

Expense Claims Forms

Date: March 12, 2013

EMPLOYEE#

VE-0220

NAME **Jeff Melanson**

FIRST MIDDLE LAST

Position **President**

DEPT **President's Office**

Mailing Address: 107 Tunnel Mountain Drive, Box 1020, Banff, AB T1L 1H5

Itinerary and Purpose of Travel: Airfare/accommodation/meals & Transportation re: various meetings in Edmonton, Toronto, Calgary and Montreal

Please leave the colored cells for Financial Services

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	Description	NET Amount	GST Amount	Total Amount
1	02/12/13	Travel	3101	2100	890900	800							
2	02/19/13	Travel	3101	2100	890900	800				return airfare (Calgary - Edmonton) (Feb 19)	\$ 456.25	\$ 22.81	\$ 479.06
3	02/22/13	Travel	3101	2100	890900	800				flight change fee (Calgary - Toronto) (March 1)	\$ 80.46	\$ 6.50	\$ 86.96
4	02/14/13	Travel	3101	2100	890900	800				airfare (Toronto - Calgary) (March 4)	\$ 618.25		\$ 618.25
5	02/14/13	Travel	3101	2100	890900	800				return airfare (Calgary - Winnipeg) (March 18 - 21)	\$ 398.25	\$ 19.91	\$ 418.16
6	01/09/13	Accommodation	3105	2100	890900	800				airfare re: CAS Montreal (April 12)	\$ 334.12	\$ 15.96	\$ 350.08
7	01/09/13	Meals	3106	2100	890900	800				Hotel (Calgary - Devo Meetings)	\$ 298.86	\$ 14.37	\$ 313.23
8	01/09/13	Travel	3101	2100	890900	800				In-room meals (Calgary)	\$ 59.20	\$ 4.33	\$ 63.53
9	01/14/13	Accommodation	3105	2100	890900	800				Hotel Parking	\$ 38.00	\$ 1.90	\$ 39.90
10	01/14/13	Meals	3106	2100	890900	800				Hotel (Calgary - Foundation Meeting)	\$ 277.44	\$ 13.34	\$ 290.78
11	01/14/13	Travel	3101	2100	890900	800				In-room meals (Calgary)	\$ 12.50	\$ 0.52	\$ 13.02
12	02/14/13	Accommodation	3105	2100	890900	800				Hotel Parking	\$ 38.00	\$ 1.90	\$ 39.90
13	02/07/13	Accommodation	3105	2100	890900	800				Hotel (Calgary - Keynote speaking engagement)	\$ 228.40		\$ 228.40
14	02/07/13	Meals	3106	2100	890900	800				Hotel (Toronto - Devo meetings)	\$ 1,062.20	47.00	\$ 1,062.20
15	03/05/13	Accommodation	3105	2100	890900	800				In-room meals (Toronto)	\$ 60.89		\$ 60.89
16	03/05/13	Travel	3101	2100	890900	800				hotel (calgary- Devo Meetings)	\$ 241.02	\$ 11.59	\$ 252.61
17	03/05/13	Meals	3106	2100	890900	800				Hotel Parking	\$ 30.00	\$ 1.50	\$ 31.50
18	03/04/13	Accommodation	3105	2100	890900	800				dinner	\$ 28.63		\$ 28.63
19	03/04/13	Meals	3106	2100	890900	800				Hotel (Toronto - Devo meetings)	\$ 627.15		\$ 627.15
20	02/02/13	Travel	3101	2100	890900	800				breakfast	\$ 43.56		\$ 43.56
21	02/06/13	Travel	3101	2100	890900	800				airport parking	\$ 36.75		\$ 36.75
22	02/11/13	Travel	3101	2100	890900	800				parking	\$ 10.50		\$ 10.50
23	02/19/13	Travel	3101	2100	890900	800				airport parking	\$ 103.95	4.95	\$ 103.95
24	02/25/13	Travel	3101	2100	890900	800				airport parking	\$ 22.08		\$ 22.08
25	03/01/13	Travel	3101	2100	890900	800				airport parking	\$ 6.30		\$ 6.30
26	01/31/13	Travel	3101	2100	890900	800				airport parking	\$ 100.80	4.80	\$ 100.80
27	02/16/13	Travel	3101	2100	890900	800				parking	\$ 15.00		\$ 15.00
28	02/16/13	Travel	3101	2100	890900	800				parking	\$ 9.25		\$ 9.25
29	02/13/13	Travel	3101	2100	890900	800				parking	\$ 9.25		\$ 9.25
30	02/13/13	Travel	3101	2100	890900	800				parking	\$ 9.25		\$ 9.25
31	02/20/13	Travel	3101	2100	890900	800				parking	\$ 9.25		\$ 9.25
32	02/20/13	Travel	3101	2100	890900	800				parking	\$ 12.00		\$ 12.00
33	03/05/13	Travel	3101	2100	890900	800				parking	\$ 36.00		\$ 36.00
34	03/05/13	Travel	3101	2100	890900	800				parking	\$ 4.25		\$ 4.25
35	03/02/13	Travel	3101	2100	890900	800				parking	\$ 4.25		\$ 4.25
										taxi	\$ 20.00		\$ 20.00
Total Expenses : A											\$ 5,333.06	\$ 111.74	5,444.80

Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel	890900	800				2,402.21	70.48	2,472.69
3102	2100	Travel-BOG	890030	800						
3105	2100	Accommodation	890900	800					86.30	
3106	2100	Meals	890900	800			2,688.07	2,735.07	89.50	2,774.37
3610	2100	Hosting	890900	800				496.78	4.06	197.74
3611	2100	Hosting-Alcohol								
3107	2100	Incidentals								
6132	2100	Travel Advance								
Total								5,333.06	111.74	5,444.80

ENTERED MAR 27 2013

Travel Advance (positive)	B	\$	
	6132-2100		
	A-B	\$	5,444.80

Claimant's Signature _____ Date _____

Claimant's Supervisor _____ Date _____

Financial Services _____ Date _____

Return to Requestor Lisa Christopher

Department President's Office

Cost Centre Code 890900

Prepared By Lisa Christopher

MAR 19 2013

The Banff Centre
inspiring creativity
EMPLOYEE#

Expense Claims Forms

Date: March 12, 2013

NAME **Jeff Melanson**
FIRST MIDDLE LAST

Position **President**

DEPT **President's Office**

Mailing Address : 107 Tunnel Mountain Drive, Box 1020, Banff, AB T1L 1H5

Itinerary and Purpose of Travel : Airfare/accommodation/meals & Transportation re: various meetings in Edmonton, Toronto, Calgary and Montreal

Please leave the colored cells for Financial Services

Line No.	Date	Expense Type	Account	Rate	Quantity	Amount	Receipt	Description	Amount	Amount	Total Amount	
1	02/12/13	Travel	890900	800				return airfare (Calgary - Edmonton) (Feb 19)	\$ 456.25	\$ 22.81	\$ 479.06	
2	02/19/13	Travel	890900	800				flight change fee (Calgary - Toronto) (March 1)	\$ 60.46	\$ 6.50	\$ 66.96	
3	02/22/13	Travel	890900	800				airfare (Toronto - Calgary) (March 4)	\$ 618.25		\$ 618.25	
4	02/14/13	Travel	890900	800				return airfare (Calgary - Winnipeg) (March 18 - 21)	\$ 398.25	\$ 19.91	\$ 418.16	
5	01/09/13	Accommodation	890900	800				airfare re: CAS Montreal (April 12)	\$ 334.12	\$ 15.96	\$ 350.08	
6	01/09/13	Meals	890900	800				Hotel (Calgary - Devo Meetings)	\$ 298.86	\$ 14.37	\$ 313.23	
7	01/09/13	Travel	890900	800				In-room meals (Calgary)	\$ 50.20	\$ 1.43	\$ 51.63	
8	01/14/13	Accommodation	890900	800				Hotel Parking	\$ 38.00	\$ 1.90	\$ 39.90	
9	01/14/13	Meals	890900	800				Hotel (Calgary - Foundation Meeting)	\$ 277.44	\$ 13.34	\$ 290.78	
10	01/14/13	Travel	890900	800				In-room meals (Calgary)	\$ 12.50	\$ 0.53	\$ 13.03	
11	01/14/13	Travel	890900	800				Hotel Parking	\$ 38.00	\$ 1.90	\$ 39.90	
12	02/14/13	Accommodation	890900	800				Hotel (Calgary - Keynote speaking engagement)	\$ 228.40		\$ 228.40	
13	02/07/13	Accommodation	890900	800				Hotel (Toronto - Devo meetings)	\$ 1,062.20		\$ 1,062.20	
14	02/07/13	Meals	890900	800				In-room meals (Toronto)	\$ 60.89		\$ 60.89	
15	03/05/13	Accommodation	890900	800				Hotel (calgary- Devo Meetings)	\$ 241.02	\$ 11.59	\$ 252.61	
16	03/05/13	Travel	890900	800				Hotel Parking	\$ 30.00	\$ 1.50	\$ 31.50	
17	03/05/13	Meals	890900	800				dinner	\$ 28.63		\$ 28.63	
18	03/04/13	Accommodation	890900	800				Hotel (Toronto - Devo meetings)	\$ 627.15		\$ 627.15	
19	03/04/13	Meals	890900	800				breakfast	\$ 43.56		\$ 43.56	
20	02/02/13	Travel	890900	800				airport parking	\$ 36.75		\$ 36.75	
21	02/06/13	Travel	890900	800				parking	\$ 10.50		\$ 10.50	
22	02/11/13	Travel	890900	800				airport parking	\$ 103.95		\$ 103.95	
23	02/19/13	Travel	890900	800				airport parking	\$ 22.08		\$ 22.08	
24	02/25/13	Travel	890900	800				airport parking	\$ 6.30		\$ 6.30	
25	03/01/13	Travel	890900	800				airport parking	\$ 100.80		\$ 100.80	
26	01/31/13	Travel	890900	800				parking	\$ 15.00		\$ 15.00	
27	02/16/13	Travel	890900	800				parking	\$ 9.25		\$ 9.25	
28	02/16/13	Travel	890900	800				parking	\$ 9.25		\$ 9.25	
29	02/13/13	Travel	890900	800				parking	\$ 9.25		\$ 9.25	
30	02/13/13	Travel	890900	800				parking	\$ 9.25		\$ 9.25	
31	02/20/13	Travel	890900	800				parking	\$ 12.00		\$ 12.00	
32	02/20/13	Travel	890900	800				parking	\$ 36.00		\$ 36.00	
33	03/05/13	Travel	890900	800				parking	\$ 4.25		\$ 4.25	
34	03/05/13	Travel	890900	800				parking	\$ 4.25		\$ 4.25	
35	03/02/13	Travel	890900	800				taxi	\$ 20.00		\$ 20.00	
									Total Expenses	\$ 1,411.74	\$ 44.44	\$ 1,456.18

