

Expense Disclosure Reporting Form

Name: **Erna Ference, Board Member**

For the Period: **Mar-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 Mar 24/25, 2014	Edmonton	to attend Board of Directors' meeting	\$504.26	\$128.00	\$156.06	\$31.00		\$819.32
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								\$819.32

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: \$819.32

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	Mileage	3/31/2014	01. 03/24/2014 at 06:30 PM to 03/25/2014 at 03:00 PM - Edmonton ~ to attend Board of Directors' meeting.	3/24/2014	3/25/2014	3/24/2014	Mileage (180km) from Black Diamond to Calgary airport r/t	\$88.20	1
Erna Ference	Travel Meal Allowance	3/31/2014	01. 03/24/2014 at 06:30 PM to 03/25/2014 at 03:00 PM - Edmonton ~ to attend Board of Directors' meeting.	3/24/2014	3/25/2014	3/24/2014	Meal allowance - dinner (Mar 24) and breakfast (Mar 25)	\$31.00	1



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Time remaining to complete this page: **9:22** | [Learn more](#)

The grand total shown includes all taxes, fees, fuel surcharges where applicable and other charges. Fares shown are the best available uniform rates at this time for the number of tickets requested and the selected travel times and dates. Prices are not guaranteed until payment has been processed, and tickets have been issued.

Review your itinerary

Flight	From	To	Date	Depart	Arrive	Stops	Duration	Aircraft	Fare Type	Meal Service
AC8160 ¹	Calgary (YYC)	Edmonton, Edmonton Int'l (YEG)	Mon 24-Mar	18:30	19:23	0	0hr53	DH3	Flex, H	
AC8147 ¹	Edmonton, Edmonton Int'l (YEG)	Calgary (YYC)	Tue 25-Mar	14:00	14:53	0	0hr53	DH3	Flex, W	

Operated by:
¹ Air Canada Express - Jazz

Review final quote details

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Fare Summary

Total charge for 1 adult

Air Transportation Charges

Departing Flight (Flex) (including surcharges) **236.00**

[Details](#)

Return Flight (Flex) (including surcharges) **175.00**

GST on base fare - 19.57

Taxes, Fees and Charges **93.26**

Grand Total - Canadian dollars **\$504.26**

[Convert currency](#)
for informational purpose only

Review the fare rules and the general conditions of carriage

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

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

Changes:

- Prior to day of departure - Change fee per direction, per passenger, is \$50 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 permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- Same-day standby is available only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- 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 outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who no-show their flight will forfeit the fare paid.
- Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete [fare rules](#) applicable to this fare.

View Air Canada's ['General Conditions of Carriage and Tariffs'](#).

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By clicking on 'I accept, Continue' below, you confirm that you have read and accept Air Canada's Tariffs, fare rules and General Conditions of Carriage above.

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Ms Erna Ference

Room Number: 0909
 Arrival Date: 03-24-14
 Departure Date: 03-25-14
 Page No: 1 of 1
 Confirmation No: 12783081

INFORMATION INVOICE

Folio No:

03-25-14

Date	Description	Charges	Credits
03-24-14	Room Revenue	139.00	
03-24-14	Destination Marketing Fee - 3%	4.17	
03-24-14	Tourism Levy - 4%	5.73	
03-24-14	Room GST - 5%	7.16	
Total		156.06	0.00
Balance		156.06	

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

Erna Ference Trip #1

Parking @
Calgary airport Trip Mar 24/25

**Expense for trip March 24/25
2014**

Erna Ference

Vendor: Parking, Calgary Airport
Purchase Date: March 25, 2014

Purchase Amt: \$21.80 (2 days)
GST: \$1.04

Erna Ference misplaced the receipt for airport parking in Calgary. Original receipt not available.

From Edmonton airport to Matrix
Hotel
Mar 24/14

skys Shuttle
SHUTTLE SERVICE

RECEIPT

\$18 (including GST)
(.86)
See conditions on reverse
GST# 80906 9891 RT0001
Airport to Hotel
Erna Ference
N° 424213
780 465 8515
EdmontonSkyShuttle.com