

# Expense Report for January 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	Transportation	1/14/2013	\$ 174.23	Committee/Board Meeting Calgary	Per Diem
Travel	Miscellaneous	1/14/2013	\$ 8.00	Committee/Board Meeting Calgary	Per Diem
Travel	Miscellaneous	1/14/2013	\$ 19.51	Committee/Board Meeting Calgary	Receipt attached
Travel	Accommodation	1/14/2013	\$ 177.00	Committee/Board Meeting Calgary	Receipt attached
Travel	Meal	1/15/2013	\$ 9.20	Committee/Board Meeting Calgary	Per Diem
Travel	Miscellaneous	1/15/2013	\$ 8.00	Committee/Board Meeting Calgary	Per Diem
Travel	Accommodation	1/15/2013	\$ 177.00	Committee/Board Meeting Calgary	Receipt attached
Travel	Miscellaneous	1/16/2013	\$ 8.00	Committee/Board Meeting Calgary	Per Diem
Travel	Accommodation	1/16/2013	\$ 177.00	Committee/Board Meeting Calgary	Receipt attached
Travel	Transportation	1/17/2013	\$ 5.00	Risk Management Strategy Meeting Calgary	Receipt attached
Travel	Transportation	1/22/2013	\$ 883.86	FPT ADM's Policy Meeting Ottawa	Receipt attached
Travel	Transportation	1/23/2013	\$ 243.60	FPT ADM's Policy Meeting Ottawa	Receipt attached
Travel	Meals	1/29/2013	\$ 35.50	FPT ADM's Policy Meeting Ottawa	Per Diem
Travel	Accommodation	1/29/2013	\$ 145.77	FPT ADM's Policy Meeting Ottawa	Receipt attached
Travel	Miscellaneous	1/29/2013	\$ 8.00	FPT ADM's Policy Meeting Ottawa	Per Diem
Travel	Meals	1/30/2013	\$ 29.95	FPT ADM's Policy Meeting Ottawa	Per Diem
Travel	Transportation	1/30/2013	\$ 30.00	FPT ADM's Policy Meeting Ottawa	Receipt attached
Travel	Transportation	1/30/2013	\$ 46.00	FPT ADM's Policy Meeting Ottawa	Receipt attached
Travel	Transportation	1/30/2013	\$ 143.93	FPT ADM's Policy Meeting Ottawa	Per Diem

Sheraton Cavalier Hotel Calgary  
2620 32 Avenue N.E.  
Calgary, AB T1Y 6B8  
Canada

Tel: 403-291-0107 Fax: 403-291-2834

Merle Jacobson

Agriculture Financial Services

Page Number : 1

Guest Number: 1055016 Arrive Date: 14-JAN-13 10:27

Folio ID : EX-A Depart Date: 17-JAN-13

No. Of Guest: 1

Room Number : 329

Room Rate : 165.00

Email: Has Not Been Asked For  
Email

AGRIIL - Agriculture Financial

Club Account:

Information Invoice

Tax ID: GST- r100846435

Sheraton Cavalier 17-JAN-13 01:12 ANISA

Date	Reference	Description	Charges	Credits
14-JAN-13	491H	877-413-4816 0003 10:57	0.93	
14-JAN-13	491H	GST	<del>0.05</del>	
14-JAN-13	504H	877-413-4803 0041 11:00	<del>0.93</del>	
14-JAN-13	504H	GST	<del>0.05</del>	
14-JAN-13	508H	780-644-7817 0001 11:41	4.31	
14-JAN-13	508H	GST	<del>0.22</del>	
14-JAN-13	514H	780-427-1957 0008 11:42	12.40	
14-JAN-13	514H	GST	<del>0.62</del>	
17-JAN-13	VI	Visa	-19.51	
	** Total		19.51	-19.51
	*** Balance		0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please, be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Continued on the next page

Invoice/Statement

Sheraton Cavalier Hotel  
2620 - 12nd Avenue NE  
Calgary, Alberta T2Y 6B8 Canada

Sheraton Cavalier Hotel  
7520 - 32nd Avenue NE  
Calgary, Alberta T2Y 6B8 Canada  
T 403.291.0107 F 403.291.0352  
www.sheratoncalgary.ca

15142	Page: 4
ACCOUNT NO.	STATEMENT DATE
6317	21 - JAN - 13

15142	
ACCOUNT NO.	STATEMENT DATE
6317	21 - JAN - 13

AFSC  
5718 56 Avenue

Lacombe, AB T4R 1B1  
Calgary, Alberta T2Y 6B8 Canada

AFSC  
5718 56 Avenue  
Lacombe, AB T4R 1B1  
Calgary, Alberta T2Y 6B8 Canada

Attn: [REDACTED]

GST Registration #R100370435 Payment due upon receipt of notice

DATE	REFERENCE / DESCRIPTION	CHARGE	CREDIT	AMOUNT DUE
------	-------------------------	--------	--------	------------

21 - JAN - 13 1055014 / Folio

14 - JAN - 13	Room Charge (CG)	165.00		
14 - JAN - 13	Alberta TL Tax	6.60		
14 - JAN - 13	DMF	5.40		
14 - JAN - 13	GST	8.25		
15 - JAN - 13	Room Charge (CG)	165.00		
15 - JAN - 13	Alberta TL Tax	6.60		
15 - JAN - 13	DMF	5.40		
15 - JAN - 13	GST	8.25		
				370.50

*21/19*

21 - JAN - 13 1055015 / Folio

14 - JAN - 13	Room Charge (CG)	165.00		
14 - JAN - 13	Alberta TL Tax	6.60		
14 - JAN - 13	DMF	5.40		
14 - JAN - 13	GST	8.25		
15 - JAN - 13	Room Charge (CG)	165.00		
15 - JAN - 13	Alberta TL Tax	6.60		
15 - JAN - 13	DMF	5.40		
15 - JAN - 13	GST	8.25		
				370.50

*21/19*

21 - JAN - 13 1055016 / Folio  
\*\*\*Jacobson, Merle 329

14 - JAN - 13	Room Charge (CG)	165.00		
14 - JAN - 13	Alberta TL Tax	6.60		
14 - JAN - 13	DMF	5.40		
14 - JAN - 13	GST	8.25		
15 - JAN - 13	Room Charge (CG)	165.00		

DATE	REFERENCE / DESCRIPTION	CHARGE	CREDIT	AMOUNT DUE
				370.50

\*\* Continued \*\*

\*\* Continued \*\*



Invoice/Statement

Sheraton Cavalier Hotel  
2620 - 32nd Avenue NE  
Calgary, Alberta T1Y 6B5 Canada

Sheraton Cavalier Hotel  
2620 - 32nd Avenue NE  
Calgary, Alberta T1Y 6B5 Canada  
T 403 291 0107 F 403 291 0272  
www.sheratoncalgary.ca

15142	Page: 5
6317	21-JAN-13
6317	21-JAN-13

AFSC  
5718 56 Avenue  
Lacombe, AB T4R 1B1  
Canada

AFSC  
5718 56 Avenue  
Lacombe, AB T4R 1B1  
Canada

Attn:  
Connie Errity

DATE	DESCRIPTION	AMOUNT	AMOUNT DUE
15-JAN-13	Alberta TL Tax	6.60	
15-JAN-13	DMF	5.40	
15-JAN-13	GST	8.25	
16-JAN-13	Room Charge (CG)	165.00	
16-JAN-13	Alberta TL Tax	6.60	
16-JAN-13	DMF	5.40	
16-JAN-13	GST	8.25	
21-JAN-13	1055017/Folio	555.75	555.75
14-JAN-13	Room Charge (CG)	165.00	
14-JAN-13	Alberta TL Tax	6.60	
14-JAN-13	DMF	5.40	
14-JAN-13	GST	8.25	
15-JAN-13	Room Charge (CG)	165.00	
15-JAN-13	Alberta TL Tax	6.60	
15-JAN-13	DMF	5.40	
15-JAN-13	GST	8.25	
21-JAN-13	1055018/Folio	370.50	370.50
14-JAN-13	Room Charge (CG)	165.00	
14-JAN-13	Alberta TL Tax	6.60	
14-JAN-13	DMF	5.40	
14-JAN-13	GST	8.25	
15-JAN-13	Room Charge (CG)	165.00	
15-JAN-13	Alberta TL Tax	6.60	
15-JAN-13	DMF	5.40	
15-JAN-13	GST	8.25	
16-JAN-13	Room Charge (CG)	165.00	

2/2/13

2/2/13

\*\* Continued \*\*

\*\* Continued \*\*

TICKET VOID IF RE-SOLD

IMPARK LOT 269  
PHONE: 408 239-7275

Meta **impark**

Time: 8:39A JAN 7

PLACE THIS SIDE UP ON DASH

Price \$ 5.00

Card: \*\*\*\*\*3352

Expires:

1:39P THU  
JAN 17 13

PLACE THIS SIDE UP ON DASH

---INSTRUCTIONS ON BACK---  
IMPARK LOT 269  
DENFOOT ATRIUM  
WWW.IMPARK.COM

TICKET VOID IF RE-SOLD

### 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
AC192	Edmonton, Edmonton Int'l (YEG) Tue 29-Jan 2013 12:25	Ottawa, Ottawa Int'l (YOW) Tue 29-Jan 2013 18:14	0	3hr49	E90	Flex, W	W S F
AC143	Ottawa, Ottawa Int'l (YOW) Thu 31-Jan 2013 19:55	Edmonton, Edmonton Int'l (YEG) Thu 31-Jan 2013 22:24	0	4hr29	E90	Flex, T	W S F

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: 0142116853879

Air Canada -

Aeroplan :

Payment Card:

Seat Selection: None

Meal Preference : None

Special Needs: None

## Purchase Summary

### Fare Summary

Passenger Type	Adult
Departing Flight - Flex	401.00
Return Flight - Flex	334.00
Surcharges	46.00

