

APR 25 2014



**Expense Claims Forms**

Date: April 22, 2014

EMPLOYEE# *VP-0006*

NAME **Susan Peterson**

Position

DEPT **Board of Governors**

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

Itinerary and Purpose of Travel : **Travel expenses: April 10-11, 2014 Board meetings**

*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 Locn	Description	NET Amount	GST Amount	Total Amount
1	3/5/2014	Travel-BOG	3102	2100	890030	800				Return Air Canada Flight (BOG mtg)	\$ 2,006.15	1.50	\$ 2,006.15
2	4/9/2014	Travel-BOG	3102	2100	890030	800				Blueline taxi to Ottawa airport from home (BOG)	\$ 46.00		\$ 46.00
3	31/01/2014	Travel-BOG	3102	2100	890030	800				Associated Cab - taxi from airport to home (BOG)	\$ 42.00		\$ 42.00
4	4/9/2014	Accommodation	3105	2100	890030	800				Hotel Germain (BOG)	\$ 393.05	18.03	\$ 393.05
5	4/9/2014	meals	3108	2100	890030	800				Breakfast in Calgary, April 10	\$ 9.30		\$ 9.30
6				2100									\$ -
7				2100									\$ -
8				2100									\$ -
9				2100									\$ -
10				2100									\$ -
11				2100									\$ -
12				2100									\$ -
13				2100									\$ -
14				2100									\$ -
15				2100									\$ -
16				2100									\$ -
17				2100									\$ -
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19				2100									\$ -
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21				2100									\$ -
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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									\$ -
<b>Total Expense : A</b>											\$ 2,498.50	\$	2,498.50

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					2,006.15	1.50	2,006.15	
3105	2100	Accommodation					393.05	18.03	393.05	
3108	2100	Meals					9.30	-	9.30	
3610	2100	Hosting					-	-	-	
3611	2100	Hosting-Alcohol					-	-	-	
3107	2100	Incidentals					-	-	-	
6132	2100	Travel Advance					-	-	-	
<b>Total</b>								<b>2,498.50</b>	<b>-</b>	<b>2,498.50</b>

Travel Advance (positive)	B	\$	
	6132-2100	\$	
	A-B	\$	2,498.50

Return to Requestor	
Department	
Cost Centre Code	
Prepared By	

<i>Apr 25/14</i>	
Date	
<i>APR 30 2014</i>	
Date	

ENTERED APR 30 2014

\* Can my booking be changed online?

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC451	Ottawa, Ottawa Int'l (YOW) Wed 09-Apr 2014 12:00	Toronto, Pearson Int'l (YYZ) Wed 09-Apr 2014 13:07 - Terminal 1	0	6hr11	E90	Latitude, B	
AC121	Toronto, Pearson Int'l (YYZ) Wed 09-Apr 2014 14:00 - Terminal 1	Calgary (YYC) Wed 09-Apr 2014 16:11	0		321	Latitude, B	meal_icon F
AC124	Calgary (YYC) Fri 11-Apr 2014 18:00	Ottawa, Ottawa Int'l (YOW) Fri 11-Apr 2014 23:57	0	3hr57	E90	Latitude, B	meal_icon F

meal\_icon 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

<b>1: Mrs Susan Daquino : Adult (16+), Ticket Number: 0142131811919</b>	
Air Canada - Aeroplan	Meal Preference : <b>None</b>
Payment Card:	Special Needs: <b>None</b>
Seat Selection: 1A, 1D, 1A UPGRADED	

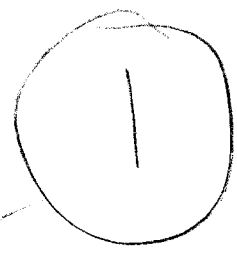
### Purchase Summary

#### Fare Summary

	Adult
Passenger Type	
<b>Air Transportation Charges</b>	
Departing Flight - Latitude	<b>831.00</b>
Return Flight - Latitude	<b>831.00</b>
Surcharges	46.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	57.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.50
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	227.40
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	<b>2008.15</b>
Number of passengers	1
<b>Grand Total - Canadian dollars</b>	<b>\$2008.15</b>

#### Payment Information

Amount paid: **\$2008.15**  
 The following charges (tax inclusive) will appear on your credit or debit card statement:  
 Air Canada: \$2008.15 (Airfare - per ticket)



Job # \_\_\_\_\_  
**BLUELINE** RECEIPT FOR CAB FARE  
Amount 46.00 Date APR/09/14  
From AIRPORT  
To \_\_\_\_\_  
Cab No. 22 Driver \_\_\_\_\_  
H.S.T. Included in meter fare

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Thank You for choosing

**ASSOCIATED CAB**

for all your transportation needs.

Visit our counter at the  
Calgary International Airport  
International Arrivals



Driver \_\_\_\_\_  
Date APR 9, 2014  
Car # 1017 Amount \$42.00  
GST Included # \_\_\_\_\_

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HOTEL GERMAIN  
CALGARY

Ms SUSAN DAQUINO

CANADA

Date : 10-04-14  
Time : 10:46 AM  
Room No. : 1103  
Arrival : 09-04-14  
Departure : 10-04-14  
Conf. No. : 2689483  
Page No. : 1 of 1  
Invoice :  
PO :

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

INFORMATION INVOICE

DATE	DESCRIPTION	RÉFÉRENCE	DÉBIT	CREDIT
04-09-14	Room Charge		350.10	
04-09-14	DMF - Destination Marketing Fee		10.50	
04-09-14	Alberta Tourism Tax		14.42	
04-09-14	GST		<del>18.03</del>	
04-10-14	Breakfast Charge	84920140410062933	3.00	
04-10-14	Private Bar - Beverage	PELLEGRINO	6.00	
04-10-14	GST		0.30	
DMF		10.50		
GST: RT143787109		18.33		
ATT		14.42		
			<b>TOTAL</b>	402.35
			<b>SOLDE</b>	402.35 CAD

Handwritten notes: 393.00, circled 4, circled 5, 9.30

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