# Overview

## Travel Expenses

<table>
<thead>
<tr>
<th>Item #</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>November 29 – December 3, 2013</td>
<td>Travel to Montreal for AUCC Conference</td>
<td>$361.64</td>
</tr>
<tr>
<td>2.</td>
<td>January 16, 2014</td>
<td>Travel to Edmonton to attend Campus Alberta meeting.</td>
<td>$242.57</td>
</tr>
</tbody>
</table>
**Proactive Disclosure of Expenses**

Bonnie DuPont, Board Chair, Board of Governors

For the period February 1, 2014 to March 31, 2014

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**Detail for Travel Expenses**

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

(Attach scanned receipts for Travel Expense – Item 1)
Exclusive Travel Offers
for employees and families of our
corporate clients.

ONLY FROM UNIGLOBE

**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.

Passenger(s): Dupont/Sonnie
Ref: UNI SECRAT
Invoice No.: 292538
Agent: Tracy Oswald
Date: Friday, October 25, 2013
Deliver: UNIVERSITY OF CALGARY
Billing: UNIVERSITY OF CALGARY
3638 24TH AVE NW
CALGARY AB T2N 1N4
REF UNI SECRAT
Customer: 4032208449

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 TripIt, 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 Infuze): 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

Confirmation: AXY564
Duration: 2 hours 8 minutes
Status: Confirmed
Remarks: Card seat 4c aisle confirmed

AIR - Tuesday, December 3 2013

Air Canada Flight AC155 Economy Class
Depart: 19:15, Tuesday, December 3
Arrive: 22:07, Tuesday, December 3

Check in Confirmation: PWKKK (*24 Hours Prior)
Pierre Elliott Trudeau Intl, Airport  | Calgary Intl. Airport  
Montreal, Quebec, Canada  | Calgary, Alberta, Canada

<table>
<thead>
<tr>
<th>Status:</th>
<th>Confirmed</th>
<th>Booking Code:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment:</td>
<td>Airbus Industrie A320</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duration:</td>
<td>4 hours 52 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FF Number:</td>
<td>s. 17(1)</td>
<td>Meal:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remarks:</td>
<td>To purchase siteseeing tours in Calgary click this link</td>
<td>Meal:</td>
<td>Food For Purchase</td>
<td></td>
</tr>
<tr>
<td>Weather:</td>
<td>Flight Status</td>
<td>Dining Reservations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Invoice Details**

<table>
<thead>
<tr>
<th>Transaction / Document</th>
<th>Base</th>
<th>Tax</th>
<th>GST/HST</th>
<th>QST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Via Rail Locator Axy564 / AXY564</td>
<td>33.50</td>
<td>4.36</td>
<td></td>
<td></td>
<td>37.86</td>
</tr>
<tr>
<td>Air Canada</td>
<td>75.00</td>
<td>3.75</td>
<td>s. 17(1)</td>
<td></td>
<td>78.75</td>
</tr>
<tr>
<td>Air Canada / 014 2127035225</td>
<td>151.00</td>
<td>7.55</td>
<td>20.84</td>
<td></td>
<td>188.39</td>
</tr>
<tr>
<td>Exchanged Ticket / 0142120704571</td>
<td>31.00</td>
<td>1.55</td>
<td>3.09</td>
<td></td>
<td>35.64</td>
</tr>
<tr>
<td>Professional Fee</td>
<td>20.00</td>
<td>1.00</td>
<td>s. 17(1)</td>
<td></td>
<td>21.00</td>
</tr>
<tr>
<td>Totals:</td>
<td>310.50</td>
<td>3.75</td>
<td>14.46</td>
<td>32.93</td>
<td>CAD 361.64</td>
</tr>
</tbody>
</table>

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 1-888-247-2282

**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 plwki. Air Canada contact phone number is 1-888-247-2282
- 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.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/traveller/mobile/notification.html
- Baggage charges may apply. For more info, please visit Air Canada 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.ca
- Air Canada freq. flyer nrb s. 17(1) appended
- This is an electronic ticket valid only on issuing airline.
- Photo ID and Ehl itinerary required for check in, Boarding cards required prior to entering security.
- View your itinerary at www.virtuallythere.com use your last name and trip locator GULMJ
- 24 hour emergency service in Canada and usa -Call toll-Free 1-855-817-8277 or collect 847-724-8277. 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
RECEIPT

DU PONT/BONNIE

CR 710553

Station/Gare
200 TREMBLAY ROAD, OTTAWA, ON
G0B 29Nov13 1645
s. 17(1) 37.86CAD
VBoxXX 108.31CAD

Fare/Frais 129.35
GST/HST/TPS-Taxes 18.62
PST/TPV 0.00
Total 148.17

ITINERARY

DU PONT/BONNIE

OTTAWA ON 29Nov 1735
MONTREAL QC 1943
VIA 038B Business / Affaires 110A

TICKET BILLET

DU PONT/BONNIE

OTTAWA ON 29Nov 1735
MONTREAL QC 1943
Business / Affaires
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
APRÈS LE DEPART: NON-REMB/NON-ECH

VOID NUL

XXX XXX XXX

00:00:00
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 départ 19:15

Airline Use/A usage interne 0023 YUL063889

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 RÉSEAU STAR ALLIANCE
## Detail for Travel Expenses

<table>
<thead>
<tr>
<th>Travel Expense – Item 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For</strong></td>
</tr>
<tr>
<td>Bonnie DuPont, Board Chair, Board of Governors</td>
</tr>
<tr>
<td><strong>Description/Purpose</strong></td>
</tr>
<tr>
<td>Travel to Edmonton to attend Campus Alberta meeting.</td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>January 16, 2014</td>
</tr>
<tr>
<td><strong>Destination</strong></td>
</tr>
<tr>
<td>Edmonton, Alberta</td>
</tr>
<tr>
<td><strong>Type of Expense</strong></td>
</tr>
<tr>
<td>Air Fare</td>
</tr>
<tr>
<td>$221.57</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
</tr>
<tr>
<td>*Other: travel agency booking fee.</td>
</tr>
</tbody>
</table>

(Attach scanned receipts for Travel Expense – Item 2)
**Exclusive Travel Offers**

for employees and families of our

corporate clients.

