



Proactive Disclosure of Expenses

Linda Dalgetty, Vice-President (Finance and Services)
For the period October 1, 2014 to November 30, 2014

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	October 30, 2014	Travel to Edmonton to attend the Enterprise Risk Management event.	\$425.36
2.	November 6-7, 2014	Travel to Brandon to attend the Consortium of Western Financial Logistical Operations Personnel (COWFLOP) Conference.	\$811.51

Non-Travel Expenses			
Item #	Date	Description	Amount
3.	September 8-November 13, 2014	Parking while attending various meetings in Calgary.	\$104.35



Proactive Disclosure of Expenses

Linda Dalgetty, Vice-President (Finance and Services)
For the period October 1, 2014 to November 30, 2014

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Linda Dalgetty, Vice-President (Finance and Services)					
Description/Purpose	Travel to Edmonton to attend Enterprise Risk Management event.					
Date	October 30, 2014					
Destination	Edmonton, Alberta					
Type of Expense	Airfare*	Other Transport	Hotel	Meals	Other	Total
Amount	\$425.36	\$0.00	\$0.00	\$0.00	\$0.00	\$425.36
Notes	Airfare*: Booking Ref.: ZDEHAT.					



Printable Version

* IE11 add to 'Compatibility View Settings'

****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. 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 1-800 CALLS IN SOME AREAS. WE RECOMMEND USING LANDLINE IN THESE SITUATIONS OR CALL COLLECT. YOUR UNIGLOBE RESCUE LINE ACCESS CODE IS 62XC. OR YOU CAN EMAIL AT CALLME.AT.TASS247.COM PLEASE MENTION YOUR RESCUE LINE ACCESS CODE IS 62XC
 TROUBLES CALLING FROM INTERNATIONAL <http://www.howtocallabroad.com>



UNIGLOBE Travel
 Suite 200, 1400 Kensington Road NW
 Calgary, Alberta T2N 3P9
 Phone: (403) 536-6860
 Fax: (403) 228-3817
 Toll Free: 1-877-596-6860

concurvyc@uniglobeone.com
 Direct Line: 403-536-6869

Passenger(s):	Dalgetty/Linda Ref: VP FIN SERV	Booking Ref.:	ZDEHAT
Invoice No.:	1197525	Agent:	CONCUR AGENT
Issue Date:	Wednesday, October 15, 2014	Customer:	4032206449
Billing:	UNIVERSITY OF CALGARY 3838 24TH AVE NW CALGARY AB T2N 1N4 REF VP FIN SERV	Deliver:	UNIVERSITY OF CALGARY 3838 24TH AVE NW CALGARY AB T2N 1N4 REF VP FIN SERV

• WITH UNIGLOBE YOU RECEIVED YOUR AC CORPORATE DISCOUNT 16.95

AIR - Thursday October 30 2014

Air Canada Flight AC8134 Economy Class **Check In Confirmation: NLYZS6**
 Operated By Operated By
Check In With AIR CANADA EXPRESS - JAZZ

Depart:	08:30, Thursday, October 30 Calgary Intl. Airport Calgary, Alberta, Canada	Arrive:	09:19, Thursday, October 30 Edmonton Intl. Airport Edmonton, Alberta, Canada
----------------	--	----------------	--

Status:	Confirmed	Booking Code:	G
Equipment:	De Havilland DHC-8-400 Dash 8Q	Stops:	Non-stop
Duration:	0 hours 49 minutes	Seat:	07F Confirmed
FF Number:	s. 17(1)	Meal:	None
ETicket No.:	0145830301071		
Remarks:	Turbo propeller plane used on this flight		

• [Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Thursday October 30 2014

Air Canada Flight AC8169 Economy Class **Check In Confirmation: NLYZS6**
 Operated By Operated By
Check In With AIR CANADA EXPRESS - JAZZ

Depart:	17:00, Thursday, October 30 Edmonton Intl. Airport Edmonton, Alberta, Canada	Arrive:	17:52, Thursday, October 30 Calgary Intl. Airport Calgary, Alberta, Canada
----------------	--	----------------	--

Status:	Confirmed	Booking Code:	H
Equipment:	De Havilland DHC-8-300 Dash 8 / 8Q	Stops:	Non-stop
Duration:	0 hours 52 minutes	Seat:	04D Confirmed
FF Number:	s. 17(1)	Meal:	None
ETicket No.:	0145830301071		
Remarks:	Turbo propeller plane used on this flight		

• [Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

Invoice Details

Transaction / Document	Base	Tax	GST/HST	Total
Air Canada / 014 5830301071	330.85	74.25	20.26	425.36
	Form of Payment: S. 17(1)			
Totals:	330.85	74.25	20.26	CAD 425.36

Total Charged to Credit Card: CAD 425.36
Balance Due: CAD 0.00

Invoice No: 1197525

 access more®

• 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

Airline Conditions of Contract & Other Important Notices: [Click Here](#)

DALGETTY LINDA

ECOMO OPERATED BY / EXPLOITE PAR JAZZ
ETKT0145830301071

Flight/Vol Date From/De
AC 8134 30OCT CALGARY

Boarding Time/Heure d'embarquement 07:55 Gate/Porte C53 Seat/Place 07F

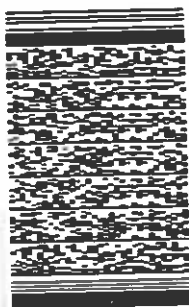
Departure Time/Heure de depart 08:30

Airline Use/A usage Interne 0011 KYC466

Boarding Pass | Carte d'accès à bord

Frequent Flyer/Voyageur assidu
S100K

Destination
EDMONTON-YEG

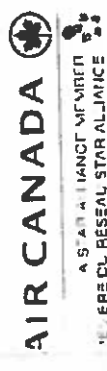


DALGETTY L

Cabin/Cabine
Y

Flight/Vol
AC 8134
EDMONTON-YEG

Remarks/Observations
07F WINDOW/HUBLLOT
ACMM



AIR CANADA
A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

DALGETTY LINDA

ECOMO OPERATED BY / EXPLOITE PAR JAZZ
ETKT0145830301071

Flight/Vol Date From/De
AC 8169 30OCT EDMONTON-YEG

Boarding Time/Heure d'embarquement 16:25 Gate/Porte 49B Seat/Place 04D

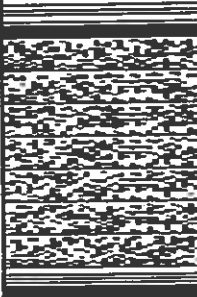
Departure Time/Heure de depart 17:00

Airline Use/A usage interne 0031 KYEG1226

Boarding Pass | Carte d'accès à bord

Frequent Flyer/Voyageur assidu
S100K

Destination
CALGARY



DALGETTY L

Cabin/Cabine
Y

Flight/Vol
AC 8169
CALGARY

Remarks/Observations
04D AISLE/COULOIR
ACMM



AIR CANADA
A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE



Proactive Disclosure of Expenses

Linda Dalgetty, Vice-President (Finance and Services)
For the period October 1, 2014 to November 30, 2014

Detail for Travel Expenses

Travel Expenses-Item 2 Detail						
For	Linda Dalgetty, Vice-President (Finance and Services)					
Description/Purpose	Travel to Brandon to attend Consortium of Western Financial Logistical Operations Personnel (COWFLOP) Conference.					
Date	November 6-7, 2014					
Destination	Brandon, Manitoba					
Type of Expense	Airfare*	Other Transport	Hotel	Meals	Other**	Total
Amount	\$371.49	\$0.00	\$145.52	\$0.00	\$294.50	\$811.51
Notes	Airfare*: Booking Ref.: PLVKEC. Other**: Includes Conference fee, Travel Agency fee and parking at Calgary airport.					



