

Employee ID / Name Removed Jodi Abbott	Comment
Sheet ID 0000016010	
Business Purpose NorQuest Expense Claim	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2018/04/04	PDCONF	Return Airfare for Leadership Seminar	6900	10	10500	999			1,101.39

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.

Jodi Abbott
Employee Signature

April 4, 2018
Date

S. Ann Colbourne
Approved by

S. Ann Colbourne
Print Name

Total Expenses:	1101.390	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	1101.390	
Amount Due Vendor:	0.000	



Booking Confirmation

Removed in accordance with FOIP

Booking Reference: **Removed**

Date of issue: 04 Apr, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

- Depart

				Economy Comfort	
Tuesday 17 Apr, 2018	07:35 Edmonton Edmonton Intl. (YEG), AB		13:13 Toronto Pearson Intl. (YYZ), ON Terminal 1	Removed in accordance with FOIP	3hr38 Economy W Operated by: Air Canada W-Fi Air Canada Bistro
			Layover in Toronto		1hr22
Tuesday 17 Apr, 2018	14:35 Toronto Pearson Intl. (YYZ), ON Terminal 1		16:03 New York LaGuardia (LGA), NY Terminal B		1hr28 Economy W Operated by: Air Canada W-Fi Air Canada Bistro
			Total duration		6hr28

- Return

				Economy Comfort	
Friday 20 Apr, 2018	19:30 New York LaGuardia(LGA), NY Terminal B		21:05 Toronto Pearson Intl. (YYZ), ON Terminal 1	Removed in accordance with FOIP	1hr35 Economy G Operated by: Air Canada W-Fi Air Canada Bistro
			Layover in Toronto		2hr05
Friday 20 Apr, 2018	23:10 Toronto Pearson Intl. (YYZ), ON Terminal 1		01:20 +1 day Edmonton Edmonton Intl. (YEG), AB		4hr10 Economy G Operated by: Air Canada W-Fi Air Canada Bistro
			Total duration		7hr50

Passengers

Jodi Remo Abbott

Ticket Number

Removed

Air Canada - Aeroplan

Remov

Seats

Removed
in
accordanc



Purchase summary

Visa ***** Amount paid: \$1101.39 Tax information GST/HST no. 10009-2287 RT0001 \$49.56 GST/HST no. 10009-2287 RT0001 \$1.04	1 adult
	Air Transportation Charges
	Base Fare - Depart - Economy Comfort 481.00
	Base Fare - Return - Economy Comfort 438.00
	Taxes, fees and charges
	September 11 Security Fee 7.23
	Goods and Services Tax - Canada no. 100092287 RT0001 49.66
	U.S. Immigration User Fee 9.03
	Agriculture Fee - United States 5.11
	Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) 1.04
	U.S. Federal Customs Fee 7.29
	Air Travellers Security Charge 12.10
	Airport Improvement Fee - Canada 38.00
	Passenger Facility Charge - United States 5.81
	Transportation Tax - U.S. 47.22
	Total airfare and taxes before options \$1101.39
	GRAND TOTAL (Canadian dollars) \$1101.39



Check-in and boarding gate deadlines

Within Canada To/From the U.S.

90
minutes

120
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

60
minutes

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Vision

A DIRECT TRAVEL® COMPANY

Invoice

NORQUEST COLLEGE
 NORQUEST COLLEGE
 10215 106 STREET NW
 EDMONTON AB
 T5J 1L6

Trip #: **Remove**
 Booking Date: 14 Mar 18
 Client: **Removed in accordance with FOIP**
 Agent: **Removed in accordance with FOIP**
 Agents email: **Removed in accordance with FOIP**
 File Locator: **Removed in accordance with FOIP**

PASSENGERS: DR JODI ABBOTT

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
BSP SERVICE FEES Removed in accordance with FOIP	30.00	1.50	\$0.00	0.00	0.00	31.50 CAD
AIR CANADA Ticket # Removed in accordance with FOIP	318.00	18.86	\$0.00	59.25	0.00	396.11 CAD
Total:	348.00	20.36	0.00	59.25	0.00	427.61 CAD

PAYMENTS

Invoice #	Payment Date	Card Holder	Form of Payment	Amount
Removed in accordance with FOIP	03/12/2018		Removed in accordance with FOIP	31.50 CAD
Removed in accordance with FOIP	03/13/2018		Removed in accordance with FOIP	396.11 CAD
Total Payment:				427.61 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 20.36 Total HST \$0.00

***** 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.

NORQUEST COLLEGE
 NORQUEST COLLEGE
 10215 106 STREET NW
 EDMONTON AB
 T5J 1L6

Trip #: [Redacted]
 Booking Date: 14 Mar 18
 Client: [Redacted]
 Agent: [Redacted]
 Agents email: [Redacted]
 File Locator: [Redacted]

[Redacted]
 Removed in accordance
 with FOIP

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
JODI ABBOTT	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	[Redacted]	EDMONTON INTL 28 Apr 18 11:45AM		VANCOUVER INTL 28 Apr 18 12:18PM	L	
AIR CANADA	[Redacted]	VANCOUVER INTL 28 Apr 18 2:20PM		VICTORIA INTL 28 Apr 18 2:50PM	L	
AIR CANADA	[Redacted]	VICTORIA INTL 02 May 18 9:00AM		CALGARY INTL 02 May 18 11:34AM	L	
AIR CANADA	[Redacted]	CALGARY INTL 02 May 18 12:05PM		EDMONTON INTL 02 May 18 12:55PM	L	

Passengers: JODI ABBOTT

Booking Date: 13 Mar 18
 File Locator/Ticket #: 2191745438