

### Expense Disclosure Reporting Form

Name: **Erna Ference, Board Member**

For the Period: **Nov-13**

#### 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, 2013	Edmonton	to attend Board of Directors' annual retreat and October board meeting		\$208.25	\$303.12	\$34.00		\$545.37
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>\$545.37</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: \$545.37**

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	11/6/2013	01. 10/29/2013 at 03:00 PM to 10/31/2013 at 03:00 PM - Edmonton ~ to attend Board of Directors' annual retreat and October board meeting.	10/29/2013	10/31/2013	10/29/2013	Dinner - Oct 29, other meals covered.	\$34.00	1
Erna Ference	Mileage	11/6/2013	01. 10/29/2013 at 03:00 PM to 10/31/2013 at 03:00 PM - Edmonton ~ to attend Board of Directors' annual retreat and October board meeting.	10/29/2013	10/31/2013	10/29/2013	Mileage (425km) Black Diamond to Edmonton o/w only.	\$208.25	1

*Erna Ference*  
*Trip # 1*

N/A Erna Ference

Canada

Room Number:  
Arrival Date: 10-29-13  
Departure Date: 10-31-13  
Page No: 1 of 1  
Confirmation No 10970593

**INFORMATION INVOICE**

Folio No:

10-31-13

Date	Description	Charges	Credits
10-29-13	Room Revenue	135.00	
10-29-13	Destination Marketing Fee - 3%	4.05	
10-29-13	Tourism Levy - 4%	5.56	
10-29-13	Room GST - 5%	6.95	
10-30-13	Room Revenue	135.00	
10-30-13	Destination Marketing Fee - 3%	4.05	
10-30-13	Tourism Levy - 4%	5.56	
10-30-13	Room GST - 5%	6.95	
<b>Total</b>		<b>303.12</b>	<b>0.00</b>
<b>Balance</b>		<b>303.12</b>	

*GST. 13.90*

**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