

Expense Report for March 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	3/21/2013	\$ 3,888.81	IE Brown Executive MBA Providence - May	Receipt

Donna Bryden
Flight
MBA

From: Air Canada <confirmation@aircanada.ca>
Sent: Thursday, March 21, 2013 1:32 PM
To: [REDACTED]
Subject: Air Canada - 23-May: Edmonton - Madrid (booking ref: M2I87R)

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



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.

Hotels in Madrid		Why book your hotel stay at aircanada.com?	
From (per night)	From (per night)	From (per night)	From (per night)
\$137 CAD	\$61 CAD	\$236 CAD	
Emperador Hotel Madrid:	Best Western Trafalgar Hotel:	NH Palacio de Tepa:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<ul style="list-style-type: none"> Lowest price guaranteed Great choice of hotels Aeroplan Mile offer exclusive to aircanada.com
			Hotels provided by WWTMS.

- Access your travel planner**
Find weather reports, guidebooks, maps, information on travel gear and much more to help you plan your trip.
- Want travel insurance?** Protect yourself and your family against unforeseen circumstances.
- Need a car in Madrid?** Great rates and additional Aeroplan Miles.

Booking Information

Booking Reference: **M2I87R**

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:
Mrs Donna Bryden
[REDACTED]
[REDACTED]
[REDACTED]

Online Services

Manage my booking online (view/change my booking; select seats*).
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?](#)

Additional passenger information is required

Your current flight itinerary includes travel to a country that requires additional passenger information.

If you haven't already done so, we strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure online form.

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC5530 ¹	Edmonton, Edmonton Int'l (YEG)	New York, Newark Int'l (EWR)	0	18hr50	319	Latitude, B	
	Thu. 23-May 2013 07:15	Thu 23-May 2013 13:45 - Terminal C					
Flight AC5530 is operated by United Airlines. Please check in directly at the United Airlines counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.							
AC2498 ¹	New York, Newark Int'l (EWR)	Madrid (MAD)	0		752	Latitude, Y	
	Thu 23-May 2013 20:20 - Terminal C	Fri 24-May 2013 10:05 - Terminal 1					
Flight AC2498 is operated by United Airlines. Please check in directly at the United Airlines counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.							

Operated by:
¹ United Airlines

Passenger Information

1: Mrs Donna Bryden : Adult (16+), Ticket Number: 0142119217063

Air Canada - XXXXXXXXXX Meal Preference : None
 Aeroplan : Special Needs: None
 Payment Card: xxxx-xxxx-xxxx-3091
 Seat Selection: None

Purchase Summary

Fare Summary
 Passenger Type Adult
 Base Fare 3575.50
 Surcharges 7.50

Fuel Surcharge	228.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
U.S Agriculture Fee	5.23
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.25
U.S Passenger Facility Charge	4.71
U.S.A Immigration User Fee	7.33
Air Travellers Security Charge (ATSC)	25.91
September 11 Security Fee	2.62
U.S. Federal Customs Fee	5.76
Total airfare and taxes before options (per passenger)	3888.81
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$3888.81

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-3091 - Amount paid: **\$3888.81**

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

Air Canada: \$3888.81 (Airfare - per adult)

Ticket number(s): 0142119217063

Fare Rules

Departing Flight Edmonton (YEG) To Madrid (MAD) - **Latitude**

- **Changes:**
 - Prior to day of departure - Changes are permitted free of charge, subject to availability.
 - **Changes** can be made up to 2 hours prior to departure.
 - **Same-day standby** is permitted at no charge.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **fully refundable and non-transferable**.
 - **Partially used** tickets may be submitted for a refund assessment. The refund will be calculated as follows: actual fare paid minus the value of the portion of the journey that has been flown.
 - **Cancellations** can be made up to 45 minutes prior to departure.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- **Priority** check-in, boarding and baggage handling (in Canadian airports only).
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles).
- **Flights AC5530, AC2498:** These flights are codeshare flights with United Airlines. **A fee for checked bags** is charged by United Airlines for codeshare flights it operates between Canada and the U.S. If your itinerary includes a **connecting flight**, the fee applies only if your first flight is operated by United/United Express. For important information on United Airlines policies, please visit www.united.com. You can also learn more about **Aeroplan mileage accumulation** for these flights.

Please read important information and notices regarding Air Canada's general conditions of carriage.

Important Information

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



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	
2	
3	

Date:

Oct 25, 2011

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)

Date: Oct 25, 2011