

Expense Disclosure Reporting Form

Name: Denis Herard, 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 the Board of Directors retreat and May board meeting		\$294.00	\$120.99	\$30.00		\$444.99
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								\$444.99

[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: \$444.99

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
Denis Herard	Travel Meal Allowance	6/3/2016	01. 05/30/2016 at 11:00 AM to 05/31/2016 at 09:00 PM - Edmonton ~ to attend Board of Directors' retreat and board meeting.	5/30/2016	5/31/2016	5/30/2016	Meals - Dinner (May 31)	\$30.00	1
Denis Herard	Mileage	6/3/2016	01. 05/30/2016 at 11:00 AM to 05/31/2016 at 09:00 PM - Edmonton ~ to attend Board of Directors' retreat and board meeting.	5/30/2016	5/31/2016	5/30/2016	Mileage (600 km) Calgary to Edmonton r/t	\$294.00	1

Herard
Trip #1

Chateau Louis

HOTEL & CONFERENCE CENTRE

Denis Herard

Room No. : 138
Arrival : 05.30.16
Departure : 05.31.16
Folio No. :
Company : WCB
Cashier : 161
Booking No :

GUEST FOLIO

Date	Description	Charges	Credits
05.30.16	Room Charge	111.00	
05.30.16	Room GST	5.55	
05.30.16	Tourism Levy	4.44	
05.31.16			120.99

Transaction Recap		Total Charges	120.99
Description	Recap Total	Total Credits	120.99
Room GST	5.55	Balance	0.00
Tourism Levy	4.44		CAD

Guest Signature

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