



Proactive Disclosure of Expenses

Dru Marshall, Provost and Vice-President (Academic)
For the period of February 1, 2018 to March 31, 2018

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	February 22, 2018	Travel to Edmonton for meeting with Chief Advisor on Negotiations and Campus Alberta Quality Council (CAQC) event.	\$181.15
2.	February 28 to March 2, 2018	Travel to Victoria to attend the WestVAC/WestVPR Conference.	\$1,337.02



UNIVERSITY OF
CALGARY

Proactive Disclosure of Expenses

Dru Marshall, Provost and Vice-President (Academic)

For the period of February 1, 2018 to March 31, 2018

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Dru Marshall, Provost and Vice-President (Academic)					
Description/Purpose	Travel to Edmonton for meeting with Chief Advisor on Negotiations and Campus Alberta Quality Council (CAQC) event.					
Date	February 22, 2018					
Destination	Edmonton, Alberta					
Type of Expense	Airfare*	Other Transport**	Hotel	Meals	Other	Total
Amount	\$0.00	\$181.15	\$0.00	\$0.00	\$0.00	\$181.15
Page Reference	pages 3-5	pages 6-8				
Notes	Airfare*: Two AC Western Commuter Flight pass credits were used. Booking Ref.: PKW8RI. Other Transport**: Ground transportation while in Edmonton and parking at Calgary airport.					

Penny Bardsley

From: Air Canada <fpconfirmation@aircanada.ca>
Sent: Friday, February 16, 2018 9:29 AM
To: Dru Marshall
Subject: Air Canada - Electronic Ticket Itinerary/Receipt

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary/Receipt

Electronic Ticketing confirmed. This is your official itinerary/receipt. We thank you for choosing Air Canada and look forward to welcoming you on board.

Seats have been pre-selected for you.
Click on the button below to **see all seat options**
and **change your seat(s)**

Choose your seat(s)



Booking Information

Booking Reference: PKW8RI	Customer Care Air Canada 1-888-247-2262 Flight Arrivals and Departures 1-888-422-7533
Main Contact: Dr ^{s.17(1)} dru Marshall s.17(1)	
Manage My Booking (change, cancel, upgrade). Change Seats get more seating options for my flight. Purchase Maple Leaf Lounge Access / Meal Vouchers Receive Flight Status Notifications directly to my email or mobile phone. Check Flight Arrivals and Departures . Check in online and print my boarding pass.	

Flight Itinerary

Flight	From	To	Stops	Fare Type	Meal
AC8134	Calgary (AB) Thu 22-Feb 2018 09:05	Edmonton International (AB) Thu 22-Feb 2018 09:57	0	Latitude, Y	

Flight AC8134 is operated by AIR CANADA EXPRESS - JAZZ. Please check in directly at the AIR CANADA EXPRESS - JAZZ counter. Certain smaller carriers conduct airport operations through the ticketing counter of larger airlines. If you have any difficulty locating the appropriate counter, please ask an Air Canada agent for assistance.

AC8155	Edmonton International (AB) Thu 22-Feb 2018 18:30	Calgary (AB) Thu 22-Feb 2018 19:24	0	Latitude, Y
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Flight AC8155 is operated by AIR CANADA EXPRESS - JAZZ. Please check in directly at the AIR CANADA EXPRESS - JAZZ counter. Certain smaller carriers conduct airport operations through the ticketing counter of larger airlines. If you have any difficulty locating the appropriate counter, please ask an Air Canada agent for assistance.

Passenger Information

1: **D^{s.17(1)} dru Marshall** : Ticket Number: **0142190423503**

Air Canada Aeroplan: s.17(1)	Meal Preference: Normal
Seat Selection: AC8134 : 6C , AC8155 : 6C	Special Needs: None

Flight Credit Summary

Western Commuter - Latitude 10 credit

2 Flight Credits

Taxes, fees, and charges included

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Important Information

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Baggage Policy

[Carry-on baggage](#) | [Checked baggage](#)

[Check-in and boarding times](#)

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our [Baggage Guide](#).

Carry-on Baggage

On your Air Canada- or Air Canada Express-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. [View more details](#).

Checked Baggage:

Please see below for details on the bags you plan on checking at the baggage counter.

