

### Public Disclosure of Travel and Expenses

**Name** Donna Tingley  
**Position** Board Member  
**Month** March 2014

Expense Category	Expense Type	Date Expense Incurred	Amount	Description/Rationale	Receipt
Travel	Travel Fares	03/11/2014	\$ 723.45	Airfare, CBA National Environmental, Energy and Resource Summit, Ottawa	No 1
Travel	Meals	03/12/2014	\$ 9.20	Breakfast allowance, Western Canadian Dairy seminar, Red Deer	N/A
Travel	Employee Auto	03/12/2014	\$ 151.50	Mileage, round trip Edmonton to Red Deer, Western Canadian Dairy seminar	N/A

Scroll down to view the receipts.

**Donna Tingley**

**From:** Air Canada [confirmation@aircanada.ca]  
**Sent:** Monday, March 10, 2014 12:12 PM  
**To:** Donna Tingley  
**Subject:** Air Canada - 28-May: Edmonton - Ottawa (booking ref: | - seat selected

\*\*\*\*\* 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.

**Hotels in Ottawa**

From (per night)

**\$183** CAD

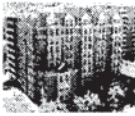


**Delta Ottawa City Center**

★★★★★

From (per night)

**\$145** CAD



**Radisson Hotel Ottawa Parliament Hill**

★★★★

From (per night)

**\$319** CAD



**Fairmont Chateau Laurier**

★★★★★

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**Booking Information**

**Booking Reference:** [redacted]

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

**Main Contact:**

Ms Donna Tingley  
donna.tingley@nrcb.ca  
Mobile:  
Home:  
Work: 1-780-6443793

**Online Services**

**Manage** my booking online (view/change my booking; select seats\*).

**Select Seats**

**Maple Leaf Lounge | Meal Vouchers | On My Way**

**Customer Care**

**Air Canada**  
1-888-247-2262  
**Flight Arrivals and Departures**  
1-888-422-7533

**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
AC104	Edmonton, Edmonton Int'l (YEG) Wed 28-May 2014 08:00	Ottawa, Ottawa Int'l (YOW) Wed 28-May 2014 13:50	0	3hr50	E90	Tango, T	F ✓
AC193	Ottawa, Ottawa Int'l (YOW) Sat 31-May 2014 09:00	Edmonton, Edmonton Int'l (YEG) Sat 31-May 2014 11:22	0	4hr22	E90	Tango, T	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: Ms Donna Ringley : Adult (16+), Ticket Number:  
Air Canada - Aeroplan Meal Preference : None  
Payment Card: xxxx-xxxx-xxxx- / Special Needs: None  
Seat Selection: AC104 18F Paid, AC193 20F Paid

### Purchase Summary

Fare Summary	Adult
Passenger Type	
<b>Air Transportation Charges</b>	
Departing Flight - Tango	248.00 ✓
Return Flight - Tango	269.00 ✓
Surcharges	46.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	48.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	30.11 ✓
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	2.99 ✓
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	<b>658.35</b>
<b>Options</b>	
Departing Flight - Tango	
Advance Seat Selection	31.00
Return Flight - Tango	
Advance Seat Selection	31.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	3.10 ✓
Total airfare, taxes and options (per passenger)	<b>723.45</b>
Number of passengers	1
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$723.45</b>

### Payment Information

Credit/Debit Card xxxx-xxxx-xxxx- - Amount paid: **\$723.45**  
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$658.35 (Airfare - per ticket)

Air Canada: \$65.10 (Advance Seat Selection - per ticket)

Ticket number(s):

### 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](#)

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my HOTELS



my enRoute  
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### Fare Rules

**Departing Flight** Edmonton (YEG) To Ottawa (YOW) - **Tango**

**Return Flight** Ottawa (YOW) To Edmonton (YEG) - **Tango**

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 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 subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger.
  - **Same-day standby** is available **only** 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.
- **Paid Advance Seat Selection** is available 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 25% Aeroplan Miles (Altitude Qualifying Miles) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

### Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our [Baggage Guide](#).

#### Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). [View more details](#).

#### Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

**Departing Flight :** Edmonton (YEG) To Ottawa (YOW) - Tango

**Return Flight :** Ottawa (YOW) To Edmonton (YEG) - Tango

	<b>1st bag:</b> <b>Complimentary</b>	<b>2nd bag:</b> <b>\$20.00 CAD</b> + taxes* per direction
Regular Baggage Allowance		
	Max. weight per bag: 23 kg (50 lb) Max. linear dimensions per bag: 158 cm (62 in)	

\* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel. Please note that checked baggage fees may be assessed a second time if your itinerary includes a stopover lasting more than 24 hours.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

View [Air Canada's additional checked baggage policy](#).

View the [additional checked baggage policy of Air Canada's codeshare and interline partners](#).

### 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.

### [Check-in and boarding times](#)



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