

**Expense Disclosure Reporting Form**

**Name:** Denis Herard, Board of Directors

**For the Period:**

**November 1-30, 2012**

**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 Oct 29-31, 2012	Edmonton	Attendance at October Board of Directors' meeting and board retreat		\$294.00	\$269.52	\$50.90		\$614.42
2 Nov 26-27, 2012	Edmonton	Attendance at November Board of Directors' meeting		\$294.00	\$134.76	\$27.36		\$456.12
3 Sep 17-18, 2012	Whitehorse, YK	Mileage to/from Calgary airport (attendance at the AWCBC Governance Symposium). Other expenses submitted previously.		\$19.60				\$19.60
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>\$1,090.14</b>

Notes

**Non-travel related Expenditures (Business meals, etc...)**

Dates	Purpose	Expense Category	Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Non-Travel Related</b>			<b>\$0.00</b>

Notes

**Total claimed for reporting period: \$1,090.14**

Trip#1

# Chateau Louis

## HOTEL & CONFERENCE CENTRE

**Denis Herard**

Room No. : 254  
 Arrival : 10.29.12  
 Departure : 10.31.12  
 Folio No. : 82964  
 Company : WCB  
 Cashier : 145  
 Booking No :

### GUEST FOLIO

Date	Description		Charges	Credits
10.29.12	Dining Room Food	Room# 254 : CHECK# 0016164	44.85	(38.20) 1.77
10.29.12	Room Charge		124.00	63
10.29.12	Tourism Levy		134.76 . 4.56	
10.29.12	Room GST		x 2 6.20	
10.30.12	Room Charge		124.00	
10.30.12	Tourism Levy		269.52 4.56	
10.30.12	Room GST		6.20	
10.31.12		XXXXXXXXXXXXX		314.37

### Transaction Recap

Description	Recap Total
Room GST	12.40
Tourism Levy	9.12
F&B GST	1.90

<b>Total Charges</b>	<b>314.37</b>
<b>Total Credits</b>	<b>314.37</b>
<b>Balance</b>	<b>0.00</b>
	<b>CAD</b>

Home to airport R/T from Whitehorse trip  
 Mileage Calgary to Edmonton R/T  
 600 km  
 per diem for travel  
 Caly to Edm

Guest Signature

11727 Kingsway NW, Edmonton, Alberta T5G 3A1

Phone: 780.452.7770 Fax: 780.454.3436 Toll Free Reservations: 1.800.661.9843  
 chateaulouis.com info@chateaulouis.com GST 103021499



### Chateau Louis Hotel & Conference Centre

11.01.12  
12:00 AM

#### Check Detail

Royal Coach

42 MONIKA  
-----  
Tbl 31/1      Chk 6164      Gst 1  
                 10/29/12 18:40:23  
-----  
1 BOUILLABAISSE            8.00  
1 DAILY SPECIAL            24.00  
                                  5.95  
Tax:                            1.90  
254/Herard  
ROOM CHARGE            44.85  
CHARGE TIP                5.00  
-----42 Check Closed-----  
-----10/29/12 19:21:03-----

Trip # 1

- less 5.95

Claimed 38.90

Trip #2

# Chateau Louis

## HOTEL & CONFERENCE CENTRE

**Denis Herard**

Room No. : 244  
 Arrival : 11.26.12  
 Departure : 11.27.12  
 Folio No. : 84623  
 Company :  
 Cashier : 118  
 Booking No :

### GUEST FOLIO

Date	Description		Charges	Credits
11.26.12	Dining Room Food	Room# 244 : CHECK# 0018025	<i>Dinner</i> 27.36 (1.11)	
11.26.12	Room Charge		124.00	
11.26.12	Tourism Levy		4.56	
11.26.12	Room GST		6.20	134.76
11.27.12		XXXXXXXXXXXXXX / XX/XX		162.12

### Transaction Recap

**Total Charges** 162.12 ✓  
**Total Credits** 162.12  
**Balance** 0.00 CAD

Description	Recap Total
Room GST	6.20
Tourism Levy	4.56
F&B GST	1.11

Guest Signature

*Mileage Calgary Edmonton v/t. 600 km*

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Chateau Louis Hotel & Conference Centre

11.28.12

12:00 AM

Check Detail

Trip # 2.

Royal Coach

42 MONIKA  
-----  
Tbl 41/1      Chk 8025      Gst 1  
                 11/26/12 18:31:59  
-----  
1 CRAB & MUSHROOM      8.00  
1 COSSACK PLATTER      12.00  
1 COFFEE/TEA      2.25  
Tax:      1.11  
  1/Herard  
ROOM CHARGE      27.36  
CHARGE TIP      4.00  
-----42 Check Closed-----  
-----11/26/12 19:22:56-----

**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
Denis Herard	Travel Meal Allow	11/6/2012	01. 10/29/2012 at 03:00 PM to 10/31/2012 at 03:00 PM - Edmonton ~ to attend Board of Directors' meeting and retreat.	10/29/2012	10/31/2012	10/29/2012	Per diem for travel Calgary to Edmonton r/t 29/31 Oct.	\$12.00	1
Denis Herard	Mileage	11/6/2012	01. 10/29/2012 at 03:00 PM to 10/31/2012 at 03:00 PM - Edmonton ~ to attend Board of Directors' meeting and retreat.	10/29/2012	10/31/2012	10/29/2012	Mileage (600 km) for travel Calgary to Edmonton r/t	\$294.00	1
Denis Herard	Mileage	11/30/2012	01. 11/26/2012 at 02:00 PM to 11/27/2012 at 03:30 PM - Edmonton ~ to attend Board of Directors' meeting.	11/26/2012	11/27/2012	11/26/2012	Mileage (600km) Calgary to Edmonton r/t to attend board meeting	\$294.00	2
Denis Herard	Mileage	11/6/2012				10/31/2012	Mileage (40 km.) for travel to/from Calgary airport (attendance at the AWCBC Governance Symposium, September 17-18).	\$19.60	3