

Expense Report for June 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	Meals	5/23/2013	\$ 44.70	EMBA final exams	Per Diem
Travel	Transportation	5/23/2013	\$ 106.05	EMBA final exams	Per Diem
Travel	Meals	5/24/2013	\$ 44.70	EMBA final exams	Per Diem
Travel	Miscellaneous	5/24/2013	\$ 14.65	EMBA final exams	Per Diem
Travel	Accommodation	5/24/2013	\$ 174.09	EMBA final exams	Receipt
Travel	Meals	5/25/2013	\$ 44.70	EMBA final exams	Per Diem
Travel	Miscellaneous	5/25/2013	\$ 14.65	EMBA final exams	Per Diem
Travel	Accommodation	5/25/2013	\$ 174.09	EMBA final exams	Receipt
Travel	Meals	5/26/2013	\$ 44.70	EMBA final exams	Per Diem
Travel	Miscellaneous	5/26/2013	\$ 14.65	EMBA final exams	Per Diem
Travel	Accommodation	5/26/2013	\$ 174.09	EMBA final exams	Receipt
Travel	Meals	5/27/2013	\$ 44.70	EMBA final exams	Per Diem
Travel	Miscellaneous	5/27/2013	\$ 14.65	EMBA final exams	Per Diem
Travel	Accommodation	5/27/2013	\$ 174.09	EMBA final exams	Receipt
Travel	Meals	5/28/2013	\$ 44.70	EMBA final exams	Per Diem
Travel	Miscellaneous	5/28/2013	\$ 14.65	EMBA final exams	Per Diem
Travel	Accommodation	5/28/2013	\$ 174.09	EMBA final exams	Receipt
Travel	Meals	5/29/2013	\$ 44.70	EMBA final exams	Per Diem
Travel	Miscellaneous	5/29/2013	\$ 14.65	EMBA final exams	Per Diem
Travel	Accommodation	5/29/2013	\$ 174.09	EMBA final exams	Receipt
Travel	Meals	5/30/2013	\$ 23.95	EMBA final exams	Per Diem
Travel	Miscellaneous	5/30/2013	\$ 14.65	EMBA final exams	Per Diem
Travel	Accommodation	5/30/2013	\$ 174.09	EMBA final exams	Receipt
Travel	Accommodation	5/31/2013	\$ 174.10	EMBA final exams	Receipt
Travel	Meals	5/31/2013	\$ 23.95	EMBA final exams	Per Diem
Travel	Miscellaneous	5/31/2013	\$ 14.65	EMBA final exams	Per Diem

Expense Report for June 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	Accommodation	6/1/2013	\$ 174.10	EMBA final exams	Receipt
Travel	Meals	6/1/2013	\$ 44.70	EMBA final exams	Per Diem
Travel	Miscellaneous	6/1/2013	\$ 14.65	EMBA final exams	Per Diem
Travel	Accommodation	6/2/2013	\$ 174.10	EMBA final exams	Receipt
Travel	Meals	6/2/2013	\$ 44.70	EMBA final exams	Per Diem
Travel	Miscellaneous	6/2/2013	\$ 14.65	EMBA final exams	Per Diem
Travel	Accommodation	6/3/2013	\$ 174.10	EMBA final exams	Receipt
Travel	Meals	6/3/2013	\$ 44.70	EMBA final exams	Per Diem
Travel	Miscellaneous	6/3/2013	\$ 14.65	EMBA final exams	Per Diem
Travel	Accommodation	6/4/2013	\$ 174.10	EMBA final exams	Receipt
Travel	Meals	6/4/2013	\$ 23.95	EMBA final exams	Per Diem
Travel	Miscellaneous	6/4/2013	\$ 14.65	EMBA final exams	Per Diem
Travel	Accommodation	6/5/2013	\$ 261.39	EMBA final exams	Receipt
Travel	Meals	6/5/2013	\$ 44.70	EMBA final exams	Per Diem
Travel	Miscellaneous	6/5/2013	\$ 14.65	EMBA final exams	Per Diem
Travel	Accommodation	6/6/2013	\$ 261.39	EMBA final exams	Receipt
Travel	Meals	6/6/2013	\$ 44.70	EMBA final exams	Per Diem
Travel	Miscellaneous	6/6/2013	\$ 14.65	EMBA final exams	Per Diem
Travel	Accommodation	6/7/2013	\$ 261.39	EMBA final exams	Receipt
Travel	Meals	6/7/2013	\$ 44.70	EMBA final exams	Per Diem
Travel	Miscellaneous	6/7/2013	\$ 14.65	EMBA final exams	Per Diem
Travel	Transportation	6/21/2013	\$ 106.05	EMBA final exams	Per Diem
Travel	Transportation	6/21/2013	\$ 670.11	EMBA final exams	Receipt



