

Expense Disclosure Reporting Form

Name: **Gail Harding, Board Member**

For the Period: **Oct-14**

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 28-30	Toronto	to attend AWCBC Governance Symposium	\$658.99	\$217.90	\$438.50	\$25.60		\$1,340.99
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								\$1,340.99

Notes

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

Dates	Purpose	Expense Category	Total
1 Oct 15 & Nov 14	ICD Governance sessions in Edmonton (Oct 15) and in Calgary (Nov 14)	Seminar	\$126.00
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			\$126.00

Notes

Total claimed for reporting period: \$1,466.99

Harding
 Trip #1
 Calgary to Toronto
 Sept. 28

Booking Reference: [REDACTED]

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

Electronic Ticketing confirmed. This is your official
 Itinerary/receipt.

Main Contact:
 Ms Gail Harding

Online services

- **Manage** my booking online (view/change my booking; select seats*).
- **Select Seats**
- **Maple Leaf Lounge | Meal Vouchers | On My Way**
- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** - check online if my flight is on time.
- **Check-in online** and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC164	Calgary (YYC)	Toronto, Pearson Int'l (YYZ)	0	3hr43	321	Tango, T	F
	Sun 28-Sep 2014 11:15	Sun 28-Sep 2014 16:58 - Terminal 1					

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

Passenger Information

1: Ms Gail Harding : Adult (16+), Ticket Number: [REDACTED]

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

Purchase Summary

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Tango	264.00
Surcharges	53.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	17.71
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	371.83
Number of passengers	x 1
Total airfare, taxes and options	371.83
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$371.83

Payment Information

Credit/Debit Card xxx-xxx-xxxx Amount paid: \$371.83
 The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$371.83 (Airfare - per ticket)

Ticket number(s)

Your reservation code is:

Main contact: **Ms Gail Harding**
E-mail:
Phone Number:

Handing Trip #1
Toronto to Calgary
Sept 30.

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#). Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft. If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

Guest

Ms. Gail Harding Flight **Toronto (YYZ)-Calgary (YYC)**
WestJet FF
Ticket Number
Seat **YYZ-YYC: ***

Air Itinerary Details

WS665 Toronto, CA Calgary, CA Fare type: Econo
WestJet Tue 30 Sep, 2014 03:25 PM Tue 30 Sep, 2014 05:35 PM Non-stop

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 199.00	CAD 23.00	CAD 65.16	CAD 287.16	x 1	CAD 287.16

Total airfare: CAD 287.16

Tax details

Rate code	Description	Amount
RC	Harmonized Sales Tax (HST)	CAD 33.04
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 25.00

Total taxes: CAD 65.16

Fare family benefits

YYZ-YYC: Econo Seat Sale Benefits

- One complimentary checked bag ¹
- Fully refundable if cancelled within 24 hours of booking ²
- Advanced seat selection - \$5-34.50 ¹
- \$75-86.25 itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases ³

¹ Not applicable on flights operated by our airline partners

04/17
GAIL HARDING

HST
7.80

VALID AND EXPIRY DATE CHECKED
VÉRIFICATION DE LA DATE DE VALIDATION
ET DE LA DATE D'EXPIRATION

DATE: 09/28/14

DESCRIPTION	AMOUNT / MONTANT
G.S.T./P.S.	60
H.S.T./V.H.	.
R.G.T./V.R.	.
Q.S.T./V.Q.	600
P.O.U.R./P.O.U.R.E	.
TOTAL	06.00

5749791

CUSTOMER COPY / COPIE DU CLIENT

Harding
Try #1

RECEIPT
GST NO. R122556194

EXIT No. 66
IN: 09/28/14 10:22
OUT: 09/30/14 17:46
DURATION: 2 07: 24
PAID: \$ 81.90
(GST INCLUDED) 3.90
REF. 26
THANK YOU FOR
YOUR VISIT

