



Proactive Disclosure of Expenses

Penny Werthner, Interim Provost & Vice-President (Academic)

For the period February 1, 2023 to March 31, 2023

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	Feb 6-7, 2023	Travel to Vancouver to attend the Provost Session of UniForum Vancouver Conference.	\$797.21
2.	March 2-4, 2023	Travel to Victoria to attend the WestVac Conference.	\$2,056.95

Non-Travel Expenses			
Item #	Date	Description	Amount
3.		No expenses for this period.	\$0.00



**UNIVERSITY OF
CALGARY**

Proactive Disclosure of Expenses

Penny Werthner, Interim Provost & Vice-President (Academic)

For the period February 1, 2023 to March 31, 2023

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Penny Werthner, Interim Provost & Vice-President (Academic)					
Description/ Purpose	Travel to Vancouver to attend the Provost Session of UniForum Vancouver Conference.					
Date	Feb 6-7, 2023					
Destination	Vancouver, BC					
Type of Expense	Airfare*	Other Transport	Hotel	Meal	Other	Total
Amount	\$797.21					\$797.21
Page Reference	Pages 3-4					
Notes	Airfare*: Booking Ref.: 48K2X4					

Booking Confirmation


Booking Reference: 48K2X4
Date of issue: 31 Jan, 2023

This is your official itinerary/receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the [general conditions of carriage and applicable tariffs](#) that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the [IATA Travel Centre website](#) or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view [Air Canada's Privacy Policy](#) directly.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on entry requirements, our flexible booking policy, or our health and safety measures visit our [Travel Ready hub](#).



Depart

Economy - Flex

 Monday
06 Feb, 2023

 19:30
Calgary
Calgary Int. (YYC),
Alberta

 20:05
Vancouver
Vancouver Int. (YVR),
Terminal M



AC7811

1hr35
Economy M
Operated by: Air Canada Express -
Jazz | [CRJ900](#) | [Wi-Fi](#)


Return

Economy - Flex

 Tuesday
07 Feb, 2023

 20:45
Vancouver
Vancouver Int. (YVR),
Terminal M


 23:14
Calgary
Calgary Int. (YYC),
Alberta



AC224

1hr29
Economy L
Operated by: Air Canada | [A220-300](#) |
[Wi-Fi](#)

Passengers

 **Pennys. 17(1) Werthner**
Seats
Ticket number
0142165928378

AC7811 14C
AC224 14A

 Air Canada - Aeroplan
s. 17(1)



Purchase summary

Visa
 *****\$. 17(1)
 Amount paid: \$797.21

1 adult



Air transportation charges	
Base fare - Depart Economy - Flex	434.00
Base fare - Return Economy - Flex	235.00
Carrier surcharges	16.00
Taxes, fees and charges	
Air Travellers Security Charge - Canada	14.25
Goods and Services Tax - Canada - 100092287 RT0001	37.96
Airport Improvement Fee - Canada	60.00
Total before options (per passenger)	\$797²¹
GRAND TOTAL (Canadian dollars)	\$797²¹



Check-in and boarding gate deadlines

Within Canada

90

minutes

When to arrive at the airport

You should arrive no later than the time indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45

minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

30

minutes

Boarding gate deadline

This is the latest you should be at the departure gate, ready for boarding.

15

minutes

Boarding gate closes

Arriving after this time will result in reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Proactive Disclosure of Expenses

Penny Werthner, Interim Provost & Vice-President (Academic)

For the period February 1, 2023 to March 31, 2023

Detail for Travel Expenses

Travel Expenses-Item 2 Detail						
For	Penny Werthner, Interim Provost & Vice-President (Academic)					
Description/ Purpose	Travel to Victoria to attend the WestVAC and WestVPR Conference..					
Date	March 2-4, 2023					
Destination	Victoria, BC					
Type of Expense	Airfare*	Other Transport	Hotel	Meal	Other**	Total
Amount	\$917.93		\$560.02		\$579.00	\$2,056.95
Page Reference	Pages 10-15		Page 6		Pages 7-9	
Notes	Airfare*: Attended another event in Montreal. Flew from Montreal through Vancouver to Victoria then returned back to Calgary after the conference. Booking Ref.: 4ZQWUW (Montreal to Vancouver) Booking Ref.: 4ZUKA3 (Vancouver to Victoria) Booking Ref.: 3XSFBV (Victoria to Calgary) Other**: WestVAC and WestVPR Conference Fee					



Inn at Laurel Point

Ambika Lakshmanan
2500 University Drive NW
Calgary AB T2N 1N4
Canada

Werthner, Penny

Room No. : 262
Arrival : 03/02/23
Departure : 03/04/23
Folio No. : 431211
Conf. No. : 4356791

