



The Banff Centre  
inspiring creativity

# Expense Claims Forms

Date: March 30, 2015

VP-0006

NAME Susan Peterson  
President

Position Board of Governor

Itinerary and Purpose of Travel : travel to Banff from Ottawa - January Board meetings; travel to Toronto as part of Search Committee (Pres.) & to interview Candidate

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	1/13/2015	travel	3101	2100	890030	800	air travel to Jan. Board meeting	\$ 2,141.49	91.30	\$ 2,141.49
2	1/29/2015	accommodation	3105	2100	890030	800	accommodation in Calgary Jan. 29	\$ 463.78	21.27	\$ 463.78
3	1/28/2015	travel	3101	2100	890030	800	taxi - to Ottawa airport	\$ 45.00		\$ 45.00
4	1/30/2015	travel	3101	2100	890030	800	taxi - to home from Ottawa airport	\$ 44.00		\$ 44.00
5	11/7/2014	travel	3101	2100	890030	800	taxi in Toronto	\$ 14.00		\$ 14.00
6	11/7/2014	travel	3101	2100	890030	800	airfare to Toronto - President interview	\$ 788.74	31.30	\$ 788.74
7	11/7/2014	travel	3101	2100	890030	800	travel - Toronto airport to Searchlight offices	\$ 45.00		\$ 45.00
8	11/7/2014	travel	3101	2100	890030	800	taxi in Toronto	\$ 17.00		\$ 17.00
9	10/8/2014	travel	3101	2100	890030	800	taxi - to Ottawa airport	\$ 45.00		\$ 45.00
10	9/23/2014	travel	3101	2100	890030	800	travel Ottawa - Toronto - Pres. Search committee	\$ 422.90		\$ 422.90
11	10/8/2014	travel	3101	2100	890030	800	taxi in Toronto	\$ 10.00		\$ 10.00
12	10/8/2014	travel	3101	2100	890030	800	taxi in Toronto	\$ 20.00		\$ 20.00
13			3107	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						\$ -

ENTERED MAR 31 2015

Total Expenses : A \$3,913.04 \$ 143.87 4,056.91

Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activity Type	NET Amount	GST	Total Amount
3101	2100	Travel - BOG	3101	800	3,593.13	122.60	3,593.13
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			463.78	21.27	463.78
3106	2100	Meals			-	-	-
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			-	-	-
<b>Total</b>					<b>4,056.91</b>	<b>-</b>	<b>4,056.91</b>

Travel Advance (positive)	B	\$	
	6132-2100	\$	
	A-B	\$	4,056.91

30/15

Date

Date

2015

Return to Requestor

Department

Cost Centre Code



**INTERCOUNSEL<sup>LTD</sup>**

March 16, 2015

Ms. Pauline Martin  
Manager, Special Projects &  
Institutional Analysis  
President's Office  
The Banff Centre  
107 Tunnel Mountain Drive  
Box 1020  
BANFF, Alberta  
T1L 1H5

Dear Pauline,

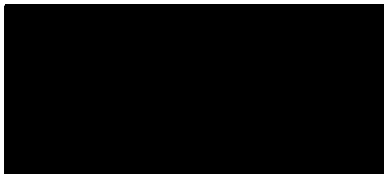
Please find attached receipts relating to Susan Peterson's travel to Toronto in October and November 2014 for Searchlight meetings and to Calgary to attend the January Board of Governors Meeting.

Sincerely,



Cheryl Eadie

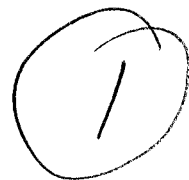
Attachments





Vision Travel  
1419 Carling Ave., Suite 220  
Ottawa, ON  
K1Z 7L6  
(613) 627-1201 / 1-800-267-9676

www.visiontravel.ca  
GST Reg : 829528256



## Invoice/Itinerary

Invoice: 5615353  
Issued: 13 January 2015

Agency Ref.: OOVYSU  
Sales Person: [REDACTED]

Customer Number [REDACTED]  
Customer Ref. [REDACTED]

**INTERCOUNSEL**  
700 SUSSEX DRIVE PENTHOUSE 1  
OTTAWA ON K1N1K4

Passenger(s): **DAQUINO/SUSAN MS**

**Disclaimer:** It is your responsibility to carefully review this itinerary immediately on receipt and notify us if there are any discrepancies.

