Breck

PERSONNEL REIMBURSEMENT DISCLOSURE GUIDELINE

Background

Accountability and stewardship is one of seven core values in the University's integrated strategic plan.

The University's integrated strategic plan identifies "we are stewards of public and private resources and are accountable for our performance. We commit to provide sufficient information to allow informed evaluation of our performance by the Board of Trustees and the public at large."

Purpose

This guideline demonstrates the University's commitment to accountability and stewardship. The spirit of the policy is to disclose travel and hospitality expenses.

Scope

This guideline is for Senior Administrative Council Members ("Individual") and is voluntary.

Compliance

Once an individual opts into the guideline, the individual is responsible for maintaining compliance with the guideline.

Finance will facilitate the personnel reimbursement disclosure of individuals through receipt and review of the self disclosure reporting forms to be submitted with each request for personnel reimbursement.

Compliance with this guideline may be subject to review by Internal Audit.

In the event non-compliance was noted the individual will be provided the opportunity to bring their self disclosure into compliance. If an individual was not to bring their self disclosure into compliance, the individual will be removed from the self disclosure program.

Policy

Items for self disclosure

- 1. All expenses disclosed through this guideline are subject to University Policies and are to be made in accordance with University Policies.
- 2. The following expenses shall be disclosed
 - a) Transportation;
 - b) Parking;
 - c) Hotel accommodations;
 - d) Meals;

- e) Event tickets;
- f) Conference registration (Brock hosted conferences exempt).
- 3. Expenses to be disclosed extend to the individual and anyone else not employed by the University for whom the individual seeks reimbursement. Most commonly this would apply to meals and event tickets but could apply to any expense listed under section 2 to be disclosed, depending on University policy or employment contracts.

Items exempt from disclosure

4. This guideline does not contemplate the self disclosure of phone, internet, subscriptions or professional memberships, just as it does not consider the self disclosure of the cost of an individual's desk, chair, or allocations of heat and hydro in individual's offices.

Method of disclosure

5. A University web page linked through the Governance and administration section of the website will be used to communicate the personnel reimbursement disclosures.

Format of disclosure

6. Personnel reimbursement disclosure on the University web page will be made in the following format:

Date of						Event	Conference	
Activity	Description	Transportation	Parking	Accommodation	Meals	Tickets	Registration	Total

Timing of disclosure

7. Personnel reimbursement disclosures will be updated on the web page 45 calendar days after each fiscal quarter end.

Timing of reporting to Finance

- 8. Personnel reimbursement and/or purchasing card reconciliation and self disclosure forms are to be sent to Finance.
- 9. Individuals requesting personnel reimbursement and who have opted into the guideline will be required to submit a self disclosure reporting form with their request for personnel reimbursement and/or purchasing card reconciliation.
- 10. To facilitate the collection of information for personnel reimbursement disclosure, it is recommended that individuals utilize their purchasing card whenever possible. In the event an item does not flow through the personnel reimbursement and/or purchasing card process (i.e. payment is made through purchase order) then the individual must submit the self disclosure reporting form to Finance indicating the other method of payment.
- 11. Individuals who have opted into the guideline will be required to ensure their expenses for the quarter have been submitted to Finance, with the self disclosure reporting form, no later than 15 calendar days after quarter end. If the 15th calendar day falls on a holiday or weekend, the individual's expenses for the quarter will be due the last working day before the holiday or weekend to which the 15th calendar day falls.

Completeness of reporting

- 12. No later than the 30th calendar day following quarter end, Finance will email to each individual a complete list of all expenses accumulated for self disclosure, for review by the individual. If the 30th calendar day falls on a holiday or weekend, Finance will email the list, the last working day before the holiday or weekend to which the 30th calendar day falls.
- 13. Confirmation of review by the individual is required by email notification no later than the 40th calendar day following quarter end to allow for any amendments, as required. If the 40th calendar day falls on a holiday or weekend, confirmation will be required, the last working day before the holiday or weekend to which the 40th calendar day falls. In the event confirmation is not received, the expenses will not be posted.
- 14. Completeness of the reporting is the responsibility of the individual.

