

## **Proactive Disclosure of Expenses**

Robert Thirsk, Chancellor For the period October 1, 2017 to November 30, 2017

### Overview

Travel Expenses					
ltem #	n # Date Description				
1.	June 5-9, 2017	Travel to Calgary to attend various community and University events and to meet with: community members, students, members of the Senate, Board members and University staff.	\$74.05		
2.	September 6-8, 2017	Travel to Calgary to attend various community and University events and to meet with: community members, students, members of the Senate, Board members and University staff.	\$1,043.31		

## **Proactive Disclosure of Expenses**



Robert Thirsk, Chancellor For the period of October 1, 2017 to November 30, 2017

## **Detail for Travel Expenses**

Travel Expenses-Item 1 Detail						
For	Robert Thirsk, Chancellor					
Description/Purpose	Travel to Calgary to attend various community and University events and to meet with community members, students, members of the Senate, Board members and University staff.					
Date	June 5-9, 201	7				
Destination	Calgary, Albei	rta				
Type of Expense	Airfare	Other Transport	Hotel	Meals*	Other	Total
Amount	\$0.00	\$0.00	\$0.00	\$74.05	\$0.00	\$74.05
Page Reference				page 3		
Notes	Meals*: Breakfast meeting with staff member and community members, Thirsk plus 3. All other expenses associated with this trip were previously disclosed in the June 1 to July 31, 2017 reporting period, Item 3.					

Kensington Riverside Inn Calgary, AB GST894582657RT0001
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1 COFFEE 2 I CA 1 BLT BENEDICT 4 SIDE EGGS 2 SIDE TOAST 2 SIDE VEG CHARD ON 1 OPEN FOOD 1 CRAB BENNY 1 OPEN FOOD 90ACH MED 1 OPEN FOOD SWISG CHARD 1 OPEN FOOD	3.00 5.00 15.00 12.00 6.00 10.00
Subtotal 61.00 GST Amount Due Tip	
Total	
Room #	
Print Name	
Signature	

C GST8 Date: Card Type: Acct #: Trans Key: Exp Date: Auth Code: Check:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
Subtotal:	64.05				
Tip: 10					
Total: 74.05					
Signature:					

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## **Proactive Disclosure of Expenses**

Robert Thirsk, Chancellor For the period of October 1, 2017 to November 30, 2017

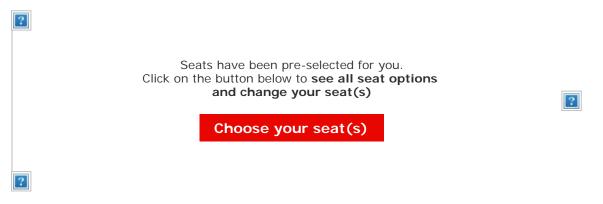
## **Detail for Travel Expenses**

Travel Expenses-Item 2 Detail						
For	Robert Thirsk, Chancellor					
Description/Purpose	Travel to Calg	Travel to Calgary to attend various community and University events and to meet				
	with commur	nity members, stude	nts, membei	rs of the Ser	nate, Board m	nembers and
	University sta	ff.				
Date	June 5-8, 201	7				
Destination	Calgary, Albe	rta				
Type of Expense	Airfare*:	Other Transport**	Hotel	Meals***	Other****	Total
Amount	\$0.00	\$348.00	\$592.86	\$91.00	\$9.45	\$1,041.31
Page Reference	page 5	page 11	page 12	All per	page 13	
				diems		
Notes	Airfare*: Use	d 2 credits from Flig	ht Pass 0140	851426563	. Booking Re	ef.: QZIHWE.
	Flight upgrad	es provided at no ac	dditional cos	t to the Uni	versity.	
	Other Transp	ort**: Taxi to/from	Ottawa airp	ort to reside	ence and whi	le in Calgary.
	Meals***: Meal per diems claimed (2 Breakfast @ \$12, 3 Lunches @ \$14 and 1					
	Dinner @ \$25).					
	Other ****: Travel Agency fee.					

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# Itinerary/Receipt

**Electronic Ticketing confirmed. This is your official itinerary/receipt.** We thank you for choosing Air Canada and look forward to welcoming you on board.



