

Expense Disclosure Reporting Form

Name: Erna Ference, Board Member

For the Period: Oct-13

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 | 11-Sep-13 | Balzac, AB | | \$88.20 | | | | \$88.20 |
| 2 | Sep 15-17, 2013 | Saint John NB | \$903.32 | \$102.27 | \$300.28 | \$49.00 | | \$1,354.87 |
| 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 | | | | | | | | \$1,443.07 |

[Notes](#)

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

| Dates | Purpose | Expense Category | Total |
|---------------------------|---------|------------------|---------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| Non-Travel Related | | | \$0.00 |

[Notes](#)

Total claimed for reporting period: \$1,443.07

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 |
|---------------|-------------------|----------------|--|-----------------|---------------|--------------------|---|---------------------------------|------------------------|
| Erna Ference | Mileage | 10/2/2013 | 01. 09/15/2013 at 12:45 AM to 09/18/2013 at 06:15 PM - Saint John NB [OoP] New Brunswick [C/S] ~ to attend the AWCBC Governance Symposium Sep 15-17 2013 | 01. 09/15/20 | 9/15/2013 | 9/18/2013 | Mileage (80 km) for travel from Black Diamond to Calgary airport o/w. | \$39.20 | 2 |
| Erna Ference | Travel Meal Allow | 10/2/2013 | 01. 09/15/2013 at 12:45 AM to 09/18/2013 at 06:15 PM - Saint John NB [OoP] New Brunswick [C/S] ~ to attend the AWCBC Governance Symposium Sep 15-17 2013 | 01. 09/15/20 | 9/15/2013 | 9/18/2013 | Meal allowance for Sep 15-17, other meals provided. | \$49.00 | 2 |
| Erna Ference | Mileage | 10/2/2013 | | | | | Mileage (180 km) Black Diamond to Balzac r/t to attend ITF meeting | \$88.20 | 1 |

Trip # 2
Erna Ference

Itinerary/Receipt
Itinerary/Receipt

Itinerary/Receipt



Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Booking Information

Booking Reference: Electronic Ticketing confirmed. This is your official itinerary/receipt.
Main Contact: Ms Erna Ference

Customer Care: Air Canada 1-888-247-2262
Flight Arrivals and Departures: 1-888-422-7533

Park & Jet
GST # R105011050

9707 Barlow Trail
Calgary, AB, T3J 3C6
Phone: 403-226-0010

Sep 18 2013 06:31 pm Trans#245813

TRANSACTION RECORD

Flight Itinerary

| Flight | From | To | Stops | Duration | Aircraft | Upgrade status |
|---------------------|---|---|-------|----------|----------|----------------|
| AC1178 | Calgary (YYC) Sun 15-Sep 2013 00:55 | Toronto, Pearson Int'l (YYZ) Sun 15-Sep 2013 06:44 - Terminal 1 | 0 | 8hr15 | 319 | |
| AC8946 ¹ | Toronto, Pearson Int'l (YYZ) Sun 15-Sep 2013 09:00 - Terminal 1 | Saint John (YSJ) Sun 15-Sep 2013 12:10 | 0 | | DH4 | |
| AC8949 ¹ | Saint John (YSJ) Tue 17-Sep 2013 16:10 | Toronto, Pearson Int'l (YYZ) Tue 17-Sep 2013 17:37 - Terminal 1 | 0 | 8hr10 | DH4 | |
| AC271 | Toronto, Pearson Int'l (YYZ) Tue 17-Sep 2013 20:45 - Terminal 1 | Winnipeg (YWG) Tue 17-Sep 2013 22:20 | 0 | | 319 | |
| AC8339 ¹ | Winnipeg (YWG) Wed 18-Sep 2013 17:10 | Calgary (YYC) Wed 18-Sep 2013 18:15 | 0 | 2hr05 | CRA | |

Card Number : [REDACTED]
Card Entry : SWIPE
Account : VISA
Trans Type : PURCHASE
Amount : \$37.59
Auth # : 038902
Sequence # : 241050
Terminal # : 002
Date : 09/18/2013
Time : 18:31:29

***** TRANSACTION APPROVED *****

*** CUSTOMER COPY ***
Transaction No. 101490
Ticket No. 051968

Lane - 21

¹ Food for purchase on board cards. All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

Operated by:
Air Canada Express - Jazz

In: 11:12 pm Sep14/13
Out: 6:31 pm Sep18/13

1 Amount Charged \$35.80
GST \$1.79

Passenger Information

1: Ms Erna Ference : Adult (16+), Ticket Number:

Air Canada - Aeroplan Meal Preference: Regular
Payment Card: Special Needs: None
Seat Selection: None

BALANCE DUE \$37.59
CREDIT CARD \$37.59
CARD #

Purchase Summary

Grand Total
Total including travel options, taxes, fees and charges \$1129.15 CAD

AEROPLAN Accepted

Fare Rules

Flight 1: Calgary (YYC) To Saint John (YSJ) - Flex
Flight 2: Saint John (YSJ) To Winnipeg (YWG) - Flex
Flight 3: Winnipeg (YWG) To Calgary (YYC) - Flex

airfare \$ 1129.15 * 4/5 = 903.36
other transportation 37.59 4/5 30.07
total = 1,166.74
WCB * 4/5 = \$ 933.39
1/5th allocated to non WCB related business \$ 233.35
933.39

