



Board Member Expense Form

Name: Dr. S. Ann Colbourne	
Signature: 	Date: April 4, 2018

Expense Details						
Date:	Type of Expense:	Account:	Description:	Subtotal:	GST:	Total:
Apr 3/18	Travel	6000	Flights for CICAN Conference in Victoria BC		17.16	360.41
Total Cost:						360.41

FOR OFFICE USE ONLY

Budget Details			
PO#	Fund	Dept ID	Location
14981	10	10000	999
Signing Authority Name & Title: Carla Madra, Chair, Finance & Audit Committee		Signature: 	Date: April 4/18

Additional Information:

1. As per the Travel and Business Policy, hosting expenses require identification of the date, purpose of the event, and the name of all people in attendance (use notes section below).
2. Detailed itemized receipts are required. Non-detailed credit card transaction receipts are not accepted as they do not provide details of the purchase.
3. Personal vehicle use is reimbursed at \$0.48/KM driven.
4. If project and analysis codes are required, please add them to the description line.

Notes

Attendees				



Booking Confirmation

Removed in accordance with FOIP

Booking Reference: **Removed**

Date of issue: 03 Apr, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

- Depart

Economy Flex						
Saturday 26 Apr, 2018	13:55 Edmonton Edmonton Intl. (YEG), AB		14:28 Vancouver Vancouver Intl. (YVR), BC Terminal M	Removed in accordance with FOIP	1hr33 Economy L Operated by: Air Canada Wi-Fi	Remove
			Layover in Vancouver		1hr52	
Saturday 28 Apr, 2018	16:20 Vancouver Vancouver Intl. (YVR), BC Terminal M		16:50 Victoria Victoria Intl. (YYJ), BC	Removed in accordance with FOIP	0hr30 Economy L Operated by: Air Canada Express - Jazz	Remove
			Total duration		3hr55	

- Return

Economy Flex						
Wednesday 02 May, 2018	09:00 Victoria Victoria Intl. (YYJ), BC		11:34 Calgary Calgary Intl. (YYC), AB	Removed in accordance with FOIP	1hr34 Economy L Operated by: Air Canada Express - Jazz	Remove
			Layover in Calgary		0hr31	
Wednesday 02 May, 2018	12:05 Calgary Calgary Intl. (YYC), AB		12:55 Edmonton Edmonton Intl. (YEG), AB	Removed in accordance with FOIP	0hr50 Economy L Operated by: Air Canada Express - Jazz	Remove
			Total duration		2hr55	

Passengers

Remove Ann Colbourne

Seats

Ticket Number

Removed

Air Canada - Aeroplan

Remove

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Purchase summary

<p>Visa Remove</p> <p>Amount paid: \$350.41</p> <p>Tax information</p> <p>GST/HST no. 10009-2287 RT0001</p> <p>\$17.16</p>	<p>1 adult</p> <p>Air Transportation Charges</p> <p>Base Fare - Depart - Economy Flex 124.00</p> <p>Base Fare - Return - Economy Flex 124.00</p> <p>Surcharges 36.00</p> <p>Taxes, fees and charges</p> <p>Goods and Services Tax - Canada no. 100092287 RT0001 17.16</p> <p>Air Travellers Security Charge 14.25</p> <p>Airport Improvement Fee - Canada 45.00</p> <hr/> <p>Total airfare and taxes before options \$360⁴¹</p> <hr/> <p>GRAND TOTAL (Canadian dollars) \$360⁴¹</p>
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Check-in and boarding gate deadlines

Within Canada

- 90**
minutes

Recommended check-in time
You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.
- 45**
minutes¹

Check-in and baggage drop-off deadline
You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.
- 15**
minutes

Boarding gate deadline
You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.