#### **Booking Information**

Booking Reference: <b>QZIHWE</b>	Customer Care
Main Contact:	<b>Air Canada</b> 1-888-247-2262
Mr Robert Thirsk s.17(1)	Flight Arrivals and Departures 1-888-422-7533
<ul> <li>Manage My Booking (change, cancel, upgrade).</li> <li>Change Seats get more seating options for my flight.</li> <li>Purchase Maple Leaf Lounge Access / Meal Vouchers</li> <li>Receive Flight Status Notifications directly to my email or mobile phone.</li> <li>Check Flight Arrivals and Departures.</li> <li>Check in online and print my boarding pass.</li> </ul>	

#### **Flight Itinerary**

Flight	From	То	Stops	Fare Type	Meal
AC443	<b>Ottawa (ON)</b> Wed 06-Sep 2017 08:00	Toronto Pearson (ON) Wed 06-Sep 2017 09:04	0	Latitude, Y	
AC139	Toronto Pearson (ON) Wed 06-Sep 2017 10:30	<b>Calgary (AB)</b> Wed 06-Sep 2017 12:43	0	Latitude, Y	
AC8336	<b>Calgary (AB)</b> Fri 08-Sep 2017 16:20	<b>Winnipeg (MB)</b> Fri 08-Sep 2017 19:10	0	Latitude, Y	
Flight AC8336 is operated by AIR CANADA EXPRESS - JAZZ Please check in					

directly at the AIR CANADA EXPRESS - JAZZ counter. Certain smaller carriers

	conduct airport operations through the ticketing counter of larger airlines. If you have any difficulty locating the appropriate counter, please ask an Air Canada agent for assistance.				
AC8526	<b>Winnipeg (MB)</b> Fri 08-Sep 2017 19:50	<b>Ottawa (ON)</b> Fri 08-Sep 2017 23:11	0	Latitude, Y	
	directly at the AIR C conduct airport oper	rated by AIR CANADA EXPRESS - ANADA EXPRESS - JAZZ counter. ations through the ticketing coun cating the appropriate counter, p	Certain smaller ter of larger airli	carriers nes. If you	

#### **Passenger Information**

1: Mr Robert Thirsk : Ticket Number: 0142180417678					
Air Canada Aeroplan:	s.17(1)		Meal Preference:	Normal	
Seat Selection:	AC443 : <b>17</b> : <b>13A</b>	A, AC139 : <b>19A</b> , AC8336 : <b>13A</b> , AC8526	Special Needs:	None	

#### **Flight Credit Summary**

East West Connector Pass - Latitude 10 c2 Flight Credits

Taxes, fees, and charges included

Please read important information and notices regarding Air Canada's general conditions of carriage.

#### Important Information

All passengers are advised to view the <u>Travel documentation</u> page for important information on identification required for travel.

#### Baggage Policy Carry-on baggage | Checked baggage

#### <u>Check-in\_and\_boarding times</u> Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide.

#### Carry-on Baggage

On your Air Canada- or Air Canada Express-operated flight, you are entitled to 1 standard item (max. size:  $23 \times 40 \times 55 \text{ cm} [9 \times 15,5 \times 21,5 \text{ in}]$ ) and 1 personal item (max. size:  $16 \times 33 \times 43 \text{ cm} [6 \times 13 \times 17 \text{ in}]$ ). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. <u>View more details</u>.

#### Checked Baggage:

Please see below for details on the bags you plan on checking at the baggage counter.

Flight : Ottawa (ON) To Calgary (AB) - Latitude					
	1st bag:	2nd bag:			
Regular Baggage Allowance	Complimentary	Complimentary			
	Max Weight per bag: 23kg (50lb)				
Max. Linear Dimensions per bag: 158cm (62in)					
Max. Linear Dimensions per bag: 158cm (62in)					

Flight : Calgary (AB) To Ottawa (ON) - Latitude					
	1st bag:	2nd bag:			
Regular Baggage Allowance	Complimentary	Complimentary			

Max Weight per bag: 23kg (50lb)
Max. Linear Dimensions per bag: 158cm (62in)

\* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other litneraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts are subject to change without notice by local government.

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from; certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

#### Additional Baggage Allowance for Air Canada Altitude and Star Alliance members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air), Air Canada Rouge or a Star Alliance member airline. Your Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges related to baggage.

	Economy Class	Business Class	
Altitude Super Elite 100K, Elite 75K, Elite 50K & Elite 35K	3 Complimentary bags 32kg (70lb)	3 Complimentary bags 32kg (70lb)	
Altitude Prestige 25K	2 Complimentary bags 23kg (50lb)	2 Complimentary bags 32kg (70lb)	
Star Alliance Gold	3 Complimentary bags 23kg (50lb)	3 Complimentary bags 32kg (70lb)	
Star Alliance Silver	1 Complimentary bag 23kg (50lb)	2 Complimentary bags	
	Check a 2nd bag for \$20 + taxes* CAD (per direction)	32kg (70lb)	

## Note: If your **baggage exceeds the free allowance** (in number, size, and/or weight), additional checked baggage charges will apply. Please refer to <u>Air Canada's Checked Baggage Policy</u> to view the additional baggage allowance. **Overbooking of Flights**

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for compensation of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, including failure to comply with the carrier's check-in deadline mentioned above, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and each airline's boarding priorities are available at all airport ticket counters and boarding locations.

