**Proactive Disclosure of Expenses**

Linda Dalgetty, Vice-President (Finance and Services)

For the period October 1, 2014 to November 30, 2014

### Overview

<table>
<thead>
<tr>
<th>Item #</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>October 30, 2014</td>
<td>Travel to Edmonton to attend the Enterprise Risk Management event.</td>
<td>$425.36</td>
</tr>
<tr>
<td>2.</td>
<td>November 6-7, 2014</td>
<td>Travel to Brandon to attend the Consortium of Western Financial Logistical Operations Personnel (COWFLOP) Conference.</td>
<td>$811.51</td>
</tr>
</tbody>
</table>

### Travel Expenses

<table>
<thead>
<tr>
<th>Item #</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

### Non-Travel Expenses

<table>
<thead>
<tr>
<th>Item #</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>September 8-November 13, 2014</td>
<td>Parking while attending various meetings in Calgary.</td>
<td>$104.35</td>
</tr>
</tbody>
</table>
## 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

<table>
<thead>
<tr>
<th>Travel Expenses-Item 1 Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For</strong></td>
</tr>
<tr>
<td><strong>Description/Purpose</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Destination</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Airfare*</th>
<th>Other Transport</th>
<th>Hotel</th>
<th>Meals</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount</strong></td>
<td>$425.36</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$425.36</td>
</tr>
</tbody>
</table>

| Notes | Airfare*: Booking Ref.: ZDEHAT. |
**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 647-724-9277. PLEASE NOTE SOME CELL PHONE PROVIDERS DO NOT ALLOW FOR 1-800 CALLS IN SOME AREAS. WE RECOMMEND USING LANDLINE.

THESE SITUATIONS OR CALL COLLECT. YOUR UNIGLOBE RESCUE LINE ACCESS CODE IS 62X. OR YOU CAN EMAIL AT CALLMEAT.TASS247.COM PLEASE MENTION YOUR RESCUE LINE ACCESS CODE IS 62X.

TROUBLES CALLING FROM INTERNATIONAL http://www.howtoallabroad.com

---

### Passengers:
- **Name**: Dalgetty/Linda
- **Ref**: VP FIN SERV

### Invoice No.:
- 1197525

### Issue Date:
- Wednesday, October 15, 2014

### Billing:
- **University of Calgary**
- 3833 24th Ave NW
- Calgary AB T2N 1N4
- **Ref**: VP FIN SERV

### Booking Ref.:
- ZDEHAT

### Agent:
- CONCUR AGENT

### Customer:
- 4032206449

### Deliver:
- UNIVERSITY OF CALGARY
- 3833 24th Ave NW
- Calgary AB T2N 1N4
- **Ref**: VP FIN SERV

*WITH UNIGLOBE YOU RECEIVED YOUR AC CORPORATE DISCOUNT 16.95*

---

### Air Canada Flight AC114 Economy Class
**Operated By AIR CANADA EXPRESS - JAZZ**

<table>
<thead>
<tr>
<th>Depart:</th>
<th>08:30, Thursday, October 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport:</td>
<td>Calgary Int. Airport</td>
</tr>
<tr>
<td>City:</td>
<td>Calgary, Alberta, Canada</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrive:</th>
<th>09:19, Thursday, October 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport:</td>
<td>Edmonton Int. Airport</td>
</tr>
<tr>
<td>City:</td>
<td>Edmonton, Alberta, Canada</td>
</tr>
</tbody>
</table>

| Status:  | Confirmed                   |
| Equipment: | De Havilland DHC-8-400 Dash 8Q |
| Duration: | 0 hours 49 minutes          |
| FF Number: | s. 17(1)                   |
| ETicket No.: | 01458030130171            |

| Booking Code: | G                  |
| Stops:        | Non-stop            |
| Seat:         | 07F Confirmed       |
| Meal:         | None                |

