

## Expense Disclosure Reporting Form

**Name:** Erna Ference, Board Member

**For the Period:**

**Oct-18**

**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 24-25, 2018	Edmonton	To attend Audit & Finance committee meetings and board meeting	\$270.11	\$250.37	\$171.39	\$68.00		\$759.87
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>Travel Related</b>								<b>\$759.87</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: \$759.87**

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
Erna Ference	Travel Meal Allowance	10/10/2018	01. 09/24/2018 at 07:00 AM to 09/25/2018 at 07:00 PM - Edmonton ~ to attend Audit/Finance committee meetings and Board of Directors meeting.	9/24/2018	9/25/2018	9/24/2018	Meals - Breakfast/dinner (Sep 24), Breakfast/Lunch (Sep 25).	\$68.00	1
Erna Ference	Mileage	10/10/2018	01. 09/24/2018 at 07:00 AM to 09/25/2018 at 07:00 PM - Edmonton ~ to attend Audit/Finance committee meetings and Board of Directors meeting.	9/24/2018	9/25/2018	9/24/2018	Mileage (180 km) Black Diamond to YYC r/t	\$91.80	1



# Booking Confirmation



Booking Reference

Date of issue: 08 Aug, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

## - Depart

Economy - Standard

Monday  
24 Sep, 2018

07:00  
**Calgary**  
Calgary Intl. (YYC), AB



07:50  
**Edmonton**  
Edmonton Intl. (YEG), AB

AC8130

0hr50  
Economy L  
Operated by: Air Canada Express -  
Jazz | Q400

## - Return

Economy - Standard

Tuesday  
25 Sep, 2018

18:00  
**Edmonton**  
Edmonton Intl. (YEG), AB



18:53  
**Calgary**  
Calgary Intl. (YYC), AB

AC8153

0hr53  
Economy K  
Operated by: Air Canada Express -  
Jazz | Q400

## Passengers

**Erna M Ference**  
Ticket Number

**Seats**  
AC8130 -  
AC8153 -



## Purchase summary

		1 adult
<b>Tax Information</b>		
GST/HST no. 10009-2287 RT0001		
\$12.86		
Air Transportation Charges		
Base Fare - Depart - Economy - Standard		87.00
Base Fare - Return - Economy - Standard		72.00
Surcharges		24.00
Taxes, fees and charges		
Goods and Services Tax - Canada no. 100092287 RT0001		12.86
Air Travellers Security Charge - Canada		14.25
Airport Improvement Fee - Canada		60.00
		\$270 <sup>11</sup>
Total airfare and taxes before options		\$270 <sup>11</sup>
<b>GRAND TOTAL (Canadian dollars)</b>		<b>\$270<sup>11</sup></b>



## Check-in and boarding gate deadlines

### Within Canada

**90**  
minutes

#### Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

**45**  
minutes<sup>1</sup>

#### Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

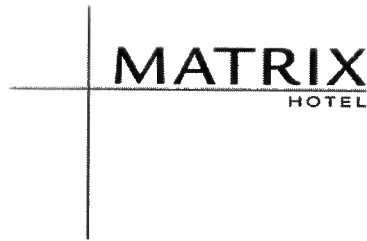
**15**  
minutes

#### Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Ference Trip #1



Erna Ference

Room No. : 1108  
Arrival : 09-24-18  
Departure Date : 09-25-18  
Folio No. :  
Conf. No. :  
P.O. No. :

Company Name:  
Group Name:

INVOICE

Date	Description	Charges	Credits
09-24-18	Room Revenue	160.00	
09-24-18	Destination Marketing Fee	4.80	
09-24-18	Tourism Levy	6.59	
09-25-18			171.39
09-25-18			
09-25-18			
09-25-18			

<b>Total Charges</b>	
<b>Total Credits</b>	
<b>Balance</b>	<b>0.00</b>

Merchant ID  
Transaction ID  
Approval Code  
Approval Amount 171.39

Credit Card #  
Capture Method  
Transaction Amount 171.39

Merchant ID  
Transaction ID  
Approval Code  
Approval Amount

Credit Card #  
Capture Method  
Transaction Amount

**RECEIPT**  
**GST NO. R122556194**

EXIT No. 414  
 IN: 09/24/18 05:53  
 OUT: 09/25/18 14:35  
 DURATION: 1 08: 42  
 PAID: \$ 31.40  
 (GST INCLUDED)



REF. 78  
 THANK YOU FOR  
 YOUR VISIT



GST/HST 889365821  
 PST 1021523719

RA 174114208 Bill 0  
 Rental 24-SEP-2018 07:59 AM  
 EDMONTON INTL ARPT  
 Return 25-SEP-2018 12:28 PM  
 EDMONTON INTL ARPT

ERNA FERENCE  
 Vehicle # JB658767  
 Model ENCORE  
 Class Driven CFAR Class Charged CFAR  
 License# E78849 State/Province AB  
 M/Kms Driven 64  
 M/Kms Out 11913  
 M/Kms In 11977

Charges	No Unit	Price	Amount
T & H	1 Days	46.46	46.46*
T & H	6 Hours	9.29	46.45*
UNLTH M/KM	0 M/Kms		0.00*
CONCESSION RECOVERY FEE			14.86*
CUSTOMER FACILITY CHARGE			11.00*
VLf REC			2.34*
GST @6.000 %			6.06

Total Charges CAD 127.17

Amount Due CAD 127.17

\* Taxable Items  
 Subject to Audit  
 Customer Service Number 1-800-446-5664

Other Transportation:  
 Parking @ YYC: \$31.40  
 Car rental: 127.17  
 Mileage YYC- Black Diamond: 91.80  
 250.37