



## Proactive Disclosure of Expenses

Jonathan (Jake) Gebert, Vice-President (Finance and Services)

For the period June 1, 2014 to July 31, 2014

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### Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	June 4, 5, 2014	Travel to Banff to attend Senior Business Officers meeting	\$380.55
2.	June 13, 2014	Edmonton, meeting with Director, Post Secondary Planning and Investment	\$15.00

Non-Travel Expenses			
Item #	Date	Description	Amount
3.	May 17, 2014	2014-2015 Professional membership dues	\$308.44
4.	June 6, 2014	Parking to attend meeting downtown	\$47.25



**UNIVERSITY OF  
CALGARY**

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### Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Jonathan (Jake) Gebert, Vice-President (Finance and Services)					
Description/Purpose	Travel to Banff to attend the Senior Business Officers meeting					
Date	June 4, 5, 2014					
Destination	Banff, Alberta					
Type of Expense	Airfare	Other Transport*	Hotel	Meals	Other**	Total
Amount	\$0.00	\$110.40	\$260.35	\$0.00	\$9.80	\$380.55
Notes	Other Transport*: Auto mileage @ \$0.46 per kilometer to and from Banff to attend meeting. Other**: Banff National Park overnight pass.					



**The Banff Centre**  
inspiring creativity

Box 1020, Banff, Alberta,  
Canada T1L 1H5  
Tel: 403.762.6100 Fax:  
403.762.6444  
www.banffcentre.ca  
GST # R119214955

Guest Name: Jake Gebert

., AB . CA

Room #: 8272  
Folio #: R727B5 - 1  
Group #: SBO1406  
Guests: 1  
Clerk:

CL #:  
CC #: \*\*\*\*\*

Arrive: 06/04/14 Time: 04:30 PM Depart: 06/05/14 Time: 07:08:40 Status: FOL

Date	Description	Reference	Comment	Charges	Credits
06/04/2014	PACKAGE	SBO1406	Pkg: Senior Business Officers Mtg	\$260.35	\$0.00
06/05/2014	PAY AMEX	2001		\$0.00	(\$260.35)

Folio Balance: \$0.00

Package Taxes	
Only applies if you paid for package	
Alberta Tourism Levy	\$8.98
GST Other Tax	\$0.75
GST Tax (Room)	\$11.22
Tourism Improvement Fee	\$4.40

*AMEX charge -  
SBO Meeting*

*Plus mileage - 240 km*

*Jonathan Gebert*

BANFF CENTRE  
107 TUNNEL MOUNTAIN RD.  
BOX 1020, STN. 18  
BANFF, AB T1L 1H5  
4037626170  
FRONTDESK

TERM ID: J5147814 BATCH#: 774  
SHIFT#: 000

**Sale**

INV#: 000000005  
AMEX  
s. 17(1)  
SE0N: 774001001005

Total: CAD\$ 260.35

APPROVED 526636  
000-00

05-Jun-14 07:07:37

CUSTOMER COPY  
THANK YOU



parkscanada.gc.ca  
parcsCanada.gc.ca

Banff East Gate  
121 91 07 RT  
Alberta  
#111141



**Expires:**  
**2014/06/05**  
**at 4pm**

*2855192*



**Sales Receipt**

Transaction #: 683375  
Date: 6/4/2014 4:05:29 PM  
Cashier/Caissier: 15 Register/Caisse #: 15

Item	Description	Amt/Mnt
20000	NP A Day/PN A per jour 1 @ \$9.80	\$9.80

2014/06/05

Sub Total/Sous-Total \$9.33  
GST/TPS \$0.47  
**Total \$9.80**

Debit Tendered \$9.80  
Change Due/Argent Remis \$0.00

Thank-you for visiting  
Merci de votre visite

BANFF EAST GATE  
101 MOUNTAIN AVENUE  
PO BOX 900  
BANFF AB T1K2  
4030782501

**DEBIT SALE**

MID: 1732272088  
TID: 000  
Batch #: 034  
06/04/14  
APPR CODE: 004367  
Trace: 00702249  
DEBIT/CHEQUING  
S. 17(1)

