



Proactive Disclosure of Expenses

Jacqueline Lacasse, General Counsel & Vice-President (People & Culture)

For the period April 1, 2025 to June 30, 2025

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	May 26, 2025	Travel to Edmonton to attend Pension Day in Alberta networking reception & Public Sector Pension Plan (PSPP) board dinner.	\$1,546.55
2.	June 5-7, 2025	Travel to Kelowna, BC to attend the Canadian Association of University Solicitors (CAUS) annual conference.	\$612.07
3.	June 18, 2023 and July 3, 2023	Travel to Edmonton to attend Public Sector Pension Plan (PSPP) Corporate Board orientation following a new board appointment.	\$624.48

Proactive Disclosure of Expenses

Jacqueline Lacasse, General Counsel & Vice-President (People & Culture)

For the period April 1, 2025 to June 30, 2025

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Jacqueline Lacasse, General Counsel & Vice-President (People & Culture)					
Description/ Purpose	Travel to Edmonton to attend Pension Day in Alberta networking reception & Public Sector Pension Plan (PSPP) board dinner.					
Date	May 26, 2025					
Destination	Edmonton, Alberta					
Type of Expense	Airfare*	Other Transport	Hotel	Meal	Other**	Total
Amount	\$1,283.56		\$234.64		\$28.35	\$1,546.55
Page Reference						
Notes	Airfare*: Maritime Ref #T6V6BS and Ref # NGFBMD. Return flight rescheduled on earlier due to cancellation of meeting with Government representatives. Other****: Travel agency fee.					

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MARITIME TRAVEL

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onlinehelp@maritimetravel.ca
www.maritimetravel.ca

MARITIME Ref # T6V6BS

Invoice # 235597292

Date 16 May 2025

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Account # [s.20\(1\)](#)

UCID [s.20\(1\)](#)

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UNIVERSITY OF CALGARY For:

ATTN: JACQUELINE

LACASSE

[s.20\(1\)](#)

LACASSE/JACQUELINE LOUISE CICELY MS

Please make sure name(s) on your statement matches your passport.

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If addressed after the initial booking date, costs may apply.

Your Itinerary and E-ticket which is required for travel:

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[Web Check-In and Airline Confirmation: WestJet - FMHWDJ / Air Canada - BTKOHF](#)



Duration 0:57

WestJet 253
Boeing 737Max
Cabin Class S-
Econo

Origin
Calgary, AB
Calgary Intl Arpt
(Calgary, AB)

Destination
Edmonton, AB
Edmonton Intl Arpt
(Edmonton, AB)


Depart
Mon - May 26
14:00

Arrive
Mon - May 26
14:57

Seat
At
Check-In



[Add to Calendar](#)

	Air Canada 8143 (Operated by AIR CANADA EXPRESS - JAZZ)	Origin Edmonton, AB Edmonton Intl Arpt (Edmonton, AB)	Destination Calgary, AB Calgary Intl Arpt (Calgary, AB)	Depart Tue - May 27 17:30	Arrive Tue - May 27 18:30	Seat 10A
DHC8 Dash 8-400 Duration 1:00	Cabin Class Q- Economy					
Add to Calendar						

Remarks

TURBO PROPELLER PLANE USED ON THIS FLIGHT

Passenger Information

Airline Code AC

LACASSE/JACQUELINE Ticket # **0143004472948**

LOUISE CICELY MS

Airline Code WS

LACASSE/JACQUELINE Ticket # **8383004472947**

LOUISE CICELY MS

Booking Summary

WestJet

Booking Reference

FMHWDJ

Air Canada

Booking Reference

BTKOHF

Loyalty information

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Loyalty information

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Purchase Summary

Amount due	
WestJet AIRFARE - TKT 8383004472947	290.70
TAX ON AIRFARE INCLUDES 17.56 GST	
TAX ON AIRFARE INCLUDES 60.46 OTHER	
TAX ON AIRFARE	78.02
AIR CANADA AIRFARE - TKT 0143004472948	313.16
TAX ON AIRFARE INCLUDES 17.88 GST	
TAX ON AIRFARE INCLUDES 44.46 OTHER	
TAX ON AIRFARE	62.34
MARTVL NON-REFUNDABLE FEE-ONLINE AIR	9.00
MARTVL NON-REFUNDABLE FEE-ONLINE AIR	9.00
GST ON FEE (R103524823)	0.90
TOTAL DUE CAD	\$763.12
Amount Paid	

PYMT BY XXXX-XXXX-s.20(1) May 16 2025	-375.50
PYMT BY XXXX-XXXX-s.20(1) May 16 2025	-368.72
PYMT BY VISA XX-s.20(1)	-18.90
TOTAL PAID CAD	\$763.12

BALANCE CAD \$0.00

For Air Canada Baggage Information [click here](#). For WestJet Baggage Information [click here](#). Pre-pay for your bags and save. Baggage charges may apply. Size/weight restrictions vary between airlines.

