## Overview

| Travel Expenses |  |  |  |
| :---: | :--- | :--- | :---: |
| Item \# | Date | Description | Amount |
| 1. | September 30-October 2, <br> 2015 | Travel to Washington to attend Joint Provost - Chief <br> Business Officer (CBO) Roundtable. | $\$ 2,099.73$ |
| 2. | October 30, 2015 | Travel to Edmonton to attend Universities Academic <br> Pension Plan (UAPP) meeting. | $\$ 445.91$ |

## Detail for Travel Expenses

| Travel Expenses-I |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| For | Linda Dalgetty, Vice-President (Finance and Services) |  |  |  |  |  |
| Description/Purpose | Travel to Washington to attend Joint Provost - Chief Business Officer (CBO) Roundtable. |  |  |  |  |  |
| Date | September 30-October 2, 2015 |  |  |  |  |  |
| Destination | Washington, DC |  |  |  |  |  |
| Type of Expense | Airfare*: | Other Transport** | Hotel | Meals*** | Other**** | Total |
| Amount | \$1,014.97 | \$192.87 | \$777.29 | \$81.00 | \$33.60 | \$2,099.73 |
| Notes | Airfare*: Booking Ref: WX5188. <br> Other Transport**: Parking at Calgary airport. <br> Meals***: Meal per diems claimed: Sept. 30 (1 Lunch at $\$ 12$, 1 Dinner @ \$23); Oct. 1 <br> (1 Breakfast @ \$14, 1 Dinner @ \$32). <br> Other****: Includes Travel Agency fee. |  |  |  |  |  |

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Travel Arranger CAROL CATER
UNIVERSITY OF CALGARY
s. 17(1)

| Account \# | S. $17(1)$ |
| :--- | :--- |
| Date | 26 Aug 2015 |
| Counsellor | 1RACEY QUIGG |
| Our ref \# | WX5188 |
| Invoice \# | 11155163 |
| Department | VICE-PRESIDENT |
|  | VICE-PRESIDENT FINANCE AND |
|  | VICE-PRESIDENT FINANCE AND |

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| Alrline | Flight \# | Origin | Destination | Depart Date | Depart Time | Arrival Date | Artival Time | Gabin Class | Flying <br> Time | Seats |
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| Air Canada Boeing 767 | 1150 | Calgary Intl Apt (Calgary, AB) | Lester B Pearson IntI (Torento, ON) Terminal 1 | Wed Sep 30 | $12: 10 \mathrm{PM}$ | Wed Sep 30 | 554 PM | V-Flex | 3:44 | 16C |
| Air Canada (Operated by UNITED EXPRESS/MES A) Canadair 700 | 3892 | Lester B Pearson Inil (Toronto, ON) Terminal 1 | Washington Dulles Intl (Washington, DC) | Wed Sep 30 | 730 PM | Wed Scp 30 | 856 PM | V-Flex | 1:26 | 14D |


| Air Canada (Operated by UNITED EXPRESS/TRA NS STATES) Embraer RJI45 | 2636 | Washington Dulles Intl (Washington, DC) | Lester B Pearson Inti (Toronto, ON) Tensinal 1 |  | $\begin{aligned} & \text { Fri } \\ & \mathrm{Oct} 2 \end{aligned}$ | 230 PM | Fri Oet 2 | 359 PM | V-Flex |  | $1: 29$ | 05D |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Air Canada Airbus A321 | 1155 | Lester B Pearson Int\| (Toronto, ON) Terminal I | Calgary Intl Arpt (Calgary, AB) |  | $\begin{aligned} & \text { Fri } \\ & \text { Oet } 2 \end{aligned}$ | 515 PM | Fri Oct 2 | 726 PM | V-Flex |  | 4:11 | 14 C |
| Company | Reference Locator |  | Company L | Loyalty \# |  | Passenger |  | Airline | Ticket Number 7 |  | Type |  |
| Air Canada | MGUV25 - Web Check In |  | AC S | s. 17(1) |  | DALGETTY/LINDA |  | AC | 0148917917253 E |  | ETicket |  |
| Hotel Name |  | Address | Hotel Chain |  | -firm \# | Check In | Check Out | Nights | Rooms | Rate | Currency |  |
| 11 Gl <br> WASHINGTON DC G | $\begin{aligned} & 22011 \\ & \text { WAS } \\ & 20297 \end{aligned}$ | M STREET NW HINGTON DC 20037 46010 | Hilton Garden Inn |  | 616307 | Sep 30 | Oct 2 | 2 | 1 King | 299.00 | CAD |  |

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| TAX ON AIRFARE INCLUDES 133.50 OTHER |  |  |
| TAX ON AIRFARE TOTAL |  | S178.47 |
| MARTVL NON-REFUNDABLE TRANSACTION FEE |  | \$32.00 |
| TAX ON FEE (R103524823) |  | \$1.60 |
| TOTAL DUE CAD |  | S1,048.57 |
| PIMT BY AX XXX ${ }^{\text {S. }}$ 17(1) |  |  |
| PYMT BYAX XXX |  | $(S 1,014.97)$ $(\mathbf{S 3 3 , 6 0 )}$ |
| TOTAL PAID CAD |  | ( $\mathbf{( 1 , 0 4 8 . 5 7 \text { ) }}$ |

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| Filghts within Canada: | 90 minutes | 45 minutes |
| Filghts to / from the USA: | 90 minutes | 60 minutes |
| international flights: | 90 minutes | 60 minutes |
|  | * pridr to departure time |  |

## Boarding:

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

* passport or other valld travel document
- boarding passes
- e-ticket itinerary receipt


## Security

Hand baggage (carry-on): Restrictions apply to tlquids, gels and aerosols in carry-on baggage.

