

Linda Dalgetty, Vice-President (Finance and Services) For the period December 1, 2017 to January 31, 2018

## Overview

Travel Expenses				
Item #	Date	Description	Amount	
1.	December 10-11, 2017	Travel to Ottawa to attend VP-level Focus Group for the Tri-	\$1,388.19	
		Agencies meeting.		
2.	December 12, 2017	Travel to Edmonton to attend Alberta Association in Higher	\$556.31	
		Education for Information Technology (AAHEIT) meeting with		
		Advanced Education.		

Non-Travel Expenses					
Item #	Date	Description	Amount		
3.	November 23, 2017 to	Parking while attending various meetings and events on behalf	\$76.84		
	December 5, 2017	of the University.			
4.	December 14, 2017	Travel agency fee.	\$33.60		
5.	January 12, 2018	Travel agency and change fees.	\$212.10		



Linda Dalgetty, Vice-President (Finance and Services) For the period December 1, 2017 to January 31, 2018

## **Detail for Travel Expenses**

Travel Expenses-Item 1 Detail						
For	Linda Dalgett	Linda Dalgetty, Vice-President (Finance and Services)				
Description/Purpose	Travel to Ott	awa to attend VP-lev	el Focus Gro	up for the Tr	ri-Agencies me	eeting.
Date	December 10	0-11, 2017				
Destination	Ottawa, Onta	ario				
Type of Expense	Airfare* Other Transport** Hotel Meals*** Other**** Total					Total
Amount	\$1,016.37	\$40.24	\$219.98	\$78.00	\$33.60	\$1,388.19
Page Reference	page 4	page 4 page 7 page 8 All meal page 4				
				per diems		
Notes	Airfare*: Bo	oking Ref: MZLD8E a	nd VKQWUL	. Seat selecti	ion fee includ	ed.
	Other Transportation**: Ground transportation while in Ottawa.					
	Meals***: Meal per diems claimed (2 Lunch @\$14 and 2 Dinner @ \$25).					
	Other***:	Travel Agency fee.				





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Our ref#

Invoice #

Date Your Counsellor

Account #

Department

N7RV35

11184826 01 Dec 2017

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833684

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DALGETTY/LINDA MRS

#### Itinerary

This is your Itinerary and Invoice.

#### Web Check In: Air Canada - MZLD8E / WestJet - VKQWUL



Air Canada 350 Embraer 190 Cabin Class G-Economy

Calgary, AB Calgary Intl Arpt (Calgary ABI

Origin

Destination Ottawa, ON

Sun - Dec 10 Ottawa McDonald Cartier 11:15 AM Intl (Ottawa, ON)

Depart

Arrive Sun - Dec 10 5:01 PM

Seat 14D

Duration 3:46



## **DELTA MARRIOTT OTTA# 5205367682**

Hotel Confirmation No. 91361488

Property

Check In Address

Sun. Dec 10

**Check Out** 

Mon, Dec 11

12852 **Delta Hotels And Resorts** 

101 LYON ST N OTTAWA ON K1R 5T9 CA P:1 613-2373600

F:1 613-2372351 Nights 1 Rooms 1

Rate Rate

\$189.00 CAD

Remarks

DE12852ARR10DEC CXL:PERMITTED UP TO 02 DAYS BEFORE ARRIVAL



WestJet 613 Boeing 737-700 Cabin Class M-Econo

Origin Ottawa, ON

Ottawa McDonald Cartier Intl (Ottawa, ON)

Destination Calgary, AB Calgary Intl Arpt (Calgary,

Depart Mon - Dec 11 6:50 PM

Mon - Dec 11 9:23 PM

Arrive

Seat 080

Duration 4:33

1 2

12/1/2017 7:56:02 PM

#### **Passenger Information**

Passenger	DALGETTY/LINDA MRS	Airline Code AC	Ticket # 0145796607427
Passenger	DALGETTY/LINDA MRS	Airline Code WS	Ticket # 8385796607426
<b>Booking Sum</b>	nmary		
Company	Air Canada	<b>Booking Reference</b>	MZLD8E
Company	WestJet	<b>Booking Reference</b>	VKQWUL
Company	Air Canada	Loyalty #	s.17(1)
Company	WestJet	Loyalty #	
Company	DE	Loyalty #	

