



## Proactive Disclosure of Expenses

Jacqueline Lacasse, General Counsel & Vice-President (People & Culture)  
For the period October 1, 2025 to December 31, 2025

### Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	November 3, 2025	Travel to Edmonton to attend the Alberta Labour Relations Board annual Caucus event. Trip was cancelled and airfare credit was issued.	\$428.65
2.	December 9-10, 2025	Travel to Edmonton to attend the Public Sector Pension Plan (PSPP) Board Meeting .	\$1,069.34

Non-Travel Expenses			
Item #	Date	Description	Amount
		No non-travel expenses were incurred.	

**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 the Alberta Labour Relations Board annual Caucus event. Trip was cancelled and airfare credit was issued.					
Date	November 26-27, 2025					
Destination	Edmonton, Alberta					
Type of Expense	Airfare*	Other Transport	Hotel	Meal	Other**	Total
Amount	\$419.20				\$9.45	\$428.65
Page Reference	pp 3-5				page 4	
Notes	Airfare*: Maritime Booking Ref # XDLMZE. Other**: Travel agency fee.					

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## MARITIME TRAVEL

1-844-423-9133  
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www.maritimetravel.ca

## MARITIME Ref # XDLMZE

Invoice # 235662595  
Date 03 Nov 2025  
Your Counsellor [ONLINE](#)  
Account # [s.20\(1\)](#)  
UCID [s.20\(1\)](#)

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UNIVERSITY OF CALGARY  
ATTN: JACQUELINE LACASSE  
2500 UNIVERSITY DRIVE  
NW  
CALGARY AB T2N 1N4

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.

### 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 - QOTBST](#)



DHC8 Dash 8-

WestJet 3302  
(Operated by)

Origin  
Calgary, AB  
Calgary Intl Arpt

Destination  
Edmonton, AB  
Edmonton Intl Arpt

Depart  
Wed - Nov 26  
09:50

Arrive  
Wed - Nov 26  
10:55

Seat  
At  
Check-

**400** WESTJET (Calgary, AB) (Edmonton, AB) **In**  
 Duration 1:05 ENCORE)  
**Cabin Class**  
 ECONOFLEX

[Add to Calendar](#)

**Remarks**

TURBO PROPELLER PLANE USED ON THIS FLIGHT



**DHC8 Dash 8-400**  
 Duration 1:05

**WestJet 3305**  
 (Operated by WESTJET ENCORE)  
**Cabin Class**  
 ECONOFLEX

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

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

**Depart**  
**Thu - Nov 27**  
**16:15**

**Arrive**  
**Thu - Nov 27**  
**17:20**

**Seat At Check-In**

[Add to Calendar](#)

**Remarks**

TURBO PROPELLER PLANE USED ON THIS FLIGHT

**Passenger Information**

Airline Code WS  
 LACASSE/JACQUELINE Ticket # **8383004848242**  
 LOUISE CICELY MS

**Booking Summary**

WestJet Booking Reference **QOTBST**  
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**Loyalty information**

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**Purchase Summary**

<b>Amount due</b>	
<b>WestJet AIRFARE - TKT 8383004848242</b>	<b>278.32</b>
<i>TAX ON AIRFARE INCLUDES 19.96 GST</i>	
<i>TAX ON AIRFARE INCLUDES 120.92 OTHER</i>	
<b>TAX ON AIRFARE</b>	<b>140.88</b>
<b>MARTVL- NONREF TICKET FEE</b>	<b>9.00</b>
<b>GST ON FEE (R103524823)</b>	<b>0.45</b>
<b><u>TOTAL DUE CAD</u></b>	<b><u>\$428.65</u></b>
<b>Amount Paid</b>	
PYMT BY XXXX-XXXXs.20(1) Nov 3 2025	-419.20
PYMT BY VISA XX.s.20(1)	-9.45
<b><u>TOTAL PAID CAD</u></b>	<b><u>\$428.65</u></b>

**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](http://www.Catsa-acsta.gc.ca).

### **Check-in information**

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### **Invoice Information**

235662595 = invoice #  
0048482421234 = ticket #  
HST/GST #: 10352 4823  
QST #: 1022862835

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**Proactive Disclosure of Expenses**

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

For the period October 1, 2025 to December 31, 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 the Public Sector Pension Plan (PSPP) Board Meeting .					
Date	December 9 - 10, 2025					
Destination	Edmonton, Alberta					
Type of Expense	Airfare*	Other Transport	Hotel	Meal	Other**	Total
Amount	\$811.15		\$211.46		\$46.73	\$1,069.34
Page Reference	pp 7-12		page 13		page 8 & 11	
Notes	Airfare*: Maritime Booking Ref # F2YPD8, Ticket # 8386335795522 Other**: Travel agency fee.					

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## MARITIME Ref # F2YPD8

Invoice # 236025358  
Date 18 Nov 2025  
Your Counsellor [ONLINE](#)  
Account # s.20(1)  
UCID s.20(1)

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TJMCPHER//UCALGARY@CA

UNIVERSITY OF CALGARY  
2500 UNIVERSITY DRIVE NW  
CALGARY AB CA  
P/T2N 1N4

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.**

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

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



Duration 1:04

WestJet **166**  
Boeing 737-700

Origin  
Calgary, AB  
Calgary Intl Arpt

Destination  
Edmonton, AB  
Edmonton Intl Arpt

Depart  
Tue - Dec 09  
18:35

Arrive  
Tue - Dec 09  
19:39

Seat  
At  
Check-

 **Cabin Class** (Calgary, AB) (Edmonton, AB) **In**  
 ECONOFLEX  
[Add to Calendar](#)

 **WestJet 169** **Origin** **Destination** **Depart** **Arrive** **Seat**  
 Duration 1:00 Boeing 737-700 **Edmonton, AB** **Calgary, AB** **Wed - Dec 10** **Wed - Dec 10** **At**  
 Edmonton Intl Arpt Calgary Intl Arpt **18:15** **19:15** **Check-**  
**Cabin Class** (Edmonton, AB) (Calgary, AB) **In**  
 ECONOFLEX  
[Add to Calendar](#)

