

Expense Disclosure Reporting Form

Name: **Erna Ference, Board Member**

For the Period: **May-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 April 28/29, 2014	Edmonton	to attend Policy Committee meeting and Board of Directors' meeting		\$362.60	\$148.90	\$50.00		\$561.50
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
							Travel Related	\$561.50

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: \$561.50

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	5/2/2014	01. 04/28/2014 at 09:00 AM to 04/29/2014 at 04:30 PM - Edmonton ~ to attend Policy Committee meeting and Board of Directors' meeting.	4/28/2014	4/29/2014	4/28/2014	Meals - lunch/dinner (Apr 28), breakfast (Apr 29), lunch provided.	\$50.00	1
Erna Ference	Mileage	5/2/2014	01. 04/28/2014 at 09:00 AM to 04/29/2014 at 04:30 PM - Edmonton ~ to attend Policy Committee meeting and Board of Directors' meeting.	4/28/2014	4/29/2014	4/28/2014	Mileage (740 km.) Black Diamond to Edmonton r/t	\$362.60	1



Ference
Trip # 1

Ms Erna Ference

Room Number: 0411
Arrival Date: 04-28-14
Departure Date: 04-29-14
Page No: 1 of 1
Confirmation No 13583080

Canada

INFORMATION INVOICE

Folio No:

04-29-14

Date	Description	Charges	Credits
04-28-14	Room Revenue	139.00	
04-28-14	Destination Marketing Fee - 3%	4.17	
04-28-14	Tourism Levy - 4%	5.73	
Total		148.90	0.00
Balance		148.90	

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