*Remarks: Turbo propeller plane used on this flight*

### Weather:  
*Flight Status (Due to 3 days prior) Dining Reservations*

---

### Air Canada Flight AC3169 Economy Class
**Operated By AIR CANADA EXPRESS - JAZZ**

<table>
<thead>
<tr>
<th>Depart:</th>
<th>17:00, Thursday, October 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport:</td>
<td>Edmonton Int. Airport</td>
</tr>
<tr>
<td>City:</td>
<td>Edmonton, Alberta, Canada</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrive:</th>
<th>17:52, Thursday, October 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport:</td>
<td>Calgary Int. Airport</td>
</tr>
<tr>
<td>City:</td>
<td>Calgary, Alberta, Canada</td>
</tr>
</tbody>
</table>

| Status:  | Confirmed                   |
| Equipment: | De Havilland DHC-8-300 Dash 8 / 8Q |
| Duration: | 0 hours 32 minutes          |
| FF Number: | s. 17(1)                   |
| ETicket No.: | 01458030130171            |

| Booking Code: | H                  |
| Stops:        | Non-stop            |
| Seat:         | 04D Confirmed       |
| Meal:         | None                |

*Remarks: Turbo propeller plane used on this flight*

### Weather:  
*Flight Status (Due to 3 days prior) Dining Reservations*
### Invoice Details

<table>
<thead>
<tr>
<th>Transaction / Document</th>
<th>Base</th>
<th>Tax</th>
<th>GST/HST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Canada / 014 5830301071</td>
<td>330.85</td>
<td>74.25</td>
<td>20.26</td>
<td>425.36</td>
</tr>
</tbody>
</table>

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

* 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

ECONO OPERATED BY / EXPLOITÉ PAR JAZZ
ETKT0145830301071

Flight/Vol Date From/De
AC 8134 300CT CALGARY

Destination
EDMONTON-YEG

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

Departure Time/Heure de départ 08:30

Airline Use/A usage interne 0011 KYC486

Boarding Pass | Carte d'accès à bord

DALGETTY L

Frequent Flyer/Voyageur assidu
$100K

Flight/Vol
AC 8134 EDMONTON-YEG

Seat/Place
07F WINDOW/HUBLOT

Air Canada
A STAR ALLIANCE MEMBER

16:25 Gate/Porte 49B Seat/Place 04D

Departure Time/Heure de départ 16:00

Airline Use/A usage interne 0031 KYTEG1224

Boarding Pass | Carte d'accès à bord

Air Canada
A STAR ALLIANCE MEMBER

ACMM
### Detail for Travel Expenses

<table>
<thead>
<tr>
<th>Travel Expenses-Item 2 Detail</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For</strong></td>
<td>Linda Dalgetty, Vice-President (Finance and Services)</td>
</tr>
<tr>
<td><strong>Description/Purpose</strong></td>
<td>Travel to Brandon to attend Consortium of Western Financial Logistical Operations Personnel (COWFLOP) Conference.</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>November 6-7, 2014</td>
</tr>
<tr>
<td><strong>Destination</strong></td>
<td>Brandon, Manitoba</td>
</tr>
<tr>
<td><strong>Type of Expense</strong></td>
<td><strong>Airfare</strong></td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>$371.49</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Airfare*: Booking Ref.: PLVKEC. Other**: Includes Conference fee, Travel Agency fee and parking at Calgary airport.</td>
</tr>
</tbody>
</table>
**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.

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---

**Passenger(s):** Dalgetty/Linda
Ref: VP FIN SERV

**Invoice No.:** 1168889

**Issue Date:** Wednesday, September 10, 2014

**Billing:** UNIVERSITY OF CALGARY
3638 24TH AVE NW
CALGARY AB T2N 1N4
REF VP FIN SERV

**Agent:** Melissa Ross

**Customer:** 4032206449

**Delivery:** UNIVERSITY OF CALGARY
3638 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: WestJet Encore

"Check in With WESTJET ENCORE"

**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

**Equipment:** De Havilland DHC-8-400 Dash 8Q

**Duration:** 1 hour 59 minutes

**Meal:** None

**Remarks:** Turbo propeller plane used on this flight

**Weather:**

**Flight Status** (Up to 3 days prior)

**Check In Confirmation:** RJUZST

**Booking Code:** G

**Stops:** Non-stop

**Seat:** Assigned at Check In

**ETicket No.:** 8365829201739

---

**AIR - Friday November 7 2014**

**WestJet Flight WS3243 Economy Class**

Operated By: WestJet Encore

"Check in With WESTJET ENCORE"

