

Expense Disclosure Reporting Form

Name: Ivana Niblett, Board Member

For the Period:

Jan-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 Jan 2-3, 2019	Edmonton	To attend Board member CEO recruitment meetings		\$306.00	\$171.39	\$86.00		\$563.39
3 Jan 29-30, 2019	Edmonton	To attend HR&G committee and Board of Directors' meetings	\$285.86					\$285.86
4								\$0.00
5								\$0.00
6								\$0.00
7								\$0.00
8								\$0.00
9								\$0.00
10								\$0.00
							Travel Related	\$849.25

[Notes](#)

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

Dates	Purpose		Total
1 7-Jan-19	Taxi to attend CEO recruitment interviews		\$40.85
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	\$40.85

[Notes](#)

Total claimed for reporting period: \$890.10

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	Mileage	1/29/2019	01/02/2019 at 06:30 AM to 01/03/2019 at 07:30 PM - Edmonton ~ to attend Board member CEO recruitment meetings	1/2/2019	1/3/2019	1/31/2019	Mileage (600 km) from Calgary to Edmonton, return to attend Board recruitment meetings Jan 2/3.	\$306.00	1
Ivana Niblett	Travel Meal Allowance	1/29/2019	01/02/2019 at 06:30 AM to 01/03/2019 at 07:30 PM - Edmonton ~ to attend Board member recruitment meetings	1/2/2019	1/3/2019	1/31/2019	Meals - Jan 2/3 (2 bkfst, 2 dinners, 2 per diem), lunch provided by recruiter	\$86.00	1



**Ivana Niblett
Canada**

Room No. :
 Arrival : 01-02-19
 Departure Date : 01-03-19
 Folio No. :
 Conf. No. :
 P.O. No. :

Company Name:
 Group Name:

INFORMATION INVOICE

Date	Description	Charges	Credits
01-02-19	Room Revenue	160.00	
01-02-19	Destination Marketing Fee	4.80	
01-02-19	Tourism Levy	6.59	
01-03-19			171.39
		Total Charges	
		171.39	
		Total Credits	171.39
		Balance	0.00

Merchant ID
Transaction ID
Approval Code
Approval Amount 171.39

Credit Card #
Capture Method Swiped
Transaction Amount 171.39



eTicket Receipt

Prepared For
NIBLETT/VANA MS

RESERVATION CODE	
ISSUE DATE	10Jan19
TICKET NUMBER	
ISSUING AIRLINE	WEST JET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
29Jan19	WESTJET WS 3251	CALGARY INTL AB, CANADA	EDMONTON INTLAB, CANADA	Seat Number 04D - (CONFIRMED) Baggage Allowance NIL Boo king Not Valid Before 29JAN19 Not Valid After 29JAN19
	Operated by: WESTJET ENCORE	Time 09:00	Time 09:58	
30Jan19	WESTJET WS 3288	EDMONTON INTLAB, CANADA	CALGARY INTL AB, CANADA	Seat Number 04A - (CONFIRMED) Baggage Allowance NIL Boo king Status OK TO FLY Fare Basis Not Valid Before 30JAN19 Not Valid After 30JAN19
	Operated by: WESTJET ENCORE	Time 21:00	Time 22:00	

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> <p>YYC to YEG , YEG to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier</p>
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Payment/Fare Details

Form of Payment	CREDIT CARD -
Fare Calculation Line	YYC WS YEA78.00WS YYC78.00CAD156.00END
Fare	CAD 156.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 9.71 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 266.96

$$\begin{array}{r} \text{GST} \\ 9.71 \\ + 3.00 \\ \hline \$12.71 \end{array}$$

Other Charges

SEAT ASSIGNMENT : (YYC-YEG / QTY 1, YEG-YYC / QTY 1)	CAD 18.00
Taxes	CAD 0.90
Form of Payment	CREDIT CARD -
Total	CAD 18.90
Total Fare and Other Charges	CAD 285.86

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

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[Important Legal Notices](#)

Trip Fare	CA\$30.39
Subtotal	CA\$30.39
TNC fee recovery surcharge ⓘ	CA\$0.45
Tolls, Surcharges, and Fees ⓘ	CA\$3.00
GST	CA\$1.69
Tip	CA\$5.32

Amount Charged

CA\$35.53

CA\$5.32

CA\$40.85

[Visit the trip page](#) for more information, including invoices (where available)

Download PDF
Download link expires 2/6/19

Taxi fare to attend CEO
recruitment interviews