



## Proactive Disclosure of Expenses

Karen Jackson, General Counsel  
For the period February 1, 2018 to March 31, 2018

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### Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	March 14, 2018	Travel to Edmonton to attend meeting with Ethics Commissioner.	\$493.51



## Proactive Disclosure of Expenses

Karen Jackson, General Counsel

For the period February 1, 2018 to March 31, 2018

### Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Karen Jackson, General Counsel					
Description/Purpose	Travel to Edmonton to attend meeting with Ethics Commissioner.					
Date	March 14, 2018					
Destination	Edmonton, Alberta					
Type of Expense	Airfare*	Other Transport**	Hotel	Meals***	Other	Total
Amount	\$411.86	\$60.00	\$0.00	\$21.65	\$0.00	\$493.51
Page Reference	pages 3-9	pages 10-12		pages 13, 14		
Notes	Airfare*: Booking Ref: LPXTLE. Other Transport**: Ground transportation while in Edmonton. Meals***: Meal claimed - 1 Lunch.					

Booking Reference: **LPXTLE**

Date of issue: 08 Mar, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the **general conditions of carriage and applicable tariffs** that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

 - Depart

Economy Tango

Wednesday  
14 Mar, 201809:05  
**Calgary**  
Calgary Intl. (YYC), AB09:57  
**Edmonton**  
Edmonton Intl. (YEG), AB  
AC8134**0hr52**  
Economy Q  
Operated by: Air Canada Express -  
Jazz | **Q400** - Return

Economy Tango

Wednesday  
14 Mar, 201818:30  
**Edmonton**  
Edmonton Intl. (YEG), AB19:24  
**Calgary**  
Calgary Intl. (YYC), AB  
AC8155**0hr54**  
Economy Q  
Operated by: Air Canada Express -  
Jazz | **Q400**

## Passengers

 **Karen Jackson**

## Seats

**Ticket Number**  
0142191483566AC8134 -  
AC8155 -Air Canada - Aeroplan  
s.17(1)



## Purchase summary

Visa s.17(1)

\*\*\*\*\*

Amount paid: \$411.86

### Tax information

GST/HST no. 10009-2287 RT0001

\$19.61

1 adult

### Air Transportation Charges

Base Fare - Depart - Economy Tango 147.00

Base Fare - Return - Economy Tango 147.00

Surcharges 24.00

### Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001 19.61

Air Travellers Security Charge 14.25

Airport Improvement Fee - Canada 60.00

Total airfare and taxes before options **\$411<sup>86</sup>**

**GRAND TOTAL (Canadian dollars) \$411<sup>86</sup>**



## Check-in and boarding gate deadlines

### Within Canada

**90**

minutes

#### Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

**45**

minutes<sup>1</sup>

#### Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

**15**

minutes

#### Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

# Baggage allowance

## Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. [See our complete carry-on baggage policy Opens in New Window.](#)

## Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary (YYC) > Edmonton (YEG)		
 <b>1<sup>st</sup> bag</b> \$ 26.25 CAD Including taxes	 <b>2<sup>nd</sup> bag</b> \$ 36.75 CAD Including taxes	Max. weight per bag: 23.0 kg (50.0 lb)  Max. dimensions per bag: 158.0 cm (62.0 in)

Edmonton (YEG) > Calgary (YYC)		
 <b>1<sup>st</sup> bag</b> \$ 26.25 CAD Including taxes	 <b>2<sup>nd</sup> bag</b> \$ 36.75 CAD Including taxes	Max. weight per bag: 23.0 kg (50.0 lb)  Max. dimensions per bag: 158.0 cm (62.0 in)

\* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

### Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

### Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

## Baggage Allowance for Air Canada Altitude and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

**Star Alliance Silver Members:** Your baggage allowance is equivalent to that of the fare option you purchased.

	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	<b>3 bags</b> 32 kg (70 lb)	<b>3 bags</b> 32kg (70lb)	<b>3 bags</b> 32kg (70lb)
Altitude Prestige 25k	<b>2 bags</b> 23 kg (50 lb)	<b>2 bags</b> 23 kg (50 lb)	<b>2 bags</b> 32 kg (70 lb)
Star Alliance Gold	<b>1 extra bag</b> 23 kg (50 lb)	<b>1 extra bag</b> 23 kg (50 lb)	<b>1 extra bag</b> 32 kg (70 lb)

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View [Air Canada's additional checked baggage policy.](#)
- View the [additional checked baggage policy of Air Canada's codeshare and interline partners.](#)

## Economy Tango

### Changes \$100 CAD

- The **change fee** per direction, per passenger is \$25.00 CAD for changes made outside 60 days of departure, and \$100.00 CAD for changes made within 60 days of departure, plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
- **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger. Exception: fee is \$100 CAD/USD for flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded)
- **Same-day standby** at the airport is available: on flights between Toronto and Montréal 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 Non-refundable

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed.
- Customers who **no-show** their flight will forfeit the fare paid.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.

### Seat selection\* AC8134: From \$11 CAD

- **Paid Advance Seat Selection** is offered on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz, subject to availability.
- Taxes are included.

### Aeroplan Miles

- 25% Aeroplan Miles for flights within Canada
- 50% Aeroplan Miles for flights between Canada and the U.S.
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

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 **Seat selection\***  
AC8155: From  
\$11 CAD

- **Paid Advance Seat Selection** is offered on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz, subject to availability.
- Taxes are included.

 **Aeroplan Miles**

- 25% Aeroplan Miles for flights within Canada
- 50% Aeroplan Miles for flights between Canada and the U.S.
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

## General conditions of carriage

1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at [aircanada.com](http://aircanada.com) or by calling our flight information system at 1-888-422-7533 prior to your departure.
3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
6. **Dangerous goods**  
For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.
7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.
8. **International travel**  
Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country/region on your itinerary. Please refer to the [Travel Documents](#) page on our website for more information.
9. **In-flight health**  
Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying.  
  
Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.
10. **Schedules and timetables**  
Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.
11. **Overbooking notice**  
Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.



Booking Reference:  
**LPXTLE**

**JACKSON KAREN**

**TANGO ECONOMY/ECONOMIQUE TANGO**  
ETKT0142191483566

Frequent Flyer / Voyageur assidu

Flight / Vol  
**AC 8134 14MAR**

From / De   
**CALGARY**

Destination  
**EDMONTON-YEG**

Boarding time /  
Heure d'embarquement **08:35** Gate /  
Porte **C51** Seat /  
Place **04A** Zone **4**  
WINDOW/HUBLOT

Departure Time / Heure de départ **09:05** Remarks / Observations

Airline use / À usage interne **0009 WCI00776**

**Boarding Pass | Carte d'accès à bord**



- \* You may reprint your boarding pass at a Self-service application.
- \* Check the departure screens at the airport to ensure the gate indicated on your boarding pass has not changed.
- \* If you are unable to travel, please return to the aircanada.com Check-in option, where you may cancel your check-in, subject to certain rules and restrictions.

## Bags:

**Hand baggage only** - please go directly to security clearance.

**Baggage to check in:** proceed to Kiosks (to print your tags where available) or Air Canada Bag Drop.

Check-in and boarding gate deadlines			
Itinerary	When you should check-in	Check-in/baggage drop-off ends	Boarding gate closes
Within Canada	90 minutes	45 minutes*	15 minutes
To/From the U.S.	120 minutes	60 minutes	15 minutes
International	120 minutes	60 minutes	15 minutes
<b>From: Algiers, Algeria; Casablanca, Morocco; Tel Aviv, Israel</b>	180 minutes	60 minutes	30 minutes

\*Exception: 20 minutes for flights departing from Toronto City Airport (YTZ)

