

## Expense Disclosure Reporting Form

**Name:** Ivana Niblett, Board Member

**For the Period:**

**May-17**

### 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 April 20-21, 2017	Edmonton	To attend board member orientation		\$306.00	\$160.68	\$55.00		\$521.68
2 April 24-25, 2017	Edmonton	To attend Governance Committee meeting and Board of Directors' meeting		\$306.00	\$321.36	\$96.00		\$723.36
3 May 15-16, 2017	Edmonton	To attend Board of Directors' retreat and board meeting	\$115.63	\$109.00	\$160.68	\$20.00		\$405.31
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>\$1,650.35</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: \$1,650.35**

**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	Travel Meal Allowance	5/9/2017	01. 04/20/2017 at 03:00 PM to 04/21/2017 at 03:00 PM - Edmonton ~ to attend board member orientation.	4/20/2017	4/21/2017	4/20/2017	Meals - Apr 20 (dinner), Apr 21 (breakfast/lunch)	\$55.00	1
Ivana Niblett	Mileage	5/9/2017	01. 04/20/2017 at 03:00 PM to 04/21/2017 at 03:00 PM - Edmonton ~ to attend board member orientation.	4/20/2017	4/21/2017	4/20/2017	Mileage (600 km) Calgary to Edmonton r/t	\$306.00	1
Ivana Niblett	Travel Meal Allowance	5/9/2017	02. 04/23/2017 at 03:00 PM to 04/25/2017 at 03:00 PM - Edmonton ~ to attend Governance Committee meeting (Apr 24) and Board of Directors meeting (Apr 25).	4/23/2017	4/25/2017	4/23/2017	Meals - dinner (Apr 23), breakfast/lunch/dinner (Apr 24), breakfast (Apr 25), lunch provided.	\$96.00	2
Ivana Niblett	Mileage	5/9/2017	02. 04/23/2017 at 03:00 PM to 04/25/2017 at 03:00 PM - Edmonton ~ to attend Governance Committee meeting (Apr 24) and Board of Directors meeting (Apr 25).	4/23/2017	4/25/2017	4/23/2017	Mileage (600 km) Calgary to Edmonton r/t	\$306.00	2
Ivana Niblett	Travel Meal Allowance	5/23/2017	01. 05/15/2017 at 08:00 AM to 05/16/2017 at 07:30 PM - Edmonton ~ to attend Board Retreat and Board of Directors meeting.	5/15/2017	5/16/2017	5/15/2017	Meals - lunch (May 15), other meals provided.	\$20.00	3



*Niblett Trip# 1*

Ivana Niblett

Room Number: 1006  
Arrival Date: 04-20-17  
Departure Date: 04-21-17  
Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Folio No:

04-20-17

Date	Description	Charges	Credits
04-20-17	Room Revenue	150.00	
04-20-17	Destination Marketing Fee - 3%	4.50	
04-20-17	Tourism Levy - 4%	6.18	
<b>Total</b>		<b>160.68</b>	<b>0.00</b>
<b>Balance</b>		<b>160.68</b>	

**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



Niblett Trip # 2

Ivana Niblett

Room Number: 1415  
Arrival Date: 04-23-17  
Departure Date: 04-25-17  
Page No: 1 of 1

Guest Name:

**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 Revenue	150.00	
04-24-17	Destination Marketing Fee - 3%	4.50	
04-24-17	Tourism Levy - 4%	6.18	
04-25-17			321.36
<b>Total</b>		<b>321.36</b>	<b>321.36</b>
<b>Balance</b>		<b>0.00</b>	

**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

*Niblett Trip #3.*

WCE Alberta Flight selection | westjet

Secure https://book.westjet.com/SSW/2010/WYSWS/webqtrip.html?execution=...

LOW FARE			low fare			
Edmonton (YEG) Tue Jun 20 10:30 AM	Calgary (YYC) Tue Jun 20 11:26 AM	WS 3251 YEG to YYC Nonstop   Duration 0h 56m Operated by WESTJET ENCORE	\$ 115.63	\$ 239.53	\$ 241.63 2 seat(s) left	\$ 358.18 1 seat(s) left
LOW FARE			low fare			
Edmonton (YEG) Tue Jun 20 11:30 AM	Calgary (YYC) Tue Jun 20 12:20 PM	WS 160 YEG to YYC Nonstop   Duration 0h 50m Operated by WESTJET	\$ 115.63	\$ 239.53	\$ 241.63 1 seat(s) left	\$ 358.18 4 seat(s) left
LOW FARE			low fare			
Edmonton (YEG) Tue Jun 20 3:00 PM	Calgary (YYC) Tue Jun 20 3:56 PM	WS 3397 YEG to YYC Nonstop   Duration 0h 50m Operated by WESTJET ENCORE	\$ 115.63	\$ 239.53	\$ 241.63 2 seat(s) left	\$ 358.18 1 seat(s) left
LOW FARE			low fare			
Edmonton (YEG) Tue Jun 20 5:15 PM	Calgary (YYC) Tue Jun 20 6:11 PM	WS 3142 YEG to YYC Nonstop   Duration 0h 56m Operated by WESTJET ENCORE	\$ 115.63 1 seat(s) left	\$ 239.53	\$ 276.28 2 seat(s) left	\$ 358.18 1 seat(s) left
LOW FARE			low fare			
Edmonton (YEG) Tue Jun 20 6:45 PM	Calgary (YYC) Tue Jun 20 7:40 PM	WS 3148 YEG to YYC Nonstop   Duration 0h 50m Operated by WESTJET ENCORE	\$ 115.63 2 seat(s) left	\$ 239.53	\$ 241.63 2 seat(s) left	\$ 358.18 1 seat(s) left
LOW FARE			low fare			
Edmonton (YEG) Tue Jun 20 9:00 PM	Calgary (YYC) Tue Jun 20 9:56 PM	WS 3288 YEG to YYC Nonstop   Duration 0h 56m Operated by WESTJET	\$ 115.63	\$ 239.53	\$ 241.63 2 seat(s) left	\$ 358.18 4 seat(s) left