Related policies

Delegation of Authority Policy Professional Expense Reimbursement Account Policy Purchasing Policy Purchasing Card Policy Travel, Meal and Hospitality Expense Policy

Amendments (revision history)

Date revised	Responsible
September 25, 2013	Vice President, Finance & Administration
September 27, 2017	Vice President, Administration

Frequently Asked Questions

What to include?

- The goal of self-disclosure is to report travel and hospitality expenses. Expenses that are "operational" in nature are not intended to be included in this reporting.
- The expectation is that these would primarily be external expenses on either a Purchasing Card (VISA), personnel reimbursement form, or could be paid through an invoice or the Purchasing department (ie air fares or group conference registration).
- Internal staff and departmental meetings (including Christmas get-togethers) are not to be included.
- Only the expenses specified in section 2 of the policy should be disclosed:
 - Transportation
 - Parking
 - Hotel accommodation
 - Meals
 - Event Tickets
 - Conference Registration
- Expenses paid out of research accounts are not included (at this time).
- The policy notes examples of expenses specifically not requiring disclosure.

Points to keep in mind

- Please use Canadian currency amounts including taxes.
- The Date column on the form is for the date of the event or activity.
- It is not necessary to send extra copies of expense reports or P-Card statements with the disclosure form.
- Expenses should be reported within the quarter in which the expense was reimbursed or appears on a P-Card statement. Please indicate clearly under "Reporting Period" at the top of the form which quarter the expenses fall in. Dates for Quarterly reporting are as follows:
 - Q1 May 1 to July 31
 - Q2 August 1 October 31
 - Q3 November 1 January 31
 - Q4 February 1 April 30
- Please make sure that the amounts for different types of expenses are noted separately (for example, don't give one total that includes hotel and airfare without separating the different amounts.)

Examples of completed form:

