

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Margaret Mrazek, Acting Board Chair  
October 1, 2015 to November 30, 2015

1) Travel expenses

\* "Transportation" includes airfare, public transportation, taxis, parking, mileage per diem, and fuel

\*\* "Incidentals" includes registration fees, telephone calls, and internet charges

\*\*\* "Recovery" refers to reimbursements from external parties

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
Oct 20, 2015	Fort McMurray	Business Meetings	489.56	-	-	-	-	-	489.56
			<u>\$ 489.56</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 489.56</u>

Receipts for the respective expenses are attached. The balance represents per diem payments that are not receipted.  
Please refer to the "Travel and Expense Claim Policy" for per diem rates. <http://ous.athabascau.ca/policy/finance/travelexpenseclaimpolicy.htm>

Your booking is confirmed. Booking reference: **LMHH3Z**

An email booking confirmation has been sent to:

Use your booking reference to retrieve your official Itinerary/Receipt at [aircanada.com](http://aircanada.com).

**Passengers** Mrs Margaret Mrazek

Flight	From	To	Departure	Arrival
AC8380	Edmonton (YEG)	Fort McMurray (YMM)	07:45 Tue 20-Oct 2015	08:47 Tue 20-Oct 2015
AC8389	Fort McMurray (YMM)	Edmonton (YEG)	17:25 Tue 20-Oct 2015	18:25 Tue 20-Oct 2015

Air Transp. Charges	376.00
Options	16.00
Taxes, fees and charges	97.56
Travel Insurance	Purchase travel insurance
<b>Grand Total</b>	<b>\$489.56</b>
Canadian dollars	

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**

AIR CANADA 

Booking Reference: **LMHH3Z**

**Customer Care**

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

**Air Canada**  
1-888-247-2262

Main Contact:  
Mrs Margaret Mrazek

**Flight Arrivals and Departures**  
1-888-422-7533

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8380 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Tue 20-Oct 2015 07:45	Fort McMurray (YMM) Tue 20-Oct 2015 08:47	0	1hr02	DH4	Flex, G	
AC8389 <sup>1</sup>	Fort McMurray (YMM) Tue 20-Oct 2015 17:25	Edmonton, Edmonton Int'l (YEG) Tue 20-Oct 2015 18:25	0	1hr00	DH4	Flex, G	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

**Passenger Information**

1: Mrs Margaret Mrazek : Adult (16+), Ticket Number: 0142152959500

Air Canada - Aeroplan : 115692121

Meal Preference: None

Payment Card: xxxx-xxxx-xxxx

Special Needs: None

Seat Selection: AC8380 2D (Preferred) Paid, AC8389 2D (Preferred) Paid

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

**Purchase Summary**

**Fare Summary**

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	176.00
Return Flight - Flex	176.00
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	

Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	22.51
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	<u>472.76</u>
Number of passengers	x 1
Total with options	<u>472.76</u>
<b>Seat Selection</b>	
Mrs Margaret Mrazek	
AC8380: 2D - Preferred Seat (Aisle)	8.00
AC8389: 2D - Preferred Seat (Aisle)	8.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.80
Total with options and seat selection fee:	<u>489.56</u>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$489.56</b>

**Payment Information**

Credit/Debit Card xxxx-xxxx-xxxx- Amount paid: \$489.56  
 The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$472.76 (Air Transp. Charges - per ticket)
- Air Canada: \$16.80 (Advance Seat Selection - for passenger 1)

Ticket number(s): 0142152959500

**Fare Rules**

Departing Flight Edmonton (YEG) To Fort McMurray (YMM) - Flex

Return Flight Fort McMurray (YMM) 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: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- 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.

**Baggage Allowance and Fees**

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

**Carry-on Baggage**

When your flight is operated by Air Canada, Air Canada rouge or Air Canada Express, 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 to check in at the baggage counter.

Departing Flight : Edmonton (YEG) To Fort McMurray (YMM) - Flex

Return Flight : Fort McMurray (YMM) To Edmonton (YEG) - Flex

Regular Baggage Allowance

**1st bag: Complimentary**      **2nd bag: \$25.00 CAD**  
 + taxes\* per direction

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 baggage 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 baggage fees. 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 baggage fees. 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.

**Currency**

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.

**Stopovers**

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

**Baggage Allowance for Air Canada Altitude and Star Alliance members**

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada rouge. Your Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges related to baggage.

	<b>Economy Class</b>	<b>Premium Economy</b>	<b>Business Class</b>
Altitude Super Elite 100K, Elite 75K, Elite 50K & Elite 35K	<b>3 bags</b> 32kg (70lb)	<b>3 bags</b> 32kg (70lb)	<b>3 bags</b> 32kg (70lb)
Altitude Prestige 25k	<b>2 bags</b> 23kg (50lb)	<b>2 bags</b> 23kg (50lb)	<b>2 bags</b> 32kg (70lb)
Star Alliance Gold	<b>3 bags</b> 32kg (70lb)	<b>3 bags</b> 32kg (70lb)	<b>3 bags</b> 32kg (70lb)
Star Alliance Silver	<b>1 bag</b> 23kg (50lb)	<b>2 bags</b> 23kg (50lb)	<b>2 bags</b> 32kg (70lb)

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

**Links**

Manage my booking online:  
 Flight Departure & Arrivals:  
 General conditions of carriage:  
 Information and Services

<http://www.aircanada.com/mybookings>  
<http://www.aircanada.com/flightstatus>  
<http://www.aircanada.com/conditionsofcarriage>  
<http://www.aircanada.com/travelinfo>

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