

EMPLOYEE#

VP-0006

NAME

Susan Peterson

Position

DEPT Board of Governors

FIRST MIDDLE LAST

Mailing Address : 700 Sussex Drive, Penthouse One, Ottawa, Ontario K1N 1K4

Itinerary and Purpose of Travel : Travel expenses in relation to October 2013 BOG Meeting

Please leave the colored cells for Financial Services

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Loan	Description	NET Amount	GST Amount	Total Amount
1	9/10/2013	Travel-BOG	3102	2100	890030	800				Return Air Canada Flight	\$ 1,896.28		\$ 1,896.28
2	10/30/2013	Travel-BOG	3102	2100	890030	800				Blueline taxi	\$ 47.50		\$ 47.50
3	10/30/2013	Travel-BOG	3102	2100	890030	800				Associated cab	\$ 43.18		\$ 43.18
4	10/31/2013	Travel-BOG	3102	2100	890030	800				Taxi	\$ 44.00		\$ 44.00
5	10/31/2013	Accommodation	3105	2100	890030	800				Hotel Germain	\$ 365.67	16.59	\$ 365.67
6				2100									\$ -
7				2100									\$ -
8				2100									\$ -
9				2100									\$ -
10				2100									\$ -
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27				2100									\$ -
28				2100									\$ -
29				2100									\$ -
30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
Total Expenses : A											\$ 2,396.63	\$	2,396.63

Summary by Expense Type										
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Exclusion	NET Amount	GST	Total Amount
3101	2100	Travel								
3102	2100	Travel-BOG						2,030.96		2,030.96
3105	2100	Accommodation					349.08	365.67	16.59	365.67
3106	2100	Meals								
3810	2100	Hosting								
3811	2100	Hosting-Alcohol								
3107	2100	Incidentals								
6132	2100	Travel Advance								2,396.63
Total								2,396.63		2,396.63

Travel Advance (positive)	\$ 212-2150	\$	
	A-B	\$	2,396.63

ENTERED NOV 20 2013

Nov 12/13
Date

Nov 13/13
Date

NOV 19 2013
Date

Return to Requestor	Leanne Carignan
Department	Executive Office
Cost Centre Code	890030
Prepared By	Leanne Carignan

Subject: Air Canada - Susan Daquino - 30-Oct: YOW - YYC (booking ref: MFAAPM) - seat selected

Date: Tuesday, 10 September, 2013 11:03:41 AM Eastern Daylight Time

From: Air Canada

To: [REDACTED]

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

①

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.

Scan this barcode to check in at any Air Canada check in kiosk.

Booking Date: **Sep 10, 2013** Passengers: **Mrs Susan Daquino**
Agent Name: **LEIS**
Agent ID: **6757930**

offer Upgrade to a higher level of comfort with Star Alliance Upgrade Awards.

Car **Need a car in Calgary?** Great rates and additional Aeroplan Miles.

Looking for ground transportation or attractions?

Booking Information

Booking Reference: **MFAAPM**

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

Main Contact:
Bytown Travel Ltd

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

Online Services

- **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.

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC457	Ottawa, Ottawa Int'l (YOW) Wed 30-Oct 2013 15:00	Toronto, Pearson Int'l (YYZ) Wed 30-Oct 2013 16:07 - Terminal 1	0	6hr17	E90	Latitude, B	
AC1151	Toronto, Pearson Int'l (YYZ) Wed 30-Oct 2013 17:00 - Terminal 1	Calgary (YYC) Wed 30-Oct 2013 19:17	0		320	Latitude, B	F
AC124	Calgary (YYC) Fri 01-Nov 2013 17:30	Ottawa, Ottawa Int'l (YOW) Fri 01-Nov 2013 23:27	0	3hr57	E90	Latitude, B	F

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

Passenger Information

1: Mrs Susan Daquino : Adult (16+), Ticket Number: 0142125343745

Air Canada - Aeroplan [REDACTED] Meal Preference : **None**

[REDACTED] Special Needs: **None**

Seat Selection: AC457 **1A** , AC1151 **1D** , AC124 **1A**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Latitude</u>	783.00
Return Flight - <u>Latitude</u>	783.00
<u>Surcharges</u>	46.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	54.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.50
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	214.53
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	1896.28
Number of passengers	1
Grand Total - Canadian dollars	\$1896.28

Payment Information

[REDACTED] Amount paid: **\$1896.28**

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

BLUELINE Job # _____
RECEIPT FOR CAB FARE

Amount 47.50 / Date 30 Oct 2013

From _____
 To RISPOST

Cab No. 476 Driver _____

H.S.T. Included in meter fare

VISA MasterCard AMERICAN EXPRESS

2

Thank You for choosing

ASSOCIATED CAB

for all your transportation needs.

Visit our counter at the
 Calgary International Airport
 international arrival door.



Driver Kim Date 30 Oct
 Car # 1086 Amount 43.18
 GST Included # _____

3

RECEIPT / REÇU

Amount/Montant: \$44.00 / Date: _____

From/De: _____

To/à: _____

Taxi #: 1051 Driver/Chauffeur: _____

Thank you / Merci

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HOTEL LE GERMAIN
CALGARY

Ms SUSAN DAQUINO

CANADA

DATE: 10-31-13
TIME: 12:02
ROOM: 1109
ARRIVAL: 10-30-13
DEPARTURE: 10-31-13
CONF. NO.: 2529083
PAGE: 1 of 1

CUSTOM REF: 178409248

DATE	DESCRIPTION	REFERENCE	CHARGES	CREDITS
10-30-13	Room Charge		322.15	
10-30-13	DMF - Destination Marketing Fe		9.66	
10-30-13	Alberta Tourism Tax		13.27	
10-30-13	GST		16.59	
10-31-13	Breakfast Charge	Room# 1109 : CHECK# 9780	4.00	
10-31-13				365.67
TOTAL			365.67	365.67
BALANCE			0.00 CAD	

DMF	9.66
GST: 848120796	16.59
ATT	13.27

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