

## Proactive Disclosure of Expenses

Gary Durbeniuk, Vice-President (Development)  
For the period June 1, 2013 to July 31, 2013

### Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	January 9 <sup>th</sup> 2013	Uniglobe Travel charge - National Council of Foundation Executives Winter Meeting – outstanding processing fee	\$39.90

Non-Travel Expenses			
Item #	Date	Description	Amount
2.	January 28 <sup>th</sup> , 2013 – March 20 <sup>th</sup> , 2013	Parking charges for meetings with community members	\$67.25
3.	January 28 <sup>th</sup> , 2013 – March 20 <sup>th</sup> , 2013	Parking charges for meetings with colleagues	\$34.25
4.	March 7 <sup>th</sup> , 2013 & March 19 <sup>th</sup> , 2013	Parking charges for events	\$ 21.85
5.	March 18 <sup>th</sup> 2013	Meetings with colleagues	\$44.96



## Proactive Disclosure of Expenses

Gary Durbeniuk, Vice-President (Development)  
For the period June 1, 2013 to July 31, 2013

### Detail for Travel Expenses

Travel Expense – Item 1						
For	Gary Durbeniuk, Vice-President (Development)					
Description/Purpose	Montreal: Travel for the National Council of Foundation Executives Winter Meeting					
Date	January 9 <sup>th</sup> , 2013					
Destination	Montreal					
Type of Expense	Air Fare	Other Transport	Hotel	Meals**	Other*	Total
Amount \$					\$39.90	
Notes	Outstanding Uniglobe processing fee					

(Attach scanned receipts for Travel Expense – Item 1)

**UNIGLOBE**  
Beacon Travel

As a valued employee of our corporate client, please click here to view your exclusive leisure travel benefits.



UNIGLOBE Beacon Travel  
Suite 200, 1324 17th Avenue SW  
Calgary, Alberta T2T 5S8  
Phone: (403) 536-6860  
Fax: (403) 228-3817  
Toll Free: 1-877-596-6860  
[daniele@uniglobebeacon.com](mailto:daniele@uniglobebeacon.com)  
Direct Line: 403-536-6879


**\*\*URGENT- Please review your itinerary for accuracy immediately\*\***  
There may be costs associated with making changes; these costs will be your responsibility. Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

Passenger(s):	Durbeniuk/Gary Douglas Mr Ref: NA	Agent:	Daniele Latiff
Invoice No.:	208119	File No.:	LTXEVH
Date:	Tuesday, January 8, 2013	Customer:	4032206449
Billing:	UNIVERSITY OF CALGARY 3838 24TH AVE NW CALGARY AB T2N 1N4 REF NA	Deliver:	UNIVERSITY OF CALGARY 3838 24TH AVE NW CALGARY AB T2N 1N4 REF NA

**\*\* OUR 24 HOUR EMERGENCY PHONE NUMBER HAS CHANGED \*\***  
PLEASE MAKE NOTE OF THE NEW TOLL-FREE NUMBER: 1-855-817-8277 OR COLLECT: 647-724-8277

- If you would like to view your reservation online: [Click Here](#)
- [Click here to forward Itinerary to TripIt, Worldmate, Tripcase or Blackberry Travel.](#)

 [Add your Itinerary to your calendar \(ICS\)](#) (for use with PC and MAC and accessible via website and mobile device)

 [Add your Itinerary to your calendar \(with Infuzer\)](#)

- Use mileBlaster to consolidate all your frequent flyer and loyalty programs [Click Here](#)

 [Click here](#) to reserve your parking and take advantage of exclusive rates and offers with Park2Go and UNIGLOBE Beacon Travel - use coupon #10163 to receive a 20% discount

The Total Carbon Emissions for your flight/s are 689.46kgs and it would cost \$31.03 to offset them. Please visit our [website](#) for more details.

FLIGHT - Wednesday, 23 January 2013			
Air Canada Flight AC186 Economy Class		<b>Check in Confirmation:</b> <b>MNGWBI</b> (*24 Hours Prior)	
Depart:	17:25, Wednesday, January 23 Calgary Intl. Airport Calgary, Alberta, Canada	Arrive:	23:27, Wednesday, January 23 Pierre Elliott Trudeau Intl. Airport Montreal, Quebec, Canada
Status:	Confirmed	Booking Code:	A
Equipment:	EMBRAER 190	Stops:	Non-stop
Duration:	4 hours 2 minutes	Seat:	21D
FF Number:	S.17(1)	Meal:	Food For Purchase
<a href="#">Weather</a> <a href="#">Flight Status (up to 3 days prior)</a> <a href="#">Dining Reservations</a>			

FLIGHT - Friday, 25 January 2013			
Air Canada Flight AC187 Economy Class		<b>Check in Confirmation:</b> <b>MNGWBI</b> (*24 Hours Prior)	
Depart:	14:20, Friday, January 25 Pierre Elliott Trudeau Intl. Airport	Arrive:	17:07, Friday, January 25 Calgary Intl. Airport

Montreal, Quebec, Canada

Calgary, Alberta, Canada

**Status:** Confirmed      **Booking Code:** A  
**Equipment:** EMBRAER 190      **Stops:** Non-stop  
**Duration:** 4 hours 47 minutes      **Seat:** 22D  
**FF Number:** 5.17(1)      **Meal:** Food For Purchase

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

**AIR CANADA - Wednesday, January 23**

**Details**

**Departs:** Calgary  
**Details:** CONFIRMATION MNGWBI

**Invoice Details**

Transaction / Document	Base	Tax	GST/HST	QST	Total
Processing Fee	38.00		1.90		39.90
Air Canada / 014 2116235897	464.00	64.25	26.41	2.49	557.15
Misc. (ACSEAT)	62.00		3.10		65.10
<b>Totals:</b>	<b>564.00</b>	<b>64.25</b>	<b>31.41</b>	<b>2.49</b>	<b>CAD 662.15</b>

**Total Charged to Credit Card:** CAD 662.15  
**Balance Due:** CAD 0.00

*Refund Report 000021651*

**Fare Rules**

• Air Canada ticket is non refundable. Changes are permitted for 75.00CAD per direction plus any fare difference or 150.00CAD at airport. Aeroplan members receive 25 percent of non status miles. Upgrade certificates are not permitted. Missing your flight without cancellation may result in the forfeiture of the value of your airline ticket. Name changes not permitted.

**Baggage Fees & Allowances**

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the airline's website or contact the airline directly for details.

- [Air Canada](#) or call 1-888-247-2262

**Important Information**

- Please check in at least 1 hour prior to departure. Late checkin may result in loss of seat/reservation. Check in cut off time varies per carrier. Confirm with your carrier to avoid denied boarding.
- Government issued picture ID is required or two pieces Government issued ID which show name date of birth and gender. This now includes passengers who appear to be between 12 and 17 years of age.
- —AIRPORT SECURITY REVISIONS— Passengers may carry travel sized toiletries or liquids 3 oz or less through security check points. They must fit in one quart sized, clear plastic zip-top bag. Visit [www.tsa.gov](http://www.tsa.gov) for detailed information.
- 24 hour emergency service in Canada and USA call toll-free 1-855-817-8277 or collect 647-724-8277. Please note some cell phone providers do not allow for 1-800 calls in some areas. We recommend using landline in these situations or call collect. Your UNIGLOBE rescue line access code is 62XC. Or you can email at [callme@tass247.com](mailto:callme@tass247.com) please mention your rescue line access code is 62XC
- Your reservation number with Air Canada is mngwbi. Air Canada contact phone number is 1-888-247-2262
- Air Canada will notify you of last minute flight changes if you register your flights up to 30 days prior to departure. For more information visit [www.aircanada.com/en/travelInfo/traveller/mobile/notification.html](http://www.aircanada.com/en/travelInfo/traveller/mobile/notification.html)
- Baggage charges may apply. For more info please visit Air Canada [www.aircanada.com](http://www.aircanada.com) baggage allowance-Specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.
- Air Canada freq. flyer nbr 5.17(1) appended
- This is an electronic ticket valid only on issuing airline.
- View your itinerary at [www.virtuallythere.com](http://www.virtuallythere.com) use your last name and trip locator LTXEVIH

