

Expense Disclosure Reporting Form

Name: **Wendy King, VP Operations & Chief Information Officer**

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 Dec. 4, 2013 | Calgary | Employer visit | \$310.19 | | | | | \$310.19 |
| 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 | | | | | | | | \$310.19 |

Notes

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

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

Notes

Total claimed for reporting period: \$310.19



Geo Travel
 UNIGLOBE Geo Travel
 10237-109 Street
 Edmonton, AB T5J 1N2

Phone: (780) 424-8310 / 1 800 661-2454
 Fax: (780) 420-6141

rwarnasuriya@uniglobegeo.ca
 Direct Line: 7859

****URGENT - Please review your attached itinerary for accuracy****

Please inform us as soon as possible should you find any discrepancies.
 Please ensure your ticketed itinerary below is listed under your full legal name as it appears in your passport or photo identification.
 Depending on the nature of the discrepancy, costs associated with making corrections may be your responsibility.

| | | | |
|----------------------|---|----------------------|---|
| Passenger(s): | Gosse/Wendy Jean Mrs Ref: EXECUTIVE | Booking Ref.: | DHBQLK |
| Invoice No.: | 1075131 | Agent: | Ruwanthi Warnasuriya |
| Date: | Tuesday, November 5, 2013 | Customer: | 101WORCO |
| Billing: | WORKERS COMPENSATION BOARD - ALBERTA 9912 107 STREET PO BOX 2415 EDMONTON AB T5J 2S5 | Deliver: | WORKERS COMPENSATION BOARD - ALBERTA 9912 107 STREET PO BOX 2415 EDMONTON AB T5J 2S5 |

- For a complete list of Uniglobe Geo Travel's Terms and Conditions, please open the following link: [Click Here](#)
- Please note that we will not be mailing out a paper invoice for your trip. Therefore, please retain a copy of this email for your records.
- If you would like to view your reservation online: [Click Here](#)
- To forward itinerary to Triplt, Worldmate, Tripcase or Blackberry Travel: [Click Here](#)
- Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)
- Add your itinerary to your calendar (with Infuzer): [Click Here](#)

AIR - Wednesday December 4 2013

Air Canada Flight AC8171 Economy Class [Check In Confirmation: LCD48R \(*24 Hours Prior\)](#)
 Operated By Air Canada Express - Jazz
 Check In With AIR CANADA EXPRESS - JAZZ

| | | | |
|----------------|---|----------------|---|
| Depart: | 7:30 AM, Wednesday, December 4 Edmonton Intl. Airport Edmonton, Alberta, Canada | Arrive: | 8:18 AM, Wednesday, December 4 Calgary Intl. Airport Calgary, Alberta, Canada |
|----------------|---|----------------|---|

| | | | |
|---------------------|---|----------------------|---------------|
| Status: | Confirmed | Booking Code: | S |
| Equipment: | De Havilland DHC-8-400 Dash 8Q | Stops: | Non-stop |
| Duration: | 0 hours 48 minutes | Seat: | 07D Confirmed |
| FF Number: | AC560379059 | Meal: | None |
| ETicket No.: | 0144614861500 | | |
| Remarks: | You are booked in flex class Turbo propeller plane used on this flight To purchase sightseeing tours in Calgary click this link | | |

• [Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Wednesday December 4 2013

Air Canada Flight AC8152 Economy Class [Check In Confirmation: LCD48R \(*24 Hours Prior\)](#)
 Operated By Air Canada Express - Jazz
 Check In With AIR CANADA EXPRESS - JAZZ

| | | | |
|----------------|---|----------------|---|
| Depart: | 4:30 PM, Wednesday, December 4 Calgary Intl. Airport Calgary, Alberta, Canada | Arrive: | 5:23 PM, Wednesday, December 4 Edmonton Intl. Airport Edmonton, Alberta, Canada |
|----------------|---|----------------|---|

| | | | |
|-------------------|------------------------------------|----------------------|----------|
| Status: | Confirmed | Booking Code: | S |
| Equipment: | De Havilland DHC-8-300 Dash 8 / 8Q | Stops: | Non-stop |

Duration: 0 hours 53 minutes **Seat:** 06D Confirmed
FF Number: AC560379059 **Meal:** None
ETicket No.: 0144614861500
Remarks: You are booked in flex class
 Turbo propeller plane used on this flight

• Weather • Flight Status (up to 3 days prior) • Dining Reservations

MISCELLANEOUS - Wednesday, December 4

Details

Departs: Edmonton
Details: PROCESSING FEE

MISCELLANEOUS - Wednesday, December 4

Details

Departs: Edmonton
Details: AIRLINE SURCHARGE FEE

Invoice Details

| Transaction / Document | Base | Tax | Total |
|-----------------------------|--------------------------------|--------------------------------------|------------|
| Processing Fee | 8.50 | | 8.50 |
| | Form of Payment: CA [REDACTED] | | |
| Processing Fee | 15.00 | | 15.00 |
| | Form of Payment: CA [REDACTED] | | |
| Air Canada / 014 4614861500 | 217.44 | 69.25 | 286.69 |
| | Form of Payment: CA [REDACTED] | | |
| | | Sub Total: | 310.19 |
| | | Total Charged to Credit Card: | CAD 310.19 |
| | | Balance Due: | CAD 0.00 |

Fare Rules

• Air Canada ticket is non-refundable. Changes are permitted for 50.00 cad per direction plus any fare difference up to 2 hours prior to departure. Same day airport changes prior to departure for 75.00 cad plus taxes. Aeroplan members earn 100 percent status miles. Advance seat selection is available for no fee. e-Upgrade certificates are permitted. Missing your flight without cancellation may result in the forfeiture of the value of your airline ticket. Name changes are not permitted.

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the airline's website or contact the airline directly for details.

- [Air Canada](#) or call 1-888-247-2262

Important Information

- S1-2 your Air Canada frequent flyer card provided 560379059 file booked by betty chiu
- Your reservation number with Air Canada is lcd48r. Air Canada contact phone number is 1-888-247-2262
- Please check in 90 minutes prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 45 minutes prior to departure.
- Government-Issued picture ID is required or two pieces of government-Issued ID which show name/ date of birth/gender. This now includes passengers who appear to be between 12 and 17 years of age. www.passengerprotect.gc.ca/identity.html
- Air Canada will notify you of last minute flight changes if you register your flights up to 30 days prior to departure. For more information visit www.aircanada.com/en/travelinfo/traveller/mobile/notification.html
- Air Canada freq. flyer nbr 560379059 appended
- This is an electronic ticket valid only on issuing airline.
- Photo ID and Etkit itinerary required for check in. Boarding cards required prior to entering security.
- GST registration no. 803029503rt0001
- Prepared by Ruwanthi Warnasuriya. I can be reached at rwarnasuriya@UNIGLOBEgeo.ca or by calling 780-424-8310 extension 7859. toll-free 1-800-661-2454 thank you for choosing UNIGLOBE Geo Travel.
- -FOR ENROUTE TRAVEL ASSISTANCE, WE ARE OPEN -MON-FRI 7AM-6PM MST, SAT 9AM-5PM MST, SUN CLOSED -DURING REGULAR