



Proactive Disclosure of Expenses

Karen Jackson, General Counsel
For the period April 1, 2016 to May 31, 2016

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	March 30 to April 3, 2016	Travel to Ottawa to attend the Supreme Court of Canada Hearing.	\$1,681.10

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Karen Jackson, General Counsel					
Description/Purpose	Travel to Ottawa to attend the Supreme Court of Canada Hearing.					
Date	March 30 to April 3, 2016					
Destination	Ottawa, Ontario					
Type of Expense	Airfare*	Other Transport**	Hotel	Meals***	Other	Total
Amount	\$890.81	\$154.00	\$477.20	\$159.09	\$0.00	\$1,681.10
Notes	Airfare*: Booking Ref.: SXNUUY, PB5SDM. Other Transport**: Taxi to and from airport and ground transportation while in Ottawa. Meals ***: Lunch meeting with Legal Counsel, Jackson plus 3.					

The Westjet flight (Item 1) of March 30th, 2016 was paid for on Karen Jackson's personal Visa. The portion of the flight from Calgary to Ottawa is broken down as follows:

Fare:	\$ 196.00
GST:	\$ 12.05
Air Travellers Security Charge:	\$ 7.13
Air Improvement Fee:	\$ 30.00
Air Transportation Charges:	<u>\$ 23.00</u>
Total:	\$ 268.18

The remainder of the ticket was paid for by a third party not related to the University.

The Air Canada flight (Item 2) of April 3, 2016, was paid for on Karen Jackson's personal Visa. The portion of the flight from Toronto to Calgary is broken down as follows:

Fare:	\$ 463.00
Surcharge:	\$ 53.00
Canada Improvement Fee:	\$ 30.00
GST/HST:	\$ 69.50
Air Travellers Security Charge:	<u>\$ 7.13</u>
Total:	\$ 622.63

The remainder of the ticket was paid for by a third party not related to the University.



eTicket Receipt

Prepared For
JACKSON/KAREN MS

RESERVATION CODE	SXNUJY
ISSUE DATE	07Mar16
TICKET NUMBER	8382114498586
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/4WM
FREQUENT FLYER NUMBER	s. 17(1)

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
30Mar	WESTJET WS 610	CALGARY INTL AB, CANADA Time 10:25am	OTTAWAON, CANADA Time 4:14pm	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XC18U Not Valid Before 30MAR Not Valid After 30MAR

Allowances

<p>Baggage Allowance YYC to YOW - 0 Pieces WESTJET Prices of additional baggage pieces:</p> <ol style="list-style-type: none">25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters <p>YYZ to YYC - 0 Pieces WESTJET Prices of additional baggage pieces:</p> <ol style="list-style-type: none">25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters <p>ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC</p> <p>Carry On Allowances YYC to YOW ; YYZ to YYC - 1 Piece (WS - WESTJET)</p> <p>Carry On Charges</p>

YYC to YOW , YYZ to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Fare Calculation Line	YYC WS YOW209.00/-YTO WS YYC183.00CAD392.00END
Exchanged Ticket	8382114491797
Fare	CAD 392.00
Change Fee	0.00
Tax on change fee	0.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 24.11 XG (GOODS AND SERVICES TAX (GST))
	CAD 3.25 RC1 (HARMONIZED SALES TAX (HST))
	CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 25.00 SQ1 (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 46.00 YQ1 (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 534.61

Positive identification required for airport check in

Notice:

Claimed only \$268.18 of flight cost.

Travel info

QST # 1202807956TQ0001 GST # 866112535

For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fares, taxes and fees](#) (Changes and cancellations, baggage, service fees)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

At Westjet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flight segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without

compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

Travelling with one of our airline partners? Be sure to familiarize yourself with the fees for your journey by visiting our [airline partners](#) page. Fees are collected on a one-way basis by the airline operating the first flight for each direction of your journey.

Carbonzero and Westjet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).



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Karen Jackson

From: Air Canada <confirmation@aircanada.ca>
Sent: Wednesday, March 30, 2016 9:15 AM
To: Karen Jackson
Subject: Air Canada - 03-Apr: Toronto - Calgary (booking ref: PB5SDM)

***** 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.



Opens in New Window

Access your personalized Air Canada travel information

[View your planner >](#)

Booking Information

Booking Reference: PB5SDM

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:

Mrs Karen Jackson
s. 17(1)

Online Services

Manage my booking online (view/change my booking; select seats*).

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
AC133	Toronto, Pearson Int'l (YYZ) Sun 03-Apr 2016 18:10 - Terminal 1	Calgary (YYC) Sun 03-Apr 2016 20:24	0	4hr14	320	Flex, Q	<input type="checkbox"/>

F: Food for purchase on board All Air Canada Café purchases made on board Air Canada and Air Canada rouge flights, as well as on Air Canada Express flights operated by Jazz, are payable only with Visa, MasterCard and American Express credit cards.

Passenger Information

1: Mrs Karen Jackson : Adult (16+), Ticket Number: 0142160643463			
Air Canada - Aeroplan :	s. 17(1)	Meal Preference :	None
Payment Card:	xxxx-xxxx-> s. 17(1)	Special Needs:	None
Seat Selection:	None		

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	463.00
Return Flight - Flex	397.00
Surcharges	76.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.50
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	126.78
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	1133.53
Number of passengers	x 1
Total with options	1133.53
Grand Total - Canadian dollars	\$1133.53

*UofC
Plan*

Payment Information

Claimed only \$622.63 of this flight cost.

Credit/Debit Card xxxx-xxx^{s. 17(1)} - Amount paid: **\$1133.53**

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

Air Canada: \$1133.53 (Air Transp. Charges - per ticket)

Ticket number(s): 0142160643463

Fare Rules

Departing Flight Toronto (YYZ) To Calgary (YYC) - Flex

Return Flight Calgary (YYC) To Toronto (YYZ) - Flex

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
 - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.

- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read important information and notices regarding Air Canada's general conditions of carriage.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide Opens in New Window .

Carry-on Baggage Opens in New Window

When your flight is operated by Air Canada, Air Canada rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details Opens in New Window.

Checked Baggage Opens in New Window

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Toronto (YYZ) To Calgary (YYC) - Flex		
Return Flight : Calgary (YYC) To Toronto (YYZ) - Flex		
Regular Baggage Allowance	1st bag: Complimentary	2nd bag: \$35.00 CAD + taxes* per direction
	Max. weight per bag: 23 kg (50 lb) Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per

itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Baggage Allowance for Air Canada Altitude and Star Alliance members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada rouge. Your Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges related to baggage.

	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100K, Elite 75K, Elite 50K & Elite 35K	3 bags 32kg (70lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Altitude Prestige 25k	2 bags 23kg (50lb)	2 bags 23kg (50lb)	2 bags 32kg (70lb)
Star Alliance Gold	3 bags 32kg (70lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Star Alliance Silver	1 bag 23kg (50lb)	2 bags 23kg (50lb)	2 bags 32kg (70lb)

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List Opens in New Window

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe senders list.

This service email was sent to kjackson@ucalgary.ca because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email.


Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our Privacy Policy.

Please do not reply to this email, as this inbox is not monitored. If you have any questions please visit aircanada.com.

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary Alberta, T2K-6J7

All passengers are advised to view the Travel documentation Opens in New Window page for important information on identification required for travel.

Check-in and boarding times

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KAREN JACKSON PNR SEQ Electronic/Électronique SXNUUY 00050 8382114498586/1		WESTJET REWARDS s. 17(1)				
Dep 10:25 AM CALGARY (YYC)		Arr 4:14 PM OTTAWA (YOW)	Departure date Date de départ 30 MAR 16	Boarding time Heure d'embarquement 9:45 AM		
Flight/Vol WS610	Gate/Porte A19	Seat/Siège 19A	Zone 2			

Departure information:

- If you have baggage to check at the airport, please proceed to a kiosk to print your bag tags before continuing to Bag drop.

Help us help you get there on time.

At WestJet, we're proud of our on-time performance and need your help to make sure we meet your schedule.

You can help by following a few easy steps:

- Make sure you bring this boarding pass with you to the airport along with government-issued identification for guests 18 years and older.
- Please have your photo ID available for presentation at the boarding gate.
- Arrive at the airport a minimum of 90 minutes prior to scheduled departure for domestic flights and a minimum of 120 minutes prior to departure for international and U.S. flights.
- Baggage drop cut-off is 45 minutes prior to scheduled departure for domestic flights and 60 minutes for non-domestic flights. Special items require more time.
- Proceed directly to security or customs if you are travelling without checked baggage.
- Arrive at your departure gate no less than 10 minutes prior to departure. There is a risk of losing your seat if you arrive at the gate less than 10 minutes prior to your flight's departure.

Arrival information:

Thank you for flying with WestJet.

- If this is your final destination, please proceed to the arrivals area and collect your checked bags.
- If you are connecting to a domestic or international flight, please proceed to your next departure gate.
- If you are connecting in Canada to a U.S. flight, please proceed to customs and immigration.
- If you are connecting to a U.S. flight and have already cleared customs and immigration, please proceed to your next departure gate.

Contact information:

If you require assistance at your departure city please contact us at 1 888-937-8533. You can also visit westjet.com or speak to one of our airport agents for help.

