

Expense Disclosure Reporting Form

Name: Grace Thostenson, 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	16-Sep-14	Edmonton		\$148.00		\$22.00		\$170.00
2	Sep 28-30, 2014	Toronto	\$494.92	\$177.80	\$438.50	\$118.65		\$1,229.87
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								\$1,399.87

Notes

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

Dates	Purpose	Expense Category	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: \$1,399.87

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	Travel Meal Allowance	10/9/2014	01. 09/16/2014 at 06:15 AM to 09/16/2014 at 03:30 PM - Edmonton ~ to attend HR&C Committee meeting.	9/16/2014	9/16/2014	9/16/2014	Meals Sep 16 (breakfast and lunch).	\$22.00	1

Thostenson
Trip #1

Grace Thostenson

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: September-11-14 7:09 PM
To:
Subject: Invoice

Invoice

Date: 2014-09-11



Bl To.

You can reach us at

Website User

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1289475	2014-09-11	139230	-	-	2014-09-16	2014-09-16	-	Website User

Travellers:

Thostenson/Grace

Product	Details	Duration	Fare Basis	OT	Back	Elig
CEEXP 06:00 Assigned to: 13B	Departs Calgary (CGYNORTH / CALGARY NORTH) 2014-09-16 at 06:15 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-09-16 at 09:20	3 hrs 5 mins	Adult	1	70.48	74.00
ECEXP 12:30 Assigned to: 03A	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-09-16 at 12:30 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2014-09-16 at 15:35	3 hrs 5 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2014-09-11	Website User		148.00 CAD

Base Price: 140.96 CAD
 Discounts: 0.00 CAD
 Service Charges: 0.00 CAD
 GST: 7.04 CAD
 Invoice Total: 148.00 CAD
 Received: 148.00 CAD
 Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M. departures; 3 hours notice prior to P.M. departures must be given. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change.

Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958.

Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices



Thostenson
Trip # 2.

eTicket Receipt

Prepared For
THOSTENSON/GRACE MS

WESTJET RESERVATION CODE	
ISSUE DATE	24Jun2014
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SSW
TOUR CODE	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
26Sep	WESTJET WS 656	CALGARY INTL AB, CANADA	TORONTO ON, CANADA	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status USED TO FLY Fare Basis PCR1 Not Valid Before 26 SEP Not Valid After 26 SEP
	Operated by: WESTJET	Time 7:00am	Time 12:43pm	
01Oct	WESTJET WS 667	TORONTO ON, CANADA	CALGARY INTL AB, CANADA	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status USED TO FLY Fare Basis PCRO1 Not Valid Before 01 OCT Not Valid After 01 OCT
	Operated by: WESTJET	Time 5:00pm	Time 7:10pm	

Payment/Fare Details

Form of Payment	CREDIT CARD -	XXXXXXXX
Endorsement / Restrictions	NONREF - FEE FOR CHG/CXL	
Fare Calculation Line	YYC WS YTO184.80WS YYC169.40CAD354.20END	
Fare	CAD 354.20	

Thorsen
Trip #2

Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 22.22 XG (GOODS AND SERVICES TAX (GST))
	CAD 3.25 RC1 (HARMONIZED SALES TAX (HST))
	CAD 55.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 6.00 YQF (OTHER AIR TRANSPORTATION CHARGES)
	CAD 40.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 494.92

Positive identification required for airport check in

Notice:

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- We look forward to welcoming you on board your upcoming WestJet flight.
- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our airline partners; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our code-share baggage info page.
- Positive identification is required at check-in; ensure the name on the reservation matches the guest's identification before departing for the airport. Make sure you have the proper identification and travel documents for each country on your itinerary as the documents you use on your departure may not be sufficient upon your return. The law is the law, and we'd hate it if you were unable to board your flight.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Should you miss the first flight on your booking, or fail to show up for another flight on a multi-segment booking, you'll lose your seat on remaining flights and the fare, fees, charges and taxes will not be refunded.
- For more information on your flight with WestJet visit travel info or go directly to the most common searches:
 - Fares, taxes and fees (Change/cancel guidelines, baggage fees, service fees and other taxes and fees)
 - Baggage allowances (Carry-on, checked, sporting goods, restricted items)

Thostensen
Trip # 2

Account activity for GRACE THOSTEN - 21000 [Add someone to my Account](#)

from 16 Sep 14 - Present [Access Year End Summary](#)

[Printable Version](#)
[Standard Version](#)

Date	Description	Amount	
		Payments & Credits	New Charges & Adjustments

[Show all details](#)

26 Sep	YYZ Limo Toronto	\$85.80
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01 Oct	YYZ Limo Mississauga	\$66.50
02 Oct	FAIRMONT ROYAL YORK TORONTO	

→ original receipt not received.

