



Proactive Disclosure of Expenses

Jacqueline Lacasse, General Counsel (University Legal Counsel)

For the period July 1, 2024 to September 30, 2024

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	August 13-15, 2024	Travel to Ottawa to attend the Strategic Summit for University Executives hosted by Global Centre for Pluralism.	\$974.64



Proactive Disclosure of Expenses

ELT Member (Name and Position)

For the period July 1, 2024 to September 30, 2024

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Jacqueline Lacasse, General Counsel (University Legal Counsel)					
Description/ Purpose	Travel to Ottawa to attend the Strategic Summit for University Executives hosted by Global Centre for Pluralism.					
Date	August 13-15, 2024					
Destination	Ottawa, Ontario					
Type of Expense	Airfare*	Other Transport**	Hotel	Meals	Other****	Total
Amount	\$295.56	\$86.70	\$555.10		\$37.28	\$974.64
Page Reference	pp 3-5	pp 6-11	pp 12-13		page 4	
Notes	Airfare*: Booking Ref.: S6QFL4 with Ticket#0141001186540 credit applied from ticket#014100955791 Other Transport**: Ground transportation while travel in Ottawa. Other****: Travel agency fee.					

Maritime Travel Business Travel Management



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You can also chat with us by clicking here: [Chat now](#). Or by using our App.

UNIVERSITY OF CALGARY
ATTN: JACQUELINE LACASSE
s. 17(1)

MARITIME Ref #	S6QFL4
Invoice #	111036580
Date	13 Aug 2024
Your Counsellor	WEI CHONG
Account #	s. 17(1)
UCID	s. 17(1)
Team Name	N/A
Faculty/Dept/Institute	HUMAN RESOURCES

Tap to send itinerary to our App via phone:

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For:

LACASSE/JACQUELINE s. 17(1) MS

Please make sure name(s) on your statement matches your passport. If name(s) doesn't match please contact your branch or our after hours team before midnight. If addressed after the initial booking date, costs may apply.

Your Itinerary and E-ticket which is required for travel:

Entry Guide Information

Some airports now offer the option to prebook your security screening time before your departure. Check your airport's website for more information.

Web Check-In and Airline Confirmation: Air Canada - 26AE8N

	Air Canada 356	Origin	Destination	Depart	Arrive	Seat
	Boeing 737Max Cabin Class H-Economy CO ₂ 163kg/person	Calgary, AB Calgary Intl Arpt (Calgary, AB)	Ottawa, ON Ottawa McDonald Cartier Intl (Ottawa, ON)	Tue - Aug 13 1:50 PM	Tue - Aug 13 7:43 PM	17A
Duration 3:53						
	Add to Calendar					

Passenger Information

Airline Code AC

Passenger LACASSE/JACQUELINE s. 17(1) MS Ticket # **0141001186540**
exchanged from 0141000955791

Booking Summary

Company Air Canada Booking Reference **26AE8N**

Loyalty information

Not an Air Canada loyalty member? [Sign up here](#) for Aeroplan. Once you have received your Aeroplan number, please contact us so that we can add it to your booking.

**LORD ELGIN OTTAWA**Hotel Confirmation No. **899468883**

Property 08361 TravelClick	Check In Address	Tue, Aug 13 100 Elgin St Ottawa ON K1P5K8 CA P:1-613-2353333 F:1-613-2353223	Check Out	Wed, Aug 14
	Rooms	1	Amount Nights Estimated Total <small>(before tax)</small>	\$215.10 X 1 \$215.1 CAD
Remarks Hotel may charge early departure fees. WV8361ARR13AUG CXL:48 HRS				

**LORD ELGIN OTTAWA**Hotel Confirmation No. **902907280**

Property 08361 TravelClick	Check In Address	Wed, Aug 14 100 Elgin St Ottawa ON K1P5K8 CA P:1-613-2353333 F:1-613-2353223	Check Out	Thu, Aug 15
	Rooms	1	Amount Nights Estimated Total <small>(before tax)</small>	\$215.10 X 1 \$215.1 CAD
Remarks Hotel may charge early departure fees. WV8361ARR14AUG CXL:48 HRS				

-THANK YOU FOR BOOKING WITH MARITIME TRAVEL-THANK YOU FOR BOOKING WITH MARITIME TRAVEL
TICKET CREDIT APPLIED FROM TKT 0141000955791**Purchase Summary**

Amount due		Amount Paid	
AIR CANADA COST TO CHANGE AIRFARE - TKT 0141001186540 FROM 0141000955791	281.48	PYMT BY Vls. 17(1) 30 2024	Jul -295.56
TAX ON CHANGE AIRFARE INCLUDES 14.08 GST/HST	14.08	PYMT BY Vls. 17(1)	-37.28
MARTVL NONREF TICKET FEE	35.50	TOTAL PAID CAD	\$332.84
TAX ON FEE R103524823	1.78		
TOTAL DUE CAD	\$332.84		

BALANCE CAD \$0.00**Baggage Information**For Air Canada Baggage Information [click here](#).

Baggage charges may apply. Size/weight restrictions vary between airlines.

Passengers may carry travel sized toiletries or liquids 3.4 oz (100ml) or less through security check points. They must fit in a 1-quart sized clear plastic zip-top bag. Visit www.Catsa-acsta.gc.ca.

Check-in information

We recommend that you reconfirm your flights prior to departure.

Valid government issued photo id required for check-in.

Non refundable/change fees may apply.

Check in 2 hours prior. Failure to respect check-in policies may result in the reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation. Please refer to the airline's website for further information.

Online Check-in – Many airlines offer online check-in, most within 24 hours of departure. We recommend you check-in online before you go to the airport.

Notice

This receipt may be required at check in and must be presented to customs and immigration if requested. Carriage and other services provided by the carrier are subject to condition of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. If the passenger's journey involves an ultimate destination or stop in a country other than the country of the departure the Warsaw convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

You have provided us your personal information in order to facilitate your current and future travel arrangements and allow us to provide travel services and products to you. We will remove your information from our records upon your request if you call, write, or email any of us individually or email us centrally at privacyfeedback@maritimetravel.ca.

If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website. <https://rppa-appr.ca/eng>

Invoice Information

Your Maritime Travel charges will show on your credit card statement similar to MT 111036580-0011865401234

MT = Maritime Travel

111036580 = invoice #

0011865401234 = ticket #

HST/GST #: 10352 4823

QST #: 1022862835

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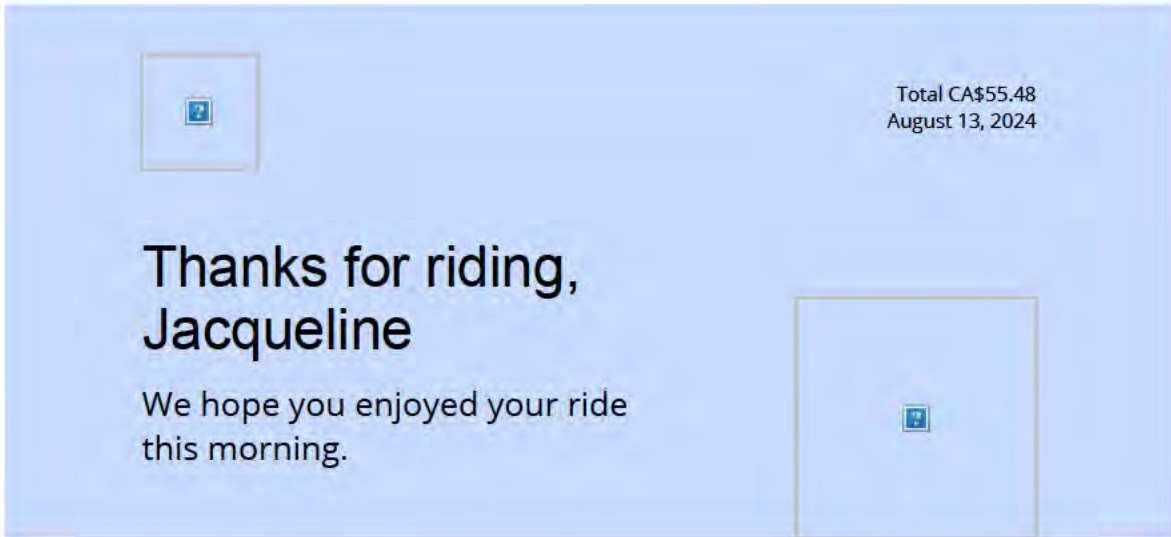
From: [jacqueline Lacasse](#)
To: [Trisha McPherson](#)
Subject: Fwd: Your Tuesday morning trip with Uber
Date: August 13, 2024 11:12:36 PM