GL	Rate	Expense Type	Account	Rate	Quantity	Amount	Receipt	Description	Amount	Amount	Total Amount
3101	2100	Travel	890900	800					2,402.21	70.48	2,472.69
3102	2100	Travel-BOG	890030	800					-	-	-
3105	2100	Accommodation	890900	800					2,735.07	39.30	2,774.37
3106	2100	Meals	890900	800					195.78	1.96	197.74
3610	2100	Hosting	890900	800					-	-	-
3611	2100	Hosting-Alcohol							-	-	-
3107	2100	Incidentals							-	-	-
6132	2100	Travel Advance							-	-	-

Total Expenses	\$ 1,411.74	\$ 44.44	\$ 1,456.18
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Return to Requestor	Lisa Christopher
Department	President's Office
Cost Centre Code	890900
Prepared By	Lisa Christopher

Comments Supervisor	Date
Financial Services	Date

Itinerary/Receipt



Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Booking Information

Booking Reference: **NG4CI5**

Customer Care

Air Canada
1-888-247-2262

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Flight Arrivals and Departures
1-888-422-7533

Main Contact:
Mr Jeffrey J Melanson
jeff_melanson@aircanada.com



Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8140 ¹	Calgary (YYC) Tue 19-Feb 2013 11:30	Edmonton, Edmonton Int'l (YEG) Tue 19-Feb 2013 12:24	0	0hr54	DH3	Flex, S	
AC8175 ¹	Edmonton, Edmonton Int'l (YEG) Tue 19-Feb 2013 16:30	Calgary (YYC) Tue 19-Feb 2013 17:16	0	0hr46	CRJ	Flex, S	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mr Jeffrey J Melanson : Adult (16+), Ticket Number: 0142117730813

Air Canada - Aeroplan :
 Payment Card:
 Seat Selection: AC8140 12D , AC8175 13C
 Meal Preference: **None**
 Special Needs: **None**

Purchase Summary

Fare Summary	
Passenger Type	Adult
Departing Flight - Flex	184.00
Return Flight - Flex	184.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	50.00
Air Travellers Security Charge (ATSC)	22.81
Total airfare and taxes before options (per passenger)	14.25
Number of passengers	479.06
Grand Total - Canadian dollars	1
Grand Total	\$479.06
Total including travel options, taxes, fees and charges	1 adult
	\$479.06 CAD

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Flex

Return Flight Edmonton (YEG) To Calgary (YYC) - Flex

Changes:

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.

Itinerary/Receipt



Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Booking Information



Booking Reference: **M27GNR**

Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Air Canada
1-888-247-2262

Main Contact:
Mr Jeffrey Melanson
jeff_melanson@banffcentre.ca

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC174	Calgary (YYC) Fri 01-Mar 2013 07:00	Toronto, Pearson Int'l (YYZ) Fri 01-Mar 2013 12:48 - Terminal 1	0	3hr48	319	Tango, E	F

F: Food for purchase onboard. All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

Passenger Information

1: Mr Jeffrey Melanson : Adult (16+), Ticket Number: 0142117992456

Air Canada - Aeroplan : ██████████
 Payment Card: XXXX-XXXX-XXXX ██████████ Meal Preference: **Regular**
 Seat Selection: AC174 25A Special Needs: **None**

Additional charges and/or refund summary

	Additional charges
Passenger Type	Adult
Airfare (includes Surcharges)	10.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	5.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	15.46
Total Additional Fare	30.46
Extra Charges (Change Fee)	
Change Fee	50.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	6.50
Total Extra Charge (Change Fee)	56.50
Options	
Departing Flight - Tango	
* Advance Seat Selection (Preferred) (This option was selected in the original booking)	
Total airfare, taxes and options (per passenger)	86.96
Number of passengers	1
Grand Total - Canadian dollars	\$86.96
Grand Total	1 adult
Total including travel options, taxes, fees and charges	\$86.96 CAD