## -THANK YOU FOR BOOKING WITH MARITIME TRAVEL

-THANK YOU FOR BOOKING WITH MARITIME TRAVEL AIRFARE-TKT 8382903059591

## **Purchase Summary**

Amount due		Amount Paid	
WS AIRFARE - TKT 8385796607426	353.40	PYMT BY VI XXX) Dec 1	-536.00
TAX ON AIRFARE INCLUDES 52.85 HST		2017	
TAX ON AIRFARE INCLUDES 53.12 OTHER		PYMT BY VI XXXXXXXX Dec 1 2017	-459.37
TAX ON AIRFARE TOTAL	105.97	PYMT BY VI XXX; s.17(1)	-33.60
AIR CANADA AIRFARE - TKT 0145796607427	473.36	PYMT BY VI XXX	-21.00
TAX ON AIRFARE INCLUDES 25.52 GST		TOTAL PAID CAD	\$1,049.97
TAX ON AIRFARE INCLUDES 37.12 OTHER		TO THE THE ONE	41,010.01
TAX ON AIRFARE TOTAL	62.64		
MARTVL NON-REFUNDABLE TRANSACTION FEE	32.00		
TAX ON FEE (R103524823)	1.60		
SEAT SELECTION	20.00		
QST ON SEAT SELECTION	1.00		
TOTAL DUE CAD	\$1,049.97		

**BALANCE CAD** 

## **Baggage Information**

Checked Baggage

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

Checked Baggage Allowance (WestJet):

## **ETravel Advisories**

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2-2





\$0.00

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MT = Maritime Travel

11184824 = invoice #

7966074261234 = ticket #

NON REF/CHANGE FEES APPLY

CHECK IN 90 MIN PRIOR. BOARDING MAY BE DENIED IF LESS THAN 45 MINS

VALID GOVERNMENT ISSUED PHOTO ID REQUIRED

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HST/GST #: 10352 4823 QST #: 1022862835

## DALGETTY LINDA

ECONOMY CLASS / CLASSE ECONOMIQUE ETKT0145796607427

Flight/Vol

Date

AC 350 10DEC From/De

CALGARY

Frequent Flyer/Voyageur assidu

E50K - AC\*G

Destination

OTTAWA

F.ight/vol

CONE 2

Cabin/Cabine

AC 350 OTTAWA

S:at/Place

Boarding Time/Heure d'embarquement 13:20 Gate/Porte C55 Seat/Place 12F

12F WINDOW/HUBLOT R-marks/Observations

ACMM

Departure Time/Heure de depart 13:50

Airline Use/A usage interne 0052 KYYC3969

Boarding Pass | Carte d'accès à bord





A STAR ALLIANCE MEMOUR

NEMBRE DU RÉSEAU STAR ALLIANCE \*\*

BOARDING PASS/CARTE D'EMBARQUEMENT DALGETTY/LINDA

WESTJET REWARDS s.17(1)

TEAL

VKQWUL

DEP: 11DEC17 6:50PM OTTAWA, ON (YOW)

ARR: 11DEC17 9:23PM CALGARY, AB (YYC)

KS

BOARDING TIME

ZONE

SEAT

BOARDING ENDS/FIN DE L'EMBARQUEMENT: 6:35PM



00005

YOWCKDIDOS

8385796607426/1





## BLUE LINE TAXI (613) 233 - 1111

314-665-316 4325868A 1136 88852499 TERMINAL IO: MERCHANT IO: VEHICLE ID : DRIVER ID .

