

Proactive Disclosure of Expenses

Karen Jackson, General Counsel
For the period August 1, 2013 to September 30, 2013

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	June 24, 2013	Edmonton: Travel for meeting with CARNA	\$777.39
2.	July 17, 2013	Edmonton: Travel for meeting with Alberta General Counsel group	\$48.45

Detail for Travel Expenses

Travel Expense – Item 1						
For	Karen Jackson, General Counsel					
Description/Purpose	Meeting with CARNA*					
Date	June 24, 2013					
Destination	Edmonton, Alberta					
Type of Expense	Air Fare	Other Transport	Hotel	Meals	Other	Total
Amount	\$678.39	\$99.00**				\$777.39
Notes	*CARNA is the College and Association of Registered Nurses of Alberta. Ms. Jackson attends as the University of Calgary’s representative for the Faculty of Nursing in Qatar. **Other Transport: taxis for trips to and from airport.					

(Attach scanned receipts for Travel Expense – Item 1.)



The American Express® Corporate Card Statement of Account

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 Amex Bank of Canada
 Corporate Service Centre
 PO Box 7000 Station B
 Willowdale (Ontario) M2K 2R6

Prepared For
KAREN JACKSON
KAREN JACKSON

Membership Number
 s. 17(1)

Date
 June 28, 2013

Previous Balance	Payments and Credits	New Charges including Delinquency Assessment, if any	New Balance \$
0.00	0.00	678.39	678.39

Statement includes payments and charges received by June 28, 2013

Please see "About Your Statement" section for important information.

* indicates processing date where purchase date not available

Please pay your balance in full upon receipt of statement. Thank you for your ongoing membership.

New Transactions for KAREN JACKSON

Amount \$

Card XXXX-XXXXX8-61006

June 21 *	AIR CANADA				490.02
	From: Calgary Alberta CD	Routing	Carrier	Class	
	To: Edmonton Alberta C		AC	Y0	
	Ticket Number: 01439270699064				
	Passenger Name: Jackson,Karen Elizab				
June 21 *	WESTJET				188.37
	From: Edmonton Alberta C	Routing	Carrier	Class	
	To: Calgary Alberta CD		WS	LA	
	Ticket Number: 83839270699074				
	Passenger Name: Jackson,Karen Elizab				
Total New Transactions for KAREN JACKSON					678.39

† Please detach here †

AMERICAN EXPRESS®

Payment Options

PLEASE ALLOW 3 TO 5 BUSINESS DAYS FOR YOUR PAYMENT TO BE PROCESSED BY YOUR FINANCIAL INSTITUTION AND SENT TO US. See the About Your Payment Section.

- Phone and Internet banking arranged through your financial institution
- Your local bank branch
- Automatic banking machines

Do Not Enclose Cash

Membership Number	
s. 17(1)	
Amount Due \$	Amount Paid \$
678.39	

KAREN JACKSON
 UNIV OF CALGARY
 2500UNIVERSITYDR NW
 CALGARY AB
 T2N 1N4

Amex Bank of Canada/
 Banque Amex du Canada
 PO BOX 2000
 West Hill ON M1E 5H4

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s. 17(1)

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The American Express® Corporate Card Statement of Account

www.americanexpress.ca

Date: June 28, 2013

Page 2 of 2

About Your Statement

Statement Period

Period beginning the day after your last statement and ending on the date shown on this statement.

Transaction/Posting Date

The date shown for each item should be the date on which the transaction occurred. If this date is not available, the date the transaction was posted to your account will be shown with an asterisk (*). All transactions shown in this statement have been posted in this Statement Period.

Transaction Detail

Provides the name and location where the transaction took place. Supplementary Card(s) transactions if applicable, are also provided. Occasionally you may not recognize the business name listed. This can happen when a company has a registered name different from that used commercially. Supplementary Card(s) transactions, if applicable, along with any payment, adjustment or fees are also listed.

Foreign Transactions

Charges made in a currency other than Canadian dollars will be converted into Canadian dollars. The conversion will take place on the date the charge is processed by us, which may not be the same date on which the Charge was made as it depends on when the Charge was submitted to us. If the Charge is not in U.S. dollars, the conversion will be made through U.S. dollars, by converting the Charge amount into U.S. dollars and then by converting the U.S. dollar amount into Canadian dollars. If the Charge is in U.S. dollars, it will be converted directly into Canadian dollars.

Unless a specific rate is required by applicable law, you understand and agree that the American Express treasury system will use conversion rates based on interbank rates that it selects from customary industry sources on the business day prior to the processing date, increased by a single conversion commission of 2.5%. If Charges are converted by third parties prior to being submitted to us, any conversion s made by those third parties will be at rates selected by them.

