

## Expense Disclosure Reporting Form

**Name:** Fred Nowicki, Board Member

**For the Period:**

**May-17**

**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 May 15-16, 2017	Edmonton	To attend Finance Committee meeting, Board of Directors' retreat and board meeting.		\$535.50	\$160.68	\$47.00		\$743.18
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>\$743.18</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: \$743.18**

**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
Fred Nowicki	Travel Meal Allowance	5/23/2017	01. 05/13/2017 at 12:00 PM to 05/16/2017 at 09:30 PM - Edmonton ~ to attend committee meeting Board Retreat and Board of Directors meeting.	5/13/2017	5/16/2017	5/13/2017	Meals - breakfast (May 15), dinner (May 16), other meals provided.	\$47.00	1
Fred Nowicki	Mileage	5/23/2017	01. 05/13/2017 at 12:00 PM to 05/16/2017 at 09:30 PM - Edmonton ~ to attend committee meeting Board Retreat and Board of Directors meeting.	5/13/2017	5/16/2017	5/13/2017	Mileage (1050 km) Lethbridge to Edmonton r/t	\$535.50	1



Nowicki  
Trip #1

Mr. Fred Nowicki

Room Number: 1102  
Arrival Date: 05-14-17  
Departure Date: 05-16-17  
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Canada

Guest Name:

**INFORMATION INVOICE**

Folio No:

05-16-17

Date	Description	Charges	Credits
05-14-17	Room Revenue	150.00	
05-14-17	Destination Marketing Fee - 3%	4.50	
05-14-17	Tourism Levy - 4%	6.18	
05-15-17	Room Revenue	150.00	
05-15-17	Destination Marketing Fee - 3%	4.50	
05-15-17	Tourism Levy - 4%	6.18	
<b>Total</b>		<b>321.36</b>	<b>0.00</b>
<b>Balance</b>		<b>321.36</b>	

personal  
WCB pays  
160.68

**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. #105631154 RT 0008