The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$30.46 (Airfare)
- Air Canada: \$56.50 (Change Fee per ticket)

Ticket number(s): 0142117992456

Itinerary/Receipt



Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Booking Information



Booking Reference: **N7GSCA**

Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Air Canada
1-888-247-2262

Main Contact:
Mr Jeffrey J Melanson
jeff_melanson@banffcentre.ca

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC173	Toronto, Pearson Int'l (YYZ) Mon 04-Mar 2013 12:00 - Terminal 1	Calgary (YYC) Mon 04-Mar 2013 14:20	0	4hr20	320	Flex, Q	F

F: Food for purchase onboard. All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

Passenger Information

1: Mr Jeffrey J Melanson : Adult (16+), Ticket Number: 0142118120689

Air Canada - Aeroplan: [Redacted] Meal Preference: **None**
 Payment Card: xxxx-xxxx-xxxx-xxxx Special Needs: **None**
 Seat Selection: **AC173 18D (Preferred) Paid**

Congratulations on your selection of a **Preferred seat**. Please read the **Terms and conditions**.

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - Flex	456.00
Surcharges	23.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	25.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	66.45
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	577.57

Options

Departing Flight - Flex	
* Advance Seat Selection (Preferred)	36.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	4.68
Total airfare, taxes and options (per passenger)	618.25
Number of passengers	1
Travel Insurance (declined)	0.00

Grand Total - Canadian dollars

\$618.25

Grand Total

Total including travel options, taxes, fees and charges **1 adult**
\$618.25 CAD

5/1/12

✓

547.12
 27.36 GST
 43.77 HST
 618.25

Fare Rules

Departing Flight Toronto (YYZ) To Calgary (YYC) - Flex

• Changes:

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

**Booking Information**AIR CANADA Booking Reference: **L572F5****Customer Care**

Electronic Ticketing confirmed. This is your official itinerary/receipt.


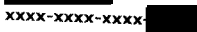
Air Canada
1-888-247-2262Main Contact:
Mr Jeffrey J Melanson
jeff_melanson@banffcentre.caFlight Arrivals and Departures
1-888-422-7533**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8338 ¹	Calgary (YYC) Mon 18-Mar 2013 15:45	Winnipeg (YWG) Mon 18-Mar 2013 18:40	0	1hr55	CRJ	Tango, E	
AC8333 ¹	Winnipeg (YWG) Thu 21-Mar 2013 10:50	Calgary (YYC) Thu 21-Mar 2013 12:07	0	2hr17	CRA	Tango, E	

Operated by:

¹ Air Canada Express - Jazz**Passenger Information**

1: Mr Jeffrey J Melanson : Adult (16+), Ticket Number: 0142117811403

Air Canada - Aeroplan : Payment Card: Seat Selection: **None**Meal Preference: **None**Special Needs: **None****Purchase Summary****Fare Summary**

Passenger Type	Adult
Departing Flight - Tango	149.00
Return Flight - Tango	149.00
Surcharges	36.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	19.91
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	418.16
Number of passengers	1
Grand Total - Canadian dollars	\$418.16
Grand Total	1 adult
Total including travel options, taxes, fees and charges	\$418.16 CAD

Fare Rules**Departing Flight** Calgary (YYC) To Winnipeg (YWG) - **Tango****Return Flight** Winnipeg (YWG) To Calgary (YYC) - **Tango**• **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded), for whom the flat fee is \$75 CAD/USD. Same-day flights only.
- **Same-day standby** is not permitted.



eTicket Receipt

Prepared For
MELANSON/JEFF MR

WESTJET RESERVATION CODE	DNLETX
ISSUE DATE	14Feb2013
TICKET NUMBER	8382187693934
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SSW

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
12Apr	WESTJET WS 230	CALGARY INTL AB, CANADA Time 6:30am	MONTREAL TRUDEAU, CANADA Time 1:30pm	Fare Family Regular Seat Number 02D PREMIUM (PAID) Conf: 8380610567511 Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis PCRP1 Not Valid Before 12 APR Not Valid After 12 APR

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXX [REDACTED]
Endorsement / Restrictions	NONREF - FEE FOR CHG/CXL
Fare Calculation Line	YYC WS YMQ259.00PCRP1 CAD259.00END
Fare	CAD 259.00
Taxes/Fees/Carrier-Imposed Charges	CAD 7.12 CA1 (CANADA AIR SECURITY CHARGE - SUBJECT TO GST)
	CAD 15.96 XG (GST FOR CANADA EXCEPT ON/BC/NS/NF/NB/QC)
	CAD 30.00 SQ (AIF - CANADA EXCEPT ON/BC/NS/QC/NB/NF)
	CAD 3.00 YQF (SERVICE FEE - FUEL)
	CAD 20.00 YQI (SERVICE FEE - INSURANCE)

Total Fare	CAD 335.08 ✓
Additional Fees not included in Fare	CAD 15.00 (0.75 XG) - YYC YUL - VI XXXXXXXXXXXX (PREMIUM SEAT FEE)