4359 TRIP NUMELP PASSENGERS:

12/10/2017 START: 20:08 END: 20:09

\$ 33.53 FARE AMOUNT:

5 6.71 THE AMOUNT:

40.24 4. TOTAL :

s.17(1) VISA SALE :

635126

APPROVAL NUMBER : \*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-860-443-2812 INQUIRYQTAXITAB.COM

TAXITAB



Page: 1 of 1



OTTAWA CITY CENTRE

101 Lyon Street North, Ottawa, Ontario, K1R 5T9 Telephone: (613) 237-3600 Fax: (613) 237-2351

Linda Dalgetty Canada Room:

2222

Folio:

88

Cashier: Arrival:

12-10-17

Departure:

12-11-17

Reference:

Date	Description	Additional Information	Charges	Credits
12-10-17	Room Charge		189.00	
12-10-17	Destination Marketing Program (DMP)		5.67	
12-10-17	Rooms - HST		25.31	
12-10-17	Visa			219.98
		I= 1.1		
HST Sum	mary	Total	219.98	219.98
-	mary on No:74189 4893 R			
-		Balance Due	219.98 0.00 CAI	
Registrati	on No:74189 4893 R			
Registrati Room	on No:74189 4893 R 25.31			



Linda Dalgetty, Vice-President (Finance and Services) For the period December 1, 2017 to January 31, 2018

## **Detail for Travel Expenses**

Travel Expenses-Item 2 Detail							
For	Linda Dalgett	Linda Dalgetty, Vice-President (Finance and Services)					
Description/Purpose	Travel to Edn	nonton to attend Albert	ta Associatio	n in Higher	Education for	Information	
	Technology (	AAHEIT) meeting with A	Advanced Ed	ucation.			
Date	December 12	2, 2017					
Destination	Edmonton, A	Edmonton, Alberta					
Type of Expense	Airfare*	Airfare* Other Transport** Hotel Meals Other*** Total					
Amount	\$493.36	\$29.35	\$0.00	\$0.00	\$33.60	\$556.31	
Page Reference	page 11	page 14			page 11		
Notes	Airfare*: Booking Ref: MYY5RR.						
	Other Transportation**: Parking fee at Calgary Airport.						
	Other***: T	ravel Agency fee.					

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11184823

01 Dec 2017

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DALGETTY/LINDA MRS

#### Itinerary

This is your Itinerary and Invoice.

#### Web Check In: Air Canada - MYY5RR

DHC8 Dash 8-

300

Cabin Class S-Economy

Air Canada 8130

(Operated by AIR CANADA EXPRESS -

Origin

Calgary, AB Calgary Intl Arpt (Calgary,

Destination

Edmonton, AB Edmonton Intl Arpt (Edmonton, AB)

Depart

Tue - Dec 12 7:15 AM

Arrive

Tue - Dec 12 8:13 AM

Seat 02A

Duration 0:58

DHC8Dash 8

Air Canada 8149 (Operated by AIR CANADA EXPRESS

JAZZ)

JAZZ)

Cabin Class Q-Economy

Origin

Edmonton, AB Edmonton Intl Arpt (Edmonton, AB)

Destination

Calgary, AB Calgary Intl Arpt (Calgary, Depart Tue - Dec 12

3:25 PM

Arrive Tue - Dec 12 4:19 PM

Seat 03A

Duration 0:54

400

Passenger Information

Passenger

DALGETTY/LINDA MRS

Airline Code AC

Ticket # 0145796607425

**Booking Summary** 

Company Company

Air Canada Air Canada

**Booking Reference** Loyalty #

MYY5RR

s.17(1)

## **Purchase Summary**

Amount due		Amount Paid	
AIR CANADA AIRFARE - TKT 0145796607425	395.62		-493.36
TAX ON AIRFARE INCLUDES 23.49 GST		2017	
TAX ON AIRFARE INCLUDES 74.25 OTHER		PYMT BY VI XX <sup>s.17(1)</sup>	-33.60
TAX ON AIRFARE TOTAL	97.74	TOTAL PAID CAD	\$526.96
MARTVL NON-REFUNDABLE TRANSACTION FEE	32.00		
TAX ON FEE (R103524823)	1.60		
TOTAL DUE CAD	\$526.96		

