

Expense Disclosure Reporting Form

Name: Erna Ference, Board Member

For the Period: Jun-16

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 30-31, 2016	Edmonton	Attendance at Finance Committee meeting, Board of Directors retreat and May board meeting.	\$140.83	\$174.19	\$155.32	\$30.00		\$500.34
2 June 12-15, 2016	Regina	Attendance at Association of Workers Compensation Board of Canada (AWCBC) Governance Summit.	\$308.96	\$166.45	\$557.46	\$42.00		\$1,074.87
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								\$1,575.21

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: \$1,575.21

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 Allowance	6/8/2016	01. 05/30/2016 at 10:00 AM to 05/31/2016 at 09:00 PM - Edmonton ~ to attend Finance Committee meeting Board of Directors' retreat and May board meeting. Expenses split with another organization.	5/30/2016	5/31/2016	5/30/2016	Meals - dinner (May 31)	\$30.00	1
Erna Ference	Mileage	6/8/2016	01. 05/30/2016 at 10:00 AM to 05/31/2016 at 09:00 PM - Edmonton ~ to attend Finance Committee meeting Board of Directors' retreat and May board meeting. Expenses split with another organization.	5/30/2016	5/31/2016	5/30/2016	Mileage (180 km) Black Diamond to/from Calgary airport. WCB pays 90 km.	\$44.10	1
Erna Ference	Travel Meal Allowance	6/22/2016	01. 06/12/2016 at 12:00 PM to 06/15/2016 at 03:30 PM - Regina SK [OoP] Saskatchewan [C/S] ~ to attend AWCBC Governance Summit June 12-15 2016.	6/12/2016	6/15/2016	6/12/2016	Meals - dinner (June 12). All other meals provided.	\$42.00	2
Erna Ference	Mileage	6/22/2016	01. 06/12/2016 at 12:00 PM to 06/15/2016 at 03:30 PM - Regina SK [OoP] Saskatchewan [C/S] ~ to attend AWCBC Governance Summit June 12-15 2016.	6/12/2016	6/15/2016	6/12/2016	Mileage (180 km.) Black Diamond to Calgary airport r/t	\$88.20	2

RECEIPT
 GST NO. R122556194

*Ference
 Trip #1*

CALGARY AIRPORT
 Economy Lot
 EXIT No. A14
 IN: 25/02/16 09:04
 OUT: 26/02/16 17:58
 DURATION: 2 08: 54
 PAID: \$ 26.00
 (GST INCLUDED)

uchers | On My Way
 ges directly to my mobile phone or

s - check online if my flight is on

/ boarding pass.

Can my booking be changed online?

*Parking at Calgary airport
 2 days @ 12.10 per day
 24.20 - (GST 1.15)*

REF. 30
 THANK YOU FOR

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8585 ¹	Calgary (YYC) Mon 30-May 2016 10:05	Edmonton, Edmonton Int'l (YEG) Mon 30-May 2016 10:55	0	0hr50	DH4	Tango Opens in New Window .T	
AC8169 ¹	Edmonton, Edmonton Int'l (YEG) Wed 01-Jun 2016 16:50	Calgary (YYC) Wed 01-Jun 2016 17:40	0	0hr50	DH4	Tango Opens in New Window .L	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Ms Erna M Ference : Adult (16+) [REDACTED]

Air Canada - Aeroplan :

Meal Preference : None

Payment Card:

Special Needs: None

Seat Selection: None

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Ference
Trip #1

Departing Flight - Tango	91.00
Return Flight - Tango	79.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	13.41 (6.71)
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	<u>281.66</u>
Number of passengers	x 1
Total with options	<u>281.66</u>
Travel Insurance (declined)	<u>0.00</u>
Grand Total - Canadian dollars	\$281.66

WCB pays 50%.
140.83.

Payment Information

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

- Air Canada: \$281.66 (Air Transp. Charges - per ticket)

Fare Rules

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

Return Flight Edmonton (YEG) To Calgary (YYC) - Tango

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$100 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 subject to availability and are permitted only for same-day flights at a fee of \$100 CAD/USD per direction, per passenger.
 - **Same-day standby at the airport** 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

Ference
Trip #1



Thank you for booking with Expedia!

Please review your trip details below. You can also view your itinerary online for the most up-to-date information.



Access your itinerary anywhere.

GET THE FREE APP

Car rental in Edmonton

30 May 2016 - 1 Jun 2016

Fox

30 May 2016 - 1 Jun 2016, Compact 2 or 4-Door Car

Your reservation is booked. No need to call us to reconfirm this reservation.

Price Summary

Pick up	Drop off
11:00am	8:00am
30 May 2016	1 Jun 2016
Edmonton (YEG)	Edmonton (YEG)
Open 7:00am - 5:00pm	Open 7:00am - 6:00pm

Base Price	C\$78.85
Taxes & Fees	\$37.55
Total Price	C\$106.89

635
on
78.75
(3.75)

Amount quoted in CAD. The total price includes all mandatory taxes and fees. It may not include mandatory insurance and other fees that are required for certain international rentals.



Compact 2 or 4-Door Car
Includes air conditioning, automatic transmission

ERNA FERENCE

Reserved for

Additional Car Services

Mileage rules: Unlimited mileage

Fuel info: Full to Full

The car is supplied with a full tank of fuel. It should be returned full or refueling charges will be applied at drop-off. Read our Fuel Policy.

