

Proactive Disclosure of Expenses

Karen Jackson, General Counsel For the period April 1, 2013 to May 31, 2013

Overview

Travel E	kpenses		
Item#	Date	Description	Amount
1.	Jan 10 – 13, 2013	New Orleans, Louisiana USA: National Association of College and University Attorneys (NACUA)	\$1,824.88
		Conference.	

Non-Tra	Non-Travel Expenses				
Item#	Date	Description	Amount		
2.	February 13, 2013	Lunch meeting to recognize departing staff member.	\$389.05		



Proactive Disclosure of Expenses

Karen Jackson, General Counsel For the period April 1, 2013 to May 31, 2013

Detail for Travel Expenses

For	Karen Jackson, General Counsel						
Description/Purpose	National Association of College and University Attorneys (NACUA) Conference						
Date	January 10 – 13, 2013						
Destination	New Orleans, Louisiana, USA						
Type of Expense	Air Fare	Other Transport	Hotel	Meals	Other	Total	
Amount	693.35	164.50	386.46	· 49.00¹	531.57 ²	\$1,824.88	
Notes	¹ US per diem for meals.						
		ion fee for conferen	ce.				

(Attach scanned receipts for Travel Expense – Item 1.)



As a velued employee of our corporate cilent, please click here to view your exclusive leisure travel benefits.



**URGENT- Please review your itinerary for accuracy immediately

There may be costs associated with making changes; these costs will be your responsibility. Most airline lickets or vacation packages are not refundable. Call your travel agent for details.

UNIGLOBE Beacon Travel Suite 200, 1324 17th Avenue SW Calgary, Alberta T2T 5S8 Phone: (403) 536-6860 Fax: (403) 228-3817 Toll Free: 1-877-596-6860 janiceb@uniglobebeacon.com Direct Line: 403-536-6909

Passenger(s):

Jackson/Karen Elizabeth

Agent:

Janice Blunden

Invoice No.:

Ref: LEGAL 205917

REF LEGAL

File No.:

JOIXIR

4032206449

Date: Billing: Friday, December 21, 2012 UNIVERSITY OF CALGARY .

Customer:

UNIVERSITY OF CALGARY

3838 24TH AVE NW CALGARY AB T2N 1N4 Deliver:

3838 24TH AVE NW CALGARY AB T2N 1N4

REF LEGAL

• ** OUR 24 HOUR EMERGENCY PHONE NUMBER HAS CHANGED ** PLEASE MAKE NOTE OF THE NEW TOLL-FREE NUMBER: 1-855-817-8277 OR COLLECT: 647-724-8277

• If you would like to view your reservation online: Click Here

Click here to forward itingrary to Triplt, Worldmate, Tripcase or Blackberry Travel.

Add your itinerary to your calendar (ICS) (for use with PC and MAC and accessible via website and mobile device)

Add your itinerary to your calendar (with Infuzer)

Use mileBlaster to consolidate all your frequent flyer and loyalty programs Click Here

Click here to reserve your parking and take advantage of exclusive rates and offers with Park2Go and UNIGLOBE Beacon Travel - use coupon #10163 lo receive a 20% discount

The Total Carbon Emissions for your flight/s are 757,12kgs and it would cost \$34.07 to offset them. Please visit our website for more details.

FLIGHT - Thursday, 10 January 2013

Delta Air Lines Flight DL4459 Economy Class Operated By Skywest Dba Delta Connection Check in With SKYWEST DBA DELTA CONNECTION

Check in Confirmation: **GU6GEU**

Depart:

14:02, Thursday, January 10

Arrive:

16:05, Thursday, January 10

Calgary Init. Airport Calgary, Alberta, Canada

Salt Lake City Intl. Arpt.

Terminal Unit 2 Salt Lake City, Ulah, USA

Status:

Confirmed

Booking Code:

Equipment: Duration:

Canadair Regional Jel 700

Stops:

Non-stop

Meal:

2 hours 3 minutes

Seat:

Refreshments for Purchase

07D Confirmed

Remarks:

USA customs will be pre-cleared in Calgary Airport

Weather Flight Status (up to 3 days brigg)

THEIGHT Thursday, 10 January 2013

Check in With PINNACLE DBA DELTA CONNECTION

Depart:

17:05, Thursday, January 10 Salt Lake City Intl. Arpt.

