

Expense Disclosure Reporting Form

Name: Bob Normand, Chair, Board of Directors

For the Period: Jun-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 10-11, 2015	Calgary						\$386.21
2	10-Jun-15	Edmonton		\$333.21		\$53.00		\$14.70
3				\$14.70				\$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								\$400.91

Notes

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

Dates	Purpose		Total
1	25-May-15	Business lunch with CEO	\$45.89
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			\$45.89

Notes

Total claimed for reporting period: \$446.80

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	6/24/2015	01. 06/10/2015 at 03:00 PM to 06/11/2015 at 03:00 PM - Calgary ~ to attend the Annual General Meeting	6/10/2015	6/11/2015	6/10/2015	Meals - dinner (Jun 10), breakfast/lunch (Jun 11)	\$53.00	1
Bob Normand	Mileage	6/24/2015	01. 06/10/2015 at 03:00 PM to 06/11/2015 at 03:00 PM - Calgary ~ to attend the Annual General Meeting	6/10/2015	6/11/2015	6/10/2015	Mileage (590 km.) Edmonton to Calgary r/t	\$289.10	1
Bob Normand	Mileage	6/24/2015				6/10/2015	Mileage (30 km.) for travel to/from ITF meeting	\$14.70	2

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



Bob Normand

Page Number : 1 Invoice Nbr : 39312854
 Guest Number :
 Folio ID : EX-A
 Arrive Date : 10-JUN-15 20:50
 Depart Date : 11-JUN-15
 No. Of Guest : 1
 Room Number :
 Room Rate : 464.00
 Club Account :

Canada

Email :

Information Invoice

Tax ID : 846543619 RT0002
 Sheraton Eau Claire 11-JUN-15 03:02 AG

Date	Reference	Description	Charges	Credits
10-JUN-15	RT511	Room Charge	464.00	
10-JUN-15	RT511	DMF (3%)	13.92	
10-JUN-15	RT511	Alberta Tourism Le	19.12	
10-JUN-15	RT511	GST (5%)	23.90	
10-JUN-15	RT511	Valet Parking	44.10	
10-JUN-15	DEPOSIT	Deposit Applied		-520.93 <i>pd</i>
11-JUN-15			-44.11	
		** Total	565.04	-565.04
		*** Balance	0.00	

Parking charge e hotel.

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

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* Hotel charge of \$520.93 was disclosed as part of the May 2015 Expenditures.