Date	Description	Charges	Credits
03/02/23	Deposit RT deposit		560.02
03/02/23	Room	239.00	
03/03/23	Destination Marketing Fee 1%	4.78	0.00
03/03/23	Provincial Hotel Tax 8%	38.62	0.00
03/03/23	Goods and Service Tax 5%	24.14	0.00
03/03/23	Municipal Hotel Tax 3%	14.48	0.00
03/03/23	Room	239.00	
		Total Charges	560.02
		Total Credits	560.02
		Balance	0.00
			CAD

Net Amount	478.00
Destination Marketing Fee 1%	4.78
Provincial Hotel Tax 8%	38.62
Goods and Service Tax 5%	24.14
Municipal Hotel Tax 3%	14.48
	0.00
Total Charges	0.00
	CAD

Thank you for staying with us.

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680 Montreal Street, Victoria, British Columbia, Canada, V8V 1Z8, www.laurelpoint.com

Tel 250-386-8721 ~ Fax 250-386-9547 ~ Toll-Free 1-800-663-7667 ~ Email reservations@laurelpoint.com

GST # R104107842

From: [University of Lethbridge](#)
To: [Provost's Office](#)
Subject: Registration Confirmation - WestVAC and WestVPR Conference 2023
Date: December 19, 2022 3:55:03 PM

[EXTERNAL]



12/19/2022

Penny,

Thank you for registering for 2023 WestVAC and WestVPR Conference. We look forward to seeing you!

Please ensure you reserve your room at Inn at Laurel Point NO LATER than Friday, Jan 13th 2023 and quote WESTVAC/WESTVPR to obtain the special conference rate.

Phone: 250-386-8721 or Email: reservations@laurelpoint.com

To learn more about conference content, visit our [webpage!](#)



[Add to my calendar](#)

EDIT REGISTRATION

Your Event Details

Transaction Summary

Description	Amount
<i>Confirmation Number: 008122</i>	
Registration Fee: Quantity: 1 - Early Bird (First 50 Registrants) - \$579.00	\$579.00

Amount: \$579.00

Billing Information

Full Name:

Ambika Lakshmanan

Billing Email:

ambika.lakshmanan@ucalgary.ca

Billing Phone:

403-220-5464

Billing Address:

University of Calgary, 2500 University Drive NW

Address 2:

City:

Calgary

State:

AB

Zip/Postal Code:

T2N1N4

Country:

CA

Credit Card Information

Type of card:

VISA

Credit Card Number:

****S. 17(1)

Registrant

Penny Werthner

Registrant

First Name:

Penny

Last Name: Werthner

Position Title (For Name Tag): Provost, University of Calgary

Home Institution (For Name Tag): University of Calgary

Contact Info

Preferred Address 1: University of Calgary, 2500 University Drive NW

City: Calgary

Province: Alberta

Postal Code: T2N1N4

Primary Email: provost@ucalgary.ca

Registration Details

Registration Fee: Early Bird (First 50 Registrants) - \$579.00



Booking Confirmation

Booking reference

4ZQWUW

Travel booked/ticket issued on: 10 Feb, 2023

[Select Seats](#)



[eUpgrade](#)



[Manage my booking](#)



Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official itinerary/receipt is attached to this email. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the [general conditions of carriage and applicable tariffs](#) that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on entry requirements, our flexible booking policy, and our health and safety measures visit our [Travel Ready hub](#)

Passengers

Pennys. 17(1) Werthner

Ticket#: 0142166610933

Air Canada - Aeroplan#: s. 17(1)

Seats

YUL-YVR

19B

Depart • Thu 2 Mar, 2023

Economy - Flex

Montréal YUL

18:20

Montréal-Trudeau Int.

Vancouver YVR

20:55

Vancouver Int.

 AC311

5hr 35m

Economy Class (G)

Operated by Air Canada

[Boeing 777-300ER](#)

Food for purchase on board

VISA

CA \$337.02

**** s. 17(1)

The following charges (tax inclusive) will appear on your credit or debit card statement:

Amount paid: CA\$ 337.02

For 1 Adult

Flights

Air transportation charges

Departing flight- Adult	\$221.00
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<u>Carrier surcharges</u> - Canada	\$30.00
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Taxes, fees and charges

Air Travellers Security Charge - Canada	\$7.12
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Goods and Services Tax - Canada - 100092287 RT0001	\$14.66
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Quebec Sales Tax - Canada - 1000043172 TQ1991	\$29.24
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Airport Improvement Fee - Canada	\$35.00
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Grand total - Canadian dollars	\$337.02
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Baggage allowance

Carry-on baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in.]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in.]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. [See our complete carry-on baggage policy.](#)

Checked baggage

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

Montréal (YUL) - Vancouver (YVR)

1st bag**Complimentary**2nd bag**CA \$0.00**

Including taxes

Max. weight per bag:23 kg (50 lb)Max. dimensions per bag:158 cm (62 in.)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage 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 baggage fees. For all other itineraries 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 baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.



