

### Expense Disclosure Reporting Form

Name: **Roxy Shulha-McKay, VP Employee & Corporate Services**

For the Period:

**Sep-14**

#### 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 22/2014	Calgary, AB	To attend the Board of Directors and Audit & Finance Committee meetings held Sep 22 & 23/2014		\$297.43	\$177.40			\$474.83
2								
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>\$474.83</b>

Notes

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

Dates	Purpose	Expense Category	Total
2 October 15/2014	Registration fee for Institute of Corporate Directors' breakfast session	Seminar	\$65.00
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>\$65.00</b>

Notes

**Total claimed for reporting period: \$539.83**

**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
Roxy Shulha-McKay	mileage	9/25/2014	Mileage from Edmonton to Calgary and return	9/22/2014	9/23/2014	9/22/2014	Audit/Finance Committee Meeting in Calgary	\$297.43	1

Four Points By Sheraton Calgary Airport  
2875 Sunridge Way NE  
Calgary, AB T1Y7K7  
Canada  
Tel: 403-648-3180 Fax: 403-648-3179

Roxy Shulha-Mckay  
9925 107th St  
Edmonton, AB T5J 2S5  
Canada

Email:

Page Number : 1 Invoice Nbr: 200934  
Guest Number: 185959 Arrive Date: 22-SEP-14 17:19  
Folio ID : EX-A Depart Date: 23-SEP-14  
No. Of Guest: 1  
Room Number : 200  
Room Rate : 160.00  
Club Account:

Tax ID: 829610872 RT0001  
Four Points Calgary 23-SEP-14 01:16 JUANITA

Date	Reference	Description	Amount
22-SEP-14	RT200	Room Revenue	160.00
22-SEP-14	RT200	Service Charge	17.40
23-SEP-14	MC	MasterCard / Dinners Intl	-177.40
		** Total Charges	177.40
		** Total Credits	-177.40
		*** 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.

Continued on the next page

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

Roxy Shulha-Mckay  
9925 107th St  
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No. Of Guest: 1  
Room Number : 200  
Room Rate : 160.00  
Club Account:

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Amount CAD

0.00  
0.00  
0.00  
0.00  
0.00

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As a Starwood Preferred Guest, you could have earned 320 Starpoints for this visit. Please provide your member number or enroll today.

Tell us about your stay. [www.fourpoints.com/reviews](http://www.fourpoints.com/reviews)



**Order Confirmation**  
 admin  
 to:

09/16/2014 08:39 AM  
 Hide Details  
 From: <admin@icd.ca>  
 To:

**Institute of Corporate Directors**

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

**Order Number** 58471  
**Order Date** 9/16/2014  
**Order Total** 164.75  
**Payment Method**  
**Name on Card**

Qty	Item	Price	Total
1	The Relationship Between the CEO and Chair - Ms Roxy Shulha-McKay, ICD.D When: 10/15/2014 - 10/15/2014 Where: Royal Glenora Club 11160 River Valley Road Edmonton, AB	65.00	65.00
1	The Relationship Between the CEO and Chair - When: 10/15/2014 - 10/15/2014 Where: Royal Glenora Club 11160 River Valley Road Edmonton, AB	95.00	95.00 *
<b>Item Total</b>			160.00
<b>Shipping</b>			0.00
<b>Handling</b>			0.00
<b>GST</b>			4.75
<b>Transaction Grand Total</b>			164.75

GST# 12179 8201

QST# 12048 55478

\* Fee for another staff who is not a member of the Institute of Corporate Directors