

### Expense Disclosure Reporting Form

Name: **Fred Nowicki, 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 Sep 22/23, 2013	Calgary	to attend Meredith Lecture		\$215.60	\$140.61	\$50.00		\$406.21
2 Oct 21/22 2013	Edmonton	to attend Audit and Finance Committee meetings		\$491.96	\$151.56	\$37.00		\$680.52
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>\$1,086.73</b>

Notes

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

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

Notes

**Total claimed for reporting period: \$1,086.73**

**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	Travel Meal Allow	10/1/2013	01. 09/22/2013 at 02:15 PM to 09/23/2013 at 03:45 PM - Calgary ~ to attend the Meredith Lecture at the Calgary office.	9/22/2013	9/23/2013	9/22/2013	Meals for Sep 22/23	\$50.00	1
Fred Nowicki	Mileage	10/1/2013	01. 09/22/2013 at 02:15 PM to 09/23/2013 at 03:45 PM - Calgary ~ to attend the Meredith Lecture at the Calgary office.	9/22/2013	9/23/2013	9/22/2013	Mileage (440 km) Lethbridge to Calgary r/t.	\$215.60	1
Fred Nowicki	Travel Meal Allow	10/29/2013	01. 10/21/2013 at 01:00 PM to 10/22/2013 at 05:00 PM - Edmonton ~ to attend Audit and Finance committee meetings.	10/21/2013	10/22/2013	10/21/2013	Dinner (Oct 21) and breakfast (Oct 22)	\$37.00	
Fred Nowicki	Mileage	10/29/2013	01. 10/21/2013 at 01:00 PM to 10/22/2013 at 05:00 PM - Edmonton ~ to attend Audit and Finance committee meetings.	10/21/2013	10/22/2013	10/21/2013	Mileage (1004 km) Lethbridge to Edmonton r/t	\$491.96	



# Best Western PLUS Port O'Call Hotel

1935 McKnight Blvd. N.E.  
(info@bwportocallhotel.com)  
Calgary, AB T2E 6V4

Telephone: (403)291-4600 Fax: (403)250-6827

Sep 23, 2013  
8:45 am

Trip #1

Each Best Western® branded hotel is independently owned and operated

FRED NOWICKI

Folio #: 3  
Room Number:  
Rate: \$129.00  
Pay Method: [REDACTED]

Arrival Date: Sunday, September 22, 2013  
Departure Date: Monday, September 23, 2013

Member #:

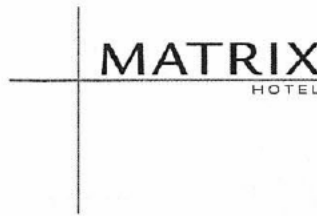
Information: CC ON FILE JUST TO HOLD, GUEST

Date	Department	Reference	Voucher	Room	Debit	Credit
9/22/2013	Room postings	Auto Posted		338	\$129.00	
9/22/2013	Tourism Levy	Auto Posted		338	\$5.16	
9/22/2013	GST Room	Auto Posted		338	\$6.45	
9/23/2013			[REDACTED]	338		\$140.61

Balance: \$0.00

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 full amount of these charges. I also agree that all charges contained in this account are correct and any disputes or requests for copies of charge must be made within five days after my departure. GST #104608658

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



TRIP NOWICKI  
Trip # 2.

Mr. Fred Nowicki

Room Number: 0612  
Arrival Date: 10-21-13  
Departure Date: 10-22-13  
Page No: 1 of 1  
Confirmation No: [REDACTED]

**INFORMATION INVOICE**

Folio No: 161964

10-23-13

Date	Description	Charges	Credits
10-21-13	Room Revenue	135.00	
10-21-13	Destination Marketing Fee - 3%	4.05	
10-21-13	Tourism Levy - 4%	5.56	
10-21-13	Room GST - 5%	6.95	
10-22-13	XXXXXXXXXXXX		151.56
<b>Total</b>		<b>151.56</b>	<b>151.56</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. #86634 4302 RT 0001