



Proactive Disclosure of Expenses

Karen Jackson, General Counsel
For the period February 1, 2016 to March 31, 2016

Overview

Non-Travel Expenses			
Item #	Date	Description	Amount
1.	January 13, 2016	Luncheon meeting with Mount Royal University and University of Calgary Legal teams.	\$149.57



Proactive Disclosure of Expenses

Karen Jackson, General Counsel

For the period of February 1, 2016 to March 31, 2016

Detail for Non-Travel Expenses

Non-Travel Expenses-Item 1 Detail				
For	Karen Jackson, General Counsel			
Description/Purpose	Luncheon meeting with Mount Royal University and University of Calgary Legal teams, Jackson plus 9.			
Date	January 13, 2016			
Destination	Calgary, Alberta			
Type of Expense	Meals	Parking	Other	Total
Amount	\$149.57	\$0.00	\$0.00	\$149.57
Notes				

Order Name: **MRU and UCalgary Legal Meeting**



UNIVERSITY OF CALGARY
Food Services

University of Calgary Food Services
2500 University Drive Northwest
Office
DC110, Calgary, AB

INVOICE #5585

Wednesday, 1/13/2016
Ordered On: 1/8/2016

Complete

T2N 1N4
(403) 220-6290
(403) 220-3987

Customer Information

First Name:	Tammy
Last Name:	Faas
Address:	AD111, 2500 University Drive NW
City:	Calgary
Province:	AB
Postal Code:	T2N 1N4
Department:	Legal Services
Email:	tafaas@ucalgary.ca
Phone:	403-220-2557
Click To View Policies. Initial to Accept:	tf

Delivery / Pickup Information

Select Location:	University of Calgary Food Services
Method:	Drop Off
Event Coordinator:	Customer
Delivery Contact:	Tammy Faas
Serviceware:	Disposable
Delivery Phone:	403-220-2557
Building:	AD ADMINISTRATION
Room # / Name:	a100r
Number of Food Tables in Room:	1
Type of Food Tables in Room:	Conference Table plus a side set up station

Payment Information

Payment Type:	Tammy Faas- CC ending 5.
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Event Information

Guest Count:	10
Pick-up/Delivery Date:	Wednesday, 1/13/2016
Room Access Time:	11:45 AM
Set and Ready Time:	11:45 AM
Event Start Time:	12:00 PM
Event End / Food Clean-up Time:	1:15 PM

BEVERAGES	Qty.	Price	Ext.
Includes - Fruit Punch or Iced Tea • Iced Tea	10	\$0.00	\$0.00
Includes - Ice Water	10	\$0.00	\$0.00

OTHER	Qty.	Price	Ext.
<p>Chef's Choice Lunch</p> <p>Our Chef will select an assortment of Sandwiches and Wraps with your choice of Soup or Salad of the Day, Cookies or Squares and coffee/Company Coffee, Tazo Tea and Fruit Punch or Iced Tea and Ice Water.</p> <ul style="list-style-type: none"> • Salad of the Day • Cookies <p>***CHEF***</p> <p>There is one person with a peanut/nut allergy.</p> <p>Would it be possible to have a couple (2) vegetarian sandwiches.</p>	10	\$12.95	\$129.50

<p>Please remit payment to Aramark Canada.</p> <p>* The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees.</p>	Order Totals	
	<p>Sub Total</p> <p>***Administrative Fee</p> <p>**Service Fee</p> <p>*GST</p> <p>Order Total</p>	<p>\$129.50</p> <p>\$3.24</p> <p>\$9.71</p> <p>\$7.12</p> <p>\$149.57</p>
	Payment Summary	
	<p>Payment: Tammy Faas- CC ending S. 1/13/2016 4:32:18 PM</p>	<p>-\$149.57</p>
	Balance Due	\$0.00

Special Instructions

Invoice #5585