



Proactive Disclosure of Expenses

Mike Van Hee (VP Services)

For the period October 1, 2023 to December 31, 2023

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	October 24, 25, 26, 2023	Travel to Ottawa to attend the U15 Administration Table Meeting at the University of Ottawa	\$1,285.40

Non-Travel Expenses			
Item #	Date	Description	Amount
2.	September 11, 2023	Parking while attending meetings and events on behalf of the University.	\$12.00

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Mike Van Hee (VP Services)					
Description/ Purpose	Travel to Ottawa to attend the U15 Administration Table Meeting at the University of Ottawa					
Date	October 24, 25, 26, 2023					
Destination	Ottawa, Ontario					
Type of Expense	Airfare*	Other Transport**	Hotel	Meal***	Other****	Total
Amount	\$518.53	\$38.36	\$592.30	\$79.52	\$56.69	\$1,285.40
Page Reference						
Notes	Airfare*: Booking Ref.: RVMNR8. Other Transport**: Ground transportation while in Ottawa. Other****: Travel agency fee Ref.: RVMNR8. WIFI purchase on Westjet flight /working while flying					

Maritime Travel Business Travel Management



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UNIVERSITY OF CALGARY
ATTN: MICHAEL VAN HEE
3838 24TH AVE NW
CALGARY AB T2N 1N4

MARITIME Ref #

Invoice #
Date
Your Counsellor
Account #
UCID
Team Name
Faculty/Dept/Institute

RVMNR8

235302273
14 Sep 2023
WEI CHONG
s.17(1)
N/A
VICE-PRESIDENT FINANCE AND SERVICES
TARA YOUNKER

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For:

VANHEE/MICHAEL KEVIN MR

Please make sure name(s) on your statement matches your passport.
If name(s) doesn't match please contact your branch or our after hours team before midnight.

Your Itinerary and E-ticket which is required for travel:

[Return to Travel Roadmap](#)

Web Check-In and Airline Confirmation: [WestJet - JDXSPW](#)

Flight	Airline	Origin	Destination	Depart	Arrive	Seat
Duration 3:55	WestJet 610 Boeing 737 Cabin Class S-Flex	Calgary, AB Calgary Int Apt (Calgary, AB)	Ottawa, ON Ottawa McDonald Carter Int (Ottawa, ON)	Tue - Oct 24 9:10 AM	Tue - Oct 24 3:05 PM	14D
Duration 4:20	WestJet 611 Boeing 737 Cabin Class S-Flex	Ottawa, ON Ottawa McDonald Carter Int (Ottawa, ON)	Calgary, AB Calgary Int Apt (Calgary, AB)	Thu - Oct 26 6:45 AM	Thu - Oct 26 9:05 AM	14D

Passenger Information

Airline Code WS

Passenger VANHEE/MICHAEL **s.17** MR

Ticket # 8389354767753

Booking Summary

Company WestJet

Booking Reference JDXSPW

-THANK YOU FOR BOOKING WITH MARITIME TRAVEL

-THANK YOU FOR BOOKING WITH MARITIME TRAVEL

Purchase Summary

Amount due		Amount Paid	
WestJet AIRFARE - TKT 8389354767753	346.92	PYMT BY XXXX-XXXX s.17(-518.53
TAX ON AIRFARE INCLUDES 4.56 HST		Sep 14 2023	
TAX ON AIRFARE INCLUDES 22.91 GST		PYMT BY VI XXXX s.17(-33.60
TAX ON AIRFARE INCLUDES 144.25 OTHER		TOTAL PAID CAD	<u>\$552.13</u>
TAX ON AIRFARE	171.61		
MARTVL NON-REFUNDABLE TRANSACTION FEE	32.00		
GST ON FEE (R103524823)	1.60		
TOTAL DUE CAD	<u>\$552.13</u>		

BALANCE CAD \$0.00

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Check-in information

We recommend that you reconfirm your flights prior to departure.

Valid government issued photo id required for check-in.

Non refundable/change fees may apply.

Check in 2 hours prior. As processing times at the airport are longer than normal due to COVID-19, it's important to be aware of any new updates to their check in policies. Failure to respect them may result in the reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation. Please refer to the airline's website for further information.

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.

COVID Requirements

Airlines may have varying requirements and protocols in place due to COVID. For more WESTJET information, [click here](#)

Baggage Information

For WestJet Baggage Information [click here](#). Pre-pay for your bags and save.

