

Expense Disclosure Reporting Form

Name: Denis Herard, Board Member

For the Period:

Feb-17

Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals	Seminar / Conference / Registration fees	Total
1 Jan 30-31, 2017	Edmonton	To attend committee meetings and Board of Directors meeting		\$306.00	\$120.99		\$41.00	\$467.99
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								\$467.99

[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: \$467.99

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
Denis Herard	Travel Meal Allowance	2/7/2017	01. 01/30/2017 at 02:00 PM to 01/31/2017 at 04:00 PM - Edmonton ~ to attend Policy HR&C committee meetings followed by Board of Directors meeting.	1/30/2017	1/31/2017	1/30/2017	Meals - dinner (Jan 30) and breakfast (Jan 31).	\$41.00	1
Denis Herard	Mileage	2/7/2017	01. 01/30/2017 at 02:00 PM to 01/31/2017 at 04:00 PM - Edmonton ~ to attend Policy HR&C committee meetings followed by Board of Directors meeting.	1/30/2017	1/31/2017	1/30/2017	Mileage (600 km.) Calgary to Edmonton r/t	\$306.00	1

Herard, Denis
Trip #1

Chateau Louis

HOTEL & CONFERENCE CENTRE

Denis Herard

Room No. : 111
Arrival : 01.30.17
Departure : 01.31.17
Folio No. :
Company : WCB
Cashier : 153
Booking No :

GUEST FOLIO

Date	Description	Charges	Credits
01.30.17	Room Charge	111.00	
01.30.17	Room GST	5.55	
01.30.17	Tourism Levy	4.44	
01.31.17			120.99

Transaction Recap		Total Charges	120.99
Description	Recap Total	Total Credits	120.99
Room GST	5.55		
Tourism Levy	4.44		
		Balance	0.00 CAD

Guest Signature

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