

Expense Report for December 2012

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	12/4/2012	\$ 176.75	BRM Meeting - Ottawa	Per Diem
Travel	Meals	12/4/2012	\$ 35.50	BRM Meeting - Ottawa	Per Diem
Travel	Accommodation	12/4/2012	\$ 247.47	BRM Meeting - Ottawa	Receipt attached
Travel	Transportation	12/4/2012	\$ 916.41	BRM Meeting - Ottawa	Receipt attached
Travel	Miscellaneous	12/4/2012	\$ 8.00	BRM Meeting - Ottawa	Per Diem
Travel	Meals	12/5/2012	\$ 44.70	BRM Meeting - Ottawa	Per Diem
Travel	Accommodation	12/5/2012	\$ 247.47	BRM Meeting - Ottawa	Receipt attached
Travel	Transportation	12/5/2012	\$ 35.00	BRM Meeting - Ottawa	Receipt attached
Travel	Miscellaneous	12/5/2012	\$ 8.00	BRM Meeting - Ottawa	Per Diem
Travel	Meals	12/6/2012	\$ 44.70	BRM Meeting - Ottawa	Per Diem
Travel	Accommodation	12/6/2012	\$ 247.47	BRM Meeting - Ottawa	Receipt attached
Travel	Miscellaneous	12/6/2012	\$ 8.00	BRM Meeting - Ottawa	Per Diem
Travel	Meal	12/7/2012	\$ 9.20	BRM Meeting - Ottawa	Per Diem
Travel	Transportation	12/7/2012	\$ 88.20	BRM Meeting - Ottawa	Receipt attached
Travel	Transportation	12/7/2012	\$ 35.00	BRM Meeting - Ottawa	Receipt attached
Travel	Transportation	12/12/2012	\$ 75.75	Board Meeting - Edmonton	Per Diem
Travel	Miscellaneous	12/12/2012	\$ 8.00	Board Meeting - Edmonton	Per Diem
Travel	Accommodation	12/12/2012	\$ 210.08	Board Meeting - Edmonton	Receipt attached
Travel	Transportation	12/13/2012	\$ 75.75	Board Meeting - Edmonton	Per Diem

Sheraton Ottawa Hotel
 150 Albert Street
 Ottawa, ON K1P 5G2
 613-238-1500 / 613-235 2723
<http://www.starwood.com/>



Mcdonald, Wayne	Page Number 1	Invoice Nbr 1000030704
██████████	Guest Number 6177777	Arrive Date 12-04-2012
5718 56 Ave	Folio ID A	Depart Date 12-07-2012
Lacombe, AB T4L 1B1	No. Of Guest 2	
	Room Number 1504	
	Club Account SPG - G717119523	
	Time 12-07-2012 05:18	

Tax Identification 122417470 Invoice

Date	Reference	Description	Charges	Credits
12-04-2012	6765	Room Service	<u>\$42.94</u>	
12-04-2012	RT1504	Room	\$219.00	
12-04-2012	RT1504	Room HST 13%	\$28.47	
12-05-2012	RT1504	Room	\$219.00	
12-05-2012	RT1504	Room HST 13%	\$28.47	
12-06-2012	RT1504	Room	\$219.00	
12-06-2012	RT1504	Room HST 13%	\$28.47	
12-07-2012	AX	American Express		\$-785.35
		** Total	\$785.35	\$-785.35
		** Balance	\$0.00	

Summary of HST for your stay:

HST for Room Revenue:	85.41
HST for Food and Beverage:	0.00
HST for Telephone:	0.00
HST for Other:	0.00
	85.41

HST Tax Number: 122417470

Your SPG Account G717119523 earned at least 2172 Starpoints. Get 10,000 more with the SPG Credit Card. spg.com/axpcard

Continued on the next page

742.41

Sheraton Ottawa Hotel
150 Albert Street
Ottawa, ON K1P 5G2
613-238-1500 / 613-235 2723
<http://www.starwood.com/>



Mcdonald, Wayne	Page Number	2	Invoice Nbr	1000030704
Aon Corp/Alexander And Alexand	Guest Number	6177777	Arrive Date	12-04-2012
5718 56 Ave	Folio ID	A	Depart Date	12-07-2012
Lacombe, AB T4L 1B1	No. Of Guest	2		
	Room Number	1504		
	Club Account	SPG - G717119523		
	Time	12-07-2012 05:18		

Invoice

I have agreed to delivery of The Globe and Mail. If refused, a \$1.00 (Mon to Fri)
and \$2.00 (Sat) credit will be applied to my account.

Search Select Review Passengers Purchase Seats Itinerary

Your booking is confirmed. Booking reference: N7KKMZ

An email booking confirmation has been sent to: [REDACTED]

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

[Print Itinerary](#)
[Email Itinerary](#)
[Add to calendar](#)

Passengers Mr Peter wayne McDonald

Flight	From	To	Departure	Arrival	Airfare	Options	Taxes, fees, charges and surcharges	Travel Insurance	Purchase Travel Insurance	Grand Total
AC168	Calgary (YYC)	Ottawa (YOW)	10:25 Tue 04-Dec 2012	16:19 Tue 04-Dec 2012	730.00	36.00	150.41			
AC113	Ottawa (YOW)	Calgary (YYC)	07:00 Fri 07-Dec 2012	09:35 Fri 07-Dec 2012						
Grand Total										\$916.41
										Canadian dollars

[View detailed Itinerary/Receipt](#)

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.



AIR CANADA 

Booking Information

Booking Reference: **N7KKMZ**

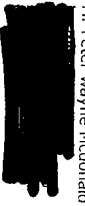
Customer Care

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

Air Canada
1-888-247-2262

Main Contact:
Mr. Peter wayne McDonald

Flight Arrivals and Departures
1-888-422-7533



Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC168	Calgary (YYC) Tue 04-Dec 2012 10:25	Ottawa, Ottawa Int'l (YOW) Tue 04-Dec 2012 16:19	0	3hr54	E90	Tango Plus, Q	F
AC113	Ottawa, Ottawa Int'l (YOW) Fri 07-Dec 2012 07:00	Calgary (YYC) Fri 07-Dec 2012 09:35	0	4hr35	E90	Tango Plus, S	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. Peter wayne McDonald : Adult (16+), Ticket Number: 0142114989253

Air Canada - Aeroplan : [REDACTED] Meal Preference: None
Payment Card: xxxxx-xxxx-xxxx-003 Special Needs: None
Seat Selection: AC168 13F, AC113 12F (Preferred)

Congratulations on your selection of a Preferred seat. Please read the [Terms and conditions](#).

Purchase Summary

Fare Summary
Passenger Type
Departing Flight - Tango Plus
Return Flight - Tango Plus
Surcharges
Taxes, Fees and Charges

Adult
376.00
354.00
46.00



DJ'S TAXI
613-829-9900
CAR 5006
TAXI TAB

12/07/2012 05:35:08
PURCHASE

Transaction # 10
Card Type: MasterCard
Acc: *****8550
Entry: Swiped
Terminal ID: 29R31415
Merchant ID: 29R31415
Batch: 000437
Trace Number: 002524
Bse Amt: 35.00

Auth. Code: 05352B
Response: APPROVED

CUSTOMER COPY

CUSTOMER SERVICE
1 866 505 8294
help@taxi.com
DRIVE

RECEIPT
GST NO. R122556194

EXIT NO. AS
IN: 12/04/12 08:54
OUT: 12/07/12 10:01
DURATION: 3 01:07
PAID: \$ 88.22
(GST INCLUDED)
AMERICAN EXPRESS
3739XXXXXXXXXX
REF. 91
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

Amount/Montant \$ 55.00
Date Dec 7 2012
From/De: Off to Airport
To: EGE
Taxi # 5006
Driver/Chauffeur: [Signature]
Thank you / Merci

RECEIPT FOR CAB FARE
Amount 20 Date 12/5/12
From _____
To _____
Cab Number 22 Driver [Signature]
G.S.T. INCLUDED IN METER FARE
Metro City Taxi & Limo Service



RECEIPT FOR CAB FARE

Job #

Amount 15 Date 5-12-12

From

To

Cab No. 187

Driver

[Signature]

HST. Included in meter fare



12/14/12
 AGRICULTURE FINANCIAL SER
 5718 56TH AVENUE
 LACOMBE

EDMONTON MARRIOTT
 GROUP MASTER ACCOUNT
 FOR
 AGRICULTURE FINANCIAL SER
 AB T4L 1B1
 GROUP TRANSFER DETAIL

REFERENCE # 2
 ACCOUNT: 5039
 ARRIVE: 12/11/12
 DEPART: 12/13/12

~~GUEST: [REDACTED]~~

ROOM: 6003 ACCOUNT: 3045

DATE	LINE#	DESCRIPTION	REFERENCE	AMOUNT
12/12/12	42	GST	6003, 1	\$10.10
	43	TRSMLEVY	6003, 1	\$8.08
	44	DMF	6003, 1	\$2.00
SUBTOTAL:				\$220.18
GUEST TOTAL:				\$440.36

~~GUEST: [REDACTED]~~

ROOM: 7021 ACCOUNT: 3993

DATE	LINE#	DESCRIPTION	REFERENCE	AMOUNT
12/12/12	49	GP ROOM	7021, 1	\$200.00
	50	GST	7021, 1	\$10.10
	51	TRSMLEVY	7021, 1	\$8.08
	52	DMF	7021, 1	\$2.00
SUBTOTAL:				\$220.18
GUEST TOTAL:				\$220.18

~~GUEST: [REDACTED]~~

ROOM: 7025 ACCOUNT: 3237

DATE	LINE#	DESCRIPTION	REFERENCE	AMOUNT
12/12/12	53	GP ROOM	7025, 1	\$200.00
	54	GST	7025, 1	\$10.10
	55	TRSMLEVY	7025, 1	\$8.08
	56	DMF	7025, 1	\$2.00
SUBTOTAL:				\$220.18
GUEST TOTAL:				\$220.18

~~GUEST: MCDONALD/WAYNE/MR~~

ROOM: 6025 ACCOUNT: 4670

DATE	LINE#	DESCRIPTION	REFERENCE	AMOUNT
12/12/12	45	GP ROOM	6025, 1	\$200.00
	46	GST	6025, 1	\$10.10
	47	TRSMLEVY	6025, 1	\$8.08

N/A

N/A

N/A

12/14/12
AGRICULTURE FINANCIAL SER
5718 56TH AVENUE
LACOMBE

EDMONTON MARRIOTT
GROUP MASTER ACCOUNT
FOR
AGRICULTURE FINANCIAL SER
AB T4L 1B1
GROUP TRANSFER DETAIL

REFERENCE # 3
ACCOUNT: 5039
ARRIVE: 12/11/12
DEPART: 12/13/12

GUEST: MCDONALD/WAYNE/MR

ROOM: 6025 ACCOUNT: 4670

DATE	LINE#	DESCRIPTION	REFERENCE	AMOUNT
12/12/12	48	DMF	6025, 1	\$2.00
		SUBTOTAL:		\$220.18
		GUEST TOTAL:		\$220.18

ROOM: 3016 ACCOUNT: 3731

DATE	LINE#	DESCRIPTION	REFERENCE	AMOUNT
12/11/12	19	GP ROOM	8008, 1	\$200.00
	20	GST	8008, 1	[\$10.10]
	21	TRSMLEVY	8008, 1	\$8.08
	22	DMF	8008, 1	\$2.00
		SUBTOTAL:		\$220.18
12/12/12	33	GP ROOM	3016, 1	\$200.00
	34	GST	3016, 1	[\$10.10]
	35	TRSMLEVY	3016, 1	\$8.08
	36	DMF	3016, 1	\$2.00
		SUBTOTAL:		\$220.18
		GUEST TOTAL:		\$440.36

ROOM: 8003 ACCOUNT: 3732

DATE	LINE#	DESCRIPTION	REFERENCE	AMOUNT
12/11/12	15	GP ROOM	8003, 1	\$200.00
	16	GST	8003, 1	[\$10.10]
	17	TRSMLEVY	8003, 1	\$8.08
	18	DMF	8003, 1	\$2.00
		SUBTOTAL:		\$220.18
12/12/12	57	GP ROOM	8003, 1	\$200.00
	58	GST	8003, 1	[\$10.10]
	59	TRSMLEVY	8003, 1	\$8.08
	60	DMF	8003, 1	\$2.00
		SUBTOTAL:		\$220.18
		GUEST TOTAL:		\$440.36

N/A



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:	December 4-7, 2012
Destination:	Ottawa, Ontario
Purpose of trip:	Attend the BRM Working Group Meeting

Trip Expenses:	
Travel:	\$2,000.00
Fees:	\$0.00
Accommodation:	\$530.00
Other:	\$250.00
Total Estimated Expenses:	\$2,780.00

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: _____