Delinquency Assessments

Delinquency assessments accrue and are calculated at the rate of 0.0822% (equivalent to an annual rate of 30%) of each Delinquent Charge for each day that the Delinquent Charge remains outstanding, starting from the date of the billing statement on which the charge becomes delinquent. Please refer to your Card member Agreement for details.

Billing Errors

If there is an error or omission in this statement you must notify us in writing within 25 days of the date of this statement. If you do not do so, the statement will be conclusively settled to be complete and correct except for any amount which has been improperly credited to the account.

About Your Payment

ALL CHARGES ARE DUE AND PAYABLE IN FULL IMMEDIATELY UPON RECEIPT OF YOUR MONTHLY STATEMENT. Subject to the Electronic Payment Program Agreement and availability of the service, you can request a same day payment prior to 8 p.m. Eastern Time or schedule a future payment from your Canadian dollar deposit account; however, your first payment can only be scheduled 3 calendar days after enrolment in the Electronic Payment Program. We reserve the right without notice to restrict or cancel availability of the Electronic Payment Program generally, limit the number or frequency of payments or restrict scheduling a future payment within a certain time period or if the account is past due. A payment made using Pay by Online Services may only be scheduled within 28 days after the date of your most recent statement. However, payment must be made by the date required for your Card. Payments made by you via your financial institution will not be credited until received by us within 3 to 5 business days. Please check with your own financial institution regarding processing delays. Please make cheques or money orders payable to Amex Bank of Canada. If mailing your payment, please include the bottom portion of your statement in the enclosed envelope. A mailed payment may take up to 10 business days or longer to be received depending on your geographic location. It is your responsibility to ensure that sufficient funds are available in the deposit account. We will reverse a payment if it is returned or dishonoured for any reason and a dishonoured payment fee will apply.

Payment Due Date

Payment of your balance in full must be received and processed by the date of your next statement, otherwise the new charges appearing on this statement will become delinquent. If this statement indicates a payment due date, this date is just prior to the date of your next statement in order to allow for payment processing.

Customer Service

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****URGENT- Please review your itinerary for accuracy immediately****

There may be costs associated with making changes; these costs will be your responsibility.
Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

Passenger(s):	Jackson/Karen Elizabeth Ref: UNIVERSITY LEGAL SERVICES	Booking Ref.:	HTCERG
Invoice No.:	256332	Agent:	Bethren Lomasang
Date:	Thursday, June 20, 2013	Customer:	4032206449
Billing:	UNIVERSITY OF CALGARY 3838 24TH AVE NW CALGARY AB T2N 1N4 REF UNIVERSITY LEGAL SERVICES REF LEGAL	Deliver:	UNIVERSITY OF CALGARY 3838 24TH AVE NW CALGARY AB T2N 1N4 REF UNIVERSITY LEGAL SERVICES REF LEGAL

- Your Travel Arranger is pleased to deliver your complete travel itinerary through Sabre® Virtually There®.
[Click here](#) to access your reservation on the web or a mobile device.
- To forward itinerary to Triplt, Worldmate, Tripcase or Blackberry Travel: [Click Here](#)
-  Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)
-  Add your itinerary to your calendar (with Infuzer): [Click Here](#)
-  Use Mileblaster to consolidate all your frequent flyer and loyalty programs: [Click Here](#)
-  [Click here](#) to reserve your parking and take advantage of exclusive rates and offers with Park2Go and UNIGLOBE Beacon Travel - use coupon #10163 to receive a 20% discount
- The Total Carbon Emissions for your flight/s are 56.24kgs and it would cost \$2.53 to offset them. Please visit our website for more details.
[Click here](#)

AIR - Monday June 24 2013

 **Air Canada Flight AC8130 Economy Class** [Check In Confirmation:](#)
[MVPTY1](#) (*24 Hours Prior)
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ

Depart:	06:00, Monday, June 24 Calgary Intl. Airport Calgary, Alberta, Canada	Arrive:	06:51, Monday, June 24 Edmonton Intl. Airport Edmonton, Alberta, Canada
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Status:	Confirmed	Booking Code:	Y
Equipment:	De Havilland DHC-8-300 Dash 8 / 8Q	Stops:	Non-stop
Duration:	0 hours 51 minutes	Seat:	02A Confirmed
FF Number:	S. 17(1)	Meal:	None
Remarks:	Turbo propeller plane used on this flight		

• [Weather](#) • [Flight Status](#) (*up to 3 days prior) • [Dining Reservations](#)

AIR - Monday June 24 2013

 **WestJet Flight WS248 Economy Class** [Check In Confirmation:](#)
[FBDCVT](#) (*24 Hours Prior)

Depart:	12:00, Monday, June 24	Arrive:	12:45, Monday, June 24
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Edmonton Intl. Airport
Edmonton, Alberta, Canada

