

Expense Claims Forms

Date: April 26

EMPLOYEE#

VP-0003

NAME

Brenda Mackie

Position Char, Board of Gov

DEPT

Pres

Mailing Address:

Itinerary and Purpose of Travel: Meeting with Minister Johnson in Edmonton (Feb. 19 @ 1:45 pm)

Please leave the colored cells for Financial Services

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount
1	13-02-19	travel-BOG	3102	2100	890030	800				airfare Calgary-Edmonton, return	\$ 342.56	
2				2100								
3				2100								
4				2100								
5				2100								
6				2100								
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35				2100								

ENTERED MAY - 8 2013

Total Expenses : A \$ 342.56

Summary by Expense Type										
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						-	-	-
3102	2100	Travel-BOG					326.25	342.56	16.31	342.56
3105	2100	Accommodation						-	-	-
3108	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
Total								342.56		342.56

Travel Advance (positive)	B 6132-2100	\$
	A-B	\$

Claimant's Signature: [Redacted] Date: April 25 2013

Claimant's Supervisor: [Redacted] Date: MAY 07 2013

Return to Requestor	Pauline Martin
Department	President's Office
Cost Centre Code	890030
Prepared By	Pauline Martin

Financial Services Date

JILL GARDNER Chair
Audit, Finance & Investment Committee

TBC


Calgary - Edmonton

mtg E Minister Johnson

Feb 19 1:45pm

From: Air Canada <confirmation@aircanada.ca>
Subject: Air Canada - 19-Feb: Calgary - Edmonton (booking ref: NISR35)
Date: February 12, 2013 3:11:37 PM MST
To: [REDACTED]

***** 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.](#)




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Booking Information

Booking Reference: NISR35

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

Main Contact:
Mrs Brenda Mackie
[REDACTED]

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533

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.
- **Check-in online** and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8140 ¹	Calgary (YYC) Tue 19-Feb 2013 11:30	Edmonton, Edmonton Int'l (YEG) Tue 19-Feb 2013 12:24	0	0hr54	<u>DH3</u>	<u>Tango,</u> P	
AC8175 ¹	Edmonton, Edmonton Int'l (YEG) Tue 19-Feb 2013 16:30	Calgary (YYC) Tue 19-Feb 2013 17:16	0	0hr46	<u>CRJ</u>	<u>Tango,</u> P	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Mackie : Adult (16+), Ticket Number: 0142117732761

Air Canada - Aeroplan :

Meal Preference :

None

Payment Card:

Special Needs:

None

Seat Selection:

None

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - <u>Tango</u>	119.00
Return Flight - <u>Tango</u>	119.00
<u>Surcharges</u>	24.00

Taxes, Fees and Charges

<u>Canada Airport Improvement Fee</u>	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	16.31
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	342.56
Number of passengers	1
Travel Insurance (declined)	0.00

Grand Total - Canadian dollars

\$342.56

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

- Air Canada: \$342.56 (Airfare - per ticket)

Ticket number(s): 0142117732761