

Expense Disclosure Reporting Form

Name: **Erna Ference, Board Member**

For the Period: **Nov-15**

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 27-28, 2015	Edmonton	Attendance at board retreat and Board of Directors' meeting	\$229.16	\$135.55	\$155.32	\$24.00		\$544.03
2 Nov 22-24, 2015	Edmonton	Attendance at Board of Directors' meeting - travel costs split with another organization	\$197.53	\$112.48	\$155.32			\$465.33
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								\$1,009.36

Notes

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

Dates	Purpose	Total
1 24-Nov-15	Registration fees for Institute of Corporate Directors (ICD) Governance session in Edmonton November 24, 2015	\$68.25
2 25-Nov-15	Refund of registration fees for Institute of Corporate Directors (ICD) Governance session in Calgary Nov 25, 2015	-\$57.75
3		\$0.00
4		\$0.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
Non-Travel Related		\$10.50

Notes

Total claimed for reporting period: \$1,019.86

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	11/2/2015	01. 10/27/2015 at 07:15 PM to 10/28/2015 at 04:00 PM - Edmonton ~ to attend board retreat and Board of Directors' meeting.	10/27/2015	10/28/2015	10/27/2015	Meals - dinner Oct 27, other meals provided	\$24.00	1
Erna Ference	Mileage	11/2/2015	01. 10/27/2015 at 07:15 PM to 10/28/2015 at 04:00 PM - Edmonton ~ to attend board retreat and Board of Directors' meeting.	10/27/2015	10/28/2015	10/27/2015	Mileage (180 km) Black Diamond to/from Calgary airport	\$88.20	1
Erna Ference	Mileage	11/27/2015	01. 11/22/2015 at 07:15 PM to 11/24/2015 at 04:15 PM - Edmonton ~ to attend Board of Directors meeting. All expenses split with another organization.	11/22/2015	11/24/2015	11/22/2015	Mileage (90km) for travel from Black Diamond to Calgary airport	\$44.10	2

Ference
Trip #1

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8170 ¹	Calgary (YYC) Tue 27-Oct 2015 19:15	Edmonton, Edmonton Int'l (YEG) Tue 27-Oct 2015 20:07	0	0hr52	DH3	Tango, K	
AC8163 ¹	Edmonton, Edmonton Int'l (YEG) Wed 28-Oct 2015 22:15	Calgary (YYC) Wed 28-Oct 2015 23:07	0	0hr52	DH3	Tango, K	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Ms Erna M Ference : Adult (16+), Ticket Number:

Air Canada - Aeroplan

Meal Preference : **None**

Payment Card:

Special Needs: **None**

Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Tango</u>	60.00
Return Flight - <u>Tango</u>	60.00
<u>Surcharges</u>	24.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.91
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total before options (per passenger)	229.16
Number of passengers	x 1
Total with options	229.16
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$229.16

Payment Information

Credit/Debit Card

Amount paid: **\$229.16**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$229.16 (Air Transp. Charges - per ticket)

Ticket number(:

enRoute City Guide

Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest

Ms Erna Ference
9925 107th Street
Edmonton AB T5J 2S5
Canada

Room Number: 0707
Arrival Date: 10-27-15
Departure Date: 10-28-15
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

10-27-15

Date	Description	Charges	Credits
10-27-15	Room Revenue	145.00	
10-27-15	Destination Marketing Fee - 3%	4.35	
10-27-15	Tourism Levy - 4%	5.97	
Total		155.32	0.00
Balance		155.32	

SKY SHUTTLE
10135 31 Avenue NW
Edmonton AB T6N-1C2
780-465-8515

RECEIPT
GST NO. R122556194

Signatur
I agree that my
that the indicat

PUNLMBSE
Op Id:5
Card #:

AID:A00000000831010

APPROVED

AMOUNT CAD\$18.00

Ref. #: C

I have held personally
any part or the fit
001

EXIT No. A4
IN: 10/27/15 19:18
OUT: 10/28/15 15:20
DURATION: 0 20: 02
PAID: \$ 29.35
(GST INCLUDED)

REF. 49
THANK YOU FOR
YOUR VISIT

Book on line at
EDMONTONSKYSHUTTLE.COM
Thank you for being our guest
GST 862184769

Calgary International Airport Parkade

Date: 2015/10/27 Time: 21:30:16
Response

10640 100th Avenue Ex

CUSTOMER COPY

5) 465-8150 www.matrixedmonton.com

Ference
Trip # 2

Flight	From	To	Stops	Duration	Aircraft	fare Type	Meal
AC8170 ¹	Calgary (YYC) Sun 22-Nov 2015 19:20	Edmonton, Edmonton Int'l (YEG) Sun 22-Nov 2015 20:10	0	0hr50	DH4	Flex, V	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Erna M Ference : Adult (16+), Ticket Number:

Air Canada - Aeroplan :

Meal Preference : **None**

Payment Card:

Special Needs: **None**

Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	<u>Adult</u>
Air Transportation Charges	
Departing Flight - <u>Flex</u>	156.00
<u>Surcharges</u>	12.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.26 (5.13.)
<u>Air Travellers Security Charge (ATSC)</u>	7.12
Total before options (per passenger)	215.38
Number of passengers	x 1
Total with options	215.38
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$215.38

Claimed 50% (107.69)
Expenses split with
another organization

Payment Information

Credit/Debit Card

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$215.38 (Air Transp. Charges - per ticket)

Ticket number(s)

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Flex

• Changes:

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports.

