

JUN - 4 2014



Expense Claims Forms

Date: June 3, 2014

EMPLOYEE#

IP-0008

NAME **Joan Forge**

Position **BOG**

DEPT **Board of Governors**

Mailing Address [Redacted]

Itinerary and Purpose of Travel : Member of the Board Selection Committee for the Executive Search Firm Interviews

Please leave the colored cells for Financial Services

| Rcpt no. | Date | Expense Type | GL Acct | Fund | Cost Centre | Activity Type | Activity Code | Sub-activity Code | Activity Locn | Description | NET Amount | GST Amount | Total Amount |
|---------------------------|-----------|--------------|---------|------|-------------|---------------|---------------|-------------------|---------------|-------------------------------------|------------------|-------------|---------------|
| 1 | 5/27/2014 | Travel-BOG | 3102 | 2100 | 890030 | 800 | | | | Airfare - Edmonton, Calgary, return | \$ 531.56 | | \$ 531.56 |
| 2 | | | | 2100 | | | | | | | | | \$ - |
| 3 | | | | 2100 | | | | | | | | | \$ - |
| 4 | | | | 2100 | | | | | | | | | \$ - |
| 5 | | | | 2100 | | | | | | | | | \$ - |
| 6 | | | | 2100 | | | | | | | | | \$ - |
| 7 | | | | 2100 | | | | | | | | | \$ - |
| 8 | | | | 2100 | | | | | | | | | \$ - |
| 9 | | | | 2100 | | | | | | | | | \$ - |
| 10 | | | | 2100 | | | | | | | | | \$ - |
| 11 | | | | 2100 | | | | | | | | | \$ - |
| 12 | | | | 2100 | | | | | | | | | \$ - |
| 13 | | | | 2100 | | | | | | | | | \$ - |
| 14 | | | | 2100 | | | | | | | | | \$ - |
| 15 | | | | 2100 | | | | | | | | | \$ - |
| 16 | | | | 2100 | | | | | | | | | \$ - |
| 17 | | | | 2100 | | | | | | | | | \$ - |
| 18 | | | | 2100 | | | | | | | | | \$ - |
| 19 | | | | 2100 | | | | | | | | | \$ - |
| 20 | | | | 2100 | | | | | | | | | \$ - |
| 21 | | | | 2100 | | | | | | | | | \$ - |
| 22 | | | | 2100 | | | | | | | | | \$ - |
| 23 | | | | 2100 | | | | | | | | | \$ - |
| 24 | | | | 2100 | | | | | | | | | \$ - |
| 25 | | | | 2100 | | | | | | | | | \$ - |
| 26 | | | | 2100 | | | | | | | | | \$ - |
| 27 | | | | 2100 | | | | | | | | | \$ - |
| 28 | | | | 2100 | | | | | | | | | \$ - |
| 29 | | | | 2100 | | | | | | | | | \$ - |
| 30 | | | | 2100 | | | | | | | | | \$ - |
| 31 | | | | 2100 | | | | | | | | | \$ - |
| 32 | | | | 2100 | | | | | | | | | \$ - |
| 33 | | | | 2100 | | | | | | | | | \$ - |
| 34 | | | | 2100 | | | | | | | | | \$ - |
| 35 | | | | 2100 | | | | | | | | | \$ - |
| Total Expenses : A | | | | | | | | | | | \$ 531.56 | \$ - | 531.56 |

ENTERED JUN 10 2014

| GL | Fund | Expense Type | Cost Centre | Activity Type | Activity Code | Sub-activity Code | Activity Location | NET Amount | GST | Total Amount |
|--------------|------|-----------------|-------------|---------------|---------------|-------------------|-------------------|---------------|----------|---------------|
| 3101 | 2100 | Travel | | | | | | - | - | - |
| 3102 | 2100 | Travel-BOG | | | | | 506,25 | 531.56 | 25.31 | 531.56 |
| 3105 | 2100 | Accommodation | | | | | | - | - | - |
| 3106 | 2100 | Meals | | | | | | - | - | - |
| 3610 | 2100 | Hosting | | | | | | - | - | - |
| 3611 | 2100 | Hosting-Alcohol | | | | | | - | - | - |
| 3107 | 2100 | Incidentals | | | | | | - | - | - |
| 6132 | 2100 | Travel Advance | | | | | | - | - | - |
| Total | | | | | | | | 531.56 | - | 531.56 |

| | | | |
|---------------------------|----------------|---------------|--------|
| Travel Advance (positive) | B 6132-2100 | \$ [Redacted] | - |
| | A-B | \$ [Redacted] | 531.56 |

| | |
|---------------------|------------|
| Return to Requestor | [Redacted] |
| Department | [Redacted] |
| Cost Centre Code | [Redacted] |
| Prepared By | [Redacted] |

[Redacted Signature]


Date: June 4/14

11 09 2014

Financial Services Date

| | | | |
|-------|--|---|---|
| 28May | CALGARY INTL AB, WESTJET CANADA WS 3291 Time 6:30pm | EDMONTON INTL AB, CANADA Time 7:19pm | <i>fly</i> Fare Basis <i>HAR</i> Fare Family Plus Seat Number <i>Check-in</i> <i>Required</i> Baggage Allowance <i>2PC</i> Booking Status <i>Used to</i> <i>fly</i> Fare Basis <i>WAR</i> |
|-------|--|---|---|

