

## Expense Disclosure Reporting Form

**Name:** Ron Helmhold, Chief Financial Officer **For the Period:** Oct-16

Expense Disclosure Reporting Form								
Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals	Seminar / Conference / Registration fees	Total
1	14-Sep-16	Airdrie	To attend Industry Task Force (ITF) meeting					\$236.18
2	26-Sep-16	Calgary	To attend Audit/Finance/Board meetings				\$21.00	\$446.74
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>\$682.92</b>

Notes

Non-travel related Expenditures (Business meals, etc...)			
Dates	Purpose		Total
1	4-Oct-16	Business lunch with external representatives	\$38.64
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>\$38.64</b>

Notes

**Total claimed for reporting period: \$721.56**

**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
Ron Helmhold	Mileage	10/4/2016	01. 09/14/2016 at 06:30 AM to 09/14/2016 at 05:00 PM - Airdrie ~ Industry Task Force (ITF) meeting in Airdrie AB	9/14/2016	9/14/2016	9/14/2016	ITF meeting round trip from south Edmonton to Airdrie, Alberta	\$236.18	1
Ron Helmhold	Mileage	10/4/2016	02. 09/26/2016 at 06:00 AM to 09/27/2016 at 06:00 PM - Calgary ~ WCB Audit / Finance and Board of Directors Meetings	9/26/2016	9/27/2016	9/27/2016	Mileage from South Edmonton to Calgary and return Sept 26/27 WCB Board & Board Committee meetings.	\$281.26	2

WCB Board of Directors meeting  
Sept 26/27

Four Points By Sheraton Calgary Airport  
2875 Sunridge Way NE  
Calgary, AB T1Y 7K7  
Canada  
Tel: 403-648-3180 Fax: 403-648-3179

Ron Helmhold  
WBC Alberta

Page Number : 1 Invoice Nbr:  
Guest Number: : Arrive Date: 26-SEP-16 19:24  
Folio ID : Depart Date: 27-SEP-16 12:00  
No. Of Guest: 1  
Room Number :  
Room Rate : 129.00  
Club Account:

Tax ID: 829610872 RT0001  
Four Points Calgary 27-SEP-16 02:49 ISAAC

Date	Reference	Description	Amount
26-SEP-16	RT317	Room Charge	129.00
26-SEP-16	RT317	GST	6.45
26-SEP-16	RT317	Tourism Levy	5.16
26-SEP-16	RT317	DMF	3.87
27-SEP-16	VI	Visa	-144.48
		** Total Charges	144.48
		** Total Credits	-144.48
		*** 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.

Amount CAD

Continued on the next page

0.00

WCB Board of Directors meeting - Sept 26/27, 2016

Mileage  
Edmonton to  
Calgary return

287 km x 2 = 574 km

\*\*\*\*\*  
CHECK # 39182                      DATE 9/27/16  
TABLE # 11                              TIME 6:59AM  
\*\*\*\*\*

--                      DINING : Julie                      --  
  
ITEMS ORDERED                      AMOUNT  
  
1 BUFFET ADULT                      16.95

\*\*\*\*\*

SUBTOTAL                      16.95  
GST                                      0.85

TOTAL DUE                      17.80

Name \_\_\_\_\_

Tip \_\_\_\_\_ Total \_\_\_\_\_

Room \_\_\_\_\_

Signature \_\_\_\_\_

BIRTHDAY SPECIAL  
\$25 TO BE PUT TOWARDS THE BIRTHDAY  
GUEST'S ENTREE  
ASK YOUR SERVER FOR DETAILS

GIFT CARDS NOW AVAILABLE

THANK YOU FOR THE VISIT

RIC'S LOUNGE AND GRILL  
N.E  
2875 SUNRIDGE WAY NE  
CALGARY AB

CARD  
CARD TYPE                      VISA  
DATE                                      2016/09/27  
TIME                                      9274-87-01-99  
RECEIPT NUMBER

Breakfast - WCB  
Board  
meeting

PURCHASE  
AMOUNT                      \$17.80  
TIP                                      \$3.20  
TOTAL

\$21.00

APPROVED

AUTH# 047931                      01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