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## Bags:

Hand baggage only - please go directly to security clearance.
Baggage to check in: proceed to the Kiosk (where available) or Air Canada Check-in Counter, in keeping with the following times:

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Flights to / from the USA:
International flights:

## Boarding:

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

- passport or other valid travel document
- boarding passes
- e-ticket itinerary receipt


## Security

Hand baggage (carry-on): Restrictions apply to liquids, gels and aerosols in carry-on baggage.

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90 minutes

* prior to departure time

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60 minutes
60 minutes


Passenger baggage must NOT contain dangerous goods such as:
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s. 17(1) STAR ALLIANCE G0LD

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| Tip: \$ \$13.08 |
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            THANR YOU FOR
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| DATE | DESCRIPTION | ID | REF NO | CHARGES | CREDIT | BALANCE |
| :--- | :--- | ---: | ---: | ---: | ---: | :---: |
| $9 / 30 / 2015$ | GUEST ROOM | RUBE | 275623 | $\$ 299.00$ |  |  |
| $9 / 30 / 2015$ | RM - CITY TAX | RUBE | 275623 | $\$ 30.05$ |  |  |
| $9 / 30 / 2015$ | RM - OCCUPANCY TAX | RUBE | 275623 | $\$ 13.31$ |  |  |
| $10 / 1 / 2015$ | GUEST ROOM | NEGB | 276175 | $\$ 199.00$ |  |  |
| $10 / 1 / 2015$ | RM - CITY TAX | NEGB | 276175 | $\$ 20.00$ |  |  |
| $10 / 1 / 2015$ | RM - OCCUPANCY TAX | NEGB | 276175 | $\$ 8.86$ |  |  |
| $10 / 2 / 2015$ | AX 'S. 17(1) | NEGB | 276419 |  | (\$570.22) |  |

EXPENSE REPORT
SUMMARY

|  | $9 / 30 / 2015$ | $10 / 1 / 2015$ | STAY TOTAL |
| :--- | :--- | :--- | :--- |
| ROOM AND TAX | $\$ 342.36$ | $\$ 227.86$ | $\$ 570.22$ |
| DAILY TOTAL | $\$ 342.36$ | $\$ 227.86$ | $\$ 570.22$ |

You have earned approximately. $\mathrm{S} .17(1) \quad$ for this stay. Hillon HHanors
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## Detail for Travel Expenses

Travel Expenses-Item 2 Detail

| For | Linda Dalgetty, Vice-President (Finance and Services) |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Description/Purpose | Travel to Edmonton to attend Universities Academic Pension Plan (UAPP) meeting. |  |  |  |  |  |
| Date | October 30, 2015 |  |  |  |  |  |
| Destination | Edmonton, Alberta |  |  |  |  |  |
| Type of Expense | Airfare*: | Other Transport** | Hotel | Meals*** | Other**** | Total |
| Amount | \$360.96 | \$29.35 | \$0.00 | \$22.00 | \$33.60 | \$445.91 |
| Notes | Airfare*: Booking Ref: KOFRWY. <br> Other Transport**: Parking at Calgary airport. <br> Meals***: Meal per diems claimed (1 Breakfast @ \$10, 1 Lunch at $\$ 12$ ). <br> Other****: Includes Travel Agency fee. |  |  |  |  |  |

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| Airline | Flight | Origin | Destination | Depart Date | Depart Tine | Arrival Date |  | Gabin Class | Rlying <br> Time | Seats |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Air Canada (Operated by AIR CANADA EXPRESS JAZZ) DHC8 Dash 8 300 | 8134 | Calgary Intl Arpt (Calgary, AB) | Edmonton Intl Arpt (Edmonton, AB ) | $\begin{aligned} & \text { Fri } \\ & \text { Oct } 30 \end{aligned}$ | 8.30 AM | Fir Oct 30 |  | G-Flex | 0.52 | 05A |
| Air Canada (Operated by AIR CANADA EXPRESS JAZZ) DHC8 Dash 8 300 | 8147 | Edmonton Intl Arpt (Edmenton, AB) | Calgary Intl Arpt (Calgary, AB) | Fri Oct 30 | 200 PM | Fri Oct 30 |  | G-Filex | 052 | 05A |
| Company | Reference Locator |  | Gompany Loyalty \# |  | Passenger |  | Afritue | Tieket Number |  | Type |
| Air Canada | P32MTR - Web Clieck In |  | AC S. | s. 17(1) | DALGEITY/LINDA MRS |  |  | 0141611657318 |  | ETicket |

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(Max weight per bag 23kg (501b) Max dimensions 158 cm (62in)
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QSTH: 1148887525

## DALGETTY LINDA

ECONO OPERATED BY / EXPLOITE PAR JAZZ ETKTO141611657318

| Flight/Vol | Date | From/De |
| :--- | :--- | :--- |
| AC 8134 | 300CT | CALGARY |

## ZONE 2

Cabin/Cabine Y

Flight/Vol
AC 8134 EDMONTON-YEG
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## AIR CANADA

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