgary	Parking	\$32.00
3			
4			
5			
6			
7			
8			
9			
10			
			Non-Travel Related
			\$57.00

Notes

Total claimed for reporting period: \$1,046.65

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 Allowance	2/7/2014	01. 01/27/2014 at 02:30 PM to 01/28/2014 at 03:45 PM - Edmonton ~ to attend ICD Governance session and HR&C Committee meeting.	1/27/2014	1/28/2014	1/27/2014	Meals Jan 27(dinner) and Jan 28(lunch)	\$41.00	1
Grace Thostenson	Mileage	2/7/2014	01. 01/27/2014 at 02:30 PM to 01/28/2014 at 03:45 PM - Edmonton ~ to attend ICD Governance session and HR&C Committee meeting.	1/27/2014	1/28/2014	1/27/2014	Mileage (601 km) Calgary to Edmonton r/t.	\$294.49	1
Grace Thostenson	Travel Meal Allowance	2/7/2014	02. 02/03/2014 at 02:00 PM to 02/04/2014 at 04:00 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, lunch)	\$50.00	2
Grace Thostenson	Mileage	2/7/2014	02. 02/03/2014 at 02:00 PM to 02/04/2014 at 04:00 PM - Edmonton ~ to attend Board of Directors' meeting.	2/3/2014	2/4/2014	2/3/2014	Mileage (596 km) Calgary to Edmonton r/t	\$292.04	2

metterra

HOTEL ON WHYTE

Trip # 1
Grace Thostenson

Ms Grace Thostenson

Room Number: 604
 Arrival Date: 01-27-14
 Departure Date: 01-28-14
 Page No: 1 of 1

Canada

Guest Name

INFORMATION INVOICE

Folio No: 98900

01-28-14

Date	Description	Charges	Credits
01-27-14	Room	139.00	
01-27-14	Destination Marketing Fee - 3%	4.17	
01-27-14	Tourism Levy - 4%	5.73	
01-27-14	Room GST - 5%	7.16	
01-28-14	XXXXXXXXXXXX	XXXX	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. #863128575 RT 0001



Trip #2
Grace Thostenson

Ms Grace Thostenson
Canada

Room Number: 0606
Arrival Date: 02-03-14
Departure Date: 02-04-14
Page No: 1 of 1
Confirmation No: 12146081

INFORMATION INVOICE

Folio No: 170864

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	XXXXXXXXXXXXX	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

WCB

Try # 3
Grace Thostenson

CALGARY COURTS
CENTRE PARKADE
VINCI PARK
RECEIPT C1

ENTRY TIME:
01/22/14 07:30
EXIT TIME:
01/22/14 16:14
PARK-DUR.: HRS:MIN
0:08:44
AMOUNT:
\$ 32.00

KIND OF PAYMENT:

XXXXXXXXXX
XXXXX
REF. 17

GST

THANK YOU FOR YOUR
VISIT
VINCI PARK
GST 12099-6095

1.52



Order Confirmation

admin
to:

02/25/2014 03:42 PM

Hide Details

From: <admin@icd.ca>

To: [Redacted]

Institute of Corporate Directors

2701-250 Yonge Street, Toronto, ON M5B 2L7

Order Number 51079
Order Date 2/25/2014
Order Total 25.00
Payment Method *****
Name on Card

Qty	Item	Price	Total
1	Not-For-Profit Risk - Ms Grace Thostenson, CHRP	25.00	25.00
	When: 3/4/2014 - 3/4/2014		
	Where: Calgary, AB		
Item Total		25.00	
Shipping		0.00	
Handling		0.00	
Transaction Grand Total			25.00

GST# 12179 8201

QST# 12048 55478