

FEB 10 2015



Expense Claims Forms

Date: February 9, 2015

EMPLOYEE#

VP-0012

NAME

Evaleen Jaeger Roy

Position

Board Member

DEPT

Board of Governors

Mailing Address

[Redacted]

Itinerary and Purpose of Travel : Board of Governors meeting (January 29-30 2015)

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	1/28/2015	Travel-BOG	3102	2100	890030	800				Flight Calgary -Vancouver- change fee	\$ 52.50	2.50	\$ 52.50
2	1/28/2015	Travel-BOG	3102	2100	890030	800				Flight Vancouver-Calgary return	\$ 508.46	24.21	\$ 508.46
3	1/30/2015	Travel-BOG	3102	2100	890030	800				Vancouver Airport Parking	\$ 112.42	\$ 1.58	\$ 114.00
4	1/28/2015	Meals	3106	2100	890030	800				Jan. dinner at Maclab	\$ 33.82	\$ 1.16	\$ 34.98
5	1/28/2015	Travel-BOG	3102	2100	890030	800				airporter - 2 trips	\$ 123.80	5.92	\$ 123.80
<b>Total Expenses : A</b>											\$ 831.00	\$ 2.74	833.74

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								
3102	2100	Travel-BOG						764.51	31.19	798.76
3105	2100	Accommodation								
3106	2100	Meals						33.82	1.16	34.98
3610	2100	Hosting								
3611	2100	Hosting-Alcohol								
3107	2100	Incidentals								
6132	2100	Travel Advance								
<b>Total</b>								<b>831.00</b>	<b>2.74</b>	<b>833.74</b>

Travel Advance (positive)	B	\$	
	6132-2100		
	A-B	\$	833.74

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

6/9/14  
4-11-10-  
52

ENTERED FEB 11 2015

Expense Claims Form

Date: February 9, 2015

NAME Evaleen Jaeger Roy

Position Board Member

DEPT Board of Governors

Mailing Address [Redacted]

Itinerary and Purpose of Travel: Board of Governors meeting (January 29-30 2015)

Please insert the related entry for Financial Services

Rept 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	1/28/2015	Travel-BOG	3102	2100	890030	800				Flight Calgary -Vancouver- change fee	\$ 52.50		\$ 52.50
2	1/28/2015	Travel-BOG	3102	2100	890030	800				Flight Vancouver-Calgary return	\$ 508.48		\$ 508.48
3	1/30/2015	Travel-BOG	3102	2100	890030	800				Vancouver Airport Parking	\$ 112.42	\$ 1.56	\$ 114.00
4	1/28/2015	Meals	3108	2100	890030	800				Jan. dinner at Macleod	\$ 33.82	\$ 1.18	\$ 34.98
5	1/28/2015	Travel-BOG	3102	2100	890030	800				airporter - 2 trips	\$ 123.80		\$ 123.80
<b>Total Expense : A</b>											<b>\$ 891.00</b>	<b>\$ 2.74</b>	<b>\$ 893.74</b>

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						787.18	1.56	788.78
3102	2100	Travel-BOG								
3108	2100	Accommodation								
3109	2100	Meals						33.82	1.18	34.98
3810	2100	Housing								
3811	2100	Housing-Alcohol								
3107	2100	Incidentals								
6132	2100	Travel Advance								
<b>Total</b>								<b>\$ 891.00</b>	<b>\$ 2.74</b>	<b>\$ 893.74</b>

Travel Advance (positive)	\$	\$	-
	A-B	\$	\$ 893.74

Date 2014-11-10

Feb 9/15

Date

Financial Services Date

Return to Requestor

Department

Cost Centre Code

Prepared By

**Booking Information**

(1) + (2)

Booking Reference: **LUZKLA**

**Customer Care**  
**Air Canada**  
 1-888-247-2262  
**Flight Arrivals and**  
**Departures**  
 1-888-422-7533

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

Main Contact:  
 Ms Evaleen Jaager roy

**Online Services**

**Manage** my booking online (view/change my booking; select seats\*).

**Request an upgrade**

**Select Seats**

**Maple Leaf Lounge | Meal Vouchers | On My Way**

**Alert me** of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.

**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

Off Fare \$508.46 ✓  
 Change Fee 52.50 ✓  
 Bonus Gas (123.80) ✓  
 XVR Parking 114.00 ✓  
 Meal 1/28 34.98 ✓  
 (dinner self)

\$833.74

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC210	Vancouver, Vancouver Int'l (YVR) Wed 28-Jan 2015 11:00 - Terminal M	Calgary (YYC) Wed 28-Jan 2015 13:27	0	1hr27	319	Flex, G	
AC221	Calgary (YYC) Fri 30-Jan 2015 16:15	Vancouver, Vancouver Int'l (YVR) Fri 30-Jan 2015 16:54 - Terminal M	0	1hr39	E90	Flex, G	