**Notes:** IT IS YOUR RESPONSIBILITY TO CAREFULLY REVIEW THIS ITINERARY IMMEDIATELY ON RECEIPT AND NOTIFY US IF THERE ARE ANY DISCREPANCIES.

AIR - Wednesday, 28 January 2015		Add To Calendar	
<b>Air Canada Flight AC451 Economy Class</b>			
<b>Depart</b>	Ottawa, Ontario Ottawa International Airport 12:00 Wednesday, 28 January 2015	<b>Arrive</b>	Toronto, Ontario Pearson International Airport, TERMINAL 1 13:18 Wednesday, 28 January 2015
<b>Duration:</b>	1 hour(s) and 18 minute(s) Non-stop		
<b>Status:</b>	Confirmed - Air Canada Booking Reference: MCWE8I		
<b>Equipment:</b>	EMBRAER 190		
<b>FF Number:</b>	[REDACTED] DAQUINO/SUSAN MS - please reconfirm at check-in		
<b>Online Check In:</b>	Available 24 hours prior - <a href="#">click here</a>		
<b>Remarks:</b>	SEAT 1A SINGLE SEAT AREA PLEASE CHECK IN WITH AIR CANADA		

AIR - Wednesday, 28 January 2015		Add To Calendar	
<b>Air Canada Flight AC121 Economy Class</b>			
<b>Depart</b>	Toronto, Ontario Pearson International Airport, 1 14:10 Wednesday, 28 January 2015	<b>Arrive</b>	Calgary, Alberta Calgary International Airport 16:31 Wednesday, 28 January 2015
<b>Duration:</b>	4 hour(s) and 21 minute(s) Non-stop		
<b>Status:</b>	Confirmed - Air Canada Booking Reference: MCWE8I		
<b>Meal:</b>	Food For Purchase		
<b>Equipment:</b>	Airbus Industrie A321		
<b>FF Number:</b>	[REDACTED] DAQUINO/SUSAN MS - please reconfirm at check-in		
<b>Online Check In:</b>	Available 24 hours prior - <a href="#">click here</a>		
<b>Remarks:</b>	SEAT 1D AISLE PLEASE CHECK IN WITH AIR CANADA		

HOTEL - Wednesday, 28 January 2015		Add To Calendar	
<b>Hotelier Hotel Le Germain Calgary</b>			
Address	899 Centre St SW Calgary, AB T2G 1B8	Tel	+1 (403) 264-8990
		Fax	+1 (403) 264-8991
Check In/Check Out:	Wednesday, 28 January 2015 - Thursday, 29 January 2015		
Status:	Confirmed - Confirmation 228554801		
Room Type:	Deluxe room		
Rate per night:	CAD 413.10 plus tax and/or additional fees		
Number of Rooms:	1		
Cancellation Policy:	Cancel by 4PM		

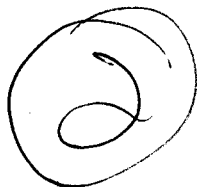
AIR - Friday, 30 January 2015		Add To Calendar	
<b>Air Canada Flight AC124 Economy Class</b>			
Depart	Calgary, Alberta Calgary International Airport 19:10 Friday, 30 January 2015	Arrive	Ottawa, Ontario Ottawa International Airport 01:11 Saturday, 31 January 2015
Duration:	4 hour(s) and 1 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: MCWE8I		
Meal:	Food For Purchase		
Equipment:	EMBRAER 190		
FF Number:	[REDACTED] MS - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - <a href="#">click here</a>		
Remarks:	SEAT 3A SINGLE SEAT AREA PLEASE CHECK IN WITH AIR CANADA		

