



PURCHASE REQUISITION

PURCHASE AUTHORIZATION BLANKET ORDER RELEASE

113146

City of Regina REGINA

VENDOR: MIKE O'DONNELLREQUESTOR: FINANCE A/PNAME: COUNCILLORDEPARTMENT: FINANCE A/P
NAME: HELEN OWENS PHONE NO. 7584

COMPLETED NUMBER MUST BE INDICATED ON ALL INVOICES, PACKING SLIPS AND CORRESPONDENCE.

DATE REQUIRED 2-3/JUL/13

SHIP TO _____ DATE REQUIRED

DESCRIPTION	<input type="checkbox"/> AS PER ATTACHED PACKING SLIP/ INVOICE NO.	QUANTITY	UNIT	UNIT PRICE (EXCLUDING TAX)	FUND	ORG	ACTIVITY	ACCOUNT	PROJECT	LOC	WAM M4	WORK ORDER	TASK									
FEDERATION OF CANADIAN MUNICIPALITIES ANNUAL CONFERENCE + TRADE SHOW VANCOUVER, BC May 31 - June 3/13					<div style="border: 1px solid black; padding: 5px; display: inline-block;"> ENTERED 4 JUL 02 2013 ACCOUNTS PAYABLE </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> COMPLETE RECEIVING ON PART 3 </div>																	
MEALS				160.00																		
INCIDENTALS				24.00																		
TAXI				9.00																		
AIRFARE				461.56																		
PER DIEM				400.00																		
PER DIEM TAX @ 20%				80.00																		
PER DIEM				974.56																		
PER DIEM				400.00																		
PER DIEM				80.00																		
NOTES = 320.00																						

TO APPROVER: _____

Clarks' Office to pick up cheque.

REQUESTOR: _____

28(1) Signature Removed

Helen Owens

SIGNATURE _____

0,2,20,4,13

TO BUYER (PURCHASING BRANCH):

PLACE ORDER WITH SUPPLIER

SEND CONFIRMATION ORDER TO SUPPLIER

SOURCE AVAILABILITY/PRICING AND ADVISE

OTHER _____

4 days outside Sask Inside Canada

DEPARTMENT AUTHORIZATION

NAME: Judi Markut

28(1) Signature Removed

PHONE NO. 7216

SIGNATURE _____

0,2,20,4,13

TO RECEIVER: _____

FOR PURCHASING OFFICE USE ONLY



PURCHASE REQUISITION

PURCHASE AUTHORIZATION BLANKET ORDER RELEASE

City of Regina | REGINA

111332

VENDOR: Councillor Mike O'Donnell
NAME _____
ADDRESS _____REQUESTOR: _____
DEPARTMENT: office of the city clerk's
NAME: Abassamba Fall PHONE NO. 7191

COMPLETED NUMBER MUST BE INDICATED ON ALL INVOICES, PACKING SLIPS AND CORRESPONDENCE.

SHIP TO _____ DATE REQUIRED _____

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE (EXCLUDING TAX)	FUND	ORG	ACTIVITY	ACCOUNT	PROJECT	LOC	WAM M4	WORK ORDER	TASK	<input type="checkbox"/> AS PER ATTACHED PACKING SLIP/ INVOICE NO. _____	
reimbursement travel claim form	1	@	\$94756			17(1)(b)(i)								

COMPLETE RECEIVING ON PART 3

TO APPROVER: _____ NOTES

Abassamba will come pick up the cheque

- TO BUYER (PURCHASING BRANCH):
- PLACE ORDER WITH SUPPLIER
 - SEND CONFIRMATION ORDER TO SUPPLIER
 - SOURCE AVAILABILITY/PRICING AND ADVISE
 - OTHER _____

TO RECEIVER: _____

REQUESTOR APPROVAL

REQUESTOR: 28(1) Signature Removed
Mike O'Donnell
 SIGNATURE

25/10/2013

DEPARTMENT AUTHORIZATION
 NAME: Amber Smale
28(1) Signature Removed
 SIGNATURE

PHONE NO. 7185
25/10/2013

FOR PURCHASING OFFICE USE ONLY

	INPUT FIELDS:			PR Detail	Calculation detail:					Check Total s.b.=0	Percentage split		Check Total s.b.=0
	Base	Other	Adj. Tax Base		Base	GST	Sask. PST only	No Taxes	Total		50.00%	50.00%	
					No Taxes								
Accommodations	GST			0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Accommodations	GST & Other			0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Accommodations	Other (above)			0.00	0.00					0.00	0.00	0.00	0.00
Accommodations	GST & PST			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accommodations	GST, PST & Other			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accommodations	Other (above)			0.00						0.00	0.00	0.00	0.00
Accommodations	No Tax			0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Meals	GST	160.00		152.38	152.38	7.62		160.00	0.00	76.19	76.19	0.00	0.00
Meals	GST & PST			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Meals	No Tax			0.00				0.00	0.00	0.00	0.00	0.00	0.00
Incidentals	GST	24.00		22.86	22.86	1.14		24.00	0.00	11.43	11.43	0.00	0.00
Incidentals	No Tax			0.00				0.00	0.00	0.00	0.00	0.00	0.00
Registration	GST			0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Registration	No Tax			0.00				0.00	0.00	0.00	0.00	0.00	0.00
Registration	GST & PST			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Airfare	GST	461.56		439.58	439.58	21.98		461.56	0.00	219.79	219.79	0.00	0.00
Airfare	GST & Other			0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Airfare	Other (above)			0.00				0.00	0.00	0.00	0.00	0.00	0.00
Auto Rental	GST			0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Auto Rental	GST & PST			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Auto Rental	No Tax			0.00				0.00	0.00	0.00	0.00	0.00	0.00
Insurance	No Tax							0.00	0.00	0.00	0.00	0.00	0.00
Kilomerage	GST			0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Other	No Tax			0.00				0.00	0.00	0.00	0.00	0.00	0.00
Other	GST			0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Other,	GST & PST			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taxi	GST			0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Taxi	No Tax	9.00		9.00				9.00	9.00	4.50	4.50	0.00	0.00
Foriegn Echg.	No Tax			0.00				0.00	0.00	0.00	0.00	0.00	0.00
Per Diems		400.00		400.00				400.00	400.00	200.00	200.00	0.00	0.00
Sub Total Expenses				1,023.82	614.82	30.74	0.00	409.00	1,054.56	511.91	511.91	0.00	0.00
Total Taxes				30.74						15.37	15.37	0.00	0.00
Total Expenditures				1,054.56						527.28	527.28	0.00	0.00
Advance-Cash				0.00		Advance		0.00	0.00	0.00	0.00	0.00	0.00
Advance-Registration				0.00				0.00	0.00	0.00	0.00	0.00	0.00
Advance-Airfare				0.00				0.00	0.00	0.00	0.00	0.00	0.00
Advance-Travel Agency Fee				0.00				0.00	0.00	0.00	0.00	0.00	0.00
Advance-Other(hotel				0.00				0.00	0.00	0.00	0.00	0.00	0.00
Cash Advance refund				0.00				0.00	0.00	0.00	0.00	0.00	0.00
Per Diem tax @ 20%				-80.00		Per Diem tax @ 20%		-80.00	-80.00	-40.00	-40.00	0.00	0.00
Sub total				-80.00						-40.00	-40.00	0.00	0.00
Due (From) Employee				974.56				974.56		0.00	0.00	0.00	0.00
GST Rebate Calculation on \$5 or less (for CRs and JVs ONLY):				0.00									
GST Rebate (credit expense account)				0.00									
GST Rebate Receivable (debit 110 13401)				0.00									
If amount Due employee is less than or equal to \$5:				0.00									
Other Deductions Payable (see practice) (credit ??? 21308)				0.00		This is for a JV only.							

H/fs

TRAVEL CLAIM FORM

TYPE OF EXPENDITURE	DETAILS OF EXPENDITURES							TOTALS
	DAY 1 May 30	DAY 2 May 31	DAY 3 June 1	DAY 4 June 2	DAY 5 June 3	DAY 6	DAY 7	
Accommodation	---	---	---	---	---	---	---	\$ ---
Meal Allowance								
Breakfast (\$10.00 per meal)	---	10.00	10.00	10.00	---	---	---	\$ 30.00
Lunch (\$14.00 per meal)	14.00	---	14.00	14.00	---	---	---	\$ 42.00
Dinner (\$22.00 per meal)	22.00	22.00	22.00	---	22.00	---	---	\$ 88.00
Incidental (\$6.00 per day)	---	6.00	6.00	6.00	6.00	---	---	\$ 24.00
Daily Remuneration		100.00	100.00	100.00	100.00	---	---	\$ 400.00
TOTALS	36.00	138.00	152.00	130.00	128.00	---	---	\$ 584.00 (B)

DESCRIPTION OF ITEM OF EXPENDITURE	TOTALS
Registration	\$ ---
Airfare	\$ 461.56
Automotive (x \$0.38 per Km.)	\$ ---
Other Skytrain	\$ 9.00
TOTAL OTHER EXPENDITURES	\$ 470.56 (C)

EXPENDITURE SUMMARY

TOTAL DAILY EXPENDITURES (total (B) on this page)	\$ 584.00
TOTAL OTHER EXPENDITURES (total (C) on this page)	\$ 470.56
TOTAL TRIP EXPENDITURES	\$ 1054.56
LESS: TRAVEL ADVANCES (total (a) on page 1)	(\$ ---)
LESS: 20% TAX WITHHELD ON DAILY REMUNERATION	(\$ 80.00)
AMOUNT DUE TO (FROM) ELECTED OFFICIAL	\$ 974.56

This is to certify that the above travel expenses have been incurred by me in the discharge of my duties as a member of City Council. I have confirmed that the expenses are allowed in accordance with the provisions of the Elected Official Travel Policy and hereby request their reimbursement.

28(1) Signature Removed

Mike O'Donnell

Signature of Elected Official

Date

June 24 / 13

TRAVEL CLAIM FORM FOR ELECTED OFFICIALS

TRAVEL INFORMATION

Name Councillor Mike O'Donnell Travel Dates May 31/13 June 3/13
From To
 Destination Vancouver, B.C.

Description Federation of Canadian Municipalities - Annual Conference & Tradeshow.

17(1)(b)(i)

Account Code: **Fund Organization Activity Account**

I hereby request an advance in the amount of \$_____ for the purposes of attendance to this travel.

 Signature of Elected Official

*****COMPLETE PAGE 2 WHEN TRIP IS FINISHED*****

TRAVEL ADVANCE SUMMARY

This section is completed by the Finance Department

	Date	Payable To	Doc. Ref.	
Registration	_____	_____	_____	\$ _____
Airfare	_____	_____	_____	\$ _____
Cash	_____	_____	_____	\$ _____
Other	_____	_____	_____	\$ _____
TOTAL ADVANCES (transfer total to page 2)				\$ _____ (A)

Original: Finance Department
 Copy: Department



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: NS6XZ5

Name: Mr Michael Odonnell
E-mail: MODONNELL@REGINA.CA
Form of payment: CC 17(1)(b)(i)

Personal

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

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

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8571	Regina (YQR)	Vancouver (YVR)	CRJ	E	Confirmed
<i>Operated by:</i>	Thu 30-May 2013	Thu 30-May 2013			
<i>Air Canada Express-Jazz</i>	09:40	10:55 - TERMINAL M -MAIN			
AC8572	Vancouver (YVR)	Regina (YQR)	CRJ	A	Confirmed
<i>Operated by:</i>	Sun 09-Jun 2013	Sun 09-Jun 2013			
<i>Air Canada Express-Jazz</i>	13:15 - TERMINAL M -MAIN	16:18			

Passenger Information

Passenger 1
Name: Mr Michael Odonnell
Ticket number: 014 2116 593478
Frequent Flyer Pgm:
Program number:

Fare Summary



Passenger: 1 Ticket number 014 2116 593478

Date of issue	16-Jan 2013
Fare Amount in Canadian dollars:	384.00
<i>(including navigational & other charges)</i>	
Taxes, Fees & Charges	
Canada Security Charge (CA)	14.25
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	20.91
Combined Taxes *see fare calculation below (XT)	42.40
Total Fare in Canadian dollars:	461.56

Ticket particularities:
AC ONLY/NON-REF/ CHGE FEE

*Fare calculation:
30MAY13YQR AC YVR Q18.00R179.00AC YQR Q18.00R169.00CAD 384.00
END ROE1.00 XT2.40RC40.00SQ
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

- 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.
- Tickets are non transferable and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

Important Information

This is your E-ticket itinerary/receipt. Keep this document for your travel. Your flight coupons are stored in our reservation system. The Conditions of Contract and other legal notices are provided with this itinerary/receipt.

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Travel Documents

Air Canada is required by federal government regulations to check identification at the departure gate for all passengers who appear to be 18 years of age or older. The name on the identification must match the name used on the reservation or ticket. The passenger must present: one (1) piece of government-issued ID with photo or two (2) pieces of government-issued ID without photo. For **air travel between Canada and the United States**, all passengers including Canadian and U.S. citizens, are required to present a valid passport or other valid travel document such as a Nexus card. Nexus members are required to carry appropriate immigration and identity documents in addition to their Nexus card. In addition, passengers must present this Itinerary/receipt to immigration authorities upon request. For **air travel to a foreign country**, passengers must ensure that they have all necessary travel documents such as a passport or visa, as directed by embassies and consulates. All passengers are advised to view the [Travel documentation](#) page for important information on documentation required for travel.
YOU CANNOT TRAVEL IF YOU DO NOT HAVE ALL REQUIRED TRAVEL DOCUMENTS, SUCH AS PASSPORT AND VISA (if applicable).

Secure Flight

For travel to, from or via the United States you are required by the Transportation Security Administration (TSA) to provide full passenger name (as it appears on your travel document), date of birth and gender for each traveller at least 72 hours prior to departure, or at time of booking if you book your flight within 72 hours of departure.

June 22, 2013

Ashley:

Re: Travel to FCM Convention for Councillor Mike O'Donnell

Please note the following:

Flight: \$461.56 Receipt attached

Transit: \$9.00 Receipt attached. I only needed to take the Skytrain upon arrival as I received a ride on my return to the airport.

Meals: Note the following requests for meals

Thursday May 30th: Lunch and dinner

Friday May 31st: Breakfast and dinner

Saturday June 1st: Breakfast, lunch and dinner

Sunday June 2nd: Breakfast and lunch

Monday June 3rd: Dinner

Per Diem: Four days: May 31-June 3.

Daily incidentals: Four days: May 31-June 3

Thank you.

Mike O'Donnell

28(1) Signature Removed

Mike O'Donnell

AIRPORT
Adult 2 ZONE
\$ 9.00
VALIDATE - Insert this direction
PROOF OF PAYMENT/TRANSFER
-2-
TH.MY.30 12:48P