Baggage charges may apply. Size/weight restrictions vary between airlines.

Passengers may carry travel sized toiletries or liquids 3.4 oz (100ml) or less through security check points. They must fit in a 1-quart sized clear plastic zip-top bag. Visit [www.Catsa-acsta.gc.ca](#).

Notice

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. 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.

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.

If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website: <https://tpa-appr.ca/eng>

Invoice Information

Your Maritime Travel charges will show on your credit card statement similar to MT 235302273-3547677531234

MT - Maritime Travel

235302273 - Invoice #

3547677531234 - ticket #

HST/GST #: 10352 4823

QST #: 1022662635

Download our app today, to keep connected with us while you're on the go.



Monday, October 30, 2023 at 12:00:59 Mountain Daylight Time

Subject: [Personal] Your Tuesday morning trip with Uber

Date: Tuesday, October 24, 2023 at 6:57:59 AM Mountain Daylight Saving Time

From: Uber Receipts

To: s.17(1)

Uber

Total CA\$38.36
October 24, 2023

Thanks for tipping,
Michael

Here's your updated Tuesday
morning ride receipt.



Total

CA\$38.36

Trip fare	CA\$17.00
-----------	-----------

Subtotal	CA\$17.00
----------	-----------

Reservation Fee	CA\$6.00
-----------------	----------


Booking Fee ?	CA\$3.00
-------------------------------	----------


Airport Recovery Surcharge	CA\$4.00
----------------------------	----------

TNC fee recovery surcharge	CA\$0.45
----------------------------	----------

Tips CA\$6.39
GST CA\$1.52

Payments

 Mastercard • s.17(1) CA\$31.97
10/24/23 6:56 AM

 Mastercard • s.17(1) CA\$6.39
10/24/23 6:57 AM

A temporary hold of CA\$31.97 was placed on your payment method **** 1074. This is not a charge and will be removed. It should disappear from your bank statement shortly. [Learn More](#)


[Visit the trip page](#) for more information, including invoices (where available)

[Switch Payment Method](#)

[Download PDF](#)

You rode with Emilija

4.99 ★ Rating

 Has passed a multi-step safety screen

TNDL License Number:

Please call 3-1-1 with any Compliments/Concerns



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135 Thad Johnson Private, Ottawa, ON K1V-1A2 P 613.891.2161
Fairfield.Marriott.com

Michael Vanhee s.17(1)			Room: 424 Room Type: KSOF Number of Guests: 1 Rate: \$229.00	Clerk: AAG
Arrive: 25Oct23	Time: 06:46PM	Depart: 26Oct23	Time: 04:28AM	Folio Number: 04325

DATE	DESCRIPTION	CHARGES	CREDITS
25Oct23	Room Charge	229.00	
25Oct23	HST-Harmonized Sales Tax	29.77	
25Oct23	MAT-Municipal Accomodation Tax	9.16	
25Oct23	HST-MAT-Harmonized Tax	1.19	
26Oct23	Master Card		269.12
	Card #: MCXXXXXXXXXXXX s.17(1) OXX		
	Card Type: MASTERCARD Card Entry: CHIP Approval Code: 09441E		
	PIN Verified App Label: Mastercard AID: A0000000041010		

BALANCE:	0.00
-----------------	-------------

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Invoice

Le Germain Hotel Ottawa
30 Daly Avenue, Ottawa ON K1N 6E2
reservations.legermainttawa@germainhotels.com
613 691-3230 | germainhotels.com

Page 1 of 2

Michael Van Hee
Canada

Room 0707
Arrival (MMDDYY) 10-24-23
Departure (MMDDYY) 10-25-23
Confirmation No. 5581298

Folio No. 8214
Company University of ottawa
Group U15Ottawa2023
Guest

Date	Description	Charges	Payments
10-24-23	Room Charge	275.00	
10-24-23	Municipal Accommodation Tax	11.00	
10-24-23	HST	37.18	
10-25-23	Mastercard XXXXXXXXXX s.17(1) X		323.18

Total 323.18 323.18

Balance 0.00

Summary of taxes

HST 37.18
Municipal
Accommodation Tax 11.00

Le Germain Ottawa
Tax Number
GST# 824812984RT0001

Payment Details

Merchant ID
Transaction ID 322926
Approval Code 08858E
Approval Amount 323.18

Thank you for staying with us!
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Invoice

