



Proactive Disclosure of Expenses

Rom Kim, Vice-President (Finance) and Chief Finance Officer

For the period January 1, 2024 to March 31, 2024

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	December 6, 2023	Travel to Edmonton to attend the Universities Academic Pension Plan Board of Trustees Quarterly meeting.	\$329.74



Proactive Disclosure of Expenses

Rom Kim, Vice-President (Finance) and Chief Finance Officer

For the period January 1, 2024 to March 31, 2024

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Rom Kim, Vice-President (Finance) and Chief Finance Officer					
Description/ Purpose	Travel to Edmonton to attend the Universities Academic Pension Plan Board of Trustees Quarterly meeting.					
Date	December 6, 2023					
Destination	Edmonton, Alberta					
Type of Expense	Airfare*	Other Transport**	Hotel	Meal***	Other****	Total
Amount		\$56.70	\$235.76	\$0.00	\$37.28	\$329.74
Page Reference		pp 3-5	page 6	pp 7-11		
Notes	Airfare*: Ticket 83989354981674 credit from 838935476713 Other Transport**: Parking fee while in the city Other****: Travel agency fee for booking reference#NOCLPX					

From: [Calgary Airport Parking Confirmation](#)
To: [Ron Kim](#)
Subject: Booking 2NTWR Parking Confirmation
Date: December 3, 2023 9:56:16 PM

[EXTERNAL]

Click [here](#) if you have difficulties viewing this email.



Hello Ronald, thank you for booking **Parkade 2 Long Term**. Your reservation number is **2NTWR**.

New Reservation Confirmation



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Reservation details

Car park:	Parkade 2 Long Term
Product description:	Parkade 2 Long Term
Reservation number:	2NTWR
Arrival at car park:	7:00 pm on Tuesday, 05 December 2023
Leave car park:	11:30 pm on Wednesday, 06 December 2023



Payment details

Amount paid:	\$56.70
GST at 5%:	\$2.70
Booking total:	\$56.70



Important information

To enter or exit the lot, print this confirmation or have it ready on your mobile device (Max brightness recommended) Drive to the entry or exit gate for the parking facility you booked and scan your QR code. If the QR code does not scan, press the 'Help' button for assistance. DO NOT press 'Get Ticket' button.



Directions

Once you are on Airport Road, stay in the middle lane and follow the signage for the YYC short-term and long-term parkades. The second lane from the right will direct you to the P2 (international terminal) parking lot.

map



Email: Parking@yyc.com

Address: YYC Calgary International Airport
2000 Airport Road NE
Calgary, Alberta

GST number: 122556194RT0001

Call us: 403-250-7275

Connect with us



304	KIM/RONALD/DJ/MR	209.00	12/06/23	09:39	s.17(1)
ROOM	NAME	RATE	DEPART	TIME	ACCT#
GQ			12/05/23	22:34	
TYPE			ARRIVE	TIME	
85					
ROOM		VSXXXXXXXXXXXX	s.17(1)		MBV#:
CLERK	ADDRESS	PAYMENT			

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
12/05	TELECOMM	BASEHSIA		
12/05	TR ROOM	304, 1		
12/05	GST	304, 1		
12/05	TRSM LEV	304, 1		
12/06	CCARD-VS			
	PAYMENT RECEIVED BY: VISA	XXXXXXXXXXXX	s.17(1)	.00

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View Itinerary On: [ViewTrip](#) | Send Itinerary To: [Tripl](#)

MARITIME Ref #	Q8JLKZ
Invoice #	111033259
Date	02 Nov 2023
Your Counsellor	WEI CHONG
Account #	S.17(1)
UCID	
Team Name	N/A
Faculty/Dept/Institute	EXECUTIVE SUITE DAWN TAYLOR

[Click here to learn more about our Corporate Travel Program](#)

[Please click here to fill out our Business Travel survey.](#)

For:

KIM/RONALD DJ MR

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.

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

[Return to Travel Roadmap](#)

Web Check-In and Airline Confirmation: WestJet - NOCLPX

	WestJet 289 <small>Boeing 737</small> Cabin Class M-Flex	Origin Calgary, AB <small>Calgary Intl Arpt (Calgary, AB)</small>	Destination Edmonton, AB <small>Edmonton Intl Arpt (Edmonton, AB)</small>	Depart Tue - Dec 05 9:30 PM	Arrive Tue - Dec 05 10:33 PM	Seat 08C
	<small>Duration 1:03</small> 					
	WestJet 3152 <small>(Operated by WESTJET ENCORE)</small> Cabin Class B-Flex	Origin Edmonton, AB <small>Edmonton Intl Arpt (Edmonton, AB)</small>	Destination Calgary, AB <small>Calgary Intl Arpt (Calgary, AB)</small>	Depart Wed - Dec 06 8:30 PM	Arrive Wed - Dec 06 9:35 PM	Seat 06C
	<small>Duration 1:05</small> 					
Edmonton Airport Departure Level Roadway rehabilitation construction: Passengers encouraged to arrive 15 minutes earlier than usual. Please see link for passenger pickup and drop off details https://flyeia.com/feature/departures-construction/						
Remarks TURBO PROPELLER PLANE USED ON THIS FLIGHT						

Passenger Information

Airline Code WS

Passenger KIM/RONALD DJ MR

Ticket # **8389354981674**

exchanged from 8389354767413

Booking Summary

Company WestJet

Booking Reference

NOCLPX

Company Air Canada

Loyalty #

s.17(1)

Company WestJet

Loyalty #

**RENAISSANCE EDMONTO**Hotel Confirmation No. **93276497****Property****Check In****Tue, Dec 05****Check Out****Wed, Dec 06****09858**

Address

4236 36 STREET
Edmonton International Airp
P:1 780 488-7159
F:1 780 488-6372**Renaissance
Hotels And****Resorts**

Amount

\$209.00

Nights

X 1

Rooms

1

Estimated Total:(Before tax)\$209 CAD**Remarks**

Hotel may charge early departure fees.

