

Expense Claims Forms

Date: May 29, 2013

EMPLOYEE#

YE-0220

NAME

Jeff Melanson

Position

President

DEPT

President's Office

Mailing Address :

Itinerary and Purpose of Travel : Regular Business, Toronto (May 1-6) for development mtgs, Calgary (May 7) for development, Los Angeles (May 12-14) for development function

Please leave the colored cells for Financial Services

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	04/17/2013	Travel	3101	2100	890900	800			Fuel	\$ 53.85	\$ 2.69	\$ 56.54
2	04/27/2013	Travel	3101	2100	890900	800			Fuel	\$ 41.10	\$ 2.05	\$ 43.15
3	04/30/2013	Hosting	3610	2100	890900	800			Community Relations Lunch	\$ 82.68	\$ 1.68	\$ 84.35
4	04/30/2013	Travel	3101	2100	890900	800			Fuel	\$ 47.63	\$ 2.38	\$ 50.01
5	04/30/2013	Travel	3101	2100	890900	800			Parking	\$ 12.38	\$ 0.62	\$ 13.00
6	05/06/2013	Travel	3101	2100	890900	800			Calgary Airport Parking	\$ 99.00	\$ 4.95	\$ 103.95
7	05/06/2013	Accommodation	3105	2100	890900	800			Accommodation for Toronto Dev. Mtgs	\$ 1,327.25	47.00	\$ 1,327.25
8	05/01/2013	Travel	3101	2100	890900	800			Transportation from Airport to Hotel	\$ 65.00		\$ 65.00
9	05/07/2013	Hosting	3610	2100	890900	800			Community Relations Lunch	\$ 55.88		\$ 55.88
10	05/01/2013	Hosting	3610	2100	890900	800			Community Relations Lunch	\$ 50.64	\$ 1.03	\$ 51.66
11	05/06/2013	Hosting	3610	2100	890900	800			Business Lunch	\$ 70.81		\$ 70.81
12	05/06/2013	Meals	3106	2100	890900	800			Dinner	\$ 25.71		\$ 25.71
13	05/06/2013	Travel	3101	2100	890900	800			Transportation to Airport	\$ 73.75		\$ 73.75
14	05/07/2013	Hosting	3610	2100	890900	800			Meeting with prospect	\$ 15.30	\$ 0.30	\$ 15.60
15	05/07/2013	Travel	3101	2100	890900	800			Parking for meeting with prospect	\$ 25.71	\$ 1.29	\$ 27.00
16	05/11/2013	Travel	3101	2100	890900	800			Fuel	\$ 57.40	\$ 2.87	\$ 60.27
17	05/14/2013	Travel	3101	2100	890900	800			Calgary Airport Parking	\$ 48.00	\$ 2.40	\$ 50.40
18	05/14/2013	Accommodation	3105	2100	890900	800			Accommodation for LA Development Function	\$ 463.65		\$ 463.65
19	05/14/2013	Travel	3101	2100	890900	800			Transportation from Hotel to Airport	\$ 66.00		\$ 66.00
20				2100								\$ -
21				2100								\$ -
22				2100								\$ -
23				2100								\$ -
24				2100								\$ -
25				2100								\$ -
26				2100								\$ -
27				2100								\$ -
28				2100								\$ -
29				2100								\$ -
30				2100								\$ -
31				2100								\$ -
32				2100								\$ -
33				2100								\$ -
34				2100								\$ -
35				2100								\$ -
Total Expenses : A										\$ 2,681.74	\$ 69.24	2,703.98

ENTERED MAY 29 2013

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						581.82	19.24	609.07
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation						1,743.90	47.00	1,790.90
3106	2100	Meals						25.71	-	25.71
3610	2100	Hosting						275.30	3.00	278.30
3611	2100	Hosting-Alcohol						275.24	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
Total								2,681.74	69.24	2,703.98

Travel Advance (positive)	B 6132-2100	\$	[REDACTED]
	A-B	\$	2,703.98

27-May-13
 Claimant's Signature _____ Date
 Claimant's Supervisor _____ Date 5/29/13

