

## Expense Disclosure Reporting Form

**Name:** Ivana Niblett, Board Member

**For the Period:**

**Sep-17**

### 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 6-7, 2017	Edmonton	To attend WCB Review Report education session		\$306.00	\$160.68	\$41.00		\$507.68
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>\$507.68</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: \$507.68**

**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
Ivana Niblett	Travel Meal Allowance	9/12/2017	01. 09/06/2017 at 03:00 PM to 09/07/2017 at 04:00 PM - Edmonton ~ to attend WCB Review Report Education Session	9/6/2017	9/7/2017	9/6/2017	Meals - dinner (Sep 6) and breakfast (Sep 7)	\$41.00	1
Ivana Niblett	Mileage	9/12/2017	01. 09/06/2017 at 03:00 PM to 09/07/2017 at 04:00 PM - Edmonton ~ to attend WCB Review Report Education Session	9/6/2017	9/7/2017	9/6/2017	Mileage (600 km) Calgary to Edmonton r/t	\$306.00	1



Niblett Trip #7  
Sep 6/7

Ivana Niblett

Room Number: 1014  
Arrival Date: 09-06-17  
Departure Date: 09-07-17  
Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Date	Description	Charges	Credits
09-06-17	Room Revenue	150.00	
09-06-17	Destination Marketing Fee - 3%	4.50	
09-06-17	Tourism Levy - 4%	6.18	
09-07-17			160.68
<b>Total</b>		<b>160.68</b>	<b>160.68</b>
<b>Balance</b>		<b>0.00</b>	

EDMONTON MATRIX HOTEL  
10640 100 AVENUE  
EDMONTON, AB T5J 1J1  
780 429 2861

**SALE**

Batch # 003  
09-07-17  
APPR CODE  
Trace 6

072532

ity for all charges is not waived and agree to be held personally liable in the event  
rson, company or association fails to pay for any part or the full amount of these  
charges. G.S.T. #105631154-RT 0008

**AMOUNT \$160.68**

APPROVED

THANK YOU - MERCI

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