

Expense Report for November 2012

Agriculture Financial Services Corporation

Position Vice-President Risk Management
 Name Merle Jacobson

Expense Category	Expense Type	Date Expense Incurred	Amount	Description/Rationale	Receipt/ Per Diem
Travel	Transportation	10/30/2012	\$ 570.41	Reinsurance Meeting - Winnipeg	Receipt Attached
Travel	Meals	11/1/2012	\$ 14.75	GF II - Future Insurance Strategy Session - Calgary	Per Diem
Travel	Meals	11/2/2012	\$ 15.67	Future State Committee Meeting -Leduc	Receipt Attached
Travel	Transportation	11/6/2012	\$ 19.80	AFSC Board Meeting - Red Deer	Per Diem
Travel	Transportation	11/9/2012	\$ 954.21	ADM's GF II Meeting - Ottawa	Receipt Attached
Travel	Transportation	11/15/2012	\$ 23.00	Reinsurance Meeting - Winnipeg	Receipt Attached
Travel	Transportation	11/19/2012	\$ 120.19	ADM's GF II Meeting - Ottawa	Per Diem
Travel	Meals	11/19/2012	\$ 20.75	ADM's GF II Meeting - Ottawa	Per Diem
Travel	Miscellaneous	11/19/2012	\$ 8.00	ADM's GF II Meeting - Ottawa	Per Diem
Travel	Transportation	11/19/2012	\$ 36.50	ADM's GF II Meeting - Ottawa	Receipt Attached
Travel	Transportation	11/20/2012	\$ 26.00	ADM's GF II Meeting - Ottawa	Receipt Attached
Travel	Meals	11/20/2012	\$ 20.75	ADM's GF II Meeting - Ottawa	Per Diem
Travel	Transportation	11/22/2012	\$ 38.94	Agriculture Food Council Meeting - Edmonton	Per Diem

SMITTYS RESTAURANT &
SHADES LOUNGE
LEDUC, AB

GST # 895471761

108 Keri

Tbl 65/1

Chk 7773

Gst 2

*future state steering
committee meeting
Leduc*

Nov02'12 12:37PM

**** SEAT ****

1 Santa Fe Que	<i>Waive</i>	11.99
1 +Sweet Pot Fry		1.49
1 Rocky Burger		11.99
Sweet Fries	<i>waive</i>	0.99
1 Coffee		2.29
1 WATER		0.00
Subtotal		28.75
GST		1.44
Amount Due		30.19

***** All *****

Subtotal	28.75
GST	1.44
Amount Due	30.19

Thank you for your patronage!
Have a great day... see you soon.

THANK-YOU!



SMITTYS L400 - Leduc
5004 50 Avenue
Leduc, AB
T9E 6V8
780-986-8923

** TRANSACTION RECORD **

Tran. #: 4851

Visa Credit Purchase
XXXXXXXXXXXX3352 C
AID: A0000000031010

Amount \$30.19
Tip \$3.02

=====
TOTAL CAD\$33.21

APPROVED 055704
00-001 055704
SSL40001/SCL40001
021001001015
2012/11/02 13:08:51

TUR: 0000008000
TSI: F800

Customer Copy

THANK YOU
Come Again

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	Vice-President	AFSC	Lacombe
2			
3			

Trip Information:

Dates: November 15, 2012
 Destination: Winnipeg, MB
 Purpose of trip: Pooled Reinsurance Discussions with Manitoba, Saskatchewan, Ontario

Trip Expenses:

Travel:	\$2,500.00
Fees:	\$0.00
Accommodation:	\$0.00
Other:	\$1,000.00
Total Estimated Expenses:	\$5500.00

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: _____

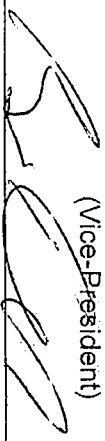
Recommended by: _____ (Supervisor) Date: _____

Cost Centre Manager Comments: _____

Recommended by: _____ (Cost Centre Manager) Date: _____

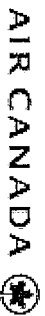
Vice-President Comments: _____

Recommended by: _____ (Vice-President) Date: _____

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

From: Air Canada <confirmation@aircanada.ca>
Sent: Tuesday, October 30, 2012 9:32 AM
To: Merle Jacobson
Subject: Air Canada - 15-Nov: Edmonton - Winnipeg (booking ref: NUNQZR) - seat selected

***** 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 Winnipeg

Book a hotel

Hotels provided by WWTMS.