Would you like to comment on a past travel experience? Your comments, compliments and complaints will help us improve the services we offer. <u>Send us an email</u> (aircanada.com/customerrelations) or write to us at: Air Canada - Customer Relations, PO Box 64239, RPO Thorncliffe, Calgary, AB, Canada T2K 6J7.

#### Eligibility

- The purchasing individual must be a Canadian resident with a valid Canadian address and be an Aeroplan member with a valid Aeroplan number and password at time of purchase AND during the validity period of the Flight Pass. For new enrolments, activation of a new Aeroplan membership may take up to 72 hours. The purchasing individual will be listed as the Flight Pass owner.
- Consumer flight passes are serviced for individual consumers only. Travel agencies, wholesalers, consolidators, and other persons or entities engaged in the selling or distribution of air transportation or packages comprising air transportation are not eligible for the purchase of the Flight Pass.
- Air Canada reserves the right at any time to determine and re-examine the purchase eligibility, as well as the right to modify or otherwise amend the eligibility requirements.
- Air Canada reserves the right, at any time, to verify the status of the purchaser, including the verification of information provided by the purchase and making a request for additional information to ensure that the purchaser meets the Flight Pass purchase terms and conditions.
- The Flight Pass can only be used by the Flight Pass owner. However, a Flight Pass owner can request
  a transfer of the Flight Pass if the Flight Pass was purchased for business travel and paid for by a
  business or not-for profit organization, that is duly registered and doing business in Canada (each
  referred to as an "Eligible Business"). In order to make such a transfer, the Flight Pass owner must
  request a name change to the Flight Pass. Name changes may be requested by contacting Customer

<u>Relations</u>. The Flight Pass owner will be required to complete a form waiving all rights to the Flight Pass and giving Air Canada authorization to effect a name change on behalf of the Eligible Business. Flight Pass name changes are subject to Air Canada's consent and a fee of \$125 CAD, plus applicable taxes, will apply.

• Flight Passes are non-refundable.

#### Validity Period

- This Flight Pass is valid for 12 consecutive months from date of purchase. Travel must be booked and completed within the validity period. All unused flight credits remaining beyond the Flight Pass expiration date will be forfeited. No extensions will be permitted. It will expire at 11:59 pm (GMT) on the one-year anniversary of its purchase date. Please make the necessary adjustments for your local time zone.
- 1 month prior to pass expiration date, Flight Pass may be extended for 3 months for a \$275 CAD fee, plus taxes. This fee is subject to change. Extension fee will be assessed at time of Flight Pass extension. Extension fee is subject to change at any time without notice.
- A Flight Pass extension can be processed one time per pass and must be completed prior to pass expiration. All unused flight credits remaining beyond Flight Pass expiration date, or extended expiration date, will be forfeited.

#### **Booking flight credits**

To view available flights and eligible itineraries, click on the **PREVIEW FLIGHT AVAILABILITY** button above.

- 1 flight credit is required per direction including connections.
- Flight credits are non-transferable and can only be used by the purchaser.
- Flight credit bookings are subject to availability for the Latitude fare option (Y booking class).
- Bookings are permitted up to 1 hour prior to departure for flights to the USA and within Canada, and 2 hours for all other international destinations.
- Flight credits may be available for booking only 24 hours after purchase once purchase procedures have been finalized.
- Flight credits can be used only for flights operated by Air Canada, Air Canada rouge and participating Air Canada Express carriers. Codeshare flights are not permitted. You'll want to learn more about Air Canada rouge's in-flight services, amenities, baggage allowance and fees, as these may differ from those of Air Canada.
- Flights and routes may be seasonal and are subject to change without notice at any time; flights and routes might also operate on a limited frequency.
- The booking and travel are subject to all applicable rules, policies, terms and conditions of carriage and tariffs. For instance, the offering of special services (e.g. unaccompanied minors, customers with special needs, travelling with an infant / child, travelling with a pet) is subject to conditions and restrictions; visit Information and Services for more information. Flight Pass travel is subject to Air Canada's checked baggage policies.

#### **Changes and Cancellations**

- Flight credit booking changes are subject to availability.
- Same-day changes done either at the airport with an agent or at a self-service kiosk are subject to availability.
- Flight credit bookings must be cancelled at least 1 hour prior to scheduled departure time or flight credits will be forfeited.
- Only changes to flight departure time can be processed at the airport. Any changes to flight routing must be completed online or in exceptional circumstances by Air Canada Reservations.
- No refund, in whole or in part, will be issued for any Flight Pass.