Calgary Intl. Airport
Calgary, Alberta, Canada

Status: Confirmed Booking Code: L
Equipment: Boeing 737-700 (winglets) Stops: Non-stop
Duration: 0 hours 45 minutes
Seat: Selection At Arpt. Check In Or 24 Hrs Prior Departure
FF Number: S. 17(1) Meal: None
Remarks: On airline website

• Weather • Flight Status (up to 3 days prior) • Dining Reservations

Invoice Details

Transaction / Document	Base	Tax	GST/HST	Total
Processing Fee	38.00		1.90	39.90
	Form of Payment: S. 17(1)			
Air Canada / 014 3927069906	429.57	37.12	23.33	490.02
	Form of Payment: S. 17(1)			
WestJet / 838 3927069907	135.28	44.12	8.97	188.37
	Form of Payment: S. 17(1)			
Totals:	602.85	81.24	34.20	CAD 718.29
		Total Charged to Credit Card:		CAD 718.29
		Balance Due:		CAD 0.00

Fare Rules

• Westjet ticket is not refundable. changes are permitted for a fee of up to 57.50 plus any applicable fare difference.

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the airline's website or contact the airline directly for details.

- [Air Canada](#) or call 1-888-247-2262
- [WestJet](#) or call 1-800-538-5696

Important Information

- 24 hour emergency service in Canada and usa call toll-free 1-855-817-8277 or collect 647-724-8277. Please note some cell phone providers do not allow for 1-800 calls in some areas. We recommend using landline in these situations or call collect. Your UNIGLOBE rescue line access code is 62XC. Or you can email at callme@tass247.com please mention your rescue line access code is 62XC
- Your reservation number with Air Canada is mvptyi. Air Canada contact phone number is 1-888-247-2262
- Your reservation number with westjet is fbdcvt. Westjet contact phone number is 1-800-538-5696
- Air Canada will notify you of last minute flight changes if you register your flights up to 30 days prior to departure. For more information visit www.aircanada.com/en/travelinfo/traveller/mobile/notification.html
- Baggage charges may apply. For more info..Please visit westjet-www.westjet.com baggage allowance-Specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.
- Please check in 90 minutes prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 45 minutes prior to departure.
- Government issued picture ID is required or two pieces Government issued ID which show name.. Date of birth and gender. This now includes passengers who appear to be between 12 and 17 years of age.
- Passengers may carry travel sized toiletries or liquids 3 oz or less through security check points. They must fit in one quart sized, clear plastic zip-top bag. Visit www.catsa-acsta.gc.ca.
- This is an electronic ticket valid only on issuing airline.
- [Click here](#) to sign up for westjets new reward program
- View your itinerary at www.virtuallythere.com use your last name and trip locator HTCERG approved by karen jackson

Invoice No: 256332

access more™

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• Please note that when paying by credit card all charges may not appear on the same credit statement. All charges will



Boarding pass / Carte d'embarquement
KAREN ELIZABETH JACKSON

WESTJET ID
s. 17(1)

Flight/Vol
WS 248

Dep 12:00PM
**EDMONTON
(YEG)**

Date
24JUN13

Boarding time/
Heure d'embarquement
11:25AM

Arr 12:45PM
**CALGARY
(YYC)**

Electronic/Électronique
8383927069907/1

Gate/Porte Seat/Siège
64 13A

PNR Seq
FBDCVT 00015



*Flights close 10 minutes to departure

*La porte d'embarquement ferme 10 minutes avant le départ

Departure information:

- If you have baggage to check at the airport, please proceed to a kiosk to print your bag tags before continuing to Bag drop.

Help us help you get there on time.

At WestJet, we're proud of our on-time performance and need your help to make sure we meet your schedule.

You can help by following a few easy steps:

- Make sure you bring this boarding pass with you to the airport along with government-issued identification for guests 18 years and older.
- Arrive at the airport a minimum of 90 minutes prior to scheduled departure for domestic flights and a minimum of 120 minutes prior to departure for international and U.S. flights.
- Proceed directly to security or customs if you are travelling without checked baggage.
- Arrive at your departure gate no less than 10 minutes prior to departure. There is a risk of losing your seat if you arrive at the gate less than 10 minutes prior to your flight's departure.

Arrival information:

Thank you for flying with WestJet.

- If this is your final destination, please proceed to the arrivals area and collect your checked bags.
- If you are connecting to a domestic or international flight, please proceed to your next departure gate.
- If you are connecting to a U.S. flight, please proceed to customs and immigration.

Contact information:

If you require assistance please contact us at 1 888-937-8538, you may also see an agent at the airport or visit westjet.com to find answers to many common questions.

