

Expense Disclosure Reporting Form

Name: Grace Thostenson, Board Member

For the Period:

Feb-16

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 25-26, 2016	Edmonton	attendance at HR&C Committee meeting		\$298.90	\$162.79	\$53.00		\$514.69
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								\$514.69

Notes

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

Dates	Purpose	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: \$514.69

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 Thostenon	Travel Meal Allowance	2/1/2016	01. 01/25/2016 at 02:00 PM to 01/26/2016 at 03:00 PM - Edmonton ~ to attend HR&C and Policy Committee meetings.	1/25/2016	1/26/2016	1/25/2016	Meals - dinner (Jan 25) and breakfast/lunch (Jan 26)	\$53.00	1
Grace Thostenon	Mileage	2/1/2016	01. 01/25/2016 at 02:00 PM to 01/26/2016 at 03:00 PM - Edmonton ~ to attend HR&C and Policy Committee meetings.	1/25/2016	1/26/2016	1/25/2016	Mileage (610 km) Calgary to Edmonton r/t	\$298.90	1



Thostenson
Trip #1

Ms Grace Thostenson

Room Number: 0301
Arrival Date: 01-25-16
Departure Date: 01-26-16
Page No: 1 of 1

Canada

Guest Name:

INFORMATION INVOICE

01-26-16

Date	Description	Charges	Credits
01-25-16	Room Revenue	145.00	
01-25-16	Destination Marketing Fee - 3%	4.35	
01-25-16	Tourism Levy - 4%	5.97	
01-25-16	Room GST - 5%	7.47	
01-26-16			162.79
Total		162.79	162.79
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. #866344302 RT 0001