Flight : Calgary (AB) To Edmonton International (AB) - Latitude		
	1st bag:	2nd bag:
Regular Baggage Allowance	Complimentary	Complimentary
Max Weight per bag: 23kg (50lb)		



aircanada.com check-in

MARSHAL ^{s.17(1)} **DRU**
LATITUDE PASS/PASSE DE VOLS LATITUDE
ETKT0142190423503

Frequent Flyer / Voyageur assidu
S100K - AC*G

Flight / Vol **AC 8134** 22FEB/FEV From / De **CALGARY** Destination **EDMONTON-YEG**

Boarding time / Heure d'embarquement **08:35** Gate / Porte **03D** Seat / Place **03D** Zone **1**
 AISLE/COULOIR

Departure Time / Heure de départ **09:05** Remarks / Observations

Airline use / À usage interne **0018 WCI00761**

Boarding Pass | Carte d'accès à bord



Booking Reference:
PKW8RI

- * You may reprint your boarding pass at a Self-service application.
- * Check the departure screens at the airport to ensure the gate indicated on your boarding pass has not changed.
- * If you are unable to travel, please return to the aircanada.com [Check-in](#) option, where you may cancel your check-in, subject to certain rules and restrictions.

Bags:

Hand baggage only - please go directly to security clearance.
Baggage to check in: proceed to Kiosks (to print your tags where available) or Air Canada Bag Drop.

Check-in and boarding gate deadlines			
Itinerary	When you should check-in	Check-in/baggage drop-off ends	Boarding gate closes
Within Canada	90 minutes	45 minutes*	15 minutes
To/From the U.S.	120 minutes	60 minutes	15 minutes
International	120 minutes	60 minutes	15 minutes
From: Algiers, Algeria; Casablanca, Morocco; Tel Aviv, Israel	180 minutes	60 minutes	30 minutes

*Exception: 20 minutes for flights departing from Toronto City Airport (YTZ)

Boarding:

Ensure you have your **travel documents**. Without them you may not be allowed to board your flight:

- government issued photo ID
- boarding pass

Security

Hand baggage (carry-on):
 Restrictions apply to liquids, gels and aerosols in carry-on baggage.

For full details, please consult:
aircanada.com/security



Passenger baggage must NOT contain dangerous goods such as:
 Compressed gases (aerosols or oxygen cylinders), explosives (fireworks or ammunition), flammable solids or liquids (lighter fuels or matches), radioactive materials, oxidising material (bleach), corrosives (acids, alkalis, mercury or wet cell batteries), magnetized materials, poisons and infectious materials.

ATS GROUP
4608 101 ST NW
7809897099
EDMONTON AB

CARD *****s.17(1)
CARD TYPE VISA
DATE 2018/02/22
TIME 7078 10:32:24
INVOICE # 833
RECEIPT NUMBER
C85030010-001-221-007-0

PURCHASE
AMOUNT \$66.00
TIP \$9.90
TOTAL

\$75.90

SCOTIABANK VISA
A0000000031010
022B1DD5C9C14AAF
0080208000-E800
46FBF24CDE20A2D4
0080208000-FC00

APPROVED

AUTH# 089830 01-027
THANK YOU

CARDHOLDER WILL PAY
CARD ISSUER ABOVE AMOUNT
PURSUANT TO CARDHOLDER
AGREEMENT.

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST#838629079

PRESTIGE TRANSPORTATION
10135 31 AVE NW
EDMONTON AB

CARD *****s.17(1)
CARD TYPE VISA
DATE 2018/02/22
TIME 1230 17:09:38
INVOICE # 210571
RECEIPT NUMBER
C85022226-001-001-032-0

PURCHASE
AMOUNT \$66.00
TIP \$9.90
TOTAL

\$75.90

SCOTIABANK VISA
A0000000031010
ED70F34673A57C04
0080008000-E800
AB52F5B7532D9C45
0080008000-F800

APPROVED

AUTH# 077088 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

780.463.5000
GOPRESTIGE.CA
GST 862184769

RECEIPT
GST NO. R122556194

TKT NO:30507712
EXIT No. A1
IN: 02/22/18 08:06
OUT: 02/22/18 19:49
DURATION: 0 11: 43
PAID: \$ 29.35
(GST INCLUDED)
MASTERCARD

s.17(1)

REF: 3
THANK YOU FOR
YOUR VISIT





UNIVERSITY OF
CALGARY

Proactive Disclosure of Expenses

Dru Marshall, Provost and Vice-President (Academic)

