

## Expense Disclosure Reporting Form

**Name:** Keith Serre, Board Member

**For the Period:** Feb-19

### 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	18-Feb-19	Edmonton		\$323.85	\$171.39	\$43.00		\$538.24
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
<b>Travel Related</b>								<b>\$538.24</b>

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
<b>Non-Travel Related</b>		<b>\$0.00</b>

Notes

**Total claimed for reporting period: \$538.24**

**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
Keith Serre	Mileage	2/27/2019	01. 02/18/2019 at 12:30 PM to 02/19/2019 at 04:15 PM - Edmonton ~ Board of Director's Orientation	2/18/2019	2/19/2019	2/19/2019	Travel from Calgary to Edmonton / return (635kms)	\$323.85	1
Keith Serre	Travel Meal Allowance	2/27/2019	01. 02/18/2019 at 12:30 PM to 02/19/2019 at 04:15 PM - Edmonton ~ Board of Director's Orientation	2/18/2019	2/19/2019	2/19/2019	Meals (18th/Dinner on 19th/Bkfst & Per Diem)	\$43.00	1

**MATRIX**  
HOTEL

**Keith Serre**  
**Canada**

Room No.  
Arrival : 02-18-19  
Departure Date : 02-19-19  
Folio No.  
Conf. No.  
P.O. No. :

Company Name:

Group Name:

**INFORMATION INVOICE**

<b>Date</b>	<b>Description</b>	<b>Charges</b>	<b>Credits</b>
02-18-19	Room Revenue	160.00	
02-18-19	Destination Marketing Fee	4.80	
02-18-19	Tourism Levy	6.59	
02-18-19	Visa		171.39
		<b>Total Charges</b>	171.39
		<b>Total Credits</b>	171.39
		<b>Balance</b>	<b>0.00</b>