## Boarding:

Ensure you have your **travel documents**. Without them you may not be allowed to board your flight:

- government issued photo ID
- boarding pass

## Security

**Hand baggage (carry-on):**  
Restrictions apply to liquids, gels and aerosols in carry-on baggage.

For full details, please consult:  
[aircanada.com/security](http://aircanada.com/security)



**Passenger baggage must NOT contain dangerous goods such as:**  
Compressed gases (aerosols or oxygen cylinders), explosives (fireworks or ammunition), flammable solids or liquids (lighter fuels or matches), radioactive materials, oxidising material (bleach), corrosives (acids, alkalis, mercury or wet cell batteries), magnetized materials, poisons and infectious materials.

JACKSON KAREN

ZONE 4



TANGO ECONOMY/ECONOMIQUE TANGO  
ETKTO142191483566

Frequent Flyer/Voyageur assidu

Cabin/Cabine  
Y

Flight/Vol	Date	From/De	→	Destination
AC 8155	14MAR	EDMONTON-YEG		CALGARY

Flight/Vol  
AC 8155  
CALGARY

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Boarding Time/Heure d'embarquement	18:00	Gate/Porte	Seat/Place	04C
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Seat/Place  
04C AISLE/COULOIR  
Remarks/Observations

Departure Time/Heure de depart 18:30

Airline Use/A usage interne 0003 YYC205759



Boarding Pass | Carte d'accès à bord

AIR CANADA 

A STAR ALLIANCE MEMBER  
MEMBRE DU RÉSEAU STAR ALLIANCE 

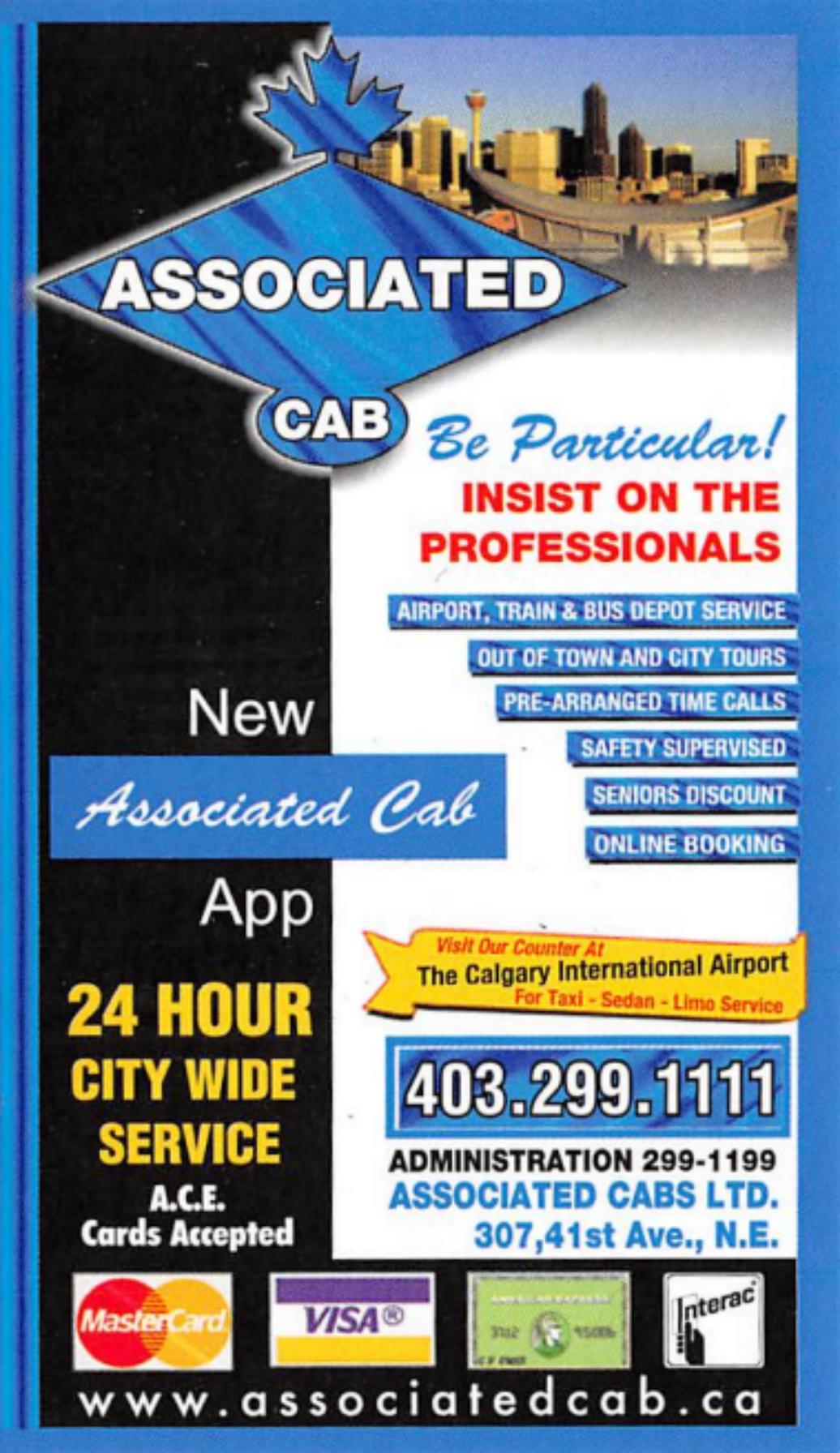
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alliedblack.com