Invoice Details							
Transaction	Document / Booking Number	Base Fare	GST	GST/HST	QST	Total	
Air Canada	2143506641	1776.00	88.80	71.25	237.74	2084.99	
Service Fee	0067346143	50.00	2.50	0.00	6.50	56.50	
DAQUINO SUSAN MS						Billed to: [REDACTED]	
			91.30			[REDACTED]	
		<b>Totals:</b>	<b>1826.00</b>	<b>71.25</b>	<b>244.24</b>	<b>0.00</b>	<b>2141.49</b>
					<b>Total Credit Card Billing:</b>	<b>2141.49</b>	
					<b>Balance Due:</b>	<b>0.00</b>	

**Remarks**

— PLEASE READ THE FOLLOWING IMPORTANT INFORMATION —  
PLEASE REVIEW YOUR BOOKING FOR NAME AND DATE ACCURACY  
PRIOR TO AUTHORIZING TICKET ISSUANCE. FAILURE TO  
VERIFY THE ACCURACY OF THIS INFORMATION COULD  
RESULT IN YOUR FINANCIAL RESPONSIBILITY FOR ALL  
CHARGES INCURRED INCLUDING FARE DIFFERENCE, CHANGE  
OR CANCELLATION PENALTIES AND RELATED SERVICE FEES  
SHOULD THIS INFORMATION BE INCORRECT.  
NAME ON ITINERARY/TICKET MUST BE IDENTICAL TO THE  
ID YOU WILL PRESENT AT TIME OF CHECK-IN.  
FARES ARE NOT GUARANTEED UNTIL TICKETS ISSUED.

SHOULD YOU REQUIRE ASSISTANCE DURING YOUR TRIP PLEASE  
CALL VISION TRAVEL FOR IMMEDIATE ASSISTANCE  
DURING NORMAL BUSINESS HOURS  
8AM TO 5PM EST MONDAY TO FRIDAY



HÔTEL LE GERMAIN  
CALGARY

Ms SUSAN DAQUINO

CANADA

Guest Name :  
Company Name :  
A/R Number :  
Group Name :

Date : 29-01-15  
Time : 11:02 AM  
Room No. : 0413  
Arrival : 28-01-15  
Departure : 29-01-15  
Conf. No. : 3004560  
Page No. : 1 of 1  
Invoice :  
PO :

**INFORMATION INVOICE**

DATE	DESCRIPTION	RÉFÉRENCE	DÉBIT	CRÉDIT
01-28-15	Room Charge		413.10	
01-28-15	DMF - Destination Marketing Fee		12.39	
01-28-15	Alberta Tourism Tax		17.02	
01-28-15	GST		21.27	
01-29-15	[REDACTED]			463.78
DMF		12.39	<b>TOTAL</b>	463.78
GST: 848120796		21.27		463.78
ATT		17.02	<b>SOLDE</b>	<b>0.00 CAD</b>

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](http://www.tripadvisor.com) and share your Germain experience.

899 Centre Street SW Calgary (Alberta) T2G 1B8  
TEL 403.264.8990 FAX 403.264.8991 1.877.362.8990  
[www.germaincalgary.com](http://www.germaincalgary.com) [reservations@germaincalgary.com](mailto:reservations@germaincalgary.com)

3

4

Thank You for choosing

# ASSOCIATED CAB

for all your transportation needs.

Visit our counter at the

Calgary International

Air Canada International Arrival WestJet



ASSOCIATED CAB

Driver



Date

Jan 28/15

Car #

1496

Amount

45.00

GST Included #

Job #

## RECEIPT FOR CAB FARE

Amount

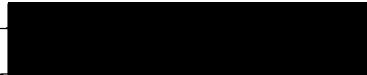
\$ 44.00

Date

From

Airport

To



Cab No.

H.S.T. Included in meter fare



5

## RECEIPT

Cab No.

A714

H.S.T.