**Only from UNIGLOBE**

**Beacon Travel**

*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.

<table>
<thead>
<tr>
<th>Passenger(s):</th>
<th>Dupont/Bonnie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref:</td>
<td>UNI SECRAT</td>
</tr>
<tr>
<td>Invoice No.:</td>
<td>25184</td>
</tr>
<tr>
<td>Issue Date:</td>
<td>Wednesday, January 8, 2014</td>
</tr>
<tr>
<td>Billing:</td>
<td>UNIVERSITY OF CALGARY</td>
</tr>
<tr>
<td></td>
<td>3838 24TH AVE NW</td>
</tr>
<tr>
<td></td>
<td>CALGARY AB T2N 1N4</td>
</tr>
<tr>
<td></td>
<td>REF UNI SECRAT</td>
</tr>
<tr>
<td>Booking Ref.:</td>
<td>A0KYYU</td>
</tr>
<tr>
<td>Agent:</td>
<td>Tracy Oswald</td>
</tr>
<tr>
<td>Customer:</td>
<td>4032206449</td>
</tr>
<tr>
<td>Deliver:</td>
<td>UNIVERSITY OF CALGARY</td>
</tr>
<tr>
<td></td>
<td>3838 24TH AVE NW</td>
</tr>
<tr>
<td></td>
<td>CALGARY AB T2N 1N4</td>
</tr>
<tr>
<td></td>
<td>REF UNI SECRAT</td>
</tr>
</tbody>
</table>

**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 TripIt, Worldmate, TripEase 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 Infruzer): 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

<table>
<thead>
<tr>
<th>WestJet Flight WS349 Economy Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depart: 09:50, Thursday, January 16</td>
</tr>
<tr>
<td>Calgary Intl. Airport</td>
</tr>
<tr>
<td>Calgary, Alberta, Canada</td>
</tr>
<tr>
<td>Arrive: 10:40, Thursday, January 16</td>
</tr>
<tr>
<td>Edmonton Intl. Airport</td>
</tr>
<tr>
<td>Edmonton, Alberta, Canada</td>
</tr>
<tr>
<td>Status: Confirmed</td>
</tr>
<tr>
<td>Equipment: Boeing 737-700 (winglets)</td>
</tr>
<tr>
<td>Duration: 0 hours 50 minutes</td>
</tr>
<tr>
<td>Meal: None</td>
</tr>
<tr>
<td>Booking Code: G</td>
</tr>
<tr>
<td>Stops: Non-stop</td>
</tr>
<tr>
<td>Seat: 06D Confirmed</td>
</tr>
<tr>
<td>ETicket No.: 6384616278692</td>
</tr>
</tbody>
</table>

### AIR - Thursday January 16 2014

<table>
<thead>
<tr>
<th>WestJet Flight WS3259 Economy Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operated By WestJet Encore</td>
</tr>
<tr>
<td>Check In With WESTJET ENCORE</td>
</tr>
<tr>
<td>Depart: 17:15, Thursday, January 16</td>
</tr>
<tr>
<td>Edmonton Intl. Airport</td>
</tr>
<tr>
<td>Arrive: 18:05, Thursday, January 16</td>
</tr>
<tr>
<td>Calgary Intl. Airport</td>
</tr>
</tbody>
</table>
Edmonton, Alberta, Canada

Status: Confirmed
Equipment: De Havilland DHC-8-400 Dash 8Q
Duration: 0 hours 50 minutes
Meal: None

Remarks: Turbo propeller plane used on this flight

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Booking Code: G
Stops: Non-stop
Seat: 08B Confirmed
ETicket No.: 8364616278892

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**Invoice Details**

<table>
<thead>
<tr>
<th>Transaction / Document</th>
<th>Base</th>
<th>Tax</th>
<th>GST/HST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Fee</td>
<td>20.00</td>
<td>1.00</td>
<td></td>
<td>21.00</td>
</tr>
</tbody>
</table>

- Westjet Seat Charge: 5.00
  - Form of Payment: s. 17(1)
  - Tax: 0.25
  - Total: 5.25

- Westjet Seat Charge: 5.00
  - Form of Payment: AX; s. 17(1)
  - Tax: 0.25
  - Total: 5.25

- ADOT. COLLECTION D / 838 4616278892
  - Exchanged Ticket / 8383925712562
  - Form of Payment: AX; s. 17(1)
    - 156.89
    - 44.13
    - 10.05
    - Total: 211.07

**Total Charged to Credit Card:** CAD 242.57
**Balance Due:** CAD 0.00

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**Fare Rules**

- Westjet ticket is not refundable. Changes are permitted for a fee of up to $6.25 plus any applicable fare difference.

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**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 szyyyg. 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.

- Baggage charges may apply. For more info. Please visit westjet 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.

- This is an electronic ticket valid only on issuing airline.

- Photo ID and EItk 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 use your last name and trip locator ACKYYU.

- 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 #100 calls in some areas. We recommend using -Landline in these situations or call collect. -Your UNIGLOBE rescue line access code is 62X. Or you can email at caline@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. Please mention your rescue line access code is 62XC.

Invoice No: 202539

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
OPERATED BY WESTJET ENCORE Q400
ELECTRONIC/ELECTRONIQUE
8384616278892/6

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
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
ELECTRONIC/ELECTRONIQUE
8384616278892/3