## Overview

### Travel Expenses

<table>
<thead>
<tr>
<th>Item #</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>January 27, 28, 2020</td>
<td>Travel to Ottawa to attend the Canadian Association of University Business Officers (CAUBO) Vice President's Thought Leadership Advisory Group (TLAG) Advisory Group meeting.</td>
<td>$1,057.86</td>
</tr>
<tr>
<td>2.</td>
<td>January 30, 2020</td>
<td>Travel to Red Deer to attend meetings in relation to short term expenditures for Universities in Alberta.</td>
<td>$153.00</td>
</tr>
<tr>
<td>3.</td>
<td>February 10, 11, 2020</td>
<td>Travel to Vancouver to attend UniForum meetings.</td>
<td>$947.48</td>
</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>4.</td>
<td>January 17, 2020 to March 2, 2020</td>
<td>Parking while attending meetings and events on behalf of the University.</td>
<td>$71.80</td>
</tr>
<tr>
<td>Description/Purpose</td>
<td>Type of Expense</td>
<td>Amount</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------</td>
<td>----------</td>
<td>-------</td>
</tr>
<tr>
<td>Travel to Ottawa to attend the Canadian Association of University Business Officers (CAUBO) Vice President's Thought Leadership Advisory Group (TLAG) Advisory Group meeting.</td>
<td>Airfare*</td>
<td>$668.18</td>
<td>Booking Ref.: EHZBUP.</td>
</tr>
<tr>
<td></td>
<td>Other Transport**</td>
<td>$79.59</td>
<td>Ground transportation while in Ottawa.</td>
</tr>
<tr>
<td></td>
<td>Hotel</td>
<td>$251.49</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meal***</td>
<td>$25.00</td>
<td>Meal per diem claimed (1 Dinner @ $25).</td>
</tr>
<tr>
<td></td>
<td>Other****</td>
<td>$33.60</td>
<td>Travel agency fee.</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$1,057.86</td>
<td></td>
</tr>
</tbody>
</table>

Linda Dalgetty, Vice-President (Finance and Services)

For the period February 1, 2020 to March 31, 2020
**UNIVERSITY OF CALGARY**
ATTN: LINDA DALGETTY

**MARITIME Ref #**
XLTPWA

**Invoice #**
111016184

**Date**
14 Jan 2020

**Your Counsellor**
ISABEL CANTLEY

**Account #**

**Department**

**VICE PRESIDENT FINANCE AND SERVICES**
VICE PRESIDENT FINANCE AND SERVICES

---

**Your Itinerary:**

**Web Check-in and Airline Confirmation: WestJet - EHZBUP**

| WestJet 612 | Origin | Calgary, AB  
| Boeing 737-700 | Calgary Int'l Apt (Calgary, AB) |
| | Destination | Ottawa, ON  
| | Depart | Mon - Jan 27  
| | | 6:30 PM |
| | | Arrive | Tue - Jan 28  
| | | 12:21 AM |
| Duration | 3:51 |

**SHERATON OTTAWA HOT Frequent Guest# 469862510**

| Hotel Confirmation No. | 80770605 |
| Check In | Mon, Jan 27  
| Address | 150 ALBERRY STREET  
| | Ottawa ON K1P 5C2 CA  
| | T: 613-2488150  
| | F: 613-2352732 |
| Check Out | Tue, Jan 28 |
| Property | 55690  
| Sheraton Hotels Corporation |
| Nights | 1  
| Rooms | 1  
| Rate | 214.00 CAD |
| Remarks | S0569009327132523 PERMITTED UP TO 60 DAYS BEFORE ARRIVAL |

| WestJet 613 | Origin | Ottawa, ON  
| Boeing 737-700 | Ottawa McDonald Cartier Int'l (Ottawa, ON)  
| | Destination | Calgary, AB  
| | Depart | Tue - Jan 28  
| | | 8:55 PM |
| | | Arrive | Tue - Jan 28  
| | | 9:30 PM |
| Duration | 4:35 |
Passenger Information
Passenger: DALGETTY/LINDA
Airline Code: WS
Ticket #: 8383676370256

Booking Summary
Company: WestJet
Company: Air Canada
Company: WestJet
Company: SI
Booking Reference: BHZBUP
Loyalty #: S.17(1)
Loyalty #: Loyalty #
Loyalty #: Loyalty #

Purchase Summary
Amount due: $521.36
Amount Paid: $668.18
PYMT BY XXXX-XXX
Jan 13 2020

WestJet AIRFARE - TKT 8383676370256
TAX ON AIRFARE INCLUDES 2.99 HST
TAX ON AIRFARE INCLUDES 30.06 GST
TAX ON AIRFARE INCLUDES 113.25 OTHER

TOTAL PAID CAD: $701.78

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 90 mins prior. Boarding may be denied if less than 45 mins.