Invoice No: 208119

Airline Conditions of Contract & Other Important Notices [Click Here](#)



## Proactive Disclosure of Expenses

Gary Durbeniuk, Vice-President (Development)  
For the period June 1, 2013 to July 31, 2013

### Detail for Non-Travel Expense

Non-Travel Expense – Item 2				
For	Gary Durbeniuk, Vice President-Development			
Details	Parking for meetings with community members			
Date	January 28 <sup>th</sup> , 2013 – March 20 <sup>th</sup> , 2013			
Location	Calgary			
Type of Expense	Meals	Parking	Other	Total
Amount		\$ 67.25		\$ 67.25
Notes				

(Attach scanned receipts for Travel Expense – Item 2)

CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY

Terminal: 245  
Plate: S.17(1)

Zone: 1179  
C

Valid through:  
**MONDAY 28 JAN 13**  
**3:29 PM**

AMOUNT PAID: \$15.00 AUTH NO: 180387  
START TIME: 1/28/2013 12:29 PM RECEIPT NO: 620  
CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY

ARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALG

Terminal: 131  
Plate: S.17(1)

Zone: 2215  
S.17(1)

Valid through  
WEDNESDAY 13 FEB 13  
11:53 AM

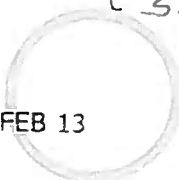
AMOUNT PAID: \$4.25 AUTH NO: 121071  
START TIME: 2/13/2013 10:53 AM RECEIPT NO: 440  
ARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALG

CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY

Terminal: 327  
Plate S.17(1)

Zone: 4615  
C S.17(1)

valid through  
THURSDAY 21 FEB 13  
2:52 PM



CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY



ING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY

Terminal: 403  
Plate: S.17(1)

Zone: 3873  
C: S.17(1)

valid through:  
TUESDAY 05 MAR 13  
10:56 AM

AMOUNT PAID: \$3.75 (GST incl.)  
DATE: 05/2013 9:10 AM

Auth No: 124641  
Receipt No: 807

ING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY CALGARY PARKING AUTHORITY

**RECEIPT**

**Stall #126**

Expiration Date/Time

**01:10 PM  
MAR 15, 2013**

Purchase Date/Time: 11:10am Mar 15, 2013

Total Due: \$20.00

Rate: 2 HOURS

Total Paid: \$20.00

Payment Type: Card

5.17(1)  
Ticket #: 00019659

Auth #: 502188

S/N #: 300011330170

Setting: Lot 313

Mach Name: Lot 313-2

GST REG #102466000

PT  
PARKING/RECEIPT  
PARKING/RECEIPT  
PARKING

**RECEIPT**

**Stall #142**

Expiration Date/Time

**01:34 PM**

**MAR 20, 2013**

Purchase Date/Time: 11:34am Mar 20, 2013

Total Due: \$20.00

Rate: 2 HOURS

Total Paid: \$20.00

Payment Type: Card

5.17(1)  
Ticket #: 00019875

ess

Auth #: 580116

S/N #: 300011330170

Setting: Lot 313

Mach Name: Lot 313-2

GST REG #102466000

PARKING RECEIPT  
PARKING RECEIPT  
PARKING REC



## Proactive Disclosure of Expenses

Gary Durbeniuk, Vice-President (Development)  
For the period June 1, 2013 to July 31, 2013

Non-Travel Expense – Item 3				
For	Gary Durbeniuk, Vice-President (Development)			
Details	Parking charges for meetings with colleagues			
Date	January 28 <sup>th</sup> , 2013 – March 20 <sup>th</sup> , 2013			
Location	Calgary			
Type of Expense	Meals	Parking	Other	Total
Amount		\$34.25		\$34.25
Notes				