Date of Event of Activity Date of Event of Activity Activity November 1	eporting Period: _				
November 1					
November 1 Attending "Company X" Toronto Mileage - \$200 \$260 Parking - \$20 Meats - \$40 Mea	Date	Event/Activity	Location	Detailed Cost (including	Total Amount (includin
November 1 Attending "Company X" Toronto Mileage : \$200				HST)	HST)
Board Meeting Parking - \$20 Meals - \$40	Activity				
Board Meeting Parking - \$20 Meals - \$40	November 1	Attending "Company X"	Toronto	Mileage - \$200	\$260
November 10 Dinner meeting with Trustee Parking - 510 S310 Parking - 510 Meal - 520 S300 Meal - 520 S300 Meal - 520 S300 S300 Event Ticket - 5200 (4 tickets) Meal - 5200 (5 tickets) Meal - 5200 (6 tickets) Meal - 5200 (7					
November 15		51 11			40.40
November 15	November 10	_	Niagara Falls	_	\$310
November 15		Trustee			
November 21 Attending Forum on Donor Relations November 27 Attending Best Practice Conference 27th, 29th Conference 29th Conf	November 15	Attended "Event X"	Hamilton		\$300
November 21		with donor			
November 27 Attending Best Practice Conference 27th 29th Conference 27th Con		411 " 5	AP	r	620
Attending Best Practice Conference 27th, 29th Conference 27th, 29th Conference 27th, 29th Conference 27th, 29th Conference - 5900 Accommodation - 5800 Ereby certify that I have reviewed the above expenses and information disclosed and that to the best of my knowledge ormation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with University of procedures. In Name: Title: Date:	November 21		Niagara-on-the-Lake	Mileage - \$30	\$30
Conference 27 th -29 th	November 27		Vancouver, BC	Air Fare - \$1,000	\$3,000
ereby certify that I have reviewed the above expenses and information disclosed and that to the best of my knowledge ormation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with Universed procedures. If Name: Title: Date: Date:		Conference 27 th -29 th		Taxi - \$100	, , , , , , ,
ereby certify that I have reviewed the above expenses and information disclosed and that to the best of my knowledge ormation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with Universed procedures. Int Name:				-	
ereby certify that I have reviewed the above expenses and information disclosed and that to the best of my knowledge ormation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with University disconsistence of my knowledge ormation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with University disconsistency or accordance with University that I have reviewed the above expenses and information disclosed and that to the best of my knowledge to made to the correct, and complete. I hereby certify that I have reviewed the above expenses and information disclosed and that to the best of my knowledge to my correct, and complete. I hereby certify that I have reviewed the above expenses and information disclosed and that to the best of my knowledge to my correct, and complete. I hereby certify that I have reviewed the above expenses and information disclosed and that to the best of my knowledge to my correct, and complete. I hereby certify that I have reviewed the above expenses and information disclosed and that to the best of my knowledge the middle.					
Disclosure Form — Personnel Reimbursement Disclosure (Travel and Hospitality)				Medt \$200	
low, the bottom row highlighted in yellow shows how to report a prepaid expense to disprior to the quarter in which the event or activity takes place. If Disclosure Form – Personnel Reimbursement Disclosure (Travel and Hospitality) porting Period: November 1 2013 – January 31 2014 (Q3 2013-14) Date Date of Event or Activity Location Detailed Cost (including HST) November 1 Attending "Company X" Toronto Mileage - \$200 S260 Parking - \$20 Meals - \$40 November 1 Dinner meeting with Trustee Parking - \$10 Mileage - \$50 S310 Parking - \$10 Meal - \$250 November 15 Attended "Event X" Hamilton Meleage - \$100 S300 Event Ticket - \$200 (4 tickets) November 21 Attending Forum on Donor Relations November 27 Attending Forum on Donor Relations November 28 Attending Best Practice Conference 27 th - 29 th Vancouver, BC Air Fare - \$1,000 S3,000 Accommodation - \$800 Meal \$200 Meal \$20	nt Name: Inature:			Title:	
id prior to the quarter in which the event or activity takes place. If Disclosure Form – Personnel Reimbursement Disclosure (Travel and Hospitality) Importing Period: November 1 2013 – January 31 2014 (Q3 2013-14) Date Date Date Event / Activity Location Detailed Cost (including HST) November of Event or Activity RST) November 1 Attending "Company X" Toronto Mileage - \$200 \$260 Parking - \$20 Meals - \$40 Parking - \$10 Meal - \$250 Parking - \$10 Parking - \$10 Meal - \$250 Parking - \$10 Parking -	griature.			Date.	
