

### **Proactive Disclosure of Expenses**

Linda Dalgetty, Vice-President (Finance and Services) For the period October 1, 2015 to November 30, 2015

#### Overview

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





Linda Dalgetty, Vice-President (Finance and Services) For the period October 1, 2015 to November 30, 2015

### **Detail for Travel Expenses**

Travel Expenses-Item 1 Detail								
For	Linda Dalgett	Linda Dalgetty, Vice-President (Finance and Services)						
Description/Purpose	Travel to Wa	Travel to Washington to attend Joint Provost - Chief Business Officer (CBO) Roundtable.						
Date	September 3	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*: Boo	oking Ref: WX5188.						
	Other Transp	oort**: Parking at Calg	ary airport.					
	Meals***: N	Meal per diems claimed	: Sept. 30 (1 l	unch at \$12	, 1 Dinner @ \$	23); Oct. 1		
	(1 Breakfast	@ \$14, 1 Dinner @ \$32	).					
	Other****: Includes Travel Agency fee.							

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Travel Arranger:

**CAROL CATER** 

UNIVERSITY OF CALGARY s. 17(1)

Account #

s. 17(1)

Date Counsellor 26 Aug 2015 TRACEY QUIGG

Our ref#

WX5188 11155163

Invoice # Department

VICE-PRESIDENT

VICE-PRESIDENT FINANCE AND

VICE-PRESIDENT FINANCE AND

Click here to go to CIBT Visas

DALGETTY/LINDAS.

This is your Itinerary and Invoice. For airline tickets, this is your eticket.

Airline	Flight #	Origin	Destination	Depart Date	Depart Time	Arrival Date	Arrival Time	Gabin Class	Flying Time	Seats
Air Canada Boeing 767	1150	Calgary Intl Arpt (Calgary, AB)	Lester B Pearson Intl (Toronto, ON) Terminal I	Wed Sep 30	12:10 PM	Wed Sep 30	5 54 PM	V-Flex	3:44	16C
Air Canada (Operated by UNITED EXPRESS/MES A) Canadair 700	3892	Lester B Pearson Intl (Toronto, ON) Terminal 1	Washington Dulles Intl (Washington, DC)	Wed Sep 30	7:30 PM	Wed Sep 30	8.56 PM	V-Flex	1:26	14D

#### UNITED FILE IS FKXYD3

Air Canada (Operated by UNITED EXPRESS/TRA NS STATES) Embraer RJ145	2636	Washington Dulles Intl (Washington, DC)	Lester B Pearson Inti (Toronto, ON) Terminal 1	Fri Oct 2	2 30 PM	Fri Oct 2	3-59 PM	V-Flex	1:29	05D
Air Canada Airbus A321	1155	Lester B Pearson Intl (Toronto, ON) Terminal I	Calgary Intl Arpt (Calgary, AB)	Fri Oct 2	5:15 PM	Fri Oct 2	7:26 PM	V-Flex	4:11	14C

Company	Reference Locator	Company	Loyalty #	Passenger	Airline	Ticket Number	Type
Air Canada	MGUV25 - Web Check In	AC	s. 17(1)	DALGETTY/LINDA	AC	0148917917253	ETicket

Hotel Name	Address	Hotel Chain	Confirm#	Check In	Check Out	Nights	Rooms	Rate	Currency		
HGI WASHINGTON DC G	2201 M STREET NW WASHINGTON DC 20037 2029746010	Hilton Garden Inn	3200616307	Sep 30	Oct 2	2	1 King	299.00	CAD		
	THIS RESERVATION IS GUARANTEED FOR LATE ARRIVAL BY A CREDIT CARD HOTEL MUST BE NOTIFIED 24 HRS PRIOR TO AVOID CXL PENALTIES NON SMOKING ROOM HAS BEEN CONFIRMED										
	UNITED FILE IS FKXYD3										

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AIR CANADA AIRFARE - TKT 0148917917253 TAX ON AIRFARE INCLUDES 1.04 HST TAX ON AIRFARE INCLUDES 43.93 GST	\$836.50
TAX ON AIRFARE INCLUDES 133.50 OTHER TAX ON AIRFARE TOTAL MARTVL NON-REFUNDABLE TRANSACTION FEE TAX ON FEE (R103524823) TOTAL DUE CAD	\$178.47 \$32.00 \$1.60 \$1,048.57
PYMT BY AX XXXS. 17(1) PYMT BY AX XXX TOTAL PAID CAD	(\$1,014.97) (\$33.60) (\$1,048.57)