(Attach scanned receipts for Travel Expense – Item 3)

THIS IS YOUR  
RECEIPT

THIS IS YOUR  
RECEIPT

THIS IS YOUR  
RECEIPT

THIS IS YOUR  
RECEIPT

University of California / TRW Park

Parking stall expires if vehicle  
vacates stall or at time below  
No overnight parking P1A

P1A  
SPACE  
110

SPACE

110

04:43 F  
JAN 28

Expires at  
JAN 28

04:43 PM

Paid  
4.50\$

Paid 4.50\$ JAN 28 at 03:43 PM

RECEIPT

00116168

**AUTHORITY** CALGARY PARKING AUTHORITY **CALGARY PARKING AUTHORITY** **CALGARY PARKING**

Terminal 150  
Plate S.17(1)

Zone 2392  
S.17(1)

Valid through  
**TUESDAY 29 JAN 13**  
**3:48 PM**



AMOUNT PAID \$8.25 AUTH NO 189592  
START TIME: 1/29/2013 2:00 PM RECEIPT NO 841

**AUTHORITY** CALGARY PARKING AUTHORITY **CALGARY PARKING AUTHORITY** **CALGARY PARKING**



Supply Chain Management  
 Physical Plant  
 2500 University Drive NW  
 Calgary, AB T2N 1N4  
 Telephone - 403-220-5611  
 Fax - 403-287-2974  
 Email - SCMHelp@ucalgary.ca

## PROCUREMENT CARD MISSING RECEIPT DECLARATION FORM

As per the Procurement Card Handbook, a detailed receipt or justification of purchase is required for every Procurement Card transaction. The Missing Receipt Declaration Form is only to be used if the supplier did not provide a receipt at time of purchase, and / or could not provide a duplicate receipt upon request.

Provide a detailed reason for the missing receipt(s):

Haskayne Founders Circle meeting downtown parking ( no receipt)

Research Related Purchase?	Supplier Name	Supplier Address	Supplier Phone #	Amount \$	Date of Purchase	Description of Goods and Services Purchased
Yes <input type="radio"/> No <input checked="" type="radio"/>	Calgary Parking Authority			\$8.00	March 12 2013	Parking
Yes <input type="radio"/> No <input type="radio"/>						
Yes <input type="radio"/> No <input type="radio"/>						

I, Gary Durbeniuk, UCID# 51711 hereby declare that I have: lost, never received, or am unable to produce an original or acquire a duplicate receipt.

I declare that any research expense(s) incurred are for the purpose for which the grant was awarded and is allowable per the granting agency's requirements. \*Initial here: \_\_\_\_\_

I further declare that I have not and will not use a receipt (if found) to claim reimbursement from any other source; or to support any claim for income tax deductions in the future. \*Initial here: GD

Cardholder Name: Gary Durbeniuk	Approver Name: Elizabeth Cannon
Cardholder Signature: 	Approver Signature:
Department / Faculty: VP-Development	Department / Faculty:
Date: May 24 2013	Date:

OUR  
ST



THIS IS YOUR  
RECEIPT

University



THIS IS YOUR  
RECEIPT

Of Calgary



THIS IS YOUR  
RECEIPT

TRW



THIS  
RE

Parking stall expires if vehicle  
vacates stall or at time below  
No overnight parking P3A

SPACE  
30

SPACE

303

12:25 |  
MAR :

Expires at  
MAR 20

12:25 PM

Paid  
13.50\$

Paid 13.50\$ MAR 20 at 09:26 AM

RECEIF .