Date Date Of Event or Activity Location Detailed Cost (including HST) Total Amount (including HST) November 1 Attending "Company X" Toronto Parking - 520 Meals - 540 November 10 Dinner meeting with Trustee Mileage - 550 S310 November 15 Attended "Event X" with donor Event Ticket - 5200 (4 tickets) November 21 Attending Forum on Donor Relations November 27 Attending Best Practice Conference 27th-29th Conference 27th-29th Conference 27th-29th Conference 21th Conference 2					
Date Date Date Of Event or Activity Location Detailed Cost (including HST) Total Amount (including HST) November 1 Attending "Company X" Toronto Mileage - \$200			t Disclosure (Travel and	a Hospitality)	
November 1) VCIIIDCI 20 IO — Jailuaiv 3	24 2014 (02 2012 14)		
November 10 Dinner meeting with Trustee Niagara Falls Mileage - S50 S310	Date				
November 10 Dinner meeting with Trustee Niagara Falls Mileage - S50 S310					
November 10 Dinner meeting with Trustee Niagara Falls Mileage - \$50 Parking - \$10 Meat - \$250 November 15 Attended "Event X" with donor Niagara Falls Mileage - \$100 Event Ticket - \$200 (4 tickets) November 21 Attending Forum on Donor Relations November 27 Attending Best Practice Conference 27th-29th Conference 27th-29th Dune 1, 2014 (Paid November 28) Research Conference New Brunswick New Brunswick Air Fare - \$500 Accommodation - \$800 Meat \$200 June 1, 2014 (Paid November 28) Research Conference New Brunswick Air Fare - \$500 S500 S500 Title: Title:	Activi ty	Event/Activity	Location	HST)	HST)
November 15	Activi ty	Event/Activity Attending "Company X"	Location	Mileage - \$200 Parking - \$20	HST)
November 15 November 15 November 15 Attended "Event X" with donor Event Ticket - \$200 (4 tickets) November 21 Attending Forum on Donor Relations November 27 Attending Best Practice Conference 27th-29th Vancouver, BC Accommodation - \$800 Meal \$200 June 1, 2014 Paid November 28) Research Conference New Brunswick Air Fare - \$500 S500 S500 Air Fare - \$500 S500 S500 Find Taxi - \$500 Accommodation - \$800 Meal \$200 Air Fare - \$500 S500 Find Taxi - \$500 S500 Find Taxi - \$500	Activity November 1	Event/Activity Attending "Company X" Board Meeting	Location	Mileage - \$200 Parking - \$20 Meals - \$40	S260
November 15 Attended "Event X" with donor November 21 Attending Forum on Donor Relations November 27 Attending Best Practice Conference 27th-29th Paid November 28) Air Fare - \$1,000 Conference - \$900 Accommodation - \$800 Meal \$200 June 1, 2014 Paid November 28) Research Conference Paid November 28) Attending Best Practice Conference New Brunswick Air Fare - \$5,000 Conference - \$900 Accommodation - \$800 Meal \$200 S500 S500 Paid November 28) Air Fare - \$500 S500 S500 Final I have reviewed the above expenses and information disclosed and that to the best of my knowledge the ormation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with University d procedures. It Name: Title:	Activity November 1	Event/Activity Attending "Company X" Board Meeting Dinner meeting with	Location	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50	S260
November 21 Attending Forum on Donor Relations Niagara-on-the-Lake Mileage - \$30 \$30 November 27 Attending Best Practice Conference 27th-29th Vancouver, BC Air Fare - \$1,000 \$3,000 Taxi - \$100 Conference - \$900 Accommodation - \$800 Meal \$200 Meal \$200 Meal \$200	Activity November 1	Event/Activity Attending "Company X" Board Meeting Dinner meeting with	Location	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50 Parking - \$10	S260
November 21 Attending Forum on Donor Relations November 27 Attending Best Practice Conference 27 th -29 th Vancouver, BC Air Fare - \$1,000 Taxi - \$100 Conference - \$900 Accommodation - \$800 Meal \$200 June 1, 2014 Paid November 28) Research Conference New Brunswick Air Fare - \$500 \$500 S500 Air Fare - \$500 S500 S500 Procedures New Brunswick Air Fare - \$500 S500 S500 Taxi - \$100 Conference - \$900 Accommodation - \$800 Meal \$200 S500 S500 Figure 1, 2014 Paid November 28) Formation disclosed and that to the best of my knowledge the formation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with University d procedures. Title:	Activity November 1 November 10	Event/Activity Attending "Company X" Board Meeting Dinner meeting with Trustee	Location Toronto Niagara Falls	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50 Parking - \$10 Meal - \$250	\$260 \$310