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.

Baggage Information
For WestJet 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.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.

BALANCE CAD: $0.00

1/14/2020 2:20:41 PM
CALGARY, AB  OTTAWA, ON
YYC        YOW

DATE       FLIGHT       GATE     ZONE     SEAT
27.JAN.20   WS612        C70       2         8C

LINDA DALGETTY  CABIN  ECONOMY

SILVER

.Boarding details:
- WestJet
- Flight: WS612
- Gate: C70
- Date: 27.JAN.20
- Seat: 8C
- Cabin: Economy

QR Code
Credit Card Sale

Master ID: C00000006056
Record Number: 5673
Entry Method: Manual/Magstripe
Terminal: V324301728
TID: *****056

Fare $34.65
Extra $0.00
Tips $6.93
Total $41.58
Sale Amount(CAD) $41.58

Driver ID: 55381
Vehicle ID: 6154
Passengers: 1
Date: 1/28/2020
Start Time: 03:33 PM ET
End Time: 03:33 PM ET
Trip Number: 5673
Distance: 0.00 mi
Rate: 5

Visa: *********
Inv #: 5673
Approval code: 088716
Time: 1/28/2020 3:34:06 PM ET

Cardholder acknowledges receipt of the funds in the amount of the total indicated and agrees to perform the obligations noted in the cardholders agreement with the issuer.
LOST RECEIPT DECLARATION FORM

This form is to be completed if you are unable to produce original receipts. Please indicate who the Declaration Form is for:

☐ Expense Claims  * Attention Accounts Payable Administrator

☐ Purchasing Card  * Attention Purchasing Card Administrator

Linda Dalgetty  

1. I, ____________________________, 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

Blue Line Taxi

Vendor Address and Phone

455 Coventry Road

Ottawa, ON

Date of Purchase: January 28, 2020  
Amount of Purchase: $38.01

Description of goods/services purchased:

Taxi from Ottawa Int'l Airport to Sheraton Ottawa to attend CAUBO VP TLAG meeting on January 28, 2020.

Linda Dalgetty  

Printed Name of CLAIMANT

Signed Name of CLAIMANT

Printed Name of one up APPROVER

Signed Name of one up APPROVER

Print Form

Rev 1 24/03/2010
<table>
<thead>
<tr>
<th>Date</th>
<th>Reference</th>
<th>Description</th>
<th>Charges (CAD)</th>
<th>Credits (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-JAN-20</td>
<td>RT1101</td>
<td>Room Chrg - Special Corp</td>
<td>214.00</td>
<td></td>
</tr>
<tr>
<td>27-JAN-20</td>
<td>RT1101</td>
<td>Tax Other</td>
<td>27.82</td>
<td></td>
</tr>
<tr>
<td>27-JAN-20</td>
<td>RT1101</td>
<td>MAT 4%</td>
<td>8.56</td>
<td></td>
</tr>
<tr>
<td>27-JAN-20</td>
<td>RT1101</td>
<td>MAT HST 13%</td>
<td>1.11</td>
<td></td>
</tr>
<tr>
<td>28-JAN-20</td>
<td>VI</td>
<td>Visa s.17(1)</td>
<td></td>
<td>-251.49</td>
</tr>
</tbody>
</table>

Approve EMV Receipt for VI - PIN Verifed
TC:655292251450687C TVR:0080008000
Application Label:SCOTIABANK MSA

** Total 251.49
*** Balance 0.00
<table>
<thead>
<tr>
<th>For</th>
<th>Linda Dalgetty, Vice-President (Finance and Services)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description/Purpose</td>
<td>Travel to Red Deer to attend meetings in relation to short term expenditures for Universities in Alberta.</td>
</tr>
<tr>
<td>Date</td>
<td>January 30, 2020</td>
</tr>
<tr>
<td>Destination</td>
<td>Red Deer, Alberta</td>
</tr>
<tr>
<td>Type of Expense</td>
<td>Airfare</td>
</tr>
<tr>
<td>Amount</td>
<td>$0.00</td>
</tr>
<tr>
<td>Notes</td>
<td>Other Transport*: Auto mileage to and from Red Deer and parking.</td>
</tr>
</tbody>
</table>
FIRST 15 DEER PLACE
THANK YOU
TIME OF EXPIRY

