

Expense Disclosure Reporting Form

Name: **Erna Ference, Board Member**

For the Period:

Jul-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 June 10-14, 2019	Yellowknife & Edmonton	To attend AWCBC Governance Summit in Yellowknife and Policy Consultation Advisory Group (PCAG) meeting in Edmonton	\$558.86	\$224.95	\$754.14	\$129.00		\$1,666.95
2 25-Jun-19	Edmonton	To attend Policy Committee and Board of Directors meetings	\$321.56	\$192.42		\$11.00		\$524.98
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								\$2,191.93

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: \$2,191.93

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	7/2/2019	01. 06/10/2019 at 12:30 PM to 06/14/2019 at 03:30 PM - Yellowknife [OoP] Northwest Territories ~ AWCBC Governance Summit June 10-13 2019 with a layover in Edmonton for the Policy Consultation Advisory Group meeting on June 14th	6/10/2019	6/14/2019	6/14/2019	180 km Mileage from Black Diamond to Calgary airport and return	\$91.80	1
Erna Ference	Travel Meal Allowance	7/2/2019	01. 06/10/2019 at 12:30 PM to 06/14/2019 at 03:30 PM - Yellowknife [OoP] Northwest Territories ~ AWCBC Governance Summit June 10-13 2019 with a layover in Edmonton for the Policy Consultation Advisory Group meeting on June 14th	6/10/2019	6/14/2019	6/14/2019	Per diem 4 days, June 10-Dinner, June 11-Dinner, June 13-Dinner, June 14-Breakfast & Lunch	\$129.00	1
Erna Ference	Travel Meal Allowance	7/2/2019	01. 06/25/2019 at 05:00 AM to 06/25/2019 at 06:00 PM - Edmonton ~ June 25 Policy Committee Meeting and Board of Directors Meeting	6/25/2019	6/25/2019	6/25/2019	1 breakfast enroute to Edmonton	\$11.00	2
Erna Ference	Mileage	7/2/2019	01. 06/25/2019 at 05:00 AM to 06/25/2019 at 06:00 PM - Edmonton ~ June 25 Policy Committee Meeting and Board of Directors Meeting	6/25/2019	6/25/2019	6/25/2019	160 kms round trip from Black Diamond to Calgary International Airport and return	\$81.60	2



Booking Confirmation

Booking Reference: [REDACTED]

Date of issue: 01 May, 2019

This is your official 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.

- Flight 1

Economy - Standard

Sunday
09 Jun, 2019

10:15
Calgary
Calgary Int. (YYC), AB



12:43
Yellowknife
(YZF), NT



2hr28
Economy A
Operated by: Air Canada Express -
Jazz | Q400

- Flight 2

Economy - Standard

Thursday
13 Jun, 2019

13:15
Yellowknife
(YZF), NT



15:18
Edmonton
Edmonton Int. (YEG), AB



2hr03
Economy A
Operated by: Air Canada Express -
Jazz | Q400

- Flight 3

Economy - Standard

Friday
14 Jun, 2019

15:25
Edmonton
Edmonton Int. (YEG), AB



16:17
Calgary
Calgary Int. (YYC), AB



0hr52
Economy L
Operated by: Air Canada Express -
Jazz | Q400

*Erna took an earlier flight home
(left PCAG mtg ~ 11:30).*

Est: 13:00 - 13:50 → arrive home ~ 3:30 pm

Passengers

Erna M Ference

Seats

Ticket Number



Purchase summary

Amount paid: \$558.86
Tax information
 GST no. 10009-2287 RT0001
 \$26.61

1 adult



Air Transportation Charges

Base Fare - Flight 1 - Economy - Standard	146.00
Base Fare - Flight 2 - Economy - Standard	112.00
Base Fare - Flight 3 - Economy - Standard	127.00
Surcharges	53.00



Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	26.61
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	80.00

GST

Total airfare and taxes before options **\$558⁸⁶**

GRAND TOTAL (Canadian dollars) \$558⁸⁶



Check-in and boarding gate deadlines

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
minutes¹

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.



Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary (YYC) > Yellowknife (YZF)

1st bag
 \$ 31.50 CAD
 Including taxes

2nd bag
 \$ 52.50 CAD
 Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

The Explorer Hotel

4825 49Th Ave.
 Yellowknife, NT X1A 2R3
 P:867-873-3531/F:867-873-2789
 operations@explorerhotel.ca

TAX ID: GST 87517 2710

Erna Ference

Room	Folio	CheckIn	CheckOut	Balance
(536)		06/09/2019	06/13/2019	0.00

Direct Bill:

Date	Room	Description / Voucher	Charges	Credits	Balance
06/09/2019	536	Room Taxable	185.00	0.00	185.00
06/09/2019	536	G S T - 5%	9.25	0.00	194.25
06/10/2019	536	Room Taxable	185.00	0.00	379.25
06/10/2019	536	G S T - 5%	9.25	0.00	388.50
06/11/2019	536	Room Taxable	185.00	0.00	573.50
06/11/2019	536	G S T - 5%	9.25	0.00	582.75
06/12/2019	536	Room Taxable	185.00	0.00	767.75
06/12/2019	536	G S T - 5%	9.25	0.00	777.00
06/13/2019	536	Visa Payment	0.00	777.00	0.00
		Balance Due			0.00
		Summary and Taxes			
		Taxable Sales	740.00		
		G S T - 5%	37.00		
		Total \$740.00+\$37.00 = \$777.00 for 4 nights @ 194.25 per night			
		Claimed \$194.25 *3 nights = \$582.75			

Handwritten: \$194.25 per night x 3 nights = \$582.75
 (\$27.75 GST)



Erna Ference

Room No. : 0407
Arrival : 06-13-19
Departure Date : 06-14-19

Company Name: WCB Workers' Compensation Board
Group Name:

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

INFORMATION INVOICE

Date	Description	Charges	Credits
06-13-19	Room Revenue	160.00	
06-13-19	Destination Marketing Fee	4.80	
06-13-19	Tourism Levy	6.59	
06-13-19	Visa		171.39
Total Charges		171.39	
Total Credits			171.39
Balance			0.00

Accommodation = \$582.75 in Yellowknife + \$171.39 in Edmonton = \$754.14

**RECEIPT
GST NO. R122556194**

TKT NO: 168059382
EXIT No. 416
IN: 06/09/19 08:31
OUT: 06/13/19 19:43
DURATION: 4 11: 12
PAID: \$ 68.20
(GST INCLUDED)
VISA

x. 04762 = GST (\$3.20)

Parking at Calgary airport

REF.
THANK YOU FOR
YOUR VISIT





Estimate of Charges

HERTZ CANADA LIMITED

ERNA FERENCE

RENTAL: 06-13-19 1541 EDMONTON INTL A/P
DUE: 06-14-19 1330 EDM DOWNTOWN

0812011
0812110

PAID BY: VISA	AUTH: /		
CDP:	DL:		
OWN/VEH: 08193/4623682	18 TOYOTA COROLLA LE	LIC: E64185	
VEH CLASS: C	LOT/ROW/STALL: //	RATE PLAN:	RATE CLASS: B
KMS OUT: 43321	FUEL: 8/8	TK CAP: 50.0	

CHARGE DESCRIPTION	CHARGE ESTIMATE
DAYS \$ 41.00/DAY @ 1 DAY	(G) \$ 41.00
UNLIMITED KMS	
SUBTOTAL	\$ 41.00
FUEL CHARGES	
FUEL & SERVICE \$ 3.690/LITRE	(G) *****
SERVICE CHARGES/TAXES	
CFC \$ 5.50/DAY	(G) \$ 5.50
VLCR \$.41/DAY	(G) \$ 0.41
ENERGY SRG \$.88/ITEM	(G) \$ 0.88
ACSRG \$ 1.00/DAY	(G) \$ 1.00
CFR 8.000%	(G) \$ 3.46
GST 5.000%	
ON EST TAX TTL \$52.25	(N) \$ 2.61
TOTAL ESTIMATED CHARGES	\$ 54.86