350.08

Positive identification required for airport check in

Notice:

Thank you for choosing WestJet

QST # 1202807956TQ0001

GST # 866112535

- We look forward to welcoming you on board your upcoming WestJet flight.
- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our airline partners; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our code-share baggage info page.
- Positive identification is required at check-in; ensure the name on the reservation matches the guest's identification before departing for the airport. Make sure you have the proper identification and travel documents for each country on your itinerary as the documents you use on your departure may not be sufficient upon your return. The law is the law, and we'd hate it if you were unable to board your flight.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Should you miss the first flight on your booking, or fail to show up for another flight on a multi-segment booking, you'll lose your seat on remaining flights and the fare, fees, charges and taxes will not be refunded.
- For more information on your flight with WestJet visit travel info or go directly to the most common searches:
 - Fares, taxes and fees (Change/cancel guidelines, baggage fees, service fees and other taxes and fees)
 - Baggage allowances (Carry-on, checked, sporting goods , restricted items)
 - ID requirements (For adults, children and infants on domestic, transborder and international flights)
 - Seat selection (How it works, changing your seat and more)
 - Inflight services (Buy on board, up! magazine and more)
 - Inflight entertainment (Channel line-up, and pay-per-view movies and TV programs)
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our contact us page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.



Company **BANFF CENTRE**

MR JEFF MELANSON
BANFF CENTRE
BOX 1020 STATION 6 107 TUNNEL MOUNTAIN
DRIVE
Banff, AB T1L 1H5

DATE: 03-08-13
TIME: 17:49
ROOM: 0505
ARRIVAL: 01-08-13
DEPARTURE: 01-09-13
CONF. NO.: 2275984
PAGE: 1 of 1

DATE	DESCRIPTION	REFERENCE	CHARGES	CREDITS
01-08-13	CHARCUT Lounge	Room# 0505 : CHECK# 1628	17.70	
01-08-13	Room Charge		279.00	
01-08-13	DMF - Destination Marketing Fe		8.37	} 313.23
01-08-13	Alberta Tourism Tax		11.49	
01-08-13	GST		14.37	
01-08-13	Parking		38.00	
01-08-13	GST		1.90	}
01-09-13	Breakfast Charge	Room# 0505 : CHECK# 9111	4.00	
01-09-13	Private Bar - Beverage		20.00	
01-09-13	GST		1.00	
01-09-13	Private Bar - Food		8.50	
01-09-13	GST		0.43	
01-09-13	Visa			404.76
TOTAL			404.76	404.76
BALANCE			0.00 CAD	

DMF 8.37
GST: 848120796 17.70
ATT 11.49

Accom- 298.86 + 14.37 GST = 313.23
Parking 38.00 + 1.90 GST = 39.90
meals 50.00 + 1.43 = 51.43

Like you, we know it's the little things that mean a lot. So, if you enjoyed your stay with us, please visit www.tripadvisor.com and share your Germain experience.



Company **BANFF CENTRE**

**MR JEFF MELANSON
BANFF CENTRE
BOX 1020 STATION 6 107 TUNNEL MOUNTAIN
DRIVE
Banff, AB T1L 1H5**

**DATE: 03-08-13
TIME: 17:50
ROOM: 1102
ARRIVAL: 01-13-13
DEPARTURE: 01-14-13
CONF. NO.: 2273753
PAGE: 1 of 1**

DATE	DESCRIPTION	REFERENCE	CHARGES	CREDITS
01-13-13	Room Charge		259.00	
01-13-13	DMF - Destination Marketing Fe		7.77	
01-13-13	Alberta Tourism Tax		10.67	
01-13-13	GST		13.34	
01-13-13	Parking		38.00	
01-13-13	GST		1.90	
01-14-13	Private Bar - Food		6.00	
01-14-13	GST		0.30	
01-14-13	Private Bar - Food		4.50	
01-14-13	GST		0.23	
01-14-13	Visa			341.71
01-14-13	Breakfast Charge	Room# 1102 : CHECK# 9349	2.00	
01-14-13	Visa			2.00
TOTAL			343.71	343.71
BALANCE			0.00	CAD

DMF 7.77
GST: 848120796 15.77
ATT 10.67

601
 Accom $277.44 + 13.34 = 290.78$
 Parking $38.00 + 1.90 = 39.90$
 meals $12.30 + 0.53 = 13.03$
343.71

Like you, we know it's the little things that mean a lot. So, if you enjoyed your stay with us, please visit www.tripadvisor.com and share your Germain experience.



Holiday Inn Express Hotel & Suites - Calgary, AB confirmation code: 66087701 - Your hotel booking is confirmed.
Hotwire Itinerary: 6517257082

Thank you for booking your travel with Hotwire. Please note that all bookings are final and no changes or refunds are allowed. We've saved this information in your account. To view this saved information or print a single page receipt for your trip, sign in to your account. You do not need to reconfirm with Holiday Inn Express Hotel & Suites - Calgary, AB or Hotwire.

If your travel plans change, you may add to your stay at this hotel.

