

Expense Disclosure Reporting Form

Name: Denis Herard, Board Member

For the Period:

Oct-16

Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals	Seminar / Conference / Registration fees	Total
1	October 24-25, 2016	Edmonton		\$294.00	\$120.99		\$40.00	\$454.99
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								\$454.99

Notes

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

Dates	Purpose	Total
1	27-Sep-16 Mileage within Calgary to attend Board of Directors meeting	\$39.20
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		\$39.20

Notes

Total claimed for reporting period: \$494.19

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
Denis Herard	Travel Meal Allowance	10/27/2016	01. 10/24/2016 at 02:00 PM to 10/25/2016 at 03:30 PM - Calgary ~ to attend committee and Board of Directors meeting.	10/24/2016	10/25/2016	10/24/2016	Meals - dinner (Oct 24) and breakfast (Oct 25)	\$40.00	1
Denis Herard	Mileage	10/27/2016	01. 10/24/2016 at 02:00 PM to 10/25/2016 at 03:30 PM - Calgary ~ to attend committee and Board of Directors meeting.	10/24/2016	10/25/2016	10/24/2016	Mileage (600 km) Calgary to/from Edmonton	\$294.00	1
Denis Herard	Mileage	10/27/2016				9/27/2016	Mileage (80 km) within Calgary to attend board meeting.	\$39.20	1

Herard Trip #1

Chateau Louis

HOTEL & CONFERENCE CENTRE

Denis Herard

Room No. : 129
 Arrival : 10.24.16
 Departure : 10.25.16
 Folio No. : 156220
 Company :
 Cashier : 165
 Booking No :

GUEST FOLIO

Date	Description	Charges	Credits
10.24.16	Room Charge	111.00	
10.24.16	Room GST	5.55	
10.24.16	Tourism Levy	4.44	
10.25.16			120.99

Transaction Recap		Total Charges	120.99
Description	Recap Total	Total Credits	120.99
Room GST	5.55	Balance	0.00
Tourism Levy	4.44		CAD

LOCAL CALGARY km

*80 km for meetings
in Calgary Sept 26/27.*

*Mileage to / from Calgary - 600km
between 24/25.*

Guest Signature

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