411 AIRPORT RD
EDMONTON INT AB T9E 0V5

ESSO EXPRESS PAY

2019-06-14 12:09:17

TRANS #: 291478
STATION#: 00303401
GST #: R879098507

PUMP 1
EREG \$ 10.09
10.521L AT \$0.959/L

GST INCLUDED \$ 0.48
TOTAL : CAD\$ 10.09

TYPE: PURCHASE
VISA

REFERENCE #:

INVOICE NO: 057617
AUTH:

Total: \$64.95
GST = \$3.09

FEES FOR ANY ADDITIONAL AUTHORIZED OPERATORS NOT INCLUDED .***

THIS IS ONLY AN ESTIMATE. It assumes that (1) you will rent and return the ic indicated, (2) if a Kilometerage/Mileage charge applies, you will drive no more tr and (3) you will not incur any charges that either are listed above opposite '****' c of these assumptions are incorrect, additional charges at higher rates may apply

01/027 APPROVED
THANK YOU

Total Other Transportation = \$68.20 parking at Calgary airport + \$54.86 car rental + \$10.09 for gas + \$91.80 mileage from home to Calgary airport = \$224.95

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: **May 27, 2019** Passengers **MS ERNA MARIA FERENCE**

Booking Information

Booking Reference

Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Air Canada
1-888-247-2262*

Main Contact
ERNA MARIA FERENCE

Flight Arrivals and Departures
1-888-422-7533

Online Services

- **Select Seats**
- **Manage My Booking** (change, cancel, upgrade).
- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** check online if my flight is on time.
- **Check-in** online and print my boarding pass.

*For use from phones in Canada, the continental USA, Hawaii and Alaska.

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type
1 AC8151	Edmonton Edmonton Intl. (YEG), AB Tue 25-Jun 2019 15:25 - 1	Calgary Calgary Intl. (YYC), AB Tue 25-Jun 2019 16:18	0	0hr53	<u>DH4</u>	<u>Basic</u> T

warning

Flight AC8151 is operated by Air Canada Express - Jazz. Please check in directly at the Air Canada Express - Jazz counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

Operated by ¹ Air Canada Express - Jazz

Passenger Information

1: MS ERNA MARIA FERENCE : Adult, Ticket Number:

Frequent Flyer Pgm :

Meal Preference :

None

Payment Card :

Special Needs :

None

Seat Selection :

None

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - Basic	104.00
Surcharges	12.00
Sub Total	116.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Air Travellers Security Charge (ATSC)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	7.66
Total airfare and taxes (per passenger)	160.78
Number Of Passengers	1
Total	160.78
Grand Total - Canadian Dollar (CAD)	\$160.78

Payment Information

Visa

Amount paid: **\$160.78**

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

- Air Canada: \$160.78 (Air Transportation charges)



eTicket Receipt

Prepared For
FERENCE/ERNA MS

RESERVATION CODE	
ISSUE DATE	27May19
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
25Jun19	WESTJET WS 3395 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 07:00	EDMONTON INTL AB, CANADA Time 07:53	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis KAUF4BLS Not Valid Before 25JUN19 Not Valid After 25JUN19

Allowances

<p>Baggage Allowance YYC to YEG - 0 Pieces WESTJET Prices of additional baggage pieces: 1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters 2. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC</p> <p>Carry On Allowances YYC to YEG - 1 Piece (WS - WESTJET)</p> <p>Carry On Charges YYC to YEG - (WS - WESTJET) - Carry-on fees unknown - contact carrier</p>

Payment/Fare Details

Form of Payment	CREDIT CARD -
Fare Calculation Line	YYC WS YEA104.00CAD104.00END
Fare	CAD 104.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)

	CAD 6.16 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.50 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 160.78

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see

<https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

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](#)



