

Expense Disclosure Reporting Form

Name: Erna Ference, Board Member

For the Period: Oct-15

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 28-29, 2015	Calgary	To attend Board of Directors' meeting in Calgary office		\$147.00				\$147.00
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
Travel Related								\$147.00

Notes: No meals and accommodation

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

Dates	Purpose	Total
1	25-Nov-15 Registration fees for Institute of Corporate Directors (ICD) Governance session in Calgary	\$57.75
2	10-Nov-15 Registration fees for Institute of Corporate Directors (ICD) Governance session in Calgary	\$57.75
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		\$115.50

Notes

Total claimed for reporting period: \$262.50

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	10/5/2015	Black Diamond and Calgary to attend board meetings			9/28/2015	Mileage (300 km) for two roundtrips between Black Diamond and Calgary to attend board meetings	\$147.00	1



Order Confirmation

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Erna Ference
non travel related
trip # 1

Institute of Corporate Directors

2701-250 Yonge Street, Toronto, ON M5B 2L7

Order Number 74651
Order Date 10/30/2015
Order Total 57.75
Payment Method
Name on Card

Qty	Item	Price	Total
1	Emerging and Evolving Audit Committee Issues - Ms Erna M Ference, ICD.D When: 11/25/2015 - 11/25/2015 Where: Ballroom Metropolitan Conference Centre 333 4 Avenue SW Calgary, AB	55.00	55.00
Item Total			55.00
Shipping			0.00
Handling			0.00
GST			2.75
Transaction Grand Total			57.75

GST# 12179 8201

QST# 12048 55478



Order Confirmation
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to:

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To:

*Erna Ference
non-travel related
trip #2.*

Institute of Corporate Directors

2701-250 Yonge Street, Toronto, ON M5B 2L7

Order Number 74650
Order Date 10/30/2015
Order Total 57.75
Payment Method
Name on Card

Qty	Item	Price	Total
1	Director Roundtable: Diversity of Thought in the Boardroom - Ms Erna M Ference, ICD.D When: 11/10/2015 - 11/10/2015 Where: Calgary Petroleum Club Devonian Room Calgary, AB	55.00	55.00
	Item Total		55.00
	Shipping		0.00
	Handling		0.00
	GST		2.75
	Transaction Grand Total		57.75

GST# 12179 8201

QST# 12048 55478