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**Overview**

Travel Expenses			
Item #	Date	Description	Amount
1.	November 29 – December 3, 2013	Travel to Montreal for AUCC Conference	\$361.64
2.	January 16, 2014	Travel to Edmonton to attend Campus Alberta meeting.	\$242.57

**Detail for Travel Expenses**

Travel Expense – Item 1						
For	Bonnie DuPont, Board Chair, Board of Governors					
Description/Purpose	Travel to Montreal for AUCC Conference. The AUCC represents the 95 public, private not-for-profit and university degree-level colleges.					
Date	November 29 – December 3, 2013					
Destination	Montreal, Quebec					
Type of Expense	Air Fare*	Other Transport**	Hotel	Meals	Other***	Total
Amount	\$302.78	\$37.86			\$21.00	\$361.64
Notes	*Air Fare: Flight from Montreal to Calgary. **Other Transport: Transportation using VIA Rail from Ottawa to Montreal. ***Other: travel agency booking fee.					

(Attach scanned receipts for Travel Expense – Item 1)

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corporate clients.

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**UNIGLOBE**

**Beacon Travel**  
UNIGLOBE Beacon Travel  
Suite 200, 1400 Kensington Road NW  
Calgary, Alberta T2N 3P9  
Phone: (403) 536-6860  
Fax: (403) 228-3817  
Toll Free: 1-877-596-6860

tracy@uniglobebeacon.com  
Direct Line: 403-536-6807

**\*\*URGENT- Please review your itinerary for accuracy immediately\*\***  
There may be costs associated with making changes; these costs will be your responsibility.  
Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

<b>Passenger(s):</b>	Dupont/Bonnie Ref: UNI SECRAT	<b>Booking Ref.:</b>	GULMJL
<b>Invoice No.:</b>	292539	<b>Agent:</b>	Tracy Oswald
<b>Date:</b>	Friday, October 25, 2013	<b>Customer:</b>	4032206449
<b>Billing:</b>	UNIVERSITY OF CALGARY 3838 24TH AVE NW CALGARY AB T2N 1N4 REF UNI SECRAT	<b>Deliver:</b>	UNIVERSITY OF CALGARY 3838 24TH AVE NW CALGARY AB T2N 1N4 REF UNI SECRAT

**- EXCHANGE -INVOICE NUMBER FOR ORIGINAL TICKET IS 0242337**

- Your Travel Arranger is pleased to deliver your complete itinerary through TripCase.  
[Click here](#) to access your reservation on the web or a mobile device.
- To forward itinerary to Triplt, Worldmate, Tripcase or Blackberry Travel: [Click Here](#)
- Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)
- Add your itinerary to your calendar (with Infuzer): [Click Here](#)
- Use Mileblaster to consolidate all your frequent flyer and loyalty programs: [Click Here](#)
- The Total Carbon Emissions for your flight/s are 344.73kgs and it would cost \$15.51 to offset them. Please visit our website for more details.  
[Click here](#)

**MISCELLANEOUS - Friday, November 29**

**Details**  
**Departs:** Ottawa  
**Details:** VIA RAIL LOCATOR AXY564

**RAIL - Friday November 29 2013**

**Via Rail Canada Train Number 38 - Economy**  
**Depart:** 17:35, Friday, November 29  
Ottawa Railway Station, Ottawa, Canada  
**Arrival:** 19:43, Friday, November 29  
Downtown Railway Stn, Montreal, Canada

<b>Confirmation:</b>	AXY564	<b>Status:</b>	Confirmed
<b>Duration:</b>	2 hours 8 minutes		
<b>Remarks:</b>	Car4 seat 4c aisle confirmed		

[Weather](#)

**AIR - Tuesday December 3 2013**

**Air Canada Flight AC155 Economy Class**

<b>Depart:</b>	19:15, Tuesday, December 3	<b>Arrive:</b>	22:07, Tuesday, December 3
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**Check In Confirmation:**  
**PIWKRI (\*24 Hours Prior)**

