

Expense Report for November 2013

Agriculture Financial Services Corporation

Position Senior Manager, Verification Services
Name David Maddox

| Expense Category | Expense Type | Date Expense Incurred | Amount | Description/Rationale | Receipt/ Per Diem |
|------------------|----------------|-----------------------|-----------|---|-------------------|
| Travel | Transportation | 11/13/2013 | \$ 177.58 | Hail Loss Adjusting Meeting - Regina | Receipt |
| Travel | Meals | 11/13/2013 | \$ 9.20 | Hail Loss Adjusting Meeting - Regina | Per Diem |
| Travel | Transportation | 11/13/2013 | \$ 20.00 | Hail Loss Adjusting Meeting - Regina | Receipt |
| Travel | Transportation | 11/13/2013 | \$ 20.00 | Hail Loss Adjusting Meeting - Regina | Receipt |
| Travel | Meals | 11/13/2013 | \$ 20.75 | Hail Loss Adjusting Meeting - Regina | Per Diem |
| Travel | Transportation | 11/13/2013 | \$ 245.83 | Hail Loss Adjusting Meeting - Regina | Receipt |
| Travel | Accommodation | 11/13/2013 | \$ 178.51 | U of A Management Development Program | Receipt |
| Travel | Transportation | 11/13/2013 | \$ 13.65 | U of A Management Development Program | Receipt |
| Travel | Miscellaneous | 11/13/2013 | \$ 8.00 | U of A Management Development Program | Per Diem |
| Travel | Meals | 11/14/2013 | \$ 9.20 | U of A Management Development Program | Per Diem |
| Travel | Meals | 11/25/2013 | \$ 14.75 | AMS Staff meeting Camrose - Sr Mgr meeting Red Deer | Per Diem |

★★★★★

★★★★★

★★★★★

Hotels provided by WWTMS.



SAVE on car rentals, shows,
activities and more.

Go to My Travel Planner



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

AVIS Budget

Booking Information

Booking Reference:

P7CSDI

Customer Care
Air Canada
1-888-247-2262

Flight Arrivals and
Departures
1-888-422-7533

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

Main Contact:



Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

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 |
|---------------------|--|--|-------|----------|----------|-------------|------|
| AC8490 ¹ | Edmonton, Edmonton Int'l (YEG) Wed 13-Nov 2013 06:00 | Regina (YQR) Wed 13-Nov 2013 08:36 | 0 | 1hr36 | DH3 | Tango, A | |

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: [REDACTED] : Adult (16+), Ticket Number: 0142127515797

Frequent Flyer Prog : None

Meal Preference : None

Payment Card: xxxx-xxxx-xxxx

Special Needs: None

Seat Selection: None

2: Mr David Maddox : Adult (16+), Ticket Number: 0142127515798

Frequent Flyer Prog : None

Meal Preference : None

Payment Card: xxxx-xxxx-xxxx

Special Needs: None

Seat Selection: None

Purchase Summary

| Fare Summary | |
|--|-----------------|
| Passenger Type | Adult |
| Air Transportation Charges | |
| Departing Flight - Tango | 119.00 |
| Surcharges | 18.00 |
| Taxes, Fees and Charges | |
| Canada Airport Improvement Fee | 25.00 |
| Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) | 8.46 |
| Air Travellers Security Charge (ATSC) | 7.12 |
| Total airfare and taxes before options (per passenger) | 177.58 |
| Number of passengers | 2 |
| Travel Insurance (declined) | 0.00 |
| Grand Total - Canadian dollars | \$355.16 |

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-xxxx - Amount paid: **\$355.16**

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

Air Canada: \$177.58 (Airfare - per ticket)

Ticket number(s): 0142127515797, 0142127515798

Fare Rules

Departing Flight Edmonton (YEG) To Regina (YQR) - Tango

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger.
 - **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable and non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.

\$ 20 Date: Nov 13, 13

DRIVER'S RECEIPT CARD

Customer Name: _____
From: Airport Regime
To: 2100 Cornwall St
Car No. PS
Driver: _____

\$ 20.00 Date: 13/11/13

DRIVER'S RECEIPT CARD

Customer Name: _____
From: _____
To: Mr R Pugh
Car No. dy
Driver: dy

From: [REDACTED]
Sent: Thursday, November 07, 2013 11:26 AM
To: [REDACTED]
Subject: FW: Reservation Confirmation

[REDACTED] Administrative Assistant, Verification & Analysis Services

Agriculture Financial Services Corporation
5718 56 Ave
Lacombe, AB T4L 1B1
Phone: (403) 782-8233
Fax: (403) 782-8362
Email: [REDACTED]

From: noreply@itinerary.westjet.com [mailto:noreply@itinerary.westjet.com]
Sent: Thursday, November 07, 2013 11:24 AM
To: [REDACTED]
Subject: Reservation Confirmation



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary. Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight. This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is: **UZUOUO**

Main contact: [REDACTED]
E-mail: [REDACTED]
Phone Number: [REDACTED]

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Guest

| | | | |
|------------------|-----|---------------|-----------------------------|
| [REDACTED] | N/A | Flight | Regina (YQR)-Edmonton (YEG) |
| | | Ticket Number | TN8382193834457 |
| | | Seat | YQR-YEG: * |
| Mr. David Maddox | | Flight | Regina (YQR)-Edmonton (YEG) |
| | | Ticket Number | TN8382193834458 |
| | | Seat | YQR-YEG: * |

Air Itinerary Details

| | | | |
|---------|---------------------------|---------------------------|------------------|
| WS213 | Regina, CA | Edmonton, CA | Fare type: Econo |
| WestJet | Wed 13 Nov, 2013 05:00 PM | Wed 13 Nov, 2013 05:22 PM | Non-stop |

Fare breakdown

| Guest type | Base fare per guest | Air transportation charges per guest | Taxes, fees and charges per guest | Total fare per guest | Number of guests | Total fare |
|------------|---------------------|--------------------------------------|-----------------------------------|----------------------|------------------|------------|
|------------|---------------------|--------------------------------------|-----------------------------------|----------------------|------------------|------------|

adult CAD 189.00 CAD 18.00 CAD 38.83 CAD 245.83 x 2 CAD 491.66
Total airfare: CAD 491.66

Tax details

| Rate code | Description | Amount |
|--------------|---------------------------------------|-----------|
| XG | Goods and Services Tax (GST) | CAD 23.42 |
| CA | Air Travellers Security Charge (ATSC) | CAD 14.24 |
| SQ | Airport Improvement Fee (AIF) | CAD 40.00 |
| Total taxes: | | CAD 77.66 |

Fare family benefits

YQR-YEG: Econo Seat Sale Benefits

- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *
- \$75-86.25 itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases ~
- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- ~ Non-refundable to original form of payment

Total

Charged to MASTERCARD XXXX XXXX XXXX [REDACTED] CAD 491.66

WestJet offers

Rent a car

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Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

Important Information

Thank you for choosing WestJet
QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#) ; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage info page](#).
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.



CAMPUS TOWER
SUITE HOTEL

11145-87th Avenue
Edmonton, AB, T6G 0Y1
Tel:(780)439-6060 Fax:(780)433-4410

Invoice

1503

Mr David Maddox



CANADA

Receipt

Invoice date 11/14/2013
Our reference ACT-FC85327 /A
GST Number 10343 8925 RT0004

Guest Mr David Maddox Arrival 11/13/2013 Departure 11/14/2013 Room 1503

| Date | Description | Quantity | Unit Price | Total (CDN) |
|------------|-------------------------|----------|------------|-------------|
| 11/13/2013 | Room Charge | 1 | 159.00 | 159.00 |
| 11/13/2013 | GST Taxes | 1 | 8.19 | 8.19 |
| 11/13/2013 | Tourism Levy | 1 | 6.55 | 6.55 |
| 11/13/2013 | Destination Market Fee | 1 | 4.77 | 4.77 |
| 11/13/2013 | Parking | 1 | 13.00 | 13.00 |
| 11/13/2013 | Federal Tax GST - Other | 1 | 0.65 | 0.65 |

| | | | |
|------------|---------------------------------|----------------------|----------------|
| 11/14/2013 | MC **** [Redacted] Auth: 06793S | Total invoice | 192.16 |
| | | Total Paid | -192.16 |
| | | Total Due | 0.00 |

Total GST 8.84

I agree that my liability for any charges incurred by me 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 of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

For reservations: www.coasthotels.com or 1-800-663-1144

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 David Maddox | Sr. Mgr, Verification Services | Operations | Lacombe |
| 2 [REDACTED] | Mgr, On Farm Inspections | Operations | Lacombe |
| 3 | | | |
| 4 | | | |

Trip Information:

| | |
|------------------|--|
| Dates: | November 13 th , 2013 |
| Destination: | Regina, Saskatchewan |
| Purpose of trip: | Attend 2013 Fall Loss Adjustment Committee Meeting |

Trip Expenses:

| | |
|---------------------------|-------------------------|
| Travel: | \$850.00 |
| Fees: | \$ |
| Accommodation: | \$ |
| Other: | \$170.00 (meals & taxi) |
| Total Estimated Expenses: | \$1,020.00 |

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 | <i>David Maddox</i> |
| 2 | [REDACTED] |
| 3 | |
| 4 | |

Date:

| |
|--------------------|
| <i>Nov 6, 2013</i> |
| <i>Nov 6, 2013</i> |
| |
| |

Recommended by: _____ Date: _____
 (Supervisor)

Cost Centre Manager Comments: _____

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

Vice-President Comments: _____

Recommended by: *[Signature]* Date: *Nov 6, 2013*
 (Vice-President)

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