

## Expense Disclosure Reporting Form

**Name:** Trevor Alexander, President & CEO

**For the Period:**

**Mar-20**

### 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                     | 5-Feb-20    | Leduc   |         | \$13.06              |               |                                      |  | \$13.06         |
| 2                     | 10-Mar-20   | Airdrie |         | \$272.24             | \$107.91      |                                      | \$35.00                                  | \$415.15        |
| 3                     |             |         |         |                      |               |                                      |  | \$0.00          |
| 4                     |             |         |         |                      |               |                                      |  | \$0.00          |
| 5                     |             |         |         |                      |               |                                      |  | \$0.00          |
| 6                     |             |         |         |                      |               |                                      |  | \$0.00          |
| 7                     |             |         |         |                      |               |                                      |  |                 |
| 8                     |             |         |         |                      |               |                                      |  |                 |
| 9                     |             |         |         |                      |               |                                      |  | \$0.00          |
| 10                    |             |         |         |                      |               |                                      |  | \$0.00          |
| <b>Travel Related</b> |             |         |         |                      |               |                                      |  | <b>\$428.21</b> |

[Notes](#)

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

| Dates                     | Purpose   | Total   |                 |
|---------------------------|-----------|---|-----------------|
| 1                         | 20-Jan-20 | Parking to attend an Institute of Corporate Directors (ICD) session                         | \$21.00         |
| 2                         | 10-Feb-20 | Business lunch with external representative   | \$49.75         |
| 3                         | 9-Mar-20  | Parking to attend the Alberta Construction Safety Association (ACSA) conference in Edmonton | \$34.00         |
| 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>\$104.75</b> |

[Notes](#)

**Total claimed for reporting period: \$532.96**

**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 |
|------------------|-----------------------|----------------|---|-----------------|---------------|--------------------|---|---------------------------------|------------------------|
| Trevor Alexander | Mileage               | 3/16/2020      | 01. 02/05/2020 at 01:00 PM to 02/05/2020 at 03:00 PM - Leduc ~ Business Meeting   | 2/5/20          | 2/5/20        | 2/5/20             | Business Meeting with external representative - Edmonton to Leduc and return (25.60 kms total)      | \$13.06                         | 1                      |
| Trevor Alexander | Mileage               | 3/16/2020      | 02. 03/10/2020 at 01:00 PM to 03/11/2020 at 03:30 PM - airdrie ~ Business Meeting | 3/10/20         | 3/11/20       | 3/10/20            | mileage for travel from Edmonton to Airdrie/return to attend ITF Business Meeting (533.8 kms total) | \$272.24                        | 2                      |
| Trevor Alexander | Travel Meal Allowance | 3/16/2020      | 02. 03/10/2020 at 01:00 PM to 03/11/2020 at 03:30 PM - airdrie ~ Business Meeting | 3/10/20         | 3/11/20       | 3/10/20            | 1 supper on 1st day of travel and 1 breakfast on meeting day  | \$35.00                         | 2                      |



52 EAST LAKE AVE NE  
 AIRDRIE, AB T4A 2G8  
 Canada  
 TELEPHONE 403-980-4477 • FAX 403-980-0535  
 Reservations  
 www.hilton.com or 1 800 HILTONS

*Mar 11/20*  
 ALEXANDER, TREVOR

Room No: 425/NKR  
 Arrival Date: 3/10/2020 3:46:00 PM  
 Departure Date: 3/11/2020 9:37:00 AM  
 Adult/Child: 1/0  
 Cashier ID: LIGU  
 Room Rate: 99.00  
 AL:  
 HH #  
 VAT #  
 Folio No/Che

Confirmation Number: 94581508

HAMPTON INN & SUITES AIRDRIE 3/11/2020 9:41:00 AM

| DATE        | DESCRIPTION          | Cashier ID | Transaction ID | GUEST CHARGES | CREDIT     | BALANCE |
|-------------|----------------------|------------|----------------|---------------|------------|---------|
| 3/10/2020   | GUEST ROOM           | OLAM       | 244765         | \$99.00       |            |         |
| 3/10/2020   | GST- ROOMS           | OLAM       | 244765         | \$4.95        |            |         |
| 3/10/2020   | OCCUPANCY TAX- ROOMS | OLAM       | 244765         | \$3.96        |            |         |
| 3/11/2020   | MC *7008             | LIGU       | 244807         |               | (\$107.91) |         |
| **BALANCE** |                      |            |                |               |            | \$0.00  |

EXPENSE REPORT SUMMARY

|                      | 3/10/2020 | STAY TOTAL |
|----------------------|-----------|------------|
| ROOM AND TAX         | \$107.91  | \$107.91   |
| DAILY TOTAL          | \$107.91  | \$107.91   |
| Total Invoice Amount | \$99.00   | \$8.91     |
| GST # - 850899287    |           |            |

Allegro Italian Kitchen  
10011-109th Street  
Edmonton, Alberta  
780-424-6644

Your GST# 896140894

9 andrea

Check: 394  
Table: 4-1

Guests: 1

02/10/2020 11:17AM

|                  |                      |                |
|------------------|----------------------|----------------|
| 1                | RIGATONI DELLA MAMA  | 16.45          |
|                  | ADD SAUSAGE          | 4.00           |
| 1                | THREE CHEESE RAVIOLI | 16.45          |
| 1                | DIET                 | 3.25           |
| Subtotal         |                      | 40.15          |
| G.S.T.           |                      | 2.01           |
| <b>Total Due</b> |                      | <b>\$42.16</b> |

\*\*Please Pay Server\*\*

ALLEGRO ITALIAN KITCHEN  
10011 109 STREET  
EDMONTON AB

CARD TYPE VISA  
DATE 2020/02/10  
TIME 6895 14:15:49  
RECEIPT NUMBER

PURCHASE AMOUNT \$42.16  
TIP \$7.69  
TOTAL

**\$49.75**

APPROVED

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

RECEIPT  
Impark Lot 02-1

License Plate Number

Expiration Date/Time

**05:00 PM**  
**MAR 09, 2020**

Purchase Date/Time: 07:30am Mar 09, 2020

total Parking: \$32.16  
total GST: \$1.62

total Due: \$34.00  
total Paid: \$34.00

ticket #: 05890810  
SN #:

Setting: Lot 1  
Mach Name: Meter 1

Rate: \$34.00 until 5pm  
Pmt Type: CC (Swipe)

NO IN AND OUT PRIVILEGES  
GST #887316538RT0006  
No In And Out Privileges

RECEIPT  
Impark Lot 02-1

License Plate Number

Expiration Date/Time

**10:02 AM**  
**JAN 20, 2020**

Purchase Date/Time: 07:02am Jan 20, 2020

total Parking: \$20.00  
total GST: \$1.00

total Due: \$21.00  
total Paid: \$21.00

ticket #: 84021830  
SN #:

Setting: Lot 1  
Mach Name: Meter 1

Rate: \$21.00 - 3 hours  
Pmt Type: CC (Swipe)

NO IN AND OUT PRIVILEGES  
GST #887316538RT0006  
No In And Out Privileges