

Expense Report for February 2013

Agriculture Financial Services Corporation

Position Vice-President Human Resources and Culture
 Name Donna Bryden

Expense Category	Expense Type	Date Expense Incurred	Amount	Description/Rationale	Receipt/ Per Diem
Travel	Transportation	02/01/2013	\$ 166.65	IE Brown Executive MBA Providence	Per Diem
Travel	Transportation	02/01/2013	\$ 26.25	IE Brown Executive MBA Providence	Receipt attached
Travel	Meals	02/01/2013	\$ 35.50	IE Brown Executive MBA Providence	Per Diem
Travel	Transportation	02/01/2013	\$ 38.06	IE Brown Executive MBA Providence	Receipt attached
Travel	Accommodation	02/01/2013	\$ 132.54	IE Brown Executive MBA Providence	Receipt attached
Travel	Miscellaneous	02/01/2013	\$ 14.65	IE Brown Executive MBA Providence	Per Diem
Travel	Meals	02/02/2013	\$ 44.70	IE Brown Executive MBA Providence	Per Diem
Travel	Accommodation	02/02/2013	\$ 132.54	IE Brown Executive MBA Providence	Receipt attached
Travel	Miscellaneous	02/02/2013	\$ 14.65	IE Brown Executive MBA Providence	Per Diem
Travel	Meals	02/03/2013	\$ 29.95	IE Brown Executive MBA Providence	Per Diem
Travel	Accommodation	02/03/2013	\$ 132.54	IE Brown Executive MBA Providence	Receipt attached
Travel	Miscellaneous	02/03/2013	\$ 14.65	IE Brown Executive MBA Providence	Per Diem
Travel	Meals	02/04/2013	\$ 29.95	IE Brown Executive MBA Providence	Per Diem
Travel	Accommodation	02/04/2013	\$ 132.54	IE Brown Executive MBA Providence	Receipt attached
Travel	Miscellaneous	02/04/2013	\$ 14.65	IE Brown Executive MBA Providence	Per Diem
Travel	Meals	02/05/2013	\$ 29.95	IE Brown Executive MBA Providence	Per Diem
Travel	Accommodation	02/05/2013	\$ 132.54	IE Brown Executive MBA Providence	Receipt attached
Travel	Miscellaneous	02/05/2013	\$ 14.65	IE Brown Executive MBA Providence	Per Diem
Travel	Meals	02/06/2013	\$ 29.95	IE Brown Executive MBA Providence	Per Diem
Travel	Accommodation	02/06/2013	\$ 132.54	IE Brown Executive MBA Providence	Receipt attached
Travel	Miscellaneous	02/06/2013	\$ 14.65	IE Brown Executive MBA Providence	Per Diem
Travel	Meals	02/07/2013	\$ 29.95	IE Brown Executive MBA Providence	Per Diem
Travel	Accommodation	02/07/2013	\$ 132.54	IE Brown Executive MBA Providence	Receipt attached
Travel	Miscellaneous	02/07/2013	\$ 14.65	IE Brown Executive MBA Providence	Per Diem
Travel	Transportation	02/07/2013	\$ 11.00	IE Brown Executive MBA Providence	Receipt attached
Travel	Meals	02/08/2013	\$ 44.70	IE Brown Executive MBA Providence	Per Diem
Travel	Accommodation	02/08/2013	\$ 112.05	IE Brown Executive MBA Providence	Receipt attached
Travel	Miscellaneous	02/08/2013	\$ 14.65	IE Brown Executive MBA Providence	Per Diem
Travel	Transportation	02/08/2013	\$ 760.58	IE Brown Executive MBA Providence	Receipt attached
Travel	Transportation	02/09/2013	\$ 166.65	IE Brown Executive MBA Providence	Per Diem
Travel	Meals	02/09/2013	\$ 44.70	IE Brown Executive MBA Providence	Per Diem