Terminal Unit 2

Salt Lake City, Ulah, USA

Arrive:

21:17, Thursday, January 10 Louis Armstrong Intl Airport New Orleans, Louisiana, USA

Status:

Confirmed

Booking Code:

Equipment:

Canadair Regional Jet 900 3 hours 12 minutes

Stops: Seat:

Non-stop 19A Confirmed

Duration: Meal:

Refreshments for Purchase

Weather Flight Status (*up to 3 devs prior) Dining Reservations

FLIGHT - Sunday, 13 January 2013

American Airlines Flight AA1397 Economy Class

Check In Confirmation: JOIXIR (*24 Hours Prior)

Depart:

08:00, Sunday, January 13 Louis Armstrong Intl Airport New Orleans, Louisiana, USA

Arrive:

09:45, Sunday, January 13 Dallas/Ft Worth Intl Airport

Dallas/Fort Worth, Texas, USA

Status:

Confirmed

Booking Code:

N

Equipment:

McDonnell Douglas MD-80 Streich Jel

Stops:

Non-stop

Duration:

1 hours 45 minutes

Seat:

17E Confirmed

Meal:

Weather Elight Status (hip to 3 gave or/or) Dining Reservations

FLIGHT - Sunday, 13 January 2013

American Airlines Flight AA2081 Economy Class

Check In Confirmation:

JOIXIR (*24 Hours Prior)

Depart:

10:55, Sunday, January 13 Dallas/Ft Worth Intl Arpt.

Arrive:

14:00, Sunday, January 13 Calgary Inil. Airport

Terminal D

Dallas/Fort Worth, Texas, USA

Calgary, Alberta, Canada

Status:

Confirmed

Booking Code:

Ν

Equipment:

McDonnell Douglas MD-80 Stretch Jel

Stops:

Non-stop

Duration: Meal:

4 hours 5 minutes

Seat:

13E Confirmed

Food For Purchase

Weather Flight Status run to 3 days orler Dining Reservat

Involce Details		• हुन् । सन्दर्भ			
Transaction / Document		Base	Tax	GST/HST	Total
Processing Fee		38.00		1.90	39.90
	Form o	Payment:	5.17(1)		
Delta Air Lines / 006 3203021391		267.50	74.22	15.23	356.95 √
	Formo	Payment:	5,1711)		
American Airlines / 001 3203021392		270.00	26.50		296.50
	Form o	f Payment:	5.17(1)		V
	Totals:	575.50	100.72	17.13	CAD 693,35

Total Charged to Credit Card:

CAD 693,35

Balance Due:

CAD 0.00

Fare Rules

· Airline policy - Fare is not guaranteed until ticketed. This ticket is non refundable and non transferable. Changes are subject to fare Upgrade and change fee. Missing your flight without cancellation may result in the forfeiture of the value of your airline ticket.

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the airline's website or contact the airline directly for details.

- Delta Air Lines or call 1-800-221-1212
- American Airlines or call 1-800-433-7300

Important Information

- Please check in at least 2 hours prior to departure. Late checkin may result in the loss of seat/reservation check in cui off time varies per carrier. Confirm with your carrier to avoid denied boarding.
- A valid passport is required for your journey. USA entry rules require additional information at check-in including passport number date of birth gender and cilizenship. US Government also requires a destination address for visitors. Please see link for more info www.pptc.gc.ca/
- —AIRPORT SECURITY REVISIONS— Passengers may carry travel sized toiletries or liquids 3 oz or less through security check points. They must fit in one quart sized, clear plastic zip-top bag. Visit www.tsa.Gov for detailed information.
- 24 hour emergency service in Canada and USA call toll-Free 1-855-817-8277 or collect 647-724-8277. Please note some cell phone providers do not allow for 1-800 calls in some areas. We recommend using landline in these situations or call collect. Your UNIGLOBE rescue line access code is 62XC. Or you can email at callme@tass247.Com please mention your rescue line access code is 62XC.
- Your reservation number with Della Air lines is gu6geu. Delta Air lines contact phone number is 1-800-221-1212
- Your reservation number with American Airlines is joixir. American Airlines contact phone number is 1-800-433-7300
- Baggage charges may apply. For more info please visit American Airlines-www.aa.Com baggage allowance-Specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.
- . This is an electronic ticket valid only on issuing airline.
- Freq. Flyer nbr for Delta Air lines not provided
- · Freq. Flyer nor for American Airlines not provided
- View your itinerary at www.virtuallythere.Com use your last name and trip locator JOIXIR

Involce No: 205917

acc@ss more

Airline Conditions of Contract & Other Important Notices Click Here

Please note that when paying by credit card all charges may not appear on the same credit statement. All charges will add up to the total as stated above.





