

Expense Report for October 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	10/01/2013	\$ 151.50	Attend ADM meeting - Ottawa	Per Diem
Travel	Transportation	10/01/2013	\$ 666.51	Attend ADM meeting - Ottawa	Receipt
Travel	Transportation	10/01/2013	\$ 35.00	Attend ADM meeting - Ottawa	Receipt
Travel	Meals	10/01/2013	\$ 44.70	Attend ADM meeting - Ottawa	Per Diem
Travel	Accommodation	10/01/2013	\$ 231.62	Attend ADM meeting - Ottawa	Receipt
Travel	Miscellaneous	10/01/2013	\$ 8.00	Attend ADM meeting - Ottawa	Per Diem
Travel	Transportation	10/02/2013	\$ 65.00	Attend ADM meeting - Ottawa	Receipt
Travel	Meals	10/02/2013	\$ 29.95	Attend ADM meeting - Ottawa	Per Diem
Travel	Accommodation	10/02/2013	\$ 231.62	Attend ADM meeting - Ottawa	Receipt
Travel	Miscellaneous	10/02/2013	\$ 8.00	Attend ADM meeting - Ottawa	Per Diem
Travel	Transportation	10/03/2013	\$ 60.00	Attend ADM meeting - Ottawa	Receipt
Travel	Meals	10/03/2013	\$ 44.70	Attend ADM meeting - Ottawa	Per Diem
Travel	Accommodation	10/03/2013	\$ 231.62	Attend ADM meeting - Ottawa	Receipt
Travel	Miscellaneous	10/03/2013	\$ 8.00	Attend ADM meeting - Ottawa	Per Diem
Travel	Meals	10/04/2013	\$ 9.20	Attend ADM meeting - Ottawa	Per Diem
Travel	Transportation	10/04/2013	\$ 126.75	Attend ADM meeting - Ottawa	Receipt
Travel	Transportation	10/07/2013	\$ 176.75	Forecasting task team meeting - Ottawa	Per Diem
Travel	Transportation	10/07/2013	\$ 996.21	Forecasting task team meeting - Ottawa	Receipt
Travel	Transportation	10/07/2013	\$ 40.00	Forecasting task team meeting - Ottawa	Receipt
Travel	Meals	10/07/2013	\$ 35.50	Forecasting task team meeting - Ottawa	Per Diem
Travel	Accommodation	10/07/2013	\$ 231.62	Forecasting task team meeting - Ottawa	Receipt
Travel	Miscellaneous	10/07/2013	\$ 8.00	Forecasting task team meeting - Ottawa	Per Diem
Travel	Transportation	10/08/2013	\$ 1,325.42	Forecasting task team meeting - Chicago - trip cancelled - credit to be used for future travel	Receipt
Travel	Meals	10/08/2013	\$ 44.70	Forecasting task team meeting - Ottawa	Per Diem
Travel	Transportation	10/08/2013	\$ 40.00	Forecasting task team meeting - Ottawa	Receipt
Travel	Transportation	10/08/2013	\$ 30.00	Forecasting task team meeting - Ottawa	Receipt
Travel	Accommodation	10/08/2013	\$ 231.62	Forecasting task team meeting - Ottawa	Receipt
Travel	Miscellaneous	10/08/2013	\$ 8.00	Forecasting task team meeting - Ottawa	Per Diem
Travel	Meals	10/09/2013	\$ 44.70	Forecasting task team meeting - Ottawa	Per Diem
Travel	Transportation	10/09/2013	\$ 40.00	Forecasting task team meeting - Ottawa	Receipt
Travel	Transportation	10/09/2013	\$ 35.00	Forecasting task team meeting - Ottawa	Receipt
Travel	Transportation	10/09/2013	\$ 560.62	Forecasting task team meeting - Ottawa - air change to Calgary	Receipt
Travel	Transportation	10/09/2013	\$ 75.60	Forecasting task team meeting - Ottawa	Receipt
Travel	Transportation	10/23/2013	\$ 151.50	Ministry Meeting	Per Diem
Travel	Meals	10/23/2013	\$ 35.50	Ministry Meeting	Per Diem

Search Select Review Passengers Purchase Seats Itinerary

Itinerary/Receipt

Your booking is confirmed. Booking reference: **PFYRSA**

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

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

Passengers Mr Peter wayne Mcdonald

Flight	From	To	Departure	Arrival	Airfare	Options	Taxes, fees and charges	Travel Insurance	Purchase Travel Insurance	Grand Total
AC104	Edmonton (YEG)	Ottawa (YOW)	08:05 Tue 01-Oct 2013	13:57 Tue 01-Oct 2013	574.00	0.00	92.51			
AC193	Ottawa (YOW)	Edmonton (YEG)	07:00 Fri 04-Oct 2013	09:24 Fri 04-Oct 2013						\$666.51

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.

Booking Information

Booking Reference: **PFYRSA**

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

Main Contact:
Mr Peter wayne Mcdonald

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533



AIR CANADA

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC104	Edmonton, Edmonton Int'l (YEG)	Ottawa, Ottawa Int'l (YOW)	0	3hr52	E90	Flex, T	F
	Tue 01-Oct 2013 08:05	Tue 01-Oct 2013 13:57					
AC193	Ottawa, Ottawa Int'l (YOW)	Edmonton, Edmonton Int'l (YEG)	0	4hr24	E90	Flex, L	F
	Fri 04-Oct 2013 07:00	Fri 04-Oct 2013 09:24					

F: Food for purchase on board. 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: 0142125846392

Air Canada - Aeroplan : [REDACTED] Meal Preference: None
 Payment Card: xxxx-xxxx-xxxx-xxxx Special Needs: None
 Seat Selection: AC104 12A (Preferred), AC193 12A (Preferred)

Congratulations on your selection of a Preferred seat. Please read the Terms and conditions.

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	264.00

Return Flight - Flex	264.00
Surcharges	46.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	45.00
Canada Goods and Services Tax (GST/HST # 10009-2287 RT0001)	30.66
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)	666.51

Options	
Departing Flight - Flex	
Return Flight - Flex	
Total airfare, taxes and options (per passenger)	666.51
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$666.51

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-xxxx - Amount paid: **\$666.51**
 The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$666.51 (Airfare - per ticket)

Ticket number(s): 0142125846392

Fare Rules

Departing Flight Edmonton (YEG) To Ottawa (YOW) - Flex

Return Flight Ottawa (YOW) To Edmonton (YEG) - Flex

- Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 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 permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
 - Same-day standby** is available only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as 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.
- Complimentary advance standard seat selection** 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.
 - Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
 - Read complete fare rules applicable to this fare.

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the Travel documentation page for important information on identification required for travel.

Baggage Policy

Carry-on baggage | Checked baggage

Check-in and boarding times

Links

Manage my booking online: <http://www.aircanada.com/mybookings>
 Flight Departure & Arrivals: <http://www.aircanada.com/flightstatus>
 General conditions of carriage: <http://www.aircanada.com/conditionsofcarriage>
 Information and Services: <http://www.aircanada.com/travelinfo>



Reduce your carbon footprint!
 Offset now | Learn more

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



McDonald, Wayne Page Number 1
 Aon Corp/Alexander And Guest Number 662680 Arrive Date 10-01-2013
 Alexand Folio ID A Depart Date 10-04-2013
 5718 56 Ave No. Of Guest 1 Agent
 Lacombe, AB T4L 1B1 Room Number 1606
 Time 10-04-2013 05:40

Invoice

Date	Reference	Description	Charges	Credits
10-01-2013	RT1606	Room	\$199.00	
10-01-2013	RT1606	Room HST 13%	\$25.87	
10-01-2013	RT1606	DMF 3%	\$5.97	
10-01-2013	RT1606	DMF HST 13%	\$0.78	
10-02-2013	RT1606	Room	\$199.00	
10-02-2013	RT1606	Room HST 13%	\$25.87	
10-02-2013	RT1606	DMF 3%	\$5.97	
10-02-2013	RT1606	DMF HST 13%	\$0.78	
10-03-2013	RT1606	Room	\$199.00	
10-03-2013	RT1606	Room HST 13%	\$25.87	
10-03-2013	RT1606	DMF 3%	\$5.97	
10-03-2013	RT1606	DMF HST 13%	\$0.78	
10-04-2013	AX	American Express		\$-694.88
		** Total	\$694.86	\$-694.86
		** Balance	\$0.00	

Summary of HST for your stay:

HST for Room Revenue: 77.61
 HST for Food and Beverage: 0.00
 HST for Telephone: 0.00
 HST for Other: 0.00
 77.61

Your SPG Account [REDACTED] earned at least [REDACTED] Starpoints. Get 10,000 more with the SPG Credit Card. spg.com/axpccard

Continued on the next page

RECEIPT / REÇU

Amount/Montant: \$ 35 Date: Oct 1 - 2013

From/Des: Airport

To/à:

Taxi #: 738 Driver/Chauffeur: AD

Thank you / Merci

RECEIPT / REÇU

Amount/Montant: \$ 25.00 Date: 2/10/13

From/De:

To/à:

Taxi #: 4114 Driver/Chauffeur: KM

Thank you / Merci WEST-WAY TAXI NEPEAN LTD.