#### Upgrades

- Complimentary Flight Pass upgrades are based on Executive Class availability and can only be requested and confirmed online between 2 days and 1 hour prior to the original flight departure time and cannot be processed at the airport or through Air Canada Reservations.
- Complimentary Flight Pass upgrades can only be processed when the booking is in the original Economy booking class.
- Upgrades using Star Alliance Upgrade Awards are also permitted as per the terms and conditions of the Star Alliance Upgrade Awards program. Learn more at aircanada.com/saua.
- Upgrades using Air Canada eUpgrade Credits are permitted, as per the terms and conditions of the eUpgrades program. Learn more at aircanada.com/eUpgrades.
- For Flight Pass bookings which include confirmed Star Alliance Upgrade Awards or eUpgraded flight(s), the traveller/sponsor's eUpgrade account will be decremented should the traveller wish to use their complimentary Flight Pass upgrade within 48 hours prior to departure. To re-credit your eUpgrade account, the upgraded booking must be cancelled and rebooked under a new booking reference in the original Latitude booking class. If the original flight(s) is no longer available, an

alternate flight must be selected.

• A successful upgrade grants access to Air Canada Maple Leaf Lounges upon presentation of an Executive Class boarding pass.

#### **Altitude Qualifying Miles**

Traveller will earn 125% Aeroplan Miles (Altitude Qualifying Miles) for distance flown on flights operated by Air Canada, Air Canada rouge and participating Air Canada Express carriers when using flight credits. Altitude Qualifying Miles qualify for Air Canada Altitude status.

## These terms and conditions may change at any time without notice and other conditions may apply.

Ref: CONFP

Ref: CONFP

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THIRSK ROBERT	ZONE 1
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BUSINESS CLASS / CLASSE AFFAIRESFrequent Flyer/VoyageurETKT0142180417678S100K - AC*G	assidu Cabin/Cabine J
Flight/Vol Date From/De Destination	Flight/Vol
AC 443 06SEP OTTAWA TORONTO	AC 443 TORONTO
	Seat/Place
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#### KENSINGTON

#### **Dr. Robert Thirsk**

2500 University Dr. NW Calgary, Cant T2N 1N4 AB

#### **INFORMATION INVOICE**

Company Name	: University of Calgary
Group	•
A/R Number	4 4

Room Number	:	208
Arrival Date	:	06-09-17
Departure Date	;	08-09-17
Page	÷	1 of 1
Folio Number	1	10023
Confirmation		78497252
Cashier	:	4433

#### GST No.: 894582667RT0001

08-09-17

Date	Description				Charges		Credits
06-09-17	Kensington Riverside Inn				259.00		
06-09-17	Service & Marketing Fee				12.95		
06-09-17	Alberta Tourism Levy				10.88		
06-09-17	GST				13.60		
07-09-17	Kensington Riverside Inn				259.00		
07-09-17	Service & Marketing Fee				12.95		
07-09-17	Alberta Tourism Levy				10.88		
07-09-17	GST				13.60		
08-09-17	Visa	XXXXX	<sub>(XXXXXX</sub> s.17(1)	XX/XX			592.86
			Total		592.86		592.86
Room GS	Т 27.20		Balance		0.00	CAD	
F&B GST	0.00						
Other GS							
Total GST	27.2						

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Kensington Riverside Inn and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

#### Guest Signature: \_\_\_\_\_

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Travel Arranger: MORGAN TAYLOR

UNIVERSITY OF CALGARY s.17(1)



Account # Date Counsellor **Our ref #** Invoice # Department **s.17(1)** 14 Jul 2017 **WEI CHONG R7F5VA** 11179291 724094 UNKNOWN

1

For: THIRSK/ROBERT DR

Company	Loyalty #	
Air Canada	s.17(1)	
Budget Rent A Car		

Rental Company	Car Type	Confirm #	Pick Up	Drop Off	Rate Type	Rate	Mileage	Currency
Budget Rent A Car	Compact 2 or 4 Door Automatic A/C Any Fuel	09558894CA2FA ST	Sep 6, 01:00 PM CALGARY INTL AIRPORT	Sep 8, 03:30 PM CALGARY INTL AIRPORT	Daily	47.25	UNL	CAD
			Calgary 403-226-1550	Calgary 403-226-1550				

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MARTVL NON-REFUNDABLE TRANSACTION FEE TAX ON FEE (R103524823) TOTAL DUE CAD	\$9.00 \$0.45 \$9.45
PYMT BY VI XXXXI <sub>S.</sub> 17	(\$9.45)
TOTAL PAID CAD	(\$9.45)
BALANCE CAD	\$0.00

For Emergency Travel Service:

- For Canada & USA: please call 1-888-551-1181 or 902-423-3806

- Outside Canada & USA: please call collect 902-423-3806

<sup>-</sup> Email: etc@maritimetravel.ca For more immediate assistance please call

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MT = Maritime Travel 123456 = invoice # 01498761234 = ticket #

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#### NOTICE

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