For your trip:

- 1** Print this page or the confirmation email sent to you at lisa_christopher@banffcentre.ca and take it with you when traveling. This confirmation shows your booking is prepaid, and it should be presented at check-in.
- 2** For information about bed types, check-in/check-out times, or for special requests, please call your hotel at the phone number listed in the contact information.

Trip details



Holiday Inn Express Hotel & Suites - Calgary, AB

Hotwire Hot Rate



1020 Eighth Avenue
 Southwest,
 Calgary, AB, T2P 1J2
 (403) 269-8262

Check-in
 Thu, Mar 21, 2013
 3:00 PM

Check-out
 Fri, Mar 22, 2013
 11:00 AM

Times are subject to change.
 Please confirm with the hotel.

Amenities

- Free Parking
- Business Center
- Accessible for the blind
- In-room accessibility
- Roll-in shower

- Free Breakfast
- Laundry Facilities (self-service)
- Accessible for the deaf
- Accessible bathroom
- Fitness Center
- High-Speed Internet Access
- Accessible path of travel
- Handicapped parking

Primary guest
 Jeff Melanson

Adults		Children	Rooms
1		0	1

Contact information

Hotel
 Holiday Inn Express Hotel & Suites - Calgary, AB
 (403) 269-8262
Confirmation code:
66087701

You do not need to reconfirm your booking with the hotel or Hotwire.

Allianz Global Assistance
 Travel Protection
 1-866-520-8823

Hotwire Customer Care
Hotwire itinerary:
6517257082

On our site
 View Help Center

By email
support@hotwire.com

By phone - anytime
 U.S./Canada toll free
 1-866-HOTWIRE

(1-866-468-9473)


 Customize your trip with activities and more!





(toll charges apply)

Important travel information

Know before you go

- Some hotels may apply additional fees for incidentals such as parking. The registered guest must present a valid credit card to secure any incidental charges such as phone calls. Debit cards may not be accepted.
- Primary guest must be at least 18 years of age.
- All rooms are guaranteed to sleep the number of guests you provided during your search, but we cannot guarantee the number of beds.
- Hotwire cannot guarantee operational services at the time of your visit. Amenities may be closed for seasonal reasons or renovations.


 Cut here

Booking rules

Hotel cancellation policy:

All bookings are final. No changes or refunds are allowed. Review our for more information.

Summary of charges

Hotel

Rate per night:	CAD173.35	
Nights:	1	
Rooms:	1	
Tax recovery charges & fees:	CAD32.55	
Subtotal:	CAD205.90	\$201.92

You were charged by Hotwire in USD

Additional features

Travel Insurance:	CAD22.50	
Subtotal:	CAD22.50	\$22.07

Travel Insurance is listed as a charge by Allianz Global Assistance in CAD. You will receive a separate confirmation email with insurance details, including policy number(s), in 4 to 6 hours.

Estimated trip total:	CAD228.39	\$223.98
------------------------------	------------------	-----------------

Billed To:	Jeffrey J. Melanson
Contact phone:	(403) 762-6138
Contact email:	lisa_christopher@banffcentre.ca
Charged to:	Visa*****[REDACTED]
Date booked:	Thu, Feb 14, 2013

Hotwire Low Price Guarantee

We work with our US and international partners to get the best rates on hotels, cars, and flights. And we're sure they're the lowest prices you'll find. Within 48 hours of booking, if you find a lower rate for an **identical booking**, we'll pay you the difference between the rates. Learn more .

*\$205.90
Per USA Statement*



HÔTEL LE GERMAIN
TORONTO

Company **BANFF CENTRE**

MR JEFF MELANSON
BANFF CENTRE
BOX 1020 STATION 6 107 TUNNEL MOUNTAIN
DRIVE
Banff, AB T1L 1H5

DATE: 02/11/13
TIME: 14:20
ROOM: 0803
ARRIVAL: 02/07/13
DEPARTURE: 02/11/13
CONF. NO.: 2300274
PAGE: 1 of 2

DATE	DESCRIPTION	REFERENCE	CHARGES	CREDITS
02/07/13	Room Charge			
02/07/13	Room HST 13%		235.00	
02/08/13	Private Bar		30.55	
02/08/13	Other HST 13%		8.00	
02/08/13	Private Bar		1.04	
02/08/13	Other HST 13%		7.00	
02/08/13	Room Charge		0.21	
02/08/13	Room HST 13%		235.00	
02/09/13	Room Charge			
02/09/13	Room HST 13%		235.00	
02/10/13	Victor - Dinner and/or Drinks	Room# 0803 : CHECK# 0023553	24.00	
02/10/13	HST - Chez Victor	Room# 0803 : CHECK# 0023553	4.24	
02/10/13	Tips/Gratuity Victor	Room# 0803 : CHECK# 0023553	15.64	
02/10/13	Room Charge		235.00	
02/10/13	Room HST 13%		30.55	

16.95 ✓

9000m ✓
9/40 + HST 122.20
seals 54.64
+ HST
6.25
= 60.89
^

43.88

...we know it's the little things that mean a lot. So, if you enjoyed your stay with us,
please visit www.tripadvisor.com and share your Germain experience.