Ference
trip #2

From: WestJet Airlines noreply@airline.westjet.com
Subject: Reservation Confirmation
Date: November 15, 2015 at 7:57 PM
To: Erna Ference eference@gmail.com



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.

Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.

This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is:

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft.

If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

Guest

Ms. Erna Ference	Flight	Edmonton (YEG)-Calgary (YYC)
	WestJet FF	
	Ticket Number	
	Seat	YEG-YYC *

Air Itinerary Details

Operated by WESTJET ENCORE	Edmonton, CA Tue 24 Nov, 2015 03:20 PM	Calgary, CA Tue 24 Nov, 2015 04:20 PM	Fare type: Econo Non-stop
-------------------------------	---	--	------------------------------

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 122.00	CAD 12.00	CAD 45.68	CAD 179.68	x 1	CAD 179.68
						Total airfare: CAD 179.68

Claimed
50% (89.84)
Split with
another
organization

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 8.56
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		Total taxes: CAD 45.68

4.28

*Reference
Trip #2*

**RECEIPT
GST NO. R122556194**

CALGARY AIRPORT
Economy Lot
EXIT No. 414
IN: 11/22/15 17:49
OUT: 11/24/15 16:52
DURATION: 1 23: 03
PAID: \$ 24.20
(GST INCLUDED)

AUTH. CODE
REF. 47
THANK YOU FOR

*claimed.
(2.10)
(.58 GST)*

Calgary International Airport Parkade

411 Airport Road
Edmonton AB T6E6K5

ROCKY MOUNTAIN ESSO
00303401
411 AIRPORT ROAD
EDMONTON INTERNATIONAL
URN:R879098507
11/24/2015 514022739
02:08:18 PH

PUMP# 1
ERE3 7.391L
PRICE/L 0.839
FUEL TOTAL \$ 6.20
GST in Fuel \$ 0.30
CREDIT \$ 6.20

*claimed
3.10
10.26 (.15)*

TYPE: PURCHASE
CARD NUMBER:
Or Approved - Thank You 02?
SITE PC: 3

IMPORTANT - retain this copy for your records
Thank You

*Claimed 50% of receipts.
Trip split with another
organization*

RECEIPT

Rental Agreement Number: 944719694
Vehicle Number: 32335730

YOUR INFORMATION

FERENCE, ERNA
AVIS DISC:
AIR CANADA(M7/M9 B9/
PAYMENT METHOD:

YOUR RENTAL

Picked up: YEG
Date/Time: NOV 22, 2015@08:17PM
Returned: YEG
Date/Time: NOV 24, 2015@02:26PM
Veh Group: Intermediate
Veh Charged: Intermediate
Vehicle: HYUNDAI ELANTRA SEDAN
Odometer Out: 40296
Odometer In: 40375
Fuel Reading: Full

YOUR VEHICLE CHARGES

2 DY@ 41 00 82.00
INCL UPGRADE AT \$ 5 00/DAY
DISCOUNT 10 0 7.20
YOUR TIME AND MILEAGE: 74.80

YOUR TAXABLE FEES

GST TAX 4.90
**15 61% FEE 12.60
FTP SRS 0.75DY* 1.50
CUST FAC CHARGE 4 00/DY 8.00
ENERGY RECOVERY 0.98/DY 1.96
VEH LIC FEE 2.50

YOUR SUBTOTAL
TAXABLE SUBTOT 101.3
PST 000% 0

YOUR NON TAXABLE ITEMS

TOTAL CHARGES *claimed (53.18)* 106.3
NET CHARGES 106.3
YOUR TOTAL DUE: *GST 2.50* 0.0

106.36

**CONCESSION RECOVERY FEE
*FTP SUR \$ 5.25 MAX
FF MLS/PNTS EARNED 500

THANK YOU FOR RENTING WITH AVIS

GST NO R100361989

For inquiries or e-receipt visit
WWW.AVIS.COM

or call 780-890-7596X228



Ference
Trip #2

Ms Erna Ference
9925 107Th. Street
Edmonton AB T5J 2S5
Canada

Room Number: 0515
Arrival Date: 11-23-15
Departure Date: 11-24-15
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

11-24-15

Date	Description	Charges	Credits
11-23-15	Room Revenue	145.00	
11-23-15	Destination Marketing Fee - 3%	4.35	
11-23-15	Tourism Levy - 4%	5.97	
Total		155.32	0.00
Balance		155.32	

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. #R66344302 RT 0001

Ference
Non travel related
#1



Order Confirmation
 admin
 to:

11/06/2015 10:02 AM

Hide Details

From

To

Institute of Corporate Directors

2701-250 Yonge Street, Toronto, ON M5B 2L7

Order Number 74914

Order Date 11/6/2015

Order Total 68.25

Payment Method

Name on Card

Qty	Item	Price	Total
1	Emerging and Evolving Audit Committee Issues - Ms Erna M Ference, ICD.D When: 11/24/2015 - 11/24/2015 Where: Royal Glenora 11160-River Valley Road Edmonton, AB	65.00	65.00
	Item Total		65.00
	Shipping		0.00
	Handling		0.00
	GST		3.25
	Transaction Grand Total		68.25 *

GST# 12179 8201

QST# 12048 55478

*Note:

Received a refund of \$57.75 for cancelling registration fee paid on October 31, 2015. Cancelled the Calgary session on November 25, 2015 to attend the Edmonton session on November 24, 2015. Cancellation was done via email and the Corporate credit card was credited with \$57.75.