# Overview

## Non-Travel Expenses

<table>
<thead>
<tr>
<th>Item #</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>
# Proactive Disclosure of Expenses

Jacqueline Lacasse, General Counsel (University Legal Counsel)

For the period December 1, 2021 to January 31, 2022

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## Detail for Non-Travel Expenses

<table>
<thead>
<tr>
<th>Non-Travel Expenses-Item 1 Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
</tr>
<tr>
<td>Description/Purpose</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Destination</td>
</tr>
<tr>
<td>Type of Expense</td>
</tr>
<tr>
<td>Amount</td>
</tr>
<tr>
<td>Page Reference</td>
</tr>
<tr>
<td>Notes</td>
</tr>
</tbody>
</table>
Order Name: **HR- HOLIDAY LUNCHEON**

**Order Details**

**University of Calgary Food Services**
2500 University Drive Northwest<br>Office DC110, Calgary, AB T2N 1N4
(403) 220-6290,(403) 220-3987

**Customer Information**

- **First Name:** Trisha
- **Last Name:** McPherson
- **Address:** 2500 University Drive, NW
- **City:** Calgary
- **Province:** AB
- **Postal Code:** T2N 1N4
- **Department:** HR

**Payment Information**

- **Payment Type:** Trisha McPherson - VISA

**Delivery / Pickup Information**

- **Select Location:** University of Calgary Food Services
- **Method:** Serviced Event
- **Event Consultant:** Rajika Datta
- **Delivery Contact:** Trisha McPherson
- **Serviceware:** China
- **Delivery Phone:** 403-220-8186
- **Building:** DC
- **Room # / Name:** LEGACY SUITE

**Event Information**

- **Guest Count:** 21
- **Pick-up/ Delivery Date:** Monday, 12/13/2021
- **Room Access Time:** 10:15 AM
- **Set and Ready Time:** 11:15 AM
- **Event Start Time:** 11:30 AM
- **Food Clean-up Time:** 2:00 PM

**BEVERAGES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>Price</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada Dry - per can</td>
<td>2</td>
<td>$2.50</td>
<td>$5.00</td>
</tr>
<tr>
<td>Diet Coke - per can</td>
<td>1</td>
<td>$2.50</td>
<td>$2.50</td>
</tr>
<tr>
<td>Coke - per can</td>
<td>1</td>
<td>$2.50</td>
<td>$2.50</td>
</tr>
</tbody>
</table>
HOLIDAY LUNCHEON MENU

Rolls & Butter

From the Stock Pot
Maple and Chipotle Roasted Butternut Squash

Salads and Platters
Artisan Greens, Assorted Dressings
Marinated Cold Water Prawns
Baked Potato Salad
Four Cheese Tortellini Salad and Herb Vinaigrette
with Sundried Tomatoes, Olives, and Mixed Peppers
Crudités with Cranberry Dip

Featured Mains
Herb Roasted Turkey with Pan Gravy
Savory Sage, Onion and Stuffing and all the trimmings

***

Medley of Seasonal Vegetables

***

Garlic and Roasted Mashed Potatoes

***
Pan Seared Breast of Chicken
| Cranberry Port Reduction

A Spoon full of Sugar

Sticky Toffee Pudding with Brandy
Caramel Sauce

Assorted Christmas Desserts

Coffee & Tea

<table>
<thead>
<tr>
<th>CATERING NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>** ARAMARK STAFF TO NOTE **</td>
</tr>
<tr>
<td>- HOLIDAY LUNCH</td>
</tr>
<tr>
<td>- CHINA SERVICE</td>
</tr>
<tr>
<td>- BUFFET STYLE</td>
</tr>
<tr>
<td>- BEVERAGE STATION REQUIRED</td>
</tr>
<tr>
<td>- POP AND JUICE TO BE CHARGED ON CONSUMPTION</td>
</tr>
</tbody>
</table>

To ensure we are successful with your order, please review our policies below. If you have any questions or concerns with our policies, please do not hesitate to let us know.

**Confirmation:** All orders must be confirmed by signing the event order or by sending a written confirmation via email.

**Payment:** To confirm your event, we require payment information 5 business days prior to the event. Payment needs to be made before the event date. If required, a 50% deposit will be taken to confirm the order. After the event you have 24 hours to let us know of any questions or concerns you might have.

**Cancellation:** Final numbers, menu selections and any other details can only be expected 3 business days prior to the event. Events cancelled 7 to 4 days prior to the event will be subject to a charge of 50% of the total owing. Events cancelled less than 3 days prior to the event will be subject to a charge of 100% of the total owing.

**Pick Ups:** For drop off orders, we will complete pickups ONLY before 10 AM and after 1 PM. Drivers have a 30 minute window to complete a pickup. If we are not able to pick up your order due to unforeseen circumstances we will pick it up before 10 AM the following day.

**Changes to Existing Orders:** As a general rule, no changes or new events will be accepted within 3 business days of your

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Price</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Order Totals

**Sub Total** $881.50

**Administrative Fee** $22.04

**Service Fee** $110.19

**GST** $50.69

**Order Total** $1,064.42

Payment Summary

Payment: Trisha McPherson- VISA

| Balance Due | $0.00 |

https://ucalgary.catertrax.com/shopprintinvoice.asp?oidToken=gMc6w4eyiMoKWb0107ENSw%3D%3D&oid=42797&intCustomerID=%28%7F-
requested event date. This includes changes to timing, menu, setup, etc. If changes are accepted during this time period, labour fees will be applicable.

<table>
<thead>
<tr>
<th>Confirmation of Policies and Event Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please Sign)</td>
</tr>
</tbody>
</table>

Special Instructions

**Order #42797**