

Expense Disclosure Reporting Form

Name: Erna Ference, Board Member

For the Period: Mar-18

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 Feb 20-22, 2018 | Edmonton | To attend Finance Committee meeting, Board of Directors meeting, and Policy Stakeholder Consultation meeting. | \$342.56 | \$138.90 | \$342.78 | \$100.00 | | \$924.24 |
| 2 23-Feb-18 | Calgary | To attend Policy Stakeholder Consultation meeting | | \$91.80 | | | | \$91.80 |
| 3 6-Mar-18 | Winnipeg | Registration fee to attend Institute of Corporate Directors (ICD) course | | | | | \$997.50 | \$997.50 |
| 4 | | | | | | | | \$0.00 |
| 5 | | | | | | | | \$0.00 |
| 6 | | | | | | | | \$0.00 |
| 7 | | | | | | | | \$0.00 |
| 8 | | | | | | | | \$0.00 |
| 9 | | | | | | | | \$0.00 |
| 10 | | | | | | | | \$0.00 |

Travel Related **\$2,013.54**

[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: \$2,013.54

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 |
|---------------|-----------------------|----------------|--|-----------------|---------------|--------------------|---|---------------------------------|------------------------|
| Erna Ference | Travel Meal Allowance | 3/2/2018 | 01. 02/20/2018 at 09:00 AM to 02/22/2018 at 04:30 PM - Edmonton ~ to attend Finance committee meeting Board of Directors' meeting and policy consultation stakeholder meeting. | 2/20/2018 | 2/22/2018 | 2/20/2018 | Meals - Feb 20 (lunch, dinner), Feb 21 (breakfast, dinner), Feb 22(breakfast) | \$100.00 | 1 |
| Erna Ference | Mileage | 3/2/2018 | 01. 02/20/2018 at 09:00 AM to 02/22/2018 at 04:30 PM - Edmonton ~ to attend Finance committee meeting Board of Directors' meeting and policy consultation stakeholder meeting. | 2/20/2018 | 2/22/2018 | 2/20/2018 | Mileage (180km) Black Diamond to/from Calgary airport | \$91.80 | 1 |
| Erna Ference | Mileage | 3/2/2018 | Mileage (180km) Black Diamond to Ramada Plaza Calgary airport r/t to attend policy consultation stakeholder meeting | | | 2/23/2018 | Mileage (180km) Black Diamond to Ramada Plaza Calgary airport r/t to attend policy consultation stakeholder meeting | \$91.80 | 2 |

Erna Ference Trip#1
Feb 20-22, 2018.



Booking Confirmation



Booking Reference

Date of Issue 09 Feb 2018

This is your Itinerary Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the conditions, rules and regulations that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

✈️ - Depart

Economy Tango

06:57
02/20/2018

Feb 20

06:57
Calgary
Calgary (YYC) AB

06:57
Edmonton
Edmonton (YEG) AB



0hr52
Economy S
Operated by Air Canada Express -
Jazz

✈️ - Return

Economy Tango

16:15
02/22/2018

Feb 22

16:15
Edmonton
Edmonton (YEG) AB

16:15
Calgary
Calgary (YYC) AB



0hr54
Economy S
Operated by Air Canada Express -
Jazz

Passengers

| | |
|-----------------------|--------------|
| Erna M Ference | Seats |
| Ticket Number | AC8134 |
| | AC8149 |
| Air Canada - Aeroplan | |



Purchase summary

Tax information

GST/HST (9% / 13%) (CFRT/RT) 13%

\$14.31

Base Fare - Quebec Economy Fare
 Base Fare - Quebec Economy Fare
 Surcharges

1 adult

130.00

130.00

14.31

Ground Services Tax (Canada) (100% of RT) 13%

16.31

Air Operator's Security Charge

14.24

Airport Movement Fee - Canada

52.00

Total Airfare (Tax Inclusive)

342.56

GRAND TOTAL (Canadian dollars)

342.56



Check-in and boarding gate deadlines

Airfare 342.56

Within Canada

90

minutes

Recommended check-in time

You should check in at least 90 minutes before departure to allow time for baggage check-in, security screening, and boarding pass distribution.

45

minutes

Check-in and baggage drop-off deadline

You must check in at least 45 minutes before departure to allow time for baggage drop-off, security screening, and boarding pass distribution.

15

minutes

Boarding gate deadline

You must be present at the boarding gate 15 minutes before departure.

1 From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes

Trip # 1

MATRIX HOTEL

Erna Ference

Room No. : 0304
Arrival : 02-20-18
Departure Date : 02-22-18
Folio No. :
Conf. No. :
P.O. No. :

Company Name:

Group Name:

INVOICE

| Date | Description | Charges | Credits |
|----------|---------------------------|----------------------|-------------------|
| 02-20-18 | Room Revenue | 160.00 | |
| 02-20-18 | Destination Marketing Fee | 4.80 | |
| 02-20-18 | Tourism Levy | 6.59 | |
| 02-21-18 | | | |
| 02-21-18 | Room Revenue | 160.00 | |
| 02-21-18 | Destination Marketing Fee | 4.80 | |
| 02-21-18 | Tourism Levy | 6.59 | |
| 02-21-18 | | | |
| | | | 361.53 |
| | | | <i>less 18.75</i> |
| | | Total Charges | 361.53 |
| | | Total Credits | 342.78 |
| | | Balance | 0.00 |

*Parking YYC airport
RECEIPT 47.10.*

GST NO. R122556194

INT NO: 160030304
EXIT No.
IN: 20/02/18 10:00
OUT: 22/02/18 10:40
DURATION: 0:39:40
PAID: \$ 47.10
CGST INCLUDED

Page No. 1 of 1

THANK YOU FOR
YOUR VISIT



YYC CANADIAN INTERNATIONAL AIRPORT

Erna Ference
non travel related
trip #1



Institute of Corporate Directors
Institut des administrateurs de sociétés

RECEIPT

2701-250 Yonge Street
 Toronto, ON M5B 2L7

Invoice No. 55348

Sold To: Ms Erna M. Ference, ICD.D

Ship To: Ms Erna M. Ference, ICD.D

| Account No. | Purchase Order No. | Order Date | Order Number | Terms | Invoice Date |
|-------------|--------------------|------------|--------------|--------------|--------------|
| 14893 | | 3/5/2018 | 110785 | Upon Receipt | 3/5/2018 |

| Qty | Description | Unit Price | Extended Price |
|----------------------------|---|---------------------|----------------|
| 1 | WINBOS001/BOSREG BOS Course Registration | 950.00 | 950.00 |
| Paid by: GST/HST: 47.50 | | Total PST/QST: 0.00 | |

| Line Item Total | Other | Tax | Subtotal | Amount Received | Amount Due |
|-----------------|-------|-------|----------|-----------------|------------|
| 950.00 | | 47.50 | 997.50 | 997.50 | 0.00 |

GST Remittance Number: 12179 8201
 QST Remittance Number: 1204855478

MI
OE1A