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Check-in information

We recommend that you reconfirm your flights prior to departure.

Valid government issued photo id required for check-in.

Non refundable/change fees may apply.

Check in 2 hours prior. Failure to respect check-in policies may result in the reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation. Please refer to the airline's website for further information.

Online Check-in – Many airlines offer online check-in, most within 24 hours of departure. We recommend you check-in online before you go to the airport.

Notice

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Whenever you are traveling on a flight operated by one of Air Canada's code share partners (shown on your itinerary as "operated by"), you may be subject to baggage restrictions that differ from those of Air Canada. For complete details on these baggage restrictions check <http://www.aircanada.com/en/travelinfo/airport/codeshare.html>

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Invoice Information

235597291 = invoice #
0044729471234 = ticket #
HST/GST #: 10352 4823
QST #: 1022862835

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onlinehelp@maritimetravel.ca
www.maritimetravel.ca

MARITIME Ref # NGFBMD

Invoice # 235601436
Date 26 May 2025
Your Counsellor [ONLINE](#)
Account # [s.20\(1\)](#)
UCID [s.20\(1\)](#)

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UNIVERSITY OF CALGARY For:

ATTN: JACQUELINE

LACASSE

[s.20\(1\)](#)

LACASSE/JACQUELINE LOUISE CICELY MS

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[Entry Guide Information](#)

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[Web Check-In and Airline Confirmation: WestJet - HATFVX](#)



Duration 0:56

WestJet 152
Boeing 737-700
Cabin Class
ECONOFLEX

Origin

Edmonton, AB
Edmonton Intl Arpt
(Edmonton, AB)

Destination

Calgary, AB
Calgary Intl Arpt
(Calgary, AB)

Depart

Tue - May 27
14:45

Arrive

Tue - May 27
15:41

Seat

At
Check-In



[Add to Calendar](#)

Passenger Information

Airline Code WS

LACASSE/JACQUELINE Ticket # **8383004500987**

LOUISE CICELY MS

Booking Summary

WestJet

Booking Reference

HATFVX

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Loyalty information

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Purchase Summary

Amount due	
WestJet AIRFARE - TKT 8383004500987	453.20
<i>TAX ON AIRFARE INCLUDES 25.68 GST</i>	
<i>TAX ON AIRFARE INCLUDES 60.46 OTHER</i>	
TAX ON AIRFARE	86.14
MARTVL NON-REFUNDABLE FEE-DOMESTIC TKT	9.00
GST ON FEE (R103524823)	0.45
<u>TOTAL DUE CAD</u>	<u>\$548.79</u>
Amount Paid	
PYMT BY XXXX-XXXX-s.20(1) May 26 2025	-539.34
PYMT BY VISA XX-s.20(1)	-9.45
<u>TOTAL PAID CAD</u>	<u>\$548.79</u>

BALANCE CAD \$0.00

For WestJet Baggage Information [click here](#). Pre-pay for your bags and save. Baggage charges may apply. Size/weight restrictions vary between airlines.

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Check-in information

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Invoice Information

235601436 = invoice #
0045009871234 = ticket #
HST/GST #: 10352 4823
QST #: 1022862835

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Jacqueline Lacasse
2500 University Drive, Nw
Calgary T2N 1N4
Canada

INFORMATION INVOICE

Room No. : 1402
Arrival : 05-26-25
Departure : 05-27-25
Page No. : 1 of 2
Folio No. :
Conf. No. : 486509487
Cashier No. : 1082
Custom Ref. :

Company Name :
Group Name :
Guest Name :

Date	Description	Charges	Credits
05-26-25	Room Revenue	209.00	
05-26-25	Destination Marketing Fee	6.27	
05-26-25	Room GST	10.76	
05-26-25	Tourism Levy	8.61	
05-28-25	Visa XXXXXXXXXXXX ^{s.20(1)} XX/XX		234.64
Total Charges		234.64	
Total Credits			234.64
Balance			0.00

