

Expense Disclosure Reporting Form

Name: Ivana Niblett, Board Member

For the Period:

Dec-17

Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals	Seminar / Conference / Registration fees	Total
1		To attend HR&C and Governance Committee meetings		\$306.00	\$160.68	\$69.00		\$535.68
2	Edmonton	To attend 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								\$1,057.36

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: \$1,057.36

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	12/1/2017	01. 11/20/2017 at 10:00 AM to 11/21/2017 at 04:00 PM - Edmonton ~ to attend HR&C and Governance committee meetings.	11/20/2017	11/21/2017	11/20/2017	Meals - lunch/dinner (Nov 20), breakfast/lunch (Nov 21).	\$69.00	1
Ivana Niblett	Mileage	12/1/2017	01. 11/20/2017 at 10:00 AM to 11/21/2017 at 04:00 PM - Edmonton ~ to attend HR&C and Governance committee meetings.	11/20/2017	11/21/2017	11/20/2017	Mileage (600km.) Calgary to Edmonton r/t	\$306.00	1
Ivana Niblett	Travel Meal Allowance	12/1/2017	02. 11/27/2017 at 01:00 PM to 11/28/2017 at 04:00 PM - Edmonton ~ to attend Board of Directors' meeting.	11/27/2017	11/28/2017	11/27/2017	Meals - dinner (Nov 27), breakfast/lunch (Nov 28).	\$55.00	2
Ivana Niblett	Mileage	12/1/2017	02. 11/27/2017 at 01:00 PM to 11/28/2017 at 04:00 PM - Edmonton ~ to attend Board of Directors' meeting.	11/27/2017	11/28/2017	11/27/2017	Mileage (600km) Calgary to Edmonton r/t	\$306.00	2



Niblett
Trip # 1

Ivana Niblett

Canada

Guest Name:

Room Number: 0604
Arrival Date: 11-20-17
Departure Date: 11-21-17
Page No: 1 of 1

INFORMATION INVOICE

Folio No:

11-21-17

Date	Description	Charges	Credits
11-20-17	Room Revenue	150.00	
11-20-17	Destination Marketing Fee - 3%	4.50	
11-20-17	Tourism Levy - 4%	6.18	
11-21-17			160.68
Total		160.68	160.68
Balance		0.00	

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



Niblett Try #2

Ivana Niblett

Canada

Guest Name:

Room Number: 1608
Arrival Date: 11-27-17
Departure Date: 11-28-17
Page No: 1 of 1

INFORMATION INVOICE

Folio No:

11-28-17

Date	Description	Charges	Credits
11-27-17			
11-27-17	Room Revenue	150.00	
11-27-17	Destination Marketing Fee - 3%	4.50	
11-27-17	Tourism Levy - 4%	6.18	
Total		193.14	0.00
Balance		193.14	

160.68.

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