

# Expense Report for April 2013

## Agriculture Financial Services Corporation

Position Chief Operating Officer  
 Name Merle Jacobson

Expense Category	Expense Type	Date Expense Incurred	Amount	Description/Rationale	Receipt/ Per Diem
Travel	Meals	4/12/2013	\$ 22.92	Risk Management meeting in Lacombe	Receipt attached
Travel	Transportation	4/16/2013	\$ 1,800.35	Flight to Montreal for Deputy Ministers' meeting	Receipt attached
Travel	Transportation	4/21/2013	\$ 99.99	Deputy Ministers' meeting in Montreal	Per Diem
Travel	Meals	4/21/2013	\$ 35.50	Deputy Ministers' meeting in Montreal	Per Diem
Travel	Miscellaneous	4/21/2013	\$ 8.00	Deputy Ministers' meeting in Montreal	Per Diem
Travel	Accommodation	4/21/2013	\$ 153.52	Deputy Ministers' meeting in Montreal	Receipt attached
Travel	Meals	4/22/2013	\$ 44.70	Deputy Ministers' meeting in Montreal	Per Diem
Travel	Miscellaneous	4/22/2013	\$ 8.00	Deputy Ministers' meeting in Montreal	Per Diem
Travel	Accommodation	4/22/2013	\$ 153.52	Deputy Ministers' meeting in Montreal	Receipt attached
Travel	Meals	4/23/2013	\$ 29.95	Deputy Ministers' meeting in Montreal	Per Diem
Travel	Miscellaneous	4/23/2013	\$ 8.00	Deputy Ministers' meeting in Montreal	Per Diem
Travel	Accommodation	4/23/2013	\$ 153.52	Deputy Ministers' meeting in Montreal	Receipt attached
Travel	Transportation	4/21/2013	\$ 23.00	Deputy Ministers' meeting in Montreal	Receipt attached
Travel	Transportation	4/24/2013	\$ 44.00	Deputy Ministers' meeting in Montreal	Receipt attached



BP LACOMBE #112

0090a Table 210 #Party 1  
REBECCA R SvrCk: 14 13:42 04/12/13  
Separate checks: 1-of-2

BAR POP, soda	2.99
N.S. POP <i>Mr. Jacobson</i>	2.99
SPINACH SAL, salmon	15.28
CHKN PECAN SALAD, salsa <i>MARIA</i>	16.98
S-OR-MEATEOR -	16.79
ONION SOUP	6.49

Sub Total: 61.52

GST : 3.08

04/12 14:52 TOTAL : 64.60

GST # 884684184RJ

PLEASE PAY SERVER

JOIN US FOR PASTA TUESDAY!  
ALL MIX & MATCH PASTA ONLY \$7.99  
We value your feedback.  
Complete a short survey and receive a  
weekly chance to WIN an awesome  
\$50 Boston Pizza Gift Card.  
Keep this receipt and go to  
[www.tellbostonpizza.com](http://www.tellbostonpizza.com)  
OR call 1.888.205.5778

\*\*\*\*\*  
For complete rules and eligibility  
please visit [www.tellbostonpizza.com](http://www.tellbostonpizza.com)

03291-40000-21111

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Did you know you can order your  
favourite Boston Pizza items online  
Visit [www.bostonpizza.com](http://www.bostonpizza.com)  
for more details!!!

0090

Server: REBECCA R Rec: 72  
04/12/13 14:53, Swiped T: 210 Term: 3

BP LACOMBE  
5846 HIGHWAY 2A  
(403)782-9988  
MERCHANT #: 20630661

TRANSACTION RECORD

Tran. #: 20001

Check #: 0090

Visa Credit Purchase  
XXXXXXXXXXXX C  
AID: A0000000031010

Amount \$64.60  
Tip \$7.76

=====  
TOTAL CAD\$72.36

APPROVED 077838  
00-001 077838  
BP011203/BEC11203  
732001001003  
Invoice #: 90  
2013/04/12 14:52:58

TVR: 0000008000  
TSI: F800

No signature required

Mobile: [REDACTED]  
Home: [REDACTED]  
Work: [REDACTED]

#### 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
AC176	<b>Edmonton, Edmonton Int'l (YEG)</b> Sun 21-Apr 2013 12:05	<b>Montreal, Trudeau (YUL)</b> Sun 21-Apr 2013 18:06	0	4hr01	319	Flex, U	U F
AC179	<b>Montreal, Trudeau (YUL)</b> Tue 23-Apr 2013 08:35	<b>Edmonton, Edmonton Int'l (YEG)</b> Tue 23-Apr 2013 11:07	0	4hr32	319	Flex, H	U F

U|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 Merle H Jacobson : Adult (16+), Ticket Number: 0142120144905**

Air Canada - [REDACTED] Meal Preference : **None**  
Aeroplan : [REDACTED]  
Payment Card: xxxx-xxxx-xxxx- [REDACTED] Special Needs: **None**  
Seat Selection: **None**

