



Proactive Disclosure of Expenses

Linda Dalgetty, Vice-President (Finance and Services)

For the period June 1, 2016 to July 31, 2016

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	June 11-14, 2016	Travel to Quebec to attend the Canadian Association of University Business Officers (CAUBO) conference.	\$2,956.83

Non-Travel Expenses			
Item #	Date	Description	Amount
2.	May 2, 2016	Parking while attending a meeting on behalf of the University.	\$31.50



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Linda Dalgetty, Vice-President (Finance and Services)

For the period June 1, 2016 to July 31, 2016

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Linda Dalgetty, Vice-President (Finance and Services)					
Description/Purpose	Travel to Quebec to attend the Canadian Association of University Business Officers (CAUBO) conference.					
Date	June 11-14, 2016					
Destination	Quebec City, Quebec					
Type of Expense	Airfare*:	Other Transport**	Hotel	Meals***	Other****	Total
Amount	\$933.07	\$81.51	\$824.25	\$93.00	\$1,025.00	\$2,956.83
Notes	Airfare*: Booking Ref.: NU6KSA. Flight upgrade provided at no additional cost to the University. Other Transport**: Ground transportation while in Quebec. Meals***: Meal per diems claimed (2 Lunches @ \$12 and 3 Dinners @ \$23). Other****: Travel Agency fee and Conference fee.					

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Click here to learn more about our Corporate Travel Program

Travel Arranger: KAREN SIPKO

Account #
 Date
 Counsellor
Our ref #
 Invoice #
 Department

s.17(1)

9 Mar 2016
 WEI CHONG
WNX9BC
 11162046
 833684
 VICE-PRESIDENT FINANCE &
 VICE-PRESIDENT FINANCE AND

UNIVERSITY OF CALGARY
 s.17(1)

For:
 DALGETTY/LINDA MRS

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	Cabin Class	Flying Time	Seats
Air Canada Embraer 190	1135	Calgary Intl Arpt (Calgary, AB)	Pierre Elliott Trudeau Intl Arpt (Montreal, PQ)	Sat Jun 11	12:10 PM	Sat Jun 11	6:15 PM	W-Flex	4:05	12F
Air Canada (Operated by AIR CANADA EXPRESS - SKY REGIONAL) DHC8 Dash 8- 400	7720	Pierre Elliott Trudeau Intl Arpt (Montreal, PQ)	Quebec Intl (Quebec, PQ)	Sat Jun 11	9:00 PM	Sat Jun 11	9:49 PM	W-Flex	0:49	01A
Air Canada (Operated by AIR CANADA EXPRESS - JAZZ) DHC8 Dash 8- 400	8921	Quebec Intl (Quebec, PQ)	Lester B Pearson Intl (Toronto, ON) Terminal 1	Tue Jun 14	2:30 PM	Tue Jun 14	4:17 PM	G-Flex	1:47	01A
Air Canada Airbus A321	1155	Lester B Pearson Intl (Toronto, ON) Terminal 1	Calgary Intl Arpt (Calgary, AB)	Tue Jun 14	5:15 PM	Tue Jun 14	7:26 PM	G-Flex	4:13	12F

Company	Reference Locator	Company	Loyalty #	Passenger	Airline	Ticket Number	Type
Air Canada	NU6KSA - Web Check In	AC	s.17(1)	DALGETTY/LINDA MRS	AC	0141613089884	ETicket

Destination Services

To review and book dinner reservations, tours, show tickets and more, click Destination Services –
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 -THANK YOU FOR BOOKING WITH MARITIME TRAVEL

For Emergency Travel Service:
 - For Canada & USA: please call 1-888-551-1181 or 902-423-3806
 - Outside Canada & USA: please call collect 902-423-3806

AIR CANADA AIRFARE - TKT 0141613089884	S803.95
TAX ON AIRFARE INCLUDES 0.52 HST	
TAX ON AIRFARE INCLUDES 44.06 GST	
TAX ON AIRFARE INCLUDES 3.29 QST	
TAX ON AIRFARE INCLUDES 81.25 OTHER	
TAX ON AIRFARE TOTAL	S129.12
TOTAL DUE CAD	S933.07
PYMT BY AX XXXX s.17(1)	(S933.07)
TOTAL PAID CAD	(S933.07)
<hr/>	
BALANCE CAD	S0.00

For Emergency Travel Service:
- For Canada & USA: please call 1-888-551-1181 or 902-423-3806
- Outside Canada & USA: please call collect 902-423-3806

AIR CANADA 

aircanada.com check-in

DALGETTY LINDA					
BUSINESS CLASS / CLASSE AFFAIRES				Frequent Flyer / Voyageur assidu	
ETKT0141613225230				E50K	
Flight / Vol		From / De		Destination	
AC 1135	11JUN	CALGARY		MONTREAL	
Boarding time / Heure d'embarquement	11:40	Gate / Porte		Seat / Place	Zone
				01A	1
				WINDOW/HUBLOT	
Departure Time / Heure de départ		Remarks / Observations			
12:10		ACMM			
Airline use / Usage interne 0055 WCI00464					
AIR CANADA 					
A STAR ALLIANCE MEMBER MEMBRE DU RESEAU STAR ALLIANCE					

Booking
Reference:
NU6KSA



- * 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.