Payment/Fare Details

| | |
|---|---|
| Form of Payment |  |
| Endorsement / Restrictions | REF-RESTRCTS APPLY SEE TXT |
| Fare Calculation Line | YEA WS YYC183.00WS YEA230.00CAD413.00END |
| Fare | CAD 413.00 |
| Taxes/Fees/Carrier-Imposed Charges | CAD 14.25 CA1 (Air Travellers Security Charge) CAD 25.31 XG (Goods and Services Tax (GST)) CAD 55.00 SQ (Airport Improvement Fee (AIF)) CAD 6.00 YQF (Other Air Transportation Charges) CAD 18.00 YQI (Other Air Transportation Charges) |
| Total Fare | CAD 531.56 |

Positive identification required for airport check in

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- 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

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English

12 hrs display

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eTicket Receipt

Prepared For

FORGE/JOAN MS

WestJet Reservation Code

LKZGUC

Issue Date

25May2014

Ticket Number

8382198485675

Issuing Airline

WESTJET

Issuing Agent

WestJet/SSW

Itinerary Details

| Travel Date | Airline | Departure | Arrival | Other notes |
|-------------|---------------------------|-------------------------------------|--|---|
| 27May | WESTJET CANADA WS 3207 | EDMONTON INTL AB, Time 4:35pm | CALGARY INTL AB, CANADA Time 5:25pm | Fare Family Plus Seat Number <i>Check-in Required</i> Baggage Allowance 2PC Booking Status <i>Used to</i> |

Ms Joan Forge's itinerary

| Date | From | To | Flight | Status | Seat |
|-------------|---------------------------------------|---------------------------------------|---|-----------|----------------------|
| 27 May 2014 | EDMONTON INTL AB, CANADA 4:35pm | CALGARY INTL AB, CANADA 5:25pm | WS 3207 Operated by WESTJET ENCORE | Confirmed | Check-In Required |
| 28 May 2014 | CALGARY INTL AB, CANADA 6:30pm | EDMONTON INTL AB, CANADA 7:19pm | WS 3291 Operated by WESTJET ENCORE | Confirmed | Check-In Required |

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- [Baggage](#) (Carry-on, checked, sporting goods, restricted items)
- [Seat selection](#) (How it works, changing your seat and more)
- [Inflight services](#) ([Buy on board](#), [up! magazine](#) and more)
- Live seatback television availability has changed. See our [Inflight entertainment](#) page for details.



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We encourage you to keep this email as confirmation of your reservation. Your payment detail can be found on your [eTicket receipt](#).

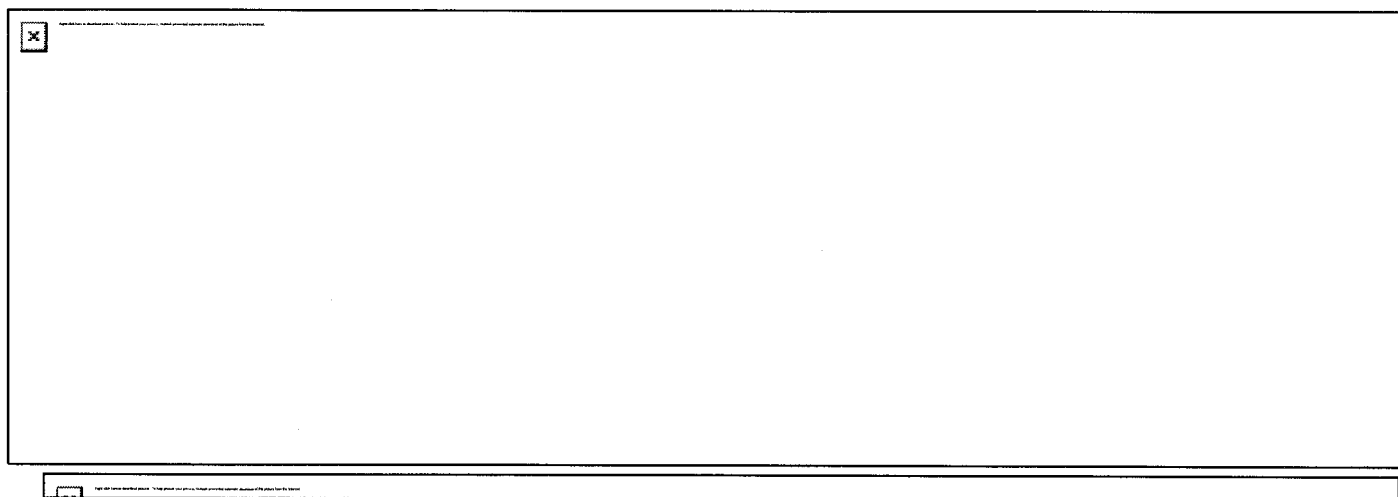
If you add this eTicket to your Sabre Virtually There profile, your reservation and payment detail will be accessible for this itinerary for 13 months after the last flight has been flown. If you choose not to add this

From: Joan Forge <joan@forgeaheadgr.com>
Sent: Tuesday, June 03, 2014 10:57 AM
To: [REDACTED]
Subject: FW: Reservation Confirmation - MS JOAN FORGE - LKZGUC

...just in case that didn't come through properly...

Joan Forge
Forge Ahead Communications
Cell: 780-718-5710

From: WestJet [mailto:noreply@itinerary.westjet.com]
Sent: Sunday, May 25, 2014 11:34 AM
To: joan@forgeaheadgr.com
Subject: Reservation Confirmation - MS JOAN FORGE - LKZGUC



Thank you for choosing WestJet.

To view this itinerary on a BlackBerry or other mobile device, please visit [Virtually There](#).

If you will need your payment information (receipt), please go to your [eTicket receipt](#). WestJet cannot provide this later than seven days after completion of your last flight.

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Reservation code

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