For the period of February 1, 2018 to March 31, 2018

Detail for Travel Expenses

Travel Expenses-Item 2 Detail						
For	Dru Marshall, Provost and Vice-President (Academic)					
Description/Purpose	Travel to Victoria to attend the WestVAC/WestVPR Conference.					
Date	February 28 to March 2, 2018					
Destination	Victoria, British Columbia					
Type of Expense	Airfare*	Other Transport**	Hotel	Meals***	Other****	Total
Amount	\$98.83	\$204.85	\$480.34	\$28.00	\$525.00	\$1,337.02
Page Reference	pages 10-13	pages 14-16	page 17	All per diems	pages 18-21	
Notes	Airfare*: One AC Western Commuter Flight pass credit was used . Booking Ref.: S6H47I and MCQZ3R. Other Transport**: Ground transportation while in Victoria and parking at Calgary airport. Meals***: Meal per diems claimed (2 Lunch @ \$14). Other****: Conference fee.					

Penny Bardsley

From: Air Canada <fpconfirmation@aircanada.ca>
Sent: Friday, February 09, 2018 3:44 PM
To: Dru Marshall
Subject: Air Canada - Electronic Ticket Itinerary/Receipt

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary/Receipt

Electronic Ticketing confirmed. This is your official itinerary/receipt. We thank you for choosing Air Canada and look forward to welcoming you on board.

Seats have been pre-selected for you.
Click on the button below to **see all seat options**
and **change your seat(s)**

Choose your seat(s)



Booking Information

Booking Reference: **S6H47I**

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and
Departures
1-888-422-7533

Main Contact:
Drs.17(1) dru Marshall
s.17(1)

Manage My Booking (change, cancel, upgrade).
Change Seats get more seating options for my flight.
Purchase **Maple Leaf Lounge Access / Meal Vouchers**
Receive **Flight Status Notifications** directly to my email or mobile phone.
Check **Flight Arrivals and Departures**.
Check in online and print my boarding pass.

Flight Itinerary

Flight	From	To	Stops	Fare Type	Meal
AC217	Calgary (AB) Wed 28-Feb 2018 13:35	Vancouver (BC) Wed 28-Feb 2018 14:09	0	Latitude, Y	
AC8071	Vancouver (BC) Wed 28-Feb 2018 15:05	Victoria (BC) Wed 28-Feb 2018 15:35	0	Latitude, Y	

Flight AC8071 is operated by AIR CANADA EXPRESS - JAZZ. Please check in directly at the AIR CANADA EXPRESS - JAZZ counter. Certain smaller carriers conduct airport operations through the ticketing counter of larger airlines. If you have any difficulty locating the appropriate counter, please ask an Air Canada agent for assistance.

Passenger Information

1: Dr ^{s.17(1)} dru Marshall : Ticket Number: 0142190074064			
Air Canada Aeroplan: ^{s.17(1)}		Meal Preference:	Normal
Seat Selection: AC217 : 19C , AC8071 : 6C		Special Needs:	None

Flight Credit Summary

Western Commuter - Latitude 10 credit	1 Flight Credit
	Taxes, fees, and charges included
Please read important information and notices regarding Air Canada's general conditions of carriage .	

Important Information

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Baggage Policy

[Carry-on baggage](#) | [Checked baggage](#)

[Check-in and boarding times](#)

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our [Baggage Guide](#).

[Carry-on Baggage](#)

On your Air Canada- or Air Canada Express-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. [View more details](#).

[Checked Baggage:](#)

Please see below for details on the bags you plan on checking at the baggage counter.

Flight : Calgary (AB) To Victoria (BC) - Latitude		
Regular Baggage Allowance	1st bag: Complimentary	2nd bag: Complimentary
	Max Weight per bag: 23kg (50lb) Max. Linear Dimensions per bag: 158cm (62in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Penny Bardsley

From: Air Canada <confirmation@aircanada.ca>
Sent: Tuesday, February 13, 2018 11:32 AM
To: s.17(1)
Subject: Air Canada - 02 Mar: Victoria - Vancouver (Booking Reference: MCQZ3R)
Attachments: Air_Canada_Booking_Confirmation_MCQZ3R.pdf



