

### Expense Disclosure Reporting Form

Name: **Fred Nowicki, 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 Audit Committee meeting, board retreat and Board of Directors' meeting		\$513.03	\$155.32	\$67.00		\$735.35
2 Nov 23-24, 2015	Edmonton	Attendance at Finance Committee meeting and Board of Directors' meeting	\$752.05	\$140.00	\$155.32	\$77.00		\$1,124.37
3								\$0.00
4								\$0.00
5								\$0.00
6								\$0.00
7								\$0.00
8								\$0.00
9								\$0.00
10								\$0.00
<b>Travel Related</b>								<b>\$1,859.72</b>

Notes

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

Dates	Purpose	Total
1 24-Nov-15	Registration for attendance at ICD Governance session Nov 24 following board meeting	\$68.25
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
<b>Non-Travel Related</b>		<b>\$68.25</b>

Notes

**Total claimed for reporting period: \$1,927.97**

**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
Fred Nowicki	Mileage	11/2/2015	01. 10/27/2015 at 07:00 AM to 10/28/2015 at 07:00 PM - Edmonton ~ to attend Audit Committee meeting retreat and Board of Directors' meeting.	10/27/2015	10/28/2015	10/27/2015	Mileage (1047 km.) Lethbridge to Edmonton r/t	\$513.03	1
Fred Nowicki	Travel Meal Allowance	11/2/2015	01. 10/27/2015 at 07:00 AM to 10/28/2015 at 07:00 PM - Edmonton ~ to attend Audit Committee meeting retreat and Board of Directors' meeting.	10/27/2015	10/28/2015	10/27/2015	Meals - lunch/dinner Oct 27 and dinner Oct 28	\$67.00	1
Fred Nowicki	Travel Meal Allowance	11/27/2015	01. 11/23/2015 at 06:45 AM to 11/24/2015 at 07:15 PM - Edmonton ~ to attend Finance Committee meeting and Board of Directors' meeting.	11/23/2015	11/24/2015	11/23/2015	Meals Nov 23 (lunch/dinner) and Nov 24 (breakfast/dinner)	\$77.00	2



Nowicki  
Trip # 1

Mr Fred Nowicki

Edmonton AE  
Canada

Room Number: 0803  
Arrival Date: 10-27-15  
Departure Date: 10-28-15  
Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Folio No:

10-28-15

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	
10-28-15			155.32
<b>Total</b>		<b>155.32</b>	<b>155.32</b>
<b>Balance</b>		<b>0.00</b>	

**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. #866344302 RT 0001

Nowicki  
Trip # 2

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
PARK PLACE SHOPPING CENTER  
UNIT J03, 501 1ST AVENUE SOUTH  
LETHBRIDGE, AB T1J 4L9  
GST Reg#: 885101915  
Branch: N61108  
Agent:

To: MR FRANCIS FREDRICK NOWICKI

Date: November 04, 2015  
Page: 1/2  
Our Reference:

## CONFIRMATION STATEMENT OF ACCOUNT

### For

MR FRANCIS FREDRICK NOWICKI

### Itinerary

Monday, November 23, 2015

#### ✈ Air

INTEGRA AIR Flight: 918 L CLASS  
From: LETHBRIDGE 06:45 AM  
To: EDMONTON INTL AB 08:00 AM  
Stops: 0 Arrival: 23Nov15

Tuesday, November 24, 2015

#### ✈ Air

INTEGRA AIR Flight: 829 L CLASS  
From: EDMONTON INTL AB 06:05 PM  
To: LETHBRIDGE 07:15 PM  
Stops: 0 Arrival: 24Nov15

Item	Cost		
	Cost	Tax	
INTEGRA FLIGHT	598.00	117.30	715.30
	(Includes	34.06 GST)	
PROFESSIONAL FEES			35.00
GST ON PROFESSIONAL FEES			1.75
<b>Total Charges:</b>			<b>752.05</b>
<b>Less Previous Payments:</b>			<b>752.05</b>
<b>Balance Due:</b>			<b>0.00</b>

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
ACCEPTED:.....DECLINED:.....

TTL GST 35.81



Fwd: Your Ticketless Itinerary - Integra AirNOWICKI, FRANCIS  
 Fred Nowicki  
 to:

Nowicki  
 Trip # 2.

For our documentation

Begin forwarded message:

**From:** >  
**Date:** November 4, 2015 at 12:34:19 PM MST  
**To:**  
**Subject:** FW: Your Ticketless Itinerary - Integra AirNOWICKI, FRANCIS

Integra Air Travel Itinerary - Have a great flight  
 Document Number:  
 Confirmation Number

LETHBRIDGE

Booked by: ONLINE  
 PO:

Welcome Aboard: NOWICKI, FRANCIS

Bound	Date	Flt	Depart	Arrive	Status
Out	23Nov15	918	Lethbridge	06:45am Executive Flt C	08:00am CONFIRMED
In	24Nov15	829	Executive Flt C	06:05pm Lethbridge	07:15pm CONFIRMED

FARE: 598.00  
 FEES: 83.24  
 GST: 34.06  
 -----  
 TOTAL: 715.30

Your (first) flight will be departing from: Lethbridge

#### General

1. Public domestic scheduled tariffs are available upon request or at [www.integraair.com](http://www.integraair.com)
2. Flights in a King Air 200 or a Jetstream 31 are operated by Bar XH Air Inc.
3. Scheduled flights have complimentary light snacks and beverages on each flight.
4. There are no washroom facilities on the King Air 200 and Jetstream 31 aircraft.

TRIP #2

Nowicki

Nov 23/24.

**Apex Limousine & Car Service**

Date: Nov 24. 2015 Amount: \$70.  
Driver: Ted. Car #: \_\_\_\_\_  
From: \_\_\_\_\_  
To: \_\_\_\_\_  
GST # \_\_\_\_\_  
1076 James Cr. Edmonton, AB T6L 6P6 **780.466.0406**

from downtown to  
Edmonton airport.

**Apex Limousine & Car Service**

Date: 23:11:15 Amount: \$70  
Driver: W Car #: 29  
From: EDM  
To: MATRIX  
GST # \_\_\_\_\_  
1076 James Cr. Edmonton, AB T6L 6P6 **780.466.0406**

From airport (Edmonton)  
to Matrix Hotel



Nowicki  
Trip # 2

Mr Fred Nowicki

Room Number: 1512

Arrival Date: 11-23-15

Canada

Departure Date: 11-24-15

Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

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<b>Balance</b>		<b>0.00</b>	

**Signature:** \_\_\_\_\_

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Order Confirmation  
admin  
to:

*Non-travel  
related  
#1*

11/06/2015 10:08 AM

**Institute of Corporate Directors**

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

**Order Number** 74915  
**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 - Mr Fred Nowicki When: 11/24/2015 - 11/24/2015 Where: Royal Glenora 11160-River Valley Road Edmonton, AB	65.00	65.00
	<b>Item Total</b>		65.00
	<b>Shipping</b>		0.00
	<b>Handling</b>		0.00
	<b>GST</b>		3.25
	<b>Transaction Grand Total</b>		68.25

GST# 12179 8201

QST# 12048 55478