

Expense Report for April 2013

Agriculture Financial Services Corporation

Position Vice-President Innovation and Product Development
 Name Wayne McDonald

| Expense Category | Expense Type | Date Expense Incurred | Amount | Description/Rationale | Receipt/ Per Diem |
|------------------|----------------|-----------------------|-----------|-------------------------------|-------------------|
| Travel | Transportation | 4/2/2013 | \$ 154.03 | Management Meeting - Edmonton | Per Diem |
| Travel | Meals | 4/2/2013 | \$ 20.75 | Management Meeting - Edmonton | Per Diem |
| Travel | Transportation | 4/11/2013 | \$ 154.03 | AITF Meeting - Edmonton | Per Diem |
| Travel | Meals | 4/11/2013 | \$ 14.75 | AITF Meeting - Edmonton | Per Diem |
| Travel | Transportation | 4/15/2013 | \$ 35.00 | Insurance Meetings - Ottawa | Receipt attached |
| Travel | Transportation | 4/15/2013 | \$ 894.36 | Insurance Meetings - Ottawa | Receipt attached |
| Travel | Transportation | 4/15/2013 | \$ 52.50 | Insurance Meetings - Ottawa | Receipt attached |
| Travel | Transportation | 4/15/2013 | \$ 176.75 | Insurance Meetings - Ottawa | Per Diem |
| Travel | Miscellaneous | 4/15/2013 | \$ 8.00 | Insurance Meetings - Ottawa | Per Diem |
| Travel | Accommodation | 4/15/2013 | \$ 179.33 | Insurance Meetings - Ottawa | Receipt attached |
| Travel | Meals | 4/15/2013 | \$ 20.75 | Insurance Meetings - Ottawa | Per Diem |
| Travel | Transportation | 4/16/2013 | \$ 40.00 | Insurance Meetings - Ottawa | Receipt attached |
| Travel | Transportation | 4/16/2013 | \$ 35.00 | Insurance Meetings - Ottawa | Receipt attached |
| Travel | Miscellaneous | 4/16/2013 | \$ 8.00 | Insurance Meetings - Ottawa | Per Diem |
| Travel | Accommodation | 4/16/2013 | \$ 177.41 | Insurance Meetings - Ottawa | Receipt attached |
| Travel | Meals | 4/16/2013 | \$ 44.71 | Insurance Meetings - Ottawa | Per Diem |
| Travel | Transportation | 4/17/2013 | \$ 35.00 | Insurance Meetings - Ottawa | Receipt attached |
| Travel | Transportation | 4/17/2013 | \$ 35.00 | Insurance Meetings - Ottawa | Receipt attached |
| Travel | Accommodation | 4/17/2013 | \$ 177.41 | Insurance Meetings - Ottawa | Receipt attached |
| Travel | Meals | 4/17/2013 | \$ 32.00 | Insurance Meetings - Ottawa | Receipt attached |
| Travel | Meals | 4/17/2013 | \$ 35.50 | Insurance Meetings - Ottawa | Per Diem |
| Travel | Transportation | 4/18/2013 | \$ 179.55 | Insurance Meetings - Ottawa | Receipt attached |
| Travel | Transportation | 4/18/2013 | \$ 35.00 | Insurance Meetings - Ottawa | Receipt attached |
| Travel | Meals | 4/18/2013 | \$ 23.95 | Insurance Meetings - Ottawa | Per Diem |

Find weather reports, guidebooks, maps, information on travel gear and much more to help you plan your trip.

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?

Booking Information

| | |
|--|--|
| Booking Reference: KPSWTM | 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: Mr. [REDACTED] wayne Mcdonald Mobile: [REDACTED] Home: [REDACTED] Work: [REDACTED] | |
| 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 |
|--------|---|---|-------|----------|----------|-----------|----------------------------|
| AC168 | Calgary (YYC) Tue 16-Apr 2013 10:15 | Ottawa, Ottawa Int'l (YOW) Tue 16-Apr 2013 16:10 | 0 | 3hr55 | E90 | Flex, Q | <input type="checkbox"/> F |
| AC113 | Ottawa, Ottawa Int'l (YOW) Thu 18-Apr 2013 07:00 | Calgary (YYC) Thu 18-Apr 2013 09:27 | 0 | 4hr27 | E90 | Flex, T | <input type="checkbox"/> 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. [REDACTED] wayne Mcdonald : Adult (16+), Ticket Number: 0142119831582 | |
| Air Canada - [REDACTED] | Meal Preference : None |
| Aeroplan : [REDACTED] | |
| Payment Card: [REDACTED] | Special Needs: None |
| Seat Selection: AC168 13F , AC113 12A (Preferred) | |

