

## Expense Disclosure Reporting Form

**Name:** Dieter Brunsch, VP Customer Service & Risk Management

**For the Period:** June 2013

### Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals (includes per diem allowances)	Seminar / Conference / Registration fees	Total
1	17-Jun-13	Calgary	VP Forums with Calgary Staff					\$320.51
2								\$0.00
3								\$0.00
4								\$0.00
5								\$0.00
6								\$0.00
7								\$0.00
8								\$0.00
9								\$0.00
10								\$0.00
<b>Travel Related</b>								<b>\$320.51</b>

Notes

### Non-travel related Expenditures (Business meals, etc...)

Dates	Purpose	Expense Category	Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Non-Travel Related</b>			<b>\$0.00</b>

Notes

**Total claimed for reporting period: \$320.51**

# 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:

### Customer Care

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

Air Canada  
1-888-247-2262

Main Contact:  
Mr Dieter Brunsch

Flight Arrivals and Departures  
1-888-422-7533

*Summary #1*

*D. Brunsch -  
attendance/participant  
VP forums for  
Calgary WCB Staff  
mtg's*

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8133 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Mon 17-Jun 2013 07:00	Calgary (YYC) Mon 17-Jun 2013 07:47	0	0hr47	DH4	Tango, A	
AC8154 <sup>1</sup>	Calgary (YYC) Mon 17-Jun 2013 17:00	Edmonton, Edmonton Int'l (YEG) Mon 17-Jun 2013 17:51	0	0hr51	DH3	Tango, A	

Operated by:

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

## Passenger Information

1: Mr Dieter Brunsch : Adult (16+), Ticket Number:

Air Canada - Aeroplan : Meal Preference: **None**  
 Payment Card: Special Needs: **None**  
 Seat Selection: AC8133 2D (Preferred) Paid, AC8154 10D (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 - Tango	79.00
Return Flight - Tango	79.00
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	12.56
Air Travellers Security Charge (ATSC)	14.25
<b>Total airfare and taxes before options (per passenger)</b>	<b>263.81</b>
<b>Options</b>	
Departing Flight - Tango	
* Advance Seat Selection (Preferred)	27.00
Return Flight - Tango	
* Advance Seat Selection (Preferred)	27.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.70
<b>Total airfare, taxes and options (per passenger)</b>	<b>320.51</b>
Number of passengers	1
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$320.51</b>

## Payment Information

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

- Air Canada: \$263.81 (Airfare - per ticket)
- Air Canada: \$56.70 (Advance Seat Selection - per ticket)

Ticket number(s):

## Fare Rules

**Departing Flight** Edmonton (YEG) To Calgary (YYC) - **Tango**

**Return Flight** Calgary (YYC) 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.
- **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, . Exception: The flat fee is \$75 CAD/USD for passengers travelling between Toronto and Montreal or Toronto and Ottawa and, **effective May 14, 2013**, \$75 CAD/USD for those travelling between Vancouver and Calgary, Edmonton and Calgary or Edmonton and Vancouver (connecting flights excluded). Same-day flights only.
- **Same-day standby** is not permitted.
- 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.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (not qualifying for Altitude Status) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.
- 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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