

## Expense Disclosure Reporting Form

**Name:** Grace Thostenson, Board Member

**For the Period:**

**May-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 Apr25-26, 2016	Edmonton	Attendance at Board of Directors meeting		\$294.00	\$162.79	\$40.00		\$496.79
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>\$496.79</b>

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
<b>Non-Travel Related</b>		<b>\$0.00</b>

Notes

**Total claimed for reporting period: \$496.79**

**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
Grace Thostenson	Travel Meal Allowance	5/9/2016	01. 04/25/2016 at 03:00 PM to 04/26/2016 at 03:30 PM - Edmonton ~ to attend Board of Directors' meeting.	4/25/2016	4/26/2016	4/25/2016	Meals Apr 25 (dinner) and Apr 26 (breakfast)	\$40.00	1
Grace Thostenson	Mileage	5/9/2016	01. 04/25/2016 at 03:00 PM to 04/26/2016 at 03:30 PM - Edmonton ~ to attend Board of Directors' meeting.	4/25/2016	4/26/2016	4/25/2016	Mileage (600 km) Calgary to Edmonton r/t	\$294.00	1



Thostenson  
Trip # 1

Ms Grace Thostenson

Room Number: 1605  
Arrival Date: 04-25-16  
Departure Date: 04-26-16  
Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Folio No:

04-26-16

Date	Description	Charges	Credits
04-25-16	Room Revenue	145.00	
04-25-16	Destination Marketing Fee - 3%	4.35	
04-25-16	Tourism Levy - 4%	5.97	
04-25-16	Room GST - 5%	7.47	
<b>Total</b>		<b>162.79</b>	<b>0.00</b>
<b>Balance</b>		<b>162.79</b>	

**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. #R66344302 RT 0001