01/30/2020
06:14 PM

Entry: U5488 MA
Approved: Visa
01/30/2020
17(1) 002973
# Proactive Disclosure of Expenses

Linda Dalgetty, Vice-President (Finance and Services)
For the period February 1, 2020 to March 31, 2020

## Detail for Travel Expenses

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Amount</th>
<th>Other Transport**</th>
<th>Hotel</th>
<th>Meal</th>
<th>Other***</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare*</td>
<td>$624.18</td>
<td>$91.95</td>
<td>$197.75</td>
<td>$0.00</td>
<td>$33.60</td>
<td>$947.48</td>
</tr>
</tbody>
</table>

**Notes**
- Airfare*: Booking Ref.: T2YL4J.
- Other Transport**: Ground transportation while in Vancouver.
- Other***: Travel agency fee.
Maritime Travel
Business Travel Management

SUITE 100 7777 10 ST NE | CALGARY, AB T2E 8X2 | (403) 292-7474

For VIP Assistance in Canada & USA: please call 1-833 501-4357 or 902-421-7550. Outside Canada & USA: call collect 902-421-7550. Email: vip@maritimetravel.ca (For more immediate assistance please call)

UNIVERSITY OF CALGARY
ATTN: LINDA DALGETTY

s.17[1]

MARITIME Ref #
Invoice #
Date
Your Counselor
Account #
Department

111016588
21 Jan 2020
ISABEL CANTLEY
s.17[1]

P792HR
VICE-PRESIDENT FINANCE AND SERVICES
VICE-PRESIDENT FINANCE AND SERVICES

Tap to send Itinerary to our App via phone:
Our iPhone App | Our Android App

View Itinerary On: ViewTrip | Send Itinerary To: TripIt

Click here to learn more about our Corporate Travel Program
Travel Arranger: ANGEL IVANCHUK
For: DALGETTY/LINDA

Your Itinerary:

Web Check-In and Airline Confirmation: Air Canada - T2YL4J

<table>
<thead>
<tr>
<th>Air Canada 223</th>
<th>Airline</th>
<th>Origin</th>
<th>Destination</th>
<th>Depart</th>
<th>Arrive</th>
<th>Seat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airbus A310</td>
<td>Calgary, AB</td>
<td>Vancouver, BC</td>
<td>Mon - Feb 10</td>
<td>Mon - Feb 10</td>
<td>14F</td>
<td></td>
</tr>
<tr>
<td>Cabin Class W-Economy</td>
<td>Calgary Intl Arpt (Calgary, AB)</td>
<td>Vancouver Intl Arpt (Vancouver, BC)</td>
<td>5:25 PM</td>
<td>5:58 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks
WINDOW SEAT CONFIRMED

<table>
<thead>
<tr>
<th>Air Canada 248</th>
<th>Airline</th>
<th>Origin</th>
<th>Destination</th>
<th>Depart</th>
<th>Arrive</th>
<th>Seat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airbus A321</td>
<td>Vancouver, BC</td>
<td>Edmonton, AB</td>
<td>Tue - Feb 11</td>
<td>Tue - Feb 11</td>
<td>14A</td>
<td></td>
</tr>
<tr>
<td>Cabin Class T-Economy</td>
<td>Vancouver Intl Arpt (Vancouver, BC)</td>
<td>Edmonton Intl Arpt (Edmonton, AB)</td>
<td>9:10 PM</td>
<td>11:40 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks
WINDOW SEAT CONFIRMED

Passenger Information
Passenger | DALGETTY/LINDA
Airline Code AC | Ticket # 0143676480553

Booking Summary
Company | Air Canada
Booking Reference | T2YL4J
Loyalty # | s.17[1]
Purchase Summary

<table>
<thead>
<tr>
<th>Amount due</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR CANADA AIRFARE - TKT 0143676480553</td>
<td>525.21</td>
</tr>
<tr>
<td>TAX ON AIRFARE INCLUDES 29.72 GST</td>
<td></td>
</tr>
<tr>
<td>TAX ON AIRFARE INCLUDES 6.25 OTHER</td>
<td></td>
</tr>
<tr>
<td>TAX ON AIRFARE</td>
<td>98.97</td>
</tr>
<tr>
<td>MARTVL NON-REFUNDABLE TRANSACTION FEE</td>
<td>32.00</td>
</tr>
<tr>
<td>GST ON FEE (R103524823)</td>
<td>1.60</td>
</tr>
<tr>
<td>TOTAL DUE CAD</td>
<td>$657.78</td>
</tr>
</tbody>
</table>

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 90 mins prior. Boarding may be denied if less than 45 mins.