Booking Confirmation

Booking reference

4ZUKA3

Travel booked/ticket issued on: 10 Feb, 2023

[Select Seats](#)



[eUpgrade](#)



[Manage my booking](#)



Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official itinerary/receipt is attached to this email. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the [general conditions of carriage and applicable tariffs](#) that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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Passengers

Pennys. 17(1) Werthner

Ticket#: 0142166604772

Air Canada - Aeroplan#: s. 17(1)

Seats

YVR-YYJ

14A

Depart • Thu 2 Mar, 2023

Economy - Flex

Vancouver YVR

22:40

Vancouver Int.

Victoria YYJ

23:09

Victoria Int.

 AC8169

0hr 29m

Economy Class (V)

Operated by Air Canada Express - Jazz

[De Havilland Dash 8-400](#)

VISA

CA \$347.68

**** s. 17(1)

The following charges (tax inclusive) will appear on your credit or debit card statement:

Amount paid: CA\$ 347.68

For 1 Adult

Flights

Air transportation charges

Departing flight- Adult	\$303.00
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<u>Carrier surcharges</u> - Canada	\$16.00
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Taxes, fees and charges

Air Travellers Security Charge - Canada	\$7.12
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Goods and Services Tax - Canada - 100092287 RT0001	\$16.56
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Airport Improvement Fee - Canada	\$5.00
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Grand total - Canadian dollars	\$347.68
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Baggage allowance

Carry-on baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in.]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in.]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. [See our complete carry-on baggage policy.](#)

Checked baggage

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

Vancouver (YVR) - Victoria (YYJ)

1st bag**Complimentary**2nd bag**CA \$0.00**

Including taxes

Max. weight per bag:23 kg (50 lb)Max. dimensions per bag:158 cm (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage 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 baggage fees. For all other itineraries 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 baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View [Air Canada's additional checked baggage policy.](#)



Booking Confirmation

Booking reference

3XSFBV

Travel booked/ticket issued on: 13 Feb, 2023

[Select Seats](#)



[eUpgrade](#)



[Manage my booking](#)



Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official itinerary/receipt is attached to this email. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the [general conditions of carriage and applicable tariffs](#) that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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Passengers

Pennys. 17(1) Werthner

Ticket#: 0142166762305

Air Canada - Aeroplan#: **s. 17(1)**

Seats

YYJ-YVR 14A

YVR-YYC 14B

Depart • Sat 4 Mar, 2023

Economy - Flex

Victoria YYJ

19:30

Victoria Int.

Vancouver YVR

19:59

Vancouver Int.

 AC8179

0hr 29m

Economy Class (K)

Operated by Air Canada Express - Jazz

[De Havilland Dash 8-400](#)

Vancouver YVR

20:45

Vancouver Int.

Calgary YYC

23:14

Calgary Int.

 AC224

1hr 29m
Economy Class (K)

Operated by Air Canada
[Airbus A321](#)

Purchase summary

 VISA

CA \$233.23

**** s. 17(1)

The following charges (tax inclusive) will appear on your credit or debit card statement:

Amount paid: CA\$ 233.23

For 1 Adult

Flights

Air transportation charges

Departing flight- Adult \$177.00

[Carrier surcharges](#)- Canada \$23.00

Taxes, fees and charges

Air Travellers Security Charge - Canada \$7.12

Goods and Services Tax - Canada - 100092287 RT0001 \$11.11

Airport Improvement Fee - Canada \$15.00

Grand total - Canadian dollars \$233.23

Baggage allowance

Carry-on baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item ([max. size: 23 x 40 x 55cm \[9 x 15.5 x 21.5in.\]](#)) and 1 personal item ([max. size: 16 x 33 x 43cm \[6 x 13 x 17in.\]](#)). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. [See our complete carry-on baggage policy.](#)

Checked baggage

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

Victoria (YYJ) - Calgary(YYC)



1st bag

Complimentary



Proactive Disclosure of Expenses

Penny Werthner, Interim Provost & Vice-President (Academic)

For the period February 1, 2023 to March 31, 2023

Detail for Non-Travel Expenses

Non-Travel Expenses-Item 3 Detail				
For	Penny Werthner, Interim Provost & Vice-President (Academic)			
Description/Purpose				
Date				
Destination				
Type of Expense	Meals	Parking	Other	Total
Amount				\$0.00
Page Reference				
Notes	No expenses for this period.			