

# Expense Report for April 2013

## Agriculture Financial Services Corporation

Position Senior Manager, Research and Corporate Data Management  
Name Chris Dyck

Expense Category	Expense Type	Date Expense Incurred	Amount	Description/Rationale	Receipt/ Per Diem
Travel	Transportation	4/12/2013	\$ 815.93	AgriInsurance workshop in Ottawa	Receipt Attached
Travel	Transportation	4/16/2013	\$ 375.90	AgriInsurance workshop in Ottawa	Receipt Attached
Travel	Transportation	4/23/2013	\$ 80.80	AgriInsurance workshop in Ottawa	Per Diem
Travel	Meals	4/23/2013	\$ 20.75	AgriInsurance workshop in Ottawa	Per Diem
Travel	Accommodation	4/23/2013	\$ 177.41	AgriInsurance workshop in Ottawa	Receipt Attached
Travel	Miscellaneous	4/23/2013	\$ 8.00	AgriInsurance workshop in Ottawa	Per Diem
Travel	Meals	4/24/2013	\$ 29.95	AgriInsurance workshop in Ottawa	Per Diem
Travel	Accommodation	4/24/2013	\$ 177.41	AgriInsurance workshop in Ottawa	Receipt Attached
Travel	Miscellaneous	4/24/2013	\$ 8.00	AgriInsurance workshop in Ottawa	Per Diem
Travel	Meals	4/25/2013	\$ 29.95	AgriInsurance workshop in Ottawa	Per Diem
Travel	Transportation	4/25/2013	\$ 27.67	AgriInsurance workshop in Ottawa	Receipt Attached
Travel	Transportation	4/25/2013	\$ 80.80	AgriInsurance workshop in Ottawa	Per Diem

**Online Services**

**Manage** my booking online (view/change my booking; select seats\*).

**Request an upgrade**



**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?


**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC124	<b>Calgary (YYC)</b> Tue 23-Apr 2013 17:55	<b>Ottawa, Ottawa Int'l (YOW)</b> Tue 23-Apr 2013 23:50	0	3hr55	E90	Flex, L	
AC457	<b>Ottawa, Ottawa Int'l (YOW)</b> Thu 25-Apr 2013 15:00	<b>Toronto, Pearson Int'l (YYZ)</b> Thu 25-Apr 2013 16:06 - Terminal 1	0	6hr15	319	Flex, W	
AC1147	<b>Toronto, Pearson Int'l (YYZ)</b> Thu 25-Apr 2013 17:00 - Terminal 1	<b>Calgary (YYC)</b> Thu 25-Apr 2013 19:15	0		319	Flex, W	

 F: Food for purchase onboard All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

**Passenger Information**

1: Mr Chris Dyck : Adult (16+), Ticket Number: 0142120019057

Frequent Flyer Prog: **None** Meal Preference: **None**  
 Payment Card:  Special Needs: **None**  
 Seat Selection: AC124 **31A**, AC457 **21A**, AC1147 **21A**

**Purchase Summary**

Fare Summary	Adult
Passenger Type	
<b>Air Transportation Charges</b>	<b>280.00</b>
Departing Flight - Flex	<b>381.00</b>
Return Flight - Flex	46.00
<b>Surcharges</b>	
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	54.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	37.56
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.12
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	<b>815.93</b>
Number of passengers	1
Travel Insurance (declined)	0.00

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Grand Total - Canadian dollars

\$815.93

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**Payment Information**

**Credit/Debit Card** [REDACTED] - Amount paid: **\$815.93**

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

Air Canada: \$815.93 (Airfare - per ticket)

Ticket number(s): 0142120019057

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**enRoute City Guide**

## Ottawa

Long tagged "the town that fun forgot," Canada's capital has made an art of defending itself against its reputation. While the postcard view - the Ottawa River, Parliament Hill, the politicians - tends to dominate the collective consciousness, that's only the beginning...



**Read the complete guide**

**What do you think** of our new City Guide feature?

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### Fare Rules

**Departing Flight** Calgary (YYC) To Ottawa (YOW) - **Flex**

**Return Flight** Ottawa (YOW) To Calgary (YYC) - **Flex**

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
  - **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

# Itinerary / Receipt

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

Booking reference: NZBQMI

## Main Contact Information

Name: Mr Chris Dyck  
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
AC124	Calgary (YYC) Tue 23-Apr 2013 17:55	Ottawa (YOW) Tue 23-Apr 2013 23:50	E90	L	Confirmed
AC167	Seat number(s) requested: 31A Ottawa (YOW) Thu 25-Apr 2013 18:50	Calgary (YYC) Thu 25-Apr 2013 21:17	E90	M	Confirmed

## Passenger Information

Name: Mr Chris Dyck  
Frequent Flyer Pgm: [REDACTED]

Passenger 1  
Ticket number: 014 2120 146308  
Program number: [REDACTED]

## Fare Summary

119183

Passenger: 1 Ticket number 014 2120 146308

16-Apr 2013  
1,015.00

**Date of issue**

**Fare Amount in Canadian dollars:**

(including navigational & other charges)

**Taxes, Fees & Charges**

Canada Goods and Services Tax (GST/HST #10009-2287) (XG) 15.40  
Combined Taxes \*see fare calculation below (XT) PD

**Total Fare in Canadian dollars:**

**Options**

Change fee in Canadian dollars  
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

**Ticket particularities:**

AC ONLY/NON-REF/CHGE FEE

**\*Fare calculation:**

23APR13YYC AC YOW Q23.00R280.00AC YYC Q23.00R689.00CAD1015.00  
END ROE1.00 PD14.25CA37.56XG2.60RC50.00SQ

**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

323.40A  
50.00  
2.50

→ this is what I paid as a result of re-booking a later flight.

**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**

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 documentation page for important information on documentation required for travel.  
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.



# LORD ELGIN

100 Elgin Street Ottawa, Ontario, Canada K1P 5K8  
 Tel: (613) 235-3333 Fax: (613) 235-3223  
 www.lordelgin.ca

DYCK, CHRIS  
 [REDACTED]  
 [REDACTED]

Room Number: 802  
 Daily Rate: 157.00  
 Room Type: QBQB  
 No. of Guests: 1 / 0

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
04/23/2013	04/25/2013	[REDACTED]	[REDACTED]	GRG	[REDACTED]

DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT
04/23/2013	802	ROOM CHARGE	#802 DYCK, CHRIS	\$157.00
04/23/2013	802	HST ROOM	HST ROOM	\$20.41
04/24/2013	802	ROOM CHARGE	#802 DYCK, CHRIS	\$157.00
04/24/2013	802	HST ROOM	HST ROOM	\$20.41
04/25/2013	802	VISA CARD	VISA CARD	-\$354.82

7.85 GST

7.85 GST

TOTAL DUE:                      \$0.00

TERMS: DUE AND PAYABLE UPON PRESENTATION. 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.

**PARK2GO, INC.**

GST 856 287016 RT0001

403.532.4844

Thank you!



\* 4 6 3 9 4 8 \*

CheckIn D/T: 04/23/13 16:35  
CheckOut D/T: 04/25/13 21:42  
Duration Time: 2d 05h 07m  
Plate# JDE828 AB  
Make/Model: FORD/F-250  
Color: WHITE

Parking Charge: \$42.74  
Discount: \$15.07-  
SPIN FREE DAY  
Charge: \$26.35  
Ttl Srvc Chrgs: \$0.00  
Service #1: ACCESS-SMS-TRN  
@ Rate: \$0.00 + Tax  
Sub Total: ~~\$26.35~~  
Tax %5: ~~(\$1.32)~~  
Total: ~~\$27.67~~

Card Type: [REDACTED]  
Account # \*\*\*\*\* [REDACTED]  
Card Holder:  
Ref # 067099  
Order # 0E78D770-D2A6-47D  
C-9577-0E2F0185A76D  
Total: \$27.67



# AGRICULTURE FINANCIAL SERVICES CORPORATION

## Request for Authorization to Travel Out of Province on Gov't. Business

Division: Corp Initiatives & Corp Planning

Branch: Program Development & Policy

<b>Name of Person(s) Making Trip:</b>	<b>Title:</b>
Chris Dyck	Senior Manager, Research & Corporate Data Mgt

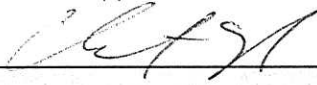
Dates: April 23-25, 2013

Location(s): Ottawa

Brief Description of Purpose: To attend the AIWG Meeting

Value to Department: High

Is corporate vehicle being used? No  Yes  (Unit #)    Make:    Lic.#    )  
 (If Yes, cc: FOIP Coordinator)

Expenses:	Travel	\$1,000.00	Signature of Applicant: 
	Fees	\$0.00	
	Accommodation	\$350.00	Date: 16/04/13
	Other	\$300.00	
	<b>Total Estimated Costs:</b>	<b>\$1,650.00</b>	

***Approvals: All approvals must be obtained prior to commencement of the trip.***

Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Supervisor)

Comments of Manager: \_\_\_\_\_  
 \_\_\_\_\_

Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Manager)

Comments of Vice-President: \_\_\_\_\_  
 \_\_\_\_\_

Recommended by:  \_\_\_\_\_ Date: \_\_\_\_\_  
 (Vice-President)

Authorized by: \_\_\_\_\_  
 President & Managing Director (As delegated by the Minister AFRD)

***To be completed if travel is outside North America***

Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_  
 President & Managing Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Minister AFRD