

Expense Claims Forms

Date: January 10, 2014

NAME Jeff Melanson  
President

Position President DINER'S

**JAN 20 2014**

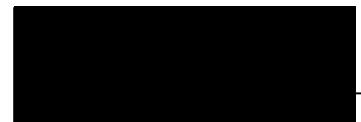
Itinerary and Purpose of Travel : Toronto for Development Meetings (December 16 and 18)

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Description	NET Amount	GST Amount	Total Amount
1	12/10/2013	Travel	3101	2100	890900	800	Flight, YYC-YYZ return for Dec. 16 meetings and YYC-YYZ return for Dec. 18 meetings	\$ 2,382.75	\$ 116.31	\$ 2,499.06
2	12/10/2013	Travel	3101	2100	890900	800	Flight seat selection	\$ 36.00	\$ 1.80	\$ 37.80
<b>Total Expenses : A</b>								<b>\$ 2,418.75</b>	<b>\$ 118.11</b>	<b>2,536.86</b>

Summary by Expense Type

GL	Fund	Expense Type	Cost Centre	Activ ity	NET Amount	GST	Total Amount
3101	2100	Travel			2,418.75	118.11	2,536.86
3102	2100	Travel-BOG			-	-	-
3105	2100	Accommodation			-	-	-
3106	2100	Meals			-	-	-
3610	2100	Hosting			-	-	-
3611	2100	Hosting-Alcohol			-	-	-
3107	2100	Incidentals			-	-	-
<b>Total</b>					<b>2,418.75</b>	<b>118.11</b>	<b>2,536.86</b>

Advance (po	<sup>B</sup> 6132-2100	\$	-
	A-B	\$	2,536.86



15-Jan-14  
Date



Return to Requestor	Shelley MacAulay
Department	President's Office
Cost Centre Code	
Prepared By	Julie Harvey

Financial Services

Date



# STATEMENT Card Program

MELANSON, JEFF

Nov. 29, 2013 - Dec. 28, 2013

**How to Reach Us** Visit [dinersclubcanada.com](http://dinersclubcanada.com)  
Customer Service: 1-800-363-3333 or write:  
Diners Club P.O. Box 3200 RPO  
Streetsville Mississauga, ON L5M 0S2

### QUICK REFERENCE

<b>Total Balance</b>	<b>\$2,536.86</b>
<b>Total Due</b>	<b>\$2,536.86</b>
<b>Due Date*</b>	<b>Jan. 24, 2014</b>

### ACCOUNT SUMMARY

Previous Balance	\$1,006.92
Payments, Credits & Adjustments	-\$1,006.92
Purchases	\$2,536.86
Cash Advances	\$0.00
Fees	\$0.00
<b>Total Balance</b>	<b>\$2,536.86</b>

### MONTHLY ACTIVITY BY CATEGORY

Airlines	\$2,536.86
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### NEWS FROM DINERS CLUB

Please note that the amounts shown in the "Monthly Activity By Category" section include both debit and credit amounts. Therefore, the totals shown in this section may not correspond to the totals shown in the "Account Summary" section. The "Monthly Activity by Category" is for reference purposes only, to provide totals by merchant category.

The total amount shown for Cash Advances in the "Account Summary" section will vary from the total amount shown in the "Monthly Activity by Category" section of your statement. Cash Advance Fee amounts are not included in the "Monthly Activity by Category" section.

Detach and follow the payment instructions on the reverse side. Payment must be received by 5:00 PM local time on the payment due date.



Diners Club  
P.O. Box 5000, Station F  
Toronto, Ontario M4Y 2T1

Account Number:	[REDACTED]
Total Due:	<b>\$2,536.86</b>
Payment Due Date:	<b>Jan. 24, 2014</b>

Please Enter Amount of Payment Enclosed

\$

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03344

MELANSON, JEFF  
107 TUNNEL MOUNTAIN DRIVE  
PO BOX 1020 STN 18  
BANFF AB T1L1H5

Diners Club Commercial  
P.O. Box 6044, Station Centre-Ville,  
Montreal, QC H3C 3X2

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MELANSON, JEFF

Nov. 29, 2013 - Dec. 28, 2013



**PAYMENTS, CREDITS AND ADJUSTMENTS**

Trans	Post	Description	Reference	Amount
Dec. 20	Dec. 23	PAYMENT RECEIVED -- THANK YOU	7047088	-\$1,006.92
<b>Total Payments, Credits and Adjustments</b>				<b>-\$1,006.92</b>

