

Expense Claims Forms

Date: May 9, 2013

EMPLOYEE# VE-0220

NAME Jeff Melanson

Position President

DEPT President's Office

Mailing Address:

Itinerary and Purpose of Travel: Los Angeles-Development (May 12-14), Winnipeg-Business meetings (May 23-36), Ottawa-GG Performing Arts Awards (May 26-June 2), London, UK-Partnership meeting (June 11-20)

Please leave the colored cells for Financial Services

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	04/26/2013	Travel	3101	2100	890900	800				Return flight to Los Angeles (May 12-14, 2013) for Brassfire performance and Development meetings	\$ 343.16	\$ 16.03	\$ 359.19
2	04/26/2013	Travel	3101	2100	890900	800				Change fee on Los Angeles flight (May 12-14, 2013)	\$ 150.00	\$ 7.50	\$ 157.50
3	04/26/2013	Travel	3101	2100	890900	800				Seat selection fee on Los Angeles flight (May 12-14, 2013)	\$ 60.00	\$ 3.00	\$ 63.00
4	04/26/2013	Travel	3101	2100	890900	800				Calgary to Winnipeg (May 23) for Business Meeting	\$ 254.12	\$ 12.71	\$ 266.83
5	04/26/2013	Travel	3101	2100	890900	800				Seat selection fee on Winnipeg flight (May 23, 2013)	\$ 20.00	\$ 1.00	\$ 21.00
6	04/26/2013	Travel	3101	2100	890900	800				Winnipeg to Ottawa (May 26) for Governor General's Performing Arts Awards	\$ 411.12	\$ 20.56	\$ 431.68
7	04/26/2013	Travel	3101	2100	890900	800				Return from Ottawa - Governor General's Performing Arts Awards	\$ 626.30		\$ 626.30
8	04/26/2013	Travel	3101	2100	890900	800				Seat selection on return from Ottawa - Governor General's Performing Arts Awards	\$ 72.32		\$ 72.32
9	04/26/2013	Travel	3101	2100	890900	800				Return flight to London, UK (June 11-20) for Partnership meeting	\$ 1,518.70	\$ 1.50	\$ 1,520.20
10				2100									\$ -
11				2100									\$ -
12				2100									\$ -
13				2100									\$ -
14				2100									\$ -
15				2100									\$ -
16				2100									\$ -
17				2100									\$ -
18				2100									\$ -
19				2100									\$ -
20				2100									\$ -
21				2100									\$ -
22				2100									\$ -
23				2100									\$ -
24				2100									\$ -
25				2100									\$ -
26				2100									\$ -
27				2100									\$ -
28				2100									\$ -
29				2100									\$ -
30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
Total Expenses : A											\$ 3,455.72	\$ 62.30	\$ 3,518.02

Summary by Expense Type										
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						3,455.72	62.30	3,518.02
3102	2100	Travel-BOG						-	-	-
3105	2100	Accommodation						-	-	-
3106	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
Total								3,455.72	62.30	3,518.02

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	118.02

ENTERED MAY 9 2013

Claimant's Signature: [Redacted] Date: [Redacted]

see last page

C [Redacted] Date: [Redacted]

Financial Services [Redacted] Date: [Redacted]

Return to Requestor

Department: [Redacted]

Cost Centre Code: [Redacted]

Prepared By: Julie Snyder

(1) (2) (3)

**AIR CANADA** 

# Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

**Please bring your itinerary-receipt to the airport.**

## Main Contact Information

**Booking reference: LKGWYR**

**Name:** Mr Jeffrey Melanson

**E-mail**

**Form of payment:**



**Customer Care**  
**Air Canada Reservations**  
1-888-247-2262  
**Air Canada Flight Information**  
1-888-422-7533

International Reservations

Alert me of flight changes

Flight notification

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


## Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC570	Calgary (YYC)	Los Angeles (LAX)	E90	Q	Confirmed
	Sun 12-May 2013 12:05	Sun 12-May 2013 14:20 - TERMINAL 2			
Seat number(s) requested: 19C					
AC573	Los Angeles (LAX)	Calgary (YYC)	E90	W	Confirmed
	Tue 14-May 2013 14:05 - TERMINAL 2	Tue 14-May 2013 18:09			
Seat number(s) requested: 19D					

## Passenger Information

**Passenger 1**

Name: Mr Jeffrey Melanson  
Frequent Flyer Pgm: Air Canada Aeroplan

Ticket number: 014 2120 546089  
Program number: 

## Fare Summary

**Passenger: 1 Ticket number 014 2120 546089**

**Date of issue**

26-Apr 2013

**Fare Amount in Canadian dollars:**

563.00

*(including navigational & other charges)*

**Taxes, Fees & Charges**

Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

Combined Taxes \*see fare calculation below (XT)

16.03

27.66

359.19A

**Total Fare in Canadian dollars:**

**Options**

Change fee in Canadian dollars

Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

Seat selection fee in Canadian dollars

Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

Seat selection fee in Canadian dollars

Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

Ticket particularities:

AC ONLY/NONREF/CHGFEE -BG:AC

150.00

7.50

30.00

1.50

30.00

1.50

*\*Fare calculation:*

12MAY13YYC AC LAX Q7.50R299.00AC YYC Q7.50R249.00CAD563.00  
 END ROE1.00 XT1.00SQ18.69US0.24XY0.19YC2.63AY0.18XA PD12.10CA  
 14.23XG29.00SQ17.49US7.12XY5.59YC5.08XA XF4.73LAX4.50

*Canadian tax registration numbers:*

XG Canada Goods and Service Tax (GST) #10009-2287

RC Canada Harmonized Sales Tax (HST) #10009-2287

XQ Quebec Sales Tax (QST) #1000-043-172

## Fare Rules

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

## Important Information & Conditions

This is your E-ticket itinerary/receipt. Keep this document for your travel. Your flight coupons are stored in our reservation system. The Conditions of Contract and other legal notices are provided with this itinerary/receipt.

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

### Travel Documents

Air Canada is required by federal government regulations to check identification at the departure gate for all passengers who appear to be 18 years of age or older. The name on the identification must match the name used on the reservation or ticket. The passenger must present: one (1) piece of government-issued ID with photo or two (2) pieces of government-issued ID without photo. For **air travel between Canada and the United States**, all passengers including Canadian and U.S. citizens, are required to present a valid passport or other valid travel document such as a Nexus card. Nexus members are required to carry appropriate immigration and identity documents in addition to their Nexus card. In addition, passengers must present this Itinerary/receipt to immigration authorities upon request. For **air travel to a foreign country**, passengers must ensure that they have all necessary travel documents such as a passport or visa, as directed by embassies and consulates. All passengers are advised to view the [Travel](#)

# Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.  
**Please bring your itinerary-receipt to the airport.**

**Main Contact Information**

**Booking reference: LY3EAR**

**Name:** Mr Jeffrey Melanson  
**E-mail:** JULIE\_SNYDER@BANFFCENTRE.CA  
**Form of payment:** [REDACTED]

**Customer Care**  
**Air Canada Reservations**  
 1-888-247-2262  
**Air Canada Flight Information**  
 1-888-422-7533

International Reservations

Alert me of flight changes  
Flight notification

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

**Flight Itinerary**

Flight	From	To	Aircraft	Booking class	Status
AC8340	Calgary (YYC)	Winnipeg (YWG)	CRA	P	Confirmed
<i>Operated by:</i>	Thu 23-May 2013	Thu 23-May 2013			
<i>Air Canada Express-Jazz</i>	18:00	20:53			
Seat number(s) requested:	15C				

**Passenger Information**

**Passenger 1**  
**Name:** Mr Jeffrey Melanson      **Ticket number:** 014 2120 546281  
**Frequent Flyer Pgm:** Air Canada Aeroplan      **Program number:** [REDACTED]

**Fare Summary**

**Passenger: 1 Ticket number 014 2120 546281**

**Date of issue** 26-Apr 2013  
**Fare Amount in Canadian dollars:** 217.00

*(including navigational & other charges)*

**Taxes, Fees & Charges**

Canada Security Charge (CA)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	12.71
Canada Airport Improvement Fee (SQ)	30.00

**Total Fare in Canadian dollars:**

266.83

**Options**

Seat selection fee in Canadian dollars	20.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	1.00

Ticket particularities:

AC ONLY/NON-REF/CHGE FEE

*\*Fare calculation:*

23MAY13YYC AC YWG Q18.00R199.00CAD217.00 END ROE1.00

*Canadian tax registration numbers:*

XG Canada Goods and Service Tax (GST) #10009-2287

RC Canada Harmonized Sales Tax (HST) #10009-2287

XQ Quebec Sales Tax (QST) #1000-043-172

**Fare Rules**

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- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

**Important Information & Conditions**

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Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

**Travel Documents**

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YOU CANNOT TRAVEL IF YOU DO NOT HAVE ALL REQUIRED TRAVEL DOCUMENTS, SUCH AS PASSPORT AND VISA (if applicable).

**Secure Flight**

For travel to, from or via the United States you are required by the Transportation Security Administration (TSA) to provide full passenger name (as it appears on your travel document), date of birth and gender for each traveller at least 72 hours prior to departure, or at time of booking if you book your flight within 72 hours of departure.

**Flight Confirmation**

Although reconfirmation of flights is not required, we strongly recommend that you check your [flight status](#) online at [aircanada.com](http://aircanada.com) or by calling our flight information system at 1-888-422-7533 prior to your departure.

## Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.  
**Please bring your itinerary-receipt to the airport.**

### Main Contact Information

**Booking reference: LY8KE5**

**Name:** Mr Jeffrey Melanson  
**E-mail:** [REDACTED]  
**Form of payment:** [REDACTED]

**Customer Care**  
**Air Canada Reservations**  
1-888-247-2262  
**Air Canada Flight Information**  
1-888-422-7533

International Reservations

Alert me of flight changes  
Flight notification

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

### Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8528	Winnipeg (YWG)	Ottawa (YOW)	CRA	Q	Confirmed
<i>Operated by:</i>	Sun 26-May 2013	Sun 26-May 2013			
<i>Air Canada Express-Jazz</i>	18:55	22:19			
Seat number(s) requested:	15C				

### Passenger Information

**Passenger 1**  
**Name:** Mr Jeffrey Melanson  
**Frequent Flyer Pgm:** Air Canada Aeroplan  
**Ticket number:** 014 2120 546426  
**Program number:** [REDACTED]

### Fare Summary

**Passenger: 1 Ticket number 014 2120 546426**

**Date of issue** 26-Apr 2013  
**Fare Amount in Canadian dollars:** 379.00

*(including navigational & other charges)*

**Taxes, Fees & Charges**

Canada Security Charge (CA)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	20.56 ✓
Canada Airport Improvement Fee (SQ)	25.00

**Total Fare in Canadian dollars:** 431.68 ✓

Ticket particularities:  
AC ONLY/NON-REF/CHGE FEE

*\*Fare calculation:*

26MAY13YWG AC YOW Q23.00R356.00CAD379.00 END ROE1.00

*Canadian tax registration numbers:*

XG Canada Goods and Service Tax (GST) #10009-2287

RC Canada Harmonized Sales Tax (HST) #10009-2287

XQ Quebec Sales Tax (QST) #1000-043-172

**Fare Rules**

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**Important Information & Conditions**

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**Flight Confirmation**

Although reconfirmation of flights is not required, we strongly recommend that you check your [flight status](#) online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.