**BALANCE CAD** 

## **Baggage Information**

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\$0.00

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HST/GST #: 10352 4823 QST #: 1022862835

## DALGETTY LINDA

ECONO OPERATED BY / EXPLOITE PAR JAZZ ETKT0145796607425

Flight/Vol

Date

From/De

Boarding Time/Heure d'embarquement 06:45 Gate/Porte

AC 8130 12DEC

CALGARY

Frequent Flyer/Voyageur assidu E50K - AC\*G

Destination

B39 Seat/Place

**EDMONTON-YEG** 

Fight/Vol

ZONE 2

Chin/Cabine

AC 8130

EDMONTON-YEG

Stat/Place

02A

1)2A WINDOW/HUBLOT

R:marks/Observations

ACMM

Departure Time/Heure de depart 07:15

Airline Use/A usage interne 0001 KYYC3997

Boarding Pass | Carte d'accès à bord



AIR CANADA

A STAR ALLIANCE MEMBER (4)

DALGETTY LINDA

AC 8149 12DEC

ECONO OPERATED BY / EXPLOITE PAR JAZZ ETKT0145796607425

-light/Vol

Date

From/De

E50× - AC\*G

Destination

Frequent Flyer, Voyageur assidu

**EDMONTON-YEG** 

14:55 Gate/Porte

CALGARY

Seat/Place 02F

Boarding Time/Heure d'embarquement Departure Time/Heure de depart

Airline Use/A usage interne 0003 KYEG687

Boarding Pass | Carte d'accès à bord



72

ZONE 2

Cabin/Cabine

Y

Flight Col

AC 314

CALGARY

Seat/Place

02F WINDOW/HUBLOT

Remarks/Observations

ACMY

AIR CANADA

MEMBE, DU RESEAU STAR ALLIANCE \*\*

## RECEIPT GST NO. R122556194

```
TKT NO:30487634
EXIT No. A103
IN: 12/12/17 05:57
OUT: 12/12/17 16:29
DURATION: 0 10: 32
PAID: $ 29.35
(GST INCLUDED)

S.17(1)

REF. 65
THANK YOU FOR
YOUR VISIT
```

O O RYYYC





Linda Dalgetty, Vice-President (Finance and Services)
For the period December 1, 2017 to January 31, 2018

## **Detail for Non-Travel Expenses**

For	Linda Dalgetty, Vic	Linda Dalgetty, Vice-President (Finance and Services)				
Description/Purpose	Parking while atter	Parking while attending various meetings and events on behalf of the University.				
Date	November 23, 201	November 23, 2017 to December 5, 2017				
Destination	Calgary, Alberta	Calgary, Alberta				
Type of Expense	Meals	Parking	Other	Total		
Amount	\$0.00	\$76.84	\$0.00	\$76.84		
Page Reference	pages 16 to 19					
Notes						

## 7000 CALGARY PARKING AUTHORITY (403) 537-

Terminal: 894 Plate <sup>s.17(1)</sup>

Zone: 9025

Valid through:

THURSDAY 23 NOV 17 6:00 PM

AMOUNT PAID: \$25.00 Incl.)
START TIME: 11/23/2017 8:12 AM RECEIPT NO: 66620
Pay for your parking online: www.parkplus.ca

## DOO CALGARY PARKING AUTHORITY (403) 537-7

Terminal: 853 Plate: s.17(1) Zone: Main Parkade Z

Valid through:

FRIDAY 24 NOV 17

6:00 PM

AMOUNT PAID: \$20.00 (6ST incl.) Auth No: 030683 START TIME: 11/24/2017 11:44 AM RECEIPT NO: 70665 Pay for your parking online: www.parkplus.ca

## RECEIPT

License Plate Number s.17(1)

\*Expiration Date/Time\*

# NOV 30, 2017

Purchase Date/Time: 01:41pm Nov 30, 2017

Total Parking: \$28.00 Total FEDERAL: \$1.40

Total Due: \$29.40 Total Paid: \$29.40 Ticket #: 00040238

S/N #: 500012260465 Setting: Lot 179 Mach Name: Lot 179-4 Rate: \$28 - 4 Hours Payment Type: Card