Printable Version

* IE11 add to 'Compatibility View Settings'

****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. 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 1-800 CALLS IN SOME AREAS. WE RECOMMEND USING LANDLINE IN THESE SITUATIONS OR CALL COLLECT. YOUR UNIGLOBE RESCUE LINE ACCESS CODE IS 62XC. OR YOU CAN EMAIL AT CALLME.AT.TASS247.COM PLEASE MENTION YOUR RESCUE LINE ACCESS CODE IS 62XC



UNIGLOBE Travel
Suite 200, 1400 Kensington Road NW
Calgary, Alberta T2N 3P9
Phone: (403) 536-6860
Fax: (403) 228-3817
Toll Free: 1-877-596-6860

melissar@uniglobeone.com

Direct Line: 403-536-6872

Passenger(s):	Dalgetty/Linda Ref: VP FIN SERV	Booking Ref.:	PLVKEC
Invoice No.:	1168889	Agent:	Melissa Ross
Issue Date:	Wednesday, September 10, 2014	Customer:	4032206449
Billing:	UNIVERSITY OF CALGARY 3838 24TH AVE NW CALGARY AB T2N 1N4 REF VP FIN SERV	Deliver:	UNIVERSITY OF CALGARY 3838 24TH AVE NW CALGARY AB T2N 1N4 REF VP FIN SERV

• BY BOOKING WESTJET YOU HAVE SAVED 31.29

AIR - Thursday November 6 2014			
WestJet Flight WS3242 Economy Class Operated By Operated By *Check In With WESTJET ENCORE*			Check In Confirmation: RJUZST
Depart:	09:45, Thursday, November 6 Calgary Intl. Airport Calgary, Alberta, Canada	Arrive:	12:44, Thursday, November 6 Brandon Airport Brandon, Manitoba, Canada
Status:	Confirmed	Booking Code:	G
Equipment:	De Havilland DHC-8-400 Dash 8Q	Stops:	Non-stop
Duration:	1 hours 59 minutes	Seat:	Assigned at Check In
Meal:	None	ETicket No.:	8385829201739
Remarks:	Turbo propeller plane used on this flight		
Weather • Flight Status (*up to 3 days prior)			

AIR - Friday November 7 2014			
WestJet Flight WS3243 Economy Class Operated By Operated By *Check In With WESTJET ENCORE*			Check In Confirmation: RJUZST
Depart:	13:20, Friday, November 7 Brandon Airport Brandon, Manitoba, Canada	Arrive:	14:36, Friday, November 7 Calgary Intl. Airport Calgary, Alberta, Canada
Status:	Confirmed	Booking Code:	G
Equipment:	De Havilland DHC-8-400 Dash 8Q	Stops:	Non-stop
Duration:	2 hours 16 minutes	Seat:	Assigned at Check In
Meal:	None	ETicket No.:	8385829201739
Remarks:	Turbo propeller plane used on this flight		
Weather • Flight Status (*up to 3 days prior) • Dining Reservations			

Invoice Details

Transaction / Document	Base	Tax	GST/HST	Total
Professional Fee	38.00		1.90	39.90
	Form of Payment: /s. 17(1)			
WestJet / 838 5829201739	268.20	85.60	17.69	371.49
	Form of Payment: s. 17(1)			
Totals:	306.20	85.60	19.59	CAD 411.39
			Total Charged to Credit Card:	CAD 411.39
			Balance Due:	CAD 0.00




Invoice No: 1168889



• 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

Airline Conditions of Contract & Other Important Notices: [Click Here](#)

<p>LINDA DALGETTY</p> <p>PNR RJUJST SEQ 00020 Electronic/Électronique 8385829201739/1</p>		<p>WESTJET REWARDS</p> <p>S. 17(1)</p>		
<p>Dep 9:45 AM</p> <p>CALGARY (YYC)</p>		<p>Arr 12:44 PM</p> <p>BRANDON (YBR)</p>	<p>Departure date Date de départ</p> <p>06 NOV 14</p>	<p>Boarding time Heure d'embarquement</p> <p>9:05 AM</p>
<p>Flight/Vol</p> <p>WS3242</p>	<p>Operated By/Opéré par</p> <p>WESTJET ENCORE Q400</p>	<p>Gate/Porte</p> <p>A02</p>	<p>Seat/Siège</p> <p>9A</p>	

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 1 888-937-8538. You can also visit westjet.com or speak to one of our airport agents for help.