From

To

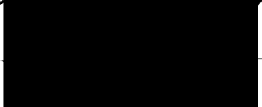
Date

10-07-14

Amount

\$ 14.00

Signature





Vision Travel  
 1419 Carling Ave., Suite 220  
 Ottawa, ON  
 K1Z 7L6  
 (613) 627-1201 / 1-800-267-9676

6

www.visiontravel.ca  
 GST Reg : 829528256

## Invoice/Itinerary

Invoice: 5591187  
 Issued: 06 November 2014

Agency Ref.: MNILTL  
 Sales Person: [REDACTED]

Customer Ref.: [REDACTED]

Passenger(s): DAQUINO/SUSAN MS

**Disclaimer:** It is your responsibility to carefully review this itinerary immediately on receipt and notify us if there are any discrepancies.

**Notes:** NEW AIRPORT SECURITY MEASURES - TRANSPORT CANADA HAS IMPLEMENTED STRENGTHENED SECURITY MEASURES AND SCREENING OFFICERS MAY REQUEST THAT SOME DEVICES, INCLUDING CELL PHONES, BE POWERED UP. POWERLESS OR BROKEN DEVICES WILL NOT BE PERMITTED ONBOARD THE AIRCRAFT. FOR THIS REASON, PLEASE ENSURE THAT YOUR ELECTRONIC DEVICES FULLY POWERED BEFORE YOU ARRIVE AT THE AIRPORT IT IS YOUR RESPONSIBILITY TO CAREFULLY REVIEW THIS ITINERARY IMMEDIATELY ON RECEIPT AND NOTIFY US IF THERE ARE ANY DISCREPANCIES.

AIR - Friday, 7 November 2014			
<b>PORTER AIRLINES Flight YY252 Economy Class</b>			
<b>Depart</b>	Ottawa, Ontario Ottawa International Airport 10:35 Friday, 7 November 2014	<b>Arrive</b>	Toronto, Ontario Toronto City Centre Airport 11:35 Friday, 7 November 2014
<b>Duration:</b>	1 hour(s) and 0 minute(s) Non-stop		
<b>Status:</b>	Confirmed - PORTER AIRLINES Booking Reference: IYEHQA		
<b>Remarks:</b>	PORTER AIRLINES SEAT 2B PORTER AIRLINES CONFIRMATION IYEHQA		

AIR - Friday, 7 November 2014			
<b>PORTER AIRLINES Flight YY271 Economy Class</b>			
<b>Depart</b>	Toronto, Ontario Toronto City Centre Airport 18:55 Friday, 7 November 2014	<b>Arrive</b>	Ottawa, Ontario Ottawa International Airport 19:51 Friday, 7 November 2014
<b>Duration:</b>	0 hour(s) and 56 minute(s) Non-stop		
<b>Status:</b>	Confirmed - PORTER AIRLINES Booking Reference: IYEHQA		
<b>Remarks:</b>	PORTER AIRLINES SEAT 2C PORTER AIRLINES CONFIRMATION IYEHQA		



Invoice Details							
Transaction	Document / Booking Number	Base Fare		GST/HST	QST	Total	
Reservation	IYEHQA	536.16	57.24	93.64	0.00	687.04	
			<i>26.80</i>				
Seat Selection Charge	IYEHQA	40.00	0.00	5.20	0.00	45.20	
			<i>2.00</i>				
Service Fee	0067188265	50.00	0.00	6.50	0.00	56.50	
DAQUINO SUSAN MS			<i>2.50</i>			Billed to:	
			<i>31.30</i>				
		<b>Totals:</b>	<b>626.16</b>	<b>57.24</b>	<b>105.34</b>	<b>0.00</b>	<b>788.74</b>
							<b>Total Credit Card Billing: 788.74</b>
							<b>Balance Due: 0.00</b>

**Remarks**

— PLEASE READ THE FOLLOWING IMPORTANT INFORMATION —  
PLEASE REVIEW YOUR BOOKING FOR NAME AND DATE ACCURACY  
PRIOR TO AUTHORIZING TICKET ISSUANCE. FAILURE TO  
VERIFY THE ACCURACY OF THIS INFORMATION COULD  
RESULT IN YOUR FINANCIAL RESPONSIBILITY FOR ALL  
CHARGES INCURRED INCLUDING FARE DIFFERENCE, CHANGE  
OR CANCELLATION PENALTIES AND RELATED SERVICE FEES  
SHOULD THIS INFORMATION BE INCORRECT.  
NAME ON ITINERARY/TICKET MUST BE IDENTICAL TO THE  
ID YOU WILL PRESENT AT TIME OF CHECK-IN.  
FARES ARE NOT GUARANTEED UNTIL TICKETS ISSUED.

SHOULD YOU REQUIRE ASSISTANCE DURING YOUR TRIP PLEASE  
CALL VISION TRAVEL FOR IMMEDIATE ASSISTANCE  
DURING NORMAL BUSINESS HOURS  
8AM TO 5PM EST MONDAY TO FRIDAY  
FROM OTTAWA 613-627-1201  
FROM NORTH AMERICA 1-800-267-9676  
OUTSIDE OF NORMAL BUSINESS HOURS PLEASE CALL OUR  
AFTER HOURS SERVICE FOR ASSISTANCE  
FOR CALLS ORIGINATING IN NORTH AMERICA 1-888-700-6063  
FOR GLOBAL COLLECT CALLS 1-514-855-4263  
-NOTE- PLEASE QUOTE RM20 AND V6P1  
AS WELL AS YOUR COMPANY NAME  
WHEN MAKING AFTER-HOURS BOOKINGS OR CHANGES.

PLEASE VISIT [WWW.TC.GC.CA](http://WWW.TC.GC.CA) OR [WWW.CATSA-ACSTA.GC.CA](http://WWW.CATSA-ACSTA.GC.CA)  
FOR UP TO DATE INFO ON SECURITY AND CARRY  
ON BAGGAGE RESTRICTIONS

BAGGAGE ALLOWANCES VARY BY AIRLINE AND FARE TYPE.  
CONSULT EACH AIRLINES WEBSITE OR ASK YOUR TRAVEL  
CONSULTANT FOR BAGGAGE ALLOWANCE AND FEES.  
TRIP CANCELLATION AND OUT OF PROVINCE HEALTH INSURANCE  
HAVE BEEN OFFERED AND DECLINED.  
NON REFUNDABLE, CHANGES 50.00 EACH WAY PLUS FARE DIFFERENCE  
\*\*\*\*\*  
DURING NORMAL BUSINESS HOURS

To Toronto Searchlight

Job # \_\_\_\_\_

**BLUELINE** RECEIPT FOR CAB FARE

Amount ~~\$~~ 45.00 Date NOV 7, 14

From \_\_\_\_\_

To airport


Cab No. 282 Driver \_\_\_\_\_

H.S.T. included in meter fare

7 ↗

Toronto/Searchlight  
**Receipt**

Be Safe. Use Only Toronto-Licensed Taxis

4100 

Date NOV 7 14

To airport

From \_\_\_\_\_

Fare 17.00

Driver \_\_\_\_\_

download at [hailocab.com](http://hailocab.com)

8 ↗

Job # \_\_\_\_\_

RECEIPT FOR CAB FARE





Amount \$ 45.00 Date 10.28.14

From airport

To \_\_\_\_\_

Cab No. 747 Driver \_\_\_\_\_

H.S.T. included in meter fare

9 ↓

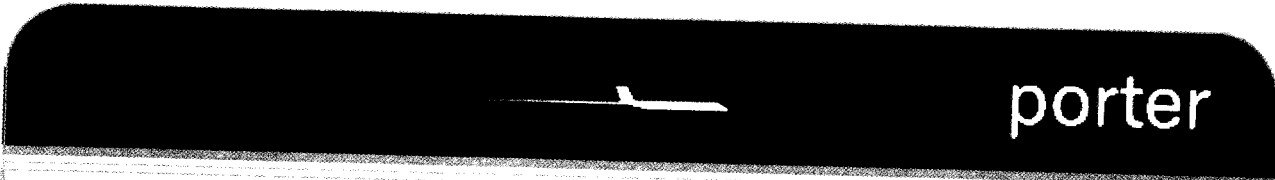
**Subject:** Itinerary - Please do not reply to this email

**Date:** Tuesday, September 23, 2014 at 12:29:40 PM Eastern Daylight Time

**From:** Porter Airlines

**To:** [Redacted]

*Toronto - with meeting with search sheet*



**Passenger Itinerary**

We have confirmed your reservation in our system. You will not receive a paper ticket. Please review flight information for accuracy and make note of ID requirements and recommended check-in times. You may print this itinerary for your reference.