When you arrive

UPON ARRIVAL AND AFTER COLLECTING LUGGAGE PLEASE CALL 780-980-2672 TO EXPEDITE OUR ON DEMAND SHUTTLE PLEASE PROCEED OUTSIDE THE TERMINAL FOR CURBSIDE PICKUP.

For specific rental questions, contact the car agency at 1-800-225-4369



Terrance
Trip # 1

Ms Erna Ference

Edmonton
Canada

Room Number: 1001
Arrival Date: 05-30-16
Departure Date: 05-31-16
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

05-31-16

Date	Description	Charges	Credits
05-30-16	Room Revenue	145.00	
05-30-16	Destination Marketing Fee - 3%	4.35	
05-30-16	Tourism Levy - 4%	5.97	
Total		155.32	0.00
Balance		155.32	

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. #105631154 RT 0008

*Ference
Trip# 2.*

From: WestJet Airlines noreply@itinerary.westjet.com



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.

Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.

This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft.

If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

Guest

Ms. Erna Ference Flight Calgary (YYC)-Regina (YQR), Regina (YQR)-Calgary (YYC)

Air Itinerary Details

WS314 WestJet	Calgary, CA Sun 12 Jun, 2016 12:05 PM	Regina, CA Sun 12 Jun, 2016 01:20 PM	Fare type: Econo Non-stop
WS315 WestJet	Regina, CA Wed 15 Jun, 2016 02:00 PM	Calgary, CA Wed 15 Jun, 2016 03:20 PM	Fare type: Econo Non-stop

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 206.00	CAD 24.00	CAD 78.96	CAD 308.96	x 1	CAD 308.96
						Total airfare: CAD 308.96

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 14.71
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 50.00
		Total taxes: CAD 78.96

Fare family benefits

YYC-YQR: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD¹
- Second checked bag fee of \$35-41.30 CAD¹

¹ Not applicable on flights operated by our airline partners

Fare family benefits

YQR-YYC: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD¹
- Second checked bag fee of \$35-41.30 CAD¹

¹ Not applicable on flights operated by our airline partners

Total

CAD 308.96

WestJet offers

Get travel insurance

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Important Information

Thank you for choosing WestJet

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- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airline partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
 - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Inflight services](#) ([Buy on board](#), [up! magazine](#) and more)
 - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

Ference
Trip # 2



THE HOTEL
SASKATCHEWAN

06-14-16

Ms Erna Ference Canada	Folio No.		Room No.	0435
	A/R Number		Arrival	06-12-16
	Group Code	WCB	Departure	06-15-16
	Company	Workers Compensation Board	Conf No	
	Invoice No.		Rate Code	WCBA
	Reference No.		Page No	1 of 2

Date	Description	Charges	Credits
06-12-16	Room Charge	164.00	
06-12-16	PST - 5%	8.20	
06-12-16	GST - 5%	8.20	
06-12-16	DMF - 3%	4.92	
06-12-16	GST on DMF - 5%	0.25	
06-12-16	PST on DMF - 5%	0.25	
06-13-16	Room Charge	164.00	
06-13-16	PST - 5%	8.20	
06-13-16	GST - 5%	8.20	
06-13-16	DMF - 3%	4.92	
06-13-16	GST on DMF - 5%	0.25	
06-13-16	PST on DMF - 5%	0.25	
06-14-16	Room Charge	164.00	
06-14-16	PST - 5%	8.20	
06-14-16	GST - 5%	8.20	
06-14-16	DMF - 3%	4.92	
06-14-16	GST on DMF - 5%	0.25	
06-14-16	PST on DMF - 5%	0.25	

185.82 x 3 = 557.46
16.90 x 3 =
50.70

Ference
Trip #2



THE HOTEL
SASKATCHEWAN

06-14-16

Ms Erna Ference Canada	Folio No. : A/R Number : Group Code : WCE Company : Workers Compensation Board	Room No : 0435 Arrival : 06-12-16 Departure : 06-15-16 Conf No : Rate Code : WCBA Page No : 2 of 2
	Invoice No : Reference No :	

Date	Description	Charges	Credits
Total		557.46	0.00
Balance		557.46	

Guest Signature: _____

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Parking 44c

Jun 15 2016 04:03 PM
TRANSACTION RECORD
Card Number :
Account :
Trans Type : PURCHASE
Amount : \$47.25
Auth # :
Date : Jun15/16
Time : 16:03:21
Reference# :
096327 Approved
--- IMPORTANT ---
Retain This Copy For Your Records
*** Customer Copy ***
Park & Jet
Calgary
Transaction No. :
Ticket No. 161435
In: 11:04 am Jun12/16
Out: 4:02 pm Jun15/16
1 Amount Charged \$45.00
GST \$2.25
BALANCE DUE \$47.25
CREDIT CARD \$47.25
GST Number: 827463571RT0001

\$ 16.00 Date: June 14/16
DRIVER'S RECEIPT CARD
Customer Name: _____
From: Radisson Airport
To: Airport
Car No. 442
Driver: B

DATE: JUNE 12/2016 AMOUNT 15.00
FROM: 5701 Ference Ave
TO: 2125 VICTORIA ST
CAR NO: 5 DRIVER: Rob
Regina Saskatchewan
Thank You For Using Capital Cabs 2000

Taxi fares to/from Regina airport