Merchant ID		Credit Card #	XXXXXXXXXXXX ^{s.20(1)}
Transaction ID	40891645	Credit Card Expiry	XX/XX
Approval Code	067723	Capture Method	Manual
Approval Amount	234.64	Transaction Amount	234.64

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

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Email: info@matrixedmonton.com
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Jacqueline Lacasse
2500 University Drive, Nw
Calgary T2N 1N4
Canada

INFORMATION INVOICE

Room No. : 1402
Arrival : 05-26-25
Departure : 05-27-25
Page No. : 2 of 2
Folio No. :
Conf. No. : 486509487
Cashier No. : 1082
Custom Ref. :

Company Name :
Group Name :
Guest Name :

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

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www.matrixedmonton.com

Proactive Disclosure of Expenses

Jacqueline Lacasse, General Counsel & Vice-President (People & Culture)

For the period April 1, 2025 to June 30, 2025

Detail for Travel Expenses

Travel Expenses-Item 2 Detail						
For	Jacqueline Lacasse, General Counsel & Vice-President (People & Culture)					
Description/ Purpose	Travel to Kelowna, BC to attend the Canadian Association of University Solicitors (CAUS) annual conference.					
Date	June 5-7, 2025					
Destination	Kelowna, British Columbia					
Type of Expense	Airfare*	Other Transport	Hotel**	Meal	Other***	Total
Amount	\$602.62		\$0.00		\$9.45	\$612.07
Page Reference	pp 12-14				page 13	
Notes	Airfare*: Maritime Booking Ref # JKS5BI Hotel**: Accommodation was paid by a third party. Other***: Travel Agency fee.					

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MARITIME Ref # JKS5BI

Invoice # 235579375

Date 10 Apr 2025

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ATTN: JACQUELINE

LACASSE

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LACASSE/JACQUELINE LOUISE CICELY MS

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[Web Check-In and Airline Confirmation: WestJet - EFDVVH](#)

	WestJet 3163 (Operated by WESTJET ENCORE) Cabin Class E- Lowest	Origin Calgary, AB Calgary Intl Arpt (Calgary, AB)	Destination Kelowna, BC Kelowna International Airport (Kelowna, BC)	Depart Thu - Jun 05 13:00	Arrive Thu - Jun 05 13:15	Seat At Check-In
DHC8 Dash 8-400 Duration 1:15						

Remarks

TURBO PROPELLER PLANE USED ON THIS FLIGHT

	WestJet 242	Origin	Destination	Depart	Arrive	Seat
	Boeing 737-800 Cabin Class E- Lowest	Kelowna, BC Kelowna International Airport (Kelowna, BC)	Calgary, AB Calgary Intl Arpt (Calgary, AB)	Sun - Jun 08 10:00	Sun - Jun 08 12:05	At Check- In

Duration 1:05

Passenger Information

Airline Code WS

LACASSE/JACQUELINE Ticket # **8389598366903**

LOUISE CICELY MS

Booking Summary

WestJet

Booking Reference

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Westjet Rewards number, please contact us so that we can add it to your booking.

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Purchase Summary

Amount due	
WestJet AIRFARE - TKT 8389598366903	460.00
<i>TAX ON AIRFARE INCLUDES 28.70 GST</i>	
<i>TAX ON AIRFARE INCLUDES 113.92 OTHER</i>	
TAX ON AIRFARE	142.62
MARTVL NON-REFUNDABLE FEE-DOMESTIC TKT	9.00
GST ON FEE (R103524823)	0.45
<u>TOTAL DUE CAD</u>	<u>\$612.07</u>
Amount Paid	
PYMT BY XXXX-XXXX- s.20(1) Apr 10 2025	-602.62
PYMT BY VISA XX- s.20(1)	-9.45
<u>TOTAL PAID CAD</u>	<u>\$612.07</u>

BALANCE CAD \$0.00For WestJet Baggage Information [click here](#). Pre-pay for your bags and save.

Baggage charges may apply. Size/weight restrictions vary between airlines.

Passengers may carry travel sized toiletries Or liquids 3.4 oz (100ml) Or less through security check points. They must fit in a 1-quart sized clear plastic zip-top bag. Visit www.Catsa-acsta.gc.ca.**Check-in information**

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You have provided us your personal information in order to facilitate your current and future travel arrangements and allow us to provide travel services and products to you. We will remove your information from our records upon your request if you call, write, or email any of us individually or email us centrally at privacyfeedback@maritimetravel.ca.

If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website. <https://rppa-appr.ca/eng>

Please note that you have booked a restrictive airfare With WestJet.

This fare may not allow Changes or refunds.

Baggage is restricted and will Likely incur fees.

Seat assignment may only be possible 24 hours prior to departure or upon arrival at the Airport.

If you need a less restrictive airfare you Must contact your travel agent by the end of business Day today.

Invoice Information

235579375 = invoice #

5983669031234 = ticket #

HST/GST #: 10352 4823

QST #: 1022862835

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Jacqueline Lacasse, General Counsel & Vice-President (People & Culture)

For the period April 1, 2025 to June 30, 2025

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Jacqueline Lacasse, General Counsel & Vice-President (People & Culture)					
Description/ Purpose	Travel to Edmonton to attend Public Sector Pension Plan (PSPP) Corporate Board orientation following a new board appointment.					
Date	July 3, 2025					
Destination	Edmonton, Alberta					
Type of Expense	Airfare*	Other Transport	Hotel	Meal	Other**	Total
Amount	\$577.75				\$46.73	\$624.48
Page Reference	pp 16-21				pp 17 & 20	
Notes	Airfare*: Maritime Booking Ref # PNQWCY & SV4BGQ. Airfare was rebooked because training session was re-scheduled. Other**: Travel agency fee.					

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MARITIME Ref # PNQWCY

Invoice # 235598912
Date 21 May 2025
Your Counsellor [ONLINE](#)
Account # [s.20\(1\)](#)
UCID [s.20\(1\)](#)

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UNIVERSITY OF CALGARY For:

ATTN: JACQUELINE

LACASSE

[s.20\(1\)](#)

LACASSE/JACQUELINE LOUISE CICELY MS

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[Web Check-In and Airline Confirmation: WestJet - GBDTGB](#)



DHC8 Dash 8-400
Duration 1:01

WestJet 3395
(Operated by
WESTJET
ENCORE)

Origin
Calgary, AB
Calgary Intl Arpt
(Calgary, AB)

Destination
Edmonton, AB
Edmonton Intl Arpt
(Edmonton, AB)

Depart
Thu - Jun 12
07:00

Arrive
Thu - Jun 12
08:01

Seat
At
Check-In



[Add to Calendar](#)

Cabin Class

ECONO

Remarks

TURBO PROPELLER PLANE USED ON THIS FLIGHT



Duration 0:56

WestJet 244

Boeing 737

Cabin Class

ECONO

Origin

Edmonton, AB

Edmonton Intl Arpt
(Edmonton, AB)

Destination

Calgary, AB

Calgary Intl Arpt
(Calgary, AB)

Depart

Thu - Jun 12

16:00

Arrive

Thu - Jun 12

16:56

Seat

**At
Check-In**



[Add to Calendar](#)

Passenger Information

Airline Code WS

LACASSE/JACQUELINE Ticket # **8383004474498**

LOUISE CICELY MS

Booking Summary

WestJet

Booking Reference

GBDTGB

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Loyalty information

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Purchase Summary

Amount due	
WestJet AIRFARE - TKT 8383004474498	229.32
<i>TAX ON AIRFARE INCLUDES 17.51 GST</i>	
<i>TAX ON AIRFARE INCLUDES 120.92 OTHER</i>	
TAX ON AIRFARE	138.43
MARTVL NON-REFUNDABLE FEE-DOMESTIC TKT	9.00
GST ON FEE (R103524823)	0.45
<u>TOTAL DUE CAD</u>	<u>\$377.20</u>
Amount Paid	
PYMT BY XXXX-XXXX- s.20(1) May 21 2025	-367.75
PYMT BY VISA XX- s.20(1)	-9.45
<u>TOTAL PAID CAD</u>	<u>\$377.20</u>

BALANCE CAD \$0.00

For WestJet Baggage Information [click here](#). Pre-pay for your bags and save. Baggage charges may apply. Size/weight restrictions vary between airlines.

Passengers may carry travel sized toiletries Or liquids 3.4 oz (100ml) Or less through security check points. They must fit in a 1-quart sized clear plastic zip-top bag. Visit www.Catsa-acsta.gc.ca.

Check-in information

We recommend that you reconfirm your flights prior to departure.

Valid government issued photo id required for check-in.

Non refundable/change fees may apply.

Check in 2 hours prior. Failure to respect check-in policies may result in the reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation. Please refer to the airline's website for further information.

Online Check-in – Many airlines offer online check-in, most within 24 hours of departure. We recommend you check-in online before you go to the airport.

