

Expense Disclosure Reporting Form

Name: Trevor Alexander, President & CEO

For the Period:

Jul-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 Jun 26 - 28	Vancouver	To attend meetings at WorkSafe BC		\$70.75		\$112.00		\$182.75
2 Jul 7 -9	Calgary	To attend meeting at the Calgary office		\$388.08		\$98.00		\$486.08
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								\$668.83

[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: \$668.83

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
Trevor Alexander	Travel Meal Allowance	7/11/2019	01. 06/26/2019 at 09:00 AM to 06/28/2019 at 02:30 PM - Vancouver [OoP] British Columbia ~ meetings with Worksafe BC	6/26/2019	6/28/2019	6/26/2019	June 26 - lunch & supper; June 27th - breakfast, lunch & supper; June 28 - breakfast & lunch	\$112.00	1
Trevor Alexander	Travel Meal Allowance	7/11/2019	02. 07/07/2019 at 02:30 PM to 07/09/2019 at 04:30 PM - Calgary ~ Business meetings in Calgary	7/7/2019	7/9/2019	7/7/2019	meals allowance during Calgary business trip July 7 - 9, 2019 (2 x breakfast, lunch and dinner)	\$98.00	2
Trevor Alexander	Mileage	7/11/2019	02. 07/07/2019 at 02:30 PM to 07/09/2019 at 04:30 PM - Calgary ~ Business meetings in Calgary	7/7/2019	7/9/2019	7/7/2019	drive to Calgary July 7 & return to Edmonton July 9 588kms	\$299.88	2

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CA5%

POF 1st F1 28/06/19 16:35
Receipt 020592

Short-term parking tkt

26/06/19 08:26
28/06/19 16:35
Period 2d8i.10
(Tax)

\$45.75

Total \$45.75

Payment Received \$45.75

Type: Swiped

Sub Total \$43.57
Tax 5% \$2.18

06530485 - 1/1

OFFICIAL RECEIPT
RICHMOND TAXI CO. LTD.
RICHMOND CABS LTD.
"For All Your Transportation Needs"
Please call Richmond Taxi at
604-272-1111
1-866-RMD-TAXI(763-8294)
www.richmondtaxi.ca

Car No..... 7/24 HOUR SERVICE

Amount \$ 25.00

Taxi From... Murray

To... AIP

Date 06/28/19 Sign
GST # 139442636 RT0001 G.S.T. INCLUDED

Trip #1 Other Transportation = \$45.75 airport parking + \$25.00 = \$70.75

Sheraton Suites Calgary Eau Claire
 255 Barclay Parade SW
 Calgary, AB T2P 5C2
 Canada
 Tel: 403 266 7200 Fax: 403 266 1300



Trevor Alexander

Page Number : 1 Invoice Nbr :
 Guest Number :
 Folio ID :
 Arrive Date : 07-JUL-19 17:29
 Depart Date : 09-JUL-19 08:15
 No. Of Guest : 1
 Room Number : 1041
 Marriott Bonvoy Number :

Tax Invoice

Tax ID : 846543619 RT0002
 Sheraton Eau C YYCES JUL-09-2019 08:43 MT

Date	Reference	Description	Charges (CAD)	Credits (CAD)
07-JUL-19	RT1041	Parking	44.10	
08-JUL-19	RT1041	Parking	44.10	
09-JUL-19	MC			-88.20
** Total			88.20	-88.20
*** Balance			0.00	

Date	Time	Code	Authorized
09-JUL-19	08:42		88.20

Calgary (trip 2) mileage \$299.88
 + Sheraton parking 88.20
 total trip 2 other transportation 388.08