

## Expense Disclosure Reporting Form

**Name:** William P. Ostapek, Secretary & General Counsel

**For the Period:**

**Nov-17**

### Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals	Seminar / Conference / Registration fees	Total
1	30-Oct-17	Calgary						\$25.00
		To attend meetings in Calgary office		25.00				
2	6-Nov-17	Calgary	386.97					\$386.97
		To attend meetings in Calgary office on Dec 1, 2017						
3	18-Nov-17	Ottawa			509.79	87.00		\$596.79
		To attend Canadian Bar Association Administrative Law Conference						
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>\$1,008.76</b>

Notes

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
<b>Non-Travel Related</b>		<b>\$0.00</b>

Notes

**Total claimed for reporting period: \$1,008.76**

**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
William Ostapek	Travel Meal Allowance	11/21/2017	01. 11/16/2017 at 06:00 AM to 11/18/2017 at 10:00 PM - Ottawa [OoP] Ontario [C/S] ~ Canadian Bar Association Administrative and Labour Law Conference	11/16/2017	11/18/2017	11/16/2017	Meal Allowance	\$87.00	1

GST# R128599776

Edmonton Airports|

Can-T5J 2T2 Edmonton  
Tax Code CA5%

POF 2nd Fl 30/10/17 14:42  
Receipt

Short-term parking tkt

30/10/17 07:51

30/10/17 14:42

Period 1d0h0'

(Tax) ----- \$25.00

Total \$25.00

Payment Received \$25.00

Sub Total \$23.81

Tax 5% \$1.19



Phone: (780) 424-8310 / 1 800 661-2454  
[corporate.reservations@uniglobeone.com](mailto:corporate.reservations@uniglobeone.com)  
 Direct Line: 866-301-3263

**Passenger(s):** Ostapek/William Paul Mr  
**Ref:** WCB  
**Trip Record**  
**Locator:**

**Invoice No.:** 1801400

- WITH UNIGLOBE YOUR WESTJET CORPORATE DISCOUNT SAVINGS IS 34.68
- WITH UNIGLOBE YOUR AC CORPORATE DISCOUNT SAVINGS IS 9.11

AIR - Friday December 1 2017

**WestJet Flight WS3394 Flex Class**

**Check In Confirmation:**



**Operated By Westjet Encore**

**\*Check In With WESTJET ENCORE\***

**Depart:** 08:35, Friday, December 1  
 Edmonton Intl. Airport  
 Edmonton, Alberta, Canada

**Arrive:** 09:35, Friday, December 1  
 Calgary Intl. Airport  
 Calgary, Alberta, Canada

**Booking Code:** B (Flex)

**Remarks:** Turbo propeller plane used on this flight  
 You are booked in Flex class

AIR - Friday December 1 2017

**Air Canada Flight AC8146 Economy Class**

**Check In Confirmation:**



**Operated By /Air Canada Express - Jazz**

**\*Check In With /AIR CANADA EXPRESS - JAZZ\***

**Depart:** 15:25, Friday, December 1  
 Calgary Intl. Airport  
 Calgary, Alberta, Canada

**Arrive:** 16:23, Friday, December 1  
 Edmonton Intl. Airport  
 Edmonton, Alberta, Canada

**Booking Code:** L (Economy)

**Remarks:** Turbo propeller plane used on this flight  
 You are booked in Flex class

**Invoice Details**

Transaction / Document	Base	Tax	Total
WestJet /	155.73	49.12	204.85
Air Canada /	145.00	37.12	182.12
<b>Totals:</b>	300.73	86.24	CAD 386.97

**Total Charged to Credit Card:** CAD 386.97

**Balance Due:** CAD 0.00

The Westin Ottawa  
 11 Colonel By Drive  
 Ottawa, ON K1N 9H4  
 Canada  
 Tel: 613-560-7000 Fax: 613-234-5396



Mr William Ostapek  
 9925 107 St Nw  
 Edmonton, AB, T5K 1G4  
 Canada  
 CK12AF - CBA Annual Administrative Cal

Page Number : 1 Invoice Nbr : 362126  
 Guest Number :  
 Folio ID :  
 Arrive Date : 16-NOV-17 14:37  
 Depart Date : 18-NOV-17 12:01  
 No. Of Guest : 1  
 Room Number : 1431  
 Club Account :

Tax Invoice

Tax ID : 811719848RT0001  
 The Westin Ottawa NOV-18-2017 12:03 A0047819

Date	Reference	Description	Charges (CAD)	Credits (CAD)
16-NOV-17	RT1431	Room	219.00	
16-NOV-17	RT1431	Tax-HST Rooms	28.47	
16-NOV-17	RT1431	Destination Marketing Program	6.57	
16-NOV-17	RT1431	Dest Marketing Program HST	0.85	
17-NOV-17	RT1431	Room	219.00	
17-NOV-17	RT1431	Tax-HST Rooms	28.47	
17-NOV-17	RT1431	Destination Marketing Program	6.57	
17-NOV-17	RT1431	Dest Marketing Program HST	0.85	
18-NOV-17	VI			-509.78

\*\* Total 509.78 -509.78  
 \*\*\* Balance 0.00

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The Westin Ottawa  
11 Colonel By Drive  
Ottawa, ON K1N 9H4  
Canada  
Tel: 613-560-7000 Fax: 613-234-5396



Mr William Ostapek  
  
9925 107 St Nw  
Edmonton, AB, T5K 1G4  
Canada  
CK12AF - CBA Annual Administrative Cal

Page Number	:	2	Invoice Nbr	:	362126
Guest Number	:				
Folio ID	:				
Arrive Date	:	16-NOV-17	14:37		
Depart Date	:	18-NOV-17	12:01		
No. Of Guest	:	1			
Room Number	:	1431			
Club Account	:				

Amount (CAD)

0.00  
0.00  
0.00  
0.00  
0.00

PACK LIGHT, STAY FIT - With the Westin Gear Lending program, New Balance(TM) workout gear is conveniently delivered to your room so you can keep moving. Experience it during your next stay. Learn more at [westin.com/newbalance](http://westin.com/newbalance)

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