1

WELCOME

Shell Canada
230 LYNX STREET
T1L-1C8
BANFF AB
(403) 760-6675

VISA PURCHASE CHIP

INV No. 0003590557
2013/04/17 08:36
Visa Credit
AID A0000000031010
TVR 0000008000

Bronze PUMP No. 02
LITRES 49.640
PRICE/L \$1.139
TOTAL FUEL \$56.54
01 APPROVED - THANK YOU 001

APPROVAL No. 012408
TERMINAL No. 89000350
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

FUEL INCLUDES
GST - Fuel \$2.69
No. 137400032RT

TOTAL SALE \$56.54

STORE: C00035
TRAN: 2280264
2013/04/17 08:39:08

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the world,
one click at a time.
fuellingchange.com

THANK YOU
Questions?
1-800-661-1600

2

WELCOME

Shell Canada
230 LYNX STREET
T1L-1C8
BANFF AB
(403) 760-6675

VISA PURCHASE CHIP

INV No. 0003593655
2013/04/27 12:27
Visa Credit
AID A0000000031010
TVR 0000008000

Bronze PUMP No. 09
LITRES 37.227
PRICE/L \$1.159
TOTAL FUEL \$43.15
01 APPROVED - THANK YOU 001

APPROVAL No. 013531
TERMINAL No. 89000350
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

FUEL INCLUDES
GST - Fuel \$2.05
No. 137400032RT

TOTAL SALE \$43.15

STORE: C00035
TRAN: 2294707
2013/04/27 12:28:49

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fuellingchange.com

THANK YOU
Questions?
1-800-661-1600

3

community
Relations



147 [Redacted]

Tbl 52/1 Chk 2272 Gst 4
Apr30'13 12:13PM

2 Coffee @ 2.75 5.50
1 Latte @ 4.50 4.50
2 Quinoa Salad @ 9.00 18.00
2 Add Chicken @ 7.00 14.00
1 Caesar Salad @ 11.00 11.00
1 Calamari Salad @ 14.00 14.00

Food 57.00
Non Alc 10.00
GST 3.35
Amount Due 70.35

THANK YOU!!!
PLEASE PAY YOUR SERVER
GST# 875229502R0001
Customary Canadian Gratuity
For Good Service is 15 - 20%

Please try our sister outlets
Giorgio's Trattoria
The Bison Restaurant
Enjoy The Rockies

3

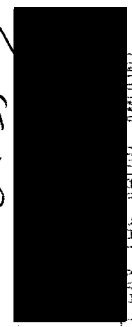
Maple Leaf Grille & Spirits

Date: Apr30'13 01:25PM
Card Type: VISA
Acct #: [Redacted]
Exp Date: XX/XX
Auth Code: 068772
Check: 2272
Table: 52/1
Server: 147 Andrew L

Subtotal: 70.35

TIP 14.00

TOTAL 84.35



SIGNATURE

I AGREE TO PAY THE ABOVE AMOUNT
AS PER THE CARDHOLDER AGREEMENT

*****Lumier Copy*****

WELCOME

Shell Canada
230 LYNX STREET
T1L-1C8

BANFF (403) 750-5675 AB

VISA PURCHASE CHIP

INV No. 0003594926
2013/04/30 14:31
Visa Credit
AID A0000000031010
TVR 0000008000

Bronze
PUMP No. 03
LITRES 43.527
PRICE/L \$1.149
TOTAL FUEL \$50.01
01 APPROVED - THANK YOU 001
APPROVAL No. 037512
TERMINAL No. 89000350
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

FUEL INCLUDES
GST - Fuel \$2.38
No. 137400032RT

TOTAL SALE \$50.01

STORE: C00035
TRAN: 2300114
2013/04/30 14:33:06

This Sat & Sun, May
4&5, spend \$50 earn
up to 50 bonus AIR
MILES. See in-store.