Checked Baggage (Air Canada) after Nov 2, 2014

Tango a first and second bag fee of \$25 CAD applies

Flex: second bag fee of \$35

Latitude, the second bag fee is removed

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

BALANCE CAD

http://www.aircanada.com/en/travelinfo/airport/baggage/index.html?src=hp\_ql

Effective January 23th, 2007, The United States Western Hemisphere Travel Initiative (WHITI) will require all travelers to present a passport or other appropriate secure document ( Valid US Merchant Mariner Document, NEXUS Air card when used at a NEXUS Air kiosk, NATO identification card when accompanied by NATO orders) when entering or re-entering the United States by air. http://cbsa-asfc.gc.ca/whti-ivho/menu-eng.html

\$0.00

ETravel Advisories http://www.voyage.gc.ca/countries\_pays/menu-eng.asp

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CHECK IN 2 HOURS PRIOR, BOARDING MAY BE DENIED IF LESS THAN 1 HOUR

VALID CANADIAN PASSPORT REQUIRED

WE RECOMMEND THAT YOU RECONFIRM YOUR FLIGHTS PRIOR TO DEPARTURE

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#### NOTICE

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Booking Reference:

MGUV25

#### AIR CANADA



#### aircanada.com check-in

#### DALGETTY LINDA

**ECONOMY CLASS / CLASSE ECONOMIQUE** ETKT0148917917253

Frequent Flyer / Voyageur assidu

**E50K** 

Flight / Vol. AC 1150

30SFP

From / De **CALGARY** 

Destination **TORONTO** 

Boarding time / Heure d'embarquement

Seat / AISLE/COULOIR

Airline use / Ausage interne 0049 WC100442

Departure Time / Heure de départ 13:05

Boarding Pass | Carte d'accès à bord

AIR CANADA

A STAR ALLIANCE MEMBER DU RESEAU BTAR ALLIANCE

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.

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Remarks / Observations ACMM

#### 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:

Flights within Canada: Flights to / from the USA: International flights:

Suggested times \* 90 minutes

90 minutes 90 minutes Accepted until \* 45 minutes 60 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:

- 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.

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,

### AIR CANADA 🗰





#### aircanada.com check-in

#### **DALGETTY LINDA**

**UNITED AIRLINES ECONOMY CLASS ZONE 2** ETKT0148917917253

Frequent Flyer / Voyageur assidu

Flight / Vol

**UA 3803** 

30SEP

From / De **TORONTO** 



Destination

WAS-DULLES

Boarding time / Heure d'embarquement

19:05

Gate /

23D Seat /

Zone

Departure Time / Heure de départ 19:30 Remarks / Observations

Airline use / Ausage interne 0009 WCI00442

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Baggage to check in: proceed to the Kiosk (where available) or Air Canada Check-in Counter, in keeping with the following times:

Flights within Canada: Flights to / from the USA: International flights: Suggested times \*

90 minutes 90 minutes

90 minutes

Accepted until \*

45 minutes

60 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:

- 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.

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 sollds 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.

Booking Reference: Flight/Vol

Date

AC 7440 30SEP

From/De

**TORONTO** 

Frequent Flyer/Voyageur assidu

E50K

Destination

WASH DCA

Boarding Time/Heure d'embarquement

20:25 Gate/Porte

F62 Seat/Place

14F

Departure Time/Heure de depart

Airline Use/A usage interne 8861 YYZ878835

Boarding Pass | Carte d'accès à bord



ZONE 2

Cabin/Cabine

Flight/Vol

AC 7440 WASH DCA

Seat/Place

14F WINDOW/HUBLOT Remarks/Observations

ACMM

AIR CANADA



A STAR ALLIANCE MEMBER MEMBRE DU RÉSEAU STAR ALLIANCE

80

D8EC08

9

UNITED

DALGETTY/LINDAS.

s. 17(1)

STAR ALLIANCE GOLD

TORONTO TO WASHINGTON

GATE

BOARD TIME

UA3803

Z-TAD

WED SEPTEMBER 30 2015

GATE WAY CHANGE

SEAT

INT

**ECONOMY** 

**BOARDING GROUP** 

FKXYD3

UA 3803

OPERATED BY-MESA AIRLINES DBA UNITED EXPRESS

CONFIRMATION: FKXYD3 TICKET: 0148917917253

A STAR ALLIANCE MEMBER 🕸

Do not expose to excessive heat or direct sunlight.