00593444





## Proactive Disclosure of Expenses

Gary Durbeniuk, Vice-President (Development)  
For the period June 1, 2013 to July 31, 2013

Non-Travel Expense – Item 4				
For	Gary Durbeniuk, Vice-President (Development)			
Details	Parking charges for events			
Date	March 7 <sup>th</sup> , 2013 & March 19 <sup>th</sup> , 2013			
Location	Calgary			
Type of Expense	Meals	Parking	Other	Total
Amount		\$21.85		\$21.85
Notes				

(Attach scanned receipts for Travel Expense – Item 4)

**DISPLAY TICKET ON DASH**

Expiration Date/Time  
**06:00 AM**  
**MAR 08, 2013**

Purchase Date/Time: 05:34pm Mar 07, 2013  
Total Parking: \$12.00  
Total FEDERAL: \$0.60  
Total Due: \$12.60  
Total Paid: \$12.60  
# 5.17(1)  
Ticket #: 00016968  
S/N #: 30001170043  
Setting: Lot 274  
Mach Name: Lot 274-2

Rate: All Evening  
Payment Type: Card  
Auth #: 545953

GST REG #102466000

-----  
**RECEIPT**

Expiration Date/Time: 06:00am Mar 08, 2013  
Purchase Date/Time: 05:34pm Mar 07, 2013  
Total Parking: \$12.00  
Total FEDERAL: \$0.60  
Total Due: \$12.60  
Total Paid: \$12.60  
# 5.17(1)  
Ticket #: 00016968  
Setting: Lot 274  
Mach Name: Lot 274-2

Rate: All Evening  
Payment Type: Card  
Auth #: 545953

PARKING RECEIPT  
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**CALGARY PARKING AUTHORITY**

**CALGARY PARKING AUTHORITY**

**CALGARY PARKING AUTHORITY**

Terminal 292  
Plate: S.17(1)

Phone: 1386  
S.17(1)

Valid through  
**TUESDAY 19 MAR 13**  
3:09 PM

AMOUNT PAID: 05.27 (5.00 incl)  
Start time: 190313 3:09 PM

Card No: 100615  
Start time: 190313

**CALGARY PARKING AUTHORITY**

**CALGARY PARKING AUTHORITY**

**CALGARY PARKING AUTHORITY**



## Proactive Disclosure of Expenses

Gary Durbeniuk, Vice-President (Development)  
For the period June 1, 2013 to July 31, 2013

Non-Travel Expense – Item 5				
For	Gary Durbeniuk, Vice-President (Development)			
Details	Lunch meeting with colleague (Vice President- Development, and Associate Vice President - Alumni Relations)			
Date	March 18 <sup>th</sup> , 2013			
Location	Calgary			
Type of Expense	Meals	Parking	Other	Total
Amount	\$44.96			\$44.96
Notes				

(Attach scanned receipts for Travel Expense – Item 5)

XXXXX TRANSACTION RECORD XXXXX

Nicks Steakhouse & Pizza  
2430 Crowchild Tr. N.W.  
Calgary AB T2H4N5  
4032829278  
TERMINAL 1

Merchant: 4502412093701  
Clerk: 7

5.17(1)

PURCHASE

ENH: 95 Auth: (589460)  
Seq: 2 Ref: Val:  
Trans Code: 00 Trans. Type: 101  
12/22/19 Time: 13:05:59 Bq: 437

AMOUNT \$39.10  
TIP \$5.86

TOTAL CAD 44.96

X

(Signature)

GW DURBEHLIK

000: AP

Thank You

RETAILED 1/20/19

?

\*\*\*\*\*

Nick's Steakhouse & Pizza

2430 Crowchild Trail N.W.  
Calgary, Alberta  
Phone: (403)282-9278

\*\*\*\*\*

03/10/19 12:29 PM Delivery Time:

Table 32 Cust 1 Order # 51618

Your Server: Carmen

\*\*\*\*\*

1 Corned Beef Sandwich	10.99
1 Santa Fe Wrap	13.99
2 Coffee	5.98
1 Herbal Tea	3.29
1 Club Soda	2.99

Taxable: 37.24

Sub-total: 37.24

GST: 1.86

Total Due: 39.10

Nick's Steakhouse & Pizza  
Thank You, Please come back soon!  
For Your Convenience We Now Offer

ON-LINE ORDERING

[nicksocalgary.com](http://nicksocalgary.com)

Order on line and qualify to win  
a pizza party for 6!

Please pay