[EXTERNAL]

Jacqueline
Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <noreply@uber.com>
Date: August 14, 2024 at 12:12:30 AM EDT
To: S. 17(1)
Subject: Your Tuesday morning trip with Uber



Total CA\$55.48
August 13, 2024

Thanks for riding,
Jacqueline

We hope you enjoyed your ride
this morning.

Total **CA\$55.48**

Trip fare CA\$44.49

Subtotal CA\$44.49

TNC fee recovery surcharge CA\$0.45

Airport Recovery Surcharge CA\$4.00

Booking Fee CA\$3.90

GST

CA\$2.64

Payments



Visa ****s. 17(1)
8/13/24 10:12 PM

CA\$55.48

[Visit the trip page](#) for more information, including invoices (where available)

[Switch Payment Method](#)

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You rode with Mohammad

4.99 Rating

Has passed a multi-step safety screen

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TNDL License Number:

Please call 3-1-1 with any Compliments/Concerns



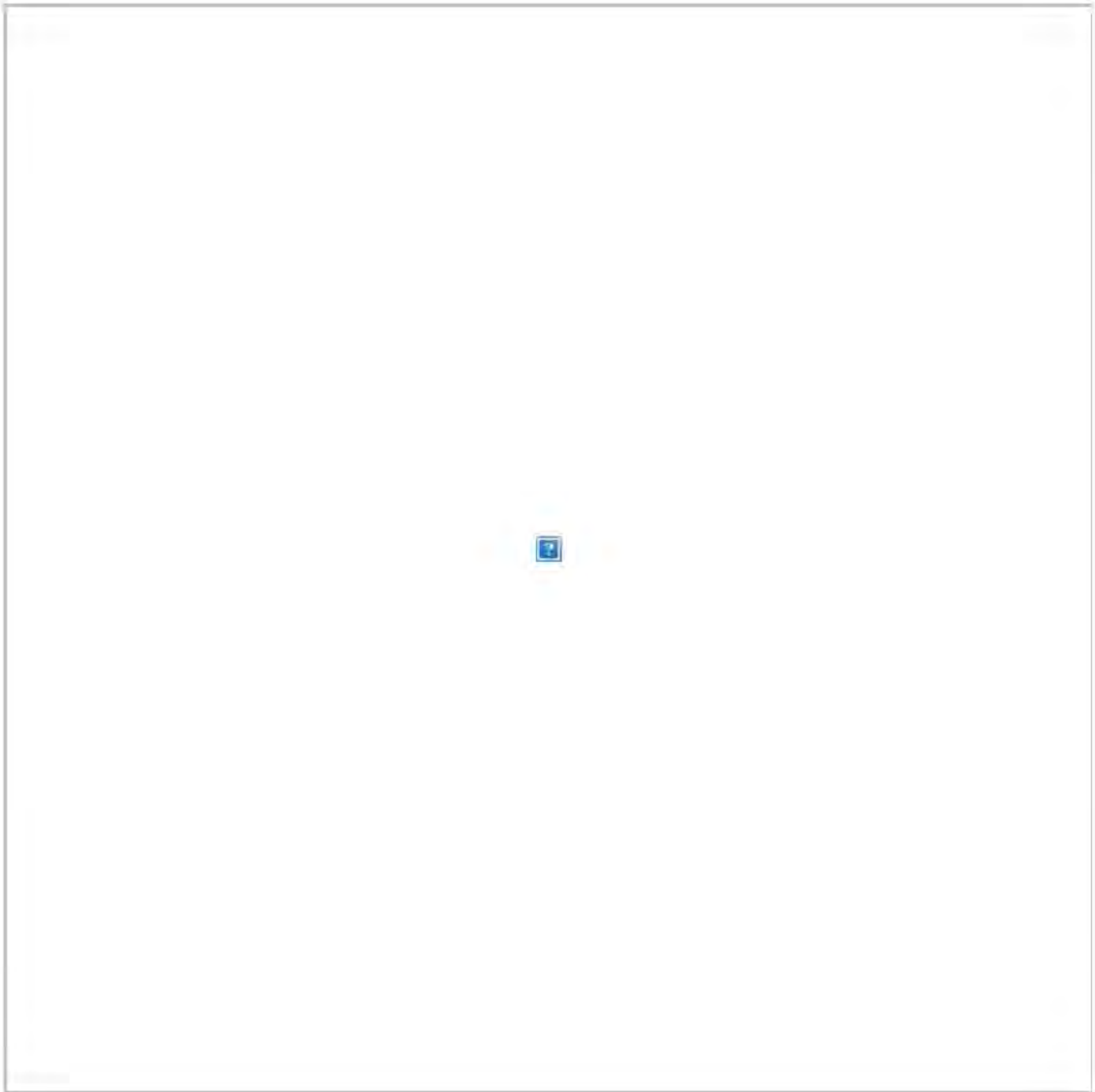
Every rideshare trip in Calgary is insured for a covered auto accident by Economical Insurance.

