

Expense Disclosure Reporting Form

Name: Grace Thostenson, 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 annual Board of Directors' retreat and October board meeting.		\$295.96	\$303.12	\$34.00		\$633.08
2 Nov 11-12, 2013	Edmonton	to attend HR&C Committee meeting.			\$151.56	\$50.00		\$201.56
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	\$834.64

Notes

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

Dates	Purpose	Expense Category	Total
1 22-Jan-14	Registration fee for Institute of Corporate Directors Boardroom Financial Essentials Course	Seminar	\$850.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
			Non-Travel Related \$850.00

Notes

Total claimed for reporting period: \$1,684.64

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	11/6/2013	01. 10/29/2013 at 04:00 PM to 10/31/2013 at 04:30 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
Grace Thostenson	Mileage	11/6/2013	01. 10/29/2013 at 04:00 PM to 10/31/2013 at 04:30 PM - Edmonton ~ to attend Board of Directors' annual retreat and October board meeting.	10/29/2013	10/31/2013	10/29/2013	Mileage (604 km.) Calgary to Edmonton r/t	\$295.96	1
Grace Thostenson	Travel Meal Allowance	11/19/2013	01. 11/11/2013 at 04:00 PM to 11/12/2013 at 04:30 PM - Edmonton ~ to attend HR&C Committee meeting.	11/11/2013	11/12/2013	11/11/2013	Dinner (Nov 11), breakfast/lunch (Nov 12)	\$50.00	2



Grace Thostenso
Trip #1

N/A Grace Thostenso

Room Number: 1210
Arrival Date: 10-29-13
Departure Date: 10-31-13
Page No: 1 of 1
Confirmation No 10970588

Canada

INVOICE

Folio No: 162896

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	
10-31-13	Refreshment Centre - Coke	0	303.12
10-31-13		XXXXXXXXXXXX	306.27
Total		306.27	306.27
Balance		0.00	

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

N/A Grace Thostenson

Canada

Room Number: 1414
Arrival Date: 11-11-13
Departure Date: 11-12-13
Page No: 1 of 1
Confirmation No 11329080

INFORMATION INVOICE

Folio No:

11-12-13

Date	Description	Charges	Credits
11-11-13	Room Revenue	135.00	
11-11-13	Destination Marketing Fee - 3%	4.05	
11-11-13	Tourism Levy - 4%	5.56	
11-11-13	Room GST - 5%	6.95	
Total		151.56	0.00
Balance		151.56	

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

Non-trip related #1



Institute of Corporate Directors
Institut des administrateurs de sociétés

RECEIPT

602-40 University Ave
Toronto, ON M5J 1T1

Invoice No. 27949

Sold To: Ms Grace Thostenson,

Ship To: Ms Grace Thostenson,

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
134006		11/15/2013	47465	Upon Receipt	11/15/2013

Qty	Description	Unit Price	Extended Price
1	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> BFE Course Registration	850.00	850.00

Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
850.00			850.00	850.00	0.00

Total GST/HST: 0.00
 Total PST/QST: 0.00
 GST Remittance Number: 12179 8201
 QST Remittance Number: 1204855478

Paid by: | *****