**Travel Insurance**

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance

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# Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.  
**Please bring your itinerary-receipt to the airport.**

## Main Contact Information

**Booking reference: LZDJCE**

**Name:** Mr Jeffrey Melanson  
**E-mail:** [REDACTED]  
**Form of payment:** [REDACTED]

**Customer Care**  
**Air Canada Reservations**  
1-888-247-2262  
**Air Canada Flight Information**  
1-888-422-7533

International Reservations

Alert me of flight changes  
Flight notification

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## Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC453	Ottawa (YOW)	Toronto Pearson (YYZ)	320	P	Confirmed
	Sun 02-Jun 2013 13:00	Sun 02-Jun 2013 14:06 - TERMINAL T1			
Seat number(s) requested: 13C					
AC125	Toronto Pearson (YYZ)	Calgary (YYC)	320	G	Confirmed
	Mon 03-Jun 2013 16:00 - TERMINAL T1	Mon 03-Jun 2013 18:15			
Seat number(s) requested: 17C					

## Passenger Information

<b>Name:</b> Mr Jeffrey Melanson	<b>Passenger</b> 1	<b>Ticket number:</b> 014 2120 546583
<b>Frequent Flyer Pgm:</b> Air Canada Aeroplan		<b>Program number:</b> [REDACTED]

## Fare Summary



**Passenger: 1 Ticket number 014 2120 546583**

<b>Date of issue</b>	26-Apr 2013
<b>Fare Amount in Canadian dollars:</b> <i>(including navigational &amp; other charges)</i>	495.00
<b>Taxes, Fees &amp; Charges</b>	
Canada Security Charge (CA)	14.25
Canada Harmonized Sales Tax (HST #10009-2287) (RC)	72.05
Canada Airport Improvement Fee (SQ)	45.00
<b>Total Fare in Canadian dollars:</b>	626.30

**Options**

Seat selection fee in Canadian dollars  
 Canada Harmonized Sales Tax (HST #10009-2287) (RC)  
 Seat selection fee in Canadian dollars  
 Canada Harmonized Sales Tax (HST #10009-2287) (RC)  
 Ticket particularities:  
 AC ONLY/NON-REF/CHGE FEE

18.00
2.34
46.00
5.98

*\*Fare calculation:*

02JUN13YOW AC YTO Q12.00R94.00AC YYC Q23.00R366.00CAD495.00  
 END ROE1.00

*Canadian tax registration numbers:*

XG Canada Goods and Service Tax (GST) #10009-2287  
 RC Canada Harmonized Sales Tax (HST) #10009-2287  
 XQ Quebec Sales Tax (QST) #1000-043-172

**Fare Rules**

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**Secure Flight**

(9)

# Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

**Please bring your itinerary-receipt to the airport.**

## Main Contact Information

**Booking reference: LZKB3E**

**Name:** Mr Jeffrey Melanson  
**E-mail:** [REDACTED]  
**Form of payment:** [REDACTED]

**Customer Care**  
**Air Canada Reservations**  
 1-888-247-2262  
**Air Canada Flight Information**  
 1-888-422-7533

International Reservations

Alert me of flight changes

Flight notification

### Electronic Ticketing confirmed.

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## Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC850	Calgary (YYC)	London Heathrow (GB) (LHR)	333	W	Confirmed
	Tue 11-Jun 2013 19:20	Wed 12-Jun 2013 11:05 - TERMINAL 3			
Seat number(s) requested: 35C					
AC851	London Heathrow (GB) (LHR)	Calgary (YYC)	333	W	Confirmed
	Thu 20-Jun 2013 13:05 - TERMINAL 3	Thu 20-Jun 2013 15:15			
Seat number(s) requested: 31C					

## Passenger Information

**Passenger 1**  
**Name:** Mr Jeffrey Melanson  
**Frequent Flyer Pgm:** Air Canada Aeroplan  
**Ticket number:** 014 2120 546828  
**Program number:** [REDACTED]

## Fare Summary

**Passenger: 1 Ticket number 014 2120 546828**

<b>Date of issue</b>	26-Apr 2013
<b>Fare Amount in Canadian dollars:</b>	878.00
<i>(including navigational &amp; other charges)</i>	
<b>Taxes, Fees &amp; Charges</b>	
Canada Security Charge (CA)	25.91
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	1.50
Combined Taxes *see fare calculation below (XT)	614.79
<b>Total Fare in Canadian dollars:</b>	1,520.20

Ticket particularities:  
 VLD AC TRANSATLANTIC ONLY  
 -REFUNDABLE/CXLFFEE/CHGFEE

**\*Fare calculation:**

11JUN13YYC AC LON R412.01AC YYC R441.16NUC853.17 END  
 ROE1.029100 XT412.00YQ30.00SQ108.45GB64.34UB

**Canadian tax registration numbers:**

XG Canada Goods and Service Tax (GST) #10009-2287  
 RC Canada Harmonized Sales Tax (HST) #10009-2287  
 XQ Quebec Sales Tax (QST) #1000-043-172

**Fare Rules**

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### New Transactions Since Last Statement



**Diners Club : Statement**

[Close Window](#)

<b>Account Name :</b>	JEFF MELANSON THE BANFF CENTRE	<b>Currency :</b>	CAD
<b>Card Number :</b>	[REDACTED]	<b>Previous Balance :</b>	\$ 0.00
<b>Next statement date :</b>	28-May-2013	<b>Payments :</b>	\$ 0.00
		<b>New Transactions :</b>	\$ 3,518.02
		<b>Balance Due :</b>	\$ 3,518.02
		<b>Past Due Balance :</b>	\$ 0.00

Date	Description	Transaction Amount	Reference Number
	TRANSACTIONS FOR ACCOUNT NUMBER: [REDACTED]		
26-Apr-2013	AIR CAN,WINNIPEG,MB,CAN PASSENGER: MELANSON/JEFFREY MR TICKET: 00142120546089 DEPART: 05/12/13 YYC TO LAX CLASS: Y FARE BASIS: Q0Q5TP LAX TO YYC CLASS: Y FARE BASIS: W0Q4TP	\$ 359.19	004008168260
26-Apr-2013	AIR CAN,WINNIPEG,MB,CAN PASSENGER: MELANSON/JEFFREY MR TICKET: 00142120546089 DEPART: 05/12/13 YYC TO LAX CLASS: Y	\$ 157.50	004008125401
26-Apr-2013	AIR CAN,WINNIPEG,MB,CAN PASSENGER: MELANSON/JEFFREY MR TICKET: 00142120546089 DEPART: 05/12/13 YYC TO LAX CLASS: Y	\$ 63.00	004008125419
26-Apr-2013	AIR CAN,WINNIPEG,MB,CAN PASSENGER: MELANSON/JEFFREY MR TICKET: 00142120546281 DEPART: 05/23/13 YYC TO YWG CLASS: Y FARE BASIS: P7I3TGB	\$ 266.83	004008168294
26-Apr-2013	AIR CAN,WINNIPEG,MB,CAN PASSENGER: MELANSON/JEFFREY MR TICKET: 00142120546281 DEPART: 05/23/13 YYC TO YWG CLASS: Y	\$ 21.00	004008125468
26-Apr-2013	AIR CAN,WINNIPEG,MB,CAN PASSENGER: MELANSON/JEFFREY MR TICKET: 00142120546426 DEPART: 05/26/13 YWG TO YOW CLASS: Q FARE BASIS: Q3J4TPC	\$ 431.68	004008168328
26-Apr-2013	AIR CAN,WINNIPEG,MB,CAN PASSENGER: MELANSON/JEFFREY MR TICKET: 00142120546583 DEPART: 06/02/13 YOW TO YYZ CLASS: Y FARE BASIS: P14Z2TG YYZ TO YYC CLASS: Y FARE BASIS: G3S4TGC	\$ 626.30	004008168351
26-Apr-2013	AIR CAN,WINNIPEG,MB,CAN PASSENGER: MELANSON/JEFFREY MR TICKET: 00142120546583 DEPART: 06/02/13 YOW TO YYZ CLASS: Y	\$ 72.32	004008125617
26-Apr-2013	AIR CAN,WINNIPEG,MB,CAN PASSENGER: MELANSON/JEFFREY MR TICKET: 00142120546828 DEPART: 06/11/13 YYC TO LHR CLASS: W FARE BASIS: WHXRCT7 LHR TO YYC CLASS: W FARE BASIS: WHWRCT7	\$ 1,520.20	004008168435