



Proactive Disclosure of Expenses

Diane Kenyon, Vice-President (University Relations)
For the period of December 1 , 2015 to January 31, 2016

Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	November 3, 4, 2015	Travel to Edmonton to attend Campus Alberta Senior Advancement External Relations Officers meeting.	\$1,374.59
2.	November 26-29, 2015	Travel to Victoria to attend Royal Society of Canada 2015 Annual General Meeting.	\$1,537.41

Non-Travel Expenses			
Item #	Date	Description	Amount
3.	December 8, 2015	Ground transportation to various meetings and events.	\$42.00
4.	December 16, 2015	Breakfast meeting with community member and staff.	\$77.99



Proactive Disclosure of Expenses

Diane Kenyon, Vice-President (University Relations)
For the period of December 1 , 2015 to January 31, 2016

Detail for Travel Expenses

Travel Expenses-Item 1 Detail						
For	Diane Kenyon, Vice-President (University Relations)					
Description/Purpose	Travel to Edmonton to attend Campus Alberta Senior Advancement External Relations Officers meeting.					
Date	November 3, 4, 2015					
Destination	Edmonton, Alberta					
Type of Expense	Airfare*	Other Transport**	Hotel	Meals***	Other	Total
Amount	\$936.80	\$286.62	\$129.11	\$22.00	\$0.00	\$1,374.53
Notes	Airfare*: Booking Ref.: KHBSPR. Other Transport**: Ground transportation while in Edmonton and to and from Calgary airport. . Meals***: Includes meal per diem (1 Breakfast @ \$10 and 1 Lunch @ \$12).					

Jyoti Myers

From: Diane Kenyon
Sent: Tuesday, October 20, 2015 4:52 PM
To: Jyoti Myers
Subject: Fwd: Air Canada - 03-Nov: Calgary - Edmonton (booking ref: KHBSPR) - seat selected

Sent from my iPhone

Begin forwarded message:

From: Air Canada <confirmation@aircanada.ca>
Date: October 20, 2015 at 4:40:30 PM MDT
To: <dkenyon@ucalgary.ca>
Subject: Air Canada - 03-Nov: Calgary - Edmonton (booking ref: KHBSPR) - seat selected

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Access your personalized
Air Canada travel information

[View your planner >](#)

Booking Information

Booking Reference: KHBSPR	Customer Care Air Canada 1-888-247-2262 Flight Arrivals and Departures 1-888-422-7533
Electronic Ticketing confirmed. This is your official itinerary/receipt. Main Contact: Ms Diane Elizabeth Kenyon dkenyon@ucalgary.ca Mobile: 5. 17(1)	
Online Services Manage my booking online (view/change my booking; select seats*).	

Select Seats**Maple Leaf Lounge | Meal Vouchers | On My Way****Alert me** of flight status changes directly to my mobile phone or email.**Flight Arrivals & Departures** - check online if my flight is on time.**Check-in online** and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8144 ¹	Calgary (YYC) Tue 03-Nov 2015 13:20	Edmonton, Edmonton Int'l (YEG) Tue 03-Nov 2015 14:09	0	0hr49	DH4	Flex, G	
AC8147 ¹	Edmonton, Edmonton Int'l (YEG) Wed 04-Nov 2015 13:50	Calgary (YYC) Wed 04-Nov 2015 14:44	0	0hr54	DH3	Flex, G	

Operated by:

¹ Air Canada Express - Jazz**Passenger Information****1: Ms Diane Elizabeth Kenyon : Adult (16+), Ticket Number: 0142154374719**

Air Canada - Aeroplan :	s. 17(1)	Meal Preference :	None
Payment Card:	xxxx-xxxx-xxxx-000	Special Needs:	None
Seat Selection:	AC8144 2D (<i>Preferred</i>) , AC8147 3C		

Purchase Summary**Fare Summary**

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Flex</u>	122.00
Return Flight - <u>Flex</u>	122.00
<u>Surcharges</u>	24.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	17.11
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total before options (per passenger)	359.36
Number of passengers	x 1
Total with options	359.36
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$359.36

Payment Information**Credit/Debit Card xxxx-xxxx-xxxx-000 - Amount paid: \$359.36**

The following amount (tax inclusive) will appear on your credit card or debit card statement:



KENYON DIANE

FLEX ECONOMY/ECONOMIQUE FLEX
ETKT0142154374719

Frequent Flyer/Voyageur assidu
E50K

Flight/Vol Date From/De
AC 8144 03NOV CALGARY

Destination
EDMONTON-YEG

ZONE 2

Cabin/Cabine
Y

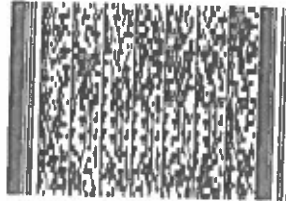
Flight/Vol
AC 8144
EDMONTON-YEG

Seat/Place
02D AISLE/COULOIR

Boarding Time/Heure d'embarquement 12:50 Gate/Porte C52 Seat/Place 02D

Departure Time/Heure de depart 13:20

Airline Use/A usage interne 0022 YYC081875



Boarding Pass | Carte d'accès à bord

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE



KENYON DIANE

OPERATED BY / EXPLOITE PAR JAZZ
2154959822

Frequent Flyer/Voyageur assidu
E50K

Date From/De
04NOV EDMONTON-YEG

Destination
CALGARY

ZONE

Cabin/Cabine
Y

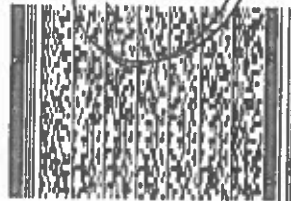
Flight/Vol
AC 8139
CALGARY

Seat/Place
GTE

Boarding Time/Heure d'embarquement 08:50 Gate/Porte 49C Seat/Place GTE

Departure Time/Heure de depart 09:20

Airline Use/A usage interne 0045 YEG065485




Boarding Pass | Carte d'accès à bord

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

①

AIR CANADA 									
Ticket #/Routing	Transaction Date	Planned Flight/Travel Date	Fare	Fee	CA Tax	Airport Imp Fee	GST	Total	
Ms Diane Keenan									
0142131374719	Oct 20/15								
Calgary - Edmonton		Nov 3/15							Used
Edmonton - Calgary		Nov 4/15							Exchanged for 0142131829822
			268.00		11.25	60.00	17.11	339.36	
0142131829822	Nov 4/15								
Edmonton - Calgary		Nov 4/15							
		Additional Collection	500.00				25.00	525.00	Additional Collection
		Change fee		50.00			2.50	52.50	Change fee
			768.00	50.00	11.25	60.00	41.61	930.86	Total

① Original flight booking/ticket: Calgary to Edmonton or Edmonton to Calgary

② Urgent Meeting Recall - resulted in ticket change. (Higher fare category was only seat available)

AIRPORT TAXI SERVICE
4608 101 ST.
(7808907070)
EDMONTON AB

s. 17(1)

CARD
CARD TYPE AMEX
DATE 2015/11/03
TIME 6900 15:14:17
INVOICE # 909
RECEIPT NUMBER
S85029844-001-001-013-0

PURCHASE
TOTAL

\$60.00

APPROVED

AUTH# 509097 00-025

THANK YOU

CARDHOLDER WILL PAY
CARD ISSUER ABOVE AMOUNT
PURSUANT TO CARDHOLDER
AGREEMENT.

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

4

ALLIED LINK ASSOCIATED
107 41 AVENUE NE T2E2N4
CALGARY AB
932650000710

PURCHASE

-04-2015 10
Acct # s. 17(1)
Exp. Date Card Type
Name: D KENYON

Invoice # 50021
Date 15-11-03
Auth # 509097 PRN 001002

Purchase \$53.55
Tip \$6.03
Total \$61.58

Retain this copy for your records
Customer copy

7

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6N-1C2
780-462-3456

Term Id:45024124782272
Item #:1492
AMEX PURCHASE
Id:44061
Card #:XXXXXXXXXX S.
17/11

APPROVED

AMOUNT CAD\$61.58

#: S
#: 541380
JOIN THE LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

2015/11/04 Time: 08:03:59
Auth: AUTH 541380

6

CUSTOMER COPY

YELLOW CAB

780.462.3456
edmtaxi.com

GST#

Date: 11-03-15

Amount: 14.00

Driver: A

Car#: 379

From: New's hotel

To: N site

10135-31 Avenue, Edmonton, AB T6N 1C2

5 &

Sterling Limousine Inc.

151 Woodside Circle SW
 Calgary, AB T2W 3K1
 Canada

Invoice

Number 3325

Date 11/30/2015

Account No.

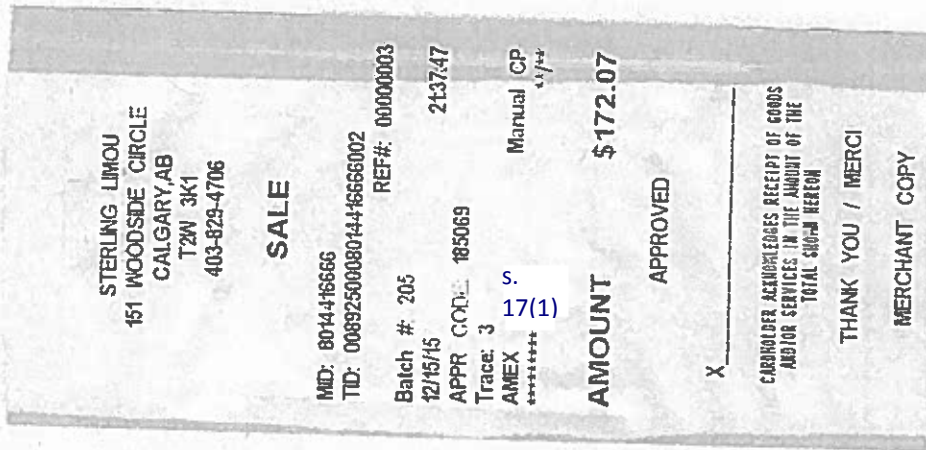
s. 17(1)

Bill To

Ms. Diane Kenyon
 University Of Calgary
 A100 - 2500 University Drive NW
 Calgary, AB
 T2N 1N4

Date	Description	Hours	Rate	Grat.	GST	Amount
11/03/2015	11:30 am - UFC, Administration Building to Calgary Airport. (Conf. # 018726).		\$71.50	✓	✓	\$71.50
11/24/2015	06:25 am s. 17(1) o Calgary Airport. (Conf. # 018794).		\$71.00	✓	✓	\$71.00
	Paid by C.C. "S. on December 15, 2015		\$0.00			\$0.00

3
14



Amount Paid	\$172.07
Amount Due	\$0.00

Sub Total	\$142.50
Gratuity 15.00% on \$142.50	\$21.38
GST 5.00% on \$163.88	\$8.19
Total	\$172.07

GST No. 80552-2281 RT0001

Thank You!

Making Service Taste Better...

(I) WWW.STERLINGLIMO.CA

(E) INFO@STERLINGLIMO.CA

(P) 403.829.4706

Cost was split between Item 1 Edmonton and Item 2 Victoria events.

- \$86.04 was charged to Item 1
- \$86.03 was charged to Item 2

CHATEAU NOVA
 159 Airport Road
 Edmonton, Alberta
 T5G 0W6 gst#856465620
 1-780-424-6682 phone
 1-780-424-6683 fax
 Arrive 11/03/15 Depart 11/04/15

KENYON DIANE

OLDS COLLEGE
 Room # 423 Invoice # 187047

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
11/03/15	GW	2-Accommodat		115.00
11/03/15	GW	19-G.S.T.	On Accommodation	5.75
11/03/15	GW	3-Room Tax	On Accommodation	4.60
11/03/15	GW	31-Dest Mkt F		3.45
11/03/15	GW	19-G.S.T.	On Dest Mkt Fee	0.17
11/03/15	GW	3-Room Tax	On Dest Mkt Fee	0.14
11/04/15	RK	93-Amex		-129.11

GST Summary

G.S.T. On Accommodati 5.75
 G.S.T. On Dest Mkt Fe 0.17
 Total GST 5.92
 Tax Reg. # 856465620RT0001

BILLING INSTRUCTIONS

BALANCE DUE → 0.00

COMPANY

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

SIGNATURE

X _____

ATTENTION

CHATEAU NOVA EDMONTO
 500 159 AIRPORT ROAD
 EDMONTON, AB T5G 0W6
 (780) 732-5721
 99167005727

TERM ID: A9916700 BATCH#: 044
 EMPLOYEE ID: 1 SHIFT#: 001

Completion

INVT: 000001891
 ANEX
 *****S. 17(1) Swiped
SEQ#: 044001001005

Total: CAD\$ 129.11

APPROVED 604978
 000-00

04-Nov -15 07:21:27

CUSTOMER COPY
 THANK YOU

②

Reservations: 1-866-401-668
www.novahotels.ca

Nova Hotels Locations
Alberta – Edmonton, Acheson, Edson, Peace River, Hinton
Saskatchewan – Kindersley
NWT – Inuvik



Proactive Disclosure of Expenses

Diane Kenyon, Vice-President (University Relations)
For the period of December 1 , 2015 to January 31, 2016

Detail for Travel Expenses

Travel Expenses-Item 2 Detail						
For	Diane Kenyon, Vice-President (University Relations)					
Description/Purpose	Travel to Victoria to attend Royal Society of Canada 2015 Annual General Meeting.					
Date	November 26-29, 2015					
Destination	Victoria, British Columbia					
Type of Expense	Airfare*	Other Transport**	Hotel	Meals***	Other	Total
Amount	\$588.68	\$153.48	\$728.25	\$67.00	\$0.00	\$1,537.41
Notes	Airfare*: Booking Ref.: PHDWVV. Other Transport**: Ground transportation while in Victoria and to and from Calgary airport. Meals***: Includes meal per diem (2 Breakfast @ \$10, 2 Lunch @ \$12 and 1 Dinner @ \$23).					

Your booking is confirmed. Booking reference: **PHDWVV**

An email booking confirmation has been sent to: dkenyon@ucalgary.ca.

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Ms Diane Elizabeth Kenyon

Flight	From	To	Departure	Arrival
AC213	Calgary (YYC)	Victoria (YYJ)	12:35 Thu 26-Nov 2015	14:25 Thu 26-Nov 2015
AC8069	- Connection In Vancouver -			
AC8062	Victoria (YYJ)	Calgary (YYC)	11:00 Mon 30-Nov 2015	15:25 Mon 30-Nov 2015
AC214	- Connection In Vancouver -			

Air Transp. Charges	401.40
Options	0.00
Taxes, fees and charges	82.28
Travel Insurance	Purchase travel insurance
Grand Total	\$483.68
Canadian dollars	

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



Booking Information



Booking Reference: **PHDWVV**

Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Air Canada
1-888-247-2262

Main Contact:
Ms Diane Elizabeth Kenyon
dkenyon@ucalgary.ca
Mobile: S. 17(1)

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Steps	Duration	Aircraft	Fare Type	Meal
AC213	Calgary (YYC) Thu 26-Nov 2015 12:35	Vancouver, Vancouver Int'l (YVR) Thu 26-Nov 2015 13:09 - Terminal M	0	2hr50	320	Flex, G	
AC8069 ¹	Vancouver, Vancouver Int'l (YVR) Thu 26-Nov 2015 14:00 - Terminal M	Victoria, Victoria Int'l (YYJ) Thu 26-Nov 2015 14:25	0		DH3	Flex, G	
AC8062 ¹	Victoria, Victoria Int'l (YYJ) Mon 30-Nov 2015 11:00	Vancouver, Vancouver Int'l (YVR) Mon 30-Nov 2015 11:25 - Terminal M	0	3hr25	DH3	Flex, G	
AC214	Vancouver, Vancouver Int'l (YVR) Mon 30-Nov 2015 13:00 - Terminal M	Calgary (YYC) Mon 30-Nov 2015 15:25	0		E90	Flex, G	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Ms Diane Elizabeth Kenyon : Adult (16+), Ticket Number: 0142154173619

Air Canada - Aeroplan S. 17(1) Meal Preference: None
 Payment Card: ****-****-****-000 Special Needs: None
 Seat Selection: AC213 14C (Preferred) , AC8069 3D ,
 AC8062 3C , AC214 14D (Preferred)

Congratulations on your selection of a Preferred seat. Please read the Terms and conditions.

9

Purchase Summary

Promotion Code: **UDWQNGC1 - Air Canada Meetings and Conventions**

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex - discount applied	182.70
Return Flight - Flex - discount applied	182.70
Surcharges	36.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	45.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	23.03
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	483.68
Number of passengers	x 1
Total with options	483.68
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$483.68

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-000 - Amount paid: \$483.68

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$483.68 (Air Transp. Charges - per ticket)

Ticket number(s): 0142154173619

Fare Rules

Departing Flight Calgary (YYC) To Victoria (YYJ) - Flex

Return Flight Victoria (YYJ) To Calgary (YYC) - Flex

• Changes:

- Prior to day of departure - Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- Same-day confirmed changes at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- Same-day standby is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

• Cancellations:

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who no-show their flight will forfeit the fare paid.
- Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

Carry-on Baggage

When your flight is operated by Air Canada, Air Canada rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Calgary (YYC) To Victoria (YYJ) - Flex

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Passengers Ms Diane Kenyon

Flight	From	To	Departure	Arrival
AC211 AC8067	Calgary (YYC)	Victoria (YYJ) - Connection in Vancouver -	11:15 Thu 26-Nov 2015	13:25 Thu 26-Nov 2015
AC8558	Victoria (YYJ)	Calgary (YYC)	20:30 Sun 29-Nov 2015	23:02 Sun 29-Nov 2015

Air Transp. Charges	0.00
Options	0.00
Taxes, fees and charges	0.00
Extras (Change Fee)	105.00
Grand Total Canadian dollars	\$105.00

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



Booking Information



Booking Reference: PHDWVV

Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Air Canada
1-888-247-2262

Main Contact:
Ms Diane Kenyon
dkenyon@ucalgary.ca
Mobile: S. 17(1)

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Steps	Duration	Aircraft	Fare Type	Meal
AC211	Calgary (YYC) Thu 26-Nov 2015 11:15	Vancouver, Vancouver Int'l (YVR) Thu 26-Nov 2015 11:47 - Terminal M	0	3hr10	E90	Flex, G	
AC8067 ¹	Vancouver, Vancouver Int'l (YVR) Thu 26-Nov 2015 13:00 - Terminal M	Victoria, Victoria Int'l (YYJ) Thu 26-Nov 2015 13:25	0		DH3	Flex, G	
AC8558 ¹	Victoria, Victoria Int'l (YYJ) Sun 29-Nov 2015 20:30	Calgary (YYC) Sun 29-Nov 2015 23:02	0	1hr32	DH4	Flex, G	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Ms Diane Kenyon : Adult (16+), Ticket Number: 0142154178866

Air Canada - Aeroplan S. 17(1) Meal Preference: None
 Payment Card: xxxx-xxxx-xxxx-000 Special Needs: None
 Seat Selection: AC211 14C (Preferred) , AC8067 3D , AC8558 3C

Congratulations on your selection of a Preferred seat. Please read the Terms and conditions.

Additional amount payable and/or refund - Summary

Promotion Code: UDWQN6C1 - Air Canada Meetings and Conventions

Passenger Type	Additional charges
Adult	



Air Transportation Charges

Air Transportation Charges (Including surcharges) - discount applied	0.00
Extras (Change Fee)	
Change Fee	100.00
Canada Goods and Services Tax (GST/HST #10009 2287 RT0001)	5.00
Total Extras (Change Fee)	105.00
Number of passengers	x 1
Total with options	105.00
Grand Total - Canadian dollars	\$105.00

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-000 - Amount paid: **\$105.00**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$105.00 (Change Fee per ticket)

Ticket number(s): 0142154178866

Fare Rules

Departing Flight Calgary (YYC) To Victoria (YYJ) - Flex

Return Flight Victoria (YYJ) To Calgary (YYC) - Flex

- Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same day flights only.
- Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

- Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
- Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who **no-show** their flight will forfeit the fare paid.
- Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

Carry-on Baggage

When your flight is operated by Air Canada, Air Canada Rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Calgary (YYC) To Victoria (YYJ) - Flex	
Return Flight : Victoria (YYJ) To Calgary (YYC) - Flex	
Regular Baggage Allowance	1st bag: Complimentary
	2nd bag: \$25.00 CAD + taxes* per direction
Max. weight per bag: 23 kg (50 lb) Max. linear dimensions per bag: 158 cm (62 in)	

KENYON DIANE

ZONE 2



LATITUDE ECONOMY/ECONOMIQUE LATITUDE
ETKT0142155299663

Frequent Flyer/Voyageur assidu
E50K

Cabin/Cabine
Y

Flight/Vol Date From/De
AC 8065 26NOV VANCOUVER

Destination
VICTORIA

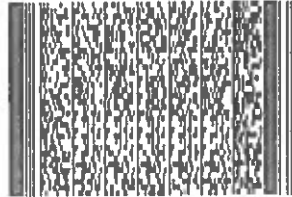
Flight/Vol
AC 8065
VICTORIA

Boarding Time/Heure d'embarquement 11:30 Gate/Porte Seat/Place 03C

Seat/Place
03C AISLE/COULOIR
Remarks/Observations

Departure Time/Heure de depart 12:00

Airline Use/A usage interne 0043 YYZ208717



Boarding Pass | Carte d'accès à bord

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

KENYON DIANE

ZONE 2



FLEX ECONOMY/ECONOMIQUE FLEX
ETKT0142155299663

Frequent Flyer/Voyageur assidu
E50K

Cabin/Cabine
Y

Flight/Vol Date From/De
AC 8558 29NOV VICTORIA

Destination
CALGARY

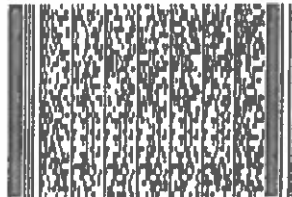
Flight/Vol
AC 8558
CALGARY

Boarding Time/Heure d'embarquement 20:00 Gate/Porte 6 Seat/Place 03C

Seat/Place
03C AISLE/COULOIR
Remarks/Observations

Departure Time/Heure de depart 20:30

Airline Use/A usage interne 0024 YYJ722900



Boarding Pass | Carte d'accès à bord

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

Sterling Limousine Inc.

151 Woodside Circle SW
 Calgary, AB T2W 3K1
 Canada

Invoice

Number 3325

Date 11/30/2015

Account No.

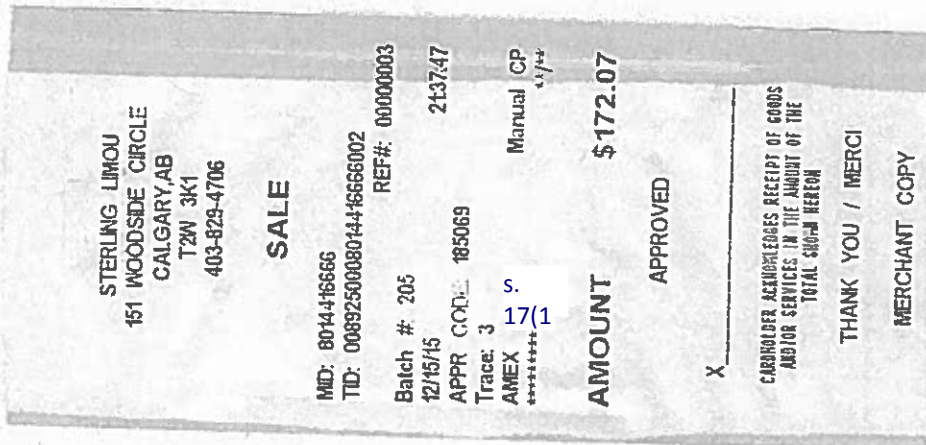
s. 17(1)

Bill To

Ms. Diane Kenyon
 University Of Calgary
 A100 - 2500 University Drive NW
 Calgary, AB
 T2N 1N4

Date	Description	Hours	Rate	Grat.	GST	Amount
11/03/2015	11:30 am - UFC, Administration Building to Calgary Airport. (Conf. # 018726).		\$71.50	✓	✓	\$71.50
11/24/2015	06:25 am - s. 17(1) o Calgary Airport. (Conf. # 018794).		\$71.00	✓	✓	\$71.00
	Paid by C.C. *s. on December 15, 2015		\$0.00			\$0.00

3
14



Amount Paid	\$172.07
Amount Due	\$0.00

Sub Total	\$142.50
Gratuity 15.00% on \$142.50	\$21.38
GST 5.00% on \$163.88	\$8.19
Total	\$172.07

GST No. 80552-2281 RT0001

Thank You!

Making Service Taste Better...

(I) WWW.STERLINGLIMO.CA

(E) INFO@STERLINGLIMO.CA

(P) 403.829.4706

Cost was split between Item 1 Edmonton and Item 2 Victoria events.

- \$86.04 was charged to Item 1
- \$86.03 was charged to Item 2

15TH OF NOVEMBER

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
932231789310
GH2185240088

*** PURCHASE ***

11-26-2015 13:05:10
Acct # *****s. 17(1) S
Exp Date **/** Card Type AM
Name: D KENYON

Trace # 3888 Operator 88
Inv. # 2044
Auth # 582538 RRN 001686002

Purchase	\$57.45
Tip	\$10.00
Total	\$67.45

Retain this copy for your
records
Customer copy

www.yellowcabvictoria.com
250-381-2222



721 Government Street
 Victoria, BC V8W 1W5
 T 250 384 8111 F 250 381 4334
 G.S.T. / H.S.T. Registration # 84193-3179

Room : 436
 Folio # : 780139
 Cashier # : 556
 Page # : 1 of 1

Group Name HelmsBriscoe - Non-Profit National Org

Arrival : 11/26/15
 Departure : 11/29/15
 Fairmont President's Club
 s. 17(1)

Royal Society of Canada
 Ms Diane Kenyon
 s. 17(1)

Unknown

Date	Description	Additional Information	Charges	Credits
11/26/15	Room Charge		209.00	
11/26/15	Destination Marketing Fee		2.09	
11/26/15	Hotel Room Tax		21.11	
11/26/15	Room GST		10.55	
11/27/15	Room Charge		209.00	
11/27/15	Destination Marketing Fee		2.09	
11/27/15	Hotel Room Tax		21.11	
11/27/15	Room GST		10.55	
11/28/15	Room Charge		209.00	
11/28/15	Destination Marketing Fee		2.09	
11/28/15	Hotel Room Tax		21.11	
11/28/15	Room GST		10.55	
11/29/15	American Express	XXXXXXXXXXS. 17(1)	XX/XX	728.25
Total			728.25	728.25
Balance Due			0.00	

GST Summary

Room : 31.65
 F&B : 0.00
 Other : 0.00
 Total : 31.65

HST Summary

Room : 0.00
 F&B : 0.00
 Other : 0.00
 Total : 0.00

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from :
 United States or Canada 1 800 441 1414

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. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
 I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$ 5.00 (Mon-Fri) and \$1.25 (Sat) credit to my account. (At participating hotels.)

Thank you for choosing to stay with Fairmont Hotels & Resorts

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Proactive Disclosure of Expenses

Diane Kenyon, Vice-President (University Relations)
For the period of December 1 , 2015 to January 31, 2016

Detail for Non-Travel Expenses

Non-Travel Expenses-Item 3 Detail				
For	Diane Kenyon, Vice-President (University Relations)			
Description/Purpose	Ground transportation to various meetings and events in Calgary.			
Date	December 8, 2015			
Destination	Calgary, Alberta			
Type of Expense	Meals	Parking	Other	Total
Amount	\$0.00	\$0.00	\$42.00	\$42.00
Notes				

①

316 MERIDIAN ROAD SE
CALGARY, AB T2A 1A2

TERMINAL ID: 314 651 018
VEHICLE ID: 1136
DRIVER ID: 1711
GST ACCOUNT #: 897035011
TRIP NUMBER: 5510474
PASSENGERS: 1

12/08/2015
START: 07:45
DISTANCE: 26.00
END: 07:54
RATE: 1

FARE AMOUNT: \$ 9.52

TAX AMOUNT: \$ 0.48

TOTAL: 1 10.00

TIP AMOUNT: 2

GRAND TOTAL: 12

CASH RECEIPT

THANK YOU
1-800-293-9999
WWW.THECHECKERGROUP.COM



②

316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

TERMINAL ID: 314-651-393
VEHICLE ID: 1470
DRIVER ID: 10088
GST ACCOUNT #: 814396573
TRIP NUMBER: 5512137
PASSENGERS: 1

12/08/2015
START: 11:16
DISTANCE: 20.00
END: 11:23
RATE: 1

FARE AMOUNT: \$ 8.38

TAX AMOUNT: \$ 0.42

TOTAL: 4 \$ 8.80

TIP AMOUNT: \$

GRAND TOTAL: 10.00

CASH RECEIPT

THANK YOU
1-800-293-9999
WWW.THECHECKERGROUP.COM



③

Driver # Child Car # 6743

To: _____

From: _____

Date: Dec. 08, 15 Amount: 20.00

GST# 8599 21939

1: _____



Proactive Disclosure of Expenses

Diane Kenyon, Vice-President (University Relations)
For the period of December 1 , 2015 to January 31, 2016

Detail for Non-Travel Expenses

Non-Travel Expenses-Item 4 Detail				
For	Diane Kenyon, Vice-President (University Relations)			
Description/Purpose	Breakfast meeting with community member and staff, Kenyon plus 2.			
Date	December 16, 2015			
Destination	Calgary, Alberta			
Type of Expense	Meals	Parking	Other	Total
Amount	\$77.99	\$0.00	\$0.00	\$77.99
Notes				

Kensington Riverside Inn
Calgary, AB
GST894582667RT0007

4

5 NAHLA W

Tbl 6/1 Chk 5380 Gst 3
Dec16'15 07:46AM

3 COFFEE	9.75
1 SALMON BAGEL	16 00
2 FRITTATA	32 0
1 SIDE FRUIT	7 00

Subtotal	64 75
64.75 GST	3 24
Amount Due	67 99

Tip \$10.00

Total \$77.99

Room # _____

Print Name _____

Signature _____

Kensington Riverside Inn
Calgary, AB
GST894582667RT0007

Date: Dec16'15 08:43AM
Card Type: AMEX
Acct #: XXXXXXXXs. 17(1)
Trans Key: KIK001014152506
Exp Date: XX/XX
Auth Code: 524943
Check: 5380
Table: 6/1
Server: 5 NAHLA W

Subtotal: 67.99

Tip: \$10.00

Total: \$77.99

Signature: _____

CUSTOMER COPY