

Expense Report for November 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	11/04/2013	\$ 136.35	Meet with President in Edmonton	Per Diem
Travel	Meals	11/04/2013	\$ 14.75	Meet with President in Edmonton	Per Diem
Travel	Transportation	11/05/2013	\$ 28.28	Attend Board Dinner in Red Deer	Per Diem
Travel	Transportation	11/06/2013	\$ 28.28	Attend Board Meeting in Red Deer	Per Diem
Travel	Transportation	11/12/2013	\$ 711.66	Aon meeting and Top 100 Employer Summit	Receipt
Travel	Transportation	11/12/2013	\$ 59.00	Aon meeting and Top 100 Employer Summit	Receipt
Travel	Transportation	11/12/2013	\$ 53.53	Aon Meeting	Per Diem
Travel	Meals	11/12/2013	\$ 23.95	Aon Meeting	Per Diem
Travel	Accommodation	11/12/2013	\$ 230.84	Top 100 Employer Summit	Receipt
Travel	Miscellaneous	11/12/2013	\$ 8.00	Top 100 Employer Summit	Per Diem
Travel	Accommodation	11/13/2013	\$ 230.84	Top 100 Employer Summit	Receipt
Travel	Miscellaneous	11/13/2013	\$ 8.00	Top 100 Employer Summit	Per Diem
Travel	Meals	11/14/2013	\$ 20.75	Top 100 Employer Summit	Per Diem
Travel	Transportation	11/14/2013	\$ 66.70	Top 100 Employer Summit	Receipt
Travel	Transportation	11/14/2013	\$ 53.53	Top 100 Employer Summit	Per Diem
Travel	Transportation	11/16/2013	\$ 33.00	Top 100 Employer Summit	Receipt
Travel	Transportation	11/19/2013	\$ 200.99	Sales & Markets meetings in Ft. Sask and Camrose	Per Diem
Travel	Meals	11/19/2013	\$ 9.20	Sales & Markets meetings in Ft. Sask and Camrose	Per Diem
Travel	Transportation	11/20/2013	\$ 832.91	Road show Transition flight- cancelled credit to be used in future	Receipt
Travel	Transportation	11/20/2013	\$ 459.11	Sales & Markets meeting in Grande Prairie	Receipt
Travel	Transportation	11/20/2013	\$ 55.55	Sales & Markets meeting in Grande Prairie	Per Diem
Travel	Meals	11/20/2013	\$ 20.75	Sales & Markets meeting in Grande Prairie	Per Diem
Travel	Accommodation	11/20/2013	\$ 155.66	Sales & Markets meeting in Grande Prairie	Receipt
Travel	Miscellaneous	11/20/2013	\$ 8.00	Sales & Markets meeting in Grande Prairie	Per Diem
Travel	Transportation	11/21/2013	\$ 63.13	Sales & Markets meeting in Grande Prairie	Per Diem
Travel	Meals	11/21/2013	\$ 29.95	Sales & Markets meeting in Grande Prairie	Per Diem
Travel	Transportation	11/26/2013	\$ 106.05	Stategic Initiatives Board Committee Meeting	Per Diem



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The information you are viewing may be out of date. We recommend you start you search again.

Review flights

Air itinerary details

Edmonton (YEG) Tue Nov 12 2013, 7:00 AM Boeing 737-800	Toronto (YYZ) Tue Nov 12 2013, 12:44 PM	WS 428 WestJet	Fare type: Econo Non-stop
Toronto (YYZ) Thu Nov 14 2013, 6:25 PM Boeing 737-700	Calgary (YYC) Thu Nov 14 2013, 9:56 PM	WS 529 WestJet	Fare type: Econo 1 Stop(s)
Calgary (YYC) Thu Nov 14 2013, 10:50 PM Boeing 737-700	Edmonton (YEG) Thu Nov 14 2013, 11:40 PM	WS 347 WestJet	Fare type: Econo Non-stop

Pricing breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
Adult	\$463.00	\$46.00	\$94.91	\$603.91	x 1	\$603.91 CAD

- YEG-YYZ: Econo fare type benefits
- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *
- \$75-86.25 Itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -
- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- Non-refundable to original form of payment

- YYZ-YEG: Econo fare type benefits
- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *
- \$75-86.25 Itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -
- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- Non-refundable to original form of payment

Travel insurance

Cancellation & interruption - Cancellation & interruption

Finding coverage that meets your needs and budget is easy with your choice of several travel insurance plans. All of our plans offer coverage (at various benefit levels) for trip cancellation and interruption, trip delay, baggage and personal effects, emergency medical services and more.

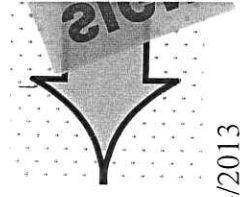
Click here for complete coverage details, limitations and exclusions.

Total air fare: **\$603.91 CAD**

Total insurance: **\$71.00 CAD**

Earn WestJet dollars. Pay when you pick up your car. Book now.

\$36.75 Seat Selection





Payment

Travel insurance

At WestJet, we understand how important your travel plans are to you. This is why we have partnered with RBC Insurance to offer you dependable insurance coverage.

- No thanks, I don't need insurance.
- I'm interested in travel insurance. Travel insurance starting from \$5.53 CAD* per day.

Guest name
adult - Mrs Donna Bryden



GET INSURANCE QUOTE

Coverage options	
<input type="radio"/> Travel Within Canada Package	\$66.00 CAD Show details
<input checked="" type="radio"/> Cancellation & Interruption	\$71.00 CAD Show details

All insurance is subject to terms and conditions. Please read the RBC Travel Insurance Policy Brochure to ensure you understand what is and is not covered. If you are a resident of Quebec, please review Quebec Distribution Guide prior to purchase.

*\$5.53 per day calculated for people under the age of 59, travelling for 15 days, trip cost \$1000, Cancellation & interruption coverage

Underwritten by RBC Insurance Company of Canada. In Quebec, certain coverages underwritten by RBC General Insurance Company. Lion & Globe and RBC Insurance are registered trademarks of Royal Bank of Canada. Used under licence.

Total insurance price: **\$71.00 CAD**

Billing information

Indicates required fields

Payment card

Total amount to be charged: **\$711.66 CAD**

Card information

Card type:

Card number:

Expiration date:

Security code:

Cardholder name:

Billing Information

Address line 1:

Address line 2:

City:

Country:

Province/state:

Postal/zip code:

[Review terms and conditions](#)



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Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is: CZWBHH

Guest details

Mrs Donna Bryden

Flight

Edmonton (YEG)-Toronto (YYZ)-Montreal (YUL)-Edmonton (YEG)
 WestJet FF 118696804
 Ticket number 8382193525551
 Seat YEG-YYZ YYZ-YUL YUL-YYZ YYZ-YEG
 7D 6D 6D 9D

Insurance

RBC Insurance - Cancellation & Interruption

Air itinerary details

Edmonton (YEG)
 Tue Nov 12 2013, 7:00 AM
 Boeing 737-800

Toronto (YYZ)
 Tue Nov 12 2013, 12:44 PM

WS 428
 WestJet
 Fare type: Econo
 Non-stop

Toronto (YYZ)
 Thu Nov 14 2013, 5:30 PM
 Boeing 737-700

Montreal (YUL)
 Thu Nov 14 2013, 6:41 PM

WS 592
 WestJet
 Fare type: Econo
 Non-stop

Montreal (YUL)
 Sat Nov 16 2013, 5:00 PM
 Boeing 737-700

Toronto (YYZ)
 Sat Nov 16 2013, 6:18 PM

WS 593
 WestJet
 Fare type: Flex
 Non-stop

Toronto (YYZ)
 Sat Nov 16 2013, 7:00 PM
 Boeing 737-700

Edmonton (YEG)
 Sat Nov 16 2013, 9:10 PM

WS 443
 WestJet
 Fare type: Flex
 Non-stop

Pricing breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
Adult	\$629.00	\$64.00	\$137.37	\$830.37	x 1	\$830.37 CAD

YEG-YYZ: Econo fare type benefits

One complimentary checked bag *

Fully refundable if cancelled within 24 hours of booking **

Advanced seat selection - \$5-34.50 *

\$75-86.25 itinerary change fee + applicable fare difference

\$75-86.25 name change fee

\$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -

* Not applicable on flights operated by our airline partners

** Excluding flights departing within 24 hours of booking

- Non-refundable to original form of payment

YYZ-YUL: Econo fare type benefits

One complimentary checked bag *

Fully refundable if cancelled within 24 hours of booking **

Advanced seat selection - \$5-34.50 *

- \$75-86.25 itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -
- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- Non-refundable to original form of payment

