

Aug 13 2013

**CLAIM FORM  
DEPARTMENTAL TRAVEL AND ENTERTAINMENT**

DATE August 12, 2013

EMPLOYEE# VP-0006

NAME Susan Peterson  
FIRST MIDDLE LAST

DEPT Board of Governors

Mailing Address :

Itinerary and Purpose of Travel : Board of Governors meetings (July 17-19, 2013)


*Please leave the colored cells for Financial Services*


Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description (Include PURCHASE ORDER NUMBER if applicable)	NET Amount	GST Amount	Total Amount
1	6/27/2013	3102	2100	890030	800				Return flight Ottawa to Calgary	\$ 1,930.18		\$ 1,930.18
2	7/17/2013	3102	2100	890030	800				Hotel Le Germain	\$ 291.78		\$ 291.78
3	7/16/2013	3102	2100	890030	800				Associated Cab	\$ 60.00		\$ 60.00
4	7/21/2013	3102	2100	890030	800				Ottawa Airport	\$ 57.00		\$ 57.00
5			2100									\$ -
6			2100									\$ -
7			2100									\$ -
8			2100									\$ -
9			2100									\$ -
10			2100									\$ -
11			2100									\$ -
12			2100									\$ -
13			2100									\$ -
14			2100									\$ -
15			2100									\$ -
16			2100									\$ -
17			2100									\$ -
18			2100									\$ -
19			2100									\$ -
20			2100									\$ -
<b>Total Expenses : A</b>										<b>\$ 2,338.96</b>	<b>\$ -</b>	<b>\$ 2,338.96</b>

GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	NET Amount	GST	Total Amount
3102	2100	890030	800			2,338.96		2,338.96
						<b>Total</b>		<b>2,338.96</b>

Travel Advances	B	
Balance Due to Claimant Center	A-B	\$ 2,338.96

If Travel Advances exceeds expenses and the Center is to be reimbursed, please attach top copy of cheque or the CPA (Cash Posting Advice) to this claim.

  
 Claimant's Signature \_\_\_\_\_ Date \_\_\_\_\_

  
 Claimant's Supervisor \_\_\_\_\_ Date 08/12/13

Financial Services \_\_\_\_\_ Date \_\_\_\_\_

Return to Requestor	Leanne Carignan	Mail to Claimant	
Department	Executive Office		
Cost Centre Code	890030		
Prepared By	Leanne Carignan		

# CLAIM FORM DEPARTMENTAL TRAVEL AND ENTERTAINMENT

DATE August 12, 2013

EMPLOYEE# \_\_\_\_\_ NAME Susan Peterson  
FIRST MIDDLE LAST

DEPT Board of Governors

Mailing Address : \_\_\_\_\_

Itinerary and Purpose of Travel : Board of Governors meetings (July 17-19, 2013)

*Please leave the colored cells for Financial Services*

Rcpt no.	Date	GL Acct	Fund	Dept Centre	Activity Code	Activity Type	Activity Location	Description of Expense (PURCHASE ORDER NUMBER IF APPLICABLE)	NET Amount	GST Amount	Total Expense
1	6/27/2013	3102	2100	890030	800			Return flight Ottawa to Calgary	\$ 1,930.18		\$ 1,930.18
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7			2100								\$ -
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16			2100								\$ -
17			2100								\$ -
18			2100								\$ -
19			2100								\$ -
20			2100								\$ -
<b>Total Expense: A</b>									<b>\$ 2,338.96</b>		

GL	Fund	Cost Centre	Activity Code	Activity Type	Total	Balance
3102	2100	890030	800		2,338.96	2,338.96

	\$	
		2,338.96

If Travel Advance exceeds expenses and the Center is to be reimbursed, please attach top copy of cheque or the CPA (Cash Posting Advice) to this claim.

Susan Peterson

Claimant's Signature Date

Claimant's Supervisor Date

Financial Services Date

Return to Requestor	Leanne Carignan	Mail to Claimant			
Department	Executive Office				
Cost Centre Code	890030				
Prepared By	Leanne Carignan				

**Subject:** Air Canada - Susan Daquino - 16-Jul: YOW - YYC (booking ref: KWLCVS) - seat selected  
**Date:** Thursday, 27 June, 2013 3:40:42 PM Eastern Daylight Time  
**From:** Air Canada  
**To:** Lynn Lintner

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

## 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.](#)

**Booking Date:** Jun 27, 2013    **Passengers:** Mrs Susan Daquino  
**Agent Name:** LEIS  
**Agent ID:** 6757930

**offer** Upgrade to a higher level of comfort with [Star Alliance Upgrade Awards](#).

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### Booking Information

**Booking Reference:** KWLCVS

**Customer Care**  
**Air Canada**  
1-888-247-2262  
**Flight Arrivals and Departures**  
1-888-422-7533

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

**Main Contact:**  
Bytown Travel Ltd  
[llintner@mkitravel.com](mailto:llintner@mkitravel.com)  
1-613-2386300

#### Online Services

- [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
AC167	Ottawa, Ottawa Int'l (YOW) Tue 16-Jul 2013 18:30	Calgary (YYC) Tue 16-Jul 2013 21:00	0	4hr30	E90	Latitude, B	F
AC1150	Calgary (YYC) Sun 21-Jul 2013 12:15	Toronto, Pearson Int'l (YYZ) Sun 21-Jul 2013 18:00 - Terminal 1	0	5hr58	320	Latitude, B	F
AC1186	Toronto, Pearson Int'l (YYZ) Sun 21-Jul 2013 19:10 - Terminal 1	Ottawa, Ottawa Int'l (YOW) Sun 21-Jul 2013 20:13	0		320	Latitude, B	

F: Food for purchase onboard All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

## Passenger Information

1: Mrs Susan Daquino : Adult (16+), Ticket Number: 014212275206

Air Canada - Aeroplan

Meal Preference : None

Payment Card:

Special Needs: None

Seat Selection: 2A, 2A, 2A

## Purchase Summary

### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - <u>Latitude</u>	<b>783.00</b>
Return Flight - <u>Latitude</u>	<b>813.00</b>
<u>Surcharges</u>	46.00
<b>Taxes, Fees and Charges</b>	
<u>Canada Airport Improvement Fee</u>	54.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.50
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	218.43
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	<b>1930.18</b>
Number of passengers	1
<b>Grand Total - Canadian dollars</b>	<b>\$1930.18</b>

### Payment Information

Credit/Debit Card Amount paid: \$1930.18

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

2



HÔTEL LE GERMAIN  
CALGARY

Company BANFF CENTRE

Ms SUSAN PETERSON DAQUINO  
BANFF CENTRE

CANADA

DATE: 07-17-13  
TIME: 12:28  
ROOM: 0401  
ARRIVAL: 07-16-13  
DEPARTURE: 07-17-13  
CONF. NO.: 2392734  
PAGE: 1 of 1

DATE	DESCRIPTION	REFERENCE	CHARGES	CREDITS
07-16-13	Room Charge		259.00	
07-16-13	DMF - Destination Marketing Fe		7.77	
07-16-13	Alberta Tourism Tax		10.67	
07-16-13	GST		13.34	
07-17-13	Local Call	[REDACTED]	0.95	
07-17-13	GST		0.05	
07-17-13	Visa	[REDACTED]		291.78
<b>TOTAL</b>			<b>291.78</b>	<b>291.78</b>
<b>BALANCE</b>			<b>0.00 CAD</b>	

GST: 143787109 13.39  
Tourism Tax: 10.67

Like you, we know it's the little things that mean a lot. So, if you enjoyed your stay with us, please visit [www.tripadvisor.com](http://www.tripadvisor.com) and share your Germain experience.

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(13)

(4)

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international arrival door.



ASSOCIATED CAB

Driver                      Date July 16/13  
 Car #                      Amount                       
 GST Included #                     

POF\_\$3 21/07/13 20:31  
Receipt 024811

Ticket/Billet  
 P1 - No. 075215  
 19/07/13 07:36 -  
 21/07/13 20:31 -  
 Period 2d12h56'  
 (CAN) \$57.00

Total \$57.00

Payment Received  
 [Redacted] \$57.00

Merch:82008580037  
 Auth:042954  
 Type: Swiped

Sub Total \$50.44  
 HST 13% 6.56

649E2099 - 1/1

HST#TVH 898569942RT.CAD  
 Good day Au revoir