#\*\*s.17(1) Visa

Auth #: 033185

GST REG #887315638

#### RECEIPT

\*Expiration Date/Time\*: 05:41pm Nov 30, 2017 Purchase Date/Time: 01:41pm Nov 30, 2017 Total Parking: \$28.00 Total FEDERAL: \$1.40

Total Due: \$29.40 Total Paid: \$29.40

Ticket #: 00040238 Setting: Lot 179 Mach Name: Lot 179-4

\*\*\* s.17(1)

Auth #: 033185

Rate: \$28 - 4 Hours Payment Type: Card

Tm No: 61a806461855f16a Terminal: 1220 Receipt No: 11798

CALGARY PARKING



Linda Dalgetty, Vice-President (Finance and Services)
For the period December 1, 2017 to January 31, 2018

## **Detail for Non-Travel Expenses**

Non-Travel Expenses-Item 4 Detail						
For	Linda Dalgetty, Vice-	Linda Dalgetty, Vice-President (Finance and Services)				
Description/Purpose	Travel Agency fee is: change.	Travel Agency fee issued for ticket on flight that was cancelled due to scheduling change.				
Date	December 14, 2017	December 14, 2017				
Destination	Calgary, Alberta					
Type of Expense	Meals	Parking	Other	Total		
Amount	\$0.00	\$0.00	\$33.60	\$33.60		
Page Reference			page 22			
Notes						







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For:

DALGETTY/LINDA MRS

#### Itinerary

This is your Itinerary and Invoice.

#### Web Check In: Air Canada - QM4L5I

DHC8 Dash 8-

300

Air Canada 8136

(Operated by AIR CANADA EXPRESS -JA77)

Cabin Class T-Economy

Origin

Calgary, AB Calgary Intl Arpt (Calgary,

Destination

Edmonton, AB Edmonton Intl Arpt (Edmonton, AB)

Depart

Thu - Dec 14 10:45 AM

Arrive

11:43 AM

Thu - Dec 14

03A

Seat

Duration 0:58

DHC8 Dash 8

400

Air Canada 8153

(Operated by AIR CANADA EXPRESS -JAZZ)

Cabin Class S Economy

Origin

Edmonton, AB Edmonton Intl Arpt (Edmonton, AB)

Destination

AB)

Depart Calgary, AB Thu - Dec 14 Calgary Intl Arpt (Calgary, 4:45 PM

Arrive Seat Thu - Dec 14 03A

5:39 PM

Duration 0:54

Passenger Information

Passenger

DALGETTY/LINDA MRS

Airline Code AC

Ticket # 0145796607356

**Booking Summary** 

Company Company

Air Canada

Air Canada

**Booking Reference** 

QM4L5I

Loyalty #

s.17(1)

## **Purchase Summary**

Amount due		Amount Paid	
AIR CANADA AIRFARE - TKT 0145796607356	326.00	PYMT BY VI XX s.17(1) Nov 29	-420.26
TAX ON AIRFARE INCLUDES 20.01 GST		2017	
TAX ON AIRFARE INCLUDES 74.25 OTHER		PYMT BY VI XXXs.17(1)	-33.60
TAX ON AIRFARE TOTAL	94.26	TOTAL PAID CAD	\$453.86
MARTVL NON-REFUNDABLE TRANSACTION FEE	32.00	Full \$420.26 cost was	s refunded by Air
TAX ON FEE (R103524823)	1.60	Canada. Claimed nor	n-refundable cost
TOTAL DUE CAD	\$453.86	of \$33.60 only.	

