

## Expense Disclosure Reporting Form

**Name:** Grace Thostenson, Board Member

**For the Period:**

Sep-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	10-Sep-18	Edmonton	To attend Board of Directors meeting	\$210.00	\$303.96			\$513.96
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>\$513.96</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: \$513.96**

**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 Thostenson	Mileage	9/14/2018	01. 09/10/2018 at 07:30 AM to 09/10/2018 at 05:15 PM - Edmonton ~ to attend Board of Directors' meeting.	9/10/2018	9/10/2018	9/10/2018	Mileage (596 km) Calgary to Edmonton r/t	\$303.96	1

Thostenson on Sep 10.  
Trip # 1



# Booking Confirmation



Booking Reference

Date of issue: 16 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 - Basic

Wednesday  
05 Sep, 2018

09:20  
**Calgary**  
Calgary Int. (YYC), AB



09:37  
**Kelowna**  
(YLW), BC



1hr17  
Economy K  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

Economy Basic is a restricted fare

## - Return

Economy - Standard

Sunday  
09 Sep, 2018

14:50  
**Kelowna**  
(YLW), BC



16:54  
**Calgary**  
Calgary Int. (YYC), AB



1hr04  
Economy L  
Operated by: Air Canada Express -  
Jazz | Q400

*Changed from Sept. 10 to Sept. 9. to attend  
Board Meeting Sept 10 in Edmonton.  
Expensed change fee \$210.-*

## Passengers

**Grace Thostenson**  
Ticket Number

Seats



# Purchase summary

**Tax Information**  
 GST/HST no. 10009-2287 RT0001  
 \$10.00

**Additional Charges**  
 adult

Air Transportation Charges	
Base Fare	0.00
Total Additional Fare - per passenger	0.00
Extras (Change Fee)	
Change Fee	100.00
Goods and Services Tax - Canada no. 100092287 RT0001	5.00
Total Extras (Change Fee) - per passenger	105.00
Total (per passenger)	105.00
Number of passengers	x2
<b>GRAND TOTAL(Canadian dollars)</b>	<b>\$210<sup>00</sup>*</b>



## Check-in and boarding gate deadlines

\*Personal flight (x2) changed from Sept 10 to Sept 9 in order to attend Sept 10 board meeting added to the schedule.

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.