Donor Relations November 27 Attending Best Practice Conference 27th-29th Donor Relations November 27 Attending Best Practice Conference Vancouver, BC Conference - \$9,00 Accommodation - \$800 Meal \$200 Air Fare - \$500 S500 Paid November 28) Paid November 28) Research Conference New Brunswick Air Fare - \$500 S500 S500 Procedures and information disclosed and that to the best of my knowledge the compation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with University disprocedures. Title:	Activity November 1 November 10	Event/Activity Attending "Company X" Board Meeting Dinner meeting with Trustee Attended "Event X"	Location Toronto Niagara Falls	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50 Parking - \$10 Meal - \$250 Mileage - \$100 Event Ticket - \$200 (4	S260 \$310
November 27 Attending Best Practice Conference 27th-29th June 1, 2014 Paid November 28) Research Conference New Brunswick New Brunswick Air Fare - \$1,000 Conference - \$900 Accommodation - \$800 Meal \$200 S500 S500 S500 S500 South Paid November 28) Procedures Air Fare - \$500 S500 S500 S500 S500 Taxi - \$100 Conference - \$900 Air Fare - \$500 S500 S500 S500 Title:	November 1 November 10 November 15	Event/Activity Attending "Company X" Board Meeting Dinner meeting with Trustee Attended "Event X" with donor	Location Toronto Niagara Falls Hamilton	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50 Parking - \$10 Meal - \$250 Mileage - \$100 Event Ticket - \$200 (4	\$260 \$310 \$300
Conference 27th-29th Dune 1, 2014 Paid November 28) Research Conference New Brunswick Air Fare - \$500 S500 Pereby certify that I have reviewed the above expenses and information disclosed and that to the best of my knowledge the formation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with University d procedures. Title:	November 1 November 10 November 15	Event/Activity Attending "Com pany X" Board Meeting Dinner meeting with Trustee Attended "Event X" with donor Attending Forum on	Location Toronto Niagara Falls Hamilton	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50 Parking - \$10 Meal - \$250 Mileage - \$100 Event Ticket - \$200 (4	\$260 \$310 \$300
June 1, 2014 Research Conference New Brunswick Air Fare - 5500 S500 ereby certify that I have reviewed the above expenses and information disclosed and that to the best of my knowledge the omation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with University d procedures. Int Name: Title:	November 10 November 15 November 21	Event/Activity Attending "Company X" Board Meeting Dinner meeting with Trustee Attended "Event X" with donor Attending Forum on Donor Relations	Location Toronto Niagara Falls Hamilton Niagara-on-the-Lake	Mileage - S200 Parking - S20 Meals - S40 Mileage - S50 Parking - S10 Meal - S250 Mileage - S100 Event Ticket - S200 (4 tickets) Mileage - S30	\$260 \$310 \$300 \$30
June 1, 2014 Research Conference New Brunswick Air Fare - \$500 \$500 ereby certify that I have reviewed the above expenses and information disclosed and that to the best of my knowledge the ormation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with University d procedures. It Name: Title:	November 10 November 15 November 21	Event/Activity Attending "Company X" Board Meeting Dinner meeting with Trustee Attended "Event X" with donor Attending Forum on Donor Relations Attending Best Practice	Location Toronto Niagara Falls Hamilton Niagara-on-the-Lake	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50 Parking - \$10 Meal - \$250 Mileage - \$100 Event Ticket - \$200 (4 tickets) Mileage - \$30 Air Fare - \$1,000	\$260 \$310 \$300 \$30
June 1, 2014 Research Conference New Brunswick Air Fare - \$500 \$500 ereby certify that I have reviewed the above expenses and information disclosed and that to the best of my knowledge the above is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with University d procedures. Int Name: Title:	November 10 November 15 November 21	Event/Activity Attending "Company X" Board Meeting Dinner meeting with Trustee Attended "Event X" with donor Attending Forum on Donor Relations Attending Best Practice	Location Toronto Niagara Falls Hamilton Niagara-on-the-Lake	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50 Parking - \$10 Meal - \$250 Mileage - \$100 Event Ticket - \$200 (4 tickets) Mileage - \$30 Air Fare - \$1,000 Taxi - \$100 Conference - \$900	\$260 \$310 \$300 \$30
Paid November 28) ereby certify that I have reviewed the above expenses and information disclosed and that to the best of my knowledge the ormation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with University d procedures. It Name: Title:	November 10 November 15 November 21	Event/Activity Attending "Company X" Board Meeting Dinner meeting with Trustee Attended "Event X" with donor Attending Forum on Donor Relations Attending Best Practice	Location Toronto Niagara Falls Hamilton Niagara-on-the-Lake	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50 Parking - \$10 Meal - \$250 Mileage - \$100 Event Ticket - \$200 (4 tickets) Mileage - \$30 Air Fare - \$1,000 Taxi - \$100 Conference - \$900 Accommodation - \$800	\$260 \$310 \$300 \$30
