

Expense Disclosure Reporting Form

Name: Grace Thostenson, Board Member

For the Period:

Jun-17

Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals	Seminar / Conference / Registration fees	Total
1 April 24-25, 2017	Edmonton	To attend committee and Board of Directors meeting.		\$153.00	\$160.68	\$41.00		\$354.68
2 May 15-16, 2017	Edmonton	To attend Board of Directors retreat and board meeting.		\$306.00	\$160.68	\$20.00		\$486.68
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								\$841.36

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: \$841.36

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
Grace Thostenson	Travel Meal Allowance	6/1/2017	01. 04/24/2017 at 03:00 PM to 04/25/2017 at 03:30 PM - Edmonton ~ to attend committee and Board of Directors meeting.	4/24/2017	4/25/2017	4/24/2017	Meals - dinner (Apr 24) and breakfast (Apr 25).	\$41.00	1
Grace Thostenson	Mileage	6/1/2017	01. 04/24/2017 at 03:00 PM to 04/25/2017 at 03:30 PM - Edmonton ~ to attend committee and Board of Directors meeting.	4/24/2017	4/25/2017	4/25/2017	Mileage (300 km) Edmonton to Calgary (one way charge only)	\$153.00	1
Grace Thostenson	Travel Meal Allowance	6/1/2017	02. 05/15/2017 at 12:00 PM to 05/16/2017 at 05:30 PM - Edmonton ~ Board of Directors Retreat and board meeting	5/15/2017	5/16/2017	5/15/2017	Meals - lunch (May 15)	\$20.00	2
Grace Thostenson	Mileage	6/1/2017	02. 05/15/2017 at 12:00 PM to 05/16/2017 at 05:30 PM - Edmonton ~ Board of Directors Retreat and board meeting	5/15/2017	5/16/2017	5/15/2017	Mileage (600 km) Calgary to Edmonton r/t	\$306.00	2

Grace Thostenson

Room Number: 0604

Canada

Arrival Date: 04-23-17

Departure Date: 04-25-17

Guest Name:

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INFORMATION INVOICE

Folio No:

04-25-17

Date	Description	Charges	Credits
04-23-17	Room Revenue	150.00	
04-23-17	Destination Marketing Fee - 3%	4.50	
04-23-17	Tourism Levy - 4%	6.18	
04-24-17	Room Service Room# 0604 : CHECK# 1491	3.00	
04-24-17	Room Revenue	150.00	
04-24-17	Destination Marketing Fee - 3%	4.50	
04-24-17	Tourism Levy - 4%	6.18	
Total		324.36	0.00
Balance		324.36	

WLB pays. 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

Grace Thostenson

Room Number: 1502
 Arrival Date: 05-15-17
 Departure Date: 05-16-17
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Canada

Guest Name:

INFORMATION INVOICE

Folio No: 282836

05-16-17

Date	Description	Charges	Credits
05-15-17	Room Revenue	150.00	
05-15-17	Destination Marketing Fee - 3%	4.50	
05-15-17	Tourism Levy - 4%	6.18	
05-16-17			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