

Expense Disclosure Reporting Form

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

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 Nov 19 -21, 2015	Calgary/Banff	To attend the Alberta Roadbuilders & Heavy Construction Association (ARHCA) Convention in Banff and VP Forums at the WCB-Alberta Calgary office.	\$201.41	\$330.91	\$512.14			\$1,044.46
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								\$1,044.46

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: \$1,044.46

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
Wendy King	Mileage	11/23/2015	01. 11/19/2015 at 07:00 AM to 11/20/2015 at 06:00 PM - Calgary-Banff-Edmonton ~ Conducted VP Forums in Calgary office and attended the ARHCA Convention at Banff.	11/19/2015	11/20/2015	11/19/2015	Mileage from WCB Calgary office to Fairmont Banff Springs hotel (venue of ARHCA Convention) and back to Edmonton.	\$278.81	1



Printable Version

Please review your travel documentation carefully and report any discrepancies to the agency the same day as receipt. Any discrepancies not reported the same day are the responsibility of the traveller. Please verify the names on the documents matches your passport or other government issued ID.



Travel

UNIGLOBE Travel
10237-109 Street
Edmonton, AB T5J 1N2
Phone: (780) 424-8310 / 1 800 661-2454
Fax: (780) 420-6141

gailg@uniglobeone.com
Direct Line: 403-536-6823

Office hours - Mon-Fri, 7am - 6pm MST
During regular office hours, Please call 1-800-661-2454.
AFTER HOURS SERVICE: 1-800-787-2912 and quote membership code 3N0G.
If you are having difficulty, please call collect 001 416-928-5404.
TROUBLES CALLING FROM INTERNATIONAL <http://www.howtocallabroad.com>
Please note-Calls of a non-emergency nature, including flight reconfirmations, may result in a \$35.00 CAD charge

Passenger(s):	Gosse/Wendy Jean	Booking Ref.:	
	Ref: WCB		
Invoice No.:	1445150	Agent:	Gail Gardner
Issue Date:	Monday, November 16, 2015	Customer:	101WORCO01
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

• WITH UNIGLOBE YOUR WESTJET CORPORATE DISCOUNT SAVINGS IS 28.02

AIR - Thursday November 19 2015

WestJet Flight WS104 Economy Class **Check In Confirmation:**

Depart:	07:45, Thursday, November 19 Edmonton Intl. Airport Edmonton, Alberta, Canada	Arrive:	08:44, Thursday, November 19 Calgary Intl. Airport Calgary, Alberta, Canada
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Status:	Confirmed		
Booking Code:	Q (Economy)		
Equipment:	Boeing 737-700 (winglets)	Stops:	Non-stop
Duration:	0 hours 59 minutes	Seat:	Assigned at Check In
Meal:	None		
Remarks:	You are booked in Flex class		

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

Invoice Details

Transaction / Document	Base	Tax	Total
Processing Fee	23.50		23.50
WestJet	123.54	49.12	172.66
Totals:	147.04	49.12	CAD 196.16

Total Charged to Credit Card: CAD 196.16 *
Balance Due: CAD 0.00

Invoice No: 1445150



• GST Registration Number 83261 6833 RT0001



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Please note-Calls of a non-emergency nature, including flight reconfirmations, may result in a \$35.00 CAD charge

Passenger(s):	Gosse/Wendy Jean	Booking Ref.:	
	Ref: WCB		
Invoice No.:	1453398	Agent:	Kara Doucette
Issue Date:	Tuesday, December 1, 2015	Customer:	101WORCO01
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

• WITH UNIGLOBE YOUR WESTJET CORPORATE DISCOUNT SAVINGS IS 28.02

MISCELLANEOUS - Tuesday, December 8

Details

Departs: Edmonton
Details: INVOICE FOR SEAT NOT INVOICED AT TIME OF PURCHASE

MISCELLANEOUS - Tuesday, December 8

Details

Departs: Edmonton
Details: ** WESTJET SEAT SELECTION **

WESTJET - Tuesday, December 8

Details

Departs: Edmonton
Details: CONFIRMATION

Invoice Details

Transaction / Document	Base	Tax	GST/HST	Total
Westjet Seat Fee	5.00		0.25	5.25
Form of Payment:				
Totals:	5.00	0.00	0.25	CAD 5.25
Total Charged to Credit Card:				CAD 5.25
Balance Due:				CAD 0.00

Invoice No: 1453398



• GST Registration Number 83261 6833 RT0001
• NUMERO DE TPS. 83261 6833 RT0001

* \$196.16 + \$5.25 = 201.41 total

ASSOCIATED CAB ALTA LTD
387 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2815/11/19
PICK-UP TIME: 09:18
DROP-OFF TIME: 09:23
TRIP ID: 0
LOCATION: 073800-45024103707
CAR NUMBER:
DRIVER: 30746
CARD TYPE: MC
CARD:
EXPIRY:
AUTH:

FARE (\$): 27.50
EXTRA (\$): 0.00
SUBTTL (\$): 27.50

TIP (\$) _____ \$5

TOTAL (\$) _____ \$ 32.50

SIGNATURE: _____

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY

BANFF EAST GATE
101 MOUNTAIN AVENUE
BANFF AB

CARD
CARD TYPE
DATE 2015/11/19
TIME 5359 15:22:07
RECEIPT NUMBER
S84138057-001-013-184-0

PURCHASE
TOTAL

\$19.60*

*added with "Other Transportation"

APPROVED

01-027

THANK YOU

WENDY GOSSE

CARDHOLDER WILL PAY
CARD ISSUER ABOVE AMOUNT
PURSUANT TO CARDHOLDER
AGREEMENT.

MERCHANT COPY

THE *Fairmont*
BANFF SPRINGS

405 SPRAY AVENUE
P.O. BOX 960
BANFF, ALBERTA CANADA T1L 1J4
T 403 762 2211 F 403 762 5755
G.S.T. Registration # 84968 1721 RT000

Alberta Roadbuilders
MRS Wendy King
PO Box 2415
Edmonton AB T5J 2S5
Canada

INFORMATION INVOICE

Room : 0470
Folio # :
Cashier # : 250246
Page # : 1 of 1
Group Name : Alberta Road Builders And Heavy Cons

Arrival : 11-19-15
Departure : 11-20-15

Date	Description	Additional Information	Charges	Credits
11-19-15	Package Charge		625.96	
11-19-15	Tourism Improvement Fee (2%)		5.62	
11-19-15	Alberta Tourism Levy (4%)		11.46	
11-19-15	Room GST (5%)		14.33	
11-19-15	Self Parking		10.00	
11-19-15	Package GST (5%)		17.25	

Total **684.62** **0.00**

Balance Due **684.62 ***

GST Summary

Room	14.33	
F&B	0.00	
Other	17.73	
Total	32.06	less 172.48

= \$512.14

*\$172.48 personal expense reimbursed to WCB Alberta

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To provide feedback about your stay please contact David Roberts, General Manager, at David.Robertsgm@fairmont.com.
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www.fairmont.com ou téléphoner au Hôtels Fairmont de:
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année)
J'ai accepté la livraison du journal The Globe and Mail. J'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont