



Proactive Disclosure of Expenses

Jacqueline Lacasse, General Counsel (University Legal Counsel)

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

Overview

Non-Travel Expenses			
Item #	Date	Description	Amount
1.	December 13, 2021	Christmas Luncheon. Jacqueline Lacasse plus 18.	\$1,064.42



Proactive Disclosure of Expenses

Jacqueline Lacasse, General Counsel (University Legal Counsel)

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

Detail for Non-Travel Expenses

Non-Travel Expenses-Item 1 Detail				
For	Jacqueline Lacasse, General Counsel (University Legal Counsel)			
Description/Purpose	Legal Christmas Luncheon. Jacqueline Lacasse plus 18.			
Date	December 13, 2021			
Destination	Calgary, AB			
Type of Expense	Meals*	Parking	Other	Total
Amount	\$1,064.42	\$0.00	\$0.00	\$1,064.42
Page Reference	pages 3-6			
Notes	* Some participants were not direct reports to Jacqueline Lacasse.			

Order Name: **HR- HOLIDAY LUNCHEON**
UNIVERSITY OF CALGARY
Food Services

**University of
Calgary Food
Services**

 2500 University Drive
Northwest
Office
DC110, Calgary, AB T2N
1N4
(403) 220-6290
(403)
220-3987

ORDER #42797

Monday, 12/13/2021

Ordered On: 12/3/2021

**Complete****Customer Information**

First Name:	Trisha
Last Name:	McPherson
Address:	2500 University Drive, NW
City:	Calgary
Province:	AB
Postal Code:	T2N 1N4
Department:	HR
Email:	tjmcpher@ucalgary.ca
Phone:	403-220-8186
Click To View Policies. Initial to Accept:	tm

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
Number of Food Tables in Room:	-
Type of Food Tables in Room:	-

Payment Information

Payment Type :	Trisha McPherson- VISA end \$17(1)
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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

	Qty.	Price	Ext.
Canada Dry - per can	2	\$2.50	\$5.00
Diet Coke - per can	1	\$2.50	\$2.50
Coke - per can	1	\$2.50	\$2.50

SERVICE 1

Qty.	Price	Ext.
21	\$41.50	\$871.50

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

requested event date. This includes changes to timing, menu, setup, etc. If changes are accepted during this time period, labour fees will be applicable.

Confirmation of Policies and Event Order
(Please Sign)

Special Instructions

Order #42797