

Expense Disclosure Reporting Form

Name: Erna Ference, Board Member

For the Period: Feb-15

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 2-3, 2015	Edmonton	to attend Board of Directors' meeting	\$390.86	\$91.50	\$155.32	\$34.00		\$671.68
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								\$671.68

Notes

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

Dates	Purpose	Expense Category	Total
1			\$0.00
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
Non-Travel Related			\$0.00

Notes

Total claimed for reporting period: \$671.68

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
Erna Ference	Travel Meal Allowance	2/9/2015	01. 02/02/2015 at 08:30 PM to 02/04/2015 at 09:00 AM - Edmonton ~ to attend Board of Directors' meeting.	2/2/2015	2/4/2015	2/2/2015	Meals - Feb 2 (dinner) and Feb 3 (breakfast, lunch provided)	\$34.00	1

From: Air Canada confirmation@aircanada.ca
Subject: Air Canada - 02-Feb: Calgary - Edmonton
Date: January 26 2015 at 4:32 PM
To: €

Ference
Trip #1

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check
in at any Air Canada check
in kiosk.



Access your personalized
Air Canada travel information

[View your planner >](#)

Booking Information

Booking Reference:

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and
Departures
1-888-422-7533

Electronic Ticketing confirmed. This is your official
itinerary/receipt.

Main Contact:
Ms Erna M Ference

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 02-Feb 2015 20:30	Edmonton, Edmonton Int'l (YEG) Mon 02-Feb 2015 21:25	0	0hr55	DH3	<u>Flex</u> , W	
AC8137 ¹	Edmonton, Edmonton Int'l (YEG) Wed 04-Feb 2015 08:00	Calgary (YYC) Wed 04-Feb 2015 08:56	0	0hr56	DH3	<u>Flex</u> , W	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Erna M Ference : Adult (16+), Ticket Number:

Air Canada - Aeroplan

Meal Preference :

None

Payment Card: **xxxx-xxxx-xxxx**

Special Needs:

None

Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Flex</u>	142.00
Return Flight - <u>Flex</u>	132.00
<u>Surcharges</u>	24.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	60.00
Canada Goods and Services Tax (GST/HST # 10009-2287 RT0001)	18.61
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total before options (per passenger)	390.86
Number of passengers	x 1
Total with options	390.86
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$390.86

Payment Information

Credit/Debit Card **xxxx-xxxx-xxx**

Amount paid: **\$390.86**

The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$390.86 (Airfare - per ticket)

Ticket number(s)

enRoute City Guide

Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America.

Ms Erna Ference

Canada

Room Number: 0608
Arrival Date: 02-02-15
Departure Date: 02-04-15
Page No: 1 of 1
Confirmation No 17401336

INFORMATION INVOICE

Folio No:

02-04-15

Date	Description	Charges	Credits
02-03-15	Room Revenue	145.00	
02-03-15	Destination Marketing Fee - 3%	4.35	
02-03-15	Tourism Levy - 4%	5.97	
02-04-15	XXXXXXXXXXXX	XX/XX	155.32
Total		155.32	155.32

Balance

*Parking at
Calgary airport.*

PARK & JET
9707 BARLOW TRAIL NE
CALGARY, AB T3J3C6
403-226-0010

Merchant ID: 5532979
Term ID: 001

Ref #: 302

Sale

XXXXXX

Entry Method: Chip

02/04/15

09:18:39

Inv #: 672060

Appr Code: 073585

Apprvd

Batch#: 000371

Total:

\$ 23.00

By entering a verified PIN, cardholder agrees to pay issuer such total in accordance with issuer's agreement with cardholder (Merchant agreement if credit voucher).

Retain this copy for statement verification.

11.50 (w/ 0 permen)

CUSTOMER'S COPY

skyshuttle
Airport Shuttle Service

04 02 2015

09:41

62V10

63889

Peter Chun

510744

Payment

CASH

18 00

18 00

AMOUNT:

2-

20-

to airport.

Customer Copy
THANK YOU FOR
CHOOSING PARK & JET

ada T5J 1J1 Tel: (866) 465-815

Thanks for choosing skyshuttle!
to adaonton.skysuttle.com
more information or to
online.

PHONE 780-465-8515
10135 31 AVE EDMONTON, AB

Fulmer Trip #1

Taxi
from
airport to
Matrix.

YELLOW CAB	780.462.3456
GST# _____	
Date: <u>2015/02/02</u>	Amount: <u>60</u>
Driver: _____	Car#: _____
From: <u>EDMONTON AIRPORT</u>	
To: <u>MATRIX</u>	
10135-31 Avenue, Edmonton, AB T6N 1C2	
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