REF#: 00000164  
RRN: 00000029  
16:05:42

Chip

**AMOUNT \$9.80**

APPROVED

INTERAC  
AID: A0000002771010  
TVR: 80 80 00 80 00  
TSt: 68 00

THANK YOU  
PLEASE COME AGAIN

MERCHANT COPY

*Banff National Park  
overnight pass to  
attend SBO mtg.*

**SENIOR BUSINESS OFFICERS**  
**June 4<sup>th</sup> and 5th, 2014**  
**Meeting Agenda**

**Location:** The Banff Centre, Kinnear Centre for Creativity & Innovation Bldg., Room 301(3<sup>rd</sup> floor)  
 Please see attached campus map or view at [http://www.banffcentre.ca/about/directions-maps/images/getting\\_around\\_map\\_1000.png](http://www.banffcentre.ca/about/directions-maps/images/getting_around_map_1000.png)

STANDING ITEMS DESCRIPTION	RESPONSIBLE	APPROX. START	ATTACH- MENT
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**Wednesday June 4<sup>th</sup>, 2014**

1.0	Canadian Anti-Spam Legislation	Lucy Nissen (Legal Counsel, U of C) Katherine Kinnea (Privacy Analyst)	3:30 pm	
	<b>Break</b>		5:00 pm	
2.0	SBO Meeting/Discussion – In Camera SBO's to discuss 2013/14 Forecast and 2014/15 budget outlook, Bargaining, Legislative Compliance, Salary Disclosure, Student Association Relationships, Audit/OAG, MNP Survey Audit, working group participation, Financial Statements, Endowments, new accounting standard for deficit gain		5:30 pm	
	<b>Dinner in Three Ravens Dining Room</b>		7:00 pm	

**Thursday, June 5<sup>th</sup>, 2014**

	<b>Breakfast in Vistas Dining Room</b>		7:00 am	
1.0	Welcome and Approval of Agenda	Gill Danby	8:00 am	
2.0	Approval of January 29 <sup>th</sup> & 30 <sup>th</sup> , 2014 Minutes	Gill Danby	8:05 am	✓
3.0	Innovation and Advanced Education Update <ul style="list-style-type: none"> <li>• Campus Alberta Strategic Plan</li> <li>• Deferred Maintenance</li> <li>• Bargaining</li> <li>• IMP</li> <li>• Salary Disclosure/Sunshine Law</li> <li>• Unrestricted Net Assets Project</li> <li>• CAUS Project</li> <li>• Working Group Updates</li> </ul>	John Ferguson	8:10 am	

STANDING ITEMS		RESPONSIBLE	APPROX. START	ATTACHMENT
DESCRIPTION				
4.0	Campus Alberta Risk Assurance Group Update <ul style="list-style-type: none"> <li>Shooter Video Roll Out</li> <li>CARA symposium (June 20<sup>th</sup>)</li> </ul>	Mary Persson	9:45 am	
5.0	Collaborative Initiatives <ul style="list-style-type: none"> <li>Administrative Policy Review Project</li> <li>Use of Department FLE Cost Information</li> <li>Common Finance Reporting</li> <li>Internal Audit</li> <li>Insurance Renewals for 2014/15</li> </ul>	Laurie Sutherland Hunt Jeff Dumont Duane Anderson Mary Persson Darius Delon	9:55 am	
	<b>Break</b>		10:30 am	
6.0	Funding Model, Conceptual Framework	John Ferguson	10:45am	
7.0	Results Based Budgeting	Michelle Jehn	11:45 am	✓
	<b>Lunch in Vistas Dining Room</b>		12:30 pm	
8.0	Access to the Future – discussion	John Ferguson	1:15 pm	
9.0	Appointment of the Chair and Vice Chair	Gill Danby	2:45 pm	
10.0	Dates for future meetings/venues	Gill Danby	3:00 pm	
11.0	Closure		3:15 pm	

**Future Agenda Items:**

- OAG Follow Up (Sept.)
- CIP Template / Review



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### Detail for Travel Expenses

Travel Expenses-Item 2 Detail						
For	Jonathan (Jake) Gebert, Vice-President (Finance and Services)					
Description/Purpose	Edmonton, meeting with Director, Post Secondary Planning and Investment.					
Date	June 13, 2014					
Destination	Edmonton, Alberta					
Type of Expense	Airfare	Other Transport*	Hotel	Meals	Other	Total
Amount	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Notes	Other Transport*: Taxi fare while in Edmonton to attend meeting.  All other expenses associated with trip to Edmonton were paid for by UAPP as Mr. Gebert was there to attend a UAPP meeting.					

**Diamond**  
**EXECUTIVE**  
**CAR SERVICE**

www.diamondcarservice.ca

Office: 780.465.4002  
Cell: 780.914.4002

Toll Free: 1.877.504.4002  
Fax: 780.450.1705  
Email: heera@shaw.ca

**We are pleased to serve you**

Date: 12/6/14 Amount: 9.15  
From: \_\_\_\_\_  
To: \_\_\_\_\_  
Unit: \_\_\_\_\_ Driver: \_\_\_\_\_

*Thank you. Please call again*

**780-914-4002**  
GST 882 12-7012

To ATFF  
meeting

\* All other expenses paid for  
by VAPP as Jake had to  
be in Edmonton to attend  
a VAPP meeting.





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### Detail for Non-Travel Expenses

Non-Travel Expenses-Item 3 Detail				
For	Jonathan (Jake) Gebert, Vice-President (Finance and Services)			
Description/Purpose	2014-2015 Professional Membership dues			
Date	May 17, 2014			
Destination	Calgary, Alberta			
Type of Expense	Meals	Parking	Other*	Total
Amount	\$0.00	\$0.00	\$308.44	\$308.44
Notes	Other*: Professional Membership dues for months of April, May, June 2014 only.			

**Andrea Brehm**

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**From:** website.assistance.no\_reply@icaa.ab.ca  
**Sent:** Saturday, May 17, 2014 3:17 PM  
**To:** Jonathan (Jake) Gebert  
**Subject:** ICAA Receipt

**Thank You, Transaction Successful**

Your transaction has been successfully processed.

Please find your receipt below. We recommend you print a copy for your records.

**Institute of Chartered Accountants of Alberta**  
580 Manulife Place  
10180 - 101 Street  
Edmonton Alberta, T5J 4R2  
Canada

**Invoice Address:**  
Jonathan GEBERT, CA  
s. 17(1)

G.S.T. REG #: 107508533  
Member #: 19591  
Order ID #: 201463509  
Date: 5/17/2014 3:16 PM  
Card Number: s. 17(1)  
Card Holders Name: Jonathan A Gebert  
Authorization Number: 096937

**Payment Received:**

<b>Description</b>	<b>Amount</b>
2014/2015 Member Fees	\$1,233.75

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**Total Received: \$1,233.75**  
**(Canadian funds)**

CA professional dues - Membership April 1 - March 31 2014/2015  
Cost calculated for April, May, June 2014 = \$ 308.44



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### Detail for Non-Travel Expenses

Non-Travel Expenses-Item 4 Detail				
For	Jonathan (Jake) Gebert, Vice-President (Finance and Services)			
Description/Purpose	Parking to attend meeting			
Date	June 6, 2014			
Destination	Calgary, Alberta			
Type of Expense	Meals	Parking*	Other	Total
Amount	\$0.00	\$47.25	\$0.00	\$47.25
Notes	Parking*: For meeting downtown.			

**RECEIPT**

License Plate Number

s. 17(1)

Expiration Date/Time

**06:00 PM**  
**JUN 06, 2014**

Purchase Date/Time: 01:58pm Jun 06, 2014

Total Parking: \$45.00

Total Federal: \$2.25

Total Due: \$47.25

Rate: DAILY MAX  
Payment Type: Card

Ticket #: 50166100

S/N #: 500013240932

Setting: Lot 175

Mach Name: Lot 175-1

s. 17(1)

Card #

American Express

Auth #: 540131

GST REG #102466000

RECEIPT  
PARKING RECEIPT  
PARKING RECEIPT  
PARKING RECEIPT  
PARKING RECEIPT

*Innovate Calgary  
Roundtable*