10

**Confirmation Number:**

**HDV22B**

**Agent Name:**

visionottawa

**Booking Date:**

23 Sep 2014

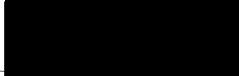
**Booked By:**

**Passenger Information:**

**Name**

MS SUSAN DAQUINO

**VI Porter Number**



**Flight #/Seat #**

250/7B 273/3C

**Flight Information:**

Date	Flight	Depart	Arrive	Stops
08 Oct 2014	250	Ottawa (YOW) 09:35	Toronto (YTZ) 10:35	
08 Oct 2014	273	Toronto (YTZ) 19:55	Ottawa (YOW) 20:51	

**Fare Summary (CAD):**

FarePrice: .	\$249.00	} 14.56 GST
CAS:	\$14.24	
NAV and Surcharges:	\$28.00	
Airport Improvement Fee:	\$43.00	
Harmonized Sales Tax:	\$43.46	
-----		
Total Fare Price:	\$377.70	
Seat Fee:	\$40.00	
Harmonized Sales Tax:	\$5.20	
-----		
Total including Service Charges:	\$422.90	
VI:	\$422.90	
-----		
Balance Due:	\$0.00	

GST/HST Number: 841583271

QST Number: 1212573775

**Checked baggage allowance (for travel within Canada):**

**For travel before May 14, 2014, or for flights booked before April 21, 2014:**

**ONE item of checked baggage is permitted, free of charge, per fare-paying passenger.**

- One piece of checked baggage is accepted free of charge.
- A second piece of checked baggage is permitted for a charge of \$20 CAD/USD per direction.
- 3rd and subsequent bags are charged \$100 CAD/USD per direction.
- Items listed above are permitted up to 23 kg (50 lb) each.
- Each bag weighing between 23 kg (50 lb) and 32 kg (70 lb) is charged a fee of \$75 CAD/USD per direction.
- No single piece can weigh more than 32 kg (70 lb).
- Any single piece measuring more than 158 cm (62 in) total dimension (the sum of the length, width and height) is charged \$75 CAD/USD per direction.
- No single piece can exceed 203 cm (80 in) total dimension.
- If a bag is both overweight and oversized, the \$75 fee is charged only once.
- No overweight or oversized charge is applied for 3rd and subsequent bags.
- Local taxes are applied depending on origin of ticket.

**For flights booked April 21, 2014 or after, and flown from May 14, 2014:**

- One piece of checked baggage is permitted for a charge of \$25 CAD/USD per direction.
- A second piece of checked baggage is permitted for a charge of \$35 CAD/USD per direction.
- 3rd and subsequent bags are charged \$100 CAD/USD per direction.
- Items listed above are permitted up to 23 kg (50 lb) each.
- Each bag weighing between 23 kg (50 lb) and 32 kg (70 lb) is charged a fee of \$75 CAD/USD per direction.
- No single piece can weigh more than 32 kg (70 lb).
- Any single piece weighing measuring more than 158 cm (62 in) total dimension (the sum of the length, width and height) is charged \$75 CAD/USD per direction.


**RECEIPT**

Cab No. 967 H.S.T. \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

Date Oct 14 Amount \$1000

Signature 

(11)

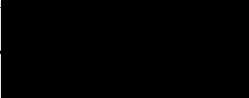
**RECEIPT**

Cab No. 1075 H.S.T. \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

Date \_\_\_\_\_ Amount \$20

Signature 

(12)