

Expense Report for October 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	10/01/2013	\$ 35.50	AIAG Conference	Per Diem
Travel	Accommodation	10/01/2013	\$ 520.56	AIAG Conference	Receipt
Travel	Meals	10/01/2013	\$ 36.15	AIAG Conference	Receipt
Travel	Miscellaneous	10/01/2013	\$ 21.71	AIAG Conference	Receipt
Travel	Miscellaneous	10/01/2013	\$ 14.65	AIAG Conference	Per Diem
Travel	Meals	10/02/2013	\$ 14.75	Reinsurance Meetings - Paris	Per Diem
Travel	Accommodation	10/02/2013	\$ 520.56	Reinsurance Meetings - Paris	Receipt
Travel	Meals	10/02/2013	\$ 36.15	Reinsurance Meetings - Paris	Receipt
Travel	Miscellaneous	10/02/2013	\$ 14.65	Reinsurance Meetings - Paris	Per Diem
Travel	Transportation	10/03/2013	\$ 446.32	Reinsurance Meetings - Paris	Receipt
Travel	Meals	10/03/2013	\$ 9.20	Reinsurance Meetings - Paris	Per Diem
Travel	Accommodation	10/03/2013	\$ 449.62	Reinsurance Meetings - Paris	Receipt
Travel	Miscellaneous	10/03/2013	\$ 14.65	Reinsurance Meetings - London	Per Diem
Travel	Meals	10/04/2013	\$ 44.70	Reinsurance Meetings - London	Per Diem
Travel	Accommodation	10/04/2013	\$ 297.71	Reinsurance Meetings - London	Receipt
Travel	Miscellaneous	10/04/2013	\$ 14.65	Reinsurance Meetings - London	Per Diem
Travel	Meals	10/05/2013	\$ 23.95	Reinsurance Meetings - London	Per Diem
Travel	Accommodation	10/24/2013	\$ 144.48	Attend ARD's Executive Team Strategic Planning Session - Edmonton	Receipt
Travel	Miscellaneous	10/24/2013	\$ 8.00	Attend ARD's Executive Team Strategic Planning Session - Edmonton	Per Diem
Travel	Transportation	10/25/2013	\$ 101.51	Attend ARD's Executive Team Strategic Planning Session - Edmonton	Per Diem
Travel	Meals	10/25/2013	\$ 9.20	Attend ARD's Executive Team Strategic Planning Session - Edmonton	Per Diem
Travel	Transportation	10/28/2013	\$ 1,835.56	Top 100 Employer Event and Reinsurance Meetings	Receipt



Hotel California

Paris

Champs-Elysées

Chambre / Room : 611
 Arrivée / Arrival : 01-10-13
 Départ / Departure : 03-10-13
 Confirmation : 2264747
 Nom / Name :
 Réf / Ref : CIRMUQY

Ms MERLE JACOBSEN
 Canada

Hôtel CALIFORNIA, Paris , le 03 Octobre 2013

Facture / Invoice :
 Page : 1 de 1

FACTURE INFORMATIVE

Caissier / Cashier : ET2,F
 N° Caisse / Cashier : 12

Date	Description	Débit EUR	Crédit EUR
01-10-13	24h Internet et Multimedia	15.00	
01-10-13	Hébergement Chambre	360.00	
01-10-13	Petit Déjeuner 1 7%	25.00	
02-10-13	Hébergement Chambre	360.00	
02-10-13	Petit Déjeuner 1 7%	25.00	
03-10-13	Eurocard Mastercard		785.00

Pénalités de retard de paiement : trois fois le taux d'intérêt légal à compter de la date d'échéance. (art. L 441-6 du code de commerce).

En votre aimable règlement au comptant.

Total 785.00 785.00

Balance en Euros : 0.00

	HT	TVA	TTC
TVA 5.5	0.00	0.00	0.00
TVA 7	719.63	50.37	770.00
TVA 19.6	12.54	2.46	15.00
Non Taxable	0.00		0.00
Total	732.17	52.83	785.00

CARTE BANCAIRE

LE 03/10/13 A 07:01:56
 HOTEL CALIFORNIA
 75 PARIS
 2009642

---/---000232200-

001 000001 798
 SAISIE MANUELLE @ D
 NO AUTO: -----
 MONTANT : 785,00EUR

Pour information :
 5149,26 FRF

DUPLICATA DEBIT
 MERCI
 TICKET CLIENT
 A CONSERVER

© 1.4460

Les frais de taux d'intérêt légal à compter
 du code de commerce et
 ms à compter de la date d'émission.

