

**Expense Disclosure Reporting Form**

Name: **Erna Ference, Chair, Board of Directors**

For the Period:

**Dec-19**

**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	2-Dec-19	Edmonton						
		To attend Board of Directors & Committee meetings and Industry Task Force (ITF) Association meeting	\$341.51	\$202.80	\$485.37	\$97.00		\$1,126.68
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>\$1,126.68</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: \$1,126.68**

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
Erna Ference	Mileage	12/3/2019	01. 11/24/2019 at 05:45 PM to 11/27/2019 at 06:00 PM - Edmonton ~ Attend November Board of Directors and Committee Meetings (November 25 & 26 2019) and ITF Association meeting in Nisku (November 27 2019)	11/24/2019	11/27/2019	11/27/2019	Mileage (160 kms) from Black Diamond to Calgary airport and return	\$81.60	1
Erna Ference	Travel Meal Allowance	12/3/2019	01. 11/24/2019 at 05:45 PM to 11/27/2019 at 06:00 PM - Edmonton ~ Attend November Board of Directors and Committee Meetings (November 25 & 26 2019) and ITF Association meeting in Nisku (November 27 2019)	11/24/2019	11/27/2019	11/27/2019	3 per diems, 2 dinners (Nov 25 & 26), 1 breakfast and 1 lunch (Nov 27)	\$97.00	1

# Itinerary-Receipt

**Your booking is confirmed.** Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)

Booking Date: **Oct 20, 2019** Passengers **MS ERNA FERENCE**

## Booking Information

<b>Booking Reference</b> <input type="text"/>	<b>Customer Care</b>
<p><b>Electronic Ticketing confirmed. This is your official itinerary/receipt.</b></p> <p><b>Main Contact</b> ERNA FERENCE</p>	<p><b>Air Canada</b> 1-888-247-2262*</p>
<b>Online Services</b>	<b>Flight Arrivals and Departures</b> 1-888-422-7533
<p><a href="#">Select Seats</a></p> <p><a href="#">Manage My Booking</a> (change, cancel, upgrade).</p> <p><a href="#">Alert me</a> of flight status changes directly to my mobile phone or email.</p> <p><a href="#">Flight Arrivals &amp; Departures</a> check online if my flight is on time.</p> <p><a href="#">Check-in</a> online and print my boarding pass.</p>	<p>*For use from phones in Canada, the continental USA, Hawaii and Alaska.</p>
* <a href="#">Can my booking be changed online?</a>	

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type
1	<b>Calgary</b> <b>Calgary Intl. (YYC), AB</b> Sun 24-Nov 2019 19:40 - 1	<b>Edmonton</b> <b>Edmonton Intl. (YEG), AB</b> Sun 24-Nov 2019 20:34	0	0hr54	<b>DH4</b>	<b>Basic</b>
1	<b>Edmonton</b> <b>Edmonton Intl. (YEG), AB</b> Wed 27-Nov 2019 15:40 - 1	<b>Calgary</b> <b>Calgary Intl. (YYC), AB</b> Wed 27-Nov 2019 16:35	0	0hr55	<b>DH4</b>	<b>Basic</b>

Operated by <sup>1</sup> Air Canada Express - Jazz

## Passenger Information

<b>1: MS ERNA FERENCE : Adult</b> , Ticket Number:		
Frequent Flyer Pgm :	Meal Preference :	<b>None</b>
Payment Card :	Special Needs :	<b>None</b>
Seat Selection :		

## Purchase Summary

### Fare Summary

Passenger Type	<b>Adult</b>
Departing Flight - <a href="#">Basic</a>	<b>91.00</b>
Returning Flight - <a href="#">Basic</a>	<b>136.00</b>
<a href="#">Surcharges</a>	24.00
<b>Sub Total</b>	<b>251.00</b>
<b>Taxes, Fees and Charges</b>	
<a href="#">Canada Airport Improvement Fee</a>	60.00
<a href="#">Air Travellers Security Charge (ATSC)</a>	14.25
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	16.26
Total airfare and taxes (per passenger)	<b>341.51</b>
Number Of Passengers	<b>1</b>
Total	<b>341.51</b>
<b>Grand Total - Canadian Dollar (CAD)</b>	<b>\$341.51</b>

#### Payment Information

Amount paid: **\$341.51**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$341.51 (Air Transportation charges)

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

AIRPORT TAXI SERVICE  
4608 101 ST.  
(7808907070)  
EDMONTON AB

CARD  
CARD TYPE  
DATE 2019/11/25  
TIME 2480 01:07:29  
INVOICE #  
RECEIPT NUMBER

PURCHASE  
AMOUNT \$55.00  
TIP \$6.60  
TOTAL  
**\$61.60**

CREDIT

**APPROVED**

AUTH#  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST 84294 0306

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

TRANSACTION RECORD  
Terminal  
Driver  
19/11/27 10:11:50

Card :  
CREDIT

Order #  
Ref #  
Auth #

PURCHASE  
FARE : \$ 54.60  
TIP : \$ 5.00  
TOTAL : \$ 59.60

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

IMPORTANT: Retain this  
copy for your records

**Other transportation:**  
Edmonton Airport to Matrix hotel \$61.60  
Edmonton to Nisku (ITF meeting) 59.60  
Mileage from home to YYC and return 81.60  
Total \$202.80

**Erna Ference**  
9925 - 107 Street, Edmonton, AB T5J2S5  
Edmonton AB T5J2S5  
Canada

Room No. :  
Arrival :  
Departure Date :  
Folio No. :  
  
Conf. No. :  
P.O. No. :

Company Name:  
Group Name:

**INFORMATION INVOICE**

<b>Date</b>	<b>Description</b>	<b>Charges</b>	<b>Credits</b>
11-24-19	Room Revenue	143.10	
11-24-19	Destination Marketing Fee	4.29	
11-24-19	Tourism Levy	5.90	
11-25-19	Room Revenue	155.00	
11-25-19	Destination Marketing Fee	4.65	
11-25-19	Tourism Levy	6.39	
11-26-19	Room Revenue	155.00	
11-26-19	Destination Marketing Fee	4.65	
11-26-19	Tourism Levy	6.39	
11-27-19			485.37
<b>Total Charges</b>		<b>485.37</b>	
<b>Total Credits</b>			<b>485.37</b>
<b>Balance</b>			<b>0.00</b>

Merchant ID  
Transaction ID  
Approval Code  
Approval Amount 485.37

Capture Method Manual  
Transaction Amount 485.37