Booking Confirmation

Booking Reference: **MCQZ3R**

Date of issue: 13 Feb, 2018



[Select Seats](#)



[Check in](#)



[Manage my booking](#)



[Sign up for flight notifications](#)

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the **general conditions of carriage and applicable tariffs** that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Passengers



s.17(1)

Dru Marshall

Seats

AC8068 3C

Ticket Number:

0142190263536

Air Canada - Aeroplan:

s.17(1)



Depart

Economy Tango

Friday
02 Mar, 2018

14:00

Victoria

Victoria Intl. (YYJ),
British Columbia



0hr27

Economy K

Operated by: Air Canada Express - Jazz | Q400



14:27

Vancouver

Vancouver Intl. (YVR),
Terminal M

Purchase summary

Visa
XXXX-XXXX-XXXX^{s.17(1)}
Amount paid: \$98.83
Full details can be found in
your attached Itinerary/Receipt
Tax information
GST/HST no. 10009-2287
RT0001 \$4.71

1 adult



Air Transportation Charges

72.00



Taxes, fees and charges

26.83

GRAND TOTAL (Canadian dollars)

\$98⁸³

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. [See our complete carry-on baggage policy Opens in New Window.](#)

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Victoria (YYJ) > Vancouver (YVR)

1st bag

\$ 26.25 CAD

Including taxes

2nd bag

\$ 36.75 CAD

Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as

YELLOW CAB
817 FIGGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240038

**** PURCHASE ****

02-28-2018 16:16:08
Acct # *****S.17(1) C
Exp Date **/** Card Type VI
Name: DRU MARSHALL
40000000031010 SCOTIABANK VISA

Operator: 038
Trace # 1964
Inv. # 38
Auth # 004904 RRN 001137013

Purchase	\$60.30
Tip	\$12.00
Total	\$72.30

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222

BLUEBIRD CABS #98
2612 QUADRA ST
VICTORIA BC

CARD *****s.17(1)
CARD TYPE VISA
DATE 2018/03/02
TIME 4991 11:53:14
RECEIPT NUMBER
C85069022-001-176-003-0

PURCHASE
AMOUNT \$51.80
TIP \$5.18
TOTAL

\$56.98

SCOTIABANK VISA
A0000000031010
C7BF3D132C48B13B
0080008000-E800
B369BA34150C6F06
0080008000-F800

APPROVED

AUTH# 057432 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

RECEIPT
GST NO. R122556194

TKT NO:30509813
EXIT No. A5
IN: 02/28/18 12:24
OUT: 03/04/18 20:45
DURATION: 4 08: 21
PAID: \$ 125.95
(GST INCLUDED)
MASTERCARD

s.17(1)

REF. 65
THANK YOU FOR
YOUR VISIT



WestVAC Trip: (3 days)
Feb 28 – Mar 1
Mar 1 – Mar 2
Mar 2 – end of day

Personal:
Mar 2-Mar 4 (2 days)

$\$125.95 / 5 = \25.19 per day
 $\$25.13 \times 3 \text{ days} = \underline{\$75.57}$


DELTA
 HOTELS
 MARRIOTT
 VICTORIA OCEAN POINTE
 RESORT

100 Harbour Road, Victoria, British Columbia, V9A 0G1
Telephone: 250- 360-2999 Fax: 250- 360-1041

Dr Dru Marshall
 Xxx
 Xxx NE 11111
 United States

Room: 826
 Folio:
 Cashier: 38
 Arrival: 02-28-18
 Departure: 03-02-18
 Reference:

Group: West VAC & West VPR

Date	Description	Additional Information	Charges	Credits
02-28-18	Room Charge		205.00	
02-28-18	Destination Marketing Fee (DMF)		2.05	
02-28-18	Municipal Tax		6.21	
02-28-18	Rooms - GST		10.35	
02-28-18	Rooms - PST		16.56	
03-01-18	Room Charge		205.00	
03-01-18	Destination Marketing Fee (DMF)		2.05	
03-01-18	Municipal Tax		6.21	
03-01-18	Rooms - GST		10.35	
03-01-18	Rooms - PST		16.56	
03-02-18	Visa	XXXXXXXXXX ^{s.17(1)}	XX/XX	480.34

GST Summary	PST Summary	Total
Registration No:740982525		480.34
Room 20.70	Room 0.00	480.34
F&B 0.00	F&B 0.00	
Other 16.52	Other 0.00	
Total 37.22	Total 0.00	Balance Due 0.00 CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