ereby certify that I have reviewed the above expenses and information disclosed and that to the best of my knowledge the immation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with University procedures. Title:	November 10 November 15 November 21 November 27	Event/Activity Attending "Com pany X" Board Meeting Dinner meeting with Trustee Attended "Event X" with donor Attending Forum on Donor Relations Attending Best Practice Conference 27th-29th	Location Toronto Niagara Falls Hamilton Niagara-on-the-Lake Vancouver, BC	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50 Parking - \$10 Meal - \$250 Mileage - \$100 Event Ticket - \$200 (4 tickets) Mileage - \$30 Air Fare - \$1,000 Taxi - \$100 Conference - \$900 Accommodation - \$800 Meal \$200	\$260 \$310 \$300 \$30 \$30 \$3,000
ormation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with University procedures. Title:	November 10 November 15 November 21 November 27	Event/Activity Attending "Com pany X" Board Meeting Dinner meeting with Trustee Attended "Event X" with donor Attending Forum on Donor Relations Attending Best Practice Conference 27th-29th	Location Toronto Niagara Falls Hamilton Niagara-on-the-Lake Vancouver, BC	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50 Parking - \$10 Meal - \$250 Mileage - \$100 Event Ticket - \$200 (4 tickets) Mileage - \$30 Air Fare - \$1,000 Taxi - \$100 Conference - \$900 Accommodation - \$800 Meal \$200	\$260 \$310 \$300 \$30 \$30 \$3,000
ormation is true, correct, and complete. I hereby certify that the above listed expenses are in accordance with University d procedures. Title:	November 10 November 15 November 21 November 27	Event/Activity Attending "Com pany X" Board Meeting Dinner meeting with Trustee Attended "Event X" with donor Attending Forum on Donor Relations Attending Best Practice Conference 27th-29th	Location Toronto Niagara Falls Hamilton Niagara-on-the-Lake Vancouver, BC	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50 Parking - \$10 Meal - \$250 Mileage - \$100 Event Ticket - \$200 (4 tickets) Mileage - \$30 Air Fare - \$1,000 Taxi - \$100 Conference - \$900 Accommodation - \$800 Meal \$200	\$260 \$310 \$300 \$30 \$30 \$3,000
	November 10 November 15 November 21 November 27 June 1, 2014 Paid November 28)	Event/Activity Attending "Company X" Board Meeting Dinner meeting with Trustee Attended "Event X" with donor Attending Forum on Donor Relations Attending Best Practice Conference 27th-29th	Location Toronto Niagara Falls Hamilton Niagara-on-the-Lake Vancouver, BC	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50 Parking - \$10 Meal - \$250 Mileage - \$100 Event Ticket - \$200 (4 tickets) Mileage - \$30 Air Fare - \$1,000 Taxi - \$100 Conference - \$900 Accommodation - \$800 Meal \$200 Air Fare - \$500	\$260 \$310 \$300 \$30 \$3,000
	November 10 November 10 November 15 November 21 November 27 June 1, 2014 Paid November 28) ereby certify that I is compation is true, co	Event/Activity Attending "Company X" Board Meeting Dinner meeting with Trustee Attended "Event X" with donor Attending Forum on Donor Relations Attending Best Practice Conference 27th-29th Research Conference	Location Toronto Niagara Falls Hamilton Niagara-on-the-Lake Vancouver, BC New Brunswick penses and information	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50 Parking - \$10 Meal - \$250 Mileage - \$100 Event Ticket - \$200 (4 tickets) Mileage - \$30 Air Fare - \$1,000 Taxi - \$100 Conference - \$900 Accommodation - \$800 Meal \$200 Air Fare - \$500	\$260 \$310 \$300 \$30 \$3,000 \$500 eest of my knowledge the
nature: Date:	November 10 November 10 November 15 November 21 November 27 June 1, 2014 Paid November 28) ereby certify that I it ormation is true, cod procedures.	Event/Activity Attending "Company X" Board Meeting Dinner meeting with Trustee Attended "Event X" with donor Attending Forum on Donor Relations Attending Best Practice Conference 27th-29th Research Conference	Location Toronto Niagara Falls Hamilton Niagara-on-the-Lake Vancouver, BC New Brunswick penses and information	Mileage - \$200 Parking - \$20 Meals - \$40 Mileage - \$50 Parking - \$10 Meal - \$250 Mileage - \$100 Event Ticket - \$200 (4 tickets) Mileage - \$30 Air Fare - \$1,000 Taxi - \$100 Conference - \$900 Accommodation - \$800 Meal \$200 Air Fare - \$500 disclosed and that to the blisted expenses are in accommodation.	\$260 \$310 \$300 \$300 \$3,000 \$500