

FEB - 7 2013



Expense Claims Forms

Date: February 6, 2013

EMPLOYEE# VP-0006 NAME Susan Peterson Position BOG DEPT President's Office

FIRST MIDDLE LAS

Mailing Address : 700 Sussex Drive, Penthouse One, Ottawa, Ontario K1N 1K4

Itinerary and Purpose of Travel : Travel expenses in relation to January 2013 BOG Meeting

Please leave the colored cells for Financial Services

Rept 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	01/24/13	Travel-BOG	3102	2100	890030	800				Hotel (Jan 23)	\$ 277.44	\$ 13.34	\$ 290.78
2	12/19/12	Travel-BOG	3102	2100	890030	800				airfare (taxes, fees and surcharges)	\$ 159.88		\$ 159.88
3	01/23/13	Travel-BOG	3102	2100	890030	800				Taxi	\$ 42.00		\$ 42.00
4				2100									\$ -
5				2100									\$ -
6				2100									\$ -
7				2100									\$ -
8				2100									\$ -
9				2100									\$ -
10				2100									\$ -
11				2100									\$ -
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29				2100									\$ -
30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
Total Expenses : A											\$ 479.32	\$ 13.34	492.66

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						479.32	13.34	492.66
3105	2100	Accommodation								
3106	2100	Meals								
3610	2100	Hosting								
3611	2100	Hosting-Alcohol								
3107	2100	Incidentals								
6132	2100	Travel Advance								
Total								479.32	13.34	492.66

ENTERED FEB 13 2013

Travel Advances (positive)	3132-2100	\$	
	A-B	\$	492.66

Return to Requestor	Lisa Christopher
Department	President's Office - BOG
Cost Centre Code	890030
Prepared By	Lisa Christopher

Claimant's Signature _____ Date _____

Financial Services _____ Date _____



HOTEL LE GERMAIN
CALGARY

Company **BANFF CENTRE**

Ms SUSAN DAQUINO
BANFF CENTRE

CANADA

DATE: 01-24-13
TIME: 11:26
ROOM: 0715
ARRIVAL: 01-23-13
DEPARTURE: 01-24-13
CONF. NO.: 2252066
PAGE: 1 of 1

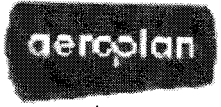
CUSTOM REF: 153418768

DATE	DESCRIPTION	REFERENCE	CHARGES	CREDITS
01-23-13	Room Charge		259.00	
01-23-13	DMF - Destination Marketing Fe		7.77	
01-23-13	Alberta Tourism Tax		10.67	
01-23-13	GST		13.34	
01-24-13	Visa			290.78
TOTAL			290.78	290.78
BALANCE			0.00	CAD

DMF	7.77
GST: 848120796	13.34
ATT	10.67

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Itinerary / Receipt

We are pleased to confirm your airline reward booking. Thank you for letting AeroPlán take you where you want to go.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: NNDEAZ

Name: Ms Susan Daquino
E-mail: [REDACTED]
Form of payment: NONREF
 CC VIXXXXXXXXXXXXX [REDACTED]

Customer Care
AeroPlán Contact Centre
 1-800-361-5373

Air Canada Flight Information
 1-888-422-7533

Flight Reward Cancellation
Manage your rewards
 or call the AeroPlán Contact Centre

Flight Change Alert
Flight notification

Blue Cross Travel Insurance
www.aeroplan.com/bluecross

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

Flight Itinerary

Flight	From	To	Aircraft	Cabin Service	Status
AC167	Ottawa (YOW)	Calgary (YYC)	E90	Executive	Confirmed
	Wed 23-Jan 2013 18:50	Wed 23-Jan 2013 21:25			
Seat number(s) requested: 1A					
AC124	Calgary (YYC)	Ottawa (YOW)	E90	Executive	Confirmed
	Fri 25-Jan 2013 17:55	Fri 25-Jan 2013 23:49			
Seat number(s) requested: 1A					

Passenger Information

Name: Ms Susan Daquino **Passenger** 1
Ticket number: 014 2115 652867

Tax and Fee Summary



Date of issue

19-Dec 2012

AeroPlán Flight Reward

Taxes, surcharges and airline fees per passenger (age of 2 and over)

ClassicFlight

Canada Security Charge (CA)

14.25

Canada Harmonized Sales Tax (HST #10009-2287) (RC)

15.38

Combined taxes, fees, charges and surcharges *for ClassicFlight, see fare calculation below (XT)

130.25

Additional Charge in Canadian dollars :

0.00

Total in Canadian dollars :

159.88

Ticket Particularities:

AERO REW TKT/141030726

NON REF/NON END

***Fare calculation:**

23JAN13YOW AC YYC R0.00AC YOW R0.00CAD0.00 END ROE1.00

XT54.00YQ30.00YR45.00SQ1.25XG

Additional Information:

- THE TOTAL MILEAGE REQUIRED FOR THIS REWARD RESERVATION IS 50000 AEROPLAN MILES.
- THE NON-REFUNDABLE AEROPLAN SERVICE FEE OF CAD30.00 PLUS 3.90 HST PER PASSENGER FOR A TOTAL OF CAD33.90
- HAS BEEN CHARGED TO YOUR CREDIT CARD.

Itinerary Rules

General Rules:

- AeroPlán service, change and cancellation fees are non-refundable and all fees are subject to change with or without notice.
- Some taxes and fees may be collected at your departure airport.
- An unused reward ticket is valid for one year from the original date of ticket issuance.
- Flight rewards are subject to the Air Rewards Terms and Conditions of the AeroPlán program. For further details visit our web-site at aeroplan.com or contact AeroPlán at 1-800-361-5373.
- Flight Reward mileage level quotes are valid at the time of redemption and only for the itinerary booked.
- Airlines may charge fees for checked bags for travel within North America. Please visit the airline's website directly as baggage allowance and fees vary by carrier.

Changing Flight Rewards:

- Changes to the itinerary can be made at anytime up to 2 hours prior to departure subject to availability.
- If you cannot travel on your scheduled flights you must notify AeroPlán at least 2 hours before flight departure or your ticket will be forfeit. Forfeit flight reward tickets are no longer valid for travel or mileage reinstatement.
- Changes can be made to the flight date(s), flight number(s), routing and/or itinerary changes (including cabin) and will require a fee of \$90.00 CAD plus applicable taxes per ticket and may require the additional collection of miles. If additional mileage is required, the member must authorize the redemption of those additional miles. Changes that are less than the original mileage level booked will result in the residual miles being forfeit. Mileage changes may be due to availability, time of flight, day of travel, seasonality, advance purchase or minimum/maximum stay.
- If your itinerary includes flights operated by Air Canada or Air Canada Express where you redeemed a ClassicFlight Business Class reward, but only seats in the Economy cabin were available at the time of booking, on the day of departure you may request that an Air Canada check-in agent places you on the standby list for an upgrade to the Executive cabin. Standby is not permitted on flights operated by other Star Alliance member airlines. Please note that airport standby upgrades are subject to availability and cannot be guaranteed. The mileage level redeemed for this itinerary is valid and no compensation or mileage adjustments will be provided.
- Name changes are not permitted once the reservation has been made or tickets have been issued.

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Visit our counter at the
Calgary International Airport
international arrival door.



Driver SA Date JAN. 23-13
Car # _____ Amount \$12-
GST Included # (1042)