PASSENGER ITINERARY FOR
DONNA BRYDEN

AIR CANADA
CALGARY
CANADA
1 FEBRUARY 13

BOOKING REFERENCE
LYZD15

WE ARE PLEASED TO CONFIRM THE FOLLOWING TRAVEL ARRANGEMENTS

UNITED AIRLINES UA8570 / AC0584 Q
DEPART FRI 1 FEBRUARY 13 CALGARY
ARRIVE FRI 1 FEBRUARY 13 NEWARK

CONFIRMED
1225
1855

FLIGHT OPERATED BY AIR CANADA

UNITED AIRLINES UA4404 Q
DEPART FRI 1 FEBRUARY 13 NEWARK
ARRIVE FRI 1 FEBRUARY 13 PROVIDENCE RI

CONFIRMED
2125
2224

FORM OF PAYMENT - PASSENGER 1 VI*****6455
AIRPORT BAGGAGE FEE

NUMBER OF FEES-1:1ST BAG

FEE AMOUNT WITH TAXES \$25.00CAD - 1.25X6

GRAND TOTAL \$26.25CAD/01FEB2013/WJ

1. MRS DONNA BRYDEN /TKT NBR - 0162354333475

THANK YOU FOR CHOOSING AIR CANADA

AIR CANADA
BRYDEN AC*A LRO

YYC 1 FEB 10:44
TO/A:PROVIDENCE

UA 4404 PVD
↑ AC 584 EUR ↑



0014 AC133809

\$2625 is in Canadian funds

PROVIDENCE COACH / TAXI

PROVIDENCE, RI

CELL # 401-374-5729

ProvidenceCoach@hotmail.com

DATE Feb/13

TFTGREEN BOSTON NEW YORK

FROM _____ TO _____

PICK UP TIME _____ AIRLINE _____ FLT.# _____ LIMO# _____

COMPANY NAME _____ PHONE# _____

CUSTOMER NAME _____

M.O.P. VISA M.C AMEX OR CASH

AUTHORIZED BY *Donna Bryden*
DRIVER SIGNATURE

BALANCE 30.00
SALES TAX 7% 2.10
TIP 5.00
TOTAL 37.10 @ 1.025874

In Can \$'s \$38.06

Hampton Inn & Suites - Providence
 58 Weybosset Street • Providence, RI 02903
 Phone (401) 608-3500 • Fax (401) 272-3143



Official Sponsor



BRYDEN, DONNA

name
address

CA

room number:
arrival date:
departure date:
adult/child:
room rate:

502/KXTY
2/1/2013
2/8/2013
1/0
114.00

If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.

RATE PLAN

HH#
AL:
CAR:

LV3

CONFIRMATION NUMBER : 80654778

2/8/2013 PAGE 1

Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. 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. I have requested weekday delivery of USA TODAY. If refused, a credit of \$0.75 will be applied to my account in the event of an emergency. I, or someone in my party, require special evacuation due to a physical disability. Please indicate yes by checking here:

signature:

date	reference	description	amount
2/1/2013	338828	GUEST ROOM	\$114.00
2/1/2013	338828	STATE TAX	\$7.98
2/1/2013	338828	OCCUPANCY TAX	\$6.84
2/2/2013	339061	GUEST ROOM	\$114.00
2/2/2013	339061	STATE TAX	\$7.98
2/2/2013	339061	OCCUPANCY TAX	\$6.84
2/3/2013	339321	GUEST ROOM	\$114.00
2/3/2013	339321	STATE TAX	\$7.98
2/3/2013	339321	OCCUPANCY TAX	\$6.84
2/4/2013	339539	GUEST ROOM	\$114.00
2/4/2013	339539	STATE TAX	\$7.98
2/4/2013	339539	OCCUPANCY TAX	\$6.84
2/5/2013	339777	GUEST ROOM	\$114.00
2/5/2013	339777	STATE TAX	\$7.98
2/5/2013	339777	OCCUPANCY TAX	\$6.84
2/6/2013	340000	GUEST ROOM	\$114.00
2/6/2013	340000	STATE TAX	\$7.98
2/6/2013	340000	OCCUPANCY TAX	\$6.84
2/7/2013	340245	GUEST ROOM	\$114.00
2/7/2013	340245	STATE TAX	\$7.98
2/7/2013	340245	OCCUPANCY TAX	\$6.84
2/7/2013	340291	AIRPORT TRANSPORTATION	\$10.00
2/7/2013	340291	STATE TAX	\$0.70
2/8/2013	340334	VS *6455	(\$912.44)
		** BALANCE **	\$0.00

128.82 - \$132.54 can.