**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

**Equipment:** De Havilland DHC-8-400 Dash 8Q

**Duration:** 2 hours 16 minutes

**Meal:** None

**Remarks:** Turbo propeller plane used on this flight

**Weather**

**Flight Status** (Up to 3 days prior)

**Check In Confirmation:** RJUZST

**Booking Code:** G

**Stops:** Non-stop

**Seat:** Assigned at Check In

**ETicket No.:** 8365829201739
<table>
<thead>
<tr>
<th>Transaction / Document</th>
<th>Base</th>
<th>Tax</th>
<th>GST/HST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Fee</td>
<td>36.00</td>
<td>85.60</td>
<td>17.69</td>
<td>39.90</td>
</tr>
<tr>
<td>Form of Payment: s. 17(1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WestJet / 838 5829201739</td>
<td>268.20</td>
<td>85.60</td>
<td>17.69</td>
<td>371.49</td>
</tr>
<tr>
<td>Totals:</td>
<td>306.20</td>
<td>85.60</td>
<td>19.59</td>
<td>CAD 411.39</td>
</tr>
</tbody>
</table>

Total Charged to Credit Card: CAD 411.39
Balance Due: CAD 0.00

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

Linda Dalgetty

Cowflop

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reference</th>
<th>Charges</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov06</td>
<td>Room - Prime 2</td>
<td></td>
<td>125.99</td>
<td></td>
</tr>
<tr>
<td>Nov06</td>
<td>Accommodations Tax By-Law #701</td>
<td></td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>Nov06</td>
<td>GST</td>
<td></td>
<td>6.45</td>
<td></td>
</tr>
<tr>
<td>Nov06</td>
<td>PST</td>
<td></td>
<td>10.08</td>
<td></td>
</tr>
<tr>
<td>Nov07</td>
<td>PAID BY AMEX - Th auth #550166</td>
<td>s. 17(1)</td>
<td></td>
<td>145.52</td>
</tr>
</tbody>
</table>

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

---

Charge Type: POST-AUTHORIZATION

Order ID: 201411904504000108200001  
Card Type: 550166  
Date: 2014-11-9 07:08:00  
Authorization: 550166  
Amount: $145.52  

Signature: [Signature]

Cardholder will pay card issuer allowable amount pursuant to Cardholder Agreement.

Our APPROVED - THANK YOU 025  
Cash userInput
Parking @ airport while attending CowFlop.

RECEIPT
GST NO. R122556194

EXIT No. 1
IN: 11/06/14 08:26
OUT: 11/07/14 15:01
DURATION: 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

<table>
<thead>
<tr>
<th>Non-Travel Expenses-Item 3 Detail</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description/Purpose</td>
<td>Parking while attending various meetings in Calgary.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>September 8-November 13, 2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destination</td>
<td>Calgary, Alberta</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Expense</td>
<td>Meals</td>
<td>Parking</td>
<td>Other</td>
<td>Total</td>
</tr>
<tr>
<td>Amount</td>
<td>$0.00</td>
<td>$104.35</td>
<td>$0.00</td>
<td>$104.35</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Parking to attend Art of Leadership event.
PALLISER SQUARE

Payment Receipt

Station name: Exit 1 Left

Entry: 9/23/14 7:43 AM
Payment date: 9/23/14 9:42 AM

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#: 971460
APPROVED

Parking to attend breakfast with s. 17(1)
Parking 4 to attend meeting with SAIT 4 MRU administration
s. 17(1)
LOST RECEIPT DECLARATION FORM

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

I, Linda Dalgetty, UCID# _______ 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

Printed Name of CLAIMANT ____________________________________________

Signed Name of CLAIMANT ____________________________________________
Parking to attend Community Report @ downtown campus.
Parking to attend Calgary Economic Outlook event w/ ECT.