

# Expense Report for September 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	09/03/2013	\$ 151.50	Aon Strategy session	Per Diem
Travel	Meal	09/05/2013	\$ 20.17	Visioning meeting - Edmonton	Receipt
Travel	Transportation	09/17/2013	\$ 176.75	AgrilInsurance Task team meeting - Ottawa	Per Diem
Travel	Meal	09/17/2013	\$ 20.75	AgrilInsurance Task team meeting - Ottawa	Per Diem
Travel	Transportation	09/17/2013	\$ 724.26	AgrilInsurance Task team meeting - Ottawa	Receipt
Travel	Transportation	09/17/2013	\$ 35.00	AgrilInsurance Task team meeting - Ottawa	Receipt
Travel	Accommodation	09/17/2013	\$ 301.45	AgrilInsurance Task team meeting - Ottawa	Receipt
Travel	Miscellaneous	09/17/2013	\$ 8.00	AgrilInsurance Task team meeting - Ottawa	Per Diem.
Travel	Meals	09/18/2013	\$ 44.70	AgrilInsurance Task team meeting - Ottawa	Per Diem
Travel	Transportation	09/18/2013	\$ 30.00	AgrilInsurance Task team meeting - Ottawa	Receipt
Travel	Transportation	09/18/2013	\$ 25.00	AgrilInsurance Task team meeting - Ottawa	Receipt
Travel	Accommodation	09/18/2013	\$ 301.45	AgrilInsurance Task team meeting - Ottawa	Receipt
Travel	Miscellaneous	09/18/2013	\$ 8.00	AgrilInsurance Task team meeting - Ottawa	Per Diem
Travel	Meals	09/19/2013	\$ 23.95	AgrilInsurance Task team meeting - Ottawa	Per Diem
Travel	Transportation	09/19/2013	\$ 40.00	AgrilInsurance Task team meeting - Ottawa	Receipt
Travel	Transportation	09/19/2013	\$ 50.40	AgrilInsurance Task team meeting - Ottawa	Receipt
Travel	Meal	09/20/2013	\$ 14.75	Senior Manager's Meeting with EMT - Edmonton	Per Diem
Travel	Meal	09/25/2013	\$ 14.75	Budget meeting - Edmonton	Per Diem
Travel	Meal	09/26/2013	\$ 15.76	meeting with Vice-President Sales and Markets	Receipt

*Special Treat*  
*for 3 people*  
*each person received individual*  
 NEW ASTOR VILLAGE  
 Ultimate in Fast Indian Cuisine

Table 15 Check 10007

DEBIT 9/05/13 12:27pm

Server 1  
 3 BURCH BUFFET 41.85  
 1 MASALA TEA CUP 2.75

Sub/Tax 44.60  
 Tax 2.23  
 Total Due 46.83

INDIA VILLAGE  
 Please come Again!  
 DELIVERLY AVAIL 6:30 L  
 \* Offer a Premium Restaurant

6511 65794324

NEW ASTOR VILLAGE SOUTH  
 9308 34 AVE RH  
 EDMONTON, AB T6E 5X8

Merchant ID: 0000000003265724  
 Term ID: 00037734  
 Clerk ID: 1  
 25874850019

Purchase

MasterCard  
 XXXXXXXXXXXX  
 AID: 40000000041010  
 Entry Method: Chip  
 Batch#: 000077  
 09/05/13 12:33:56

Ref#:00088787114  
 Inv #: 006592 Appr Code: 143428

Amount: \$ 17.54  
 Tip: \$ 2.63  
 Total: \$ 20.17

Customer Copy

Search Select Review Passengers Purchase Seats Itinerary

## Itinerary/Receipt

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

An email booking confirmation has been sent to: [REDACTED]  
Use your booking reference to retrieve your official Itinerary/Receipt at [aircanada.com](http://aircanada.com).

Passengers Mr Peter wayne Mcdonald

Flight	From	To	Departure	Arrival	Airfare
AC124	Calgary (YYC)	Ottawa (YOW)	17:55 Tue 17-Sep 2013	23:52 Tue 17-Sep 2013	624.00
AC113	Ottawa (YOW)	Calgary (YYC)	08:25 Thu 19-Sep 2013	10:56 Thu 19-Sep 2013	0.00
					100.26
					Purchase Travel Insurance
<b>Grand Total</b>					<b>\$724.26</b>
					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: **KSFFXZ**

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
AC124	Calgary (YYC) Tue 17-Sep 2013 17:55	Ottawa, Ottawa Int'l (YOW) Tue 17-Sep 2013 23:52	0	3hr57	E90	Flex, L	F
AC113	Ottawa, Ottawa Int'l (YOW) Thu 19-Sep 2013 08:25	Calgary (YYC) Thu 19-Sep 2013 10:56	0	4hr31	E90	Flex, S	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: 0142125192144

Air Canada - Aeroplan : 380857094

Meal Preference: None

Payment Card: xxxx-xxxx-xxxx-xxxx

Special Needs: None

Seat Selection: AC124 12A (Preferred) , AC113 12C (Preferred)

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

### Purchase Summary

Fare Summary  
Passenger Type

Adult

Air Transportation Charges

Departing Flight - Flex

244.00

Return Flight - Flex

334.00

Surcharges	46.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	33.41
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)	<b>724.26</b>
<b>Options</b>	
Departing Flight - Flex	
Return Flight - Flex	
Total airfare, taxes and options (per passenger)	<b>724.26</b>
Number of passengers	1
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$724.26</b>

**Payment Information**

Credit/Debit Card xxxx-xxxx-xxxx-003 - Amount paid: **\$724.26**

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

- Air Canada: \$724.26 (Airfare - per ticket)

Ticket number(s): 0142125192144

**Fare Rules**

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

Return Flight Ottawa (YOW) To Calgary (YYC) - 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>



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 Offset now | Learn more

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



**Sheraton**  
 HOTELS & RESORTS

Mcdonald, Wayne	Page Number	1	Arrive Date	09-17-2013
5718 56 Ave	Guest Number	659443	Depart Date	09-19-2013
Lacombe, AB T4L 1B1	Folio ID	A	Agent	SUSAN
	No. Of Guest	1		
	Room Number	1110		
	Club Account	[REDACTED]		
	Time	09-19-2013 06:57		

Invoice

Date	Reference	Description	Charges	Credits
09-17-2013	RT1110	Room	\$259.00	
09-17-2013	RT1110	Room HST 13%	\$33.67	
09-17-2013	RT1110	DMF 3%	\$7.77	
09-17-2013	RT1110	DMF HST 13%	\$1.01	
09-18-2013	RT1110	Room	\$259.00	
09-18-2013	RT1110	Room HST 13%	\$33.67	
09-18-2013	RT1110	DMF 3%	\$7.77	
09-18-2013	RT1110	DMF HST 13%	\$1.01	
09-19-2013	AX	American Express		\$-602.90
		** Total	\$602.90	\$-602.90
		** Balance	\$0.00	

Summary of HST for your stay:

HST for Room Revenue:	67.34
HST for Food and Beverage:	0.00
HST for Telephone:	0.00
HST for Other:	0.00
	67.34

Your SPG Account [REDACTED] earned at least [REDACTED] Starpoints. Get 10,000 more with the SPG Credit Card. [spg.com/axpcard](http://spg.com/axpcard)

Continued on the next page

RECEIPT / REÇU

Amount/Montant: \$35.00 Date: Sep 17 13  
From/De: AIRPORT  
To/à: Sheraton Hotel  
Taxi #: 714 Driver/Chauffeur: [Signature]  
Thank you / Merci



Job #  
RECEIPT FOR CAB FARE

Amount: \$30.00 Date: Sep 18 13  
From:  
To:  
Cab No. 240 Driver: [Signature]  
H.S.T. Included in meter fare  
VISA MasterCard AMERICAN EXPRESS



Job #  
RECEIPT FOR CAB FARE

Amount: 25.00 Date: 09-18-13  
From:  
To:  
Cab No. 422 Driver: [Signature]  
H.S.T. Included in meter fare  
VISA MasterCard AMERICAN EXPRESS

RECEIPT / REÇU

Amount/Montant: 40.00 Date: 19-09-2013  
From/De: Albert  
To/à: Airport  
Taxi #: 1001 Driver/Chauffeur: [Signature]  
Thank you / Merci WEST-WAY TAXI NEPEAN LTD.

RECEIPT  
GST NO. R122556194

EXIT No. A103  
IN: 09/17/13 16:03  
OUT: 09/19/13 10:51  
DURATION: 1 18: 48  
PAID: \$ 50.40  
(GST INCLUDED)  
MASTERCARD  
# 19133XXXXXX  
REF. 37  
THANK YOU FOR  
YOUR VISIT





**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:**

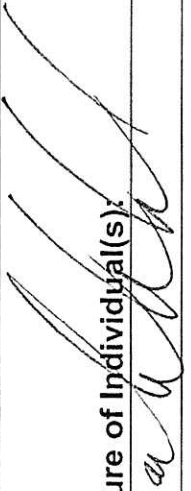
Name:	Title:	Division:	Location:
1 Wayne McDonald	VP, Innovation & Product Development	AFSC	Lacombe
2			

**Trip Information:**

Dates:	September 17-19, 2013
Destination:	Ottawa, ON
Purpose of trip:	AgriInsurance task team meeting - to review in detail, the technical information provided by provinces on the rates of high risk and low risk areas to determine if Agri insurance has an acceptable Risk transfer policy

<b>Trip Expenses:</b>	
Travel:	\$900.00
Fees:	\$0.00
Accommodation:	\$400.00
Other:	\$250.00
Total Estimated Expenses:	\$1550.00

**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 \_\_\_\_\_

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: Sept 10/13  
 (President & Managing Director / Board Chair)