\$11.00
 \$938.78 CANADIAN
 C 1-0228867

for reservations call 1.800.hampton or visit us online at hampton.com

2/8/2013

2/1/2013

for check

thanks.

card member name
BRYDEN, DONNA

authorization
025704

initial

establishment no. and location

establishment agrees to transmit to card holder for payment

purchases & services

taxes

tips & misc.

signature of card member

X

total amount

-912.44



CONRAD



HILTON
HONORS



Hilton

Crystal City at National Airport

2399 Jefferson Davis Highway • Arlington, VA 222
Phone (703) 418-6800 • Fax (703) 418-3763
Reservations
www.hilton.com or 1 800 HILTONS

Name & Address

BRYDEN, DONNA

Room 1125/K1
Arrival Date 2/8/2013
Departure Date 2/9/2013

11:50:00AM

Adult/Child 1/0
Room Rate 99.00

RATE PLAN LV8

HH#

AL:

BONUS AL:

CAR:

CONFIRMATION NUMBER : 3509588828

2/9/2013 PAGE 1

T H A K Y O U

DATE	REFERENCE	DESCRIPTION	AMOUNT
2/8/2013	3162834	*ROOM SERVICE	-\$28.28
2/8/2013	3162984	GUEST ROOM	\$99.00
2/8/2013	3162984	ROOM SALES TAX	\$4.95
2/8/2013	3162984	OCCUPANCY TAX	\$4.95
			\$108.90
			\$1,028.67
		WILL BE SETTLED TO VS *6455 EFFECTIVE BALANCE OF	\$137.18
			\$0.00
		EXPENSE REPORT SUMMARY	
	02/08/13	00:00:00 STAY TOTAL	
		\$108.90	
		\$28.28	
		\$137.18	
ROOM & TAX			
FOOD & BEVERAGE			
DAILY TOTAL			
			\$141.14 Canadian
			-29.09
			= \$112.05 Room

Zip-Out Check-Out®

Good Morning! We hope you enjoyed your stay. With Zip-Out Check-Out® there is no need to stop at the Front Desk to check out.

- Please review this statement. It is a record of your charges as of late last evening.
- For any charges after your account was prepared, you may:
 - + pay at the time of purchase.
 - + charge purchases to your account, then stop by the Front Desk for an updated statement.
 - + or request an updated statement be mailed to you within two business days.

Simply call the Front Desk from your room and tell us when you are ready to depart. Your account will be automatically checked out and you may use this statement as your receipt. Feel free to leave your key(s) in the room.

Please call the Front Desk if you wish to extend your stay or if you have any questions about your account.

DATE OF CHARGE	796308	CHECK NO	A
AUTHORIZATION		INITIAL	
PURCHASES & SERVICES			
TAXES			
TIPS & MISC.			
TOTAL AMOUNT			0.00

PASSENGER TICKET AND BAGGAGE CHECK
SUBJECT TO CONDITIONS OF CONTRACT

ISSUED BY
CJTHNG/US 8FEB13 BE9933J5

E-TICKET RECEIPT

ISSUE
BRYDEN/DONNALYNN

FARE BASIS
1151A PROVIDENCE RT USA US 3139
700A WASHINGTON DCA US 400
1115A PHOENIX PHX US 245
ENCODER RESTRICTIONS

TICKETS ARE NON-REFUNDABLE
PENALTY FOR CHG

FP VIXXXXXXXXXXX XXXX/071780 /FC PVD US WAS 07.50 US X/PHX US YYC
533.00 VXA0NJ6 USD 540.50 END ZPPVDDCAPHX XT11.70ZP7.50AY XF9.00PYD4.5DCA

FARE US 540.50 DOCUMENT NUMBER 0372301767269
TAX US 40.54
TAX XT 203706036805121430UE
TOTAL 609.24 NOT VALID FOR RAVEL
@ 1.028872

626.83 Can

THANK YOU FOR FLYING
US AIRWAYS

FROM TO
PVD DCA
DCA PHX
PHX YYC

IF ONE OF YOUR FLIGHTS IS ON A
PARTNER AIRLINE PARTNER FEES
MAY APPLY PLEASE GO TO
USAIRWAYS.COM/PARTNERBAGFEES
FOR MORE INFO

THANK YOU FOR FLYING
US AIRWAYS

DO NOT EXPOSE TO EXCESSIVE HEAT OR DIRECT SUNLIGHT
STAPLE HERE ATB2

PASSENGER TICKET AND BAGGAGE CHECK
SUBJECT TO CONDITIONS OF CONTRACT

ISSUED BY
CJTHNG/US 8FEB13 BE9933J5

E-TICKET RECEIPT

ISSUE
BRYDEN/DONNALYNN

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FARE USD 25.00 DOCUMENT NUMBER 0372301767394
TAX US 0.00
TAX TOTAL 25.00 NOT VALID FOR RAVEL
@ 1.028800

FORM OF PAYMENT
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25.00 NOT VALID FOR RAVEL

FORM OF PAYMENT
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US AIRWAYS
BAG CLAIM CHECK
BRYDEN/DONNA
8FEB13 07:54 JS PVD
US 3139 DCA
BAGS CHKD: 000001 OF 01
PNR: CJTHNG
US892412

THANK YOU FOR FLYING
US AIRWAYS

THANK YOU FOR FLYING
US AIRWAYS

PRINTED IN U.S.A. BY MAGNETIC TICKET & LABEL CORP. DALLAS, TX REV. 7/10 AS-1110

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Do not expose to excessive heat or direct sunlight
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DOCUMENT NUMBER 0372301879345

NO CASH VALUE
NOT VALID FOR TRAVEL

TOTAL USD 25.00

25.00
@ 1.028300

DOCUMENT NUMBER 0372301879345

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TOTAL USD 25.00

25.00
@ 1.028300

IF VIXXXXXXXXXXX6455/XXXX/024721 /FC BAGGAGE FEE (1B) 01 25.00(2B) 00 IF ONE OF YOUR FLIGHTS IS ON A
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CJTHNG)

US AIRWAYS.COM/PARTNERBAGFEES
FOR MORE INFO

US AIRWAYS.COM/PARTNERBAGFEES
FOR MORE INFO

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@ 1.028300

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TOTAL USD 35.00
@ 1.028300

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A STAR ALLIANCE MEMBER

BRYDEN/DONNALYNN

BRYDEN/DONNALYNN

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Reservations/Info
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Seat by Car
\$26.00

Seat by Car
\$26.00

Seat by Car
\$26.00



A STAR ALLIANCE MEMBER

BRYDEN/DONNALYNN

700A WASHINGTON - DCA US

BF00BAY9

400 V

09FEB

E-TICKET RECEIPT

ARRIVAL

1020A PHOENIX PHX



A STAR ALLIANCE MEMBER

FROM

DCA PHX

TO

FP VXXXXXXXXXXXXX/XXXX/010492 /FC 09FEB13 DCA US PHX 41.87 YPST USD
41.87END SEAT FEE 02-12D FOR 0372301767269 T.0372301767269201302092201302
090400DCA.PHX.PHX.(CJTHNG)

IF ONE OF YOUR FLIGHTS IS ON A PARTNER AIRLINE, PARTNER FEES MAY APPLY. PLEASE GO TO USAIRWAYS.COM/PARTNERBAGFEES FOR MORE INFO

FARE USD 41.87
TAX US 3.13
TOTAL USD 45.00
@ 1.028800

DOCUMENT NUMBER 0372176002025

Last seat on plane \$46.30 Can

NO CASH VALUE
NOT VALID FOR TRAVEL

THANK YOU FOR FLYING
US AIRWAYS



Agriculture Financial Services Corporation

Request for Authorization to Travel Out of Province / North America on AFSC Business

ALL APPROVALS MUST BE OBTAINED PRIOR TO COMMENCEMENT OF THE TRIP

Individual(s) Travelling:

Name:	Title:	Division:	Location:
1 Donna Bryden	VP Human Resources & Culture	Corporate	Lacombe
2			
3			

Trip Information:

Dates:	March 5 - 16, 2012 and February 4 - 9, 2013
Destination:	Providence, R.I.
Purpose of trip:	Executive MBA Program (Classroom completion)

Trip Expenses:

Travel:	\$1,520.00
Fees:	\$0.00
Accommodation:	\$2,000.00
Other:	\$500.00
Total Estimated Expenses:	\$3,520.00 / 2 = \$1760.00

Is Travel Outside of North America?

Yes: No:

If Yes, the President & Managing Director is required to approve the travel.

Authorized by: _____ President & Managing Director

Signature of Individual(s):

1 <i>Donna Bryden</i>
2
3

Date:

<i>Feb 1, 2013 / March 1, 2012</i>

Recommended by: _____ (Supervisor)

Date: _____

Cost Centre Manager Comments: _____

Recommended by: _____ (Cost Centre Manager)

Date: _____

Vice-President Comments: _____

Recommended by: _____ (Vice-President)

Date: _____

Authorized by:  (President & Managing Director / Board Chair / Minister)

Date: *Mar 13/13*