Les Hôtels du Roy®

BILLET-RESERVATION
EUROSTAR

CIV 1187

ENREGISTREMENT AU PLUS TARD 30 MIN AVANT LE DEPART

		Depart	→ Arrivee		Classe
03/10	09H10	PARIS NORD	→ LONDON ST-PANCRAS	10H39	* *
*	*	*	*	*	* *
TRAIN 9015 ES VOITURE 12 PLACE ASSISE 65					
A UTILISER DANS CE TRAIN					
NON FUMEUR					
01ISOLEE					
SALLE					
NON ECHANGEABLE/NON REMBOURSABLE					
TRANSPORTEURS					
STD PREM NON FLEXI 0019					

Prix EUR **279.00
Service fee 30.00

309.00 (6-444) = 446.32

HF PT02AD 151758714969 HFNFSB 00097250 IV 175871496 EC 021013 11H48 Dossier SFALBS Page 1/1
08702194816746 BETTY VOY 1

BILLET-RESERVATION
EUROSTAR

CIV 1187

ENREGISTREMENT AU PLUS TARD 30 MIN AVANT LE DEPART

		Depart	→ Arrivee		Classe
03/10	09H10	PARIS NORD	→ LONDON ST-PANCRAS	10H39	* *
*	*	*	*	*	* *
TRAIN 9015 ES VOITURE 12 PLACE ASSISE 61					
A UTILISER DANS CE TRAIN					
NON FUMEUR					
01ISOLEE					
SALLE					
NON ECHANGEABLE/NON REMBOURSABLE					
TRANSPORTEURS					
STD PREM NON FLEXI 0019					

Prix EUR **279.00
Service fee 30.00

309.00 (1-444) = 446.32

HF PT02AD 151758714852 HFNFSB 00097249 IV 175871485 EC 021013 11H48 Dossier SFALBS Page 1/1
08702194816761 BETTY VOY 1

ANDAZ

LIVERPOOL STREET
LONDON

ANDAZ
40 Liverpool Street
London EC2M 7QN UK
Telephone: +44 (0)20 7961 1234
Telefax: +44 (0)20 7961 1235
E-Mail: info.londonliv@andaz.com
liverpoolstreet.andaz.hyatt.com

Ms Merle Jacobson
5718 56 Avenue
Lacombe, AB T4L 1B1
Canada

Room No. : 337
Arrival : 03-10-13
Departure : 05-10-13
Page No. : 1 of 2
Printed : 05-10-13 12:32
Cashier No. : 8
Folio No. : 390910
VAT Reg No. : 884 2476 88

Company : AFSC
Membership No. :

INVOICE

DATE	DESCRIPTION	DEBIT	CREDIT
03-10-13	Accommodation	262.80	
04-10-13	Accommodation	174.00	
05-10-13	CC Mastercard		436.80
	XXXXXXXXXXXXXX [REDACTED] XX/XX		
VAT Breakdown:		436.80	436.80

NET at 20.0%	364.00	VAT at 20.0%	72.80	
NET at 17.5%	0.00	VAT at 17.5%	0.00	
NET at 15.0%	0.00	VAT at 15.0%	0.00	
NET at 0%	0.00	VAT at 0%	0.00	
Total Net:	364.00	Total VAT:	72.80	
		Amount incl. VAT:	436.80	GBP
Outstanding Balance to Pay			0.00	GBP

Hyatt Gold Passport Summary

No Membership to be credited.

Join Hyatt Gold Passport today and start earning points for stays, dining and more.
Visit goldpassport.com.

© 1-7109

Credit Card Details

Credit Card No.: XXXXXXXXXXXXX [REDACTED] 25351154

Signature _____

Please note our bank account details have changed. The Great Eastern Hotel Co. Ltd.
Bank: HSBC, Account No: 41718738, Sort Code: 40-05-20, IBAN: GB03 MIDL 400520 41718738 Swift Code: MIDLGB22
Registered in England No 3088504, Registered Office: 21 St. Thomas Street, Bristol, BS1 6JS

Four Points By Sheraton Edmonton Gateway

10010 12th Avenue SW

Edmonton, AB T6X0P9

780-801-4000

http://www.starwood.com



Mr Jacobson, Merle Page Number 1 Invoice Nbr 133143
Aon Corp/Alexander And Guest Number 97633 Arrive Date 10-24-2013
Alexand
5718 56 Ave Folio ID A Depart Date 10-25-2013
Lacombe, AB T4L 1B1 No. Of Guest 1
Room Number 511
Time 10-25-2013 07:59

Invoice

Tax Identification

Date	Reference	Description	Charges/Credits
10-24-2013	RT511	Room Charge	\$129.00
10-24-2013	RT511	Tourism Levy	\$5.16
10-24-2013	RT511	GST	\$6.45
10-24-2013	RT511	DMF	\$3.87
10-25-2013	VI	Visa	\$-144.48
		** Total	\$0.00
		** 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.

GST# 85365 8326 RT0001

GST Room Revenue: 6.45
GST Food and Beverage: 0.00
GST Telephone: 0.00
GST Other Revenue: 0.00
6.45

Continued on the next page

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 MERLE.JACOBSON@AFSC.CA
Form of payment: CC CAXXXXXXXXXXXXX [REDACTED]

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

Booking reference: NUNJ3Z

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
AC106	Edmonton International (YEG)	Toronto Pearson (YYZ)	320	R	Confirmed
	Tue 12-Nov 2013 08:00	Tue 12-Nov 2013 13:44 - TERMINAL T1			
Seat number(s) requested:	2F				
AC157	Toronto Pearson (YYZ)	Edmonton International (YEG)	320	R	Confirmed
	Thu 14-Nov 2013 18:00 - TERMINAL T1	Thu 14-Nov 2013 20:12			
Seat number(s) requested:	3F				

Passenger Information

Name: Mr Merle Jacobson
Frequent Flyer Pgm: Air Canada Aeroplan
Passenger 1
Ticket number: 014 2127 106637
Program number: [REDACTED]

Fare Summary



Passenger: 1 Ticket number 014 2127 106637

Date of issue

28-Oct 2013
1,682.00

Fare Amount in Canadian dollars:

(including navigational & other charges)

Taxes, Fees & Charges

Canada Security Charge (CA)
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)
Combined Taxes *see fare calculation below (XT)

14.25
86.06
53.25

Total Fare in Canadian dollars:

1,835.56

Ticket particularities:

AC ONLY

***Fare calculation:**

12NOV13YEA AC YTO Q23.00R947.00AC YEA
Q23.00R947.00LESS258.00CAD1682.00 END ROE1.00 XT3.25RC50.00SQ
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 & Conditions

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.

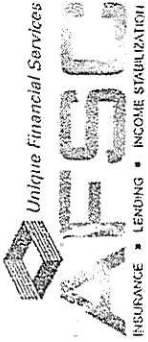
Travel Documents

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.



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:	September 23 - October 5, 2013
Destination:	Zürich, Vienna, Paris and London
Purpose of trip:	Attend the Congress of the International Association of Agricultural Production Insurers and Reinsurer meetings. See attached.

Trip Expenses:	
Travel:	7,700.00
Fees:	0
Accommodation:	4375
Other:	1500
Total Estimated Expenses:	13,575

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:

August 23, 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)

Date: _____

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	Operations	Lacombe
2			
3			
4			

Trip Information:

Dates:	November 12 – 14, 2013
Destination:	Toronto
Purpose of trip:	Top 100 Employer Event, Meet with Aon Hewitt, Aon Benfield and various reinsurers.

Trip Expenses:

Travel:	\$1850.00
Fees:	\$1169.00
Accommodation:	\$350.00
Other:	\$160.00
Total Estimated Expenses:	\$3529.00

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	
3	
4	

Date:

Oct 25, 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