30 Mercer Street, Toronto (Ontario) M5V 1H3
TEL 416 345-9500 FAX 416 345-9501 1-866-345-9501
www.germaintoronto.com reservations@germaintoronto.com

DELTA

BOW VALLEY

209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6
 Tel: 403-266-1980 Fax: 403-266-0007

CAUBO CDN ASSOC UNIVERSITY BUSINESS OFFI
 Mr Jeff Melanson
 107 Tunnel mountain Dr.
 Banff AB T1L 1H5
 Canada

Room: 1407
 Folio: 259461
 Cashier: 64
 Arrival: 03-04-13 ✓
 Departure: 03-05-13

Date	Description	Additional Information	Charges	Credits
03-04-13	Room Charge			
03-04-13	Room GST		225.00	
03-04-13	Tourism Levy		11.59	
03-04-13	DMF - Destination Marketing Fee		9.27	
03-04-13	Parking - Valet Service		6.75	
03-04-13	Parking - GST		30.00	
03-05-13	Elements Restaurant		1.50	
03-05-13	Visa	Room# 1407 : CHECK# 4425 XXXXXXXXXXXX [REDACTED] XX/XX	28.63	
			312.74	312.74
GST Summary			Total	
Registration No: 82608541			312.74	
Room 11.59			Balance Due	
F&B 1.13			0.00 CDN	
Other 1.50				
Total 14.22				

252.61
31.52

accom - 2411.02 + GST 11.59 = 252.61
 Parking 30 + 1.50 = 31.50
 meals - 28.63

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



33 Gerrard Street West, Toronto, Ontario M5G 1Z4
 Tel: 416-595-1975 Fax: 416-581-8934

CAUBO CDN ASSOC UNIVERSITY BUSINESS OFFI
 Mr Jeff Melanson
 107 Tunnel mountain Dr.
 Banff AB T1L 1H5
 Canada

Room: 0950
 Folio:
 Cashier: 23
 Arrival: 03/01/13
 Departure: 03/04/13
 Reference:
 Booking Ref. #:

Date	Description	Additional Information	Charges	Credits
03/01/13	Deposit Transferred at C/I	72 Hour Mandatory Advance Payment		627.15
03/01/13	Room Charge		185.00	
03/01/13	Room - HST 13%		24.05	
03/02/13	Market Garden Breakfast	CHECK# 2224	21.78	
03/02/13 In Room Movie				
03/02/13	Room - HST 13%		185.00	
03/03/13	Market Garden Breakfast	CHECK# 3601	24.05	
03/03/13 In Room Movie				
03/03/13	Room Charge		21.78	
03/03/13	Room - HST 13%		185.00	
03/04/13	Visa	XXXXXXXXXXXX [redacted] XX/XX	24.05	
				160.17

HST Summary
 Registration No: 887925881
 Room 72.15
 F&B 10.68
 Other 6.37
Total 89.20

Total	787.32	787.32
Balance Due	0.00	CDN

Account = 555 + HST 72.15 = 627.15
 meals - 21.78 x 2 = 43.56
 ^

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

RECEIPT
GST NO. R122556194

EXIT No. A4
IN: 02/02/13 10:21
OUT: 02/02/13 14:53
DURATION: 0 04: 32
PAID: \$ 36.75
(GST INCLUDED) ✓
VISA
XXXXXX
REF. 16 ✓
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade



**INSERT
THIS END UP**

BOW VALLEY
COLLEGE
GST: 102466000
RECEIPT A1
ENTRY TIME:
06.02.13 12:52
EXIT TIME:
06.02.13 14:33
PARK-DUR.: HRS:MIN
0:01:41
AMOUNT: \$ 10.50
KIND OF PAYMENT: ✓
VISA
XXXXXXXXX ✓
VISIT

RECEIPT
GST NO. R122556194

EXIT No. A4
IN: 02/07/13 14:27
OUT: 02/11/13 21:00
DURATION: 4 06: 33
PAID: \$ 103.95
(GST INCLUDED) ✓
VISA
XXXXXX
REF. 55 ✓
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

RECEIPT
GST NO. R122556194

EXIT No. A3
IN: 02/19/13 10:14
OUT: 02/19/13 17:54
DURATION: 0 07: 40
PAID: \$ 22.08 ✓
(GST INCLUDED) ✓
VISA
XXXXXX
REF. 14 ✓
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

RECEIPT
GST NO. R122556194

EXIT No. A5
IN: 02/25/13 10:19
OUT: 02/25/13 11:05
DURATION: 0 00: 46
PAID: \$ 6.30 ✓
(GST INCLUDED) ✓
VISA
XXXXXX
REF. 32 ✓
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

RECEIPT
GST NO. R122556194

EXIT No. A1
IN: 03/01/13 06:08
OUT: 03/04/13 14:48
DURATION: 3 08: 40
PAID: \$ 100.80 ✓
(GST INCLUDED) ✓
VISA
XXXXXX
REF. 3 ✓
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