#### Purchase Summary

##### Fare Summary

Passenger Type **Adult**

##### Air Transportation Charges

Departing Flight - Flex **646.00**

Return Flight - Flex **516.00**

Surcharges **46.00**

##### Taxes, Fees and Charges

Canada Airport Improvement Fee 50.00

Canada Quebec Sales Tax (QST #1000-043-172 TQ1991) 2.49

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) **63.61**

Air Travellers Security Charge (ATSC) 14.25

Total airfare and taxes before options (per passenger) **1338.35**

Number of passengers 1

Travel Insurance (declined) 0.00

**Grand Total - Canadian dollars \$1338.35**

#### Document Information

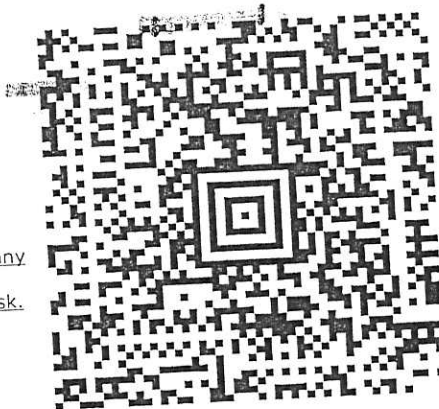
From: Air Canada <confirmation@aircanada.ca>  
Sent: Tuesday, April 16, 2013 8:36 AM  
To: Merle Jacobson  
Subject: Air Canada - 21-Apr: Edmonton - Montreal (booking ref: PTAEJM) - booking modified





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

AIR CANADA   
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.



-  **Want travel insurance?** Protect yourself and your family against unforeseen circumstances.
-  **Need a car in Montreal?** Great rates and additional Aeroplan Miles. 
-  **Looking for ground transportation or attractions?**

### Booking Information

Booking Reference: **PTAEJM**

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

Main Contact:  
Mr Merle Jacobson

Home:  
Work:

Customer Care  
Air Canada  
1-888-247-2262  
Flight Arrivals and  
Departures  
1-888-422-7533

### 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
AC176	Edmonton, Edmonton Int'l (YEG)	Montreal, Trudeau (YUL) Sun 21-Apr 2013	0	4hr01	319	Flex, U	4\$F

	Sun 21-Apr 2013 12:05	18:06					
AC179	<b>Montreal, Trudeau (YUL)</b> Wed 24-Apr 2013 08:35	<b>Edmonton, Edmonton Int'l (YEG)</b> Wed 24-Apr 2013 11:07	0	4hr32	<u>319</u>	<u>Latitude,</u> B	U I \$ F

U I 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

<b>1: Mr Merle Jacobson : Adult (16+), Ticket Number: 0142120145833</b>	
Air Canada - Aeroplan :	Meal Preference : <b>Regular</b>
Payment Card: xxxx-xxxx-xxxx-	Special Needs: <b>None</b>
Seat Selection:	AC176 <b>12C (Preferred)</b> , AC179 <b>12D (Preferred)</b>

## Additional charges and/or refund summary

	Additional charges
Passenger Type	Adult
<b>Air Transportation Charges</b>	
Airfare (includes Surcharges)	390.00
<b>Taxes, Fees and Charges</b>	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	19.50
Total Additional Fare	409.50
<b>Extra Charges (Change Fee)</b>	
Change Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50
Total Extra Charge (Change Fee)	52.50
<b>Options</b>	
Departing Flight - <u>Flex</u>	
★ NIL	
Return Flight - <u>Latitude</u>	
★ NIL	
Total airfare, taxes and options (per passenger)	462.00
Number of passengers	1
<b>Grand Total - Canadian dollars</b>	<b>\$462.00</b>

### Payment Information

Credit/Debit Card xxxx-xxxx-xxxx Amount paid: **\$462.00**

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

Air Canada: \$409.50 (Airfare)

Air Canada: \$52.50 (Change Fee per ticket)

Ticket number(s): 0142120145833

## enRoute City Guide

2719 JACOBSON/MERLE 129.00 24/04/13 12:00 4037 17570  
 Chambre/Room Nom/Name Tarif/Rate Départ/Depart ACC# GROUP  
 DBDB AGRICULTURE FINANCIA 21/04/13 19:10  
 type Arrivée/Arrive Heure/Time  
 40

MRW#:

DATE	RÉFÉRENCE / REFERENCE	FRAIS / CHARGES	CÉRÉDITS / CREDITS	SOLDE / BALANCE DUE
------	-----------------------	-----------------	--------------------	---------------------

21/04	CHAM/RM	2719, 1	129.00	
21/04	TPS/GST	2719, 1	6.68	A
21/04	TVQ/PST	2719, 1	13.32	B
21/04	TX HB/RM	2719, 1	4.52	P
22/04	CHAM/RM	2719, 1	129.00	
22/04	TPS/GST	2719, 1	6.68	A
22/04	TVQ/PST	2719, 1	13.32	B
22/04	TX HB/RM	2719, 1	4.52	P
23/04	CHAM/RM	2719, 1	129.00	
23/04	TPS/GST	2719, 1	6.68	A
23/04	TVQ/PST	2719, 1	13.32	B
23/04	TX HB/RM	2719, 1	4.52	P
24/04	VS CARD		\$460.56	

TO BE SETTLED TO:		VISA CARD	CURRENT BALANCE	.00
-----		SOMMAIRE DES TAXES	TAXABLE	TAXE
DESCRIPTION				
5 % TPS/GST CHAMBRE (AJK)				20.04
9.975% TVQ/PST CHAMB (BL)				39.96
5% TPS/GST AUTRE/OTH (CEGI)				.00
9.975% TVQ/PST AUTRE (DFH)				.00
FRAIS NETS		TAXE	CREDITS	FOLIO
400.56		60.00	.00	460.56

WANT YOUR FINAL HOTEL BILL BY EMAIL? JUST ASK THE FRONT DESK!  
 SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

Ce relevé constitue votre seul reçu. Vous avez accepté de régler vos frais en argent comptant, à l'aide d'un chèque personnel approuvé ou en nous autorisant à porter à votre carte de crédit toutes les sommes facturées à votre compte. Le montant apparaissant dans la colonne « Crédit » à la même ligne que tout numéro de carte de crédit inscrit dans la colonne « Référence » ci-dessus sera porté au compte associé à cette carte de crédit. (L'émetteur de la carte de crédit facturera vos frais selon les modalités habituelles). Si, pour quelque raison que ce soit, l'émetteur de la carte de crédit ne paie pas les frais indiqués ci-dessus, vous devrez les régler vous-même. Dans le cas d'une facturation directe, si le paiement n'est pas effectué dans un délai de 25 jours suivant la date de votre départ, vous devrez nous verser des intérêts sur le solde du compte, calculés à partir de la date de votre départ à un taux mensuel de 1,5 % (TAUX ANNUEL DE 18 %), ou selon le plafond imposé par la loi, en plus des frais raisonnables de recouvrement, y compris les honoraires d'avocat.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X \_\_\_\_\_

DATE 21/03/13	IDENTIFICATION
N° D'AUTORISATION AUTHORIZATION NO.	<input type="checkbox"/> EMPORTÉ TAKEN <input type="checkbox"/> LIVRE DELIVERED
RAYON - DEPARTMENT	COMMIS - CLERK

5259626

QTE. - QTY	DESCRIPTION	MONTANT - AMOUNT	
			100
	Taxi	40	
	TIP	4.00	
	TOTAL	44.00	

X 

SIGNATURE DU CLIENT - CUSTOMER'S SIGNATURE

LES CONDITIONS ET MODALITÉS, APPLICABLES À CETTE VENTE SONT  
CONFORMES À L'ENTENTE AVEC L'ÉMETTEUR DE VOTRE CARTE.  
TERMS AND CONDITIONS APPLICABLE TO THIS SALE ARE IN ACCORDANCE  
WITH YOUR AGREEMENT WITH THE ISSUER OF YOUR CARD.



CONSERVEZ CETTE COPIE POUR VOS DOSSIERS.  
PLEASE RETAIN THESE COPY FOR YOUR RECORDS.

FACTURE - SALES SLIP  
COPIE DU CLIENT - CUSTOMER'S COPY

GST# R128599776

Edmonton Airports

Can-T51 2T2 Edmonton  
Tax Code CA5%Exit Lane 21/03/13 22:55  
Receipt 051570Short-term parking tkt  
DL - No. 054916  
21/03/13 08:58 -  
22/03/13 08:57 -  
Period 1d0h0'

(Tax)	\$23.00
Total	\$23.00

Payment Received	\$23.00
VISA	
XXXXXXXXXXXX	
Merch: 82005340013	
Auth: 031987	
Type: Swiped	

Sub Total	\$21.90
Tax 5%	1.10

1-877-977-2739

**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 Merle Jacobson	Chief Operating Officer	Risk Management	Lacombe
2			
3			

**Trip Information:**

Dates:	April 22, 2013
Destination:	Montreal, Quebec
Purpose of trip:	Attend FPT DM meeting

**Trip Expenses:**

Travel:	1350
Fees:	0
Accommodation:	300
Other:	150
Total Estimated Expenses:	1800

**Is Travel Outside of North America?**

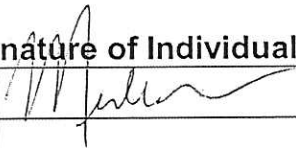
Yes:  No:

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

Authorized by: \_\_\_\_\_  
 President & Managing Director

Date: \_\_\_\_\_

**Signature of Individual(s):**

1	
2	
3	

Date:

Apr 16, 2013

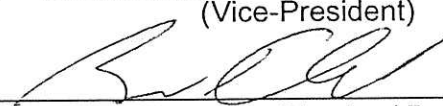
Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Supervisor)

Cost Centre Manager Comments: \_\_\_\_\_

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

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

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

Authorized by:  Date: \_\_\_\_\_  
 (President & Managing Director / Board Chair)