**Passenger Information**

Airline Code WS  
 LACASSE/JACQUELINE Ticket # **8382799782809**  
 LOUISE CICELY MS

**Booking Summary**

WestJet Booking Reference **GKWTFX**

**Loyalty information**

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**Purchase Summary**

<b>Amount due</b>	
<b>WestJet AIRFARE - TKT 8382799782809</b>	<b>525.40</b>
<i>TAX ON AIRFARE INCLUDES 25.02 GST</i>	
<b>MARTVL NONREF TICKET FEE</b>	<b>9.00</b>
<b>TAX ON FEE R103524823</b>	<b>0.45</b>
<b>TOTAL DUE CAD</b>	<b>\$534.85</b>
<b>Amount Paid</b>	
PYMT BY XXXX-XXXX.s.20(1) Nov 18 2025	-525.40
VISA XXs.20(1)	-9.45
<b>TOTAL PAID CAD</b>	<b>\$534.85</b>

**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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236025358 = invoice #  
7997828091234 = ticket #  
HST/GST #: 10352 4823  
QST #: 1022862835

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**MARITIME Ref # F2YPD8**

Invoice # 236030343

Date 01 Dec 2025

Your Counsellor [LISA BENOIT](#)

Account # s.20(1)

UCID s.20(1)

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2500 UNIVERSITY DRIVE NW  
CALGARY AB CA  
P/T2N 1N4

For:

LACASSE/JACQUELINE LOUISE CICELY MS

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Duration 1:04

WestJet **166**  
Boeing 737-700

Origin  
Calgary, AB  
Calgary Intl Arpt

Destination  
Edmonton, AB  
Edmonton Intl Arpt

Depart  
Tue - Dec 09  
18:35

Arrive  
Tue - Dec 09  
19:39

Seat  
At  
Check-

 **Cabin Class** B- (Calgary, AB) (Edmonton, AB) In  
Flex

[Add to Calendar](#)

 **DHC8 Dash 8-400**  
Duration 1:05

**WestJet 3305**  
(Operated by WESTJET ENCORE)  
**Cabin Class** B- Flex

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

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

**Depart** Wed - Dec 10  
16:15

**Arrive** Wed - Dec 10  
17:20

**Seat At Check-In**

 [Add to Calendar](#)

**Passenger Information**

Airline Code WS  
LACASSE/JACQUELINE Ticket # **8386335795522**  
LOUISE CICELY MS exchanged from 8382799782809

**Booking Summary**

WestJet Booking Reference **GKWTFX**  
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**Loyalty information**

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**Purchase Summary**

<b>Amount due</b>	
<b>WS COST TO CHANGE AIRFARE - TKT 8386335795522 FROM 8382799782809</b>	<b>272.14</b>
<b>TAX ON CHANGE AIRFARE INCLUDES 13.61 GST/HST</b>	<b>13.61</b>
<b>MARTVL NONREF TICKET EXCHANGE FEE</b>	<b>35.50</b>
<b>TAX ON FEE R103524823</b>	<b>1.78</b>
<b>TOTAL DUE CAD</b>	<b>\$323.03</b>
<b>Amount Paid</b>	
PYMT BY VI 44-XXXX-s.20(1) Dec 1 2025	-285.75
PYMT BY VI XXXXs.20(1)	-37.28
<b>TOTAL PAID CAD</b>	<b>\$323.03</b>

**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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Home2 Suites By Hilton - South Edmonton, Alberta,  
 Canada  
 1140 103A St SW, Edmonton T6W 1H1  
 AB CA  
 7802503000  
 YEASE\_Home2@Hilton.com

Date Range: 2025-12-09 - 2025-12-10  
 Tax#/ID# : 835556234

### Guest Folio

Confirmation Number - 96935005

#### Primary Guest

Guest Name Lacasse, Jacqueline  
 Address 2500 University Drive, NW  
 City, State, Zip Code Calgary AB T2N 1N4  
 Country CA

#### ADDN GUESTS

#### Hilton Honors

Member  
 s.20(1)

#### Stay Details

Check In Date Dec 09, 2025  
 Check Out Date Dec 10, 2025  
 Room NKS - 302  
 Source OTHER  
 Guests 1/0

#### Company Details

Name  
 Tax#/ID#  
 PO Number  
 Account Name UNIVERSITY OF CALGARY  
 Account Number s.20(1)

#### Other Details

Tax Invoice  
 Tax/Fee NO  
 Exemption  
 Tax/Fee  
 Exempt Date  
**Travel Agent**  
 IATA  
 Name

Date	Type	Description	Amount
Dec 09, 2025	Charge	GUEST ROOM	\$194.00
Dec 09, 2025	Tax	RM GST	\$9.70
Dec 09, 2025	Tax	RM TOURISM	\$7.76
Dec 10, 2025	Payments	VISA s.20(1)	(\$211.46)

#### Summary

Type	Amount
CREDIT CARD	(\$211.46)
GUEST ROOM	\$194.00
RM GST	\$9.70
RM TOURISM	\$7.76
<b>Folio Balance</b>	<b>\$0.00</b>

Check In Time 08:38 PM  
 Check Out Time 11:59 AM

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