



Proactive Disclosure of Expenses

Linda Dalgetty, Vice-President (Finance and Services)

For the period June 1, 2017 to July 31, 2017

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	June 11-13, 2017	Travel to Ottawa to attend the Canadian Association of University Business Officers (CAUBO) conference.	\$3,270.42

Non-Travel Expenses			
Item #	Date	Description	Amount
2.	June 9-22, 2017	Parking while attending various meetings on behalf of the University.	\$120.35
3.	June 23, 2017	Lunch meeting with staff member.	\$46.13

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Linda Dalgetty, Vice-President (Finance and Services)					
Description/Purpose	Travel to Ottawa to attend the Canadian Association of University Business Officers (CAUBO) conference.					
Date	June 11-13, 2017					
Destination	Ottawa, Ontario					
Type of Expense	Airfare*	Other Transport**	Hotel	Meals***	Other****	Total
Amount	\$1,135.66	\$40.08	\$855.48	\$115.00	\$1,124.20	\$3,270.42
Page Reference	pages 3, 5 and 7	page 9	page 10	all per diems	pages 13, 14	
Notes	Airfare*: Booking Ref.: LFL8NV, WPZQV1. Other Transportation**: Ground transportation while in Ottawa. Meals***: Meal per diems claimed (1 Breakfast @ \$12, 2 Lunch @ \$14 and 3 Dinner @ \$25). Other****: Travel Agency fees, Conference fees and Incidental Travel Per Diems.					

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Luggage Scale
per couple!



Account # **S.17(1)**
 Date 13 Mar 2017
 Counsellor BILL DOUPE
 Our ref # NV0505
 Invoice # 11175043
 Department 833684
 VICE-PRESIDENT FINANCE &
 VICE-PRESIDENT FINANCE AND

UNIVERSITY OF CALGARY
S.17(1)

For:
 DALGETTY/LINDA MRS

This is your Itinerary and Invoice.

Airline	Flight #	Origin	Destination	Depart Date	Depart Time	Arrival Date	Arrival Time	Cabin Class	Flying Time	Seats
Air Canada Embraer 190	352	Calgary Intl Arpt (Calgary, AB)	Ottawa McDonald Cartier Intl (Ottawa, ON)	Fri Jun 9	7:10 PM	Sat Jun 10	1:01 AM	A-Tango	3:51	21C
Air Canada Embraer 190	349	Ottawa McDonald Cartier Intl (Ottawa, ON)	Calgary Intl Arpt (Calgary, AB)	Wed Jun 14	6:30 AM	Wed Jun 14	8:54 AM	A-Tango	4:24	20C

Company	Reference Locator	Company	Loyalty #	Passenger	Airline	Ticket Number	Type
Air Canada	KFL8NV - Web Check In	AC	S.17(1)	DALGETTY/LINDA MRS	AC	0149567199449	ETicket

-THANK YOU FOR BOOKING WITH MARITIME TRAVEL
 AIRFARE-TKT 0142819375797

AIR CANADA AIRFARE - TKT 0149567199449	\$426.00
TAX ON AIRFARE INCLUDES 2.99 HST	
TAX ON AIRFARE INCLUDES 23.51 GST	
TAX ON AIRFARE INCLUDES 67.25 OTHER	
TAX ON AIRFARE TOTAL	\$93.75
MARTVL NON-REFUNDABLE TRANSACTION FEE	\$32.00
TAX ON FEE (R103524823)	\$1.60
SEAT SELECTION	\$40.00
HST/GST ON SEAT SELECTION	\$2.00
TOTAL DUE CAD	\$595.35
PYMT BY VI S.17(1)	(\$519.75)
PYMT BY VI	(\$33.60)
PYMT BY VI	(\$42.00)
TOTAL PAID CAD	(\$595.35)
BALANCE CAD	\$0.00

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

ETravel Advisories http://www.voyage.gc.ca/countries_pays/menu-eng.asp

Your Maritime Travel charges will show on your credit card statement similar to MT 11175041-5671994491234

MT = Maritime Travel

11175041 = invoice #

5671994491234 = ticket #

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VALID GOVT ISSUED PHOTO ID REQUIRED

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NOTICE

If the passenger's journey involves an ultimate destination or stop in a country other than the country of the departure the Warsaw convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

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-sealable 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

Online Check-in – Many airlines offer online check-in, most within 24 hours of departure. We recommend you check-in online before you go to the airport.

