



Proactive Disclosure of Expenses

Dru Marshall, Provost and Vice-President (Academic)
For the period of August 1, 2018 to September 30, 2018

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	July 31, 2018	Purchase Air Canada Flight Pass - Western Commuter, Latitude, 10 credits.	\$3,958.80
2.	August 22, 23, 2018	Travel to Edmonton to attend meetings and tour Lakeland College.	\$362.08

Non-Travel Expenses			
Item #	Date	Description	Amount
3.	August 28 to September 15, 2018	Auto mileage to attend meetings. 422 kms @ \$0.50/km.	\$211.00



**UNIVERSITY OF
CALGARY**

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For the period of August 1, 2018 to September 30, 2018

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Dru Marshall, Provost and Vice-President (Academic)					
Description/	Purchase Air Canada Flight Pass, Wester Commuter, Latitude, 10 credits.					
Date	July 31, 2018					
Destination	Calgary, Alberta					
Type of Expense	Airfare*	Other Transport	Hotel	Meals	Other	Total
Amount	\$3,958.80	\$0.00	\$0.00	\$0.00	\$0.00	\$3,958.80
Page Reference	pages 3, 4					
Notes	Airfare*: Flight Pass # 0140851481186. All credits to be used by July 27, 2019.					

Reply all | Delete Junk | ...

Air Canada - Electronic Ticket Itinerary/Receipt

AC Air Canada <fpconfirmation@aircanada.ca> Reply all |
Fri 7/27, 9:39 AM
Dru Marshall; Penny Bardsley; Penny Bardsley; Penny Bardsley; Penny Bardsley; Pei

Personal

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

Flight Pass

Your flight pass purchase is confirmed.
Please print this receipt for your reference.
Thank you for choosing Air Canada and we look forward to welcoming you on board.

Flight Pass Information

Flight Pass Reference: **0140851481186**

Product Name: **Western Commuter - Latitude - 10 credits**
Product ID: **C10ZONE1110**
Start Date: **Jul 27, 2018**
Expiry Date: **Jul 27, 2019**
Name of Educational Institution: **University of Calgary**
Exchange one credit per direction on the following [routes](#).

Customer Care

Questions about your booking or Air Canada online services?
1-888-247-2262

Online services

- [Manage my flight pass](#)
(Book, View, Change and Cancel flights).

Contact Information

Flight Pass Owner: [s.17\(1\)](#) **DRU MARSHALL**
Email address: [s.17\(1\)](#) **ley@ucalgary.ca**
Aeroplane Number:
Phone Number:
Payment Card Numb

Fare Quotes Details

Fare Summary

 Reply all |
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  Junk |
  ...

Canada Goods and Services Tax (GST/HST #100092287 RT0001)	188.50
Total taxes	\$188.50
Grand Total - Canadian Dollars	\$3,958.50

Applicable Rules

All flight credits must be used and travel must be completed by **Jul 27, 2019**.

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 Relations](#). 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.



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For the period of August 1, 2018 to September 30, 2018

Detail for Travel Expenses

Travel Expenses-Item 2 Detail						
For	Dru Marshall, Provost and Vice-President (Academic)					
Description/ Purpose	Travel to Edmonton to attend meetings and tour Lakeland College.					
Date	August 22, 23, 2018					
Destination	Edmonton, Alberta					
Type of Expense	Airfare*	Other Transport**	Hotel	Meals***	Other	Total
Amount	\$0.00	\$75.90	\$221.18	\$65.00	\$0.00	\$362.08
Page Reference	pages 6-9	page 10	pages 11, 12	All meal per diems	\$0.00	
Notes	Airfare*: AC Western Commuter Flight Pass was used, 2 credits. Booking Ref.: RVVQLZ and R7W4YM. Other Transport**: Ground transportation while in Edmonton. Meals***: Meal per diems claimed (1 Breakfast @ \$12, 2 Lunch @ \$14 and 1 Dinner @ \$25).					

Penny Bardsley

From: Air Canada <fpconfirmation@aircanada.ca>
Sent: Friday, July 27, 2018 11:21 AM
To: Dru Marshall
Subject: Air Canada - Electronic Ticket Itinerary/Receipt

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

AIR CANADA 

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.

Seats have been pre-selected for you.
Click on the button below to **see all seat options**
and **change your seat(s)**

Choose your seat(s)



Booking Information

Booking Reference:

RVVQLZ

Customer Care

Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Main Contact:

Dru Marshall

s.17(1)

Manage My Booking (change, cancel, upgrade).

Change Seats get more seating options for my flight.

Purchase **Maple Leaf Lounge Access / Meal Vouchers**

Receive **Flight Status Notifications** directly to my email or mobile phone.

Check **Flight Arrivals and Departures**.

Check in online and print my boarding pass.

Flight Itinerary

Flight	From	To	Stops	Fare Type	Meal
AC8136	Calgary (AB) Wed 22-Aug 2018 10:35	Edmonton International (AB) Wed 22-Aug 2018 11:29	0	Latitude, Y	

Flight AC8136 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.

Passenger Information

1: ^{s.17(1)} Di	dru Marshall ; Ticket Number: 0142198229135
Air Canada Aeroplan: ^{s.17(1)}	Meal Preference: Normal
Seat Selection: AC8136 : 4C	Special Needs: None

Flight Credit Summary

Western Commuter - Latitude 10 credit	1 Flight Credit Taxes, fees, and charges included
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Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Important Information

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Baggage Policy

[Carry-on baggage](#) | [Checked baggage](#)

[Check-in and boarding times](#)

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 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. [View more details](#).