BR9858ARR05DEC CXL:PERMITTED UP TO 01 DAYS BEFORE ARRIVAL

HOTEL CANCELLATION POLICY

TICKET CREDIT APPLIED FROM TKT #8389354767413 \$634.25

TICKET CREDIT APPLIED FROM TKT #8389354767413 \$634.25

-THANK YOU FOR BOOKING WITH MARITIME TRAVEL

Purchase Summary**Amount due****WS COST TO CHANGE AIRFARE - TKT 0.00****8389354981674 FROM 8389354767413****MARTVL NON-REFUNDABLE TRANSACTION FEE 35.50****GST ON FEE (R103524823) 1.78****TOTAL DUE CAD \$37.28****Amount Paid**PYMT BY VI XXXX**s.17(1)** -37.28**TOTAL PAID CAD \$37.28****BALANCE CAD \$0.00**

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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. As processing times at the airport are longer than normal due to COVID-19, it's important to be aware of any new updates to their check in policies. Failure to respect them 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.

COVID Requirements

Airlines may have varying requirements and protocols in place due to COVID.
For more WESTJET information, [click here](#)

Baggage Information

For WestJet Baggage Information [click here](#). Pre-pay for your bags and save.

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.

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.

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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 111033259-3549816741234

MT = Maritime Travel

111033259 = invoice #

3549816741234 = ticket #

HST/GST #: 10352 4823

QST #: 1022862835

AGENDA

for the meeting of the
UNIVERSITIES ACADEMIC PENSION PLAN

BOARD OF TRUSTEES

December 6, 2023: 10:00AM-4:30PM

The Champlain Room, The Renaissance Edmonton
Airport Hotel, Edmonton International Airport

	Presenter	Action	Time
Board Photo Shoot for 2023 Annual Report	All		10:00-10:30
1. Approval of Agenda	All	Approval	10:30-10:40
2. Indemnification of New Trustee	All	Approval	10:40-10:50
3. Declaration of Any Conflict of Interest	All	Information	10:50-10:55
4. Approval of Minutes and Matters Arising from Previous Minutes	All	Approval	10:55-11:10
5. Actuarial Committee Report	P. Rogers	Information/ Approval	11:10-11:20
5.1 Annual Report on Activities of the Actuarial Committee			
6. Investment Committee Report	A. Kaul	Information/ Approval	11:20-11:50
6.1 Annual Report on Activities of the Investment Committee			
6.2 Q3 2023 Investment Performance			
6.3 UAPP Asset Mix Report			
6.4 Implementation of New Investment Managers			
6.5 Proposed Revisions to SIP&G			
7. Board/Committee Appointments	D. Schnore	Approval	11:50-12:00
7.1 Election of Chair and Vice-Chair			
7.2 Review of Committee Memberships			
LUNCH			12:00-1:00
8. Audit Committee Report	T. Gilchrist	Information/ Approval	1:00-1:20
8.1 Annual Report on Activities of the Audit Committee			
8.2 Timelines for 2023 Annual Report and Financial Statements			
8.3 Approval of Assumptions for 2023 Financial Statement Purposes			

Cont'd

AGENDA

for the meeting of the
 UNIVERSITIES ACADEMIC PENSION PLAN
BOARD OF TRUSTEES
December 6, 2023: 10:00AM-4:30PM
 The Champlain Room, The Renaissance Edmonton
 Airport Hotel, Edmonton International Airport

	Presenter	Action	Time
9. Administration/Finance Items	C. Schafer	Information/ Approval	1:20-1:40
9.1 Metrics of the Plan			
9.2 Report on Pension Benefits Administration Services			
9.3 Quarterly Expenditure Report			
9.4 2024 Budget			
9.5 Business Plan 2024-2026			
9.6 Finance & Administration Declarations			
10. UAPP Board Policies Review	C. Schafer	Information/ Approval	1:40-2:10
10.1 Board of Trustees Code of Conduct			
10.2 Communication and Privacy Policy			
10.3 Conflict of Interest Policy			
11. Triennial Plan Assessment	C. Schafer	Information	2:10-2:30
12. UAPP Cyber Breach Response Procedures	C. Schafer	Information	2:30-2:50
13. 2024 Board Education	C. Schafer	Information	2:50-3:00
14. UAPP Risk Management	D. Schnore	Information	3:00-3:30
14.1 2023 Risk Reports			
14.2 CAPSA Guideline			
15. Plan Sponsors' Update	T. Gilchrist	Information	3:30-3:40
16. Cyber Security Update	C. Schafer	Information	3:40-3:50
17. Information items	D. Schnore	Information	3:50-4:00
17.1 Meeting Dates			
17.2 Correspondence			
17.3 Items List			
17.4 Other Items of Interest			
17.5 Website Update & Statistics			
18. In-Camera Session	All	Discussion	4:00-4:30