

**Expense Disclosure Reporting Form**

Name: **Mary Phillips-Rickey, Board Member**

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 June 10-13, 2019	Yellowknife	To attend AWCBC Governance Summit		\$44.57	\$582.75	\$96.00		\$723.32
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>\$723.32</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: \$723.32**

## Expense Disclosure Reporting Form

### 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
Mary Phillips-Rickey	Travel Meal Allowance	7/15/2019	01. 06/10/2019 at 01:00 PM to 06/13/2019 at 10:00 PM - Yellowknife [OoP] Northwest Territories [C/S] ~ AWCBC Governance Summit June 10-13 2019. Note: Mary added personal days before and after the WCB-related portion of the trip (June 8 - 15 total time away)	6/10/2019	6/13/2019	6/13/2019	Per Diem 3 days, June 10 - Dinner, June 11 - Dinner, June 13 - Dinner	\$96.00	1

Taxi from hotel to AWCBC

DISPATCH  
873-4444

**City Cab (1993) Ltd.**

Check out our website: [ykcitycab.com](http://ykcitycab.com)

CAR # 41

Date: June 10 / 19 Amount \$ 10.00  
GST Included

**Park N Fly**

8410 43 Street

Leduc, AB

T9E 7E9

Tel: (780) 986-9500

Fax: (780) 986-8776

[www.parknfly.ca](http://www.parknfly.ca)

**SUBJECT TO A LIVER OF LIABILITY ON BACK**

Taxi from AWCBC back to hotel

DISPATCH  
873-4444

**City Cab (1993) Ltd.**

Check out our website: [ykcitycab.com](http://ykcitycab.com)

CAR # 41

Date: June 10 / 19 Amount \$ 10.00  
GST Included

TICKET #:

REFERENCE #:

06-08-2019 06:02

: 06-15-2019 19:24

WEEK RATE	8 days	\$59.95
DAY RATE		\$11.99
Coupon Discount		\$-19.42
Fuel SC		\$0.96
GST		\$2.68

**Total Due: \$56.16**

Comments

PAY: Visa

AMOUNT:

\$56.16

TYPE: PURCHASE

CARD NUMBER:

DATE/TIME:

REFERENCE #:

AUTHORIZATION #:

ORDER/RECEIPT ID:

API LABEL: VISA CREDIT

01 APPROVED - THANK YOU 027

NO SIGNATURE TRANSACTION

-IMPORTANT-

Retain this copy for your records

\*\*\* Customer's copy \*\*\*

WCB portion:

$$\$56.16 \div 8 \text{ days} = \$7.02 \text{ daily}$$

$$\times 3.5 \text{ hrs}$$

$$\underline{\hspace{2cm}}$$

**\$24.57**

$$(\$24.57 \div 8 \times 3.5)$$

LST = \$1.17

**Other transportation**

\$10 taxi

\$10 taxi

\$24.57 parking at Edmonton airport

**\$44.57 total**

Mary Phillips-Ricky

Room	Folio	CheckIn	CheckOut	Balance
		06/08/2019	06/15/2019	0.00

Date	Room	Description / Voucher	Charges	Credits	Balance
06/08/2019	638	Room Taxable	185.00	0.00	185.00
06/08/2019	638	G S T - 5%	9.25	0.00	194.25
06/09/2019	638	Food & Beverage Charges - 2721	8.40	0.00	202.65
06/09/2019	638	Room Taxable	185.00	0.00	387.65
06/09/2019	638	G S T - 5%	9.25	0.00	396.90
06/10/2019	638	Room Taxable	185.00	0.00	581.90
06/10/2019	638	G S T - 5%	9.25	0.00	591.15
06/11/2019	638	Room Taxable	185.00	0.00	776.15
06/11/2019	638	G S T - 5%	9.25	0.00	785.40
06/12/2019	638	Room Taxable	185.00	0.00	970.40
06/12/2019	638	G S T - 5%	9.25	0.00	979.65
06/13/2019	638	Room Taxable	185.00	0.00	1,164.65
06/13/2019	638	G S T - 5%	9.25	0.00	1,173.90
06/14/2019	638	Room Taxable	185.00	0.00	1,358.90
06/14/2019	638	G S T - 5%	9.25	0.00	1,368.15
06/15/2019	638	Visa Payment	0.00	1,368.15	0.00
		<b>Balance Due</b>			<b>0.00</b>
					*includes \$8.40 of food and beverage
		<b>Summary and Taxes</b>			
		Taxable Sales	1,295.00		
		G S T - 5%	64.75		
		Total = \$1,295.00 + \$64.75 = \$1,359.75 for 7 nights @ \$194.25 per night			
		Claimed 3 nights x \$194.25 per night = \$582.75			
		3 pm dinners = \$24 June 10 dinner = \$24 - B+L included June 11 dinner = \$24 - B+L included June 12 x = 50 - B, L + D included June 13 dinner = \$24 - B+L included <u>\$96</u>			