**BALANCE CAD** 

\$0.00

## **Baggage Information**

Checked Baggage

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

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HST/GST #: 10352 4823 QST #: 1022862835



Linda Dalgetty, Vice-President (Finance and Services)
For the period December 1, 2017 to January 31, 2018

## **Detail for Non-Travel Expenses**

Non-Travel Expenses-Item 5 Detail						
For	Linda Dalgetty, Vice-	Linda Dalgetty, Vice-President (Finance and Services)				
Description/Purpose		Travel Agency fee and change fee to use credit. Air Canada cancelled outbound flight so travel did not occur.				
Date	January 12, 2018	January 12, 2018				
Destination	Calgary, Alberta	Calgary, Alberta				
Type of Expense	Meals	Parking	Other	Total		
Amount	\$0.00	\$0.00	\$212.10	\$212.10		
Page Reference			page 26			
Notes						



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22 Dec 2017

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UNIVERSITY OF CALGARY

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For:

DALGETTY/LINDA MRS

#### Itinerary

This is your Itinerary and Invoice.

#### Web Check In: Air Canada - P3TQIA

DHC8 Dash 8-

300

Air Canada 8130

(Operated by AIR CANADA EXPRESS -JAZZ)

Cabin Class T-Economy

Origin

Calgary, AB Calgary Intl Arpt (Calgary,

AB)

Destination Edmonton, AB

Edmonton Intl Arpt (Edmonton, AB)

Depart Fri - Jan 12

7:15 AM

Arrive

Fri - Jan 12 8:13 AM

Duration 0:58

DHC8 Dash 8-

Air Canada 8145

(Operated by AIR CANADA EXPRESS -JAZZY

Cabin Class S-Economy

Origin

Edmonton, AB Edmonton Intl Arpt (Edmonton, AB)

Destination Calgary, AB

Depart Fri - Jan 12 Calgary Intl Arpt (Calgary, 1:40 PM

Arrive Fri - Jan 12 2:41 PM

Seat 03A

Seat

02A

Duration 1:01

300

Passenger Information

Passenger

DALGETTY/LINDA MRS

Airline Code AC

Ticket # 0145796728070 exchanged from 0145796607356

**Booking Summary** 

Company

Air Canada

Booking Reference

P3TQIA

Company

Air Canada

Loyalty #

1

s.17(1)

## TICKET CREDIT APPLIED FROM TKT #0145796607356 \$420.26

TICKET CREDIT APPLIED FROM TKT #0145796607356 \$420.26 -THANK YOU FOR BOOKING WITH MARITIME TRAVEL

Full \$420.26 cost was refunded by Air Canada.

## **Purchase Summary**

				40.00
TOTAL DUE CAD	\$212.10	refundable cost of \$178.50 and \$33.60 only.		.60 only.
TAX ON FEE (R103524823)	1.60	Flight was canceled by Air Canad		a. Claimed non-
MARTVL NON-REFUNDABLE TRANSACTION FEE	32.00	TOTAL PAID CAD		\$212.10
TAX ON CHANGE AIRFARE INCLUDES 8.50 GST/HST	8.50	PYMT BY VI XXX		-33.60
0145796728070 FROM 0145796607356		22 2017		
AIR CANADA COST TO CHANGE AIRFARE - TKT	170.00	PYMT BY V	Dec	-178.50
Amount due		Amount Paid s.17(1)		

BALANCE CAD

\$0.00

## **Baggage Information**

Checked Baggage

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

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#### Reminders

Your Maritime Travel charges will show on your credit card statement similiar to MT 11185373-7967280701234

MT = Maritime Travel

11185373 = invoice #

7967280701234 = ticket #

Whenever you are traveling on a flight operated by one of Air Canada's code share partners (shown on your itinerary as "operated by"), you may be subject to baggage restrictions that differ from those of Air Canada. For complete details on these baggage restrictions check http://www.aircanada.com/en/travelinfo/airport/codeshare.html

NON REF/CHANGE FEES APPLY

CHECK IN 90 MIN PRIOR, BOARDING MAY BE DENIED IF LESS THAN 45 MINS

VALID GOVERNMENT ISSUED PHOTO ID REQUIRED

#### WE RECOMMEND THAT YOU RECONFIRM YOUR FLIGHTS PRIOR TO DEPARTURE

This receipt may be required at check in and must be presented to customs and immigration if requested. Carriage and other services provided by the carrier are subject to condition of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier.

#### 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.

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