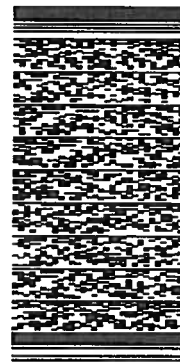
AIR CANADA  

aircanada.com check-in

JACKSON KARENELIZABETHECONO OPERATED BY / EXPLOITE PAR JAZZ
ETKT0143927069906Frequent Flyer / Voyageur assidu
AC*AFlight / Vol
AC 8130 24JUNFrom / De 
CALGARYDestination
EDMONTON-YEGBoarding time / Heure d'embarquement **05:25** Gate / PorteSeat / Place **02F**
WINDOW/HUBLOTDeparture Time / Heure de départ **06:00** Remarks / Observations

Airline use / À usage interne 0002 WCI00416

Boarding Pass | Carte d'accès à bord

AIR CANADA A STAR ALLIANCE MEMBER
MEMBRE DU RÉSEAU STAR ALLIANCE Booking
Reference:
MVPTYI

- * You may reprint your boarding pass at a Self-service application.
- * Check the departure screens at the airport to ensure the gate indicated on your boarding pass has not changed.
- * If you are unable to travel, please return to the aircanada.com [Check-in](#) option, where you may cancel your check-in, subject to certain rules and restrictions.
- * E-ticket customers must be aware of the conditions of contract. Copies are available at the Air Canada counter.

Bags:

Hand baggage only - please go directly to security clearance.

Baggage to check in: proceed to **Bag Drop**, in keeping with the following times:

	Suggested times *	Accepted until *
Flights within Canada:	90 minutes	45 minutes
Flights to / from the USA:	90 minutes	60 minutes
International flights:	90 minutes	60 minutes

* prior to departure time

Boarding:

Ensure you have your **travel documents**. Without them you may not be allowed to board your flight:

- government issued photo ID
- boarding pass

Security

Hand baggage (carry-on):
Restrictions apply to liquids, gels and aerosols in carry-on baggage.For full details, please consult:
aircanada.com/security**Passenger baggage must NOT contain dangerous goods such as:**
Compressed gases (aerosols or oxygen cylinders), explosives (fireworks or ammunition), flammable solids or liquids (lighter fuels or matches), radioactive materials, oxidising material (bleach), corrosives (acids, alkalis, mercury or wet cell batteries), magnetized materials, poisons and infectious materials.

Mayfair 

TEL: 403-255-6555
403-211-TAXI (8294)

18464

AUTH. NO.	
ACCT. NAME	
FROM	s. 17(1)
TO	2000 Airport

DATE	Y	Y	M	M	D	D
	1	3	0	6	2	4
TIME	H	H	M	M	AM	PM
	4	3	0		X	

CAB NO.	2	1	0		
ACCT. NO.					
SCHOOL NO.					
AMOUNT ON METER G.S.T. Included LESS 10% Passenger Paye					
S					
S					
DRIVER NAME RBY					
DRIVER GST NO.					

SUM AMTS		4	6	.	0	0	
	GRATUITY (IF ANY)		4	6	.	0	0
	TOTAL		4	6	.	0	0

IMPORTANT: PLEASE PRINT INSIDE BLACK BOXES



RIDER NAME / SIGNATURE	RIDER NO.
------------------------	-----------



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ASSOCIATED CAB

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Visit our counter at the
Calgary International Airport
international arrival door.



Driver [Signature] Date June 24, 2013
Car # 158 Amount 53.00
GST Included # _____

Detail for Travel Expenses

Travel Expense – Item 2						
For	Karen Jackson, General Counsel					
Description/Purpose	General Counsel’s Meeting*					
Date	July 17, 2013					
Destination	Edmonton, Alberta					
Type of Expense	Air Fare	Other Transport	Hotel	Meals	Other	Total
Amount		\$48.45**				\$48.45
Notes	*General Counsel’s meetings are with legal counsel from Alberta’s Post- Secondary institutions. **Other Transport: fuel for vehicle.					

(Attach scanned receipts for Travel Expense – Item 2.)



Red Deer Husky/Smitty's

1st - 135 Leva Ave

Red Deer AB

(403) 343-2691

GST# 898498735

Retailer ID 6787

Rct:48585 6787-5

Batch:238-168

Item	Amount
Eth Regular	\$48.45
41.443x\$1.169L	
AMOUNT	\$48.45
GST(Inc Pump)	\$2.31

Pre Auth Completion

Visa Credit

AID: A0000000031010

s.17(1) C

EXP: **/**

Date: 07/17/2013

Time: 16:17:00

AUTHCODE:053683 678705EC

3037001001026 00 000

UR: 4000000000 TSI: F800

Approved

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