Pierre Elliott Trudeau Intl. Airport  
Montreal, Quebec, Canada

Calgary Intl. Airport  
Calgary, Alberta, Canada

Status: Confirmed Booking Code: A  
Equipment: Airbus Industrie A320 Stops: Non-stop  
Duration: 4 hours 52 minutes Seat: 14D Confirmed  
FF Number: s. 17(1) Meal: Food For Purchase  
Remarks: [To purchase sightseeing tours in Calgary click this link](#)

[Weather](#) [Flight Status \(up to 3 days prior\)](#) [Dining Reservations](#)

#### Invoice Details

Transaction / Document	Base	Tax	GST/HST	QST	Total
Via Rail Locator Axy564 / AXY564	33.50		4.36		37.86
	Form of Payment:	s. 17(1)			
Air Canada	75.00	3.75			78.75
	Form of Payment:	s. 17(1)			
Air Canada / 014 2127035225 Exchanged Ticket / 0142120704571	151.00		7.55	29.84	188.39
	Form of Payment:	s. 17(1)			
Air Canada Exchanged Ticket / 0142120704571	31.00		1.55	3.09	35.64
	Form of Payment:	s. 17(1)			
Professional Fee	20.00		1.00		21.00
	Form of Payment:	s. 17(1)			
<b>Totals:</b>	<b>310.50</b>	<b>3.75</b>	<b>14.46</b>	<b>32.93</b>	<b>CAD 361.64</b>

Total Charged to Credit Card: CAD 361.64

Balance Due: CAD 0.00

#### Fare Rules

• Air Canada ticket is non-refundable. Changes are permitted for 75.00 cad per direction plus any fare difference up to 2 hours prior to departure. Same day airport changes prior to departure for 150.00 cad plus taxes. Aeroplan members earn 25 percent status miles. Advance seat selection is available for a fee. e-Upgrade certificates are not permitted. Missing your flight without cancellation may result in the forfeiture of the value of your airline ticket. Name changes are not permitted.

#### Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the airline's website or contact the airline directly for details.

- [Air Canada](#) or call 1-888-247-2262

#### Important Information

- Your reservation number with via rail Canada Inc is axy564. Via rail Canada inc contact phone number is 1-888-842-7245
- Your reservation number with Air Canada is piwkri. Air Canada contact phone number is 1-888-247-2262
- Please check in 90 minutes prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 45 minutes prior to departure.
- Government-issued picture ID is required or two pieces of government-issued ID which show name/ date of birth/gender. This now includes passengers who appear to be between 12 and 17 years of age. [www.passengerprotect.gc.ca/identity.html](http://www.passengerprotect.gc.ca/identity.html)
- Air Canada will notify you of last minute flight changes if you register your flights up to 30 days prior to departure. For more information visit [www.aircanada.com/en/travelinfo/traveler/mobile/notification.html](http://www.aircanada.com/en/travelinfo/traveler/mobile/notification.html)
- Baggage charges may apply. For more info..Please visit Air Canada-[www.aircanada.com](http://www.aircanada.com) baggage allowance-Specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.
- Passengers may carry travel sized toiletries or liquids 3 oz or less through security check points. They must fit in one quart sized, clear plastic zip-top bag. Visit [www.catsa-acsta.gc.ca](http://www.catsa-acsta.gc.ca).
- Air Canada freq. flyer nbr s. 17(1) appended
- This is an electronic ticket valid only on issuing airline.
- Photo ID and Etkit itinerary required for check in. Boarding cards required prior to entering security.
- View your itinerary at [www.virtuallythere.com](http://www.virtuallythere.com) use your last name and trip locator GULMJL
- -24 hour emergency service in Canada and usa -Call toll-Free 1-855-817-8277 or collect 647-724-8277. -Please note some cell phone providers do not allow for -1-800 calls in some areas. We recommend using -Landline in these situations or call collect. -Your UNIGLOBE

VIA Rail Canada

RECEIPT | RECU

DUPONT/BONNIE <ADT>	Train	Car   Voiture	Seat   Place
	REQ'D FOR REFUND/EXCHANGE		
	REQUIS POUR REMB./ÉCHANGE		