THANK YOU
Questions?
1-800-661-1600

RECEIPT
GST NO. R122556194

EXIT No. A1
IN: 05/01/13 14:11
OUT: 05/06/13 20:27
DURATION: 5 06: 16
PAID: \$ 103.95
(GST INCLUDED)
VISA

REF. 23
THANK YOU FOR
YOUR VISIT

*Commuter
rewards*
REDWATER BLVD VALLEY
250 6TH AVENUE SOUTH
WEST
CALGARY AB

CARD TYPE VISA
DATE 2013/05/07
TIME 0277 13:38:33
SERV ID 5446
CHECK # 180803
TABLE # 111
RECEIPT NUMBER
CB2008429-001-088-016-0

PURCHASE AMOUNT \$46.67
TIP \$9.3
TOTAL \$55.86

Visa Credit
A0000000031010
7613074FF8077B44
0000008000-EB00
CA2217B1787B6399
0000008000-FB00

APPROVED
AUTH# 050084 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT IN THIS COPY

IMPARK LOT 232
PHONE 403 299-7275

Merchant: LOT 232

Trans: 00566620

Time of purchase
4:00PM APR 30

STATION # 029

Price: \$13.00

Expires:

6:00AM WED
MAY 01 2013

GST REG # R102466000
WELCOME TO THE
BOW PARKADE
www.impark.com

IMPARK LOT 232
PHONE 403 299-7275

STATION # 029

Merchant: LOT 232

Trans: 00566620

Time of Purchase
4:03PM APR 30

Price: \$13.00

Expires:

6:00AM WED
MAY 01 2013

AIRFLIGHT SERVICES
3300 STEELES AVE W SUITE
CONCORD, ON
4164451999

Term ID: 05672173

Purchase

VISA Entry Method: C
Clerk ID: 578

Amount: \$ 56.00

Tip: \$ 9.00

Total: \$ 65.00

2013/05/01 22:03:49

Seq #: 0011360060

Appr Code: 005253

Resp Code: 01/027

Visa Credit
A0000000031010
3A BC E0 23 A3 18 2F 30
00 00 00 80 00
FB 00
3C 2C 04 8F 07 F2 F9 91

APPROVED
Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records

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5

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7

8



INTERCONTINENTAL.

TORONTO YORKVILLE

05-06-13

Mr Jeff Melanson	Folio No. :	Room No. : 711
CA	A/R Number :	Arrival : 05-01-13
	Group Code :	Departure : 05-06-13
	Company : Royal Conservatory Music - Employ	Conf. No. : 62077294
	Membership No.:	Rate Code : IPLY0
	Invoice No. :	Page No. : 1 of 2
	Cashier No. : 342	
	User ID : MAO,	HST# : 855206975

Date	Description	Charges	Credits
05-01-13	*Accommodation	188.00	9.40
05-01-13	HST 13% on Rooms	24.44	
05-02-13	Proof Bar Dinner - Beer Line# 711 : CHECK# 0022290	25.47	
05-02-13	Internet Access Line# 711 : 30 Minutes Internet 30 Minutes Internet	4.00	
05-02-13	HST 13% on Others	0.52	
05-02-13	*Accommodation	188.00	9.40
05-02-13	HST 13% on Rooms	24.44	
05-03-13	Internet Access Line# 711 : 2 Days (48 Hours) In 2 Days (48 Hours) In	19.00	
05-03-13	HST 13% on Others	2.47	
[REDACTED]			
05-03-13	*Accommodation	188.00	9.40
05-03-13	DMP	4.99	
05-03-13	HST 13% on Rooms	25.09	
05-04-13	Proof Bar Dinner - Food Line# 711 : CHECK# 0022440	161.67	
05-04-13	*Accommodation	188.00	9.40
05-04-13	DMP	4.99	
05-04-13	HST 13% on Rooms	25.09	
05-05-13	*Accommodation	188.00	9.40
05-05-13	DMP	4.99	
05-05-13	HST 13% on Rooms	25.09	
05-06-13	Room Service Brkfst - Food Line# 711 : CHECK# 0040793	22.57	
05-06-13	Internet Access Line# 711 : 1 Day (24 Hours) Int 1 Day (24 Hours) Int	11.00	

InterContinental Toronto Yorkville
220 Bloor Street West
Toronto, Ontario, Canada M5S 1T8
Telephone: (416) 960-5200 Fax: (416) 960-8269



