

## Expense Disclosure Reporting Form

**Name:** Pieter Lambooy, VP Operations

**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	23-Jun-16	Calgary						\$305.04
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>\$305.04</b>

Notes:

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

Dates	Purpose		Total
1	29-Jun-16	Business meeting with external representatives	\$35.50
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>\$35.50</b>

Notes

**Total claimed for reporting period: \$340.54**

**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
Pieter Lambooy	Per Diem	6/29/2016	Calgary meeting	6/23/2016	6/23/2016	6/23/2016	lunch only	\$13.00	1
Pieter Lambooy	Mileage	6/29/2016	Calgary meeting	6/23/2016	6/23/2016	6/23/2016	drive from Edm to Calgary	\$292.04	1



# CATERING SERVICE FORM

NO. **402-1025**

INVOICE NUMBER

CATERING SERVICE PROVIDER: **780-498-4210****WCB Edmonton Jarvis Catering, 9912 107th St., Edmonton, AB T5J 2S5**

NAME OF ORGANIZATION <b>WCB</b>	DELIVERY <b>06/29/2016 1:15 PM</b>
BUILDING <b>Jarvis</b>	NO OF GUESTS <b>Company 4</b> <b>Non-Company 4</b> <b>Total 8</b>
EVENT NAME <b>VP hosting AHS</b>	ORDER STATUS <b>Closed</b>
REQUESTER	PHONE
LOCATION OF EVENT	APPROVED BY <b>Pieter Lambooy</b>
FLOOR	
BILLING	
EVENT PURPOSE <b>AHS mtg</b>	
MISC <b>*****</b>	

MENU	SERVICE NOTES				
	Unit Price	Qty	Subtotal	Tax	Total
Assorted Sodas - Can	\$ 1.50	4	\$ 6.00	\$ 0.00	\$ 6.00
Special Request: assorted diet pop					
Bottled Water	\$ 2.00	6	\$ 12.00	\$ 0.00	\$ 12.00
Afternoon Refresher	\$ 3.50	5	\$ 17.50	\$ 0.00	\$ 17.50

SPECIAL DELIVERY INSTRUCTIONS	EVENT PRICE			
		SUBTOTAL	TAX	TOTAL
* meeting starts @ 1:30 however I have the meeting room booked starting @ 1:15	MENU TOTAL	\$ 35.50	\$ 0.00	\$ 35.50
	DELIVERY CHARGES	\$ 0.00	\$ 0.00	\$ 0.00
	ADDITIONAL CHARGES/ DISCOUNTS	\$ 0.00	\$ 0.00	\$ 0.00
	ADJUSTED TAX	\$ 0.00		\$ 0.00
	TOTAL			\$ 35.50
	LESS DEPOSIT PLEASE PAY THIS AMOUNT			

—IMPORTANT—

Please Note: Prices and specifications are an estimate only and may not include taxes, delivery, and other charges or discounts.

CUSTOMER'S SIGNATURE – ACKNOWLEDGMENT OF SERVICES