Boarding Pass

Page 2 of 2

AIR CANADA 

aircanada.com check-in

DALGETTY LINDA					
OPER BY/PAR SKY REGIONAL				Frequent Flyer / Voyageur assidu	
ETKT0141613225230				E50K	
Flight / Vol		From / De		Destination	
AC 7720	11JUN	MONTREAL		QUEBEC	
Boarding time / Heure d'embarquement	20:30	Gate / Porte		Seat / Place	Zone
		47		02F	2
				WINDOW/HUBLOT	
Departure Time / Heure de départ		Remarks / Observations			
21:00		ACMM			
Airline use / Usage interne 0013 WCI00464					
AIR CANADA 					
A STAR ALLIANCE MEMBER MEMBRE DU RESEAU STAR ALLIANCE					

Booking
Reference:
NU6KSA

- * 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.

DALGETTY LINDA

ZONE 2

ECONOMY OPERATED BY / EXPLOITE PAR JAZZ
ETKT0141613225230

Frequent Flyer/Voyageur assidu
E50K

Cabin/Cabine
Y

Flight/Vol Date From/De
AC 8921 14JUN QUEBEC

Destination
TORONTO

Flight/Vol
AC 8921
TORONTO

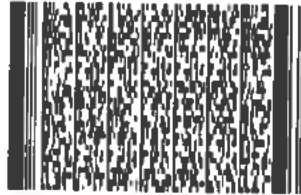
Boarding Time/Heure d'embarquement 13:55 Gate/Porte 27 Seat/Place 01A

Seat/Place
01A WINDOW/HUBLOT

Departure Time/Heure de depart 14:25

Remarks/Observations
ACMM

Airline Use/A usage interne 0009 KYQB362



Boarding Pass | Carte d'accès à bord

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

DALGETTY LINDA

ZONE 2

ECONOMY CLASS / CLASSE ECONOMIQUE
ETKT0141613225230

Frequent Flyer/Voyageur assidu
E50K

Cabin/Cabine
Y

Flight/Vol Date From/De
AC 1155 14JUN TORONTO

Destination
CALGARY
D28

Flight/Vol
AC 1155
CALGARY

Boarding Time/Heure d'embarquement 17:45 Gate/Porte Seat/Place 12F

Seat/Place
12F WINDOW/HUBLOT

Departure Time/Heure de depart 18:20

Remarks/Observations
ACMM

Airline Use/A usage interne 0032 KYQB362



Boarding Pass | Carte d'accès à bord

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

Crubo

TAXIS COOP QUEBEC
496, 2E AVENUE
QUEBEC QC G1L 3B1
BACK-UP #7

Term Id:36352048
Invoice #:0000302
**VISA PURCHASE
CREDIT**
App Label: SCOTIABANK VISA
ATD:A0000000031010
TUR: 000000000
TSI: F800
Card #: XXXXXXXXXX s.17(1)

APPROVED 000
THANK YOU

AMOUNT	\$34.20
TIP	\$6.10
=====	
TOTAL	\$40.41

No signature required

Seq. #: 1001666 D
Auth. #: 003689
TC: B209B4EAA48A6F74
TS: 20160614122440
Date: 2016/06/14 Time: 12:24:33

CUSTOMER COPY

Crubo

TAXIS COOP QUEBEC
496, 2E AVENUE
QUEBEC QC G1L 3B1
BACK-UP #8

Term Id:36352001
Invoice #:0001146
**VISA PURCHASE
CREDIT**
App Label: SCOTIABANK VISA
ATD:A0000000031010
TUR: 000000000
TSI: F800
Card #: XXXXXXXXXX s.17(1)

APPROVED 000
THANK YOU

AMOUNT	\$34.20
TIP	\$6.90
=====	
TOTAL	\$41.10

No signature required

Seq. #: 1001333 D
Auth. #: 076429
TC: 350A9F82A8900250
TS: 20160611202333
Date: 2016/06/11 Time: 20:23:21

CUSTOMER COPY

CAUBO Conference



Hilton Québec
1100, boulevard René-Lévesque Est, C.P. 157
Québec (Québec) G1R 4P3
Téléphone : 418 647-2411
Télécopieur : 418 647-6488

Linda Dalgetty
s.17(1)

Rate Code. : GUNIG
Room No. : 1604
Arrival : 11.06.16
Departure : 14.06.16
No of Pax : 1 / 0
Page No. : 1 of 1
Folio No. :
Conf. No. : 3220221793
User Name : FRAGA,F

INFORMATION INVOICE

Membership No. : HH s.17(1)
A/R Number :
Company Name : ASSOC CDN PERSONNEL ADM U
Group Name : CAUBO ASSOC CDN PERSONNEL
Reference No. :