Driver PAUL Date March 14/18  
Car # 941 Amount 52/2  
GST Included #



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App

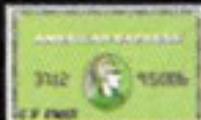
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**LOST RECEIPT DECLARATION FORM**

This form is to be completed if you are unable to produce original receipts.

I, Karen Jackson, UCID# \_\_\_\_\_<sup>s.17(1)</sup>  
hereby declare that I have either lost, never received or am unable to produce an original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follows:

Vendor Name: Greater Edmonton Taxi Service Inc.  
Vendor Address: 10135 - 31 Avenue  
Edmonton, AB T6N 1G2  
Vendor Phone: (780) 465-8500  
Date of Purchase: March 14, 2018  
Amount of Purchase: \$8.00

Description of goods/services purchased:

Ground transportation while in Edmonton.

Karen Jackson  
Printed Name of CLAIMANT

Karen Jackson  
Signed Name of CLAIMANT

**PRINT**

FAIRMONT HOTEL MACDONALD  
10065 100 ST NW  
EDMONTON AB

CARD \*\*\*\*\*s.17(1)  
CARD TYPE VISA  
DATE 2018/03/14  
TIME 0099 12:39:43  
RECEIPT NUMBER  
C85040260-001-001-014-0

-----  
PURCHASE  
AMOUNT \$18.90  
TIP \$2.75  
TOTAL  
  
\$21.65  
-----

Visa Credit  
A0000000031010  
69C2C249C0A32ABA  
0080008000-E800  
9F354E92DCBBBDE7  
0080008000-F800

**APPROVED**

AUTH# 083081 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



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I, Karen Jackson, UCID# s.17(1)  
hereby declare that I have either lost, never received or am unable to produce an original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follows:

Vendor Name: The Fairmont Hotel MacDonald

Vendor Address: 10065 - 100 Street NW  
Edmonton, AB T5J 0N6

Vendor Phone: (855) 516-1090

Date of Purchase: March 14, 2018

Amount of Purchase: \$ 21.65

Description of goods/services purchased:

Lunch, no alcohol was purchased.

Karen Jackson  
Printed Name of CLAIMANT

Karen Jackson  
Signed Name of CLAIMANT

**PRINT**