INTERCONTINENTAL.
TORONTO YORKVILLE

05-06-13

Mr Jeff Melanson [REDACTED] CA	Folio No. :	Room No. :	711
	A/R Number :	Arrival :	05-01-13
	Group Code :	Departure :	05-06-13
	Company :	Conf. No. :	62077294
	Membership No.:	Rate Code :	IPLY0
	Invoice No. :	Page No. :	2 of 2
	Cashier No. :	342	
	User ID :	MAO,	
		HST# :	855206975

Date	Description	Charges	Credits
------	-------------	---------	---------

05-06-13 HST 13% on Others

1.43

Total 1,345.32 0.00

Balance 1,345.32 / CAD

0.00 CAD

0.00 CAD

0.00 CAD

HST 13% on Rooms 124.15 CAD

0.00 CAD

0.00 CAD

HST 13% on Others 4.42 CAD

HST 13% on Others 4.42 CAD

If you have any questions, please contact the accounting department at (416) 324-5869 or fax (416) 324-5895

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

InterContinental Toronto Yorkville
220 Bloor Street West
Toronto, Ontario, Canada M5S 1T8
Telephone: (416) 960-5200 Fax: (416) 960-8269

Bamboo Garden

211 Banff Ave, 2/F
Banff, AB Canada
Tel: (403) 985-6688
GST# 826831505

Guest Check

Table : 13 Check # 29996

Cover: 3 Date : 13/05/01
Time : 12:11:33 Open By : Lunch

3 LH CK Pad Thai 36.00
1 Pot of Tea 5.00

Item Total(\$): 41.00
Tax(\$): 2.05

Total(\$): 43.05

Please Pay Server

15% Gratuity is appreciated.

Have a Great Day !

Community relations
BAMBOO GARDEN
2/F 211 BANFF AVE
BANFF AB T1L 1C7
4039856688

SALE

MID: 4320014 REF#: 00000002
TID: A4320014 SEQ: 355001001002
Batch #: 355 12:39:10
05/01/13 CVC: Y

APTR CODE: 073679

VISA

AMOUNT \$43.05
TIP \$8.61
TOTAL \$51.66

00 - APPROVED - 001

Visa Credit
AID: A0000000031010
TVR: 00 00 00 80 00
TSI: F8 00

CUS COPY

Nota Bene Restaurant
180 Queen Street West
Toronto, Ontario
Tel: 416-977-6400
Check #: 201637

Server: [Redacted] Date: 05/06/2013
Table: 51 Time: 13:36
Client: 2

2 Sesame Chicken 38.00
2 Cappuccino 10.50

SUB-TOTAL: 71.50
HST (823828728): 9.30

TOTAL: 80.80

Please forward comments to
Yannick Bigourdan
yannick@notabenerestaurant.com

For reservations please follow the link
notabenerestaurant.com/reservations

Follow us on Twitter
@notabene onto

Community relations

Nota Bene Restaurant
180 Queen Street West
Toronto, Ontario

VISA
Type : PreAuth

Date : 06/05/2013 01:46:06 PM
Check : 201637
Server Name : [Redacted]
Table : 51
Approval # : 081737

Sub Total: \$80.80

Tip: \$16.00

Total: \$96.80

Approved - Thank You

* Copy *

EXTREME FITH
6- AIRPORT RD #427
MISSISSAUGA, ON L4V1Y9
4167769768

Merchant ID: 16813268403
Term ID: 002

Ref #: 240

Sale

Entry Method: CHIP

06/13 16:56:19
W #: 000239 Appr Code: 093320
Batch#: 000299

total: \$ 25.71

By entering a verified PIN, cardholder agrees to pay issuer such total in accordance with issuer's agreement with cardholder (Merchant agreement if credit voucher).

Retain this copy for statement verification.

