



Proactive Disclosure of Expenses

Dru Marshall, Provost and Vice-President (Academic)

For the period June 1, 2014 to July 31, 2014

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	June 9-10, 2014	Travel to Montreal to attend Centre for Skills and Post-Secondary Education Investors' Meeting.	\$1,423.15
2.	June 19-20, 2014	Travel to Edmonton to attend Senior Academic Officers Meeting.	\$189.20

Proactive Disclosure of Expenses

Dru Marshall, Provost and Vice-President (Academic)

For the period June 1, 2014 to July 31, 2014

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Dru Marshall, Provost and Vice-President (Academic)					
Description/Purpose	Travel to Montreal to attend Centre for Skills and Post-Secondary Education Investors' Meeting.					
Date	June 9-10, 2014					
Destination	Montreal, Quebec					
Type of Expense	Airfare*	Other Transport**	Hotel	Meals***	Other****	Total
Amount	\$1,063.25	\$45.00	\$202.30	\$58.00	\$54.60	\$1,423.15
Notes	*Airfare: Air travel from Calgary to Montreal, and return. Booking Ref K7HX2A. **Other Transport: Ground transportation while in Montreal. ***Meals: Per diems for lunch and dinner on June 9th and dinner one June 10th. ****Other: Parking					

Air Canada - 09-Jun: Calgary - Montreal (booking ref: K7HX2A) - seat selected

Air Canada [confirmation@aircanada.ca]

Sent: Thursday, June 05, 2014 9:24 AM

To: Dr. Dru Marshall

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

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Hotels in Montreal

From (per night)

\$219 CAD



[Le Saint-Sulpice Hotel Montreal:](#)



From (per night)

\$158 CAD



[Hotel Le Cantlie Suites:](#)



From (per night)

\$149 CAD



[Hotel Zero 1:](#)



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Booking Information

Booking Reference: **K7HX2A**

Customer Care
Air Canada

1-888-247-2262

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Flight Arrivals and Departures
1-888-422-7533

Main Contact:
Dr Dru Marshall
s. 17(1)

Online Services

- **Manage** my booking online (view/change my booking; select seats*).
- **Request an upgrade**
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- **Maple Leaf Lounge | Meal Vouchers | On My Way**
- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** - check online if my flight is on time.
- **Check-in online** and print my boarding pass.

* [Can my booking be changed online?](#)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC144	Calgary (YYC) Mon 09-Jun 2014 12:05	Montreal, Trudeau (YUL) Mon 09-Jun 2014 18:13	0	4hr08	320	Flex , H	🍴\$ F
AC167	Montreal, Trudeau (YUL) Tue 10-Jun 2014 18:25	Calgary (YYC) Tue 10-Jun 2014 22:21	1 /YOW ¹	5hr56	319	Flex , W	🍴\$ F

! AC167 : This flight includes a stop in Ottawa.

🍴 F: **Food for purchase on board** All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

Stopover:
¹ Ottawa (YOW)

Passenger Information

1: Dr Dru Marshall : Adult (16+), Ticket Number: 0142135276121

Air Canada -	s. 17(1)	Meal Preference :	None
Aeroplan :		Special Needs:	None
Payment Card:	s. 17(1)		
Seat Selection:	AC144 19A , AC167 25D		

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	531.00
Return Flight - Flex	364.00

<u>Surcharges</u>	46.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	55.00
Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)	2.49
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	50.51
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	1063.25
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$1063.25

Payment Information

Credit/Debit Card [s. 17\(1\)](#) - Amount paid: **\$1063.25**

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

Air Canada: \$1063.25 (Airfare - per ticket)

Ticket number(s): 0142135276121

enRoute City Guide

Montreal

Montreal has been dubbed the city of contrasts: French and English, Europe and North America, old and new. It's a playground for local and international artists and a natural venue for cultural exchange...

[▶ Read the complete guide](#)

Fare Rules

Departing Flight Calgary (YYC) To Montreal (YUL) - **Flex**

Return Flight Montreal (YUL) To Calgary (YYC) - **Flex**

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
 - **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.

s. 17(1)

SALES DRAFT - FACTURE

01/16
J DRU MARSHALL
UNIV OF CALGARY

EXPIRY DATE / DATE D'EXPIRATION
CLEAR-COMMIS

AUTHORIZATION NUMBER / NO D'AUTORISATION

[Empty grid for authorization number]

DEPT RAYON

06 09 14
M D-J Y-A

8959775

[Handwritten Signature]

DESCRIPTION

AMOUNT-MONTANT

46.00

CARDHOLDER'S SIGNATURE - SIGNATURE DU TITULAIRE
CARDHOLDER WILL PAY TOTAL AMOUNT SHOWN TO CARD ISSUER
ACCORDING TO CARDHOLDER AGREEMENT WITH CARD ISSUER.
LE TITULAIRE S'ENGAGE A REMBOURSER L'EMETTEUR DE LA CARTE DU MONTANT
TOTAL FIGURANT SUR CETTE FACTURE, CONFORMEMENT A LA CONVENTION
REGISSANT L'UTILISATION DE LA CARTE.



