



Proactive Disclosure of Expenses

Karen Jackson, General Counsel
For the period June 1, 2019 to July 31, 2019

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	May 23-26, 2019	Travel to Whistler to attend the Canadian Association of University Solicitors (CAUS) 2019 Annual Meeting and Conference.	\$2,033.35



Proactive Disclosure of Expenses

Karen Jackson, General Counsel
For the period June 1, 2019 to July 31, 2019

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Karen Jackson, General Counsel					
Description/Purpose	Travel to Whistler to attend the Canadian Association of University Solicitors (CAUS) 2019 Annual Meeting and Conference.					
Date	May 23-26, 2019					
Destination	Whistler, British Columbia					
Type of Expense	Airfare*	Other Transport**	Hotel	Meals	Other***	Total
Amount	\$404.51	\$233.88	\$644.96	\$0.00	\$750.00	\$2,033.35
Page Reference	pages 3, 4	pages 5-7	page 8		pages 9-12	
Notes	Airfare*: Booking Ref: UIIAJV. Other Transport**: Ground transportation to Whistler and to/from Calgary airport. Other***: Conference fee.					



eTicket Receipt

Prepared For
JACKSON/KAREN

RESERVATION CODE	UIIAJV
ISSUE DATE	26Apr19
TICKET NUMBER	8382147666264
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	s.17(1)

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
23May19	WESTJET WS 135	CALGARY INTL AB, CANADA Time 18:30	VANCOUVER BC, CANADA Time 18:56 Terminal MAIN TERMINAL	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis LAQF4ELM Not Valid Before 23MAY19 Not Valid After 23MAY19
26May19	WESTJET WS 132	VANCOUVER BC, CANADA Time 17:00 Terminal MAIN TERMINAL	CALGARY INTL AB, CANADA Time 19:22	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis TARD0ELS Not Valid Before 26MAY19 Not Valid After 26MAY19

Allowances

Baggage Allowance

YYC to YVR - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YVR to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER
INTERNET,ETC

Carry On Allowances

YYC to YVR , YVR to YYC - 1 Piece (WS - WESTJET)

Carry On Charges

YYC to YVR , YVR to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXXXXX17(
Fare Calculation	YYC WS YVR119.00WS YYC178.00CAD297.00END
Fare	CAD 297.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 16.76 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 50.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 2.50 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 404.51

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see

<https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

[Important Legal Notices](#)

From: [Ridebooker](#)
To: [Venetia Bancroft](#)
Subject: [301432] Payment Receipt
Date: Thursday, May 16, 2019 10:09:27 AM

This is your credit card receipt. This is NOT your confirmation email.

Please watch your inbox for a detailed confirmation email that contains full trip details and pickup instructions! (Within 24 hours and usually MUCH sooner)

Dear Karen Jackson,

Thanks you for your recent booking via Ridebooker.com!

Payment Details:

Payment #1. Ridebooker Order ID: 301432 , \$134.40 CAD,
Transactions:

- **Moneris Transaction #1**
 - Transaction Date/Time: 2019-05-16 10:08:23
 - Credit Card Ref #: 661249070018210100
 - Credit Card Auth Code: 039032
 - Credit Card Response/ISO Code: 027/01
 - Credit Card Message: APPROVED * =
 - Credit Card Amount: \$134.40 CAD
-

Booked By

- Venetia Bancroft

Charges Summary

1. Whistler Shuttle / Vancouver Airport (YVR) to Whistler			
Adult* (13+)	x 1	x \$64.00 CAD	= \$64.00 CAD
Sub Total:			\$64.00 CAD
Tax:			\$3.20 CAD
Total:			\$67.20 CAD

2. Whistler Shuttle / Whistler to Vancouver			
Adult* (13+)	x 1	x \$64.00 CAD	= \$64.00 CAD
Sub Total:			\$64.00 CAD
Tax:			\$3.20 CAD
Total:			\$67.20 CAD
Booking Total:		\$128.00 CAD	
Booking Tax:		\$6.40 CAD	
Booking Grand Total:		\$134.40 CAD	

Driver Gratuity

Driver gratuities are NOT included in your payment unless specifically stated as a line item above. A tip of 10-15% is customary in Canada for private transfer drivers.

Please do consider tipping your driver 10-15% for good service!

Other Questions?

If you have any questions, or your plans change, please send an email to info@ridebooker.com

Cancellation Policy (Without Cancellation Coverage)

- More than 72 hours notice - Full refund minus a 20% administrative fee.
- Less than 72 hours notice - No refund given.

Cancellation Policy (With Cancellation Coverage)

- More than 24 hours notice - Full refund.
- Less than 24 hours notice - No refund.

Terms & Conditions

Please read our full terms & conditions at http://www.ridebooker.com/pages/terms_conditions

info@ridebooker.com

1.866.943.0516 - Toll Free North America

1.403.536.5977 - International

MAYFAIR TAXI LTD
7003 FARRELL RD SE, CALGARY, AB T2H 0T3
403 255 6555

TERMINAL ID: 314-706-070
MERCHANT ID: 440940AE
VEHICLE ID: 248
DRIVER ID: 9932
GST ACCOUNT #: 82412 0836
TRIP NUMBER: 1509049
PASSENGERS: 1

05/23/2019
START: 16:17
END: 16:42
DISTANCE: 178.00
RATE: 2

FARE AMOUNT: \$ 33.90

TAX AMOUNT: \$ 1.70
TIP AMOUNT: \$ 5.34

TOTAL : \$ 40.94

VISA SALE : ***s.17(

APPROVAL NUMBER : 098989

PASSENGER COPY

MAYFAIR



ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111

SALE

Batch #: 011 REF#: 00000034
05/26/19 SEQ: 011001001034
20:17:51
APPR CODE: 024710