INTERRUPTED TRAVEL FOR JACKSON/KARENELIZABETH

CONFIRMATION NUMBER:

GU6GEU

Flight DL2218

SALT LAKE CITY ATLANTA

Zone 2

Seat 41B COACH CONFIRMED READY TO BOARD gate: C13

≁ gate subJect to change *

estimated departure time: 0716A

estimated arrival time: 1254P OPERATED BY

DELTA AIR LINES INC

Flight DL1862

11JAN13

ATLANTA NEW ORLEANS

Zone 2

Seat 16A COACH CONFIRMED

READY TO BOARD gate: A18 * gate subject to change *

estimated departure time: 0140P

estimated arrival time: 0220P OPERATED BY

DELTA AIR LINES INC

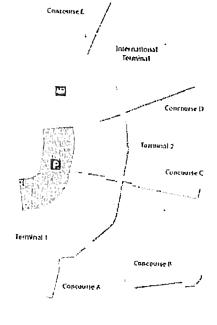
We apologize for the inconvenience you have experienced today. Your business is important to us and we are doing everything we can to get you to your destination as soon as possible. Thank You.

time 10JAN 18:58:28 SLC169938/1M



THU, JAN 10, 2013 INTL - VERIFY PASSPORT A DELTA @ Karenelizabe Jackson **GU6GEU** BOARDING DOCUMENT CALGARY (YYC) > BOARDING GATE* Salt Lake City (SLC) ZONE SEAT 1:07pm 3 7D FLIGHT DL4459 Thu, 2:02pm Operated by Skywest Airlines Economy (L) Arrive Thu, 4:05pm *Gales may change. Check airport monitors. Fly Paperless: www.delta.com/app Ticket#: 006 3203021391 YYC032

Salt Lake International Airport



AT THE AIRPORT in Salt Lake City International

Burger King Granato's Italian Deli City Deli

T1, Main Lobby

International, Level 2

& DELTA

SKY CLUB

Get 10% off a Delta Sky Club Membership, Promo Code: SJN10

If your lravel plans change, please contact Delta, Gate assignments and departure times are subject to change, please check the airport monitors for the most up-to-date flight and gate information. We recommend you arrive at the airport 75 minutes prior to departure for travel within U.S. and 3 hours prior to departure for international flights. It is your responsibility to arrive at the airport with sufficient time to complete baggage check and security clearance.

THU, JAN 10, 2013 **INTL - VERIFY PASSPORT** A DELTA 海 Karenelizabe Jackson BOARDING DOCUMENT SALT LAKE CITY (SLC) > BOARDING GATE* ZONE SEAT **OLayover** 1h Om New Orleans (MSY) 4:25pm 3 19A · Depart Thu, 5:05pm FLIGHT DL3293 Economy (L) Arrive Thu, 9:17pm Operated by Pinnacle Airlines *Gates may change. Check airport monitors. Fly Paperless: www.delta.com/app Ticket#: 006 3203021391

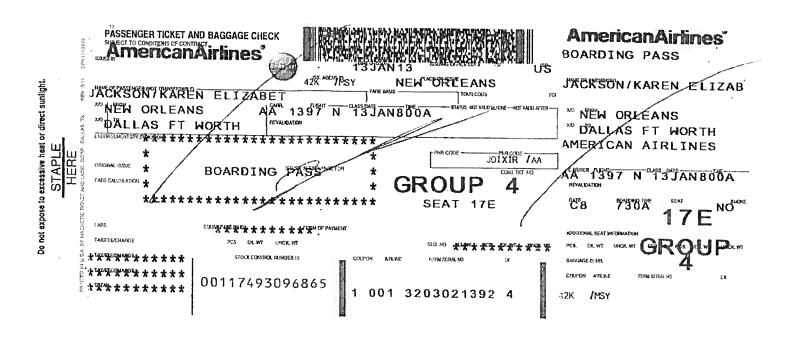
EXTENDED WEATHER FORECAST for New Orleans