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.

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.

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://rpa-appr.ca/eng
YELLOW CAB #225
1441 CLARK DR
VANCOUVER BC

CARD
CARD TYPE
DATE
TIME
CLERK ID
RECEIPT NUMBER

PURCHASE
AMOUNT
TIP
TOTAL

SCOTIABANK VISA
A0000000031010
4C1AE7789F42922E
00800008000-E800
5D813626C9AE88FB
00800008000-F800

APPROVED
AUTH# 009302 01-027
THANK YOU

CARDHOLDER COPY
IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

Uniforj
### INFORMATION INVOICE

Conferences and Accommodation at UBC

<table>
<thead>
<tr>
<th>Date</th>
<th>Text</th>
<th>Charges CAD</th>
<th>Credits CAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/10/20</td>
<td>Room Rate</td>
<td>175.00</td>
<td></td>
</tr>
<tr>
<td>02/10/20</td>
<td>GST</td>
<td>8.75</td>
<td></td>
</tr>
<tr>
<td>02/10/20</td>
<td>PST Room</td>
<td>14.00</td>
<td></td>
</tr>
<tr>
<td>02/11/20</td>
<td>Visa</td>
<td></td>
<td>197.75</td>
</tr>
</tbody>
</table>

**Total** 197.75 197.75

Balance 0.00 CAD
Total incl. vat 197.75 CAD
Net Amount 175.00 CAD

0.00 CAD

---

GST Reg. NO 10816-1779
PST 1000-7572

---

Merchant ID XXXXXXXXXXX
Credit Card # XXXXXXXXXXX
Transaction ID 29937523
Credit Card Expiry : XX/XX
Approval Code 020452
Capture Method : Manual
Approval Amount : 197.75
Transaction Amount : 197.75
## Detail for Non-Travel Expenses

<table>
<thead>
<tr>
<th>Non-Travel Expenses-Item 4 Detail</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
<td>Linda Dalgetty, Vice-President (Finance and Services)</td>
</tr>
<tr>
<td>Description/Purpose</td>
<td>Parking while attending meetings and events on behalf of the University.</td>
</tr>
<tr>
<td>Date</td>
<td>January 17, 2020 to March 2, 2020</td>
</tr>
<tr>
<td>Destination</td>
<td>Calgary, Alberta</td>
</tr>
<tr>
<td>Type of Expense</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
</tr>
<tr>
<td>Parking</td>
<td>$71.80</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$71.80</td>
</tr>
</tbody>
</table>

Notes
LOST RECEIPT DECLARATION FORM

This form is to be completed if you are unable to produce original receipts. Please indicate who the Declaration Form is for:

- Expense Claims  * Attention Accounts Payable Administrator
- Purchasing Card  * Attention Purchasing Card Administrator

Linda Dalgetty 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: Calgary Airport Authority Parking
Vendor Address and Phone: 2000 Airport Road, NE
Calgary, AB

Date of Purchase: January 24, 2020
Amount of Purchase: $28.35

Description of goods/services purchased:

Parking at Calgary International Airport for Advance Education meeting on January 24, 2020.

Linda Dalgetty
Printed Name of CLAIMANT

Signature of CLAIMANT

Printed Name of one up APPROVER

Signed Name of one up APPROVER
Plate: 51741
Zone: 2326
Valid through: MONDAY 10 FEB 20 3:32 PM

START TIME: 2/10/2020 2:04 PM
AMOUNT PAID: $5.50 (GST incl.)
Auth No: 085843
Tm No: a79994db35fe1eca
Terminal: 1028
Receipt No: 66603
Plate: 5.17(1)
Zone: 2831
Valid through:
THURSDAY
13 FEB 20
1:01 PM
START TIME: 2/13/2020 11:48 AM
AMOUNT PAID: $2.75 (GST incl.)
Auth No: 009928
Trn No: ef03e2aa82e99dc7
Terminal: 1211
Receipt No: 31497
LOST RECEIPT DECLARATION FORM
This form is to be completed if you are unable to produce original receipts.

I, Linda Dalgetty, UCID# s.17(3)_ ______________, hereby declare that I have either 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: Impark
Vendor Address: 200 8th Avenue SW
Vendor Phone: 
Date of Purchase: March 2, 2020
Amount of Purchase: $25.20

Description of goods/services purchased:

Parking to attend Calgary Chamber of Commerce breakfast meeting re: Budget 2020.

Linda Dalgetty
Printed Name of CLAIMANT

Signed Name of CLAIMANT