

Expense Disclosure Reporting Form

Name: Grace Thostenson, 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	13-Sep-17	Airdrie	To attend Industry Task Force (ITF) Stakeholder meeting		\$30.60			\$30.60
2	Sep 21-22, 2017	Edmonton	To attend HR&C committee meeting and Board of Directors meeting		\$306.00	\$160.68	\$55.00	\$521.68
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								\$552.28

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
Non-Travel Related		\$0.00

Notes

Total claimed for reporting period: \$552.28

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
Grace Thostenon	Travel Meal Allowance	9/25/2017	01. 09/21/2017 at 07:30 AM to 09/22/2017 at 02:00 PM - Edmonton ~ to attend HR&C Committee meeting and Board of Directors' meeting	9/21/2017	9/22/2017	9/21/2017	Meals - dinner (Sep 21), breakfast/lunch (Sep 22)	\$55.00	1
Grace Thostenon	Mileage	9/25/2017	01. 09/21/2017 at 07:30 AM to 09/22/2017 at 02:00 PM - Edmonton ~ to attend HR&C Committee meeting and Board of Directors' meeting	9/21/2017	9/22/2017	9/21/2017	Mileage (600 km) Calgary to Edmonton r/t.	\$306.00	1
Grace Thostenon	Mileage	9/25/2017	Mileage (60 km) Calgary to/from Airdrie to attend ITF meeting	9/13/2017	9/13/2017	9/13/2017	Mileage (60 km) Calgary to/from Airdrie to attend ITF meeting	\$30.60	1



Thostenson
Trip# 1
Sep 21-22

Grace Thostenson

Room Number: 1608
Arrival Date: 09-21-17
Departure Date: 09-22-17
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Canada

Guest Name:

INFORMATION INVOICE

Date	Description	Charges	Credits
			09-22-17
09-21-17			
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			189.43
Total		189.43	189.43
Balance		0.00	

*Claimed \$160.68 (\$150+4.50+6.18)

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 GST #105631154 RT 0008