Le Germain Hotel Ottawa
30 Daly Avenue, Ottawa ON K1N 6E2
reservations.legermainottawa@germainhotels.com
613 691-3230 | germainhotels.com

Page 2 of 2

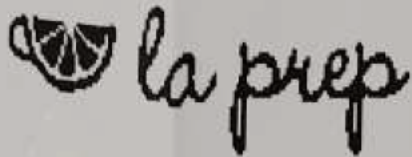
Micheal Van Hee
Canada

Room 0707
Arrival (MMDDYY) 10-24-23
Departure (MMDDYY) 10-25-23
Confirmation No. 5561298

Folio No. 8214
Company University of ottawa
Group U15Ottawa2023
Guest

Credit Card # XXXXXXXXXXXX **s.17(**
Credit Card Expiry XXXX
Capture Method Manual
Transaction Amount 323.18

Thank you for staying with us!
Share your experience on TripAdvisor.



2000 Airport Road NE
Calgary Alberta
T2E 6W5

2023-10-24 07:16 AM
Bill # : 262525
ORDER # : 268260
CALL # : 085
WORKSTATION : Workstation #2
Operator : Edward
***** REPRINT *****

QTY	DESCRIPTION	TOTAL
1	Ham & Swiss Sandwich	\$7.99
	SUBTOTAL	\$7.99
	COUPON	\$0.00
	ALBERTA - GOODS AND SERVICES TAX (5%)	\$0.40
	TOTAL	\$8.39
	DEBIT	\$8.39
	Auth #	110157
	CHANGE	\$0.00
	TIP	\$0.00

GST # 859942187 RT0001

www.laprep.com

Thank you! Please Come Again!

OPERATED BY



TIM HORTONS A
CALGARY INTERNATIONAL AIRPORT

450416 Lakhwind

CHK 7254 GST 1
OCT24'23 7:22AM

TO GO

1 LG COF BLK L	2.39
SUGAR	
2 CREAM	
1 MUFFIN	2.29
SUBTOTAL	4.68
TAX	0.23
AMOUNT PAID	4.91
AT105220 XX	s.17(1)
DEBIT CC	4.91
--450416 Closed OCT24 07:23AM--	

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Scan the QR code below to share
your experience!



<https://www.hmshost.com/contact>
Votre opinion est importante
pour nous! Balayez le code QR
afin de partager votre
experience.

STOREID: YYCTHS10
GST # 137512901

Your order number is: 7254

SSP Canada

*Taxes
Ottawa
airport*

** TRANSACTION RECORD **

Tran. #: 9
Workstation #: 0013
Check #: 5672
Employee #: 214
Employee: Brenda F

Type: Purchase
Acct: Flash Default
Card: Interac
Card #: xxxxxxxxxxxx

s.17(1)

Amount \$5.51
Tip \$0.83
=====

TOTAL CAD\$6.34

Reference #:
66223732 0011710190 H
Auth. #: 065943
S0001T0013/E66223732 001
10/26/2023 4:52:23 AM

Interac
A0000002771010
8000008000

APPROVED - THANK YOU
00-001

No signature required

Customer Copy

PARADIES LAGARDERE
OTTAWA INTERNATIONAL AIRPORT
OTTAWA, ON CANADA

SALESPERSON # 409245

FL SNOW TURKEY LETT 628097402240
9.99 PG

SUBTOTAL \$9.99
HST08 \$0.80
GST \$0.50
TOTAL \$11.29
DEBIT \$11.29

***** PURCHASE *****
APPROVED

Total: \$11.29

Card Type: DEBIT
Card Entry: Contactless
Acct #: ***** s.17(1)
Approval Code: 075628

***** EMV PURCHASE *****

App Label: Interac
Mode: Issuer
AID: A0000002771010
TVR: 8000008000
IAD: 1508850440F100600400B0100000C0870000TSI
:
TSI:
ARC: 00
AC: 47F8DBE2A3CA40CC
CVM: 3F0002

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PARADIES LAGARDERE
AEROPORT INTERNATIONAL DE OTTAWA
OTTAWA, ON
TPS #821177177RT0001
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CUSTOMER COPY

ITEMS 1 CATHERINE
10/26/2023 04:46AM 4243
003794 01 409245

THANK YOU FOR SHOPPING
PARADIES LAGARDERE
OTTAWA, ON CANADA
GST # 821177177RT0001
www.paradieslagardere.com

