



Proactive Disclosure of Expenses

Bob Ellard, Vice-President (Facilities Management & Development)

For the period October 1-November 30, 2012

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	October 1, 2012	Edmonton: Tour of Learning Spaces with Provost	\$ 684.86



Proactive Disclosure of Expenses

Bob Ellard, Vice-President (Facilities Management & Development)

For the period October 1-November 30, 2012

Detail for Travel Expenses

Travel Expense – Item 1						
For	Bob Ellard, Vice-President (Facilities Management and Development)					
Description/Purpose	Visit to University of Alberta to view learning spaces					
Date	October 1, 2012					
Destination	Edmonton, Alberta					
Type of Expense	Air Fare	Other Transport	Hotel	Meals	Other	Total
Amount	\$485.36	\$199.50				\$684.86
Notes						

Diane Tait

From: Air Canada [confirmation@aircanada.ca]
Sent: Wednesday, September 26, 2012 2:45 PM
To: Diane Tait
Subject: Air Canada - 01-Oct: Calgary - Edmonton (booking ref: P8SJE5) - seat selected

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

AIR CANADA 

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Hotels in Edmonton

From (per night)

\$200 CAD



The Sutton Place Hotel - Edmonton:

★★★★★

From (per night)

\$252 CAD



The Fairmont Hotel Macdonald:

★★★★★

From (per night)

\$104 CAD



Days Inn Edmonton Downtown:


★★★★★

Why book your hotel stay at aircanada.com?

- **Lowest price** guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com

More Hotel Offers

Hotels provided by WWTMS.

 **Want travel insurance?** Protect yourself and your family against unforeseen circumstances.

 **Need a car in Edmonton?** Great rates and additional Aeroplan Miles.



Booking Information

Booking Reference: **P8SJE5**

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Mr Robert Ellard
dtait@ucalgary.ca

0.17(1)

WORK 1-888-247-2262

Online Services

Manage my booking online (view/change my booking; select seats*).

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

Check-in online and print my boarding pass.

#2

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8140 ¹	Calgary (YYC) Mon 01-Oct 2012 11:30	Edmonton, Edmonton Int'l (YEG) Mon 01-Oct 2012 12:22	0	0hr52	DH3	<u>Tango Plus, Q</u>	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Robert Ellard : Adult (16+), Ticket Number: 0142112789169

Air Canada - 5.17(1) Meal Preference : **None**
Aeroplan : —
Payment Card: — Special Needs: **None**
Seat Selection: **AC8140 2D**

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - <u>Tango Plus</u>	187.00
<u>Surcharges</u>	12.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	11.56
<u>Air Travellers Security Charge (ATSC)</u>	7.12
Total airfare and taxes before options (per passenger)	242.68
Number of passengers	1
Grand Total - Canadian dollars	\$242.68

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$242.68 (Airfare - per ticket)

Ticket number(s): 0142112789169

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - **Tango Plus**

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
 - **Same-day standby** is not permitted, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded).
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.

JP

AIR CANADA



aircanada.com check-in

ELLARD ROBERT
ECONOMY/E TANGO PLUS
ETKT0142112789169

Frequent Flyer / Voyageur assidu
AC*A

Flight / Vol
AC 8140 01OCT

From / De
CALGARY



Destination
EDMONTON-YEG

Boarding time / Heure d'embarquement **10:55** Gate / Porte **A04** Seat / Place **02D**
 AISLE/COULOIR

Departure Time / Heure de départ **11:30** Remarks / Observations

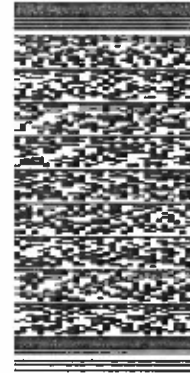
Airline use / Usage interne **0019 WCI00507**

Boarding Pass | Carte d'accès à bord

AIR CANADA

A STAR ALLIANCE MEMBER
 MEMBRE DU RESEAU STAR ALLIANCE

Booking
 Reference:
P8SJE5



- * 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.
- * E-ticket customers must be aware of the conditions of contract. Copies are available at the Air Canada counter.

Bags:

Hand baggage only - please go directly to security clearance.

Baggage to check in: proceed to **Bag Drop**, in keeping with the following times:

	Suggested times *	Accepted until *
Flights within Canada:	60 minutes	30 minutes
Flights to / from the USA:	90 minutes	60 minutes
International flights:	90 minutes	60 minutes

* prior to departure time

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.

Earn up to 50,000 Bonus Aeroplan[®] Miles*
 Take it easy in the lounge [apply now](#)
 Enjoy the annual 2-for-1 Partner Ticker[™] benefit

Apply by November 6, 2012
 AeroplanPlus[®] Platinum Card

#3

Search Select Review Passengers Purchase Seats Itinerary

Itinerary/Receipt



Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

AIR CANADA

Booking Information

Booking Reference: **QCX4UI**

Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Air Canada
1-888-247-2262

Main Contact:
Mr Robert Ellard
dtait@ucalgary.ca

Flight Arrivals and Departures
1-888-422-7533

5.17(1)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8169 ¹	Edmonton, Edmonton Int'l (YEG) Mon 01-Oct 2012 17:00	Calgary (YYC) Mon 01-Oct 2012 17:45	0	0hr45	CRJ	Tango Plus, Q	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mr Robert Ellard : Adult (16+), Ticket Number: 0142112792397

Air Canada - Aeroplan : 5.17(1)

Meal Preference: None

Payment Card:

Special Needs: None

Seat Selection: AC8169 10D

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - Tango Plus	187.00
Surcharges	12.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	11.56
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	242.68
Number of passengers	1

Grand Total - Canadian dollars **\$242.68**

The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$242.68 (Airfare - per ticket)

Ticket number(s): 0142112792397

Fare Rules

Departing Flight Edmonton (YEG) To Calgary (YYC) - Tango Plus

Changes:

- Prior to day of departure - Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- Airport same-day changes (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
- Same-day standby is not permitted, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

TR

AIR CANADA 

aircanada.com check-in

ELLARD ROBERT
ECONOMY/E TANGO PLUS
 ETKT0142112792397

Frequent Flyer / Voyageur assidu
 AC*A

Flight / Vol
AC 8169 01OCT

From / De** 
EDMONTON-YEG

Destination
CALGARY

Boarding time / Heure d'embarquement **16:25** Gate / Porte **49** Seat / Place **10D**
 AISLE/COULOIR

Departure Time / Heure de départ **17:00** Remarks / Observations

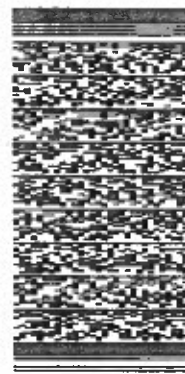
Airline use / À usage interne **0023 WCI00439**

Boarding Pass | Carte d'accès à bord

AIR CANADA 

A STAR ALLIANCE MEMBER
 MEMBRE DU RÉSEAU STAR ALLIANCE 

Booking
 Reference:
QCX4UI



- * 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.
- * E-ticket customers must be aware of the conditions of contract. Copies are available at the Air Canada counter.

Bags:

Hand baggage only - please go directly to security clearance.

Baggage to check in: proceed to **Bag Drop**, in keeping with the following times:

	Suggested times *	Accepted until *
Flights within Canada:	60 minutes	30 minutes
Flights to / from the USA:	90 minutes	60 minutes
International flights:	90 minutes	60 minutes

* prior to departure time

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.

Earn up to 50,000 Bonus Aeroplan[®] Miles*
 Take it easy in the lounge apply now
 Enjoy the annual 2-for-1 Partner Ticker[™] benefit Apply by November 6, 2012

*Restrictions apply AeroplanPlus[®] Platinum Card 

JR

ML - ~~ED~~

= TRANSACTION RECEIPT =

Checker/Yellow Cabs
316 Meridian Road SE
Calgary, AB T2A 1X2
403 299-9999

ACCT TYPE: CREDIT CARD

CARD NUMBER:

51761

CARD TYPE: AMEX

DATE/TIME:

12/10/01 10:23:50

AUTH#: 565944

VEH/DRV: 1200 / 1000

GST#: 871520520

TXN ID: 7309503

FARE:	\$ 30.10
FLAT:	\$000.00
EXTRAS:	\$000.00
GST:	\$ 1.50

FA+FL+EX+TAX:	\$ 31.60
TIP:	\$ 5.00
DISCOUNT:	\$000.00

TOTAL:	\$ 36.60
--------	----------

SIGNATURE: ✓

~~ML~~ ~~Ed~~
AIRPORT TAXI
(780) 800-7070

4608 - 101
Edmonton
T6E 1G2

DATE 01 2012
TIME 12:50
START 12:17
END 12:49
DRIVER 24
CAR 715

FARE 53.00
SUBTOTAL 53.00
TIP 6.00

TOTAL 59.00

AMEX 51700

AUTH 545416
TRANS ID 1182381

SIGNATURE 

CUSTOMER ID

ML-BA
AIRPORT TAXI
(780) 838-7070

4608 - 101 St. NW
Edmonton, Alberta
T6E 5G9

DATE 09/19/2012
TIME 16:02
START 15:31
END 16:00
DRIVER 3247
CAR 719

FARE 49.00
SUBTOTAL 49.00
TIP 6.00

TOTAL 55.00

=====

AMEX 5.17(1)
AUTH: 563255
TRANS. ID: 1182847

SIGNATURE

CUSTOMER'S COPY

HL-Edm

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2012/10/01
PICK-UP TIME: 18:02
DROP-OFF TIME: 18:34
TRIP ID: 0
LOCATION: 073000-45024103707
CAR NUMBER: 0029
CARD TYPE: AMEX S
CARD: 517611
EXPIRY: **/**
AUTH: AP507020

FARE (\$): 42.30
EXTRA (\$): 0.00
SUBTTL (\$): 42.30

TIP (\$) : _____ 6
TOTAL (\$) : _____ 48.30

SIGNATURE: _____

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY