Proactive Disclosure of Expenses
Dr. Andre Buret, Interim Vice-President (Research)
For the period December 1, 2019 to January 31, 2020

Overview

<table>
<thead>
<tr>
<th>Travel Expenses</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item #</td>
<td>Date</td>
<td>Description</td>
</tr>
<tr>
<td>1.</td>
<td>December 17-19, 2019</td>
<td>Travel to Ottawa to attend Microbiome Media Launch, Canadian Museum of Nature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Travel Expenses</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item #</td>
<td>Date</td>
<td>Description</td>
</tr>
<tr>
<td>2.</td>
<td>November 13, 2019</td>
<td>Parking while attending a meeting on behalf of the University.</td>
</tr>
</tbody>
</table>
## Proactive Disclosure of Expenses

Dr. Andre Buret, Interim Vice-President (Research)  
For the period December 1, 2019 to January 31, 2020

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### Detail for Travel Expenses

<table>
<thead>
<tr>
<th>For</th>
<th>Dr. Andre Buret, Interim Vice-President (Research)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description/Purpose</td>
<td>Travel to Ottawa to attend Microbiome Media Launch, Canadian Museum of Nature.</td>
</tr>
<tr>
<td>Date</td>
<td>December 17-19, 2019</td>
</tr>
<tr>
<td>Destination</td>
<td>Ottawa, Ontario</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>Amount</td>
<td>$1,134.68</td>
<td>$100.00</td>
<td>$350.20</td>
<td>$283.34</td>
<td>$33.60</td>
<td>$1,901.82</td>
</tr>
</tbody>
</table>

**Notes**
- Airfare*: Booking Ref.: NYG3VV.
- Other Transportation**: Ground transportation while in Ottawa and to Calgary airport.
- Meals***: Meals with staff members.
- December 17, Lunch meeting with staff member, Buret plus 1.
- December 17, Dinner meeting with staff members, Buret plus 3.
- December 18, Dinner meeting with staff member, Buret plus 1.
- Other****: Travel Agency fee.
Your Itinerary:

Web Check-in and Airline Confirmation: Air Canada - NYG3VY

<table>
<thead>
<tr>
<th>Air Canada</th>
<th>Origin</th>
<th>Destination</th>
<th>Depart</th>
<th>Arrive</th>
</tr>
</thead>
<tbody>
<tr>
<td>134</td>
<td>Calgary, AB</td>
<td>Toronto, ON</td>
<td>Tue - Dec 17 6:10 AM</td>
<td>Tue - Dec 17 12:00 PM</td>
</tr>
<tr>
<td>Air Canada</td>
<td>Toronto, ON</td>
<td>Ottawa, ON</td>
<td>Tue - Dec 17 1:10 PM</td>
<td>Tue - Dec 17 2:11 PM</td>
</tr>
</tbody>
</table>

**PLUS OTTAWA SUITES**

Hotel Confirmation No. 867066405

<table>
<thead>
<tr>
<th>Property</th>
<th>Address</th>
<th>Check In</th>
<th>Check Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>13118</td>
<td>377 O Connor St, Owner Violent (Ottawa, ON)</td>
<td>Thu, Dec 19</td>
<td>Thu, Dec 19</td>
</tr>
<tr>
<td>Best Western</td>
<td>F 1 (613) 567-3101</td>
<td>149.00 CAD</td>
<td></td>
</tr>
</tbody>
</table>

Nights 2 Rooms 1 Room: 1 Queen Rate 149.00 CAD

Remarks

**Air Canada**

Duration: 1:12

<table>
<thead>
<tr>
<th>Origin</th>
<th>Destination</th>
<th>Depart</th>
<th>Arrive</th>
<th>Seat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ottawa, ON</td>
<td>Toronto, ON</td>
<td>Thu - Dec 19 12:00 PM</td>
<td>Thu - Dec 19 1:12 PM</td>
<td>13C</td>
</tr>
</tbody>
</table>
Air Canada 145
Airbus A321
Cabin Class: U-Economy

Duration: 2h 20m

Origin
Toronto, ON
 Lester B Pearson Intl (Toronto, ON) Terminal 1

Destination
Calgary, AB
 Calgary Intl Arpt (Calgary, AB)

Depart
 Thu - Dec 19
 2:00 PM

Arrive
 Thu - Dec 19
 4:20 PM

Seat
 13D

Passenger Information
Passenger: BURET/ANDREDR
Airline Code AC
Ticket #: 0143675836194

Booking Summary
Company: Air Canada
Booking Reference: NYG3VV
Loyalty #: s.17(1)

Purchase Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount Due</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR CANADA AIRFARE - TKT 0143675836194</td>
<td>$103.04</td>
<td></td>
</tr>
<tr>
<td>TAX ON AIRFARE INCLUDES 4.03 HST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAX ON AIRFARE INCLUDES 53.36 GST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAX ON AIRFARE INCLUDES 73.25 OTHER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAX ON AIRFARE</td>
<td>$131.64</td>
<td>$1134.68</td>
</tr>
<tr>
<td>MARTVL NON-REFUNDABLE TRANSACTION FEE</td>
<td>$32.00</td>
<td>$33.60</td>
</tr>
<tr>
<td>GST ON FEE (R103524823)</td>
<td>$1.60</td>
<td></td>
</tr>
<tr>
<td>TOTAL DUE CAD</td>
<td>$1168.28</td>
<td>$1168.28</td>
</tr>
</tbody>
</table>

BALANCE CAD $0.00

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-acata.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.
BURET ANDRE

ECONOMY CLASS / CLASSE ECONOMIQUE
ETKT0143675836194

Flight/Vol Date From/De Destination
AC 134 17DEC CALGARY TORONTO

Boarding Time/Heure d'embarquement 05:30 Gate/Porte C51 Seat/Place 13C
Departure Time/Heure de depart 06:10
Airline Use/A usage interne 0145 YYC071094

Boarding Pass | Carte d'accès à bord

A STAR ALLIANCE MEMBER
MEMBRE DU RÉSEAU STAR ALLIANCE

BURET ANDRE

ECONOMY CLASS / CLASSE ECONOMIQUE
ETKT0143675836194

Flight/Vol Date From/De Destination
AC 452 17DEC TORONTO OTTAWA

Boarding Time/Heure d'embarquement 12:40 Gate/Porte 13C
Departure Time/Heure de depart 13:10
Airline Use/A usage interne 0065 YYC071094

Boarding Pass | Carte d'accès à bord

A STAR ALLIANCE MEMBER
MEMBRE DU RÉSEAU STAR ALLIANCE

BURET ANDRE

ECONOMY CLASS / CLASSE ECONOMIQUE
ETKT0143675836194

Flight/Vol Date From/De Destination
AC 451 19DEC OTTAWA TORONTO

Boarding Time/Heure d'embarquement 11:30 Gate/Porte 16 Seat/Place 13C
Departure Time/Heure de depart 12:00
Airline Use/A usage interne 0063 YOM201345

Boarding Pass | Carte d'accès à bord

A STAR ALLIANCE MEMBER
MEMBRE DU RÉSEAU STAR ALLIANCE
BURET ANDRE

ECONOMY CLASS / CLASSE ECONOMIQUE
ETKT0143675836194

Flight/Vol Date From/De
AC 145 19DEC TORONTO

Frequent Flyer/Voyageur assidu
S100K - AC*G

Destination
CALGARY

Boarding Time/Heure d'embarquement 13:20 Gate/Porte Seat/Place 13D

Departure Time/Heure de départ 14:00

Airline Use/A usage interne 0132 YOH201345

Boarding Pass | Carte d'accès à bord

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 288-1111
CAR#199

SALE

REF#: 00000011
Batch #: 007
SEQ: 007000010111
04:40:40

APPR CODE: 06125
VISA

AMOUNT $40.00

00 - APPROVED - 001

SCOTIABANK VISA

THANK YOU

CUSTOMER COPY
TERMINAL ID: 324-901-938
MACHINER ID: 36215036
VEHICLE ID: Z/31
ORDER ID: 0000350527
TRIP NUMBER: 5870
PASSENGERS: 1
12/19/2017
START: 10:14
END: 10:15
FARE AMOUNT: $28.25
TIP AMOUNT: $1.75
TOTAL: $30.00
APPROVAL NUMBER: 348429

- - - PASSENGER COPY - - -
CUSTOMER SERVICE 1-800-493-9912
www.capitaltaxi.com TACTAB

CAPITAL TAXI
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Charges</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-17-19</td>
<td>Special Rate</td>
<td>149.00</td>
<td></td>
</tr>
<tr>
<td>12-18-19</td>
<td>Special Rate</td>
<td>149.00</td>
<td></td>
</tr>
<tr>
<td>12-19-19</td>
<td>Municipal Accom Tax</td>
<td>11.92</td>
<td>0.00</td>
</tr>
<tr>
<td>12-19-19</td>
<td>HST 13%</td>
<td>40.28</td>
<td>0.00</td>
</tr>
<tr>
<td>12-19-19</td>
<td>Visa</td>
<td>XXXXXXXXXX</td>
<td>350.20</td>
</tr>
</tbody>
</table>

Total: 350.20  
Balance Due: 0.00

Registration Number: 82768 1422 RT0001

At the Best Western Plus Ottawa Downtown Suites you are more than a customer, you are our personal guest. We look forward to your next visit.

Signature: ____________________________ I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges, and I shall be responsible for any loss or damage to the premises.
**** DUPLICATE ******

SSP TORONTO
Boccone
Lester B Pearson Airport
GST #: 825875560RT001
416-776-2477

** TRANSACTION RECORD **
Trans #: 472
RVC: Y BOCONE
Table #: 20
Check #: 740
Group #: 1
Employee #: 1105
Employee: Salvina

Type: Purchase
Acct: Visa
Card #: xxxxxxxx

Amount $58.20
Tip $7.73

TOTAL CAD$65.93

Reference #: 66331243 0015170240  C
Auth: #: 047757
Y227CS20/C66331243 005
12/17/2019 12:28:25 PM

VISA CREDIT
A00000000031010
0000000000 F800

APPROVED - THANK YOU
01-027

VERIFIED BY PIN
Customer Copy

IMPORTANT
Retain this copy for your records

THANK YOU
Come Again

Win a $500 Amazon Gift Card
Go to the website to tell us about your visit and enter our prize draw
See website for T&Cs
www.eatonthemove.com/CA

LOCATION: 7103125
Customer Care 1-877-325-8777

ENTREZ pour GAGNER!
Bon cadeau Amazon de $500
Parlez-nous de votre visite à
l'un de nos magasins et
participez au tirage au sort
Consultez les conditions sur:
www.eatonthemove.com/CA

LOCATION: 7103125
Customer Care 1-877-325-8777
Table #27-2

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chip Burger</td>
<td>$18.25</td>
</tr>
<tr>
<td>1</td>
<td>Steak Frites</td>
<td>$21.95</td>
</tr>
<tr>
<td>1</td>
<td>Fish and Chips</td>
<td>$18.95</td>
</tr>
<tr>
<td>1</td>
<td>Blacken Chicken</td>
<td>$18.95</td>
</tr>
<tr>
<td>1</td>
<td>Brie Wheel</td>
<td>$12.95</td>
</tr>
<tr>
<td></td>
<td>Net Total</td>
<td>$91.05</td>
</tr>
<tr>
<td></td>
<td>HST</td>
<td>$11.84</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL:</strong></td>
<td><strong>$102.89</strong></td>
</tr>
<tr>
<td></td>
<td>Amount Due:</td>
<td><strong>$102.89</strong></td>
</tr>
</tbody>
</table>

"unconditionally guaranteed"
HST# 13765 -13651- 7828 - RT0001
--- Waverley ---
339 Elgin Street
Ottawa
K2P 1M5
613-627-4140
---

<table>
<thead>
<tr>
<th>CHECK</th>
<th>TABLE</th>
<th>GUEST</th>
<th>12/18/2019</th>
<th>48542</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>2</td>
<td>2/2</td>
<td>18:36:50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheese &amp; Charcuterie Boa</td>
<td>1</td>
<td>23.00</td>
</tr>
<tr>
<td>Braised Lamb Shank</td>
<td>1</td>
<td>30.00</td>
</tr>
<tr>
<td>Fish &amp; Chips</td>
<td>1</td>
<td>19.00</td>
</tr>
</tbody>
</table>

| FOOD TOTAL | 72.00 |

| SUB TOTAL | 72.00 |

| HST       | 9.36  |

| CHECK TOTAL | 81.36 |

---

You have been served by BARPM

DUPLICATE #1

THANK YOU

Tax Number 853134906RT0001

Thank you for your business!
See you soon!

613-627-4140

---

THE WAVERLEY ELGIN
339 ELGIN ST
OTTAWA, ON K2P 1M5
6136274140

https://www.thewaverleyelgin.com

Cashier: Bar

Transaction 600740

Total         CA$81.36
Tip           CA$14.64

CREDIT CARD SALE
VISA 6.17(1)

18 Dec 2019 8:35:56PM
CA$96.00 Method: EMV
SCOTIABANK VISA
XXXXXXXXXX 6.17(1)
ANDRE BURET
Ref #: 935300535421
Auth #: 058097
MID: ********9882
AID: A00000003010
AthNtwkNm: VISA
PIN VERIFIED

48542
Proactive Disclosure of Expenses  
Dr. Andre Buret, Vice-President (Research)  
For the period December 1, 2019 to January 31, 2020

### Detail for Non-Travel Expenses

<table>
<thead>
<tr>
<th>Non-Travel Expenses-Item 2 Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
</tr>
<tr>
<td>Description/Purpose</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Destination</td>
</tr>
<tr>
<td>Type of Expense</td>
</tr>
<tr>
<td>Amount</td>
</tr>
<tr>
<td>Notes</td>
</tr>
</tbody>
</table>
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

I, ________________________________________, 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: ____________________________ Amount of Purchase: ____________________________

Description of goods/services purchased:

Parking expense to attend meeting off campus with external guest. No receipt.

Andre Buret

Printed Name of CLAIMANT Signed Name of CLAIMANT

Printed Name of one up APPROVER Signed Name of one up APPROVER