

Expense Disclosure Reporting Form

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

For the Period:

Sep-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 12-Sep-19	Calgary	To attend Industry Task Force (ITF) meeting and Meredith Lecture		\$334.29	\$237.62	\$108.00		\$679.91
2 17-Sep-19	Calgary	To attend Board of Directors meeting		\$310.08	\$312.12	\$70.00		\$692.20
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								\$1,372.11

[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: \$1,372.11

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	Travel Meal Allowance	9/16/2019	01. 09/10/2019 at 12:00 PM to 09/12/2019 at 07:00 PM - Calgary ~ ITF Minister and Meredith Lecture)	9/10/2019	9/12/2019	9/10/2019	Sept 10 dinner; Sept 11 B/fast & dinner; Sept 12 b/fast, lunch & dinner.	\$108.00	1
Trevor Alexander	Mileage	9/16/2019	01. 09/10/2019 at 12:00 PM to 09/12/2019 at 07:00 PM - Calgary ~ ITF Minister and Meredith Lecture)	9/10/2019	9/12/2019	9/12/2019	Mileage (604 kms) from Edmonton to Calgary & Return	\$308.04	1
Trevor Alexander	Travel Meal Allowance	9/20/2019	01. 09/15/2019 at 01:00 PM to 09/17/2019 at 04:00 PM - Calgary ~ Board of Directors meetings (Sept 16 & 17)	9/15/2019	9/17/2019	9/15/2019	Sept 15 dinner; Sept 16 b/fast & dinner, Sept 17 b/fast (lunch provided each day)	\$70.00	2
Trevor Alexander	Mileage	9/20/2019	01. 09/15/2019 at 01:00 PM to 09/17/2019 at 04:00 PM - Calgary ~ Board of Directors meeting (Sept 16 & 17)	9/15/2019	9/17/2019	9/15/2019	mileage (608 kms) from Edmonton to Calgary and return	\$310.08	2

INDIGO
LOT 120

PARKING PERMIT

Meter: 03014773
Trans:
Paid: \$26.25
Purchase Time:
9:24AM SEP 12, 2019

License Plate:

Base Price: \$25.00
GST: \$1.25
Total Price: \$26.25
Card:
Auth:

Expires:

SEP12 2019
7:00PM

THANK YOU

GST 120996095RT0004

TRANSACTION RECORD
Indigo Calgary
600 6th Ave SW, STE 288
Calgary, Alberta T2P 0S5

TYPE: PURCHASE
ACCT:
AMOUNT \$26.25

Card #:

Date: 2019/09/12
Time: 09:25:10
Ref. #

0: 01 SPDH: 027
APPROVED:
THANK YOU

IMPORTANT
retain this copy
for your records

CUSTOMER COPY

Other Transportation:
Mileage - \$308.04
Parking - \$26.25
Total - \$334.29

PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT



HAMPTON INN & SUITES AIRDRIE
 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

Alexander, Trevor

Room No: 322
 Arrival Date: 9/10/2019 3:30:00 PM
 Departure Date: 9/12/2019 8:41:00 AM
 Adult/Child: 1/0
 Cashier ID: MEKE
 Room Rate: 109.00
 AL:
 HH #
 VAT #
 Folio No/Che

Confirmation Number:

HAMPTON INN & SUITES AIRDRIE 9/12/2019 8:44:00 AM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
9/10/2019	GUEST ROOM	LEFO	223564	\$109.00		
9/10/2019	GST- ROOMS	LEFO	223564	\$5.45		
9/10/2019	OCCUPANCY TAX- ROOMS	LEFO	223564	\$4.36		
9/11/2019	GUEST ROOM	LEFO	223743	\$109.00		
9/11/2019	GST- ROOMS	LEFO	223743	\$5.45		
9/11/2019	OCCUPANCY TAX- ROOMS	LEFO	223743	\$4.36		
9/12/2019		MEKE	223814		(\$237.62)	
BALANCE						\$0.00

EXPENSE REPORT SUMMARY

	9/10/2019	9/11/2019	STAY TOTAL
ROOM AND TAX	\$118.81	\$118.81	\$237.62
DAILY TOTAL	\$118.81	\$118.81	\$237.62
Total Invoice Amount		\$218.00	\$19.62

GST # - 850899287

Sheraton Cavalier Hotel Calgary
 2620 32 Avenue N.E.
 Calgary, AB T1Y 6B8
 Canada
 Tel: 403-291-0107 Fax: 403-291-2834



Trevor Alexander
 WO2210 - Workers Compensation Board

Page Number : 1
 Guest Number :
 Folio ID :
 Arrive Date : 15-SEP-19 17:27
 Depart Date : 17-SEP-19 06:52
 No. Of Guest : 1
 Room Number : 622
 Marriott Bonvoy Number :

Information Invoice

Tax ID : GST- r100846435
 Sheraton Caval YYCSC SEP-17-2019 07:00 HILARIO

Date	Reference	Description	Charges (CAD)	Credits (CAD)
15-SEP-19	DEPOSIT	Deposit-MC-7008		-312.11
15-SEP-19	RT622	Room Chrg - Grp - Government	139.00	
15-SEP-19	RT622	GST	7.16	
15-SEP-19	RT622	ALberta TL Tax	5.73	
15-SEP-19	RT622	DMF	4.17	
16-SEP-19	RT622	Room Chrg - Grp - Government	139.00	
16-SEP-19	RT622	GST	7.16	
16-SEP-19	RT622	ALberta TL Tax	5.73	
16-SEP-19	RT622	DMF	4.17	
17-SEP-19	622	-ADJ Miscellaneous		-0.01
** Total			312.12	-312.12