Name and Address / Nom et Adresse
FERENCE, ERNA
9925 107TH STREET

EDMONTON, AB T5J2S5
CA

Room/Chambre 413/K1
Arrival Date/Date d'arrivée 9/15/2013 12:35:00PM
Departure Date/Date de départ 9/17/2013
Adult/Child/Adulte/Enfant 1/0
Room Rate/Tarif 129.00

RATE PLAN

HH#

AL:

BONUS AL:

CAR:

CONFIRMATION NUMBER :

9/17/2013 PAGE 1

| DATE | DESCRIPTION | ID | REF. NO | CHARGES | CREDITS | BALANCE |
|----------------------|---------------------------|--------|---------|----------|---------|----------|
| 9/15/2013 | GUEST ROOM/CHAMBRE | ANDREW | 1190614 | \$129.00 | | |
| 9/15/2013 | H.S.T. | ANDREW | 1190614 | \$17.27 | | |
| 9/15/2013 | DESTINATION MARKETING FEE | ANDREW | 1190614 | \$3.87 | | |
| 9/16/2013 | THE YORK BISTRO+PUB | LINTR | 1190795 | \$13.84 | | |
| 9/16/2013 | GUEST ROOM/CHAMBRE | SARAHD | 1191055 | \$129.00 | | |
| 9/16/2013 | H.S.T. | SARAHD | 1191055 | \$17.27 | | |
| 9/16/2013 | DESTINATION MARKETING FEE | SARAHD | 1191055 | \$3.87 | | |
| WILL BE SETTLED TO | | | | | | |
| EFFECTIVE BALANCE OF | | | | | | \$314.12 |
| | | | | | | \$0.00 |

150.14 X 2

300.28

EXPENSE REPORT SUMMARY

| | 12:00:00AM | 09/16/13 | STAY TOTAL |
|-----------------|------------|----------|------------|
| ROOM & TAX | \$150.14 | \$150.14 | \$300.28 |
| FOOD & BEVERAGE | \$0.00 | \$13.84 | \$13.84 |
| DAILY TOTAL | \$150.14 | \$163.98 | \$314.12 |
| | 12:00:00AM | | |
| ROOM & TAX | \$0.00 | | |

ZIP-OUT CHECK-OUT / DEPART EXPRESS

Good Morning ! We hope you enjoyed your stay. With Zip-Out Check-Out ®, there is no need to stop at the Front Desk to check out. Please review this statement. It is a record of your charges as of late last evening. For any charges after your account was prepared, you may:

- + pay at the time of purchase.
 - + charge purchases to your account, then stop by the Front Desk for an updated statement.
 - + or request an updated statement be mailed to you within two business days. Simply call the Front Desk from your room and tell us when you are ready to depart. Your account will be automatically checked out and you may use this statement as your receipt. Feel free to leave your key(s) in the room.
- Please call the Front Desk if you wish to extend your stay or if you have any questions about your account.**

Bonjour! Nous espérons que votre séjour avec nous a été agréable. Avec Départ Express il n'est pas nécessaire de vous présenter à la Réception. La facture ci-jointe est votre reçu et reflète les éléments facturés à votre compte jusqu'à hier soir. Vous pouvez acquitter les frais additionnels soit à la Réception au départ, ou encore, ils seront portés à votre carte de crédit. Sur demande, nous vous posterons un relevé de compte à jour, dans les deux jours. Pour compléter votre Départ Express:

- + Communiquez avec la Réception, de votre chambre, pour les informer de votre départ.
- + Vous pouvez laisser la carte clé dans la chambre.

SVP contactez la Réception si vous désirez prolonger votre séjour ou si vous avez des questions au sujet de votre facture.

Date of Charge
Date de la Charge

Check No. / Numéro de folio
260513 A

Authorization / Autorisation

Initials
Initiales

Purchases & Services / Achats & Services

Taxes

Tips & Misc. / Pourboires & Divers

TOTAL AMOUNT
MONTANT TOTAL

PAYMENT DUE UPON RECEIPT
PAIEMENT DÙ À LA RÉCEPTION

HST No. 860549062 RT0096



DIAMOND TAXI
 516 RETHESEAV LANE
 SAINT JOHN, NB
 506-648-8888

TERMINAL ID:
 MERCHANT #:

41371646
 180830004137161

Sept. 15/13
 Taxi fare
 Airport to hotel in
 Saint John.

Trip #2
 Erna furence

EMV SALE
 BATCH: 000007
 Sep 15, 2013 12:32
 THU: 000008

ISS: 00 00 00 00
 ISI: F8 00
 TC: F4720B190A201E4E
 RRU: 525831151433 AUTH:

| | |
|----------|---------|
| SALE AMT | \$30.00 |
| TIP | \$3.00 |

XX

BY ENTERING A VERIFIED PIN, CARDHOLDER
 AGREES TO PAY ISSUER SUCH TOTAL IN
 ACCORDANCE WITH ISSUER'S AGREEMENT WITH
 CARDHOLDER

CUSTOMER COPY