

## Expense Disclosure Reporting Form

**Name:** Fred Nowicki, 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	7-Sep-17	Edmonton	To attend WCB Review Report education session	\$755.58	\$120.00		\$24.00	\$899.58
2	Sep 20-22, 2017	Edmonton	To attend Audit& Finance committee meetings and Board of Directors meeting.		\$516.12	\$321.36	\$86.00	\$923.48
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>\$1,823.06</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: \$1,823.06**

**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
Fred Nowicki	Travel Meal Allowance	9/12/2017	01. 09/07/2017 at 06:45 AM to 09/07/2017 at 07:30 PM - Edmonton ~ to attend Review Report Education Session.	9/7/2017	9/7/2017	9/7/2017	Meal allowance for dinner, September 7th.	\$24.00	1
Fred Nowicki	Travel Meal Allowance	9/26/2017	01. 09/20/2017 at 12:30 PM to 09/22/2017 at 04:00 PM - Edmonton ~ to attend Audit & Finance committee meetings and Board of Directors' meeting.	9/20/2017	9/22/2017	9/20/2017	Meals - breakfast/lunch/dinner (Sep 21), breakfast/lunch (Sep 22)	\$86.00	2
Fred Nowicki	Mileage	9/26/2017	01. 09/20/2017 at 12:30 PM to 09/22/2017 at 04:00 PM - Edmonton ~ to attend Audit & Finance committee meetings and Board of Directors' meeting.	9/20/2017	9/22/2017	9/20/2017	Mileage (1012 km) Lethbridge to Edmonton r/t	\$516.12	2

Nowicki Trip # 1  
Sep 7

# marlin travel™

## Invoice

NOWICKI/FRANCIS FREDRICK MR

CANADA

Trip #:  
Booking Date:  
Client:  
Agent:

File Locator:

PASSENGERS: MR FRANCIS FREDRICK NOWICKI

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
INTEGRA AIR Confirmation #	570.36	33.98	50.00	109.24	0.00	713.58 CAD
SERVICE FEES Confirmation # PAID	40.00	2.00	50.00	0.00	0.00	42.00 CAD
<b>Total:</b>	<b>610.36</b>	<b>35.98</b>	<b>0.00</b>	<b>109.24</b>	<b>0.00</b>	<b>755.58 CAD</b>

## PAYMENTS

Invoice #	Payment Date	Card Holder	Form of Payment	Amount
00801044	08/04/2017	FRANCIS NOWICKI		713.58 CAD
00801044	08/04/2017	FRANCIS NOWICKI		42.00 CAD
<b>Total Payment</b>				<b>755.58 CAD</b>

Balance Due CAD Currency 0.00 CAD

LETHBRIDGE  
Park Place Shopping Mall  
501-1st ave South, LETHBRIDGE AB T1J 4L9  
Tel: 403.320.0119

Nowicki Trip#1  
Sep 7.



Fwd: Your Ticketless Itinerary - Integra Air NOWICKI, FRANCIS  
Fred Nowicki  
to:

Hide Details  
From: Fred Nowicki  
To:

Begin forwarded message:

**From:**  
**Date:** August 4, 2017 at 12:45:50 PM MDT  
**To:**  
**Subject:** FW: Your Ticketless Itinerary - Integra Air NOWICKI, FRANCIS

Itinerary - Integra Air NOWICKI, FRANCIS  
**Importance:** High

**Passenger Itinerary for NOWICKI, FRANCIS**

**Itinerary**

[www.integraair.com](http://www.integraair.com)

Please print/retain this page for your records. Thank you for choosing Integra Air

**Customer Care**  
Toll Free 1-877-213-8359  
Local 403-381-UFLY (8359)

**Booking Information**    Booking Reference/Locator=  
Booked On: 08/04/2017 12:14

**Passenger**

Name: NOWICKI, FRANCIS

Phone #

**Contact**

Name: MARLIN TRAVEL LETHBRIDGE

Form of Payment

**Flight Information**

FLIGHT	FROM	TO	DEPART	ARRIVE	STATUS
918	Lethbrdge (YQL)	Edmonton (YEG)	09/07/2017 06:45	08:00	CONFIRMED
929	Edmonton (YEG)	Lethbrdge (YQL)	09/07/2017 18:05	19:20	CONFIRMED

**Notes**


**Fare Summary**


Fare	\$546.36
<b>Taxes, Fees and Charges</b>	
tax: Canada Surcharge	\$24.00
Security Fee	\$14.24
Other Charges	\$95.00
<b>Subtotal</b>	<b>\$679.60</b>
GST: 100411966P30001	\$33.99
<b>Total - CAD</b>	<b>\$713.58</b>
<b>Balance Due</b>	<b>\$0.00</b>

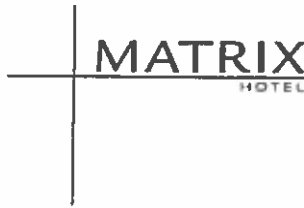
**Terms and Condition**

Nowicki  
Trip #1  
Sep 7.

Fred Nowicki

**YELLOW CAB** 780.462.3456  
edmtaxi.com  
GST# 828189068  
Date: 07/09/2017 Amount: \$60.00  
Driver: \_\_\_\_\_ Car#: 774  
From: 9925-107 st  
To: AIRPORT  
10135-31 Avenue, Edmonton, AB T6N 1C2 

**YELLOW CAB** 780.462.3456  
edmtaxi.com  
GST# 828189068  
Date: 7/09/2017 Amount: \$60.00  
Driver: \_\_\_\_\_ Car#: 774  
From: AIRPORT  
To: 9925-107 st  
10135-31 Avenue, Edmonton, AB T6N 1C2 



Nowicki Trip#2  
Sep 20-22

Fred Nowicki

Room Number: 0608  
Arrival Date: 09-20-17  
Departure Date: 09-22-17  
Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Date	Description	Charges	Credits
			09-22-17
09-20-17	Room Revenue	150.00	
09-20-17	Destination Marketing Fee - 3%	4.50	
09-20-17	Tourism Levy - 4%	6.18	
09-21-17	Room Revenue	150.00	
09-21-17	Destination Marketing Fee - 3%	4.50	
09-21-17	Tourism Levy - 4%	6.18	
09-22-17			321.36
<b>Total</b>		<b>321.36</b>	<b>321.36</b>
<b>Balance</b>		<b>0.00</b>	

**Signature:** \_\_\_\_\_

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