DE UP - ON DASH THIS SIDE UP - ON DASH THIS SIDE UP - ON DASH THIS SIDE UP - ON DASH

WELCOME TO LOT 9
WESTPARK INC.
EVENING PARKING

THIS IS YOUR RECEIPT
GST #834351264R101
Meter# 01000207
Trans# 053843
Purchase Time: 5:17PM Jan 31 20
Price: \$15.00
Card: [Redacted]
Auth: 015593
VALID UNTIL:

8:00AM-8:00PM

PLACE TICKET FACE UP
ON DASH BOARD!
THANK YOU
WESTPARK 259-7275

DE UP - ON DASH THIS SIDE UP - ON DASH THIS SIDE UP - ON DASH THIS SIDE UP - ON DASH

ALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY

Terminal: 220
Plate: BDZ4247

Zone: 1550
C [REDACTED]

Valid through:
WEDNESDAY 13 FEB 13
11:34 AM

AMOUNT PAID: \$9.25
START TIME: 2/13/2013 7:34 AM
CALGARY PARKING AUTHORITY
AUTH NO: 055773
RECEIPT NO: 1188
CALGARY PARKING AUTHORITY

ANY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY

Terminal: 832
Plate: BDZ4247

Zone: 1365
C [REDACTED]

Valid through:
WEDNESDAY 06 FEB 13
4:58 PM

AMOUNT PAID: \$9.25
START TIME: 2/6/2013 2:58 PM
CALGARY PARKING AUTHORITY

AUTH NO: 054322
RECEIPT NO: 711
CALGARY PARKING AUTHORITY

ANY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY

Terminal: 171
Plate: BDZ4247

Zone: 1936
C [REDACTED]

Valid through:
WEDNESDAY 06 FEB 13
4:42 PM

AMOUNT PAID: \$9.25
START TIME: 2/6/2013 2:43 PM
CALGARY PARKING AUTHORITY
AUTH NO: 070707
RECEIPT NO: 1436
CALGARY PARKING AUTHORITY

SIDE UP - ON DASH THIS SIDE UP - ON DASH THIS SIDE UP - ON DASH THIS SIDE UP - ON DASH THIS

WELCOME TO LOT 8
WESTPARK INC.
ALL DAY PERMIT

THIS IS YOUR RECEIPT
GST #834351264RT0001
Meter# 01000207
Trans# 054988
Purchase Time:
9:25AM Feb 20 2013
Price \$26.00
Card: [REDACTED]
Auth: 062725
VALID UNTIL:

Feb 20 2013

7:00PMWed

PLACE TICKET FACE UP
ON DASH BOARD!
THANK YOU

ANY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY

Terminal: 186
Plate: BDZ4247

Zone: 1488
C [REDACTED]

Valid through:
WEDNESDAY 20 FEB 13
5:06 PM

AMOUNT PAID: \$12.00
START TIME: 2/20/2013 2:06 PM
CALGARY PARKING AUTHORITY

AUTH NO: 089668
RECEIPT NO: 1157
CALGARY PARKING AUTHORITY

ANY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY

Terminal: 391
Plate: BDZ4247

Zone: 1600
C [REDACTED]

Valid through:
WEDNESDAY 13 FEB 13
11:00 AM

AMOUNT PAID: \$9.25
START TIME: 2/13/2013 8:00 AM
CALGARY PARKING AUTHORITY
AUTH NO: 030298
RECEIPT NO: 760
CALGARY PARKING AUTHORITY

BECK TAXI
1 CREDIT UNION DR
Toronto ON, M4A 2S6
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SALE

MID: 5802061
TID: A5802061
Batch #: 216
03/02/13
REF#: 00000002
SEQ: 216001001002
09:2102
CVC: 7

APPR CODE: 031139
VISA

[REDACTED]

AMOUNT \$17.00
TIP \$3.00
TOTAL \$20.00
00 - APPROVED - 001 ✓

Visa Credit
AID: A0000000031010
TVR: 00 00 00 00 00 00

Thank You for Choosing
Beck Taxi
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624P
CAE 624

UTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING

Terminal: 327
Plate: BDZ4247

Zone: 4615
C [REDACTED]

Valid through:
TUESDAY 05 MAR 13
4:16 PM

AMOUNT PAID: \$4.25 (GST incl.)
Start Time: 3/5/2013 4:16 PM
Auth No: 088252
Receipt No: 2606
UTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING

3 AUTHORITY (403) 537-7000 CALGARY PARKING

Terminal: 322
Plate: BDZ4247

Zone: 4427
C [REDACTED]

Valid through:
TUESDAY 05 MAR 13
2:16 PM

AMOUNT PAID: \$4.25 (GST incl.)
Start Time: 3/5/2013 12:16 PM
Auth No: 096928
Receipt No: 1617
Tire Inflation Services (403) 537-7006 FREE Battery Boosting &