Checked Baggage:

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

Flight : Calgary (AB) To Edmonton International (AB) - Latitude		
Regular Baggage Allowance	1st bag: Complimentary	2nd bag: 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 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 the 2nd bag fee. 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.

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.

Penny Bardsley

From: Air Canada <fpconfirmation@aircanada.ca>
Sent: Friday, July 27, 2018 1:18 PM
To: Dru Marshall
Cc: Penny Bardsley; Penny Bardsley; Penny Bardsley; Penny Bardsley; Penny Bardsley
Subject: Air Canada - Electronic Ticket Itinerary/Receipt

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AIR CANADA 

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.

Seats have been pre-selected for you.
Click on the button below to **see all seat options**
and **change your seat(s)**

[Choose your seat\(s\)](#)



Booking Information

Booking Reference: **R7W4YM**

Main Contact:

DJ^{s.17(1)} dru Marshall
s.17(1)

Customer Care

Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

[Manage My Booking](#) (change, cancel, upgrade).
[Change Seats](#) get more seating options for my flight.
Purchase [Maple Leaf Lounge Access / Meal Vouchers](#)
Receive [Flight Status Notifications](#) directly to my email or mobile phone.
Check [Flight Arrivals and Departures](#).
[Check in online](#) and print my boarding pass.

Flight Itinerary

Flight	From	To	Stops	Fare Type	Meal
AC8153	Edmonton International (AB) Thu 23-Aug 2018 18:00	Calgary (AB) Thu 23-Aug 2018 18:53	0	Latitude, Y	

Flight AC8153 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.

Passenger Information

1: D ^{s.17(1)} dru Marshall _{s.17(1)} Ticket Number: 0142198235569			
Air Canada Aeroplai		Meal Preference:	Normal
Seat Selection: AC8153 : 6C		Special Needs:	None

Flight Credit Summary

Western Commuter - Latitude 10 credit

1 Flight Credit

Taxes, fees, and charges included

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Important Information

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Baggage Policy

[Carry-on baggage](#) | [Checked baggage](#)

[Check-in and boarding times](#)

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Checked Baggage:

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

Flight : Edmonton International (AB) To Calgary (AB) - Latitude

Regular Baggage Allowance

1st bag:
Complimentary

2nd bag:
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 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 the 2nd bag fee. 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.

PRESTIGE TRANSPORTATION
10135 31 AVE NW
EDMONTON AB

CARD *****s.17(1)
CARD TYPE VISA
DATE 2018/08/22
TIME 4451 12:08:03
INVOICE # 210571
RECEIPT NUMBER
C85040758-001-001-147-0

PURCHASE
AMOUNT \$66.00
TIP \$9.90
TOTAL

\$75.90

SCOTIABANK VISA
A0000000031010
FE6B1D36A42DB077
0080008000-E800
8E09896FA4DBEB60
0080008000-F800

APPROVED

AUTH# 054318 01-027
THANK YOU

CARDHOLDER COPY

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COPY FOR YOUR RECORDS

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GOPRESTIGE.CA
GST 862184769

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Dru Marshall

Page Number : 1 Invoice Nbr : 27842691
 Guest Number : 1249133
 Folio ID : A
 Arrive Date : 22-AUG-18 12:11
 Depart Date : 23-AUG-18 11:21
 No. Of Guest : 2
 Room Number : 1815
 Club Account : s.17(1)

Copy Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton SEP-12-2018 10:46 SJAGT806

Date	Reference	Description	Charges (CAD)	Credits (CAD)
22-AUG-18	RT1815	Room Charge	197.00	
22-AUG-18	RT1815	GST	10.15	
22-AUG-18	RT1815	Destination Marketing Fee	5.91	
22-AUG-18	RT1815	Tourism Lev	8.12	
23-AUG-18	VI	Visa s.17(1)		-221.18
** Total			221.18	-221.18
*** Balance			0.00	

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Continued on the next page

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Dru Marshall

Page Number : 2 Invoice Nbr : 27842691
 Guest Number : 1249133
 Folio ID : A
 Arrive Date : 22-AUG-18 12:11
 Depart Date : 23-AUG-18 11:21
 No. Of Guest : 2
 Room Number : 1815
 Club Account : s.17(1)

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
08-22-2018	197.00	10.15	8.12	0.00	0.00	5.91	221.18	0.00
08-23-2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-221.18
Total	197.00	10.15	8.12	0.00	0.00	5.91	221.18	-221.18

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CALGARY**

Proactive Disclosure of Expenses

Dru Marshall, Provost and Vice-President (Academic)
For the period of August 1, 2018 to September 30, 2018

Detail for Non-Travel Expenses

Non-Travel Expenses-Item 3 Detail				
For	Dru Marshall, Provost and Vice-President (Academic)			
Description/Purpose	Auto mileage while traveling to meetings on behalf of the University.			
Date	August 28 to September 15, 2018.			
Destination	Calgary, Alberta			
Type of Expense	Meals	Parking	Other*	Total
Amount	\$0.00	\$0.00	\$211.00	\$211.00
Page Reference				
Notes	Other*: 422 kilometers @ \$0.50 per kilometer.			