

## Expense Disclosure Reporting Form

**Name:** Grace Thostenson, Board of Directors

**For the Period:** May 2013

### 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 Apr 29/30, 2013	Edmonton	to attend Board of Directors' meeting and Governance Committee meeting		\$294.00	\$144.61	\$46.00		\$484.61
2 May 27/28, 2013	Edmonton	to attend Board of Directors' meeting		\$288.12	\$144.61	\$28.00		\$460.73
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>Travel Related</b>	<b>\$945.34</b>

[Notes](#)

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

Dates	Purpose	Expense Category	Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
			<b>Non-Travel Related</b>
			<b>\$0.00</b>

[Notes](#)

**Total claimed for reporting period: \$945.34**

**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 Allow	5/16/2013	01. 04/29/2013 at 03:00 PM to 04/30/2013 at 04:00 PM - Edmonton ~ to attend Board of Directors' meeting and Governance Committee meeting.	4/29/2013	4/30/2013	4/29/2013	Meal allowance for Apr 29/30	\$41.00	1
Grace Thostenson	Mileage	5/16/2013	01. 04/29/2013 at 03:00 PM to 04/30/2013 at 04:00 PM - Edmonton ~ to attend Board of Directors' meeting and Governance Committee meeting.	4/29/2013	4/30/2013	4/29/2013	Mileage (600km) Calgary to Edmonton r/t	\$294.00	1
Grace Thostenson	Travel Meal Allow	5/30/2013	01. 05/27/2013 at 04:00 PM to 05/28/2013 at 03:30 PM - Edmonton ~ to attend Board of Directors' meeting.	5/27/2013	5/28/2013	5/27/2013	Meal allowance May 27/28	\$28.00	2
Grace Thostenson	Mileage	5/30/2013	01. 05/27/2013 at 04:00 PM to 05/28/2013 at 03:30 PM - Edmonton ~ to attend Board of Directors' meeting.	5/27/2013	5/28/2013	5/27/2013	Mileage (588) Calgary to Edmonton r/t.	\$288.12	2



Trip # 1

Ms Grace Thostenson

Room Number: 1111  
Arrival Date: 04-29-13  
Departure Date: 04-30-13  
Page No: 1 of 1

Canada

Guest Name

**INVOICE**

Folio No: [REDACTED]

04-30-13

Date	Description	Charges	Credits
04-29-13	Room Revenue	135.00	
04-29-13	Destination Marketing Fee - 3%	4.05	
04-29-13	Tourism Levy - 4%	5.56	
04-30-13	Room Service	5.00	
04-30-13	XXXXXXXXXX	XX/XX	149.61
<b>Total</b>		<b>149.61</b>	<b>149.61</b>
<b>Balance</b>		<b>0.00</b>	<i>includes breakfast</i>

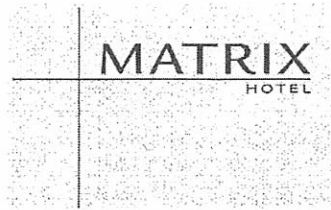
Hotel 144.61  
Tip for breakfast 5.00.

**Tax Summary**

GST on DMF	0.00
Destination Marketing Fee - 1%	4.05
Tourism Levy - 4 %	5.56
Room GST - 5%	0.00
GST - 5%	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. #866344302 RT 0001



Trip # 2

Ms Grace Thostenson

Canada

Room Number: 1212  
Arrival Date: 05-27-13  
Departure Date: 05-28-13  
Page No: 1 of 1  
Confirmation No 8275341

**INVOICE**

Folio No: 149458

05-28-13

Date	Description	Charges	Credits
05-27-13	Room Revenue	135.00	
05-27-13	Destination Marketing Fee - 3%	4.05	
05-27-13	Tourism Levy - 4%	5.56	
05-28-13	Room Service <span style="float: right;">Room# 1212 : CHECK# 12</span>	3.00	<i>Not claimed.</i>
05-28-13			147.61
<b>Total</b>		<b>147.61</b>	<b>147.61</b> <i>less.</i>
<b>Balance</b>		<b>0.00</b>	<b>144.61</b> <i>3.00.</i>

**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. #86634 4302 RT 0001