**PURCHASES**

Trans	Post	Description	Reference	Amount
Dec. 10	Dec. 13	AIR CAN 00142128633031 WINNIPEG MB NAME: MELANSON/JEFFREY MR DEPART: 12/17/13 ORIGINAL TICKET: 0142128633031 Calgary, Alberta, Canada TO Mississauga, Ontario, Canada: Y Mississauga, Ontario, Canada TO Calgary, Alberta, Canada: Y Calgary, Alberta, Canada TO Mississauga, Ontario, Canada: Y Mississauga, Ontario, Canada TO Calgary, Alberta, Canada: Y	004008074119	\$2,499.06
Dec. 10	Dec. 13	AIR CAN 00142128633031 WINNIPEG MB NAME: MELANSON/JEFFREY MR DEPART: 12/17/13 ORIGINAL TICKET: 0142128633031 Mississauga, Ontario, Canada TO Calgary, Alberta, Canada: Y	004008051398	\$37.80
<b>Total Purchases</b>				<b>\$2,536.86</b>

BMDCC21100\_2390112\_001 - 0003344 HRI - 02-02-31 - 013375

## Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

**Please bring your itinerary-receipt to the airport.**

### Main Contact Information

**Booking reference: P8AVFZ**

**Name:** Mr Jeffrey Melanson

**E-mail**

**Form of payment:**

**Customer Care**  
**Air Canada Reservations**  
 1-888-247-2262  
**Air Canada Flight Information**  
 1-888-422-7533

International Reservations

Alert me of flight changes

Flight notification

### Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC164	Calgary (YYC)	Toronto Pearson (YYZ)	E90	V	Confirmed
	Sat 14-Dec 2013 11:15	Sat 14-Dec 2013 17:07 - TERMINAL T1			
Seat number(s) requested: 15C					
AC119	Toronto Pearson (YYZ)	Calgary (YYC)	320	V	Confirmed
	Tue 17-Dec 2013 10:00 - TERMINAL T1	Tue 17-Dec 2013 12:27			
Seat number(s) requested: 17C					
AC134	Calgary (YYC)	Toronto Pearson (YYZ)	320	B	Confirmed
	Tue 17-Dec 2013 19:15	Wed 18-Dec 2013 01:10 - TERMINAL T1			
Seat number(s) requested: 17D					

Flight	From	To	Aircraft	Booking class	Status
AC125	Toronto Pearson (YYZ)	Calgary (YYC)	320	U	Confirmed
	Wed 18-Dec 2013 16:00 - TERMINAL T1	Wed 18-Dec 2013 18:27			

Seat number(s) requested: 31D

## Passenger Information

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		<b>Passenger 1</b>	
Name:	<b>Mr Jeffrey Melanson</b>	Ticket number:	<b>014 2128 633031</b>
Frequent Flyer Pgm:	Air Canada Aeroplan	Program number:	<span style="background-color: black; color: black;">XXXXXXXXXX</span>

## Purchase Summary

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**Passenger: 1 Ticket number 014 2128 633031**

<b>Date of issue</b>	10-Dec 2013
<b>Fare Amount in Canadian dollars:</b> <i>(including navigational &amp; other charges)</i>	2,252.00
<b>Taxes, Fees &amp; Charges</b>	
Canada Security Charge (CA)	14.25
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	116.31
Combined Taxes *see fare calculation below (XT)	116.50
<b>Total Fare in Canadian dollars:</b>	<b>2,499.06</b>
<b>Options</b>	
Seat selection fee in Canadian dollars	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	36.00
Ticket particularities:	1.80
AC ONLY/NON-REF/CHGE FEE	

*\*Fare calculation:*  
 14DEC13YYC AC YTO Q23.00R371.00AC YYC Q23.00R371.00AC YTO  
 Q23.00R897.00AC YYC Q23.00R521.00CAD2252.00 END ROE1.00  
 XT6.50RC110.00SQ  
*Canadian tax registration numbers:*  
 XG Canada Goods and Service Tax (GST) #10009-2287  
 RC Canada Harmonized Sales Tax (HST) #10009-2287  
 XQ Quebec Sales Tax (QST) #1000-043-172

## Fare Rules Summary

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- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.