Why book your hotel stay at
aircanada.com?

- **Lowest price** guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com

Want travel insurance? Protect yourself and your family against unforeseen circumstances.

Need a car in Winnipeg? Great rates and additional Aeroplan Miles.



Booking Information

Booking Reference:

NUNQZR

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

Main Contact:

Mr. Merle H. Jacobson
merle.jacobson@afsc.ca

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.

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
AC8508 ¹	Edmonton, Edmonton Int'l (YEG)	Winnipeg (YWG)	0	1h:48	CRJ	Tango Plus, L	
	Thu 15-Nov 2012 08:55	Thu 15-Nov 2012 11:43					
AC8517 ¹	Winnipeg (YWG)	Edmonton, Edmonton Int'l (YEG)	0	2hr:04	CRJ	Tango Plus, L	
	Thu 15-Nov 2012 19:10	Thu 15-Nov 2012 20:14					

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mr. Merle H Jacobson Adult (16+); Ticket Number: 0142113977055			
Air Canada - Aeroplan	[REDACTED]	Meal Preference:	None
Payment Card:	xxxx-xxxx-xxxx-2009	Special Needs:	None
Seat Selection:	AC8508 1D (Preferred)	AC8517 1D (Preferred)	

Purchase Summary

Fare Summary	Adult
Passenger Type	224.00
Departing Flight - Tango Plus	224.00
Return Flight - Tango Plus	36.00
Surcharges	

Taxes, Fees and Charges

Canada Airport Improvement Fee	45.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	27.16
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	570.41

Options

Departing Flight - Tango Plus	
Return Flight - Tango Plus	
Total airfare, taxes and options (per passenger)	570.41
Number of passengers	1
RBC Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$570.41

The following charges (tax inclusive) will appear on your credit or debit card statement:
 Air Canada: \$570.41 (Airfare - per ticket)
 Ticket number(s) : 0142113977055

Fare Rules

Departing Flight Edmonton (YEG) To Winnipeg (YWG) Tango Plus
 Return Flight Winnipeg (YWG) To Edmonton (YEG) - Tango Plus

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 Merie Jacobson	Vice President	Risk Management	Lacombe
2			
3			

Trip Information:

Dates:	November 19 & 20, 2012
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?

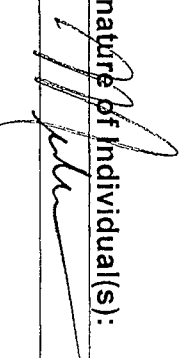
Yes: No:

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: _____

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)

From:
Sent:
To:
Subject:

Air Canada <confirmation@aircanada.ca>
Friday, November 09, 2012 2:46 PM
Merle Jacobson
Air Canada - 19-Nov: Edmonton - Ottawa (booking ref: NUWQFA) - seat selected

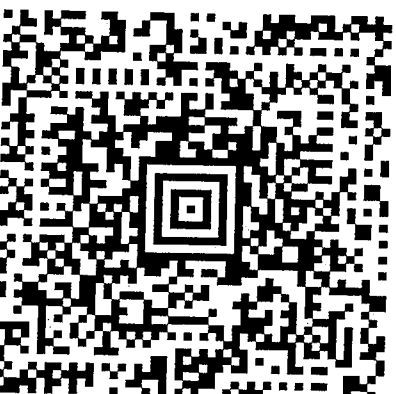
***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

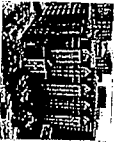


Itinerary/Receipt

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.




Hotels in Ottawa


 Radisson Hotel Ottawa Parliament Hill. ★★★★★	From (per night) \$161 CAD	 The National Hotel & Suites, an Ascend Collection hotel. ★★★★★	From (per night) \$149 CAD	 Novotel Ottawa: ★★★★★	From (per night) \$199 CAD
---	---	---	---	---	---


- Why book your hotel stay at aircanada.com?
- **Lowest price** guaranteed
 - Great choice of hotels
 - Aeroplan Mile offer exclusive to aircanada.com

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Hotels provided by WWTMS.

 **Want travel insurance?** Protect yourself and your family against unforeseen circumstances.

 **Need a car in Ottawa?** Great rates and additional Aeroplan Miles.

 **Looking for ground transportation or attractions?**

AVIS Budget

Booking Information

Booking Reference:

NUWQFA

Customer Care

Air Canada

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

1-888-247-2262

Main Contact:

Flight Arrivals and Departures

M. Merle Jacobson
merle.jacobson@airsc.ca

1-888-422-7533

Online Services

Manage my booking online (VISA/charge 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 from my flights on line

Check-in online and print my boarding pass

[Get my booking details changed online?](#)

Flight Itinerary

Flight	Class	Status	Carrier	Flight	Class	Status	Carrier	Flight	Class	Status	Carrier
Edmonton, Edmonton Int'l AG192 (YEG) Mon 19 Nov 2012 12:25				Ottawa, Ottawa Int'l (YOW) Mon 19 Nov 2012 18:10							
		0		3hr45		E90		Tango Plus, W			

Ottawa, Ottawa **Edmonton, Edmonton Int'l**
Int'l (YOW) (YEG)
Tue 20-Nov 2012 Tue 20-Nov 2012
19:55 22:12
0 4hr17 E90
Tango Plus, W \$F

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

Passenger Information

Mr. Mendel Jacobson	Adult (16+)	Ticket Number: 0142114369894
Air Canada Aeroplan	Meal Preference	None
Payment Card: xxxx-xxxx-xxxx-2009	Special Needs	None
Seat Selection: AC192-12C (Preferred)	AC143-25D	

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - Tango Plus	401.00
Return Flight - Tango Plus	401.00
Surcharges	46.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	45.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	44.36
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)	954.21

Options

Departing Flight - Tango Plus	
Return Flight - Tango Plus	
*NIL	
Total airfare, taxes and options (per passenger)	954.21
Number of passengers	1
RBC Travel Insurance (declined)	0.00

WESTWAY TAXI
11 BENTLEY AVE
NEPEAN ON K2E 6T7

TERM # 42266645
RECORD # 001977
HOST INVOICE # 1001388
HOST SEQ # 1001291

CARD *****3352
CREDIT/VISA D
2012/11/19 18:51:46

Purchase
AMOUNT \$35.00
AIRTIME FEE \$1.50
TOTAL \$36.50

AUTH#:077950 B:0003
HTS: 2012119185258

TRANSACTION

APPROVED - 000

THANK YOU



Visa Credit

AID: R0000000031010
TC: 86ACF3736457ED07
TUR: 0080008000
TSI: FB00

CUSTOMER COPY

OTTAWA TAXI
613 523 1234
744

GST# R128599776

Edmonton Airports
Can-T5J 2T2 Edmonton
Tax CodeCAS%

Exit Lane 20/11/12 23:19
Receipt 037501

Short-term parking tkt
VP No: 067526
19/11/12 11:29
21/11/12 11:28
Period 2d0h0'
(Tax)

Total \$26.00

Payment Received \$26.00
VISA XXXXXXXXXXXX3352

Merch:82005340013
Auth:035310
Type: Swiped

Sub Total \$24.76
Tax 5% 1.24

GST# R128599776

Edmonton Airports
Can-T5J 2T2 Edmonton
Tax CodeCAS%

Exit Lane 15/11/12 20:21
Receipt 012981

Short-term parking tkt
VP No: 057614
15/11/12 07:12
17/11/12 07:11
Period 1d0h0'
(Tax)

Total \$23.00

Payment Received \$23.00
VISA XXXXXXXXXXXX3352

Merch:82005340013
Auth:042682
Type: Swiped

Sub Total \$21.90
Tax 5% 1.10