[Skip Navigation](#)



Printer Friendly Version

REGISTRATION CONFIRMATION - CREDIT CARD

The following information has been received by our system and your registration is now complete. **Note: If paying by cheque your registration is not confirmed until payment is received.** To print this page, select print from your browser's file menu on the top toolbar. If you require changes please email meetbby@sfu.ca

General Information

Account: Penny Bardsley
EA to Provost
University of Calgary
Registrant: Dru Marshall

Credit Card Payment Information

Name On Card: Dru Marshall

Order Information

Order Number: 643501
Order Account: Penny Bardsley
EA to Provost
University of Calgary
Address: 2500 University Drive NW
Calgary, AB
T2N 1N4
E-Mail: bardsley@ucalgary.ca

Order Details

Registration Details

Dru Marshall

Item	Price	Charge
Conference Fee	\$500.00	\$500.00

Other Information

Item	Response
Attending February 28, 2018 - Opening Reception	Yes
Attending March 1, 2018 - Banquet Dinner	Yes
Badge - First Name	Dru
Badge - Last Name	Marshall

Badge - Organization Name	University of Calgary
Other	Not fond of raw tomatoes
Participant List	Yes

Subtotal: \$500.00

Goods & Services Tax (5.00%): \$25.00

Total Charge: \$525.00

Amount Paid: \$525.00

Amount Due: \$0.00

Note To Attendees

Cancellations and Refunds

Full refunds, less a \$50 (CDN) administration fee, will be granted to cancellations received by Wednesday January 24, 2018. No refunds will be issued after that date. Refunds will be processed after the conference. Substitute delegates are welcome

Thank you for your registration.

For assistance using our registration application please contact Meeting, Event and Conference Services - meetbby@sfu.ca



Registration Invoice

Ms. Penny Bardsley
University of Calgary
2500 University Drive NW
Calgary AB T2N 1N4

Account: s.17(1)
Amount Due: \$0.00
Order: 643501
SFU GST #: 11852 0725 RT0001

WestVAC & WestVPR Conference (103707)

Start-End: Wed 02/28/2018 06:30 PM - Fri 03/02/2018 05:00 PM

Description	Units	Rate	Charges
Marshall, Dru (University of Calgary) Registration (Online) (Conference Fee)	1.00 PRS	\$500.00 EA	\$500.00
Total For Order 643501:			\$600.00
Goods & Services Tax, 500.00 @ 5.00%			\$25.00
Total Charges:			\$625.00

Previous Payments	Amount
12/13/2017 Deposit - Visa	\$-525.00

Invoice Summary	
Total Services:	\$500.00
Total Taxes:	\$25.00
Total Charges:	\$625.00
Total Payments:	\$-525.00
Total Amount Due:	\$0.00

Make Cheque Payable To: "Simon Fraser University" and mail to:
Meeting, Event and Conference Services
Simon Fraser University Vancouver
515 West Hastings Street, Vancouver, BC V6B 5K3
Attention: MECS Accounts Receivable Phone: 778-782-7763 Fax:
778-782-5818
Major Credit Cards also accepted.

Penny Bardsley

From: SFU-MECS <esp_receipt@moneris.com>
Sent: Wednesday, December 13, 2017 3:08 PM
To: Penny Bardsley
Subject: Transaction Receipt - Do Not Reply

SFU-MECS

This is your credit card transaction receipt. You will receive a separate email confirmation for your online order with SFU - Meeting Event and Conference Services. If you do not receive this confirmation email, please contact meetbby@sfu.ca.

TRANSACTION APPROVED - THANK YOU

PAYMENT DETAILS

TYPE	PURCHASE
DATE	2017-12-13 14:08:17
ORDER ID	fapfaoffkfa1ejofal_103707
AMOUNT(CAD)	\$525.00
CARDHOLDER	Dru Marshall
CARD NUM	**** *s.17(1)
ACCOUNT	VISA
REF NUM	661856690018180090
AUTH CODE	068225

CUSTOMER DETAILS

CUST ID	01-103707-Penny Bardsley
EMAIL	bardsley@ucalgary.ca
NOTE	Credit Card Processing

Please keep this email as your transaction receipt.
This receipt has been sent from an unmonitored email account.
Do not reply to this email.