CR 710553

Station/Gare

200 TREMBLAY ROAD, OTTAWA, ON

GOB

29Nov13 1645

s. 17(1) 37.86CAD

VIxxxx 108.31CAD

Fare/Prix 129.35 Taxable 129.35  
 GST-HST/TPS-TVM 16.82 GST No/No TPS 105521785RT001  
 PST/TVP 0.00

Total	FTR   ETF	
148.17		
AXV56A	29112013 22618	>>>

VIA Rail Canada

ITINERARY | ITINÉRAIRE

DUPONT/BONNIE <ADT>	Train	Car   Voiture	Seat   Place
	Not valid for travel/		
	Non valide pour voyager		

OTTAWA ON 29Nov 1735  
 MONTREAL QC 1943  
 VIA 038 Business / Affaires 1 10A

File   Dossier	FTR   ETF	
AXV56A	29112013 22618	>>>

VIA Rail Canada

VOID | NUL

VOID/NUL	Train	Car   Voiture	Seat   Place
	XXX	XXX	XXX

VIA Rail Canada

TICKET | BILLET

Required on board 1  
Requis à bord

DUPONT/BONNIE <ADT>	Train	Car   Voiture	Seat   Place
	VIA 038		1 10A

From/De OTTAWA ON 29Nov 1735  
 To/A MONTREAL QC 1943  
 Business / Affaires <J >  
 Meal / Repas

\$ 0.00 Service Charge / Frais de service  
 BEFORE DEPARTURE: REF & EXC ALLOWED  
 AFTER DEPARTURE: NO REFUND/NO EXC  
 AVANT LE DEPART: REMB & ECH PERMIS  
 APRES LE DEPART: NON-REMB/NON-ECH

File   Dossier	FTR   ETF	
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File   Dossier	FTR   ETF	
AXV56A	29112013 22618	>>>

DUPONT BONNIE

ECONOMY/ECONOMIQUE TANGO  
ETKT0142127035225

Flight/Vol  
AC 155 03DEC

From/De  
MONTREAL

Frequent Flyer/Voyageur assidu  
E75K

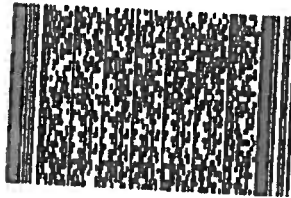
Destination  
CALGARY

Boarding Time/Heure d'embarquement 18:30 Gate/Porte A11 Seat/Place 14D

Departure Time/Heure de depart 19:15

Airline Use/A usage interne 0023 YUL083889

Boarding Pass | Carte d'accès à bord



DUPONT B

Cabin/Cabine  
Y

Flight/Vol Destination

AC 155  
CALGARY

Seat/Place  
14D AISLE/COULOIR

Remarks/Observations

AIR CANADA

A STAR ALLIANCE MEMBER  
MEMBRE DU RESEAU STAR ALLIANCE

**Detail for Travel Expenses**

Travel Expense – Item 2						
For	Bonnie DuPont, Board Chair, Board of Governors					
Description/Purpose	Travel to Edmonton to attend Campus Alberta meeting.					
Date	January 16, 2014					
Destination	Edmonton, Alberta					
Type of Expense	Air Fare	Other Transport	Hotel	Meals	Other*	Total
Amount	\$221.57				\$21.00	\$242.57
Notes	*Other: travel agency booking fee.					

