

Expense Disclosure Reporting Form

Name: Grace Thostenson, Chair, Board of Directors

For the Period:

Dec-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 Nov 25-27, 2018	Edmonton	To attend HR&G, Policy, Audit & Finance Committee and Board of Directors' meetings		\$306.00	\$342.78	\$86.00		\$734.78
2 3-Dec-18	Edmonton	To attend retirement luncheon for board member	\$304.76	\$106.57		\$11.00		\$422.33
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								\$1,157.11

[Notes](#)

Non-travel related Expenditures (Business meals, etc...)

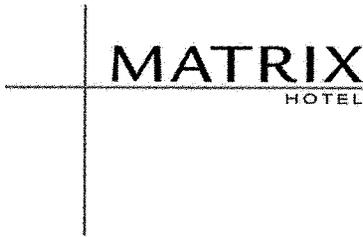
Dates	Purpose	Total
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
Non-Travel Related		\$0.00

[Notes](#)

Total claimed for reporting period: \$1,157.11

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	Travel Meal Allowance	12/6/2018	01. 11/25/2018 at 02:00 PM to 11/27/2018 at 06:00 PM - Edmonton ~ to attend HR&G Policy Audit & Finance committee meetings and Board of Directors meeting.	11/25/2018	11/27/2018	11/25/2018	Meals - Nov 25(dinner), NOv 26(breakfast/dinner), Nov 27(breakfast)	\$86.00	1
Grace Thostenson	Mileage	12/6/2018	01. 11/25/2018 at 02:00 PM to 11/27/2018 at 06:00 PM - Edmonton ~ to attend HR&G Policy Audit & Finance committee meetings and Board of Directors meeting.	11/25/2018	11/27/2018	11/25/2018	Mileage (600 km.) Calgary to Edmonton r/t	\$306.00	1
Grace Thostenson	Travel Meal Allowance	12/6/2018	02. 12/03/2018 at 07:00 AM to 12/03/2018 at 05:30 PM - Edmonton ~ to attend retirement lunch for board member.	12/3/2018	12/3/2018	12/3/2018	Meals - Dec 3 (breakfast)	\$11.00	2
Grace Thostenson	Mileage	12/6/2018	02. 12/03/2018 at 07:00 AM to 12/03/2018 at 05:30 PM - Edmonton ~ to attend retirement lunch for board member.	12/3/2018	12/3/2018	12/3/2018	Mileage (22 km.) to/from Calgary airport	\$11.22	2



Grace Thostenson

Room No. :
Arrival : 11-25-18
Departure Date : 11-27-18
Folio No. :

Canada

Conf. No. :
P.O. No. :

Company Name:
Group Name:

INVOICE

Date	Description	Charges	Credits
11-25-18	Room Revenue	160.00	
11-25-18	Destination Marketing Fee	4.80	
11-25-18	Tourism Levy	6.59	
11-26-18	Room Revenue	160.00	
11-26-18	Destination Marketing Fee	4.80	
11-26-18	Tourism Levy	6.59	
11-27-18			342.78
Total Charges		342.78	
Total Credits			342.78
Balance			0.00



eTicket Receipt

Prepared For
THOSTENSON/GRACE MS

RESERVATION CODE	
ISSUE DATE	19Nov18
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
03Dec18	WESTJET WS 3251 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 09:00	EDMONTON INTL AB, CANADA Time 09:58	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status USED TO FLY Fare Basis LAQD0ELW Not Valid Before 03DEC18 Not Valid After 03DEC18
03Dec18	WESTJET WS 3352 Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 16:00	CALGARY INTL AB, CANADA Time 17:00	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status USED TO FLY Fare Basis LAQD0ELW Not Valid Before 03DEC18 Not Valid After 03DEC18

Allowances

<p>Baggage Allowance</p> <p>YYC to YEG - 0 Pieces WESTJET</p> <p>Prices of additional baggage pieces:</p> <ol style="list-style-type: none">30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters <p>YEG to YYC - 0 Pieces WESTJET</p> <p>Prices of additional baggage pieces:</p> <ol style="list-style-type: none">30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters <p>ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC</p> <p>Carry On Allowances</p> <p>YYC to YEG , YEG to YYC - 1 Piece (WS - WESTJET)</p> <p>Carry On Charges</p>
--

YYC to YEG , YEG to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD -
Fare Calculation Line	YYC WS YEA96.00WS YYC96.00CAD192.00END
Fare	CAD 192.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 11.51 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 60.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 3.00 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 304.76 <i>TTL GST 14.51</i>

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

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 <http://www.iatatravelcenter.com/privacy> 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. (applicable for interline carriage)

[Important Legal Notices](#)

Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

TRANSACTION RECORD
Terminal 498/66286655
Driver 5106
18/12/03 14:26:22

Card :
Ref
Auth

FARE	:	\$	PURCHASE	56.00
TIP	:	\$		15.00
TOTAL			:	\$ 71.00

Claim #66.00

APPROVED - THANK YOU
(01-027)
NO SIGNATURE TRANSACTION

IMPORTANT: Retain this
copy for your records

Customer Copy

Thank you for choosing
Co-op taxi

*Dec 3/18.
from Matrix Hotel
to Edmonton airport*

Dec 3.

Parking at Calgary
airport.