<p>LINDA DALGETTY</p> <p>PNR SEQ Electronic/Électronique RJUJST 00021 8385829201739/2</p>		<p>WESTJET REWARDS S. 17(1)</p>		
<p>Dep 1:20 PM BRANDON (YBR)</p>	<p>Arr 2:36 PM  CALGARY (YYC)</p>	<p>Departure date Date de départ 07 NOV 14</p>	<p>Boarding time Heure d'embarquement 12:40 PM</p>	
<p>Flight/Vol WS3243</p>	<p>Operated By/Opéré par WESTJET ENCORE Q400</p>	<p>Gate/Porte 1</p>	<p>Seat/Siège 3B</p>	

Departure information:

- If you have baggage to check, please proceed to bag drop upon arrival at the airport.

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 1 888-937-8538. You can also visit westjet.com or speak to one of our airport agents for help.

COWFLOP CONFERENCE
NOVEMBER 6+7, 2014
Brandon, Manitoba

Personal Visa

Conference registration fee

BRANDON UNIVERSITY CASHIER
270-18TH STREET
BRANDON, MB R7A 6A9
(204) 727-9724

TERM ID: K4117453

BATCH#: 043
SHIFT#: 002

INVT: 000000001
VISA

Sale

Serial
SEMI: 04301001001

17(1)

Total: CAD\$ 200.00

APPROVED 074174
001-00

11-08-14 16:32:46

CUSTOMER COPY

Brandon University
Brandon MB (204) 727-9724
10-2014-2014 15:56 5000000 0-00000

COWFLOP

Linda Talgatty

2078 560 OTHER REVENUE 100.00
1117 105 GST COLLECTIBLE 5.00
Total Due 105.00
Total Tendered 105.00

THANK YOU

001 11-08-2014 16:32:46

Victoria Inn Brandon
3550 Victoria Ave
Brandon, MB
R7B 2R4
Telephone: 204-725-1532 Fax: 204-727-8282

Linda Dalgetty

Cowflop

Page # 1
 Res. # 281802
 Checked in Thu Nov 6/14 - 1:07pm
 Checked out Fri Nov 7/14 - 7:08am
 Nights 1
 Room Rate 125.99
 Room 269

Group: Cowflop

Date	Description	Reference	Charges	Credits
Nov06	Room - Prime 2		125.99	
Nov06	Accommodations Tax By-Law #701		3.00	
Nov06	GST		6.45	
Nov06	PST	s. 17(1)	10.08	
Nov07	PAID BY AMEX - Th auth #550166			145.52
			0.00	145.52

As of July 1, 2012 a new \$3 per room, per night accommodation tax has been implemented. For information on the tax visit www.brandon.ca, call the Mayor's Office at 729-2202, or email accommodationtax@brandon.ca

Our G.S.T. # is 83354 7805

Charge Summary:

GST 6.45
 PST 10.08

Victoria Inn Brandon

3550 Victoria Ave
 Brandon, MB
 R7B 2R4
 204 725-1532

Trans Type : POST-AUTHORIZATION

Order id : 28180247773
 Card number : s. 17(1)
 Account : AMERICAN EXPRESS

Date : 2014-11-07 07:08:04
 Reference : 207953540010620040 M
 Authorization: 550166

Amount : \$145.52

Signature

Cardholder will pay card issuer above amount pursuant to Cardholder Agreement

DU APPROVED - THANK YOU 025

Customer copy

Parking @ airport
while attending
CowFLOP.

RECEIPT
GST NO. R122556194

EXIT No. A1
IN: 11/06/14 08:26
OUT: 11/07/14 15:01
DURATION: 1 06: 35
PAID: \$ 54.60

(GST INCLUDED)
AMERICAN EXPRESS

s. 17(1)

REF. 12

THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade



Proactive Disclosure of Expenses

Linda Dalgetty, Vice-President (Finance and Services)
 For the period of October 1, 2014 to November 30, 2014

Detail for Non-Travel Expenses

Non-Travel Expenses-Item 3 Detail				
For	Linda Dalgetty, Vice-President (Finance and Services)			
Description/Purpose	Parking while attending various meetings in Calgary.			
Date	September 8-November 13, 2014			
Destination	Calgary, Alberta			
Type of Expense	Meals	Parking	Other	Total
Amount	\$0.00	\$104.35	\$0.00	\$104.35
Notes				

PALLISER SQUARE

Art of Leadership

Payment Receipt

Station name: POF Plus 15

Entry: 9/8/14 8:29 AM

Payment date: 9/8/14 5:05 PM

Card no.: 35542448425011912

Amount: CAD 23.00

Reduction: CAD 0.00

Paid with: CAD 23.00

Amount change: CAD 0.00

Change owed: CAD 0.00

s. 17(1)

VISA

Card# 000050 010

Purchase 1 09/08 17:05:35

Auth# 05444

APPROVED

Parking to attend
Art of Leadership
event.