	Carro
Thu, Jan 10 Fri, Jan 11 74°F/67°F Precip. 91% Precip. 46%	Sat, Jan 12 76°F / 70°F Precip, 41%
RESTAURANTS in New Orleans	
Cafe Glovanni 117 Rue Decatur, New Orleans, LA 70130	504.529.2154
Emeril's Delmonico New Orleans 1300 Saint Charles Ave, New Orleans, LA 70130	504.525,4937
5 Fifty 5 555 Canal SI, New Orleans, LA 70130	504,553,5638
Red Fish Grill 115 Bourbon St, New Orleans, LA 70130	504,598.1200
ATTRACTIONS in New Orleans	•
National World War II Museum 945 Magazine SI, New Orleans, LA 70130	504.527.6012
Aquarium Of The Americas One Canal St, New Orleans, LA 70130	504.581.4629
Royal Street 417 Royal Si, New Orleans, LA 70130	800.672.6124
Haunted History Tours 97 Fontainebleau Dr, New Orleans, LA 70125	504.861.2727

& DELTA

SKY CLUB Get 10% off a Delta Sky Club Membership. Promo Code: SJN10

If your travel plans change, please contact Delta. Gate assignments and departure times are subject to change, please check the airport monitors for the most up-to-date flight and gate information. We recommend you arrive at the airport 75 minutes prior to departure for travel within U.S. and 3 hours prior to departure for international flights. It is your responsibility to arrive at the airport with sufficient time to complete baggage check and security clearance.





AME

RECEIPT



AIRPORT SHUTTLE FOR RESERVATIONS CALL 24 HOURS IN ADVANCE: 504-522-3500

RECEIPT

NON-REFUNDABLE NOT RESPONSIBLE FOR LOST OR STOLEN TICKETS

Reservation #: 2883557 01/11/13 02:15 PM deniceo

TO/FROM:Bienville House 320 Decatur

PAX: 1/0 FARE: \$20.00(CC)

JACKSON, KAREN

2883557

ROUTE: 1

\$20.24 CAD

- * Airport Shuttle New Orleans will not be responsible or liable for:
- * Lost, Stolen or damaged items and baggage or vehicles parked at any of our locations. Acts of God or nature, delays in traffic or flight plans

DON'T FORGET TO VISIT US ONLINE AT



Compliments of: Taxicab Insurance Store 3300 Blenville Street New Orleans. LA 70119

New Orleans, DA 70119	
Telephone #	
(20	
CAB COMPANY CPNC #	
PASSENGER'S RECEIPT, TAXICAB FARE	
1-13 .20 13	
Amount of Fare \$ 33.00	
Other Charges \$	
Total \$ 37.30	
Driver's Name	38

38.46 CAD

ASSOCIATED CAB ALTA LTD 547 - 41 AVE NE (483) 299-1111 FNSIST ON THE PROFESSIONALS

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= TRANSACTION RECEIPT =

Mayfair Taxi Ltd 7003 Farrell Rd SE Calgary. Alberta T2H-0T3 403-255-6555

ACCT TYPE: CASH/VOUCHER

OATE/TIME:

13/01/10 12:10:07

VEH/DRV: 0182 / 8008 GST#: 809350697

FARE:

\$ 42.95

FLAT:

\$000.00

EXTRAS:

\$000.00

GST:

\$ 2.15

FA+FL+EX+TAX:

\$ 45.10

TIP:

\$ 4.90

DISCOUNT:

\$000.00

TOTAL:

\$ 50.00



Bienville House

A FRENCH QUARTER BOUTIQUE HOTEL

Karen Jackson 2500 University Drive NW	Room No.	361
Calgary, AB T2N 1N4	Arrival	01-11-13
CA	Departure	01-13-13
•	Folio No.	46399
	Invoice No.	
INVOICE .	Cashier No.	248
	Page No.	1 of 1
Group Code NAC10A	Invoice Date	01-13-13
	Booking No.	
		26830SB007179

Date	Description		Debit (\$)	Credit (\$)
01-11-13	No Show Charge		169.00	
01-11-13	Room Tax City	•	6.76	
01-11-13	Room Tax State		15.21	
01-11-13	Room Charge		169.00	
01-11-13	Room Tax City		6.76	
01-11-13	Room Tax State		15.21	
01-11-13	Occupancy Tax		1.00	
01-13-13	American Express	5.17(1)		382.94
		. Total	382.94	382.94

Balance \$

386.46 CAD

0.00

If payment is by credit card, you are authorized to charge my account for the total amount due. The undersigned guest acknowledges all charges are personal indebtedness.