TRAINING REQUEST FORM

NAME Donna Bryden	EMPLOYEE # 10200	POSITION Title VP HR & Community Relations	OFFICE Site Lacombe	OFFICE Phone
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COURSE Title (Print exactly as described on brochure or calendar) IE Brown Executive MBA	COURSE Location On-line and classroom attendance in Providence and Madrid
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COURSE Sponsor IE and Brown Universities	REGISTRATION Information Contact person: Admissions@ie.Edu Phone number: X-(XXX) XXX-XXXX	START Date Mar. 1, 12	END Date Jun. 1, 13
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TUITION Costs \$95,000.00	TRAVEL Costs \$15,000.00	MEALS \$0.00	OTHER Costs \$0.00	TOTAL COST \$110,000.00
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HUMAN RESOURCES USE ONLY	
Registered Date:	Oct 18, 2011
Invoiced:	
Cheque Requested:	
Notified/Copied Employee:	Oct 25, 2011
Confirmation/Invoice #:	
% Tuition Reimbursed	100 Approved <i>BC</i>

DBryden

 EMPLOYEE'S SIGNATURE

 SUPERVISOR'S SIGNATURE

 COST CENTRE MANAGER

Employees are initially responsible for their own travel, accommodation and meal expenses. A separate expense claim along with an employee's approved copy of the training request form should be submitted at the completion of a course. Reimbursement will be determined by the reimbursement schedule.

APPROVAL HAS BEEN GRANTED TO ATTEND THE ABOVE COURSE. HR WILL NOTIFY STAFF OF CHANGES.

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 and Culture	Human Resources	Lacombe
2			
3			

Trip Information:

Dates:	October 11-21/12 and May 22- June 9/13
Destination:	Madrid, Spain
Purpose of trip:	Executive MBA Program (Classroom Study)

Trip Expenses:

Travel:	\$8,000.00
Fees:	\$0.00
Accommodation:	\$6,000.00
Other:	\$1,000.00
Total Estimated Expenses:	\$15,000.00

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

Date: Oct 25, 2011

Signature of Individual(s):

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

Date:

<u>Oct 25, 2011</u>

Recommended by: _____ Date: _____
(Supervisor)

Cost Centre Manager Comments: _____

Recommended by: _____ Date: _____
(Cost Centre Manager)

Vice-President Comments: _____

Recommended by: _____ Date: _____
(Vice-President)

Authorized by: *[Signature]* Date: Oct 25, 2011
(President & Managing Director / Board Chair)

On Master Card



NO VALIDO COMO
DOCUMENTO DE VENTA

ATTENTION! THIS
IS NOT A RECEIPT
PLEASE READ
BELOW:

You have the choice of paying your bill
in either:

* 1,520.28 EUR

or

* 2,106.91 CAD

1,000CAD=0.7215679EUR

Once you have made your choice, you need
to tell the person assisting you with
this sale which currency you wish to be
billed in for this transaction

CORTE Y ENTREGUE AL
CLIENTE

Accommodation
Madrid. May 24/13
June 5/13
check out



Servired

BANCO SABADELL

RENT4DAYS
BARCELONA
COMERCIO: 022403919 TPV: 01060426949
APLIC.: A0000000041010
MasterCard

BRYDEN DONNA
Tran:00001 Sec:00

VENTA
Aut: 075112 Op: 001214
Resp: 00
Fecha: 24.05.13 Hora: 13:51

1,520.28 EUR

Withdraw cash at any moment from
Banco Sabadell ATMs

1520.28 EUR @ 1.3742

= \$ 2089.13 CAD

From:
Rome Fiumicino, IT (FCO)

Depart:
Fri, Jun 21, 2013
10:10 am - 05:00 pm (1 Stop)

Airline Confirmation:
Lufthansa : ZBV5BP
Condor Flugdienst : ZBV5BP

To:
Calgary, AB , CA (YYC)

[Select Seats](#)

Traveler Name	Ticket Number	Meal Preference	Special Request
[REDACTED]	8817217694834 E-Ticket	Any meal	—
Bryden, Donna Lynn (Adult)	8817217694835 E-Ticket	Any meal	—
[REDACTED]	8817217694836 E-Ticket	Any meal	—
[REDACTED]	8817217694837 E-Ticket	Any meal	—

Disclaimer: All special requests, meal preferences, seat requests are not guaranteed. You must contact your airline to reconfirm that they have received this request and confirmed it.

Flight Booking Details

Upgrade Your Insurance (Recommended)

Upgrade Insurance to \$ 1 Million Policy, plus \$ 10,000
Medical Transportation including all standard features. [Learn More »](#)

Difference only: **US\$ 39.96**

[Yes, Upgrade my Insurance](#)

Booking Number: 15556853

Departing Flight - Friday, Jun 21, 2013



Lufthansa
Flight 231
Airbus Jet 321 Jet
Airline confirmation: ZBV5BP

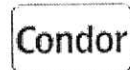
[Select Seats](#)

From
Rome Fiumicino (FCO)
10:10am - Jun 21, Fri

To
Frankfurt (FRA)
12:15pm - Jun 21, Fri

Nonstop
Coach

Flight Duration
2 hr 5 min



Condor
Flugdienst
Flight 5094
Boeing 767 Passenger Jet
Airline confirmation: ZBV5BP

[Select Seats](#)

From
Frankfurt (FRA)
02:50pm - Jun 21, Fri

To
Calgary (YYC)
05:00pm - Jun 21, Fri

Nonstop
Coach

Flight Duration
10 hr 10 min

Flight Duration: 12hr 15min

Layover Time: 2hr 35min

Total Trip Time: 14hr 50min

Baggage Fees : Most airlines now impose baggage fees. Please click the [Baggage and Carry On Fees](#) link for complete details and click to check [fare rules](#).

Please note: As Airlines have frequent schedule changes, please call the Airline 24 hours before departure to reconfirm your flight details. [Airline Phone Numbers](#)

Your ticket is **NON-REFUNDABLE** . For any changes to dates or routing, please call our Customer Service. These changes may have airline penalty and our fees. Some flights may be completely NON CHANGEABLE even with an airline penalty.

Passport / Visa : For international travel, all passengers must be in possession of valid travel documents such as

months after your return date. While sometimes we may be able to assist with visa and passport information, it is solely the responsibility of the passenger(s) to arrange for all documents needed to enter the country you are traveling to, or passing through in transit.

- [US Passport Holder Information](#)
- [Canadian Passport Holder Information](#)
- [Other Passport Holder](#)

Insurance Confirmation Details

Your trip is insured only if payment has been received in full and a ticket has been issued for this booking.

Add Car / Hotel to Your Booking

[Save up to 50% on Hotels. Click here to check rates.](#)



[Check special Car Rental rates in Calgary. Rates starting at only \\$ 13 per day.](#)

Stay Connected


Stay connected with us and get access to real exclusive travel deals on:

[FaceBook](#) [Twitter](#) [CheapOair Blog](#)

Price Details (USD)

Flight Price Details

Traveler Type	Ticket Price	Tax & Fee Breakdown	Total
4 Adult/s	US\$ 546.30	US\$ 56.10	US\$ 2,409.60
		Insurance Fee:	US\$ 140.00
		Subtotal:	US\$ 2,549.60

Charged on Credit Card - Visa - *** 

Total Cost:

US\$ 2,549.60

Please Note:

- All fares are quoted in USD.
- Please print and keep this receipt. Your credit card may be billed in multiple charges totaling the above amount.
- Some airlines may charge [baggage fees](#).

$\div 4 = \$637.40$ US
 $= \$670.10$ CAN

Terms & Conditions

Flight Booking Terms & Conditions

Ticket Policies, Rules and Restrictions

Once purchased, all tickets are considered non-refundable and non-transferable. All service fees are non-refundable.

Name changes are not permitted. Prices do not include [Baggage and Carry-On Fees](#) or other fees charged directly by the airline.


Fares are not guaranteed until ticketed. All changes are subject to availability, additional fees, airlines rules and regulations.

All travelers must confirm that their travel documents required are current and valid for your destination.

Friendly Rentals

San Marcos 9, Bajo Izquier
Madrid 28004 España
Tel: +34 91 521 28 76
Fax: +34 91 521 71 25
www.friendlyrentals.com

FRIENDLY RENTALS CHECK-IN AND CHECK-OUT

Ref Id: 217026
Apartment: Alcala MAD
Apartment address: Montesa 18. 3°C
Guest Name: Donna Bryden
Address: 
DNI/Passport:
Telephone:
Birth Date: 01/01/1969
Number of people: Adults:
Check-in date: 05/06/2013
Check-out date: 08/06/2013
Nights: 3 x 165.00 €
Reservation total: 495.00 €
Price adjustment: 0.00 €
Optional extras: 0.00 €
Cleaning Fee: 70.00 €
Total: 565.00 € = \$784.17 CAN
Total paid: $1.394727 \times 123.75 \text{ €} = \$171.36 \text{ CAN (VISA)}$
Balance due: $\text{CAN } 612.81 = 441.25 \text{ €} + 200.00 \text{ € (CASH)}$
(+30 € for arrivals from 9pm)
Tourist Tax: 0.00 €
Sets of keys left:
Cot required:
Sets of towels:
Sets of bedding:

Signed: Friendly Rentals

Signed: Donna Bryden