Parking to attend breakfast mtg.
with s. 17(1)

s. 17(1)

visa
**PALLISER
SQUARE**

Payment Receipt

Station name: Exit 1 Left

Entry: 9/23/14 7:43 AM

Payment date: 9/23/14 9:42 A

Card no.: s. 17(1)

Due: CAD 14.00

Reduction: CAD 0.00

Paid with: CAD 14.00

Amount change: CAD 0.00

Change owed: CAD 0.00

s. 17(1)

VISA

Seq# 000002 016

Purchase 14/09/23 09:42:57

Auth# 071468

APPROVED

Parking to attend meeting with
SAIT & MRU administration
s. 17(1)

SAIT POLYTECHNIC VISITORS PARKING s. 17(1)
P5
EXPIRES **23 SEP 14** 13:32
13:32 PAID Cnd \$ 8.50C RECEIPT
ENTRY TIME 23 SEP 14 11:31
59724 451401*****1486031521

Visa

PLACE ON DASH FACE UP



UNIVERSITY OF
CALGARY

SUPPLY CHAIN
MANAGEMENT

Accounts Payable
Physical Plant
2500 University Drive NW
Calgary, AB T2N 1N4
Telephone – 403-220-5611
Fax – 403-282-2974
Email – scmhelp@ucalgary.ca

LOST RECEIPT DECLARATION FORM

This form is to be completed if you are unable to produce original receipts attached to your Expense Claims, or Pcard.

I, Linda Dalgetty, UCID# s. 17(1) hereby declare that I have lost, never received or am unable to produce an original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follows:

Vendor Name _____

Vendor Address and Phone _____

Date of Purchase 9/25/14 Amount of Purchase \$1.25

Description of goods/services purchased:

Parking

Linda Dalgetty
Printed Name of CLAIMANT

Linda Dalgetty
Signed Name of CLAIMANT

*Audit Committee
Course*

PARK

PLACE RECEIPT ON DASH

VINCI Park
Aquitaine
Lot # 80

VINCI

PARK
License Plate Number

s. 17(1)

Expiration Date/Time

VINCI PARK
07:00 PM
SEP 25, 2014

Purchase Date/Time: 07:59am Sep 25, 2014

Total Parking: \$37.00

Total GST: \$1.85

Total Due: \$38.85 Rate: E, Bird \$37 Exp 7PM

Total Paid: \$38.85 Payment Type: Card

Ticket #: 18015601

S/N #: 500013180702

Setting: Aquitaine

Mach Name: Aquitaine 1

Card s. 17(1)

American Express

Auth #: 172335

GST # 12099-6095

Thank you
VINCI Park
403 296 1820

*Audit Committee governance
training for PSB Boards.*

Parking to attend
Community Report @
downtown campus.

Y PARKING AUTHORITY (403) 537-7000 **CALGARY**

Terminal: 746
Plates: 17(1)

Zone: 2392
s. 17(1)

Valid through:
MONDAY 06 OCT 14
12:30 PM

*Community
report
DT Campus*

AMOUNT PAID: \$4.75 (GST incl.)
Start Time: 10/6/2014 10:55 AM

Auth No: 184872
Receipt No: 25688

Boosting & Tire Inflation Services (403) 537-7006 **FREE Batter**

PALLISER
SQUARE

Payment Receipt

Station name: Exit 1 Left

Entry: 11/13/14 11:17 AM

Payment date: 11/13/14 1:00

Card no.: s. 17(1)

Amount: CAD 14.00

Reduction: CAD 0.00

Paid with: CAD 14.00

Amount change: CAD 0.00

Balance owed: CAD 0.00

s. 17(1)

S

AMERICAN EXPRESS

Card# 000010 016

Purchase 14/11/13 13:07:45

Auth# 541842

APPROVED

Parking to attend
Calgary Economic
Outlook event w/ ECT.