I agree that my liability for this bill is not walvered and agree to be held personally liable in the event that the indicated company or association falls to pay the full amount of these charges.

Guest Signature:





A FRENCH QUARTER BOUTIQUE HOTEL

Karen Jackson□
2500 University Drive NW□
Calgary, AB T2N 1N4□

Date	Payment Method / Comments	Amount
01-13-13	American Express 5.17(1)500256	\$ 382.94
	Reservation No. Room No.	

For any queries please contact Reception or call the Hotel on (504) 529-2345 We hope you have enjoyed your stay at the Bienville House

Guest Signature

Cashier No.

248

National Association of College and University Attorneys One Dupont Circle Suite 620 Washington, DC 20036

Page 1

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	Invoice Date	Notice Date	Customer ID	Invoice #	PO#	Due Date	Invoice Amt	
	40/40/0045							1
	12/13/2012	12/13/2012	0 5.17(1)	00050076		12/13/2012	\$525.00	1
1	Bill To:			L			4525.00	1

Karen Jackson University of Calgary 2500 University Drive NW A131 Calgary, AB T2N 1N4 Canada Ms. Karen Jackson University of Calgary 2500 University Drive NW A131 Calgary, AB T2N 1N4

Invoice Detail

. invoice	e Detail				
Item Description	QTY	Rate	S&H	Tax	Total
#54570 Jockson Karry San JANIA	l	1 .	1 1	i	* 100 - 40 - 50 100 100 at an an
#54579 - Jackson, Karen for JAN13	1	\$525.00	\$0.00	.00	\$525.00
Function EMERGENCY for Registration #54579	1	\$0.00	\$0.00	.00	\$0.00
Function LUNCHEON for Registration #54579	1	\$0.00	\$0.00	.00	\$0.00
Function RECEPTION for Registration #54579	1	\$0.00	\$0.00	.00	\$0.00
Function RECEPTION2 for Registration #54579	1	\$0.00	\$0.00	.00	\$0.00
Nole:	Р	urchases	I		\$525.00
		ax			\$0.00
	lr	voice Fee		•	\$0.00
·	T	otal Invoic	е	Miller Marie Allen Allen (1985) (1985	\$525.00
0 - 14,500 2	P	ayments			\$525.00
RoidVisa	В	alance Du	ie a		\$0.00

531.57 CAD



Proactive Disclosure of Expenses

Karen Jackson, General Counsel For the period April 1, 2013 to May 31, 2013

Detail for Non-Travel Expenses

For	Karen Jackson, General Counsel					
Details	Departure Lunch for staff member					
Date	February 13, 2013					
Location	Calgary, Albert	algary, Alberta				
Type of Expense	Meals	Parking	Other	Total		
Amount	\$389.05	\$	\$	\$389.05		
Notes	Twelve (12) persons attended the lunch.					

(Attach scanned receipts for Expense – Item 2)



PULCINELLA GST# 840789945 RT0001

16 PAUL

Tb1	61/1 Chk 9279 Feb13'13 10:57AM	Gst	12
1 2 1 1 1 3 1 2 1 4 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Pop TEA LEMON TEA PEACH TEA ESPRESSO Add Shot Espress ESPRESSO Add Shot Espress AMERICANO LATTE MIXED GREENS MUSSELS VEGETALI CAPRICCIOSA	14.00 3.50 7.00 2.50 3.75 3.75 8.85 5.95 16.00 15.00 64.00 19.00 18.00 48.00 15.00 9.00 10.00	
1	Cheesecake PANA COTTA 18 %	00.8 00.8	
	x18% Grat Subtotal -	316.30	

RESTORAGE MEDIZELA 1947 NEDSTHOUGH OR YZHUKY CALGARY 22465507

PARCHASE iii:

370

02-40-2013 5.17(1) 13, 14; 13 C

Exp Date "1" Cold Type VI

Hame MARKA E JACKITA

y_{ron} Örgárt

Trans & GROSS

Operator 018

F82246580701

Inv. # 33272 Auth # 035391

188 00 1377087

Total

\$389.05

(00) APPROVED-THANK YOU

Retain this copy for your recerls Customer copy