Modify search

**Booking summary**

**Departing flight(s)**

Economy Fare and baggage rules

Flight: WS3142

**Departure: Edmonton**  
Tue Jun 20, 2017 5:15 PM

**Arrival: Calgary**  
Tue Jun 20, 2017 6:11 PM

**Guest(s): 1**

**Price summary**

- + Air transportation charges (ATC) 73.00 CAD
- + Taxes, fees and charges 42.63 CAD

**Total: 115.63 CAD**

[View fare rules](#)

**GST: 5.51**

*Airfare  
Edmonton to  
Calgary o/w*



*Niblett Trip # 3.*

eTicket Receipt

Prepared For  
NIBLETT/VANA MS

RESERVATION CODE	
ISSUE DATE	05Apr17
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

Itinerary Details *Actual itinerary - expensed airfare to Calgary only.*

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
16May17	WESTJET WS 107	EDMONTON INTL AB CANADA  Time 7:00pm	VANCOUVER BC, CANADA  Time 7:33pm Terminal MAIN TERMINAL	Seat Number 04F - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis IA14QJ Not Valid Before 16MAY17 Not Valid After 16MAY17

Payment/Fare Details

Form of Payment	CREDIT CARD -
Fare Calculation Line	YEA WS YVR83 00CAD83 00END
Fare	CAD 83.00
Taxes/Fees/Carrier-Imposed Charges	CAD 7.12 CA1 (AIR TRAVELLERS SECURITY CHARGE) CAD 6.61 XG (GOODS AND SERVICES TAX (GST)) CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF)) CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 138.73

Other Charges

SEAT ASSIGNMENT # 8388214183324 (YEG-YVR / QTY 1)	CAD 10.00
Taxes	CAD 0.50
Form of Payment	
Total	CAD 10.50

Ms- Niblett traveled from Calgary to Edmonton and the return flight destination was Vancouver - Airfare amount claimed \$115-63 is the equivalent amount for a Edmonton > Calgary return flight (see previous page) -

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299 1111  
CAR#1477

**SALE**

MD: 4189233  
TD: TC189233      REF#: 00000002  
Batch #: 012      SEQ: 012001001002  
05/15/17      07:19:21



AMOUNT	\$30.00
TIP	\$5.00
TOTAL	\$35.00

00 - APPROVED - 001

AID: A0000000031010  
TVR: 00 00 00 00 00

CUSTOMER COPY

*Niblett Trip #3.  
Bus fare Calgary to  
Edmonton.  
User May 15, 2017*

09

15

15

User May 15, 2017

Travellers:  
Niblett/Ivana

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
<b>CALEDM 08:00</b> Assigned to: 10A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 08:00 on 2017-05- 15. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 11:50 on 2017-05- 15. (3 hrs 50 mins)	3 hrs 50 mins	Adult	1	\$ 70.48	\$ 74.00

**Payments Received**

DATE	GUEST	REFERENCE	AMOUNT
2017-05-09	Ivana Niblett		\$ 74.00

<b>Base Price:</b>	\$ 70.48
<b>Discounts:</b>	\$ 0.00
<b>Service Charges:</b>	\$ 0.00
<b>GST:</b>	\$ 3.52
<b>Invoice Total:</b>	\$ 74.00
<b>Payments Received:</b>	\$ 74.00
<b>Balance Due:</b>	\$ 0.00

**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.**

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M. departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. \*\*Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit [www.redarrow.ca](http://www.redarrow.ca) or view the policy posted on our information boards at our Ticket Offices\*\* \*\*Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time\*\* Corporate Billing Accounts - Please pay off your monthly statement & not individual invoices.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

Ivana Niblett

Room Number: 0604  
 Arrival Date: 05-15-17  
 Departure Date: 05-16-17  
 Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Folio No: 282826

05-17-17

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
<b>Total</b>		<b>160.68</b>	<b>160.68</b>
<b>Balance</b>		<b>0.00</b>	

**Signature:** \_\_\_\_\_

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