Toronto International Airport Pick-up Procedure

Please proceed to your prearranged post and ask the commissioner for YYZ Limo

Terminal 1: Post B
Terminal 3: Post 29

DRIVER _____ DATE 09-26 AMOUNT \$85.80

Thank-you for choosing YYZ Limo!

PHONE (416) 857 9595 ■ WEBSITE www.yyzlimo.ca

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 Grace Thostenon

Room : 03269
 Folio # :
 Cashier # : 8651
 Page # : 1 of 2

*Thostenon
 Trip # 2*

Group Name : Workplace Safety and Insurance Board

Invoice No.
 Arrival : 09-26-14
 Departure : 10-01-14

Date	Description	Additional Information	Charges	Credits
09-26-14	Epic Lounge	Room# 03269 : CHECK# 7616	56.59	
09-26-14	Room Charge		189.00	
09-26-14	HST - Rooms		24.57	
09-26-14	DMP Fee*		5.03	
09-26-14	HST-DMP Fee*		0.65	
09-27-14	Room Charge		189.00	
09-27-14	HST - Rooms		24.57	
09-27-14	DMP Fee*		5.03	
09-27-14	HST-DMP Fee*		0.65	
09-28-14	Room Charge		189.00	
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	
09-30-14	Room Charge		189.00	
09-30-14	HST - Rooms		24.57	
09-30-14	DMP Fee*		5.03	
09-30-14	HST-DMP Fee*		0.65	
09-30-14	American Express			1,152.84

\$ 438.50

WCB

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, 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

Thostenson
Trip #2

JACK ASTOR'S FRONT ST.
144 FRONT ST WEST
TORONTO ON

TAX \$43.00 *
TIP 5.59 *
7.75
\$56.34

Vertical
First Canadian Place
416.214.2252

CARD
CARD TYPE
DATE 2014/09/28
TIME 6200 18:37:52
RECEIPT NUMBER
CB2033232-001-001-465-0

MON SEPTEMBER 29, 2014
CHECK #346619-1
TABLE #50

PURCHASE
AMOUNT \$21.70
TIP \$4.00
TOTAL

HST \$25.70
2.87

1-PAPPADELLE \$24.00 *
1 LEMON JAR \$9.00

1 ROMAINE \$10.00
SUB-TOTAL : \$146.90
TAX : \$19.10
TOTAL \$166.00

CAPITAL ONE
A0000000041010
EB7FB9B998D2B860
000008000-EB00
4923C1475F93141E

twitter @verticalTO
instagram @vertical100king
Complimentary Parking from 5pm
in First Canadian Place
Time: 19:48 2 CUSTOMERS

APPROVED

AUTH# 02657Z 01-027
THANK YOU

G.S.T.#843269077

YOU HAVE BEEN SERVED
BY : Danielle

ASSOCIATED CAB ALTA LTD
387 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

detailed receipt
not provided

DATE: 2814/10/01
PICK-UP TIME: 19:48
DROP-OFF TIME: 20:01
TRIP ID: 8
LOCATION: 873888-45824183787
CAR NUMBER: 1215
CARD TYPE:
CARD: *****
EXPIRY:
AUTH:

FARE (\$) 25.50
EXTRA (\$) 8.88
SUBTTL (\$) 25.50

Receipt

Bangkok Garden

DINNER

18 Elm Street Toronto, ON M5G 1G7
Tel: 416-977-6748

Server: AHMED
Table #: 18
Guests: 2
Receipt Tue, Sep 30, 2014, 6:50 pm

Bangkok Garden, Bangkok Gardi Folio 879957

Item	Price	Disc	Qty	Ext. Price
C. Weeping Tiger	20.00	0	1	20.00
Mango Salad	7.95	0	1	7.95
Red Eye to Bangkok	0.00	0	0	0.00
Thai Curry	29.95	0	1	29.95
* \$27.95				Subtotal 63.90
TAX \$3.63				HST tax 8.30
TIP \$5.03				Total \$72.20
* \$36.61				Gratuities
				Total

TIP (\$) _____

TOTAL (\$) _____

SIGNATURE: _____

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE www.associatedcab.ca

CUSTOMER'S COPY G5T 1.21

Did you know you can reserve your table on-line at
bangkokgarden.ca and order delivery to your home or office
at orderit.ca/bangkokgarden
HST R# 1896104