Fairmont Royal York
HST# 0 522213
In Room Dining

Calgary International Airport Parkade

'82 Augustine
CHK 2869 12196 GST 1
SEP28'14 8:45PM

1 SML CAESAR SALD	9.00
1 ADD CHICKEN	7.00
1 HOTEL CHARGE	4.00
Food	16.00
Hotel Charge	4.00
HST	2.60
Total Due ..	\$22.60

GRATUITY 3.00

GRATUITY NOT INCLUDED
Suggested 15% at your discretion

TOTAL 25.60

ROOM # _____

PRINT NAME _____

SIGNATURE _____

AEROCAR SERVICES
416-489-9191
905-625-2020
1-866-418-4004

CarNo-264
9/28/2014 8:01:27 PM

Card *****
EXP : ****
TRIP : 683601
AUTH : 039727

FARE : \$ 70.00
TIP : \$
TOTAL: \$ 70.00

X _____

HST Included
Cardholder will pay card issuer
above amount pursuant to
Cardholder Agreement

Service Available
24Hrs/7Days Week

9.10
HST

THE Fairmont ROYAL YORK

100 Front Street W
 Toronto, ON, Canada M5J 1E3
 T (416) 368-2511 F (416) 368-2884
 G.S.T. Registration # 832522213

Workplace Safety and Insurance Board
 Ms Gail Harding

*Harding
 Trip #1*

Room : 12196
 Follo # :
 Cashier # : 1596
 Page # : 1 of 1
 Group Name : Workplace Safety and Insurance Board

Invoice No.
 Arrival : 09-28-14
 Departure : 09-30-14

Date	Description	Additional Information	Charges	Credits
09-28-14	In Room Dining	Room# 12196 : CHECK# 2869	25.60	<i>Receipt attached</i>
09-28-14	Room Charge		189.00	} <i>219.25 x 2.</i>
09-28-14	HST - Rooms		24.57	
09-28-14	DMP Fee*		5.03	
09-28-14	HST-DMP Fee*		0.65	
09-29-14	Room Charge		189.00	
09-29-14	HST - Rooms		24.57	}
09-29-14	DMP Fee*		5.03	
09-29-14	HST-DMP Fee*		0.65	
09-29-14				464.10
Total			464.10	464.10
Balance Due			0.00	

<u>GST Summary</u>		<u>HST Summary</u>	
Room :	0.00	Room :	49.14
F&B :	0.00	F&B :	2.60
Other :	0.00	Other :	1.30
Total :	0.00	Total :	53.04

Thank you for choosing Fairmont Hotels & Resorts.
 To provide feedback about your stay please contact Edwin Frizzell General Manager, at Edwin.FrizzellGM@Fairmont.com.
 We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from
 United States or Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month (18.00% per annum) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat) credit to my account. (At participating hotels)

* Destination Marketing Program Fee

Thank you for choosing to stay with Fairmont Hotels & Resorts

Non trip related
#1



Institute of Corporate Directors
Institut des administrateurs de sociétés

RECEIPT

2701-250 Yonge Street
Toronto, ON M5B 2L7

Invoice No. 32370

Sold To: Ms Gail L. Harding,

Ship To: Ms Gail L. Harding

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
10413		10/9/2014	59900	Upon Receipt	10/9/2014
Qty	Description	Unit Price	Extended Price		
1	The Relationship Between the CEO and Chair ICD Edmonton Chapter Breakfast Session 10/15/2014 - 10/15/2014 Edmonton, AB EDBK141015/REG ICD Edmonton Chapter Session	65.00	65.00		
Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
65.00		3.25	68.25	68.25	0.00
Total GST/HST: 3.25 Total PST/QST: 0.00 GST Remittance Number: 12179 8201 QST Remittance Number: 1204855478					

Paid: *****

MI
OE1

Non trip related
#1



Institute of Corporate Directors
Institut des administrateurs de sociétés

RECEIPT

2701-250 Yonge Street
Toronto, ON M5B 2L7

Invoice No. 32369

Sold To: Ms Gail L. Harding, ...

Ship To: Ms Gail L. Harding
S

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
10413		10/9/2014	59901	Upon Receipt	10/9/2014

Qty	Description	Unit Price	Extended Price
1	Risk and Reward Trends in Director Compensation and Exposure ICD Calgary Chapter Lunch Session 11/14/2014 - 11/14/2014 Calgary, AB CYLU141114/REG Calgary Chapter Lunch Session	55.00	55.00

Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
55.00		2.75	57.75	57.75	0.00

Total GST/HST: 2.75
Total PST/QST: 0.00
GST Remittance Number: 12179 8201
QST Remittance Number: 1204855478

Paid by *****

MI
OE1