TOTAL
\$
CDN
CAN

46.00

PLEASE DESTROY THIS COPY AS RECORD OF YOUR TRANSACTION
CONSERVEZ CETTE COPIE COMME PREUVE DE VOTRE TRANSACTION

CUSTOMER COPY
COPIE DU CLIENT





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GUEST FOLIO

**DRU MARSHALL
CONFERENCE BOARD OF CANADA**

Re: DRU, MARSHALL

ACCOUNT NO. **s. 17(1)**
 FOLIO TYPE **Current**
 ID TAX 1
 ID TAX 2
 VOUCHER

ARRIVAL **09/06/14**
 DEPARTURE **10/06/14**
 NO. GUESTS **1**
 ROOM NO. **302**

Fax :

Seq.	Date	Transaction Description	Ref/Comments	Q	Amount	I/N	S/F
1	09/06/14	REVENUS DE CHAMBRES 3.5%	Re: 302/MARSHALL, DRU	1	170.00	N	A
2	10/06/14	AMERICAN EXPRESS	s. 17(1)	1	(202.30)	N	A
TOTAL NT						(32.30)	
Taxe Hébergement 1007886230TQ0004						5.95	
TPS 113215776RT0001						8.80	
TVQ 1007886230TQ0002						17.55	
TOTAL TI						0.00	
		==RELEVÉ DE TRANSACTION== ==TRANSACTION RECORD== TPV91944031 MARCH10324105 AX9310801353 LE ST MARTIN MONTREAL 980 BOUL DE MAISONNEUVE O MONTREAL QC CARTE/CARD: ANEX NO. s. 17(1) SEQ.: 009 LOT/BATCH: 454 REF.: 02282 2014/06/10 07:56 D01 CONCLUSION PREAUT. PREAUTH. COMPLETION \$202.30 AUTOR./AUTHOR.: 506322 APPROUVEE - MERCI Conserver cette copie pour vos dossiers. COPIE : CLIENT *****					

This bill is in currency :

Local Currency

Print date: 10/06/14

I agree to pay for any balance left unpaid by the company, organization or person in charge and am aware of my responsibility to cover for any damage caused to the property.

X

Guest signature

RECEIPT
GST NO. R122556194

EXIT No. A2
IN: 06/09/14 10:53
OUT: 06/10/14 22:39
DURATION: 1 11: 46
PAID: \$ 54.60
(GST INCLUDED)
AMERICAN EXPRESS
s. 17(1)
REF. 43

THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

Detail for Travel Expenses

Travel Expenses-Item 2 Detail						
For	Dru Marshall, Provost and Vice-President (Academic)					
Description/Purpose	Travel to Edmonton to attend Senior Academic Officers Meeting.					
Date	June 19-20, 2014					
Destination	Edmonton, Alberta					
Type of Expense	Airfare	Other Transport*	Hotel	Meals**	Other***	Total
Amount	\$0.00	\$151.90	\$0.00	\$10.00	\$27.30	\$189.20
Notes	<p>*Other Transport: Ground Transportation while in Edmonton. **Meals: Per Diem breakfast on June 20th. ***Other: Parking</p> <p>AC Flight Pass #0140851292305, Booking Reference NSGEPR was used for flight.</p>					

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6N-1C2
780-463-5000

Term Id:4502412509465
Item #:0492
AMEX PURCHASE
Op Id:210571
Card #:s. 17(1)

APPROVED

AMOUNT CAD\$76.00

Ref. #: 5
Auth. #: 552377
Book on line at
EOMPRESTIGE.COM
Thank you for being our guest
GST 862184769

Date: 2014/06/20 Time: 15:58:08
Response: AUTH 552377

*****CUSTOMER COPY*****

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6H-1C2
780-463-5000

Term Id:4502412509465
Item #:0489
AMEX PURCHASE
Op Id:210571
Card #s: 17(1)

APPROVED

AMOUNT	CAD\$66.00
TIP	CAD\$9.90
	=====
TOTAL	CAD\$75.90

Ref. #: S
Auth. #: 594517
Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 862184769

Date: 2014/06/19 Time: 21:03:19
Response: AUTH 594517

*****CUSTOMER COPY*****

RECEIPT
GST NO. R122556194

EXIT No. A1
IN: 06/19/14 18:24
OUT: 06/20/14 18:08
DURATION: 0 23: 44
PAID: \$ 27.30
(GST INCLUDED)
AMERICAN EXPRESS
s. 17(1)

KET. 99
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade