



Proactive Disclosure of Expenses

Linda Dalgetty, Vice-President (Finance and Services)

For the period February 1, 2020 to March 31, 2020

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	January 27, 28, 2020	Travel to Ottawa to attend the Canadian Association of University Business Officers (CAUBO) Vice President's Thought Leadership Advisory Group (TLAG) Advisory Group meeting.	\$1,057.86
2.	January 30, 2020	Travel to Red Deer to attend meetings in relation to short term expenditures for Universities in Alberta.	\$153.00
3.	February 10, 11, 2020	Travel to Vancouver to attend UniForum meetings.	\$947.48

Non-Travel Expenses			
Item #	Date	Description	Amount
4.	January 17, 2020 to March 2, 2020	Parking while attending meetings and events on behalf of the University.	\$71.80



UNIVERSITY OF
CALGARY

Proactive Disclosure of Expenses

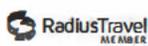
Linda Dalgetty, Vice-President (Finance and Services)

For the period February 1, 2020 to March 31, 2020

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Linda Dalgetty, Vice-President (Finance and Services)					
Description/ Purpose	Travel to Ottawa to attend the Canadian Association of University Business Officers (CAUBO) Vice President's Thought Leadership Advisory Group (TLAG) Advisory Group meeting.					
Date	January 27, 28, 2020					
Destination	Ottawa, Ontario					
Type of Expense	Airfare*	Other Transport**	Hotel	Meal***	Other****	Total
Amount	\$668.18	\$79.59	\$251.49	\$25.00	\$33.60	\$1,057.86
Notes	Airfare*: Booking Ref.: EHZBUP. Other Transport**: Ground transportation while in Ottawa. Meal***: Meal per diem claimed (1 Dinner @ \$25). Other****: Travel agency fee.					

Maritime Travel Business Travel Management



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UNIVERSITY OF CALGARY
ATTN: LINDA DALGETTY
s.17(1)

MARITIME Ref #
Invoice #
Date
Your Counsellor
Account #
Department

XLTPWA
111016184
14 Jan 2020
ISABEL CANTLEY
s.17(1)

Tap to send itinerary to our App via phone:
Our iPhone App | Our Android App

View Itinerary On: ViewTrip | Send Itinerary To: Triplt

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Travel Arranger: ANGEL IVANCHUK

For:
DALGETTY/LINDA

VICE PRESIDENT FINANCE AND SERVICES
VICE PRESIDENT FINANCE AND SERVICES

Your Itinerary:

Web Check-In and Airline Confirmation: WestJet - EHZBUP

Icon	Flight	Origin	Destination	Depart	Arrive	Seat
	WestJet 612 Boeing 737-800 Cabin Class B-Flex Duration 3:51	Calgary, AB Calgary Intl Arpt (Calgary, AB)	Ottawa, ON Ottawa McDonald Cartier Intl (Ottawa, ON)	Mon - Jan 27 6:30 PM	Tue - Jan 28 12:21 AM	08C

Icon	Property	Check In	Check Out	Rate
	SHERATON OTTAWA HOT Frequent Guest# 469862510 Hotel Confirmation No. 80770605	Mon, Jan 27 Address: 150 ALBERT STREET Ottawa ON K1P 5G2 CA P:1 613-2381500 F:1 613-2352723	Tue, Jan 28	214.00 CAD
	Sheraton Hotels Corporation	Nights 1 Rooms 1		
	Remarks SI55690ARR27JAN CXL:PERMITTED UP TO 02 DAYS BEFORE ARRIVAL			

Icon	Flight	Origin	Destination	Depart	Arrive	Seat
	WestJet 613 Boeing 737-700 Cabin Class B-Flex Duration 4:35	Ottawa, ON Ottawa McDonald Cartier Intl (Ottawa, ON)	Calgary, AB Calgary Intl Arpt (Calgary, AB)	Tue - Jan 28 6:55 PM	Tue - Jan 28 9:30 PM	06C

Passenger Information

Passenger DALGETTY/LINDA

Airline Code WS

Ticket # 8383676370256

Booking Summary

Company WestJet

Booking Reference EHZBUP

Company Air Canada

Loyalty # s.17(1)

Company WestJet

Loyalty #

Company SI

Loyalty #

Purchase Summary

Amount due		Amount Paid	
WestJet AIRFARE - TKT 8383676370256	521.36	PYMT BY XXXX-XXX Jan 13 2020	668.18
<i>TAX ON AIRFARE INCLUDES 2.99 HST</i>			
<i>TAX ON AIRFARE INCLUDES 30.58 GST</i>		PYMT BY VI XXX ^{s.17(1)}	33.60
<i>TAX ON AIRFARE INCLUDES 113.25 OTHER</i>		<u>TOTAL PAID CAD</u>	<u>\$701.78</u>
TAX ON AIRFARE	146.82		
MARTVL NON-REFUNDABLE TRANSACTION FEE	32.00		
GST ON FEE (R103524823)	1.60		
<u>TOTAL DUE CAD</u>	<u>\$701.78</u>		

BALANCE CAD \$0.00

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 90 mins prior. Boarding may be denied if less than 45 mins.

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.

Baggage Information

For WestJet Baggage Information click here.

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.

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.

WESTJET 

BOARDING
5:50PM

GATE
C70

CALGARY, AB

OTTAWA, ON

YYC



YOW

DATE
27.JAN.20

FLIGHT
WS612

GATE
C70

ZONE
2

SEAT
8C

LINDA DALGETTY

CABIN
ECONOMY

SILVER



Credit Card Sale

Master ID: C00000006056
Record Number: 5673
Entry Method: Manual/Magstripe
Terminal: V324301728
TID: *****056

Trip Provider



Coventry Capital Tax
455 Coventry Rd
Ottawa, ON, 99999
Phone:613 746 8740

Fare	\$34.65
Extra	\$0.00
Tips	\$6.93
Total	\$41.58
Sale Amount(CAD)	\$41.58

Driver ID: 55381
Vehicle ID: 6154
Passengers: 1

Date: 1/28/2020
Start Time: 03:33 PM ET
End Time: 03:33 PM ET

Trip Number: 5673
Distance: 0.00 mi
Rate: 5

Visa: ^{s.17(1)}*****

Inv #: 5673
Approval code: 088716
Time: 1/28/2020 3:34:06 PM ET

Cardholder acknowledges receipt of the funds in the amount of the total indicated and agrees to perform the obligations noted in the cardholders agreement with the issuer.



Supply Chain Management
 Physical Plant
 2500 University Drive NW
 Calgary, AB T2N 1N4
 Telephone 403-220 5611
 Fax 403-282 2974
 Email SCMHelp@ucalgary.ca

LOST RECEIPT DECLARATION FORM

This form is to be completed if you are unable to produce original receipts. Please indicate who the Declaration Form is for:

- Expense Claims * Attention Accounts Payable Administrator
- Purchasing Card * Attention Purchasing Card Administrator

I, Linda Dalgetty ^{s.17(1)}, UCID# _____ hereby declare that I have lost, never received or am unable to produce an original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follows:

Vendor Name Blue Line Taxi
 Vendor Address and Phone 455 Coventry Road
Ottawa, ON
 Date of Purchase January 28, 2020 Amount of Purchase 38.01

Description of goods/services purchased:

Taxi from Ottawa Int'l Airport to Sheraton Ottawa to attend CAUBO VP TLAG meeting on January 28, 2020.

Linda Dalgetty
 Printed Name of CLAIMANT

Linda Dalgetty
 Signed Name of CLAIMANT

 Printed Name of one up APPROVER

 Signed Name of one up APPROVER

[Print Form](#)

Sheraton Ottawa Hotel
 150 Albert Street
 Ottawa, ON K1P 5G2
 Canada
 Tel: 613-238-1500 Fax: 613-235 2723



LINDA DALGETTY

s.17(1)

Canada

Page Number : 1
 Guest Number : 1044666
 Folio ID : A
 No. Of Guest : 1
 Room Number : 1101
 Marriott Bonvoy Number : 2510
 Arrive Date : 27-JAN-20 00:49
 Depart Date : 28-JAN-20 09:21

Tax ID : 122417470

Sheraton Ottawa YOWSI JAN-28-2020 09:30 ELISABET

Date	Reference	Description	Charges (CAD)	Credits (CAD)
27-JAN-20	RT1101	Room Chrg - Special Corp	214.00	
27-JAN-20	RT1101	Tax Other	27.82	
27-JAN-20	RT1101	MAT 4%	8.56	
27-JAN-20	RT1101	MAT HST 13%	1.11	
28-JAN-20	VI	Vis s.17(1)		-251.49

Approve EMV Receipt for VI - ^{s.17(1)} PIN Verified
 TC:655292251450687C TVR:0080008000
 Application Label:SCOTIABANK VISA

** Total 251.49 -251.49
 *** Balance 0.00

Continued on the next page



**UNIVERSITY OF
CALGARY**

Proactive Disclosure of Expenses

Linda Dalgetty, Vice-President (Finance and Services)

For the period February 1, 2020 to March 31, 2020

Detail for Travel Expenses

Travel Expenses-Item 2 Detail						
For	Linda Dalgetty, Vice-President (Finance and Services)					
Description/ Purpose	Travel to Red Deer to attend meetings in relation to short term expenditures for Universities in Alberta.					
Date	January 30, 2020					
Destination	Red Deer, Alberta					
Type of Expense	Airfare	Other Transport*	Hotel	Meal	Other	Total
Amount	\$0.00	\$153.00	\$0.00	\$0.00	\$0.00	\$153.00
Notes	Other Transport*: Auto mileage to and from Red Deer and parking.					

PLACE ON DASH THIS SIDE UP

PLACE ON DASH THIS SIDE UP

PLACE ON D

FIRST RED DELIN PLACE

THANK YOU

TIME OF EXPIRY

01/30/2020

06:14 PM Fee Paid
\$ 4.00
RDP.1

Entry US:44 PM 01/30/2020
Approved Visa *****s.17(1) 002973

PLACER SUR LE TABLEAU DE BORD
CE CÔTÉ VISIBLE

PLACER SUR LE TABLEAU DE BORD
CE CÔTÉ VISIBLE

PLACER SUR LI
CE CÔTÉ



UNIVERSITY OF
CALGARY

Proactive Disclosure of Expenses

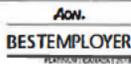
Linda Dalgetty, Vice-President (Finance and Services)

For the period February 1, 2020 to March 31, 2020

Detail for Travel Expenses

Travel Expenses-Item 3 Detail						
For	Linda Dalgetty, Vice-President (Finance and Services)					
Description/	Travel to Vancouver to attend UniForum meetings.					
Date	February 10, 11, 2020					
Destination	Vancouver, British Columbia					
Type of Expense	Airfare*	Other Transport**	Hotel	Meal	Other***	Total
Amount	\$624.18	\$91.95	\$197.75	\$0.00	\$33.60	\$947.48
Notes	Airfare*: Booking Ref.: T2YL4J. Other Transport**: Ground transportation while in Vancouver. Other***: Travel agency fee.					

