

OCT 16 2014



Expense Claims Forms

Date: October 10, 2014

OCT 14 2014

EMPLOYEE#

VP-0012

NAME **Evaleen Jaeger Roy**

Position

DEPT **Board of Governors**

Mailing Address:

[Redacted Mailing Address]

Itinerary and Purpose of Travel : Board of Governors meeting (October 28-31, 2014)

Please leave the colored cells for Financial Services

Receipt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	10/28/2014	Travel-BOG	3102	2100	890030	800				Flight Vancouver-Calgary return	\$ 484.25	\$ 24.21	\$ 508.46
35				2100									\$ -
Total Expenses : A											\$ 484.25	\$ 24.21	508.46

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						484.25	24.21	508.46
3105	2100	Accommodation						-	-	-
3106	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
Total								484.25	24.21	508.46

Travel Advance (positive)	B 6132-2100	\$ -
	A-B	\$ 508.46

[Redacted Signature]

Date 2014-Oct-10

Date

OCT 20 2014

Date

Return to Requestor	Rosalind Reid
Department	Executive Office
Cost Centre Code	890030
Prepared By	Rosalind

ENTERED OCT 21 2014

Booking Information

Booking Reference: **KIJWQE**

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

Main Contact:
Ms Evaleen Jaager roy

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*).

Request an upgrade

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

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
AC216	Vancouver, Vancouver Int'l (YVR) Tue 28-Oct 2014 14:00 - Terminal M	Calgary (YYC) Tue 28-Oct 2014 16:27	0	1hr27	E90	Flex, G	
AC219	Calgary (YYC) Fri 31-Oct 2014 15:15	Vancouver, Vancouver Int'l (YVR) Fri 31-Oct 2014 15:54 - Terminal M	0	1hr39	320	Flex, G	

Passenger Information

1: Ms Evaleen Jaager roy : Adult (16+), Ticket Number: 0142139609686

Air Canada - Meal Preference: **None**

Aeroplan :

Payment Card: Special Needs: **None**

Seat Selection: AC216 **13C (Preferred)** , AC219 **12D (Preferred)**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	187.00
Return Flight - Flex	197.00
Surcharges	36.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	24.21
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	508.46
Number of passengers	x 1

Total airfare, taxes and options	508.46
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$508.46

Payment Information



- Amount paid: **\$508.46**

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

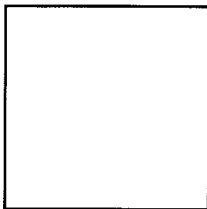
Air Canada: \$508.46 (Airfare - per ticket)

Ticket number(s): 0142139609686

enRoute City Guide

Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...



[Read the complete guide](#)

Fare Rules

Departing Flight Vancouver (YVR) To Calgary (YYC) - **Flex**

Return Flight Calgary (YYC) To Vancouver (YVR) - **Flex**

- **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.
 - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
 - **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.

	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100K, Elite 75K, Elite 50K & Elite 35K	3 bags 32kg (70lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Altitude Prestige 25k	2 bags 23kg (50lb)	2 bags 23kg (50lb)	2 bags 32kg (70lb)
Star Alliance Gold	3 bags 32kg (70lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Star Alliance Silver	1 bag 23kg (50lb)	2 bags 23kg (50lb)	2 bags 32kg (70lb)

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View [Air Canada's additional checked baggage policy](#).
- View the [additional checked baggage policy of Air Canada's codeshare and interline partners](#).

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe senders list.

This service email was sent to wendy.mah@kasian.com because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our [Privacy Policy](#).

Please do not reply to this email, as this inbox is not monitored. If you have any questions please visit aircanada.com.

Air Canada, PO Box 64239, RPO Thorndcliffe, Calgary Alberta, T2K-6J7

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

[Check-in and boarding times](#)

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