

Expense Disclosure Reporting Form

Name: Grace Thostenson, 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		\$291.06	\$159.61	\$30.00		\$480.67
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								\$480.67

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: \$480.67

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	Mileage	11/2/2015	01. 10/27/2015 at 04:00 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 (594 km) Calgary to Edmonton r/t	\$291.06	1
Grace Thostenson	Travel Meal Allowance	11/2/2015	01. 10/27/2015 at 04:00 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	Meals - dinner Oct 27, other meals provided	\$30.00	1

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metterra
HOTEL ON WHYTE

*Thostanson
Trip #1*

Ms Grace Thostanson

Canada

Room Number: 606
Arrival Date: 10-27-15
Departure Date: 10-28-15
P/O Number:
Page No: 1 of 1

INFORMATION INVOICE

Folio No:

10-28-15

Date	Description	Charges	Credits
10-27-15	Room	149.00	
10-27-15	Destination Marketing Fec - 3%	4.47	
10-27-15	Tourism Levy - 4%	6.14	
Total		159.61	0.00
Balance		159.61	

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. #863128575 RT 0001