Purchase Summary

Fare Summary

| Passenger Type | Adult |
|--|-----------------|
| Air Transportation Charges | |
| Departing Flight - Flex | 436.00 |
| Return Flight - Flex | 304.00 |
| Surcharges | 46.00 |
| Taxes, Fees and Charges | |
| Canada Airport Improvement Fee | 50.00 |
| Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) | 41.51 |
| 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) | 894.36 |
| Options | |
| Departing Flight - Flex | |
| <input type="checkbox"/> NIL | |
| Return Flight - Flex | |
| Total airfare, taxes and options (per passenger) | 894.36 |
| Number of passengers | 1 |
| Travel Insurance (declined) | 0.00 |
| Grand Total - Canadian dollars | \$894.36 |

Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$894.36**
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$894.36 (Airfare - per ticket)

Ticket number(s): 0142119831582

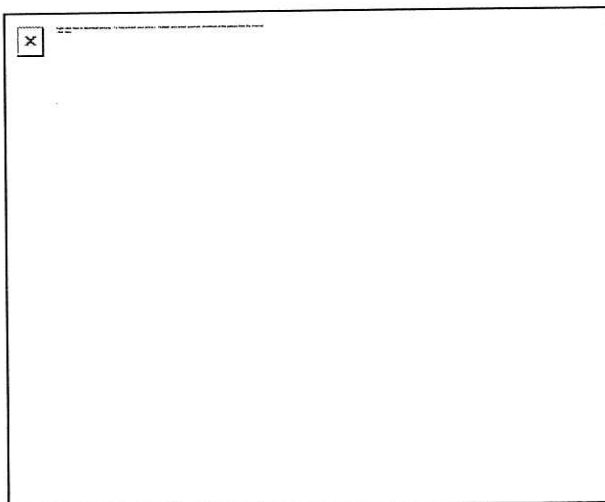
enRoute City Guide

Ottawa

Long tagged "the town that fun forgot," Canada's capital has made an art of defending itself against its reputation. While the postcard view - the Ottawa River, Parliament Hill, the politicians - tends to dominate the collective consciousness, that's only the beginning...

[Read the complete guide](#)

What do you think of our new City Guide feature?

**Fare Rules**

Departing Flight Calgary (YYC) To Ottawa (YOW) - **Flex**

Wayne McDonald

From: [REDACTED]
Sent: Thursday, April 25, 2013 5:40 AM
To: Wayne McDonald

***** 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.](#)

 **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?**

Booking Information

Booking Reference: **KPSWTM**

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:

Mr. Wayne McDonald

Mobile: [REDACTED]

Home: [REDACTED]

Work: [REDACTED]

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 |
|--------|---|---|-------|----------|----------|------------|---|
| AC124 | Calgary (YYC) Mon 15-Apr 2013 17:55 | Ottawa, Ottawa Int'l (YOW) Mon 15-Apr 2013 23:50 | 0 | 3hr55 | E90 | Flex, Q |  \$F |
| AC113 | Ottawa, Ottawa Int'l (YOW) Thu 18-Apr 2013 07:00 | Calgary (YYC) Thu 18-Apr 2013 09:27 | 0 | 4hr27 | E90 | Flex, T |  \$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 [REDACTED] wayne McDonald : Adult (16+), Ticket Number: 0142119831582

Air Canada - [REDACTED] Meal Preference : Regular
Aeroplan : [REDACTED]
Payment Card: [REDACTED] Special Needs: None
Seat Selection: AC124 12A (*Preferred*) , AC113 12A (*Preferred*)

Additional charges and/or refund summary

| | Additional charges |
|--|--------------------|
| | Adult |
| Passenger Type | |
| Air Transportation Charges | 0.00 |
| Airfare (includes <u>Surcharges</u>) | |
| Extra Charges (Change Fee) | |
| Change Fee | 50.00 |
| Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) | 2.50 |
| Total Extra Charge (Change Fee) | 52.50 |
| Options | |
| Departing Flight - <u>Flex</u> | |
| ★NIL | |
| Return Flight - <u>Flex</u> | |
| ★NIL | |
| Total airfare, taxes and options (per passenger) | 52.50 |
| Number of passengers | 1 |
| Grand Total - Canadian dollars | \$52.50 |

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-[REDACTED] Amount paid: \$52.50
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$52.50 (Change Fee per ticket)

Ticket number(s): 0142119831582

enRoute City Guide

BLUELINEJob # 30.97
1.55 GST
RECEIPT FOR CAB FARE 2.48Amount 35.00 Date 18.4.13

From _____

To _____

Cab No. _____ Driver [Signature]

H.S.T. Included in meter fare



RECEIPT/REÇU
 Amount/Montant 35 Date 05-15-13
 From/De: AIRPORT
 To/à: _____
 Taxi # 769 Driver/Chauffeur [Signature]
 Thank you / Merci

BLUELINEJob # 35.40
1.75 GST
RECEIPT FOR CAB FARE 2.55Amount 40.00 Date 16/4/2013

From _____

To _____

Cab No. 1800 Driver [Signature]

H.S.T. Included in meter fare

**BLUELINE**Job # 30.97
1.55 GST
RECEIPT FOR CAB FARE 2.48Amount 35.00 Date _____

From _____

To _____

Cab No. 3004 Driver [Signature]

H.S.T. Included in meter fare

**BLUELINE**Job # 30.97
1.55 GST
RECEIPT FOR CAB FARE 2.48Amount \$ 35.00 Date April 16, 2013From Merivale Plaza MallTo Westin HotelCab No. 904 Driver [Signature]

H.S.T. Included in meter fare

RECEIPT
GST NO: R122556194

EXIT No. 4103
 IN: 04/08/13 14:26
 OUT: 04/18/13 09:58
 DURATION: 9 19: 32
 PAID: \$ 179.55
 (GST INCLUDED)
 AMERICAN EXPRESS 8.55
 REF. THANK YOU FOR
 YOUR VISIT

Calgary International Airport Parkade

BLUELINEJob # 30.97
1.55 GST
RECEIPT FOR CAB FARE 2.48Amount 35 Date 17 April 13From 1305 RavelTo WESTIN HOTELCab No. _____ Driver [Signature]

H.S.T. Included in meter fare



Daly's
The Westin Ottawa
HST # 861336493RT0002
CHECK: 1996
TABLE: 5/1
SERVER: 1015 Rachid
DATE: 17APR'13 8:02AM
CARD TYPE: ██████████
ACCT #: ██████████
EXP DATE: XX/XX/XX
AUTH CODE: 08020B
WAYNE.MR.MCDONALD

SUBTOTAL: 55.37
Tip: 8.63
Total: 64.00
Print Name: _____
Signature: _____

I Agree to pay above total
amount according to card holder
agreement

Wayne McDonald

Daly's
The Westin Ottawa
HST # 861336493RT0002
1015 Rachid
5/1 1996 GST 2
17APR'13 7:59AM

2 Brkfst Buffet 49.00
Subtotal 49.00
HST 5% 2.45
HST 8% 3.92
Payment Due 55.37


Tip: _____
Total: _____
Room #: _____
Print Name: _____
Signature: _____

Join us for our
Easter Brunch, March 31st
Reservations at: 613-560-7333

The Westin Ottawa
11 Colonel By Drive
Ottawa, ON K1N 9H4
613-560-7000
<http://www.thewestinottawa.com/>

WESTIN®

HOTELS & RESORTS

Mcdonald, Wayne


| | | | |
|--------------|------------------|-------------|------------|
| Page Number | 1 | Invoice Nbr | 1000144815 |
| Guest Number | 828353 | Arrive Date | 04-15-2013 |
| Folio ID | A | Depart Date | 04-18-2013 |
| No. Of Guest | 1 | | |
| Room Number | 1819 | | |
| Time | 04-18-2013 05:40 | | |

Invoice

Tax Identification 861336493RT0002

| Date | Reference | Description | Charges | Credits |
|------------|------------|------------------|----------|-----------|
| 04-15-2013 | 02:03:29 | 6132381111 0:01 | \$1.70 | |
| 04-15-2013 | 02:03:29 | Tax-HST Other | \$0.22 | 0.10 GST |
| 04-15-2013 | RT1819 | Room | \$157.00 | |
| 04-15-2013 | RT1819 | Tax-HST Rooms | \$20.41 | 7.85 GST |
| 04-16-2013 | RT1819 | Room | \$157.00 | |
| 04-16-2013 | RT1819 | Tax-HST Rooms | \$20.41 | 7.85 GST |
| 04-17-2013 | RT1819 | Room | \$157.00 | |
| 04-17-2013 | RT1819 | Tax-HST Rooms | \$20.41 | 7.85 GST |
| 04-18-2013 | AX | American Express | | \$-534.15 |
| | ** Total | | \$534.15 | \$-534.15 |
| | ** Balance | | \$0.00 | |

0.00
0.00
0.00
0.00
0.00

The Westin Ottawa HST vendor # 861336493RT0002

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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 Wayne McDonald | SM Corp Strategic Initiatives & Corp Planning Office | AFSC | Lacombe |
| 2 | | | |
| 3 | | | |

Trip Information:

| | |
|------------------|---|
| Dates: | April 16-18, 2013 |
| Destination: | Ottawa, Ontario |
| Purpose of trip: | Attend AgrilInsurance Task Team Meeting |

Trip Expenses:

| | |
|---------------------------|-----------|
| 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: _____

| |
|--|
| |
| |
| |

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: Apr 12, 13
(President & Managing Director / Board Chair)