

### Expense Disclosure Reporting Form

Name: **Bob Normand, Chair, Board of Directors**

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 Jun 22-25, 2015	PEI	To attend AWCBC Governance Summit Meeting		\$36.75				\$36.75
2 Sep 28-29, 2015	Calgary	To attend Audit Committee meeting and Board of Directors' meeting in Calgary office.	\$428.66	\$117.95	\$162.40	\$23.62		\$732.63
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>\$769.38</b>

Notes

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

Dates	Purpose	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
		<b>Non-Travel Related</b>
		<b>\$0.00</b>

Notes

**Total claimed for reporting period: \$769.38**

**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
Bob Normand	Mileage	10/15/2015	01. 09/28/2015 at 12:00 PM to 09/29/2015 at 03:15 PM - Calgary ~ to attend Finance/Audit committee meetings and board meeting.	9/28/2015	9/29/2015	9/29/2015	Mileage (75km) to/from Edmonton airport from home.	\$36.75	2
Bob Normand	Mileage	10/15/2015	02. 06/22/2015 at 06:00 AM to 06/25/2015 at 08:30 PM - Charlottetown PEI [OoP] Prince Edward Island ~ to attend AWCBC Governance Summit June 23-25 2015	6/22/2015	6/25/2015	6/22/2015	Mileage (75km) to/from Edmonton airport	\$36.75	1

Normand  
Trip # 2

Your booking is confirmed. Booking reference

An email booking confirmation has been sent to

Use your booking reference to retrieve your official Itinerary/Receipt at [aircanada.com](http://aircanada.com).

Passengers Mr Robert J Normand

Flight	From	To	Departure	Arrival
AC8143	Edmonton (YEG)	Calgary (YYC)	12:00 Mon 28-Sep 2015	12:54 Mon 28-Sep 2015
AC8140	Calgary (YYC)	Edmonton (YEG)	14:30 Tue 29-Sep 2015	15:19 Tue 29-Sep 2015

Air Transp. Charges	334.00
Options	0.00
Taxes, fees and charges	94.66
Travel Insurance	Purchase travel insurance
<b>Grand Total</b>	<b>\$428.66</b>
Canadian dollars	

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:

Customer Care

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

Air Canada  
1-888-247-2262

Main Contact:  
Mr Robert J Normand

Flight Arrivals and Departures  
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8143 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Mon 28-Sep 2015 12:00	Calgary (YYC) Mon 28-Sep 2015 12:54	0	0hr54	DH3	Flex, V	
AC8140 <sup>2</sup>	Calgary (YYC) Tue 29-Sep 2015 14:30	Edmonton, Edmonton Int'l (YEG) Tue 29-Sep 2015 15:19	0	0hr49	CRJ	Flex, V	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

Passenger Information

1: Mr Robert J Normand : Adult (16+), Ticket Number:

Air Canada - Aeroplan

Meal Preference: None

Payment Card:

Special Needs: None

Seat Selection:

Purchase Summary

Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	155.00
Return Flight - Flex	155.00
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	

Norman  
Trip # 2

Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	20.41
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	428.66
Number of passengers	x 1
Total with options	428.66
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$428.66</b>

#### Payment Information

**Credit/Debit Card** Amount paid: **\$428.66**  
The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$428.66 (Air Transp. Charges - per ticket)

Ticket number(s) \_\_\_\_\_

#### Fare Rules

**Departing Flight** Edmonton (YEG) To Calgary (YYC) - Flex

**Return Flight** Calgary (YYC) To Edmonton (YEG) - Flex

- Changes:**
  - Prior to day of departure - Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
  - Same-day confirmed changes at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
  - Same-day standby is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- Cancellations:**
  - Tickets are non-refundable and non-transferable.
  - Cancellations can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who no-show their flight will forfeit the fare paid.
- Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.

#### Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

##### Carry-on Baggage

When your flight is operated by Air Canada, Air Canada rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

##### Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

**Departing Flight :** Edmonton (YEG) To Calgary (YYC) - Flex

**Return Flight :** Calgary (YYC) To Edmonton (YEG) - Flex

Regular Baggage Allowance	1st bag:	2nd bag:
	Complimentary	\$25.00 CAD + taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

\* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an

Normand  
Trip #2

Four Points By Sheraton Calgary Airport  
2875 Sunridge Way NE  
Calgary, AB t1y7k7  
Canada  
Tel: 403-648-3180 Fax: 403-648-3179

Bob Normand	Page Number : 1	Invoice Nbr: 231690
WCB Alberta	Guest Number:	Arrive Date: 28-SEP-15 16:36
	Folio ID : EX-A	Depart Date: 29-SEP-15
WCB Alberta	No. Of Guest: 1	
	Room Number : 421	
	Room Rate : 145.00	
	Club Account:	

Tax ID: 829610872 RT0001  
Four Points Calgary 29-SEP-15 01:37 DIVYA

Date	Reference	Description	Amount
28-SEP-15	RT421	Room Charge	145.00
28-SEP-15	RT421	GST	7.25
28-SEP-15	RT421	Tourism Levy	5.80
28-SEP-15	RT421	DMF Tax	4.35
29-SEP-15			-162.40
		** Total Charges	162.40
		** Total Credits	-162.40
		*** Balance	0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Bob Normand  
Expenses Sep 26/29

Parking at Edmonton airport

Normand  
Tap # 2.

CHILI'S  
2000 AIRPORT RD NE  
CALGARY, AB

Term ID: 05618044

Lunch  
Sept. 28  
at Calgary  
Airport

Purchase

Clerk ID: 6041

Entry Method: C  
09/28/2015  
1:01 PM  
10031

Amount: \$ 20.62  
Tip: \$ 3.00  
Total: \$ 23.62

2015/09/28 13:03:52  
Seq #: 0010630400  
Appr Code: F02998  
Resp Code: 01/027

Hrs. No  
r older.  
te for  
etails.

APPROVED  
Thank You

Customer Copy

- IMPORTANT -  
retain this copy for your records

Balance Due \$ 20.62

Thank You!  
We Welcome Your Comments  
Visit [chilis.ca](http://chilis.ca)  
GEM Survey Code 4011  
GST.#821972338RT0001

GST# R128599776  
Edmonton Airports  
Can-T5J 2T2 Edmonton  
Tax Code CA5%

Exit Lane 29/09/15 13:28  
Receipt 032810

Short-term parking tkt  
HL - No. 030344  
28/09/15 10:08  
29/09/15 13:37  
Period 1d3h33'  
(Tax) \$49.50  
Total \$49.50

\$49.50

Type: Swiped  
Sub Total \$47.14  
Tax 5% \$2.36

0003F77 - 1/1

Taxi fare from Calgary airport  
to  
Calgary  
Web  
office

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 6W5  
(403) 250 - 8310

SALE

MID: 4189233  
TID: 04189233 REF#: 00000004  
Batch #: 149 SEQ: 149001001004  
09/28/15 13:29:48  
Invoice #: 001209

AMOUNT \$27.70  
TIP \$4.00  
TOTAL \$31.70

00 - APPROVED - 001

THANK YOU  
CUSTOMER COPY