

Expense Disclosure Reporting Form

Name: Denis Herard, 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 Sep 28-29, 2015	Calgary	Attendance at Board of Directors' dinner and meeting in Calgary		\$41.16				\$41.16
2 Oct 27-28, 2015	Edmonton	Attendance at board retreat and Board of Directors' meeting		\$294.00	\$136.86	\$30.00		\$460.86
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								\$502.02

Notes

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

Dates	Purpose	Total
1		\$0.00
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
Non-Travel Related		\$0.00

Notes

Total claimed for reporting period: \$502.02

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	Mileage	11/2/2015	Mileage (84km) to/from Calgary office for board meeting	9/28/2015	9/29/2015	9/29/2015	Mileage (84km) to/from Calgary office for board meeting	\$41.16	1
Denis Herard	Mileage	11/2/2015	01. 10/27/2015 at 02:00 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 (600 km) Calgary to Edmonton r/t	\$294.00	2
Denis Herard	Travel Meal Allowance	11/2/2015	meeting.	10/27/2015	10/28/2015	10/27/2015	Meals - dinner Oct 27	\$30.00	2

Herard
Trip # 2.

Chateau Louis

HOTEL & CONFERENCE CENTRE

Denis Herard

Room No. : 228
Arrival : 10.27.15
Departure : 10.28.15
Folio No. :
Company : Workers' Compe
Cashier : 161
Booking No :

GUEST FOLIO

Date	Description	Charges	Credits
10.27.15			
10.27.15	Room Charge	126.00	
10.27.15	Tourism Levy	4.56	
10.27.15	Room GST	6.30	136.86
10.28.15			170.73

Transaction Recap		Total Charges	Total Credits
Description	Recap Total	170.73	170.73
Room GST	6.30		
Tourism Levy	4.56		
F&B GST	1.42		
		Balance	0.00
		136.86	CAD

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