Position Label: Visa Credit
U: A0000000031010
R: 00 00 00 80 00
I: F8 00

Customer Copy

MISSISSAUGA, ON
L4V1Y9

Term ID: 05200615

Purchase

Entry Method: C

Amount: \$ 65.75
Tip: \$ 8.00

Total: \$ 73.75

2013/05/06 14:47:10

Seq #: 0010014220

Appr Code: 013623

Resp Code: 014027

Visa Credit
A0000000031010
60 72 EC FB 8A E4 CE
00 00 00 80 00
F8 00
45 9E 02 10 43 2F 5A 74

APPROVED
Thank You

Customer

retain this copy

Fairmont & Resorts
 GST # 8 J43619
 The Oak Room
 133 9th Avenue SW
 Calgary, Alberta T2P 2M3
 (403) 262-1234
 CHECK: 5899
 TABLE: 33/1
 SERVER: 105 OPHELIA
 DATE: MAY07'13 4:00PM
 CARD TYPE: VISA
 ACCT #: [REDACTED]
 EXP DATE: XX/XX
 AUTH CODE: 012136
 JEFFREY J MELANSON

SUBTOTAL: 12.60
 GRATUITY ----- 3.00
 TOTAL ----- 15.60
 SIGNATURE ----- [REDACTED]

GST # J43619
 The Oak Room

105 OPHELIA

 33/1 CHK 5899
 MAY07'13 2:17PM

2 CAPPUCCINO 12.00
 Food 12.00
 12.00 GST 0.60
 Total Due .. \$ 12.60

FAIRMONT PALLISER
 GST #846543619

GRATUITY -----
 TOTAL -----
 ROOM # -----
 PRINT NAME -----
 SIGNATURE -----

PALL CADE
 AB
 RECEIPT ONLY!
 PAY STATION: C3

 ENTRY DATE/TIME:
 03/05/13 20:47
 PAY DATE/TIME:
 07/05/13 18:12
 PARK-DUR.: HRS:MIN
 0:19:25

 PAID: \$ 27.00
 VISA
 [REDACTED]

AJTH. CODE02703
 REF. 87

 * YOU MUST TAKE *
 * ORIGINAL TICKET *
 * WITH YOU AND USE *
 * IT TO EXIT *

 GST INCLUDED
 GST No. RT12201449
 1

 THANK YOU FOR YOUR
 VISIT!

RECEIPT
GST NO. R122556194

EXIT No. A4
 IN: 05/12/13 17:29
 OUT: 05/14/13 13:38
 DURATION: 1 20: 09
 PAID: \$ 50.40
 (GST INCLUDED)
 VISA
 [REDACTED]

REF. 89
 THANK YOU FOR
 YOUR VISIT

Calgary International Airport Parkade

Sheila Gauda
 230 LYNX STREET
 T1L-1C8
 BANFF (403) 760-6675 AB
 [REDACTED]
 VISA
 PURCHASE CHIP
 INV No. 0003599702
 2013/05/11 13:19
 Visa Credit
 AID A0000000031010
 TVR 000008000

Bronze
 PUMP No. 04
 LITRES 49.445
 PRICE/L \$1.219
 TOTAL FUEL \$60.27
 01 APPROVED - THANK
 YOU 001
 APPROVAL No. 077193
 TERMINAL No.
 89000350
 VERIFIED BY PIN

IMPORTANT
 retain this copy for
 your records

FUEL INCLUDES
 GST - Fuel \$7.87
 No. 137400 RT

TOTAL SALE \$60.27

STORE: C00035
 TRAN: 2320281
 2013/05/11 13:21:15

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 the world,
 one click at a time.
 fuellingchange.com

THANK
 Quest
 1-800-6

LAX PLUS

1000

(818) 212-5151
(818) 822-6835



TCP: 30429-B

DATE: 5-14-13

WAYBILL

Passenger's Name: JEFF

Room #: 1115 Tel:

Pick Up Location: Hotel Angelena

Driver: HAIG Time: 600 Am

Drop Off Location: L.A. X

Airport: L.A. X Airline:

Terminal Flight # Time Departure Arrival

Form of Payment: Cash Visa M/C Disc Amex

Acct # Exp. Date

Special

Total Time

Total Charge 55.00

20% Gratuity 11.00

Travel Conveniently.
Securely and Luxuriously...

Total Due 66.00

12