RA # ERNA FERENGE	RES # ACCOUNT EXT REF #	QS # FT #	
RENTAL LOCATION EDMONTON INTL ARPT (780)8907345 1, 1000 AIRPORT ROAD LEDUC, AB T9E 8B7	RENTAL DATE 25-JUN-2019 RENTAL TIME 08:06 AM	RETURN LOCATION EDMONTON INTL ARPT (780)8907345 1, 1000 AIRPORT ROAD LEDUC, AB T9E 8B7	RETURN DATE 25-JUN-2019 RETURN TIME 03:30 PM
RATE RULES AND QUALIFICATIONS INITIAL X WEB 1 DAY Min. rental 1 hours Max. rental 26 hours		VEHICLE INFORMATION RESERVED INTERMEDIATE 2/4 DOOR AUTOMATIC A/C DRIVEN INTERMEDIATE 2/4 DOOR AUTOMATIC A/C CHARGED INTERMEDIATE 2/4 DOOR AUTOMATIC A/C MAKE CHEVROLET MODEL CRUZE COLOR WHITE ODOMETER 12707 PLATE REG AREA AB VEHICLE # BAY R1 STALL RR	

CHARGES	UNIT	PRICE/UNIT	CURRENT CHARGE
RENTER'S RESPONSIBILITY			
* TIME & DISTANCE	Hour	24.00 X	0.00
* TIME & DISTANCE	Day	72.00 X 1	72.00
* UNLIMITED MILES/KM-TIME & DISTANCE	M/KM	0.00 X	0.00
* REFUELING SERVICE CHARGE	Litre	2.17 X	0.00
* CUSTOMER FACILITY CHARGE 5.50/DAY	Day		5.50
* CONCESSION RECOVERY FEE 16.62 PCT @ 16.62%			12.13
* VLF REC 0.96/DAY	Day		0.96
GOODS AND SERVICES TAX			4.53

RECEIPT
GST NO. R122556194

ESTIMATED CHARGES 95.12 INITIAL X

(ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED).

PAYMENTS

I DECLINE OP

I DECLINE AL

I RECOGNIZE THE RENTER

**** By signi**
Texting & (
LIABILITY FOR
COVERAGE IS

TKT NO:
EXIT No. A14
IN: 06/25/19 05:32
OUT: 06/25/19 17:13
DURATION: 0 11: 41
PAID: \$ 15.70
(GST INCLUDED)

AUTH. CODE
REF.
THANK YOU FOR
YOUR VISIT

CE PROTECTION X

PRIMARY INSURANCE COVERAGE FOR DAMAGE OR LIABILITY AS TO THE CAR WHILE I AM

to Alamo's collection of information about Renters use of Vehicle and and 21 in this agreement.**

AUTOMOBILE INSURANCE COVERAGE IS PRIMARY. IF APPLICABLE, OWNER'S INS. SEE TERMS AND CONDITIONS IN THE RENTAL AGREEMENT JACKET. X

OPTIONAL PR
PERSONAL AC
TO PURCHASE
PROVIDES YOU
RENT VEHICLE. X



ERS, FOR AN ADDITIONAL CHARGE, AS OPTIONAL PRODUCTS: DAMAGE WAIVER, CTS COVERAGE AND ROADSIDE ASSISTANCE PROTECTION. BEFORE DECIDING WHETHER WISH TO DETERMINE WHETHER YOUR PERSONAL INSURANCE OR CREDIT CARD PERIOD. THE PURCHASE OF ANY OF THESE OPTIONAL PRODUCTS IS NOT REQUIRED TO

I, THE "RENTER" SIGNING BELOW, HAVE READ AND AGREE TO THE TERMS AND CONDITIONS IN THE RENTAL AGREEMENT JACKET. BY SIGNING BELOW, I AM AUTHORIZING OWNER TO CHARGE TO THE CREDIT CARD(S) AND/OR DEBIT CARD(S) THAT I HAVE PROVIDED TO OWNER ALL AMOUNTS OWED BY ME UNDER THIS AGREEMENT FOR ADVANCE DEPOSITS, INCREMENTAL AUTHORIZATIONS/DEPOSITS, AND ANY OTHER AMOUNTS OWED BY ME, AS WELL AS PAYMENTS REFUSED BY A THIRD PARTY TO WHOM BILLING WAS DIRECTED. I ALSO AUTHORIZE OWNER TO RE-INITIATE ANY CHARGE TO

Other Transportation = \$95.12+15.70+81.60 = \$192.42