

Expense Disclosure Reporting Form

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

For the Period:

Sep-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	Aug 17/20	Calgary	To attend a meeting at the WCB Calgary office		\$308.04	\$156.06	\$11.00	\$475.10
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
Travel Related								\$475.10

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: \$475.10

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	9/8/2020	01. 08/17/2020 at 12:00 PM to 08/18/2020 at 12:00 PM - Calgary ~ Business Meeting	8/17/20	8/18/20	8/17/20	Breakfast on August 18th	\$11.00	1
Trevor Alexander	Mileage	9/8/2020	01. 08/17/2020 at 12:00 PM to 08/18/2020 at 12:00 PM - Calgary ~ Business Meeting	8/17/20	8/18/20	8/17/20	Travel from Edmonton to Calgary & return (604 kms)	\$308.04	1



Holiday Inn

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09-01-20

Trevor Alexander	Folio No. :	Room No. :	314
N/A	A/R Number :	Arrival :	08-17-20
Calgary T2G 2R7	Group Code :	Departure :	08-18-20
Canada	Company :	Conf. No. :	
	Membership No. :	Rate Code :	
	Invoice No. :	Page No. :	1 of 1

Date	Description	Charges	Credits
08-17-20	*Accommodation	139.00	
08-17-20	Destination Marketing Fee	4.17	
08-17-20	Room GST 5%	7.16	
08-17-20	Tourism Levy 4%	5.73	
08-18-20	Visa		156.06
Total		156.06	156.06
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

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