

Proactive Disclosure of Expenses

Jacqueline Lacasse, General Counsel (University Legal Counsel)
For the period December 1, 2021 to January 31, 2022

Overview

Non-Tra	evel 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-I	tem 1 Detail			
For	Jacqueline Lacasse, G	eneral Counsel (Univ	ersity Legal Counsel)	
Description/Purpose	Legal Christmas Lunch	neon. Jacqueline Lac	asse 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 v	vere not direct repor	ts to Jacqueline Lacass	se.

12/14/21, 10:43 AM Order

Order Name: HR- HOLIDAY LUNCHEON

University of **Calgary Food**

UNIVERSITY OF CALGARYServices Food Services

2500 University Drive Northwest
br>Office DC110,Calgary,AB T2N 1N4 (403) 220-6290
br>(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	
<u>View</u>	
Policies.	tm
<u>Initial to</u>	
Accept:	

Delivery / Pickup

Information	
	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 Trisha McPherson- VISA

Type: ends.17(1

Event Information

Event Informatio	ווע
Guest Count:	21
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

12/14/21, 10:43 AM Order

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	SERVICE 1	Qty.	Price	Ext.
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	HOLIDAY LUNCHEON MENU	21	\$41.50	\$871.50
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	Rolls & Butter			
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	From the Stock Pot			
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				
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	Salads and Platters			
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	Artisan Greens, Assorted Dressings			
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	Marinated Cold Water Prawns			
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	Baked Potato Salad			
Mixed Peppers Crudités with Cranberry Dip Featured Mains Herb Roasted Turkey with Pan Gravy Savory Sage, Onion and Stuffing and				
Featured Mains Herb Roasted Turkey with Pan Gravy Savory Sage, Onion and Stuffing and				
Herb Roasted Turkey with Pan Gravy Savory Sage, Onion and Stuffing and	Crudités with Cranberry Dip			
Savory Sage, Onion and Stuffing and	Featured Mains			
	Herb Roasted Turkey with Pan Gravy			
***	***			
Medley of Seasonal Vegetables ***				
Garlic and Roasted Mashed Potatoes ***				

12/14/21, 10:43 AM Order

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

OTHER	Qty.	Price	Ext.
CATERING NOTES			
** ARAMARK STAFF TO NOTE ** - HOLIDAY LUNCH			
- CHINA SERVICE	1	\$0.00	\$0.00
- BUFFET STYLE - BEVERAGE STATION REQUIRED			
- POP AND JUICE TO BE CHARGED ON CONSUMPTION			

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

Order Totals

Sub Total	\$881.50
***Administrative Fee	\$22.04
**Service Fee	\$110.19
*GST	\$50.69
Order Total	\$1,064.42

Payment Summary

-\$1,064.42	Payment: Trisha McPherson- VISA ends.17(12/13/2021
\$0.00	1) Balance Due

12/14/21, 10:43 AM Order

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