JACKSON KAREN

FLEX ECONOMY/ECONOMIQUE FLEX
ETKT0142160643463

Frequent Flyer/Voyageur assidu
P25K

Flight/Vol Date From/De
AC 133 03APR/AVR TORONTO

 Destination
CALGARY

ZONE 2

Cabin/Cabine
Y

Flight/Vol
AC 133
CALGARY

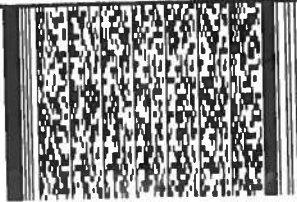
Seat/Place
23E MIDDLE/CENTRE
Remarks/Observations

Boarding Time/Heure d'embarquement **17:40** Gate/Porte **D38** Seat/Place **23E**

Departure Time/Heure de depart 18:10

Airline Use/A usage interne 0020 KYYZ1440

Boarding Pass | Carte d'accès à bord



AIR CANADA 

A STAR ALLIANCE MEMBER 
MEMBRE DU RÉSEAU STAR ALLIANCE

MAYFAIR TAXI LTD
7003 FARRELL RD SE, CALGARY, AB T2H 0T3
403-295-6555

TERMINAL ID: 314 673 899
VEHICLE ID: 486
DRIVER ID: 7169
GST ACCOUNT ID: 843983677
TRIP NUMBER: 389795
PASSENGERS: 1

03/30/2016 LND: 09:07
START: 08:41 RATE: 1

FARE AMOUNT: \$ 46.29

TAX AMOUNT: \$ 2.31

TOTAL: \$ 48.60

TIP AMOUNT: \$

GRAND TOTAL: \$

CASH RECEIPT

TOTAL 55
With TIP Abdo

MAYFAIR



BLUELINE

Job #

RECEIPT FOR CAB FARE

Amount \$ 42.00 Date 30-03-2016

From AIR PORT

To Chateau Laurier

Cab No. 53 Driver

H.S.T. Included in meter fare



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alliedblack.com

Driver Abdo Date 4.03.16

Car # 1224 Amount 57.2

GST Included #

CARD ****s.17(1)

CARD TYPE **VISA**

DATE 2016/04/01

TIME 8492 15:54:57

RECEIPT NUMBER

C82018814-001-461-008-0

PURCHASE

AMOUNT \$141.09

TIP \$18.00

TOTAL

\$159.09

Visa Credit

A0000000031010

6F73D01AF3E1F8B8

0080008000-E800

B7A7B715B76CA65B

0080008000-F800

APPROVED

AUTH# 050431 01-027

THANK YOU

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**METROPOLITAIN
BRASSERIE**

Order 780543
700 sussex drive
OTTAWA ONTARIO, K1N 1K4
Tel. 613-562-1160

04/01/16 2:29 PM

Table 304 Cust 4

Waiter 515 JEFFREY C

1 COFFEE	2.95
2 TEA	5.90
1 LCH GREEN SALAD	8.00
1 LCH CROQUE MONSIEUR	15.00
1 LCH GNOCCHI	24.00
1 LCH COQUILLE	26.00
1 LCH NICOISE	26.00
2 SORBET	14.00
1 ADD ONION SOUP	3.00

Taxable: 124.85

Sub-total: 124.85

H.S.T.: 16.24

Total Due: 141.09

HST# 85641 5070 RT0002

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details.

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Fairmont

CHÂTEAU LAURIER

1 Rideau Street
 Ottawa, ON, Canada K1N 8S7
 T (613) 241-1414 F (613) 562-7030
 G.S.T. / H.S.T Registration #843511775

Room/Chambre : 0287
 Folio # : 755824
 Invoice # :
 Cashier/Cassier # : 1474
 Page # : 1 of 1

CAUBO
 Ms Karen Jackson
 2500 University Dr. NW
 Calgary AB
 T2N 1N4 Canada

Reference No.

Arrival/Arrivée : 03-30-16
 Departure/Départ : 04-01-16
 Fairmont President's Club
 s. 17(1)

Date	Description	Additional Information/Supplémentaire	Charges	Credits
03-30-16	Room Charge		205.00	
03-30-16	Destination Marketing Fee		6.15	
03-30-16	Room HST (13%)		27.45	
03-31-16	Room Charge		205.00	
03-31-16	Destination Marketing Fee		6.15	
03-31-16	Room HST (13%)		27.45	
04-01-16	Visa	s. 17(1)		477.20
Total			477.20	477.20
Balance Due/Solde			0.00	

GST Summary / Sommaire		HST Summary / Sommaire	
Room/Chambre	0.00	Room/Chambre	54.90
F&B/Restauration	0.00	F&B/Restauration	0.00
Other/Autres	0.00	Other/Autres	0.00
Total	0.00	Total	54.90

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 We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

Merci d'avoir choisi les Hôtels Fairmont.

Pour donner votre opinion sur votre séjour, veuillez contacter M. Claude Sauvé, Directeur général, à Claude.Sauve@fairmont.com.
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For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
 United States or Canada 1 800 441 1414
 Pour information et réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
 États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month (18.00% per annum). I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont