

Employee ID / Name Remove Norma Schneider	Comment
Sheet ID 0000014170	
Business Purpose NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2017/06/07	AIRTRAV	Air Fare for Society for College and University Planning	6000	10	20000	999			444.53
2017/06/07	AIRTRAV	Air Fare for Society for College and University Planning	6000	10	20000	999			308.63
2017/06/07	AIRTRAV	Air Fare for Society for College and University Planning	6000	10	20000	999			308.89

I certify that the information provided is an accurate record of expenses incurred by me.
I certify that these expenditures were incurred on college business, have not been previously reported, and are not reimbursable by any other agency.

Removed in accordance with FOIP

Employee ID: [Redacted]

Date: July 26/2017

Approved by: *[Signature]*
Date: July 26/2017

Print Name: Joan Herte
Acting President & CEO

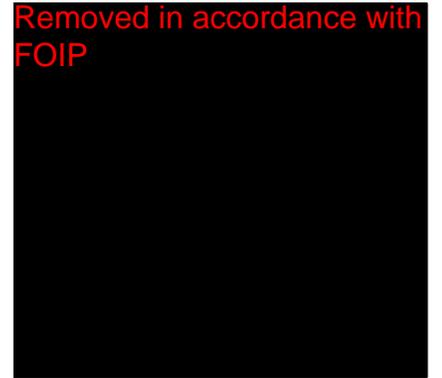
Total Expenses:	1062.050	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	1062.050	

ENTERED JUL 27 2017



AIR CANADA
YOUR BOOKING IS CONFIRMED

Removed in accordance with FOIP



Booking Reference: **Remov**

Travel booked/ticket issued on: 07 June 2017

Passengers

Ms. Sonja **Remove**

Seats

Ticket Number

Removed in

Remov
ed in

Depart

Economy Tango

Friday
07 Jul, 2017

Rem
Edmonton
Edmonton Intl. (YEG), Canada



Rem
Ottawa
Ottawa Intl. (YOW), Canada

3 hr 44
Economy (L)

AC360

flight_details.operated_by.text E190 |



Wi-Fi

| Air Canada Café

Remo
Ottawa
Ottawa Intl. (YOW), Canada



Rem
Washington
R. Reagan Washington National (DCA),
United States
Terminal A



1 hr 33

Economy (L)

flight_details.operated_by.text CRJ100

Purchase summary

	1 Adult
 Air Transportation Charges	
Base Fare	337.00
 Taxes, fees and charges	
Goods and Services Tax - Canada <u>no.</u> 100092287 RT0001	18.96
<u>U.S.</u> Immigration User Fee	9.44
Agriculture Fee - United States	5.34
<u>U.S.</u> Federal Customs Fee	7.42
Air Travellers Security Charge	12.10
Airport Improvement Fee - Canada	30.00
Transportation Tax - <u>U.S.</u>	24.27
Total before options (per passenger)	444⁵³
Number of passengers	x1
Total	444⁵³
GRAND TOTAL - Canadian dollars	\$444⁵³

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 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.]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

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

Edmonton(YEG) > Washington(DCA)

 **1st bag**
\$ 26.25 CAD
Including taxes

 **2nd bag**
\$ 36.75 CAD
Including taxes

Max. weight per bag:
23 kg (50 lb)

Max. 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.

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.



CANADA, U.S.: 1 (888) 247-2262

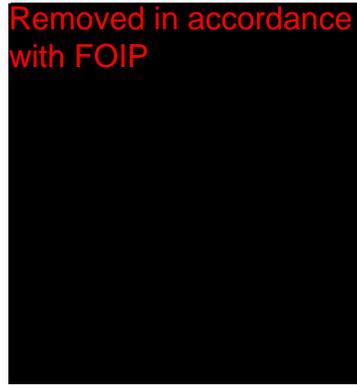
 **AIR CANADA**
A STAR ALLIANCE MEMBER 



AIR CANADA

YOUR BOOKING IS CONFIRMED

Removed in accordance with FOIP



Booking Reference: **Removed in**

Travel booked/ticket issued on: 07 June 2017

Passengers

Ms. Sonja **Removed in**
Removed in

Seats

Removed in

Ticket Number

Removed in

Depart

Economy Tango

Friday
14 Jul, 2017

Rem

Washington

R. Reagan Washington National
(DCA), United States
Terminal A



Remo

Ottawa

Ottawa Intl. (YOW), Canada



1 hr 30

AC8453

Economy (A)

flight_details.operated_by.text CRJ100

Purchase summary



Air Transportation Charges

Base Fare

271.00



Taxes, fees and charges

September 11 Security Fee

7.55

Passenger Facility Charge - United States

6.07

Transportation Tax - U.S.

24.27

Total before options (per passenger)**308⁸⁹**

Number of passengers

x1**Total****308⁸⁹**

GRAND TOTAL - Canadian dollars

\$308⁸⁹

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 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]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

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

Washington(DCA) > Ottawa(YOW)

 **1st bag**
\$ 25.00 USD
Including taxes

 **2nd bag**
\$ 35.00 USD
Including taxes

Max. weight per bag:
23 kg (50 lb)

Max. 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.

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Stopovers

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 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.
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CANADA, U.S.: 1 (888) 247-2262

 **AIR CANADA**

A STAR ALLIANCE MEMBER 



YOUR BOOKING IS CONFIRMED

Removed in accordance with FOIP

Booking Reference **Removed in accordance with FOIP**

Travel booked/ticket issued on: 07 June 2017

Passengers

Ms. Sonja **Removed in accordance with FOIP**
Remove

Seats

Removed in accordance with FOIP

Ticket Number
Removed in accordance with FOIP

Depart

Economy Tango

Tuesday
25 Jul, 2017

Removed in accordance with FOIP
Ottawa
Ottawa Intl. (YOW), Canada



Removed in accordance with FOIP
Edmonton
Edmonton Intl. (YEG), Canada

4 hr 15
Economy (L)

AC363

flight_details.operated_by.text E190 |

| Air Canada Café



Wi-Fi

1 Adult



Air Transportation Charges

Base Fare	220.00
Surcharges	23.00
 Taxes, fees and charges	
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	35.51
Air Travellers Security Charge	7.12
Airport Improvement Fee - Canada	23.00
Total before options (per passenger)	308⁶³
Number of passengers	x1
Total	308⁶³
GRAND TOTAL - Canadian dollars	\$308⁶³

Baggage allowance

Carry-on Baggage

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Checked Baggage

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

Ottawa(YOW) > Edmonton(YEG)

 **1st bag**
\$ 28.25 CAD
Including taxes

 **2nd bag**
\$ 39.55 CAD
Including taxes

Max. weight per bag:
23 kg (50 lb)

Max. 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.

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 CANADA, U.S.: 1 (888) 247-2262



Employee ID / Name Removed Norma Schneider	Comment
Sheet ID 0000014017	
Business Purpose NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2017/05/26	AIRTRAV	Flight - SAO Meeting	6000	10	20000	999			212.23
2017/05/26	OTHER	Bus Fare - SAO Meeting	6000	10	20000	999			81.88

I certify that the information provided is an accurate record of expenses incurred by me.
 I certify that these expenditures were incurred on college business, have not been previously reported, and are not reimbursable elsewhere.

Removed in accordance with FOIP

Emplo _____ Date June 27, 2017

Approved by [Signature] Date June 28/17

Jodi Alboast
 Print Name

Total Expenses:	294.110	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	294.110	

ENTERED JUN 28 2017

RECEIVED
 NorQuest College
 JUN 27 2017
 Office of the President



Invoice

NORQUEST COLLEGE NORQUEST COLLEGE 10215 106 STREET NW EDMONTON AB T5J 1L6	Trip #: Remove Booking Date: 26 May 17 Client: Removed Agent: BARB Remove File Locator: Remove
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PASSENGERS: NORMA SCHNEIDER

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # Remove	165.00	10.11	\$0.00	37.12	0.00	212.23 CAD
Total:	165.00	10.11	0.00	37.12	0.00	212.23 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	Remove	05/26/2017		Remove in accordance	212.23 CAD
				Total Payment:	212.23 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 10.11 Total HST \$0.00

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
 ***** AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 ***** PLEASE REVIEW YOUR ITINERARY FOR ACCURACY***
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY -----
 ---AIR CANADA RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY 24HOURS IN ADVANCE GO TO WWW.AIRCANADA.COM TO CHECK IN AND PRINT YOUR BOARDING PASS. -----

Lauren **Removed**

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: Friday, May 26, 2017 2:20 PM
To: Lauren **Remov**
Subject: Red Arrow Itinerary/Receipt



INVOICE

2017-05-26

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
1666707	2017-05-26	Remove			2017-05-29	2017-05-29	-	Website User

Travellers:

Schneider/Norma

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
EDMCAL 08:00 YYC Assigned to: 10B Departs Edmonton (EDMCEDAR / Best Western Cedar Park Inn 5116 Gateway Blvd) at 08:15 on 2017-05-29. Arrives Calgary (CALGARY INTL AIRPORT / Calgary International Airport) at 11:35 on 2017-05-29. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 77.98	\$ 81.88

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2017-05-26	Norma Schneider	Removed in	\$ 81.88

Base Price: \$ 77.98
Discounts: \$ 0.00
Service Charges: \$ 0.00
GST: \$ 3.90