- YUL-YEG: Flex fare type benefits
- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **

- Advanced seat selection - \$5-34.50 *
- \$50-57.50 itinerary change fee + applicable fare difference
- \$50-57.50 name change fee

- \$50-57.50 cancellation fee, balance credited toward future WestJet flight purchases -
- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- Non-refundable to original form of payment

Total air fare: **\$830.37 CAD**

Seats

Regular seat	WS 0428 YEG-YYZ Seat 7D MRS Donna Bryden	\$15.00 CAD + \$0.75 CAD tax
Regular seat	WS 0592 YYZ-YUL Seat 6D MRS Donna Bryden	\$10.00 CAD + \$0.50 CAD tax
Regular seat	WS 0593 YUL-YYZ Seat 6D MRS Donna Bryden	\$10.00 CAD + \$0.50 CAD tax
Regular seat	WS 0443 YYZ-YEG Seat 9D MRS Donna Bryden	\$15.00 CAD + \$0.75 CAD tax

Total seats: **\$52.50 CAD**

Travel insurance



RBC Insurance

Cancellation & Interruption

Policy Number: Q2356670X

Finding coverage that meets your needs and budget is easy with your choice of several travel insurance plans. All of our plans offer coverage (at various benefit levels) for trip cancellation and interruption, trip delay, baggage and personal effects, emergency medical services and more.

Click here for complete coverage details, limitations and exclusions.

Please check your email for confirmation of your travel insurance coverage and policy.

*Flight to/from Toronto would be \$711.66 (see attached)
 I travelled to Montreal after Toronto
 so actual airfare total was \$964.87
 (an extra \$253.21 paid by me).*

Total travel insurance: **\$82.00 CAD**

Charged to VISA ..

Charged to VISA ..

Charged to VISA ..

Total: **\$964.87 CAD**

Baggage limitations for Jamaica and Trinidad and Tobago

You are permitted one piece of carry-on baggage and two checked bags, the second at a cost of \$20. No third and fourth bag or overweight items will be permitted. You are not permitted any oversized bags, with the exception of one golf bag containing golf clubs. For more information, please visit our website at westjet.com.

Important details

ALIGHT SERVICES
3300 STEELES AVE 4 SUITE
CONCORD, ON
4164951999

Term ID: 05672172

Purchase

XXXXXXXXXX

MASTERCARD

Clerk ID: 081

Entry Method: C

Amount: \$ 55.00
Tip: \$ 4.00

Total: \$ 59.00

2013/11/12

13:35:57

Seq #: 0014170020

Appr Code: 133558

Resp Code: 01/027

MasterCard

A0000000041010

E0 A3 5D DB 1C 76 52 55

00 00 00 00 00 00

E8 00

58 36 BF 36 09 E9 E8 45

APPROVED
Thank You

Customer Copy

IMPORTANT -
retain this copy for your records

From: Donna Bryden
Sent: Monday, November 18, 2013 8:26 AM
To: [REDACTED]
Subject: FW: Receipt from safe&confort limo for \$66.70

Hi [REDACTED]
Here is the receipt for the taxi from the hotel to the airport.
Thank you.

Donna Bryden, MBA, CHRP
Vice President Human Resources & Culture

Agriculture Financial Services Corporation
5718 56 Ave
Lacombe, AB T4L 1B1
Phone: [REDACTED]
Fax: [REDACTED]
Email: [REDACTED]

From: Square [mailto:noreply@messaging.squareup.com]
Sent: Thursday, November 14, 2013 1:02 PM
To: Donna Bryden
Subject: Receipt from safe&confort limo for \$66.70

[Trouble viewing this email?](#)

safe&confort limo

289-259-0828

Nov 14, 2013 at 3:01pm

Receipt
#SMV5

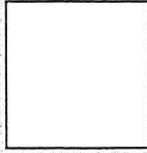
Custom Amount **\$58.00**

Tip **\$8.70**

Total **\$66.70**

1977

\$66.70



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GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

We Park Ca 16/11/13 22:02
Cashier Z7
Receipt 003613

Short-term parking tkt
jsv - No. 089093
12/11/13 05:40 -
17/11/13 05:39 -
Period 5d0h0'
(Tax) \$55.00

5 days

Total -----
\$55.00

Payment Received
VISA \$55.00
XXXXXXXXXX
Merch:82005340013
Auth:093092
Type: Swiped

Sub Total \$52.38
Tax 5% 2.62

* 11 per day x 3 days = \$33

Your booking is confirmed. Booking reference: LUYT8A

An email booking confirmation has been sent to: kelly.rich@afsc.ca.

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

Passengers Mr Jr kelly Rich, Mrs Donna Bryden

Airfare

Flight	From	To	Departure	Arrival	Options
AC8367	Edmonton (YEG)	Grande Prairie (YQU)	19:20 Wed 20-Nov 2013	20:32 Wed 20-Nov 2013	Taxes, fee charges
AC8480 AC7223	Grande Prairie (YQU) - Connection in Calgary -	Lethbridge (YQL)	15:25 Thu 21-Nov 2013	18:45 Thu 21-Nov 2013	Travel Inst
AC7216 AC8152	Lethbridge (YQL) - Connection in Calgary -	Edmonton (YEG)	15:05 Fri 22-Nov 2013	17:22 Fri 22-Nov 2013	Grand T Canadian (

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: LUYT8A

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

Main Contact:
Mr Jr kelly Rich

Mobile: [REDACTED]

Home: [REDACTED]

Work: [REDACTED]

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and
Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8367 ¹	Edmonton, Edmonton Int'l (YEG) Wed 20-Nov 2013 19:20	Grande Prairie (YQU) Wed 20-Nov 2013 20:32	0	1hr12	DH3	Tango, E	
AC8480 ¹	Grande Prairie (YQU) Thu 21-Nov 2013 15:25	Calgary (YYC) Thu 21-Nov 2013 16:41	0	3hr20	DH4	Tango, N	
AC7223 ²			0		BEH	Tango, N	

AC7216 ²	Calgary (YYC) Thu 21-Nov 2013 18:00	Lethbridge (YQL) Thu 21-Nov 2013 18:45	Calgary (YYC) Fri 22-Nov 2013 15:51	Edmonton, Edmonton Int'l (YEG) Fri 22-Nov 2013 17:22	0	2hr17	BEH	Tango, G
AC8152 ¹	Calgary (YYC) Fri 22-Nov 2013 16:30	Calgary (YYC) Fri 22-Nov 2013 15:05	Edmonton, Edmonton Int'l (YEG) Fri 22-Nov 2013 17:22	0		DH3	Tango, G	

Operated by:

¹Air Canada Express - Jazz

²Air Canada Express - Air Georgian

Passenger Information

1: ~~Mr J Kelly Rich~~ : Adult (16+), Ticket Number: 0142127430804-05

Air Canada - Aeroplan : ~~██████████~~ Meal Preference: None
 Payment Card: ~~xxxx-xxxx-xxxx-xxxx~~ Special Needs: None
 Seat Selection: AC8367 6CPaid, AC8480 9CPaid, AC7223 7APaid, AC7216 1APaid, AC8152 6CPaid N/A

2: ~~Miss Donna Bryden~~ : Adult (16+), Ticket Number: 0142127430806-07

Air Canada - Aeroplan : ~~██████████~~ Meal Preference: None
 Payment Card: ~~xxxx-xxxx-xxxx-xxxx~~ Special Needs: None
 Seat Selection: AC8367 6APaid, AC8480 9DPaid, AC7223 7BPaid, AC7216 1BPaid, AC8152 6DPaid

Purchase Summary

Fare Summary

Total charge for 2 adults

Air Transportation Charges	
Flight 1 - Airfare (Tango) (Including surcharges)	200.00
Flight 2 - Airfare (Tango) (Including surcharges)	674.00
Flight 3 - Airfare (Tango) (Including surcharges)	452.00
Options	112.00
Taxes, Fees and Charges	227.82
Total Airfare Charge	1665.82
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$1665.82

∴ 2 = 832.91

Payment Information

Credit/Debit Card ~~xxxx-xxxx-xxxx-xxxx~~ - Amount paid: \$1665.82

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

- Air Canada: \$774.11 (Airfare - per ticket)
- Air Canada: \$58.80 (Advance Seat Selection - per ticket)

333 849980
 333 849981 - Donna
 333849982-
 333849983- (Donna)

Ticket number(s): 0142127430804-05, 0142127430806-07

Fare Rules

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: **NVWBX5**

Name: Mrs Donna Bryden
 E-mail: XXXXXXXXXX@XXXXXX.COM
 Form of payment: CC CAXXXXXXXXXXXXXXX XXXXXXXXXX

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

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8367	Edmonton International (YEG)	Grande Prairie (YQU)	DH3	Q	Confirmed
<i>Operated by:</i>					
	Wed 20-Nov 2013	Wed 20-Nov 2013			
<i>Air Canada Express-</i>					
	19:20	20:32			
<i>Jazz</i>					
AC8364	Grande Prairie (YQU)	Edmonton International (YEG)	DH3	Q	Confirmed
<i>Operated by:</i>					
	Thu 21-Nov 2013	Thu 21-Nov 2013			
<i>Air Canada Express-</i>					
	16:05	17:12			
<i>Jazz</i>					

Passenger Information

Passenger 1

Name: Mrs Donna Bryden Ticket number: **014 2127 903962**
 Frequent Flyer Pgm: Air Canada Aeroplan Program number: 0757938865

Purchase Summary

Passenger: 1 Ticket number 014 2127 903962

Date of issue

18-Nov 2013

Fare Amount in Canadian dollars:

378.00

(including *navigationnal & other charges*)

Taxes, Fees & Charges

Canada Security Charge (CA)

14.25

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

21.86

Canada Airport Improvement Fee (SQ)

45.00

Total Fare in Canadian dollars:

459.11

Ticket particularities:

AC ONLY/NON-REF/CHGE FEE

**Fare calculation:*

20NOV13YEA AC YQU Q12.00R177.00AC YEA Q12.00R177.00CAD378.00

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 Summary

- 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.

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

Important Information & Conditions

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

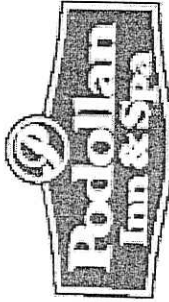
Before You Go: A 'To-Do' List

All passengers are advised to view the Travel documentation and US Secure Flight Program US Secure Flight Program for important information on documents and identification required for travel.

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 Company via www.aircanada.com/insurance or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American 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 the United States can purchase travel insurance from CSA Travel Protection via www.aircanada.com/us/en/insurance or by calling 1-866-473-3315. To make sure you get the best possible protection, purchase insurance prior to your departure.



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GST # 85892 2594 RT0001

10612 - 99TH Avenue, Grande Prairie AB T8V 8E8
T 780.830.2000 F 780.830.3002 TP 866.440.3080

TAX ID:

Donna Bryden

Room	Folio	CheckIn	CheckOut	Balance
428	113077	11/20/2013	11/21/2013	0.00
Master Folio				Gov't Canada - Gov't AB

Date	Room	Description / Voucher	Charges	Credits	Balance
11/20/2013	428	Utility Charge	3.95	0.00	3.95
11/20/2013	428	GST - 5.000%	0.20	0.00	4.15
11/20/2013	428	Room Taxable Inn	139.00	0.00	143.15
11/20/2013	428	GST - 5.000%	6.95	0.00	150.10
11/20/2013	428	Tourism Levy - 4.000%	5.56	0.00	155.66
11/21/2013	428	Visa - Thank You	0.00	155.66	0.00
		Balance Due			0.00
		Summary and Taxes			142.95
		Taxable Sales			7.15
		GST 5.00%			5.56
		Tourism Levy 4.00%			

PODOLLAN INN & SPA
10612 99TH AVENUE
GRANDE PRAIRIE AB T8V 8E8
(250) 945-7752

TERM ID: 04145015 BATCH#: 104
SHIFT#: 001

Completion
INVI: 000050733
VISA

Manual
SER#: 104001001025

Total: CAD\$ 155.66
APPROVED 075633
000/00
21-Nov-13 02:19:27

CUSTOMER COPY
THANK YOU

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	Vice President, HR & Culture	Human Resources	Lacombe
2 [Redacted]	[Redacted]	Human Resources	Lacombe

Trip Information:

Dates:	November 12 – 14, 2013
Destination:	Toronto
Purpose of trip:	Top 100 Employer Event, Meet with Aon Hewitt representative [Redacted]

Trip Expenses:

Travel:	\$1820
Fees:	\$2195
Accommodation:	\$ 899
Other:	\$ 130
Total Estimated Expenses:	\$5044

Is Travel Outside of North America?

Yes: No: X

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

Authorized by: _____ President & Managing Director

Signature of Individual(s):

1	
2	[Redacted]

Date:

October 22, 2013

October 22, 2013

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: Oct 30 / 13