VISA
*****s.17(1) ***

AMOUNT	\$50.90
TIP	\$7.64
TOTAL	\$58.54

00 - APPROVED - 001

SCOTIABANK VISA
AID: A0000000031010
TVR: 02 80 00 80 00
TSE: F8 00

THANK YOU

CUSTOMER COPY

THE Fairmont
CHATEAU WHISTLER

4599 Chateau Boulevard
 Whistler, BC V0N 1B4
 T 604 938 8000 F 604 938 2055
 G.S.T. / H.S.T. Registration # 84968 1721

Room : 0684
 Folio # : 858193
 Invoice # :
 Cashier # : 8728
 Page # : 1 of 2
 Group Name : CAUS Conference 2019

Canadian Association of University Solle
 Karen Jackson
 2500 University Dr NW
 Calgary AB
 T2N 1N4 Canada

Arrival : 05-23-19
 Departure : 05-25-19

Date	Description	Additional Information	Charges	Credits
05-23-19	Deposit Transferred at C/I			901.32
05-23-19	Room Charge*		259.00	
05-23-19	Room PST		28.49	
05-23-19	Room GST		12.95	
05-23-19	Resort Fee		15.00	
05-23-19	Resort Fee - PST		1.65	
05-23-19	Resort Fee - GST		0.75	
05-23-19	Group Service Charge - Hskp		4.00	
05-23-19	Service Charge - GST		0.20	
05-23-19	Service Charge - PST		0.44	
05-24-19	Visa	Refund 1 night as per Conference Services Manager XXXXXXXXXXXXs.17(1) XX/XX		-300.44
05-24-19	Room Charge*		259.00	
05-24-19	Room PST		28.49	
05-24-19	Room GST		12.95	
05-24-19	Resort Fee		15.00	
05-24-19	Resort Fee - PST		1.65	
05-24-19	Resort Fee - GST		0.75	
05-24-19	Group Service Charge - Hskp		4.00	
05-24-19	Service Charge - GST		0.20	
05-24-19	Service Charge - PST		0.44	
05-25-19	Visa	XXXXXXXXXXXXs.17(1) XX/XX		44.08

Total	644.96	644.96
Balance Due	0.00	

<u>GST Summary</u>		<u>HST Summary</u>	
Room :	25.90	Room :	0.00
F&B :	0.00	F&B :	0.00
Other :	1.90	Other :	0.00
Total :	27.80	Total :	0.00

[CAUS Home](#) > [My profile](#) > Invoice # 00365

[Back](#)

Invoice #00365

Invoice details

Balance due \$0.00

Amount \$750.00
[\\$750.00 paid on 2 Apr 2019](#)

Invoice # 00365

Date 2 Apr 2019

Origin [Event registration](#)
CAUS 2019 Annual Meeting & Conference (Whistler) (Whistler)

Invoiced to Karen Jackson, University of Calgary Legal Services

Item

Amount

Registration for "CAUS 2019 Annual Meeting & Conference (Whistler)" (23 May 2019 4:00 PM - 26 May 2019 10:00 AM, Whistler), Member Registration	\$750.00
Invoice total	\$750.00

Merchant information:

Canadian Association of University Solicitors
gregory.juliano@umanitoba.ca
<http://caous.wildapricot.org>
 2042230966

Instructions to merchant:

None provided

Shipping information:

Karen Jackson
 2500 University Dr NW
 Calgary AB T2N 1N4
 Canada

Shipping method:

Not specified

Description	Unit price	Qty	Amount
Registration for "CAUS 2019 Annual Meeting & Conference (Whistler)" (23 May 2019 4:00 PM - 26 May 2019 10:00 AM, Whistler), Mem Item #: 00365	\$750.00 CAD	1	\$750.00 CAD
Discount:			-\$0.00 CAD
Total:			\$750.00 CAD

Receipt No: 4966-7725-0329-4827

Please keep this receipt number for future reference. You'll need it if you contact customer service at Canadian Association of University Solicitors or PayPal.

Invoice ID:00365

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PayPal Email ID PP1469 - d0eefb43eb59

From: [Karen Jackson](#)
To: [Venetia Bancroft](#)
Subject: Fwd: Canadian Association of University Solicitors Payment receipt
Date: Tuesday, April 02, 2019 5:10:17 PM

FYI

Karen Jackson | General Counsel
University Legal Services | University of Calgary
AD111, [2500 University Drive NW | Calgary, AB T2N 1N4](#)

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Begin forwarded message:

From: "Canadian Association of University Solicitors"
<CAOUS@wildapricot.org>
Date: April 2, 2019 at 1:27:39 PM MDT
To: "Karen Jackson"
Subject: Canadian Association of University Solicitors Payment receipt
Reply-To: "Canadian Association of University Solicitors"
<greg.juliano@sait.ca>

PAYMENT RECEIPT

Canadian Association of University Solicitors

Date: 2 Apr 2019
Amount: \$750.00
Tender: PayPal Payments Standard

Payment received from:
Karen Jackson

University of Calgary Legal Services

Payment for:

Date	Document	
2 Apr 2019	Invoice 00365	Settled amount \$750.00

Registration for "CAUS 2019
Annual Meeting & Conference
(Whistler)" (23 May 2019 4:00 PM
- 26 May 2019 10:00 AM,
Whistler), Member Registration

Invoice total \$750.00
Due \$0.00

Total settled: \$750.00
Available balance: \$0.00