**Passenger Information**

1: Ms Evaleen Jaager roy : Adult (16+), Ticket Number: 0142143139463

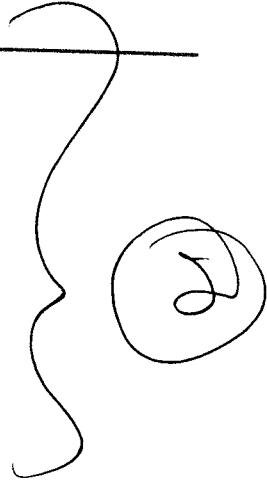
Air Canada - [Redacted] Meal Preference : **Regular**  
 Aeroplan : [Redacted]  
 Payment Card: [Redacted] Special Needs: **None**  
 Seat Selection: AC210 **12D (Preferred)** , AC221 **13C (Preferred)**

**Additional charges and/or refund summary**

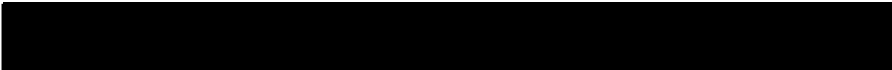
	Additional charges
Passenger Type	Adult
<b>Air Transportation Charges</b>	
Airfare (includes Surcharges)	0.00
<b>Extra Charges (Change Fee)</b>	
Change Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50
Total Extra Charge (Change Fee)	<b>52.50</b>
Number of passengers	x 1
Total with options	<b>52.50</b>
<b>Grand Total - Canadian dollars</b>	<b>\$52.50</b>

(1)

Return Flight - Flex	<b>197.00</b>
Surcharges	36.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	24.21
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	<b>508.46</b>
Number of passengers	x 1
Total with options	<b>508.46</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$508.46</b>



**Payment Information**



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

Air Canada: \$508.46 (Airfare - per ticket)

Ticket number(s): 0142143139463

**enRoute City Guide**

**Calgary**

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...

 [Read the complete guide](#)

**Fare Rules**

**Departing Flight** Vancouver (YVR) To Calgary (YYC) - Flex  
**Return Flight** Calgary (YYC) To Vancouver (YVR) - Flex

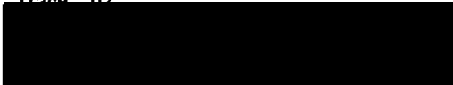
- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
  - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original

3

GATEWAY VALET  
31110 GRANT MCCOMACHE  
RICHMOND, BC  
V6X 3C7  
604-303-3415

**SALE**

Server #: 000001  
MID: 8023856423  
TID: 0089250008023856423000  
REF#: 00000113  
Batch #: 457  
01/30/15 17:53:16  
APPR CODE: 095289  
Trace: 112



AMOUNT \$114.00

APPROVED



AID: A0000000031010  
TVR: 00 00 00 80 00  
TSI: F8 00

LE  
ed)

THANK YOU / MERCI

**CUSTOMER COPY**

Total: \$114.00

Amount: \$114.00  
Due: \$0.00

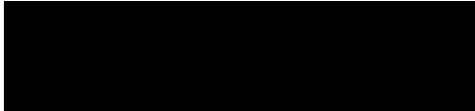
4

THE BANFF CENTRE MACLAB  
107 TUNNEL MOUNTAIN DR  
BOX 1020  
BANFF AB T1L 1H5  
(403) 762-6170

**SALE**

*Banff  
dep*

Clerk #: 000582  
MID: 4191121  
TID: F4191121  
Batch #: 229  
01/28/15  
REF#: 00000025  
SEQ: 229001001025  
20:42:41  
CVC: Y



AMOUNT \$30.98  
TIP \$4.00  
TOTAL \$34.98

00 - APPROVED - 001

**VISA**

AID: A0000000031010  
TVR: 00 00 00 80 00  
TSI: F8 00

**CUSTOMER COPY**



# BANFF AIRPORTER.

> Leading the way

## Activity Voucher For: 1430 YYC to Banff

### Activity Information:

Status: Confirmed

Confirmation Number: 82200

Client Name: Evaleen Jaeger Roy  
Activity Date: Wednesday, 28 Jan 2015  
Pick Up: Calgary Airport  
Notes:

Activity Time: 14:30  
Please be ready at 14:30 Our staff will arrive at 14:30 for your pickup.

1430 YYC to Banff	Passengers: 1 (ad)	\$58.95
	Tax:	\$5.90
	Total:	\$58.95 ✓

### Booking Information:

Date Booked: 2015-01-26  
Booked By: Ancy Viegas  
Agent: Ancy Viegas

### Payment Information:

Payment Type	Date	Amount
[REDACTED]	2015-01-26	\$123.80
	Outstanding Balance:	\$0.00

5

The Banff Airporter Inc. - Box 2524 Banff Alberta Canada

The Banff Airporter Inc. can not be held liable for any injuries, losses or damages in any such way.  
We or the supplier reserve the right to cancel activities or change location due to unforeseen circumstances.

powered by Zaur Software

*prepaid  
and/or for  
April (instead  
of cana  
return  
trip)*