(Attach scanned receipts for Travel Expense – Item 2)

## Exclusive Travel Offers

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# UNIGLOBE Travel

UNIGLOBE Travel  
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Calgary, Alberta T2N 3P9  
Phone: (403) 536-6860  
Fax: (403) 228-3817  
Toll Free: 1-877-596-6860

**\*\*URGENT- Please review your Itinerary for accuracy immediately\*\***

There may be costs associated with making changes; these costs will be your responsibility.  
Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

[tracy@uniglobeone.com](mailto:tracy@uniglobeone.com)  
Direct Line: 403-536-6807


<b>Passenger(s):</b>	Dupont/Bonnie Ref: UNI SECRAT	<b>Booking Ref.:</b>	AOKYYU
<b>Invoice No.:</b>	25184	<b>Agent:</b>	Tracy Oswald
<b>Issue Date:</b>	Wednesday, January 8, 2014	<b>Customer:</b>	4032206449
<b>Billing:</b>	UNIVERSITY OF CALGARY 3838 24TH AVE NW CALGARY AB T2N 1N4 REF UNI SECRAT	<b>Deliver:</b>	UNIVERSITY OF CALGARY 3838 24TH AVE NW CALGARY AB T2N 1N4 REF UNI SECRAT

### • EXCHANGE -INVOICE NUMBER FOR ORIGINAL TICKET IS 0242337

• Your Travel Arranger is pleased to deliver your complete itinerary through TripCase.


[Click here](#) to access your reservation on the web or a mobile device.

• To forward itinerary to Triplt, Worldmate, Tripcase or Blackberry Travel: [Click Here](#)

•  Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)

•  Add your itinerary to your calendar (with Infuzer): [Click Here](#)

•  Use Mileblaster to consolidate all your frequent flyer and loyalty programs: [Click Here](#)

•  [Click here](#) to reserve your parking and take advantage of exclusive rates and offers with Park2Go and UNIGLOBE Beacon Travel - use coupon #10163 to receive a 20% discount

• The Total Carbon Emissions for your flight/s are 56.24kgs and it would cost \$2.53 to offset them. Please visit our website for more details.

[Click here](#)

### AIR - Thursday January 16 2014

 **WestJet Flight WS349 Economy Class**

**Check In Confirmation:**  
**SZFYYG (\*24 Hours Prior)**

<b>Depart:</b>	09:50, Thursday, January 16 Calgary Intl. Airport Calgary, Alberta, Canada	<b>Arrive:</b>	10:40, Thursday, January 16 Edmonton Intl. Airport Edmonton, Alberta, Canada
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<b>Status:</b>	Confirmed	<b>Booking Code:</b>	G
<b>Equipment:</b>	Boeing 737-700 (winglets)	<b>Stops:</b>	Non-stop
<b>Duration:</b>	0 hours 50 minutes	<b>Seat:</b>	06D Confirmed
<b>Meal:</b>	None	<b>ETicket No.:</b>	8384616278892

• [Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

### AIR - Thursday January 16 2014

 **WestJet Flight WS3259 Economy Class**  
**Operated By Westjet Encore**  
Check In With WESTJET ENCORE

**Check In Confirmation:**  
**SZFYYG**

<b>Depart:</b>	17:15, Thursday, January 16 Edmonton Intl. Airport	<b>Arrive:</b>	18:05, Thursday, January 16 Calgary Intl. Airport
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Edmonton, Alberta, Canada

Calgary, Alberta, Canada

<b>Status:</b>	Confirmed	<b>Booking Code:</b>	G
<b>Equipment:</b>	De Havilland DHC-8-400 Dash 8Q	<b>Stops:</b>	Non-stop
<b>Duration:</b>	0 hours 50 minutes	<b>Seat:</b>	06B Confirmed
<b>Meal:</b>	None	<b>ETicket No.:</b>	8384616278892
<b>Remarks:</b>	Turbo propeller plane used on this flight		

• [Weather](#) • [Flight Status \(\\*up to 3 days prior\)](#) • [Dining Reservations](#)

#### Invoice Details

Transaction / Document	Base	Tax	GST/HST	Total
Professional Fee	20.00		1.00	21.00
	Form of Payment: /	s. 17(1)		
Westjet Seat Charge	5.00		0.25	5.25
	Form of Payment:	s. 17(1)		
Westjet Seat Charge	5.00		0.25	5.25
	Form of Payment: AX	s. 17(1)		
ADDT. COLLECTION D / 838 4616278892	156.89	44.13	10.05	211.07
Exchanged Ticket / 8383925712562				
	Form of Payment: AX	s. 17(1)		
<b>Totals:</b>	<b>186.89</b>	<b>44.13</b>	<b>11.55</b>	<b>CAD 242.57</b>
		<b>Total Charged to Credit Card:</b>		<b>CAD 242.57</b>
		<b>Balance Due:</b>		<b>CAD 0.00</b>

#### Fare Rules

• Westjet ticket is not refundable. Changes are permitted for a fee of up to 86.25 plus any applicable fare difference.

#### Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the airline's website or contact the airline directly for details.

- [WestJet](#) or call 1-800-538-5696

#### Important Information

- Your reservation number with westjet is szfygg. Westjet contact phone number is 1-800-538-5696
- Please check in 90 minutes prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 45 minutes prior to departure.
- Government-Issued picture ID is required or two pieces of government-issued ID which show name/ date of birth/gender. This now includes passengers who appear to be between 12 and 17 years of age. For more information visit [www.passengerprotect.gc.ca/identity.html](http://www.passengerprotect.gc.ca/identity.html)
- Baggage charges may apply. For more info..Please visit westjet-[www.westjet.com](http://www.westjet.com) baggage allowance-Specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.
- Passengers may carry travel sized toiletries or liquids 3 oz or less through security check points. They must fit in one quart sized, clear plastic zip-top bag. Visit [www.catsa-acsta.gc.ca](http://www.catsa-acsta.gc.ca).
- This is an electronic ticket valid only on Issuing airline.
- Photo ID and Etkit itinerary required for check in. Boarding cards required prior to entering security.
- [Click here](#) to sign up for westjets new reward program
- View your itinerary at [www.virtuallythere.com](http://www.virtuallythere.com) use your last name and trip locator AOKYYU
- -24 hour emergency service in Canada and usa -Call toll-Free 1-855-817-8277 or collect 647-724-8277. -Please note some cell phone providers do not allow for -1-800 calls in some areas. We recommend using -Landline in these situations or call collect. -Your UNIGLOBE rescue line access code is 62XC. -Or you can email at [callme@tass247.com](mailto:callme@tass247.com) -Please mention your rescue line access code is 62XC

rescue line access code is 62XC. -Or you can email at [callme@tass247.com](mailto:callme@tass247.com) -Please mention your rescue line access code is 62XC

Invoice No: 292539

access more™

Airline Conditions of Contract & Other Important Notices [Click Here](#)

- Please note that when paying by credit card all charges may not appear on the same credit statement. All charges will add up to the total as stated above.
- GST Registration Number - 822351896

WESTJET  
16JAN14 FLT/VOL 3259

DUPONT/BONNIE

DEP: EDMONTON INTL AB 5:15PM

ARR: CALGARY INTL AB 6:05PM

BOARDING TIME/  
HEURE D EMBARQUEMENT

4:40PM

BOARDING PASS/ CARTE D EMBARQUEMENT

GATE /PRT

49I

DUPONT/BONNIE  
16JAN14

FLT/VOL 3259

SEQ 032

PNR SZFYGG

SEQ 032

PNR SZFYGG

DEP: YEG

ARR: YYC

SEAT/PLACE

6B

SEAT/PLACE

6B

OPERATED BY WESTJET ENCORE Q400

ELECTRONIC/ELECTRONIQUE

8384616278892/6



WESTJET  
16JAN14 FLT/VOL 349

DUPONT/BONNIE

DEP: CALGARY INTL AB 9:50AM

ARR: EDMONTON INTL AB 10:40AM

BOARDING TIME/  
HEURE D EMBARQUEMENT

9:15AM

BOARDING PASS/ CARTE D EMBARQUEMENT

GATE /PRT

D49

DUPONT/BONNIE  
16JAN14

FLT/VOL 349

SEQ 017

PNR SZFYGG

SEQ 017

PNR SZFYGG

DEP: YYC

ARR: YEG

SEAT/PLACE

6D

SEAT/PLACE

6D

ELECTRONIC/ELECTRONIQUE

8384616278892/3