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Living standards and practices at the destination and the standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada

You have provided us your personal information in order to facilitate your current and future travel arrangements and allow us to provide travel services and products to you. We will remove your information from our records upon your request if you call, write, or email any of us individually or email us centrally at privacyfeedback@maritimetravel.ca. Please see <http://www.maritimetravel.ca/privacy-policy>

HST/GST #: 10352 4823

QST #: 1148887525

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 Travel Arranger: ANGEL IVANCHUK

Account # S.17(1)
 Date 11 Apr 2017
 Counsellor WEI CHONG
 Our ref # NV0505
 Invoice # 11176064
 Department 833684
 VICE-PRESIDENT FINANCE &
 VICE-PRESIDENT FINANCE AND

UNIVERSITY OF CALGARY
 S.17(1)

For:
 DALGETTY/LINDA MRS

Airline	Flight #	Origin	Destination	Depart Date	Depart Time	Arrival Date	Arrival Time	Cabin Class	Flying Time	Seats
Air Canada Embraer 190	350	Calgary Intl Arpt (Calgary, AB)	Ottawa McDonald Cartier Intl (Ottawa, ON)	Sat Jun 10	9:35 AM	Sat Jun 10	3:26 PM	G-Flex	3:51	12C

BULKHEAD AISLE

Air Canada Embraer 190	349	Ottawa McDonald Cartier Intl (Ottawa, ON)	Calgary Intl Arpt (Calgary, AB)	Wed Jun 14	6:30 AM	Wed Jun 14	8:54 AM	A-Tango	4:24	20C
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Company	Reference Locator	Company	Loyalty #	Passenger	Airline	Ticket Number	Type
Air Canada	KFL8NV - Web Check In	AC	S.17(1)	DALGETTY/LINDA MRS	AC	0149567442214 exchanged from 0149567199449	ETicket

-THANK YOU FOR BOOKING WITH MARITIME TRAVEL

AIR CANADA COST TO CHANGE AIRFARE - TKT 0149567442214 FROM 0149567199449	\$212.13
TAX ON CHANGE AIRFARE INCLUDES 10.61 GST/HST	\$10.61
MARTVL NON-REFUNDABLE TRANSACTION FEE	\$0.00
TAX ON FEE (R103524823)	\$0.00
TOTAL DUE CAD	\$222.74

PYMT BY S.17(1)	(\$222.74)
PYMT BY CASH	\$0.00
TOTAL PAID CAD	(\$222.74)
BALANCE CAD	\$0.00

} change to original ticket # 0149567199449

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http://www.aircanada.com/en/travelinfo/airport/baggage/index.html?src=hp_q1

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NOTICE

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Account # **S.17(1)**
 Date 4 May 2017
 Counsellor WEI CHONG
 Our ref # **RQXFVC**
 Invoice # 11176996
 Department 833684
 VICE-PRESIDENT FINANCE &
 VICE-PRESIDENT FINANCE AND

UNIVERSITY OF CALGARY
 S.17(1)

For:
 DALGETTY/LINDA MRS

Airline	Flight #	Origin	Destination	Depart Date	Depart Time	Arrival Date	Arrival Time	Cabin Class	Flying Time	Seats
WestJet Boeing 737-800	613	Ottawa McDonald Cartier Intl (Ottawa, ON)	Calgary Intl Arpt (Calgary, AB)	Tue Jun 13	7:00 PM	Tue Jun 13	9:22 PM	G-Economy	4:22	07C

LEFT SIDE ON THE PLANE..LEFT FOOT WILL BE INSIDE
 BESIDE THE SEAT 7B

Company	Reference Locator
WestJet	WPZQVK - Web Check In

Company	Loyalty #
AC	S.17(1)
WS	

Passenger	Airline	Ticket Number	Type
DALGETTY/LINDA MRS	WS	8389567609976	ETicket

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 AIRFARE-TKT 8382819380021

WS AIRFARE - TKT 8389567609976	\$237.65
TAX ON AIRFARE INCLUDES 37.80 HST	
TAX ON AIRFARE INCLUDES 53.12 OTHER	
TAX ON AIRFARE TOTAL	\$90.92
MARTVL NON-REFUNDABLE TRANSACTION FEE	\$32.00
TAX ON FEE (R103524823)	\$1.60
SEAT SELECTION	\$20.00
HST/GST ON SEAT SELECTION	\$2.60
TOTAL DUE CAD	\$384.77

PYMT BY VI **S.17(1)**
 PYMT BY VI
 PYMT BY VI
 TOTAL PAID CAD

(\$328.57) - Airline ticket
 (\$33.60) - Travel agency fee
 (\$22.60) - seat selection
 (\$384.77)

BALANCE CAD

\$0.00

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5676099761234 = ticket #

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HST/GST #: 10352 4823

QST #: 1148887525

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- Email: etc@maritimetravel.ca For more immediate assistance please call

BLUE LINE TAXI
(612) 238-1111

TERMINAL ID: 929-363-412
MERCHANT ID: 45251388
VEHICLE ID: 1102
DRIVER ID: 00062930

TRIP MILE: 3817
PASSENGERS: 1

DATE: 06/11/2017
START: 15:41
END: 15:46

FARE AMOUNT: \$ 32.40

TIP AMOUNT: \$ 6.68

TOTAL : \$ 40.08

VISA SALE : **S.17(1)**

APPROVAL NUMBER : 043047

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@BLUETAXI.COM
TAXITAB



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 Ottawa, ON K1N 9H4
 Canada
 Tel: 613-560-7000 Fax: 613-234-5396



Ms Linda Dalgetty
 GTF090 - CANADIAN ASSN OF Univ Bus OFFI

Page Number : 1 Invoice Nbr : 326829
 Guest Number : 1284264
 Folio ID : A
 Arrive Date : 10-JUN-17 15:57
 Depart Date : 13-JUN-17 12:01
 No. Of Guest : 1
 Room Number : 1214
 Club Account : S.17(1)

Information Invoice

Tax ID : 811719848RT001
 The Westin Ottawa JUN-13-2017 04:10 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
10-JUN-17	RT1214	Room	245.00	
10-JUN-17	RT1214	Tax-HST Rooms	31.85	
10-JUN-17	RT1214	Destination Marketing Program	7.35	
10-JUN-17	RT1214	Dest Marketing Program HST	0.96	
11-JUN-17	RT1214	Room	245.00	
11-JUN-17	RT1214	Tax-HST Rooms	31.85	
11-JUN-17	RT1214	Destination Marketing Program	7.35	
11-JUN-17	RT1214	Dest Marketing Program HST	0.96	
12-JUN-17	RT1214	Room	245.00	
12-JUN-17	RT1214	Tax-HST Rooms	31.85	
12-JUN-17	RT1214	Destination Marketing Program	7.35	
12-JUN-17	RT1214	Dest Marketing Program HST	0.96	
JUN-13-2017	VI	Visa		-855.48

Approve EMV Receipt for VI - 9466: PIN Verified
 TC:5F30DC6C3913982D TVR:0280008000 AID:A0000000031010
 Application Label:SCOTIABANK VISA

Continued on the next page

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Ms Linda Dalgetty
 GTF090 - CANADIAN ASSN OF Univ Bus OFFI

Page Number	:	2	Invoice Nbr	:	326829
Guest Number	:	1284264			
Folio ID	:	A			
Arrive Date	:	10-JUN-17	15:57		
Depart Date	:	13-JUN-17	12:01		
No. Of Guest	:	1			
Room Number	:	1214			
Club Account	:	S.17(1)			

** Total	855.48	-855.48
*** Balance	0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Amount (CAD)

0.00
 0.00
 0.00
 0.00
 0.00

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Ms Linda Dalgetty
GTF090 - CANADIAN ASSN OF Univ Bus OFFI

Page Number	:	3	Invoice Nbr	:	326829
Guest Number	:	1284264			
Folio ID	:	A			
Arrive Date	:	10-JUN-17	15:57		
Depart Date	:	13-JUN-17	12:01		
No. Of Guest	:	1			
Room Number	:	1214			
Club Account	:	S.17(1)			

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OTTAWA - 2017

**CAPITAL ADVANTAGE
PROFITEZ DE VOTRE CAPITAL**

JUNE 11 - 13 JUIN

Your Statement page

Linda Dalgetty 50241 your balance status is: CAD (Canadian Dollar) \$0.00

Your selection(s)

Description	UNIT PRICE	QUANTITY	Total
Main Conference Registration (Member)	\$740.00	1	\$740.00
		Sub-Total	\$740.00
		Total	\$740.00
		Payments	\$740.00
		Balance Owing	\$0.00

Payments

Date	Method	Description	Amount
16-Mar-17	CC	Payment	\$740.00
		Total	\$740.00

GST/HST Exempt
Charity Reg. # 118829480RR0001

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 2017 (June 11, 2017). 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 19, 2017. 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.

For more information regarding conference registration, please contact *Unconventional Planning* at (613) 721-7061 or toll free at 1-888-625-8455, or by e-mail at registration@unconventionalplanning.com.
For complete details regarding the CAUBO 2017 Conference, please [click here](#).





OTTAWA - 2017
CAPITAL ADVANTAGE
PROFITEZ DE VOTRE CAPITAL
 JUNE 11 - 13 JUIN

Your Statement page

Linda Dalgetty 50241 your balance status is: CAD (Canadian Dollar) \$0.00

Your selection(s)

Description	UNIT PRICE	QUANTITY	Total
Risk Management Seminar	\$300.00	1	\$300.00
Fraud Survey Results	\$0.00	1	\$0.00
Sexual Violence Prevention and Response	\$0.00	1	\$0.00
Cyber-Security – Beyond IT	\$0.00	1	\$0.00
Ancillary Benchmarking Report - Results and Observations	\$0.00	1	\$0.00
Communication Strategies: to React or Not to React?	\$0.00	1	\$0.00
Main Conference Registration (Member)	\$740.00	1	\$740.00
Sub-Total			\$1,040.00
Total			\$1,040.00
Payments			\$1,040.00
Balance Owing			\$0.00

Current expense claim

Payments

Date	Method	Description	Amount
06-Apr-17	CC	Payment	\$300.00
16-Mar-17	CC	Payment	\$740.00
Total			\$1,040.00

Expense claimed on prior Report

GST/HST Exempt
 Charity Reg. # 118829480RR0001

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Proactive Disclosure of Expenses

Linda Dalgetty, Vice-President (Finance and Services)

For the period June 1, 2017 to July 31, 2017

Detail for Non-Travel Expenses

Non-Travel Expenses-Item 2 Detail				
For	Linda Dalgetty, Vice-President (Finance and Services)			
Description/Purpose	Parking while attending various meetings on behalf of the University.			
Date	June 9-22, 2017			
Destination	Calgary, Alberta			
Type of Expense	Meals	Parking	Other	Total
Amount	\$0.00	\$120.35	\$0.00	\$120.35
Page Reference		pages 16 to 19		
Notes				

INSERT
THIS END UP

BANKER'S HALL

RECEIPT A1
IN: 09/06/17 09:42
OUT: 09/06/17 12:31

S.17(1)

. 340.60
Au043288-001001474

APPROVED

Retain this copy



RECEIPT

License Plate Number

S.17(1)

Expiration Date/Time

01:37 PM
JUN 15, 2017

Purchase Date/Time: 11:37am Jun 15, 2017

Total Parking: \$24.00

Total Federal: \$1.20

Total Due: \$25.20

Rate: \$24 - 2 Hours

Total Paid: \$25.20

Payment Type: Card

Ticket #: 00027326

S/N #: 520014501911

Setting: Lot 236

Mach Name: Lot 236-1

S.17(1) Visa

GST REG #102466000

PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT

INSERT
THIS END UP

OXFORD
MANAGED WITH PRIDE
RECEIPT A1
IN: 16/06/17 09:51
OUT: 16/06/17 14:29
PAID: \$ 39.90

VISA
S.17(1)

REF. 18
IMPARK THANKS YOU
403-299-7275
GST No. 887315638



Hyatt Regency Calgary
Hyatt Regency Parking Calgary
DATE :06/22/17
TIME :09:16: PM

Receipt No. 16/1552/184
* Original *

Ticket - **44499**

Entry - 06/22/17 05:55 PM

TAX included **29.00**

Payment 29.00

Ticket : **S.17(1)**

Confirm : 49810

GST# 859/34659 R11000



Proactive Disclosure of Expenses

Linda Dalgetty, Vice-President (Finance and Services)

For the period June 1, 2017 to July 31, 2017

Detail for Non-Travel Expenses

Non-Travel Expenses-Item 3 Detail				
For	Linda Dalgetty, Vice-President (Finance and Services)			
Description/Purpose	Lunch meeting with staff member. Dalgetty plus 1.			
Date	June 23, 2017			
Destination	Calgary, Alberta			
Type of Expense	Meals	Parking	Other	Total
Amount	\$46.13	\$0.00	\$0.00	\$46.13
Page Reference	page 21			
Notes				

EARLS 10225 - Dalhousie
605-6005 Dalhousie Drive
Calgary AB T3A 5R8
403-247-1143

EARLS RESTAURANT

Earls

** TRANSACTION RECORD **

Tran. #: 15328
RUC: Restaurant
Table #: 13
Check #: 6152
Group #: 1
Employee #: 553
Employee Name: MEAGHAN
SCOTIABANK UTSA

S.17(1)

Amount \$39.38
Tip \$6.75

346.13

00000000000000000000
00-001 027805
EA16MS03/EA16MC03
061001001006
2017/06/23 14:18:46

TUR: 0080008000
TSI: F800

No signature required

Customer Copy

THANK YOU
Come Again

553 MEAGHAN

Tbl 13/1 Chk 6152 Gst 2
23Jun'17 01:16PM

1 POP	3.75
1 CAJUN SAND	15.50
w/field greens	1.75
1 QUINOA POWERBOWL	16.50
Subtotal	37.50
GST Tax	1.88
02:03PM Total	39.38

HAVE ANY FEEDBACK? WE'D LOVE TO
HEAR FROM YOU! PLEASE CONTACT
GENERAL MANAGER GRANT RAUSER.

GFAUSER@EARLS.CA

GST#893005637RT