DALGETTY/LINDAS.

s. 17(1)

Washington-Dulles to Toronto

UA3342

Gate May Change

NI 82 DG1 2815

Boarding Ends:

BOARDING BEGINS

Flight Departs: 2:30 PM

Flight Arrives: 3:59 PM

SEAT

EDARDING CROUP



Operated by Trans States Airlines dba United Express

Confirmation: FKXYD3 eTicket 01489179172530

STAR ALLIANCE MEMBER

UNITED

DALGETTY/LINDAS. 17(1) s. 17(1) , Star Alliance Gold

Toronto to Calgary

AC1155

GATE

YYZ-YYC NOT YET

FRI 02 OCT 2015

ASSIGNED

Flight Departs: 5:15 PM

Flight Arrives: 7:26 PM

AC1155



EIAD0052

18

Confirmation:

et. chet 01489179172539

V STAR ALLIANCE MEMBER 📢

UIF CAB OF DC
202-269-9000
TAXI CAB D390
ADUGNA DABA
Face ID: 75123
Tas #: H90497
PASSENGER COPY
RECEIPT
10/2/2015

Trip ID: 17443
Start: 11:32AM
1201 24th St NW
End: 12:07PM
1 Saarinen Cir S
Dist: 26.80mi
Fare: \$62.65
Extras: \$1.25
Tip: \$13.00

Total: \$76.90

#### Signature

CC: s. 17(1) Exp: Voucher: 831156

Auth: 552726

THANK YOU

PASSENGER COPY

DC Commission (855) 484-4966

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EXIT No. A2
IN: 09/30/15 11:57
OUT: 10/02/15 19:39
DURATION: 2 07: 42
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(GST INCLUDED)
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DALGETTY, LINDA

s. 17(1)

CANADA

Room No:

203/K1

Arrival Date:

9/30/2015 11:16:00 PM 10/2/2015 6:34:00 AM

Departure Date:

Adult/Child:

Cashier ID: Room Rate: **NEGB/NELLE** 299.00

AL:

HH#

AC 165987520 399983129 BLUE

VAT#

Folio No/Che

89548 A

Confirmation Number: 3200616307

Hilton Garden Inn Washington/Georgetown 10/2/2015 6:34:00 AM

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	9)

""BALANCE"

\$0.00

EXPENSE REPORT

SUMMARY

9/30/2015

10/1/2015

STAY TOTAL

**ROOM AND TAX** 

\$342.36

\$227.86

\$570.22 \$570.22

**DAILY TOTAL** \$342.36 \$227.86

You have earned approximately  $^{\rm S.}$  17(1) (R) stays are posted within 72 hours of checkout. To check yo

for this stay. Hilton HHonors

**CREDIT CARD DETAIL** 

APPR CODE

156711

s. 17(1)

MERCHANT ID **EXP DATE** 

4410109011

CARD NUMBER TRANSACTION ID

276419

TRANS TYPE

01/19 Sale



### **Proactive Disclosure of Expenses**

Linda Dalgetty, Vice-President (Finance and Services) For the period October 1, 2015 to November 30, 2015

### **Detail for Travel Expenses**

Travel Expenses-Item 2 Detail								
For	Linda Dalgett	Linda Dalgetty, Vice-President (Finance and Services)						
Description/Purpose	Travel to Edn	Travel to Edmonton to attend Universities Academic Pension Plan (UAPP) meeting.						
Date	October 30, 2	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.  Other Transport**: Parking at Calgary airport.  Meals***: Meal per diems claimed (1 Breakfast @ \$10, 1 Lunch at \$12).  Other****: Includes Travel Agency fee.							