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UNIVERSITY OF CALGARY
ATTN: LINDA DALGETTY

s.17(1)

MARITIME Ref # P792HR
Invoice # 111016588
Date 21 Jan 2020
Your Counsellor ISABEL CANTLEY
Account # s.17(1)
Department

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View Itinerary On: ViewTrip | **Send Itinerary To:** Triplt

VICE-PRESIDENT FINANCE AND SERVICES
VICE-PRESIDENT FINANCE AND SERVICES

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Travel Arranger: ANGEL IVANCHUK

For:
DALGETTY/LINDA

Your Itinerary:

Web Check-In and Airline Confirmation: Air Canada - T2YL4J

	Air Canada 223 Airbus A319 Cabin Class W-Economy	Origin Calgary, AB Calgary Intl Arpt (Calgary, AB)	Destination Vancouver, BC Vancouver Intl Arpt (Vancouver, BC) Terminal M	Depart Mon - Feb 10 5:25 PM	Arrive Mon - Feb 10 5:58 PM	Seat 14F
Duration 1:33						
Remarks	WINDOW SEAT CONFIRMED					
	Air Canada 248 Airbus A321 Cabin Class T-Economy	Origin Vancouver, BC Vancouver Intl Arpt (Vancouver, BC) Terminal M	Destination Edmonton, AB Edmonton Intl Arpt (Edmonton, AB)	Depart Tue - Feb 11 9:10 PM	Arrive Tue - Feb 11 11:40 PM	Seat 14A
Duration 1:30						
Remarks	WINDOW SEAT CONFIRMED					

Passenger Information

Passenger DALGETTY/LINDA

Airline Code AC

Ticket # 0143676480553

Booking Summary

Company Air Canada

Booking Reference

T2YL4J

Company Air Canada

Loyalty #

s.17(1)

Purchase Summary

Amount due		Amount Paid	
AIR CANADA AIRFARE - TKT 0143676480553	525.21	PYMT BY XXXX-XXX ^{s.17(1)}	-624.18
TAX ON AIRFARE INCLUDES 29.72 GST		Jan 21 2020	
TAX ON AIRFARE INCLUDES 69.25 OTHER		PYMT BY VI XXX ^{s.17(1)}	-33.60
TAX ON AIRFARE	98.97	<u>TOTAL PAID CAD</u>	<u>\$657.78</u>
MARTVL NON-REFUNDABLE TRANSACTION FEE	32.00		
GST ON FEE (R103524823)	1.60		
<u>TOTAL DUE CAD</u>	<u>\$657.78</u>		

BALANCE CAD \$0.00

Check-in information

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Valid government issued photo id required for check in.

Non refundable/change fees may apply.

Check in 90 mins prior. Boarding may be denied if less than 45 mins.

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.

Baggage Information

For Air Canada Baggage Information click here.

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.

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>



Linda Dalgetty
AD 100 - 2500 University Drive
Calgary AB T2N 1N4
Canada

Room No. : 1018
Arrival : 02/10/20
Departure : 02/11/20
Page No. : 1 of 1
Conf. No. : 31458356
:

INFORMATION INVOICE

Conferences and Accommodation at UBC

Date	Text	Charges CAD	Credits CAD
02/10/20	Room Rate	175.00	
02/10/20	GST	8.75	
02/10/20	PST Room	14.00	
02/11/20	Visa		197.75
Total		197.75	197.75
Balance		0.00 CAD	
Total incl. vat		197.75 CAD	
Net Amount		175.00 CAD	
		0.00 CAD	

GST Reg. NO 10816-1779
PST 1000-7572

Merchant ID
Transaction ID 29937523
Approval Code 020452
Approval Amount : 197.75

Credit Card # XXXXXXXXXXXX^{s.17(1)}
Credit Card Expiry : XX/XX
Capture Method : Manual
Transaction Amount : 197.75



**UNIVERSITY OF
CALGARY**

Proactive Disclosure of Expenses

Linda Dalgetty, Vice-President (Finance and Services)

For the period February 1, 2020 to March 31, 2020

Detail for Non-Travel Expenses

Non-Travel Expenses-Item 4 Detail				
For	Linda Dalgetty, Vice-President (Finance and Services)			
Description/Purpose	Parking while attending meetings and events on behalf of the University.			
Date	January 17, 2020 to March 2, 2020			
Destination	Calgary, Alberta			
Type of Expense	Meals	Parking	Other	Total
Amount	\$0.00	\$71.80	\$0.00	\$71.80
Notes				

s.17(1)

Plate:
Zone: **9078**

Pay for your parking online: www.parkplus.ca

Valid through:

FRIDAY
17 JAN 20
2:02 PM

START TIME: 1/17/2020 12:02 PM
AMOUNT PAID: \$9.00 (GST Incl.)
c.s.17(1)
Auth No: 053568
Tm No: dc6342292c8fd884
Terminal: 1028
Receipt No: 63331

00 CALGARY PARKING AUTHORITY (403) 537-7000

CALG1

Pe



Supply Chain Management
 Physical Plant
 2500 University Drive NW
 Calgary, AB T2N 1N4
 Telephone 403-220 5611
 Fax - 403 282 2974
 Email SCMHelp@ucalgary.ca

LOST RECEIPT DECLARATION FORM

This form is to be completed if you are unable to produce original receipts. Please indicate who the Declaration Form is for:

- Expense Claims * Attention Accounts Payable Administrator
- Purchasing Card * Attention Purchasing Card Administrator

I, Linda Dalgetty, UCID# s.17(1) hereby declare that I have lost, never received or am unable to produce an original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follows:

Vendor Name Calgary Airport Authority Parking
 Vendor Address and Phone 2000 Airport Road, NE
Calgary, AB
 Date of Purchase January 24, 2020 Amount of Purchase 29.35

Description of goods/services purchased:

Parking at Calgary International Airport for Advance Education meeting on January 24, 2020.

Linda Dalgetty
 Printed Name of CLAIMANT

Linda Dalgetty
 Signed Name of CLAIMANT

 Printed Name of one up APPROVER

 Signed Name of one up APPROVER

Print Form

Pay for your parking online: www.parkplus.ca

Plate: ^{s.17(1)}
Zone: **2326**

Valid through:

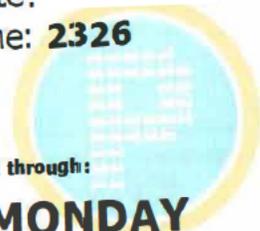
MONDAY
10 FEB 20
3:32 PM

START TIME: 2/10/2020 2:04 PM
AMOUNT PAID: \$5.50 (GST Incl.)
^{s.17(1)}
Auth No: 085843
Trn No: a79944db35fe1eca
Terminal: 1028
Receipt No: 66603

Pay for your parking

CALGARY PARKING AUTHORITY (403) 537-7000

CALGARY PARKING A



Pay for your parking online : www.parkplus.ca

Plate ^{s.17(1)}

Zone: **2831**

Valid through:

THURSDAY

13 FEB 20

1:01 PM

START TIME: 2/13/2020 11:48 AM

AMOUNT PAID: \$2.75 (GST Incl.)

^{s.17(1)}

Auth No: 009828

Tm No: ef03e2a8c2e89dc7

Terminal: 1211

Receipt No: 31497

Pay for your park



LGARY PARKING AUTHORITY (403) 537-7000

CALGARY PARKING



LOST RECEIPT DECLARATION FORM

This form is to be completed if you are unable to produce original receipts.

I, Linda Dalgetty, UCID# s.17(1)
hereby declare that I have either lost, never received or am unable to produce an original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follows:

Vendor Name: Impark

Vendor Address: 200 8th Avenue SW

Vendor Phone: _____

Date of Purchase: March 2, 2020

Amount of Purchase: \$25.20

Description of goods/services purchased:

Parking to attend Calgary Chamber of Commerce breakfast meeting re: Budget 2020.

Linda Dalgetty

Printed Name of CLAIMANT

Linda Dalgetty

Signed Name of CLAIMANT

PRINT