4.60 1.15 GST

BLUELINE RECEIPT FOR CAB FARE

Amount: \$ 40 Date: 2/10/13

From:

To:

Cab No. 785 Driver: [Signature]

H.S.T. included in meter fare

VISA AMERICAN EXPRESS INTERAC

2.88 1.10 GST

BLUELINE RECEIPT FOR CAB FARE

Amount: \$ 25.00 Date: Oct 3/13

From:

To:

Cab No. 391 Driver: [Signature]

H.S.T. included in meter fare

VISA AMERICAN EXPRESS INTERAC

4.03 1.55 GST

BLUELINE RECEIPT FOR CAB FARE

Amount: 35 Date: 2-10-2013

From: 1205 BASELINE

To: RIVER CENTR

Cab No. 411 Driver: [Signature]

H.S.T. included in meter fare

VISA AMERICAN EXPRESS INTERAC

Receipt for Cab Fare

Amount: \$ 35 Date: 04/10/13

From:

To:

Cab No. [Signature] Driver:

GST. Included in meter fare

SERVING KANATA, NEPEAN AND SURROUNDING AREAS

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton Tax Code CA5%

Exit Lane 04/10/13 09:43

Receipt 089032

Short-term parking tkt

DL - No: 088154

04/10/13 06:24 -

04/10/13 09:53 -

Period 3d3h30'

(Tax)

Total \$91.75

Payment Received \$91.75

MC XXXXXXXXXXXXX

Merch: 82005340013

Auth: 114328

Type: Swiped

Sub Total \$87.38

Tax 5% 4.37

073AF005 12

Mr Peter wayne Mcdonald

Mobile: [REDACTED]

Home: [REDACTED]

Work: [REDACTED]

Online Services

- **Manage** my booking online (view/change my booking; select seats*).
- **Request an upgrade**
- **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
AC118	Calgary (YYC) Mon 07-Oct 2013 11:40	Ottawa, Ottawa Int'l (YOW) Mon 07-Oct 2013 17:37	0	3hr57	E90	Flex, Q	☺ \$ F
AC131	Ottawa, Ottawa Int'l (YOW) Thu 10-Oct 2013 14:35	Calgary (YYC) Thu 10-Oct 2013 17:06	0	4hr31	E90	Flex, W	☺ \$ F

☺ F: Food for purchase on board 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: 0142126258421**Air Canada - [REDACTED]
Aeroplan :Meal Preference : **None**

Payment Card: xxxxx-xxxx-xxxx- [REDACTED]

Special Needs: **None**Seat Selection: **None****Purchase Summary**

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	456.00
Return Flight - Flex	381.00
Surcharges	46.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	(46.36)
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)	996.21 ✓
Number of passengers	1

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC118	Calgary (YYC) Mon 07-Oct 2013 11:40	Ottawa, Ottawa Int'l (YOW) Mon 07-Oct 2013 17:37	0	3hr57	E90	Flex, Q	W/S F
AC461	Ottawa, Ottawa Int'l (YOW) Wed 09-Oct 2013 17:00	Toronto, Pearson Int'l (YYZ) Wed 09-Oct 2013 18:07 - Terminal 1	0	1hr07	320	Flex, V	
AC5143 ¹	Toronto, Pearson Int'l (YYZ) Thu 10-Oct 2013 10:00 - Terminal 1	Chicago, O'Hare Int'l (ORD) Thu 10-Oct 2013 10:33 - Terminal 1	0	1hr33	319	Flex, M	

Flight AC5143 is operated by United Airlines. Please check in directly at the United Airlines counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

Chicago, O'Hare
Int'l (ORD)
 Fri 11-Oct 2013
 09:27 - Terminal 2

Calgary (YYC)
 Fri 11-Oct 2013
 12:11

CR7 Flex, H

Flight AC4027 is operated by United Express/Skywest. Please check in directly at the United Express/Skywest counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

F: Food for purchase on board All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

Operated by:

- United Airlines
- United Express/Skywest

Passenger Information

1: Mr Peter wayne McDonald : Adult (16+), Ticket Number: 0142126284120

Air Canada - **██████████** Meal Preference: **Regular**

Aeroplan :

Payment Card: **xxxx-xxxx-xxxx-██████████** Special Needs: **None**

Seat Selection: **AC118 12A (Preferred) , AC461 12F (Preferred)**

Additional charges and/or refund summary

Passenger Type	Additional charges	Adult
Air Transportation Charges		
Airfare (includes Surcharges)	1116.00	00.9111
U.S.A Transportation Tax		36.44
Taxes, Fees and Charges		
Canada Airport Improvement Fee		25.00
U.S Agriculture Fee		5.30
Canada Goods and Services Tax (GST/HST #10009-2287-RT0001)		56.30

IR1273 QP100653

U.S Passenger Facility Charge	4.77
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.25
U.S.A Immigration User Fee	7.42
September 11 Security Fee	2.65
<u>Air Travellers Security Charge (ATSC)</u>	9.96
U.S. Federal Customs Fee	5.83
Total Additional Fare	1272.92

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

Total airfare, taxes and options (per passenger)	1325.42
Number of passengers	1

Grand Total - Canadian dollars**\$1325.42****Payment Information****Credit/Debit Card xxxx-xxxx-xxxx-xxxx** Amount paid: **\$1325.42**

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

Air Canada: \$1272.92 (Airfare)

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

Ticket number(s): 0142126284120

Fare Rules**Flight 1: Calgary (YYC) To Ottawa (YOW) - Flex**

- **Changes:**
 - Prior to day of departure - **Change fee** per transaction, per passenger, is \$50 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 permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
 - **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as 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.
- **Complimentary advance standard seat selection** 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.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Flight 2: Ottawa (YOW) To Toronto (YYZ) - Flex

RECEIPT / REÇU

Amount/Montant: \$40

Date:

From/De:

ARK jazy

To/à:

Taxi #:

3008 Driver/Chauffeur: Thank you / Merci



Job #

RECEIPT FOR CAB FARE

Amount \$30

Date

1.35

From

To

Cab No.

Driver

H.S.T. included in meter fare



Job #

RECEIPT FOR CAB FARE

Amount \$40

Date

1.15

From

To

Cab No. 121

Driver

H.S.T. included in meter fare



Job #

RECEIPT FOR CAB FARE

Amount \$40

Date

8/10/13

From

To 1.75

Cab No.

Driver

H.S.T. included in meter fare



Job #

RECEIPT FOR CAB FARE

Amount 35.00

Date

Oct-09-13

From 1.55

To

Cab No. 3012

Driver

H.S.T. included in meter fare



RECEIPT

GST NO. R122556194

EXIT No. A2
IN: 10/07/13 10:36
OUT: 10/09/13 17:26
DURATION: 2 06: 50
PAID: \$ 75.60
(GST INCLUDED)
MASTERCARD
519133XXXXXX 85
REF. THANK YOU FOR YOUR VISIT

3.60

Mr Peter wayne Mcdonald

Mobile: [REDACTED]
 Home: [REDACTED]
 Work: [REDACTED]

Online Services

- **Manage** my booking online (view/change my booking; select seats*).
- **Request an upgrade**
- **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
AC131	Ottawa, Ottawa Int'l (YOW) Wed 09-Oct 2013 14:35	Calgary (YYC) Wed 09-Oct 2013 17:06	0	4hr31	E90	Flex, V	415 F

F: Food for purchase on board 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: 0142126434851

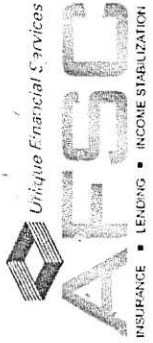
Air Canada - [REDACTED] Meal Preference: **None**
 Aeroplan : [REDACTED]
 Payment Card: xxxxx-xxxx-xxxx- [REDACTED] Special Needs: **None**
 Seat Selection: **None**

Purchase Summary

	Adult
Fare Summary	
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	446.00
Surcharges	23.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	20.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	64.50
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	560.62
Number of passengers	1
Grand Total - Canadian dollars	\$560.62

24.80 ✓

Payment Information



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	Vice-President, INnovation & Product Development	AFSC	Lacombe
2			

Trip Information:

Dates:	October 1-4, 2013
Destination:	Ottawa, Ontario
Purpose of trip:	Attend ADM meetings in Ottawa regarding BRM; specifically, Insurance Task Team update, AgriRecovery update and guidelines, Livestock Directives update, and Surveillance Strategy update.

Trip Expenses:

Travel:	\$700.00
Fees:	\$0.00
Accommodation:	\$800.00
Other:	\$300.00
Total Estimated Expenses:	\$1800.00

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	

Recommended by: _____

Date: _____

(Supervisor)

Cost Centre Manager Comments: _____

Recommended by: _____

Date: _____

(Cost Centre Manager)

Vice-President Comments: _____

Recommended by: _____

Date: _____

(Vice-President)

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 Wayne McDonald	Vice-President, INnovation & Product Development	AFSC	Lacombe
2			

Trip Information:

Dates:	October 7-10, 2013
Destination:	Ottawa, Ontario
Purpose of trip:	Attend the Forecasting methodology working group meeting as well as the Micro Simulator working group meeting. The meeting will cover changes to the forecasting methodology for AgriStability as well as the mid and long term forecasts for agriculture.

Trip Expenses:

Travel:	\$700.00
Fees:	\$0.00
Accommodation:	\$800.00
Other:	\$300.00
Total Estimated Expenses:	\$1800.00

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	

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: _____
 (President & Managing Director / Board Chair)