Notice

This receipt may be required at check in and must be presented to customs and immigration if requested. Carriage and other services provided by the carrier are subject to condition of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. If the passenger's journey involves an ultimate destination or stop in a country other than the country of the departure the Warsaw convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

You have provided us your personal information in order to facilitate your current and future travel arrangements and allow us to provide travel services and products to you. We will remove your information from our records upon your request if you call, write, or email any of us individually or email us centrally at privacyfeedback@maritimetravel.ca.

If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website. <https://rppa-appr.ca/eng>

Invoice Information

235598912 = invoice #
0044744981234 = ticket #
HST/GST #: 10352 4823
QST #: 1022862835

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call collect 902-423-3806. Email: afterhours@maritimetravel.ca (For more immediate assistance please call)

You can also chat with us by clicking here: [Chat now](#). Or by using our App.

UNIVERSITY OF CALGARY
ATTN: JACQUELINE LACASSE
[s.20\(1\)](#)

Tap to send itinerary to our App via phone:

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If you wish to receive your Check-In reminders via text message,
please sign up here: [Sign Up](#)

[Click here to learn more about our Corporate Travel Program](#)

[Please click here to fill out our Business Travel survey.](#)

For:

LACASSE/JACQUELINE LOUISE CICELY MS

Please make sure name(s) on your statement matches your passport.

If name(s) doesn't match please contact your branch or our after hours
team before midnight. If addressed after the initial booking date, costs
may apply.

MARITIME Ref

Invoice #

Date

Your Counsellor

Account #

UCID

Team Name

Faculty/Dept/Institute

SV4BGQ

111039388

11 Jun 2025

[WEI CHONG](#)

[s.20\(1\)](#)

[s.20\(1\)](#)

N/A

HUMAN RESOURCES

TJMCIPHER//UCALGARY.CA


Your Itinerary and E-ticket which is required for travel:

Entry Guide Information

Some airports now offer the option to prebook your security screening time before your departure. Check your airport's website for more
information.

Web Check-In and Airline Confirmation: WestJet - ULTYKN

	WestJet 3395 (Operated by WESTJET ENCORE)	Origin	Destination	Depart	Arrive	Seat
DHC8 Dash 8-400	Cabin Class L-Econo CO ₂ Not available	Calgary, AB Calgary Intl Arpt (Calgary, AB)	Edmonton, AB Edmonton Intl Arpt (Edmonton, AB)	Thu - Jul 03 07:00	Thu - Jul 03 07:57	At Check-In
Duration 0:57						
						
Add to Calendar						
Remarks						
TURBO PROPELLER PLANE USED ON THIS FLIGHT						



WestJet 244
 Boeing 737Max
 Cabin Class L-Econo
 CO₂ Not available


Origin
Edmonton, AB
 Edmonton Intl Arpt
 (Edmonton, AB)

Destination
Calgary, AB
 Calgary Intl Arpt (Calgary,
 AB)

Depart
Thu - Jul 03
16:00

Arrive
Thu - Jul 03
16:56

Seat
At Check-In

Duration 0:56

 Add to Calendar

Passenger Information

Airline Code WS

Passenger LACASSE/JACQUELINE LOUISE CICELY MS

Ticket # **8383004542248**
exchanged from 8383004474498

Booking Summary

Company WestJet

Booking Reference **ULTYKN**

Loyalty information

Not a WestJet Rewards member? [Sign up here](#) for Westjet Rewards. Once you have received your Westjet Rewards number, please contact us so that we can add it to your booking.

TICKET CREDIT APPLIED FROM TKT 8383004474498

TICKET CREDIT APPLIED FROM TKT 8383004474498

Purchase Summary

Amount due		Amount Paid	
WS COST TO CHANGE AIRFARE - TKT 8383004542248 FROM 8383004474498	200.00	PYMT BY VI s.20(1) Jun 11 2025	-210.00
TAX ON CHANGE AIRFARE INCLUDES 10.00 GST/HST	10.00	PYMT BY VI XXXXs.20(1)	-37.28
MARTVL NONREF TICKET FEE	35.50	TOTAL PAID CAD	\$247.28
TAX ON FEE R103524823	1.78		
TOTAL DUE CAD	\$247.28		

BALANCE CAD \$0.00

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Invoice Information

Your Maritime Travel charges will show on your credit card statement similar to MT 235609226-0045422481234

MT = Maritime Travel

235609226 = invoice #

0045422481234 = ticket #

HST/GST #: 10352 4823

QST #: 1022862835

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