14-JUN-16 09:41:40

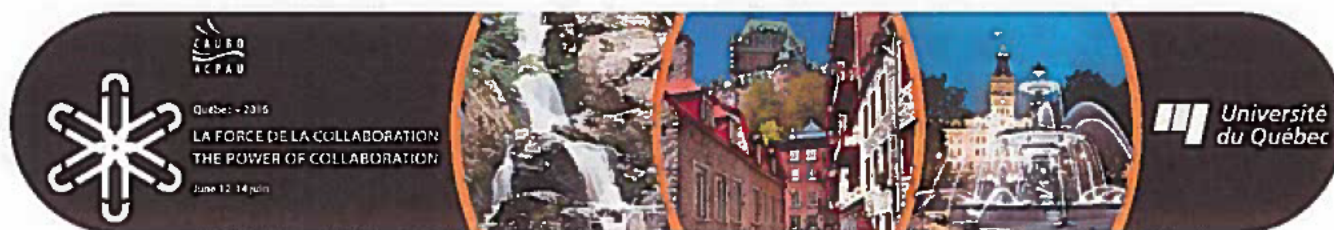
Date	Description	Charges	Credits
11.06.16	room	232.00	
11.06.16	Occupancy tax	6.96	
11.06.16	GST	11.95	
11.06.16	PST	23.84	
12.06.16	room	232.00	
12.06.16	Occupancy tax	6.96	
12.06.16	GST	11.95	
12.06.16	PST	23.84	
13.06.16	room	232.00	
13.06.16	Occupancy tax	6.96	
13.06.16	GST	11.95	
13.06.16	PST	23.84	
14.06.16	Visa Card		824.25
	XXXXXXXXXXXX s.17(1)	XX/XX	

Tax Summary				Total	824.25	824.25
RM Tax:	GST 0.00	PST 71.52	OCC 20.88	Total Balance		0.00
F&B Tax:	GST 35.85	PST 0.00				
Misc Tax:	GST 0.00	PST 0.00				

Total: 128.25

Guest Signature

GST# 86054 9062 RT0097
PST# 120 210 9108 TQ 0043



Your Statement page

s

Linda Dalgetty ^{s.17(1)} your balance status is: **CAD (Canadian Dollar) \$0.00**

Invoice

Description	UNIT PRICE	QUANTITY	Total
Risk Management Seminar	\$300.00	1	\$300.00
Full Conference Registration (Member)	\$725.00	1	\$725.00
06 - The Transformational Journey of the Finance Function	\$0.00	1	\$0.00
08 - Lessons Learned in International Travel	\$0.00	1	\$0.00
14 - Navigating Charity Tax Status Regulations	\$0.00	1	\$0.00
24 - Trends and Best Practices in Four Ancillary Service Areas	\$0.00	1	\$0.00
		Sub-Total	\$1,025.00
		Total	\$1,025.00

Payments

Date	Method	Description	Amount
11-Mar-16	CC	Payment	\$1,025.00
		Total	\$1,025.00

Payment Policy: Conference registrations are not considered confirmed until full payment is received. All conference registration fees must be paid prior to the commencement of CAUBO 2016 (June 12, 2016). This includes payment for all optional events.

Cancellation Policy: Reimbursement of registration fees, less a \$50 administration fee, will be issued for cancellations received by May 18, 2016. No refunds will be issued after this date. If you are unable to attend, you may substitute someone in your place. All cancellations and substitutions must be received in writing. Refunds will be processed after the conference.

Inquiries: For registration inquiries, please contact Unconventional Planning at (613) 721-7061 or (888) 625-8455 (North America only), Fax: (613) 721-3581 or Email: registration@unconventionalplanning.com.

Please visit www.caubo.ca for conference information.



Proactive Disclosure of Expenses

Linda Dalgetty, Vice-President (Finance and Services)

For the period June 1, 2016 to July 31, 2016

Detail for Non-Travel Expenses

Non-Travel Expenses-Item 2 Detail				
For	Linda Dalgetty, Vice-President (Finance and Services)			
Description/Purpose	Parking while attending a meeting on behalf of the University.			
Date	May 2, 2016			
Destination	Calgary, Alberta			
Type of Expense	Meals	Parking	Other	Total
Amount	\$0.00	\$31.50	\$0.00	\$31.50
Notes				



LOST RECEIPT DECLARATION FORM

This form is to be completed if you are unable to produce original receipts.

I, Linda Dalgetty, UCID# s.17(1)
hereby declare that I have either lost, never received or am unable to produce an original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follows:

Vendor Name: Imperial parking CDA Corp

Vendor Address: Calgary

Vendor Phone: _____

Date of Purchase: May 2, 2016

Amount of Purchase: \$31.50

Description of goods/services purchased:

Calgary May 2, 2016 - Parking while attending meeting with lawyers downtown

Linda Dalgetty
Printed Name of CLAIMANT

Linda Dalgetty
Signed Name of CLAIMANT

PRINT