

Expense Disclosure Reporting Form

Name: **Bob Normand, Chair, Board of Directors**

For the Period: **Jul-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 June 22-25, 2015	Charlottetown, PEI	to attend the AWCBC Board of Directors' meeting and Governance Summit	\$1,266.90	\$15.00	\$701.01	\$125.52		\$2,108.43
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	\$2,108.43

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: \$2,108.43

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
Bob Normand	Travel Meal Allowance	7/20/2015	01. 06/22/2015 at 03:30 PM to 06/25/2015 at 11:30 AM - Charlottetown PEI [OoP] Prince Edward Island ~ attendance at AWCBC Board of Directors' meetings and AWCBC Governance Summit - June 22-25 2015.	6/22/2015	6/25/2015	6/22/2015	Per diem for Jun 23-24	\$12.00	1

Bob Normand
Trip#1



Review Flight Details

Time remaining to complete this page: 9:20

The grand total shown includes all taxes, fees, carrier surcharges (where applicable) and other charges. Fares shown are the best available uniform rates at this time for the number of tickets requested and the selected travel times and dates. Prices are not guaranteed and tickets have been issued.

Review your itinerary

Flight	From	To	Date	Depart	Arrive	Stops	Duration	Aircraft	Fare Type	Meal Service
AC114	Edmonton, Edmonton Int'l (YEG)	Toronto, Pearson Int'l (YYZ) Terminal 1	Mon 22-Jun	06:00	11:42	0	6hr42		G	F
AC7341 ¹	Toronto, Pearson Int'l (YYZ) Terminal 1	Charlottetown (YYG)	Mon 22-Jun	12:35	15:42	0		CRJ	G	F
AC7340 ¹	Charlottetown (YYG)	Toronto, Pearson Int'l (YYZ) Terminal 1	Thu 25-Jun	13:40	15:02	0	9hr52	CRJ	Q	F
AC157	Toronto, Pearson Int'l (YYZ) Terminal 1	Edmonton, Edmonton Int'l (YEG)	Thu 25-Jun	18:25	20:32	0			Q	F

F: All Air Canada Café purchases made on board Air Canada and Air Canada rouge flights, as well as on Air Canada Express flights operated by Jazz, are payable only with Visa, MasterCard and American Express credit cards.

Operated by:

¹ Air Canada Express - Air Georgian

Review final quote details

Fare Summary

Total for 1 adult

Air Transportation Charges

Departing Flight ()
(Including)

502.00

Return Flight ()
(Including)

630.00

Taxes, Fees and Charges

134.90

Grand Total - Canadian dollars

\$1266.90

for informational purpose only

Review the fare rules and the general conditions of carriage

Departing Flight Edmonton (YEG) To Charlottetown (YYG) - Flex

Return Flight Charlottetown (YYG) To Edmonton (YEG) - Flex

• Changes:

- Prior to day of departure - Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- Same-day confirmed changes at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- Same-day standby is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

• Cancellations:

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who no-show their flight will forfeit the fare paid.

• Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.

• Up to 24 hours after the purchase of a ticket, Air Canada will cancel your ticket and provide a full refund without penalty.

• Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

• Read complete applicable to this fare.

View Air Canada's [general conditions of carriage and](#)

MODIFY YOUR SEARCH

By clicking on 'I accept, Continue' below, you confirm that you have read and accept Air Canada's fare rules, General

Bob Normand
Trip #1

DELTA

PRINCE EDWARD

18 Queen Street, Charlottetown, Prince Edward Island, C1A 4A1
Tel: 902-566-2222 Fax: 902-566-2282

GOVT PEI Workers Compensation Board
Mr Bob Normand

Edmonton AB
Canada

Room: 0525
Folio: 175122
Cashier: 13
Arrival: 06-22-15
Departure: 06-25-15

Group: GOVT PEI Workers Compensation Board

Date	Description	Additional Information	Charges	Credits
06-22-15	Room Charge		199.00	
06-22-15	Tourism Accom Levy		5.97	
06-22-15	Room HST		28.70	
06-23-15	Water's Edge Resto Breakfast	Room# 0525 : CHECK# 4005	17.82	
06-23-15	Room Charge		199.00	
06-23-15	Tourism Accom Levy		5.97	
06-23-15	Room HST		28.70	
06-24-15	Room Charge		199.00	
06-24-15	Tourism Accom Levy		5.97	
06-24-15	Room HST		28.70	
06-25-15				718.83

233.67 x3

HST Summary	
Registration No:	846543619
Room	86.10
F&B	1.82
Other	0.00
Total	87.92

Total	718.83	718.83
Balance Due	0.00	CDN

Hotel
701.01 (86.10 HST)
Breakfast
17.82 (1.82 HST)

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Breakfast
June 23/15.

Thank You for choosing
Water's Edge

Server: Janet 06/23/2015
Table 1/2 7:44 AM
Guests: 0 40005
Area: Dining Room

Soft full coge Buffet 18.00
Subtotal 18.00
Tax 2.52
Total 20.52
Balance Due \$ 20.52

Room # *luc credit - 5.00*
Print Name *Plus tip 3.00*
+ Gratuity *17.82*
= Total: *---*

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votre expérience
GST# 84654 3619 RT0009

Dinner
June 23
With board members (2) and CEO.

ROW HOUSE LOBSTER CO.
146 RICHMOND ST
CHARLOTTETOWNSHIP

Row House Lobster Co.
146 RICHMOND ST.
CHARLOTTETOWN PE. C1A 1H9
Tel. (902) 892-3344

6/23/15 9:14 PM
Server Danielle G
Table #8:1 ORDER #21498

PASTA 50.00
PASTA
CIOPPINO, evening 23.00
CIOPPINO, evening
Taxable: 73.00
Sub-total: 73.00
Taxes: 10.22
Total Due: 83.22

ST#832030779RT0001
Thanks for dining at the Row House!

CARD
CARD TYPE
DATE 2015/06/23
TIME 7:23 21:16:23
RECEIPT NUMBER
CB2032076-001-001-032-0

PURCHASE
AMOUNT \$83.22
TIP \$12.48
TOTAL
\$95.70

000DA7A999C4C07H
0000008000-E800
FB3C1694DFE8E500

APPROVED
AUTH# 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

RECEIPT - Date *25 Jun 2015*
From: *Delta*
To: *AIRPORT*
Taxi # *40* Amt. \$
HST # H.S.T. \$
Driver: *Ba* Total \$ *15.00*
ISLAND OWNED and OPERATED
Thanks - We appreciate your business