

Comment

Employee ID / Name  
 Removed Norma Schneider  
 Sheet ID  
 0000014585  
 Business Purpose  
 NorQuest Expense Claim



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2017/09/21	HOTEL	Hotel in Grande Prairie to tour Evergreen Centre	6000	10	20000	999			178.51
2017/09/21	KMS	Drive to Grande Prairie	6000	10	20000	999			449.28
2017/09/21	DINNER	Dinner Per Diem Grande Prairie	6000	10	20000	999			20.75
2017/09/21	HOST	Lunch Meeting Evergreen Centre Attendee's	6003	10	20000	999			111.68
2017/09/21	PDOTHER	Art of Leadership for Women Conference	6900	10	20000	999			140.96
2017/09/21	PDCONF	Ticket for Conference Art of Leadership for Women	6900	10	20000	999			471.45
2017/05/29	HOTEL	Hotel for SAO Meeting	6000	10	20000	999			200.96

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 paid, and comply with college policy.

Employee Signature: *[Signature]* Date: 27/9/17  
 Approved by: *[Signature]* Date: 27/9/17  
 Print Name: JODI ASBECT

Total Expenses:	1573.590	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	1573.590	
Amount Due Vendor:	0.000	

Removed in accordance with FOIP



Hampton Inn & Suites Grande Prairie  
 10405 117 Street • Grande Prairie, AB T8V 6M8  
 Phone (780) 538-0722 • Fax (780) 538-0767

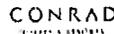


SCHNEIDER, NORMA Removed in accordance with FOIP	name address	room number: 214/NQRR arrival date: 9/20/2017 7:31:00 PM departure date: 9/21/2017	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
		adult/child: 1/0 room rate: 159.00 Rate Plan: CON HH # AL: Car:	
Confirmation Number: 80892084 9/21/2017		Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. A fee of up to 250 USD will be assessed for smoking in a non-smoking room. Please ask the Front Desk for locations of designated outdoor smoking areas.	

date	reference	description	amount
9/20/2017	86718	GUEST ROOM	\$159.00
9/20/2017	86718	DMF 3%	\$4.77
9/20/2017	86718	GST 5%	\$8.19
9/20/2017	86718	HOTEL TAX 4%	\$6.55
9/21/2017	86902	Remove	(\$178.51)
		**BALANCE**	\$0.00

EXPENSE REPORT SUMMARY

	9/20/2017	STAY TOTAL
ROOM AND TAX	\$178.51	\$178.51
DAILY TOTAL	\$178.51	\$178.51



GST  
 Total Invoice Amount



\$0.00  
 \$159.00



for reservations call 1.800.hampton or visit us online at hampton.com

thanks.

account no. Remove	date of charge 9/21/2017	folio/check no. Remove
card member name SCHNEIDER, NORMA	authorization Rema	initial
establishment no. and location establishment agrees to transmit to card holder for payment	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	-178.51

GRAND PRAIRIE HAMPTONS  
10405 117 STREET  
GRAND PRAIRIE AB

Hotel

CARD \*\*\*\*\* **Remov**  
CARD TYPE MASTERCARD  
DATE 2017/09/21  
TIME 2951 05:26:39  
INVOICE # 214  
RECEIPT NUMBER  
C84113498-001-202-060-0

-----  
PRE-AUTH COMPLETION  
TOTAL

**\$178.51**  
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MASTERCARD

**Removed in**

**APPROVED**

AUTH# **Remov** 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

✓  
THE PINES RESTAURANT  
PO BOX 370  
NW 73-24-15-W5  
GRANDE PRAIRIE  
AB T8V 3A5  
(780) 532-3279

**SALE**

Server #: 000020  
Table #: 0022  
Check #: 0000518681  
MID: 4141805  
TID: U4141805 REF#: 00000012  
Batch #: 174 SEQ: 174001001012  
09/21/17 14:09:53  
APPR CODE: 08597S  
MASTERCARD  
\*\*\*\*\***Remove**\*\*\*

AMOUNT \$97.11  
TIP \$14.57  
TOTAL @ P/A \$111.68

00 - APPROVED - 001

MASTERCARD  
AID: **Removed in**  
TVR: 00 00 00 80 00  
TS: E8 00

THANK YOU

THU SEPTEMBER 21, 2017  
**CHECK #518681-2**  
TABLE #22  
**DUPLICATE**

3 Pop	\$9.75
1 Add Side Gravy	\$1.49
1 Boursin Salad	\$15.95
2 Pine's Steak Sand	\$31.90
1 Classic Clubhouse	\$13.95
1 Blue Cheese Burger	\$15.95
1 Sub Caesar Salad	\$1.75
1 Sub Onion Rings	\$1.75
SUB-TOTAL	\$92.49
GST	\$4.62
<b>TOTAL</b>	<b>\$97.11</b>

Time: 14:08 1 CUSTOMER

Server #

YOU HAVE BEEN SERVED  
BY : Diane

Destiny [Redacted]



**From:** Red Arrow Reservations [Redacted]  
**Sent:** Tuesday, September 12, 2017 3:24 PM  
**To:** Destiny [Redacted]  
**Subject:** Red Arrow Itinerary/Receipt

**INVOICE**



2017-09-12

*You can reach us at:*

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
[Redacted]	2017-09-12	[Redacted]			2017-10-23	2017-10-25	-	Website User

*Travellers:*

Schneider/Norma

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
[Redacted] in accordance with	3 hrs 20 mins	Adult	1	\$ 70.48	\$ 74.00

Departs Edmonton (EDMTO / ETO 10014 104 St) at 16:30 on 2017-10-23. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 19:50 on 2017-10-23. (3 hrs 20 mins)

[Redacted] in accordance with	3 hrs 20 mins	Adult	1	\$ 70.48	\$ 74.00
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Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2017-10-25. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 19:50 on 2017-10-25. (3 hrs 20 mins)

**Payments Received**

**Base Price:** \$ 140.96  
**Discounts:** \$ 0.00

DATE	GUEST	REFERENCE	AMOUNT
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2017-09-12	Norma Schneider	MasterCard Removed in	\$ 148.00
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Service Charges:	\$ 0.00
GST:	\$ 7.04
Invoice Total:	\$ 148.00
Payments Received:	\$ 148.00
Balance Due:	\$ 0.00

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**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.**

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. \*\*Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit [www.redarrow.ca](http://www.redarrow.ca) or view the policy posted on our information boards at our Ticket Offices\*\* \*\*Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time\*\* Corporate Billing Accounts - Please pay off your monthly statement & not individual invoices.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

**Thank you for booking with Red Arrow Motorcoach. We appreciate your business!**

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

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Destiny Rem



**From:** [Redacted]  
**Sent:** Thursday, September 7, 2017 10:51 AM  
**To:** Destiny Rem  
**Subject:** The Art of Leadership For Women - Registration Confirmation



Thank you for registering for The Art of Leadership For Women conference taking place at the Calgary Telus Convention Centre - North Building - Hall XE on October 24, 2017.

In this email please find your receipt, confirmation and a link to download your e-tickets. You must download your e-tickets as a PDF and print out each page before attending the conference. Please see the link below for more information.

If you have any questions or concerns, please contact us at [Redacted] or [Redacted]

### Download Your Tickets

Your tickets are available immediately for download and printing. Be sure to bring the printouts with you to the event. If you ordered multiple tickets, your PDF download will contain multiple pages, each page is a separate ticket. [Download Tickets Here](#)

<b>Event</b>	The Art of Leadership For Women - October 24, 2017
<b>Name</b>	Norma Schneider
<b>Company</b>	NorQuest College
<b>Title</b>	Vice President Teaching and Learning, Cheif Academic officer
<b>Phone</b>	[Redacted in accordance with FOIP]
<b>Email</b>	[Redacted]
<b>Address</b>	10215 108 Street NW [Redacted] Edmonton, AB, T5J 1L6

<b>General Passes Purchased</b>	1
<b>VIP Passes Purchased</b>	0
<b>Platinum Passes Purchased</b>	0
<b>Sub-total</b>	\$449.00

<b>Tax</b>	\$22.45
<b>Total Cost</b>	\$471.45
<b>Card Type</b>	Removed
<b>Card Number</b>	in
<b>Date</b>	2017-09-07 12:50:38
<b>Order Number</b>	Removed in accordance with
<b>HST/GST#</b>	817421555-RT0001

**Don't forget to Download Your Tickets!**

Your tickets are available immediately for download and printing. Be sure to bring the printouts with you to the event. If you ordered multiple tickets, your PDF download will contain multiple pages, each page is a separate ticket. [Download Tickets Here](#)

**Refund / Cancellation Policy**

Tickets are non-refundable. If you are unable to attend, tickets may be transferred to another person or to a future conference. The Art of Productions Inc. reserves the right to cancel a conference prior to the start date or delay the start date due to low enrollment, speaker availability or other uncontrollable circumstances. If for these reasons a conference must be cancelled, The Art of Productions Inc. will refund only the cost of the conference registration.

Your transaction has been processed. Check your email for a confirmation message.

Thank you for registering for The Art of Leadership For Women conference taking place at the Calgary Telus Convention Centre - North Building - Hall XE on October 24, 2017.

You will receive an email shortly containing your receipt, confirmation and a link to download your e-tickets. You must download your e-tickets as a PDF and print out the file before attending the conference. Please see the link below for more information.

If you have any questions or concerns, please contact us at [info@theartof.com](mailto:info@theartof.com) or 1.866.99.ART.OF.

## **Download Your Tickets Here!**

Your e-tickets are available immediately for download and printing. Be sure to print the tickets and bring them with you to the event. If you ordered multiple tickets, your PDF download will contain multiple pages, each page is a separate ticket.

Event	The Art of Leadership For Women - October 24, 2017
Name	Norma Schneider
Company	NorQuest College
Title	Vice President Teaching and Learning, Cheif Academic officer
Phone	Removed in accordance with FOIP
Email	
Address	10215 108 Street NW , 3-013 Edmonton, AB, T5J 1L6
General Passes	1
VIP Passes	0
Platinum Passes	0
Total Cost	\$471.45
Card Type	Remove
Card Number	d in accorda
Date	2017-09-07 12:50:38
Order Number	Removed in accordance with
HST/GST#	817421555-RT0001

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Mrs Norma Schneider

Removed in accordance with FOIP

Company: Olds College

Room Number: 441  
Arrival Date: 05-29-17  
Departure Date: 05-30-17  
CRS Number: Removed in accordance  
Rewards No:  
Page No: 1 of 1

**INFORMATION INVOICE**

Folio No:

05-30-17

Date	Description	Charges	Credits
05-29-17	Room Charge	179.00	
05-29-17	Rooms Destination Market Fee	5.37	
05-29-17	Rooms Tourism Levy	7.37	
05-29-17	Room GST	9.22	
05-30-17	Visa Card	Removed in accordance with	200.96
<b>Total</b>		<b>200.96</b>	<b>200.96</b>
<b>Balance</b>		<b>0.00</b>	

Your Marriott Rewards Points/Frequent Flyer Miles earned will be credited to your account and will appear on your next statement.