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Comfort

32.32 kilometers | 27 min

s. 17(1)



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Toronto ON M5K 1E6

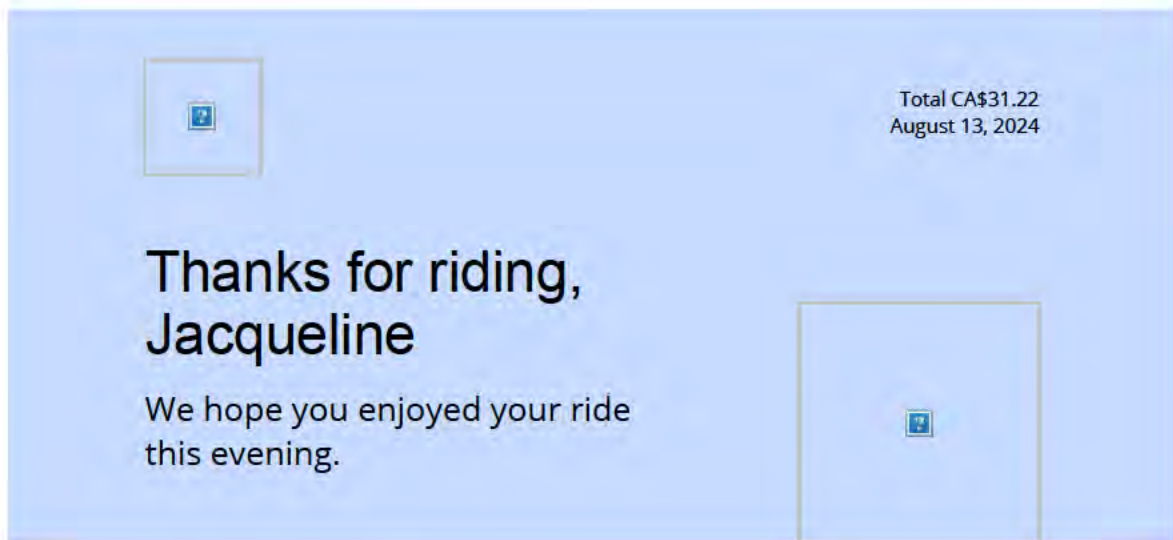
From: [jacqueline Lacasse](#)
To: [Trisha McPherson](#)
Subject: Fwd: Your Tuesday evening trip with Uber
Date: August 14, 2024 7:03:17 AM

[EXTERNAL]

Jacqueline
Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <noreply@uber.com>
Date: August 14, 2024 at 6:43:24 AM EDT
To: S. 17(1)
Subject: Your Tuesday evening trip with Uber



The receipt card has a light blue background. In the top left corner, there is a small square icon with a blue square and a white 'u' inside. In the top right corner, the text reads 'Total CA\$31.22' and 'August 13, 2024'. The main text in the center reads 'Thanks for riding, Jacqueline' in a large, bold font, followed by 'We hope you enjoyed your ride this evening.' in a smaller font. In the bottom right corner, there is a larger square icon with a blue square and a white 'u' inside.

Total **CA\$31.22**

Trip fare CA\$19.02

Subtotal CA\$19.02

Ottawa Airport Pickup Surcharge CA\$4.50

Ottawa Fee Recovery Surcharge CA\$0.11

Ottawa Accessibility Fee Recovery Surcharge CA\$0.10

Booking Fee <input type="checkbox"/>	CA\$3.90
HST	CA\$3.59

Payments

 Visa ****s. 17(1) 8/14/24 6:43 AM	CA\$31.22
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You rode with ALLAN

4.98 Rating

Has passed a multi-step safety screen

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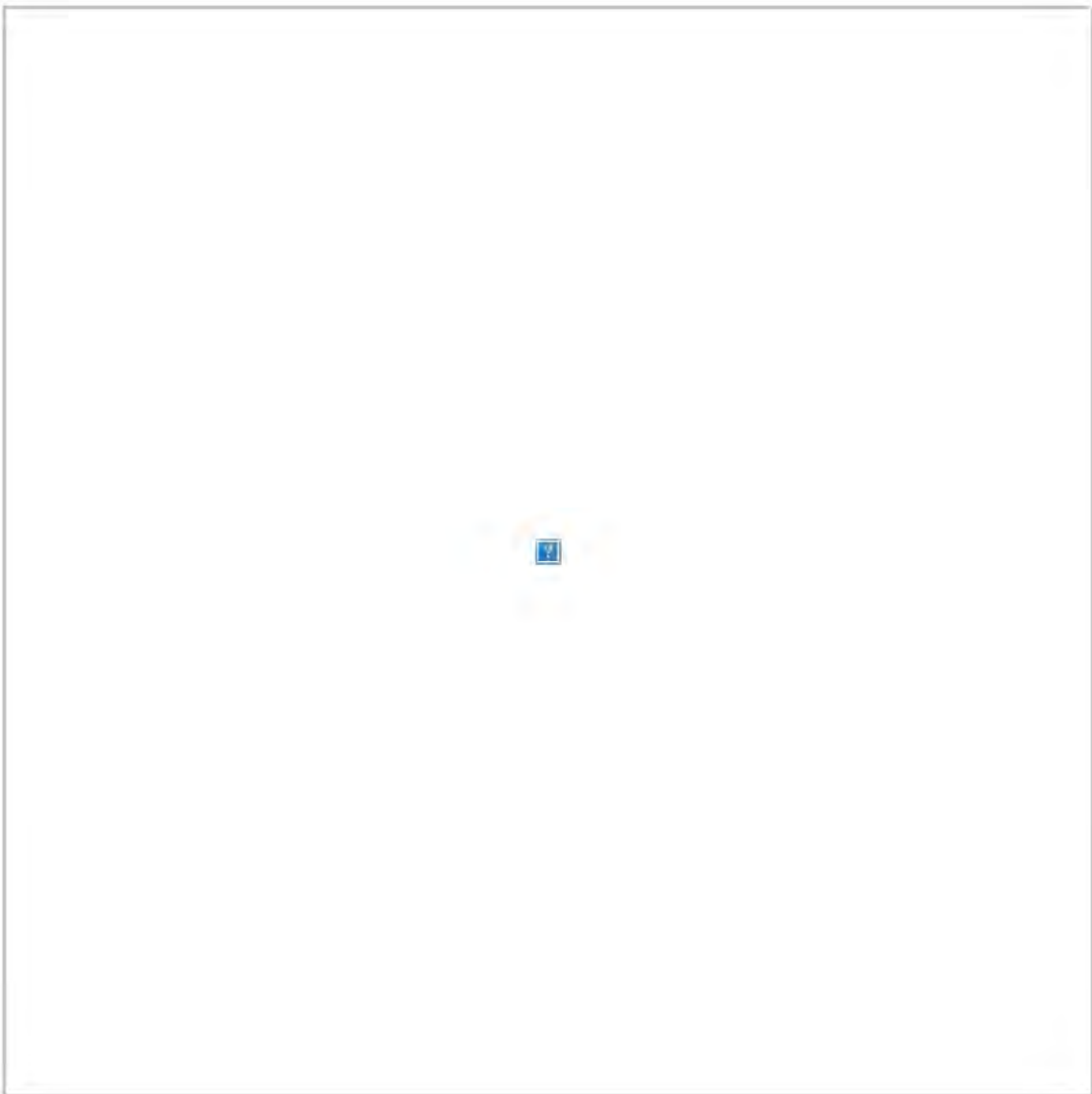


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Comfort 13.96 kilometers | 19 min

s. 17(1)



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Uber Raiser Canada Inc.
66 Wellington Street West Suite
5300, TD Bank Tower
Toronto ON M5K 1E6



LORD ELGIN

100 Elgin Street, Ottawa, ON K1P5K8 CA
 Phone: 613-235-3333 Fax: 613-235-3223 lordelginhotel.ca

Jacqueline s. 17(1) Lacasse

Room Number 0632
 Arrival Date 8/13/24
 Departure Date 8/14/24
 Reservation Number 5172891

s. 17(1)

Invoice Number 286162

Trans Date	Description	Voucher	Amount
Charges			
8/13/24	Room Charge	leh-0632	215.10
8/13/24	Room HST	leh-0632	29.36
8/13/24	Municipal Accommodation Tax	leh-0632	10.76
8/14/24	Forty One Restaurant Charge	108670	44.66
	Subtotal		299.88
Total Charges			299.88

Payments

8/14/24	VISA	##### s. 17(1)	014380 0632	0000229968	-299.88
8/16/24	VISA	##### s. 17(1)	018560 0632	0000230575	-299.88
8/16/24	VISA	##### s. 17(1)	074918 0632	0000230576	299.88
			Subtotal		-299.88
Total Payments					-299.88
Balance Due:					0.00



LORD ELGIN

100 Elgin Street, Ottawa, ON K1P5K8 CA
 Phone: 613-235-3333 Fax: 613-235-3223 lordelginhotel.ca

Jacqueline ^{s. 17(1)} Lacasse

Room Number 0632
Arrival Date 8/14/24
Departure Date 8/15/24
Reservation Number 5175196

Invoice Number 288503

Trans Date	Description	Voucher	Amount
Charges			
8/14/24	Room Charge	leh-0632	215.10
8/14/24	Room HST	leh-0632	29.36
8/14/24	Municipal Accommodation Tax	leh-0632	10.76
		Subtotal	255.22
Total Charges			255.22
Payments			
8/15/24	VISA	##### ^{s. 17(1)} 040144 0632 0000229970	-255.22
		Subtotal	-255.22
Total Payments			-255.22
Balance Due:			0.00