



Employee ID / Name Removed / Norma Schneider	Comment
Sheet ID 0000010402	
Business Purpose NorQuest Corporate Visa card	

Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2016/01/05	SUPPL	Registration fee for CLPNA AGM & Conference	6054	10	20000	999			418.95
2016/01/18	SUPPL	Travel agent fee	6054	10	20000	999			15.75
2016/01/18	AIRTRAV	Airfare to Quebec City for CiCan Conference	6000	10	20000	999			861.36

I certify that the information provided is an accurate record of expenses incurred by me.

Removed in accordance with FOIP [Redacted] college business, have not been

Jun 22/16.  
Date

Jun 25/16  
Date

Jill Matthew for Jodi Abbott  
Print Name

Total Expenses:	1296.060	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	1296.060	

Removed in accordance with FOIP

**From:** BUKSA Associates Inc. (DO NOT REPLY)  
**Sent:** Tuesday, January 05, 2016 1:24 PM  
**To:** Norma Schneider  
**Subject:** Purchase Receipt

Removed in accordance with FOIP

## REGISTRATION FEE RECEIPT

**Receipt Date:** 2016-01-05 12:22:48 PM  
**Receipt Number:** [REDACTED]  
**Bank Auth Number:** [REDACTED]  
**Fee Total:** 418.95 CAD  
**Name on Card:** Norma Schneider  
**Card Type:** VI  
**Email Address:** [REDACTED]

### Company Information: BUKSA STRATEGIC CONFERENCE SERVICES

BUKSA Associates Inc.

Edmonton, Alberta T6E 1X2 Canada  
Phone: 780-436-0983  
Email: [info@buksa.com](mailto:info@buksa.com)  
Web: [www.buksa.com](http://www.buksa.com)

### Bill to:

Norma Schneider  
10215 108 Street

Edmonton AB  
T5J 1L6  
CA

Removed in accordance with FOIP

For conference registration details including cancellation policies please refer to the official confirmation email, which has been sent separately. If you do not receive the official confirmation email within 24 hours please contact the Conference Secretariat.

Please DO NOT REPLY to [receipts@buksa.com](mailto:receipts@buksa.com). This is an unattended email address. If you have any questions please refer to your official confirmation letter or email [info@buksa.com](mailto:info@buksa.com).



2016 CLPNA AGM & CONFERENCE | April 27-29 | Delta Edmonton South

Receipt

Reference Number [REDACTED]  
 Issued By [REDACTED] BUksA Associates Inc.  
 Suite 307, 10328 - 81 Avenue NW  
 Edmonton, AB T6E 1X2  
 Phone: (780) 436-0983  
 Email: CLPNA@buksa.com

Date Registered Tuesday, January 5, 2016

Statement Date Tuesday, January 5, 2016

Event 2016 CLPNA AGM & Conference

Event Details Delta Edmonton South Hotel and Conference Centre  
 4404 - Gateway Blvd NW  
 Edmonton AB T6H 5C2  
 Canada

Event Date Wednesday, April 27 - Friday, April 29, 2016

Selection	Cost
Non-Member: Norma Schneider	\$CAD399.00
<b>Sub Total:</b>	<b>\$CAD399.00</b>
	Sales Tax \$CAD19.95
	<b>Total \$CAD418.95</b>

Billed To

Billing Company NorQuest College  
 Name Norma Schneider  
 Address Line 1 10215 108 Street  
 City Edmonton  
 US State AB  
 Billing Zip/Postal Code T5J 1L6  
 Country Canada  
 Email Address [REDACTED] with FOIP

Date	Transaction Type	
Tuesday, January 5, 2016	Sales Tax	\$CAD19.95
Tuesday, January 5, 2016	Transaction Amount	\$CAD399.00
Tuesday, January 5, 2016	Online Credit Card Payment (xxxxxxx [REDACTED])	\$CAD-418.95
	<b>Balance</b>	<b>\$CAD0.00</b>

**Terms and Conditions**

1. Registration fees must be paid in full before you will be admitted to the conference. If there is an outstanding balance on your account when you arrive at the conference, you will be asked for a credit card to settle your account.
2. All registration and ticket fees are subject to 5% GST and are listed and must be paid in Canadian Dollars (CAD).
3. Advance registrations will be accepted until April 26, 2016. After April 26, 2016 registrations will only be accepted on-site.
4. Substitutions may be made until April 26, 2016 by writing to the Conference Secretariat at CLPNA@buksa.com or on-site.

5. To complete this form, credit card payment must be made by VISA or MasterCard. Your statement will read "Buksa Assoc. (780) 436-0983 Edm."
  6. A confirmation notice detailing your registration will be sent to you immediately upon completion of this registration form. If you do not receive this confirmation within 24 hours please contact us at CLPNA@buksa.com.
  7. Recording may occur through the conference; by agreeing to these policies conference attendees consent to filming, photography and sound recording as delegates, speakers or exhibitors at the conference.
  8. All registration rates are subject to availability.
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#### **Cancellation Policy**

Notice of cancellation must be made in writing to the Conference Secretariat at CLPNA@buksa.com. A \$60.00 (plus 5% GST) cancellation fee will apply for conference registrations cancelled until April 13, 2016. After this date, no refunds will be issued. No refunds will be issued for purchased dinner tickets at any time. Registration fees for cancelled Career Directions Workshop registrations will be refunded in full until April 1, 2016. After that time, no refunds will be provided.

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#### **Receipt**

BUKSA Associates Inc.  
Suite 307, 10328 - 81 Avenue NW  
Edmonton, AB T6E 1X2  
Phone: (780) 436-0983  
Email: CLPNA@buksa.com

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**2016 CLPNA AGM & Conference**  
c/o BUKSA Associates Inc.  
Suite 307, 10328 - 81 Avenue NW, Edmonton, AB T6E 1X2  
Phone: (780) 436-0983 ext. 0  
Email: CLPNA@buksa.com

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8  
GST Reg#: 885101915  
Branch: [REDACTED]  
Agent: CASANDRA [REDACTED]

To: NORQUEST COLLEGE  
10215 - 108TH ST NW  
EDMONTON AB  
CA T5J 1L6

Invoice Number: [REDACTED]  
Date: January 19, 2016  
Page: 1/3  
Our Reference: [REDACTED]

# INVOICE

For  
MRS NORMA SCHNEIDER

Sunday, May 29, 2016

 Air

WESTJET AIRLINES  
From: LAS VEGAS NV  
To: TORONTO PEARSON  
Stops: 0 Arrival: 29May16

Flight: [REDACTED] L CLASS  
12:20 PM Equipment: [REDACTED]  
07:37 PM

Mile(s) Flown: 1923

 Air

WESTJET AIRLINES  
From: TORONTO PEARSON  
To: QUEBEC QC  
Stops: 0 Arrival: 29May16  
WESTJET ENCO

Flight: [REDACTED] L CLASS  
09:35 PM Equipment: [REDACTED]  
11:22 PM

Mile(s) Flown: 472

Wednesday, June 1, 2016

 Air

WESTJET AIRLINES  
From: QUEBEC QC  
To: TORONTO PEARSON  
Stops: 0 Arrival: 01Jun16  
WESTJET ENCO

Flight: [REDACTED] X FARE  
06:05 PM Equipment: [REDACTED]  
07:59 PM


Mile(s) Flown: 472

To: NORQUEST COLLEGE  
 10215 - 108TH ST NW  
 EDMONTON AB  
 CA T5J 1L6

Invoice Number: [Removed in accordance with POIP]  
 Date: January 19, 2016  
 Page: 2/3  
 Our Reference: [Removed in accordance with POIP]

# INVOICE

Wednesday, June 1, 2016

 Air

WESTJET AIRLINES  
 From: TORONTO PEARSON  
 To: EDMONTON INTL AB  
 Stops: 0 Arrival: 02Jun16

Flight: 10:00 PM  
 Equipment: 12:07 AM  
 X FARE  
 [Removed in accordance with POIP]

Mile(s) Flown: 1671

 Tour

BSP TASF  
 From: EDMONTON INTL AB  
 To: EDMONTON INTL AB  
 01Jun16  
 PACKAGE TOUR  
 EXTENDED PNR DATE FOR MARLIN TRAVEL INTERNAL USE ONLY

Sunday, October 30, 2016

 Miscellaneous

HARBOUR AIR  
 From: LAS VEGAS NV  
 To: QUEBEC QC  
 30Oct16

**Cost:**

TKT- [Removed in accordance with]	E-TKT	(VI***** [Removed in accordance with])	756.00
		GST:	1.65
		QST:	3.29
		HST:	1.04
		Tax:	99.38
		<b>Ticket Total:</b>	<b>861.36</b>
TKT- [Removed in accordance with]		(VI***** [Removed in accordance with])	15.00
		GST:	0.75
		<b>Ticket Total:</b>	<b>15.75</b>

**Total:**

<b>Grand Total:</b>	877.11
Less Credit Card Payments:	877.11
Total GST/HST:	3.44
Total QST:	3.29
Credit / Balance Due To This Invoice:	0.00
Total Balance Due:	0.00

Employee ID / Name [REDACTED] / Norma Schneider	Comment
Sheet ID 0000010295	
Business Purpose NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2015/11/26	OTHER	Refund from hotel due to flood re: George Brown Trip (Toronto)	6000	10	20000	999			-344.89
2015/12/02	HOST	Teaching and Learning leadership Team Christmas Celebration	6003	10	20000	999			315.00

I certify that the information provided is an accurate record of expenses incurred by me. I certify that the expenses incurred on college business, have not been previously reported.

Removed in accordance with FOIP

Employee: [REDACTED] Date: Jan 4, 2015

Approver: [REDACTED] Date: Jan 5, 2015

Dr. Jodi Hobolt  
Print Name

Total Expenses:	315.000	CAD
Less Vendor Credits:	-344.890	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	-29.890	

Removed in accordance with FOIP

**Subject:** FW: Transaction Receipt - Do Not Reply

Begin forwarded message:

**From:** Vicky [Removed in accordance with FOIP]  
**Date:** December 2, 2015 at 4:24:14 PM MST  
**To:** Dawn Witherspoon [Removed in accordance with FOIP]  
**Subject:** Fwd: Transaction Receipt - Do Not Reply

Dawn, can you forward these credit card receipts to Norma, please?

I will give you her tickets tomorrow, with yours.

Many thanks!

Vic

Begin forwarded message:

**From:** "East of Sixty Productions" [Removed in accordance with FOIP]  
**Date:** December 2, 2015 at 4:06:09 PM MST  
**To:** vicky [Removed in accordance with FOIP]  
**Subject:** Transaction Receipt - Do Not Reply

East of Sixty Productions

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APPROVED  
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TYPE	PURCHASE
ORDER ID	Schneider W 1512
AMOUNT (CAD)	\$315.00
CARD NUM	**** * [Removed]
ACCOUNT	VISA
DATE	Dec 02 2015 04:05PM
REF NUM	662523620011020010 M
AUTH CODE	053272