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Travel Arranger

KAREN SIPKO

UNIVERSITY OF CALGARY

s. 17(1)

Account #

Date

15 Oct 2015

Counsellor

TRACEY QUIGG **K0FRWY** 

s. 17(1)

Our ref# Invoice #

11157394

Department 833684

VICE-PRESIDENT FINANCE AND

For:

S. 17(1) DALGETTY/LINDA

This is your Itinerary and Invoice. For airline tickets, this is your eticket.

Airline	Flight #	Origin	Destination	Depart Date	Depart Time	Arrival Date	Arrival Time	Gabin Class	Flying 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)	Fri Oct 30	8:30 AM	Fri Oct 30	9 22 AM	G-Flex	0.52	05A
Air Canada (Operated by AIR CANADA EXPRESS - JAZZ) DHC8 Dash 8- 300	8147	Edmonton Intl Arpt (Edmonton, AB)	Calgary Inti Arpt (Calgary, AB)	Fri Oct 30	2 00 PM	Fri Oct 30	2:52 PM	G-Flex	0.52	05A

Company	Reference Locator	Gompany	Loyalty#	Passenger	Airline	Ticket Number	Туре
Air Canada	P32MTR - Web Check In	AC	s. 17(1)	DALGETTY/LINDA MRS	AC ·	0141611657318	ETicket

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AIR CANADA AIRFARE - TKT 0141611657318	\$269.52
TAX ON AIRFARE INCLUDES 17.19 GST	
TAX ON AIRFARE INCLUDES 74.25 OTHER	
TAX ON AIRFARE TOTAL	\$91.44
MARTVL NON-REFUNDABLE TRANSACTION FEE	\$32.00
TAX ON FEE (R103524823)	\$1.60
TOTAL DUE CAD	\$394.56

PYMT BY AX XXXX <sup>S.</sup> 17(1)	(\$360.96) <del>/</del>
PYMT BY AX XXXX	(\$33.60) <del>/</del>
TOTAL PAID CAD	(\$33.66) (\$394.56)

BALANCE CAD

\$0.00

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Flex second bag fee of \$35

Latitude: the second bag fee is removed

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

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Passengers departing Canada should be aware that liquids, gels and aerosols in containers with a capacity of 100 ml / 100 grams (3.4 oz.) or less are permitted through pre-board security screening as long as they fit comfortably in one (1) clear, closed and re-scalable plastic bag with a capacity of no more than 1 litre (1 quart). Please note that bags stretched beyond their capacity are not permitted. Limit one bag per person

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#### DALGETTY LINDA

ECONO OPERATED BY / EXPLOITE PAR JAZZ ETKT0141611657318

Frequent Flyer/Voyageur assidu E50K

Flight/Vol

Date

From/De

AC 8134 300CT

CALGARY

Destination

**EDMONTON-YEG** 

Boarding Time/Heure d'embarquement 08:00 Gate/Porte C51 Seat/Place

01C

Departure Time/Heure de depart 08:30

Airline Use/A usage interne 0013 KYYC406

Boarding Pass | Carte d'accès à bord



#### ZONE 2

Cabin/Cabine

Flight/Vol

AC 8134 **EDMONTON-YEG** 

Seat/Place

O1C AISLE/COULOIR

Remarks/Observations

**ACMM** 

AIR CANADA (

A STAR ALLIANCE MEMBER: MEVERE DU RESEAU STAR ALLIANCE

#### DALGETTY LINDA

ECONO OPERATED BY / EXPLOITE PAR JAZZ ETKT0141611657318

Frequent Flyer/Voyageur assidu E50K

Flight/Vol

From/De

Destination

AC 8147 300CT

EDMONTON-YEG

CALGARY

Boarding Time/Heure d'embarquement

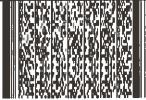
13:30 Gate/Ports

49A Seat/Place

05A

0008 RYEG2078

Boarding Pass | Carte d'accès à bord



ZONE 2

Cabin/Cabine

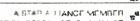
Flight/Vol

AC 8147 CALGARY

OSA WINDOW/HUBLOT

Remarks/Observations ACMM

AIR CANADA 🗰





# **RECEIPT GST NO.** R122556194

EXIT No. A5
IN: 10/30/15 07:19
OUT: 10/30/15 15:11
DURATION: 0 07: 52
PAID: \$ 29.35
(GST INCLUDED)
AMERICAN EXPRESS
S. 17(1)
REF. 39
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade