

Expense Report for February 2013

Agriculture Financial Services Corporation

Position Chief Financial Officer
 Name Darryl Kay

Expense Category	Expense Type	Date Expense Incurred	Amount	Description/Rationale	Receipt/ Per Diem
Travel	Transportation	02/19/2013	\$ 137.36	Audit Compliance of Forecasting Ottawa	Per Diem
Travel	Transportation	02/19/2013	\$ 742.11	Audit Compliance of Forecasting Ottawa	Receipt attached
Travel	Meals	02/19/2013	\$ 44.70	Audit Compliance of Forecasting Ottawa	Per Diem
Travel	Transportation	02/19/2013	\$ 40.00	Audit Compliance of Forecasting Ottawa	Receipt attached
Travel	Accommodation	02/19/2013	\$ 303.97	Audit Compliance of Forecasting Ottawa	Receipt attached
Travel	Miscellaneous	02/19/2013	\$ 8.00	Audit Compliance of Forecasting Ottawa	Per Diem
Travel	Meal	02/20/2013	\$ 23.34	Audit Compliance of Forecasting Ottawa	Receipt attached
Travel	Meal	02/20/2013	\$ 14.75	Audit Compliance of Forecasting Ottawa	Per Diem
Travel	Meal	02/20/2013	\$ 28.06	Audit Compliance of Forecasting Ottawa	Receipt attached
Travel	Accommodation	02/20/2013	\$ 303.97	Audit Compliance of Forecasting Ottawa	Receipt attached
Travel	Miscellaneous	02/20/2013	\$ 8.00	Audit Compliance of Forecasting Ottawa	Per Diem
Travel	Transportation	02/20/2013	\$ 30.00	Audit Compliance of Forecasting Ottawa	Receipt attached
Travel	Transportation	02/20/2013	\$ 30.00	Audit Compliance of Forecasting Ottawa	Receipt attached
Travel	Meal	02/21/2013	\$ 23.67	Audit Compliance of Forecasting Ottawa	Receipt attached
Travel	Meals	02/21/2013	\$ 35.50	Audit Compliance of Forecasting Ottawa	Per Diem
Travel	Transportation	02/21/2013	\$ 25.00	Audit Compliance of Forecasting Ottawa	Receipt attached
Travel	Transportation	02/21/2013	\$ 36.48	Audit Compliance of Forecasting Ottawa	Receipt attached

Your reservation code is: KYVKT

View your itinerary at /

[Sabre® Virtually There®](#)

Total price 742.11 CAD

[View fare rules](#)

Departure Information

	Depart: Tuesday, 19 February	WestJet
	10:25 AM	
	Calgary , AB , CA (YYC)	Non-Stop / WS 0354
	Arrive: Tuesday, 19 February	flight info
	04:15 PM	
	Ottawa , ON , CA (YOW)	Seat(s): seat on request

WYVCT

Return Information

	Depart: Thursday, 21 February	WestJet
	07:15 PM	
	Ottawa , ON , CA (YOW)	Non-Stop / WS 0521
	Arrive: Thursday, 21 February	flight info
	09:42 PM	
	Calgary , AB , CA (YYC)	Seat(s): 07A

TOTAL	Base Fare:	585.00 CAD
	Air transportation charges:	46.00 CAD
	Canadian airport improvement fee(s):	45.00 CAD
	Air travellers security charge:	14.25 CAD
	Canadian goods and services tax:	33.51 CAD
	Canadian harmonized sales tax:	2.60 CAD
	Regular Seat	15.00 CAD
	Total Seat Taxes 	0.75 CAD
	Total:	742.11 CAD

Payment details

Amount paid with Credit Card 742.11 CAD

Guest information

1. KAY/DARRYL MR Adult

[PRINT PAGE](#)

[MY RESERVATIONS](#)

[CHANGE TICKET \(S\)](#)

[REFUND](#)

Sheraton Ottawa Hotel
 150 Albert Street
 Ottawa, ON K1P 5G2
 613-238-1500
<http://www.starwood.com/>



Mr. Kay, Darryl
 [REDACTED]
 [REDACTED]
 Page Number 1 Invoice Nbr 1000036322
 Guest Number 628232 Arrive Date 02-19-2013
 Folio ID A Depart Date 02-21-2013
 No. Of Guest 1
 Room Number 712
 Time 02-22-2013 02:55

Duplicate Invoice

Tax Identification 122417470

Date	Reference	Description	Charges	Credits
02-19-2013	RT712	Room	\$269.00	[REDACTED]
02-19-2013	RT712	Room HST 13%	\$34.97	
02-20-2013	5432	Carleton Grill	\$70.02	
02-20-2013	RT712	Room	\$269.00	
02-20-2013	RT712	Room HST 13%	\$34.97	
02-21-2013	5643	Carleton Grill	\$71.02	
02-21-2013	VI	Visa		\$-748.98
		** Total	\$748.98	\$-748.98
		** Balance	\$0.00	

Darryl Kay
 [REDACTED]
 [REDACTED]

Sheraton Ottawa
 150 Albert St. Ottawa, On.
 K1P 5G2 (613) 238-1502

WEDNESDAY FEBRUARY 20, 2013
 CHECK #315432-1

TABLE #30

3 Breakfast Buffet \$ 54.00
 SUB-TOTAL \$ 54.00
 HST-9% \$ 4.32
 HST-5% \$ 2.70
 TOTAL \$ 61.02

Time: 08:24 CUSTOMER

Reserve Online Today At
www.carletongrill.ca

YOU HAVE BEEN SERVED
 BY: Gaetan
 315432

ROOM CHARGE \$ 70.02

23.34

Sheraton Ottawa
 150 Albert St. Ottawa, On.
 K1P 5G2 (613) 238-1502

THURSDAY FEBRUARY 21, 2013
 CHECK #315643-3

TABLE #32

DUPLICATE

3 Breakfast Buffet \$ 54.00
 SUB-TOTAL \$ 54.00
 HST-9% \$ 4.32
 HST-5% \$ 2.70
 TOTAL \$ 61.02

Time: 08:26 CUSTOMER

2 CHECKS

Reserve Online Today At
www.carletongrill.ca

YOU HAVE BEEN SERVED
 BY: Gaetan
 315643

23.67

Darryl Kay

TOSCA RISTORANTE #1

144 OCONNOR
OTTAWA, ON K2P 2G7
(613) 565-3933

Server: Geraldo

Station: 5

Order #: 142424

TABLE ORDERS

Table: 11

Guests: 6

- 1 SHIRAZ ROCKBARE MAELAR ~~59.00~~
- 1 CALAMARI FRITTI 13.00
- 1 TRADITIONAL BRUSCETTA 7.50 ^{SHARED}
- 1 ----- 0.00
- 1 VEAL PARMIGIANA 21.00
- > with mix salad
- 1 MANICOTTI 18.00
- 1 FLAVIA PIZZA 18.00 DARRYL

SUB TOTAL 77.50

HST: 6.08

~~127.50~~
~~16.58~~

AMOUNT DUE: 87.58

~~144.08~~

>> Ticket #: 53 << ^{10.00 TIP}
2/20/2013 6:20:01 PM

Thank You!
Merci!

97.58

28.06



PARK 2 GO

GST 856 287016 RT0001

403.532.4844

Thank you!



* 4 0 3 6 5 8 *

CheckIn D/T: 02/19/13 08:37

CheckOut D/T: 02/21/13 22:23

Duration Time: 2d 13h 45m

Plate# LYP295 AB

Make/Model: INFINITI/G35

Color: GRAY

Parking Charge: \$43.94

Discount: \$7.46-

WEB SPECIAL 2011

Charge: \$34.74

Ttl Svc Chrgs: \$0.00

Service #1: ACCESS-SMS-TRN

@ Rate: \$0.00 + Tax

Sub Total: \$34.74

Tax %5: \$1.74

Total: \$36.48

Card Type: Visa

Account # *****9001

Card Holder: KAY/DARRYL

Ref # 071284

Order # 15BE677B-E907-468

F-870E-8BD902DDA52A

Total: \$36.48

© AVFM

RECEIPT / REÇU

Amount/Montant: 46.40 Date: Feb 21 2013

From/De: Amey

To/à: Hotel

Taxi # AK Driver/Chauffeur: [Signature]

Thank you / Merci

RECEIPT FOR CAB FARE

Amount: 25.00 Date: 02.22.13

From: _____ To: _____

Cab No. VZ0 Driver GST 110



RECEIPT FOR CAB FARE

Amount: 130.00 Date: Feb 2013

From: _____ To: _____

Cab No. 1.35 GST Driver [Signature]



RECEIPT FOR CAB FARE

Amount: 30.50 Date: _____

From: _____ To: _____

Cab No. 190 Driver 1.35 GST





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 [Redacted]	SM Corp Strategic Initiatives & Corp Planning Office	AFSC	Lacombe
2 Darryl Kay	CFO	AFSC	Lacombe
3 [Redacted]	Information Analyst		

Trip Information:

Dates:	February 19-21 2013
Destination:	Ottawa, Ontario
Purpose of trip:	Audit Compliance of Forecasting

Trip Expenses: <i>for each</i>	
Travel:	\$900.00
Fees:	\$310.75
Accommodation:	\$400.00
Other:	\$250.00
Total Estimated Expenses:	\$1860.75

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: _____

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:  **Date:** Feb 12, 2013
 for (President & Managing Director / Board Chair)