Mike
&
Ron

**HILTON GARDEN INN
OTTA**

2400 ALERT ROAD
GLOUCESTER, ON K1V 1S1
6132889001

Cashier: Will

Transaction 509768

Total \$55.86
Tip \$11.17
CREDIT CARD SALE \$67.03
MASTERCARD 1074

Retain this copy for statement
validation

25-Oct.-2023 7:57:51p.m.
\$67.03 | Method: CONTACTLESS
Mastercard XXXXXXXXXX **s.17(1)**
Reference ID: 329800668449
Auth ID: 02543E
MID: *****5998
AID: A0000000041010
AthNtwkNm: MASTERCARD
NO CARDHOLDER VERIFICATION

Hilton Garden Inn
Ottawa Airport
2400 Alert Road
Ottawa, Ontario K1V1S1
Tel: (613) 288 - 9001
Fax: (613) 249 - 8729

145 WILLIAM

Tbl 101/1 Chk 1635 Gst 0
Oct25'23 07:02PM

1 Canadian	6.43
1 Mobley Burger	17.00
Fries	
1 Mobley Burger	17.00
House Salad	
1 Cheescake	9.00
Subtotal	49.43
43.00 HST	5.59
6.43 HST FOOD	0.84
Total Due	55.86

FOR HOTEL GUEST ROOM CHARGES
PLEASE FILL OUT BELOW:

TIP _____

TOTAL _____

ROOM # _____

NAME (print) _____

SIGNATURE _____

6.43 +
.84
7.27
Removed
\$ 48.59
Charged /
Spensed

Monday, October 30, 2023 at 12:00:17 Mountain Daylight Time

Subject: WestJet Connect purchase confirmation
Date: Tuesday, October 24, 2023 at 10:32:00 AM Mountain Daylight Saving Time
From: Customer Care
To: Michael Van Hee
[△EXTERNAL]

Thank you for your order.

Below you will find your order details.

Receipt

WestJet Connect Internet

Purchase reference #WISP4Y9CEFOB88RYNDOX

[WS610] 24-OCT-23 YYC - YOW

Purchase details

Full Flight	CAD 21.99
Tax	
- GST AB	CAD 1.10
Total price:	CAD 23.09

Payment Type: Card ending with 6533

Customer care

For any questions about your service or purchase, please contact us.

Customer care number: 855-812-3621 (Toll free)

Email: WestjetWiFiHelp@panasonic.aero

Customer care representatives will be happy to help you in English.

The purchase was made on WestJet Connect 24-OCT-23 16:29:43
UTC
GST number: 862106366RT

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Purchase Summary

Amount due		Amount Paid	
WestJet AIRFARE - TKT 8389354767753	346.92	PYMT BY XXXX-XXXX s.17(-518.53
TAX ON AIRFARE INCLUDES 4.56 HST		Sep 14 2023	
TAX ON AIRFARE INCLUDES 22.81 GST		PYMT BY VI XXXX s.17(-33.60
TAX ON AIRFARE INCLUDES 144.25 OTHER		TOTAL PAID CAD	\$552.13
TAX ON AIRFARE	171.61		
MARTVL NON-REFUNDABLE TRANSACTION FEE	32.00		
GST ON FEE (R103524823)	1.60		
TOTAL DUE CAD	\$552.13		

BALANCE CAD \$0.00

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Valid government issued photo id required for check-in.

Non refundable/change fees may apply.

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For WestJet Baggage Information [click here](#). Pre-pay for your bags and save.

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Proactive Disclosure of Expenses

Mike Van Hee (VP Services)

For the period October 1, 2023 to December 31, 2023

Detail for Non-Travel Expenses

Non-Travel Expenses-Item 4 Detail				
For	Mike Van Hee (VP Services)			
Description/Purpose	Parking while attending meetings and events on behalf of the University.			
Date	September 11, 2023			
Destination	Calgary, Alberta			
Type of Expense	Meals	Parking	Other	Total
Amount	\$0.00	\$12.00	\$0.00	\$12.00
Page Reference				
Notes				

Plate: **s.17(1)**

Zone: **8375 : Parking**

CALGARY PARKING (403) 537-7000

Pay for your parking online: www.parkplus.ca

Valid through:

MONDAY
11 SEP 23
7:10 PM

START TIME: 9/11/2023 2:46 PM
AMOUNT PAID: \$12.00 (GST Incl.)
c: 45208 **s.17(1)**
Auth No: 009991
Trn No: 95bd38a1bc6ee76
Terminal: 1554
Receipt No: 37906

Pay

CA