### Taxes, Fees and Charges

Canada Airport Improvement Fee	45.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	41.01
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	2.60
Air Travellers Security Charge (ATSC)	14.25

Total airfare and taxes before options (per passenger)

Number of passengers

Travel Insurance (declined)

**Grand Total - Canadian dollars**

**\$883.86**

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

Air Canada: \$883.86 (Airfare - per ticket)

## Itinerary / Receipt

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

### Main Contact Information

Name: Mr Merle Jacobson

E-mail: [REDACTED]

Form of payment: [REDACTED]

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

Booking reference: LZI2QR

**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
AC192	Edmonton International (YEG)	Ottawa (YOW)	E90	W	Confirmed
	Tue 29-Jan 2013 12:25	Tue 29-Jan 2013 18:14			
Seat number(s) requested:	12C				
AC143	Ottawa (YOW)	Edmonton International (YEG)	E90	U	Confirmed
	Wed 30-Jan 2013 19:55	Wed 30-Jan 2013 22:24			

### Passenger Information

Name: Mr Merle Jacobson  
 Frequent Flyer Pgm: [REDACTED]

Passenger 1  
 Ticket number: 014 2116 880654  
 Program number: [REDACTED]

### Fare Summary

Passenger: 1 Ticket number 014 2116 880654

**Date of issue**

23-Jan 2013  
1,013.00

**Fare Amount in Canadian dollars:**

*(including navigational & other charges)*

**Taxes, Fees & Charges**

Canada Goods and Services Tax (GST/HST #10009-2287) (XG) 11.60  
Combined Taxes \*see fare calculation below (XT) PD

**Total Fare in Canadian dollars:**

243.60A

**Ticket particularities:**

AC ONLY/NON-REF/CHGE FEE

**\* Fare calculation:**

29JAN13YEA AC YOW Q23.00R401.00AC YEA Q23.00R566.00CAD1013.00  
END ROE1.00 PD14.25CA41.01XG2.60RC45.00SQ  
*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

## 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 U.S., 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.

### Flight Confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at [aircanada.com](http://aircanada.com) or by calling our flight information system at 1-888-422-7533 prior to your departure.





# LORD ELGIN

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

JACOBSON, MERLE  
 ARICULTURE AND AGRI FOOD CANADA

Room Number: 405  
 Daily Rate: 129.00  
 Room Type: QBQB  
 No. of Guests: 1 / 0

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
01/29/2013	01/30/2013	XXXX XXXX XXXX 3352	GRG	GRG	20080341351
DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT	
01/29/2013	405	ROOM CHARGE	#405 JACOBSON, MERLE	\$129.00	
01/29/2013	405	HST ROOM	HST ROOM	\$16.77	
01/30/2013	405	VISA CARD	VISA CARD	-\$145.77	

**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.

17 R120599776

Edmonton Airports

Can-15J 2T2 Edmonton  
Tax CodeCA5%

Site Lane 30/01/13 23:50  
Receipt 094375

to term parking tkt

No 033223

01/13 10:58

1/01/13 10:57

PrintedChg

146.0

146.0

Receipt Received

XXXXXXXX2825

2005340013

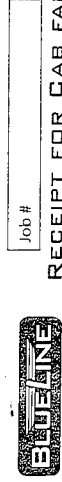
884253

Swiped

Total

143.8

2.2



RECEIPT FOR CAB FARE

Job #

TAXI 162

CUSTOMER  
TRANSACTION RECORD

< PURCHASE >

TRANSACTION #: 2  
TERMINAL ID: 06G10947  
MERCH ID: 06G524  
BATCH #: 000129  
CARD TYPE: VISA  
CR \*\*\*\*\*3352 S  
EXP. DATE: 0515  
DATE: 2013/01/30  
TIME: 16:54

Bse Amt: \$30.00  
Tip Amt: \$0.00  
TOTAL: \$30.00

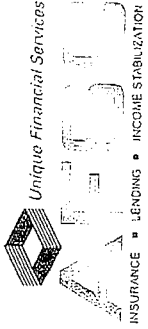
AUTH #: 034181  
TRACE #: 000717

APPROVED -- THANK YOU

X.....  
JACOBSON MERLE H  
I AGREE TO PAY ABOVE  
TOTAL AMOUNT ACCORDING  
TO CARD ISSUER AGREEMENT

Amount  
From  
To  
Cab No. 162  
Driver  
H.S.T. included in meter





**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:	January 29 & 30, 2013
Destination:	Ottawa, Ontario
Purpose of trip:	Attend FPT ADM's policy meeting

**Trip Expenses:**

Travel:	\$900.00
Fees:	\$0.00
Accommodation:	\$200.00
Other:	\$100.00
Total Estimated Expenses:	\$1200.00

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: \_\_\_\_\_

**Signature of Individual(s):**

1
2
3

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

Jan 23, 2012

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: Jan 28/13