

Expense Disclosure Reporting Form

Name: **Erna Ference, Board Member**

For the Period: **Jun-14**

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 May 26/27, 2014	Edmonton	to attend Finance Committee meeting, Board of Directors' meeting and Policy Committee meeting	\$335.08	\$117.29	\$148.90	\$50.00		\$651.27
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	\$651.27

Notes

Non-travel related Expenditures (Business meals, etc...)

Dates	Purpose	Expense Category	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: \$651.27

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
Erna Ference	Travel Meal Allow	6/6/2014	01. 05/26/2014 at 10:30 AM to 05/27/2014 at 04:30 PM - Edmonton ~ to attend Committee meetings and Board of Directors' meeting.	5/26/2014	5/27/2014	5/26/2014	Meals May 26 (lunch/dinner) and May 27 (breakfast)	\$50.00	1
Erna Ference	Mileage	6/6/2014	01. 05/26/2014 at 10:30 AM to 05/27/2014 at 04:30 PM - Edmonton ~ to attend Committee meetings and Board of Directors' meeting.	5/26/2014	5/27/2014	5/26/2014	Mileage (160km) from Balck Diamond to Calgary airport r/tr	\$78.40	1

Erna Ference
Trip #1

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8138 ¹	Calgary (YYC) Mon 26-May 2014 10:30	Edmonton, Edmonton Int'l (YEG) Mon 26-May 2014 11:20	0	0hr50	DH4	Flex, Q	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Erna M Ference : Adult (16+), Ticket Number:

Air Canada -
Aeroplan :

Meal Preference : None

Payment Card: xxxxx-xxxx-xxxx-

Special Needs: None

Seat Selection: None

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	196.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	12.26
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	257.38
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$257.38

plus change fee 11.70.

GST 2.50

Payment Information

Credit/Debit Card xxxxx-xxxx-xxxx

Amount paid: \$257.38

The following charges (tax inclusive) will appear on your credit or debit card statement:

TL. 335.08

GST 15.96

Air Canada: \$257.38 (Airfare - per ticket)

Ticket number(s):

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Flex

Trip #1



Passenger Information

	Passenger 1	
Name:	Ms Erna Ference	Ticket number:
Frequent Flyer Pgm:		Program number:

Purchase Summary

Passenger: 1 Ticket number

Date of issue

27-May 2014

Total fare in Canadian dollars: 25.20A

Options

Prepaid Onboard Café Voucher in Canadian dollars	5.93
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	0.30
Prepaid Onboard Café Voucher in Canadian dollars	5.93
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	0.30
Change fee in Canadian dollars	50.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	2.50
Ticket particularities:	
AC ONLY/NON-REF/CHGE FEE	

*Fare calculation:

27MAY14YEA AC X/YYC AC YOW Q23.00R395.00AC YTO
 Q12.00R203.00AC YYC Q53.00R350.00CAD1036.00 END ROE1.00
 PD14.25CA52.56XG6.24RC73.00SQ

Change fee incurred due to delay in WCB business meeting

Canadian tax registration numbers:

XG Canada Goods and Service Tax (GST) #10009-2287
 RC Canada Harmonized Sales Tax (HST) #10009-2287
 XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules Summary



Trip #1

Ms Erna Ference

Canada

Room Number: 1210
Arrival Date: 05-26-14
Departure Date: 05-27-14
Page No: 1 of 1
Confirmation No 13979332

INFORMATION INVOICE

Folio No:

05-27-14

Date	Description	Charges	Credits
05-26-14	Room Revenue	139.00	
05-26-14	Destination Marketing Fee - 3%	4.17	
05-26-14	Tourism Levy - 4%	5.73	
Total		148.90	0.00
Balance		148.90	

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #86634 4302 RT 0001

CREDIT CARD 330.67
CARD # 1XXXXXXXXX5862

Trip #1

Park & Jet
GST # R105011050

Parking at
Calgary airport.

Jan 01 2014 12:15 pm Trans#43040

TRANSACTION RECORD

Card Number : XXXXXXXXX
Card Entry : SWINR
Account :
Trans Type : PURCHASE
Amount : \$52.24

Auth # : 054450
Sequence # : 042392
Terminal # : 002
Date : 14/06/01
Time : 12:15:12

Shuttle from
Edmonton airport.
to hotel.
May. 26 / 14.

XXXXX TRANSACTION APPROVED XXXXX

*** CUSTOMER COPY ***
Transaction No. 216945
Ticket No. 610323

[Lane - 2]

In: 9:25 am May26/14
Out: 12:13 pm Jun01/14

1 Amount Charged \$49.75
GST \$2.49

9.95 per day.

WCB portion

2 day @ 9.95 = 19.90
plus GST .99

BALANCE DUE \$52.24
CREDIT CARD \$52.24
CARD #

TTC 20.89

AEROPLAN Accepted

