NORQUEST COLLEGE

Board Member Expense Form

Name: Dr. [redacted] Ann Colbourne	
Signature:	Date: March 1, 2019

Expense Details						
Date:	Type of Expense:	Account:	Description:	Subtotal:	GST:	Total:
Feb 8, 2019	Travel	6000	CICan Conference Airfare			517.81
Feb 25, 2019	Travel	6000	Parking			20.00
				Total Cost:		**537.81**

FOR OFFICE USE ONLY

Budget Details			
PO#	Fund	Dept ID	Location
14981	10	10000	999

Signing Authority Name & Title: Carla Madra, Finance & Audit Committee Chair	Signature:	Date: Mar 4/19

Additional Information:

1. As per the Travel and Business Policy, hosting expenses require identification of the date, purpose of the event, and the name of all people in attendance (use notes section below).
2. Detailed itemized receipts are required. Non-detailed credit card transaction receipts are not accepted as they do not provide details of the purchase.
3. Personal vehicle use is reimbursed at $0.505/KM driven.
4. If project and analysis codes are required, please add them to the description line.

Notes
Economy airfare for return flights to Niagara Falls to attend the Colleges & Institutes of Canada annual conference.

Attendees				

Get your travel started

Ann Colbourne,

Take a look at this travel information:

Depart

Economy - Standard

Saturday
04 May, 2019

08:00
Edmonton
Edmonton Int. (YEG)

13:44
Toronto
Toronto-Pearson Int. (YYZ),
Terminal 1

AC178

3hr44
Operated by: Air Canada | A319-100 | Wi-Fi
Air Canada Bistro

Return

Economy - Standard

Wednesday
08 May, 2019

14:35
Toronto
Toronto-Pearson Int. (YYZ),
Terminal 1

16:46
Edmonton
Edmonton Int. (YEG)

AC169

4hr11
Operated by: Air Canada | 737 MAX 8
Air Canada Bistro

Fare Summary

	1 Adult
Air Transportation Charges	422.00
Taxes, Fees and Charges	95.81
GRAND TOTAL - Canadian dollars	$ 517 81

Prices and availability are subject to change.

BOOK NOW

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

AIR CANADA
A STAR ALLIANCE MEMBER

Ann Colbourne [redacted] asked that we send this email to you. This is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information our customers provide, please view our Privacy Policy.

Please do not reply to this email, as this inbox is not monitored. Should you have any questions, please visit .

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary Alberta, T2K 6J7

claimed Economy Fare (attached)

AIR CANADA

Booking Confirmation

Booking Reference: **KL4ILA**

Date of issue: 08 Feb, 2019

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.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

Depart

Economy - Flex

Saturday 04 May, 2019	08:00 **Edmonton** Edmonton Int. (YEG), AB	13:44 **Toronto** Toronto-Pearson Int. (YYZ), ON Terminal 1	AC178	3hr44 Economy L Operated by: Air Canada | A319-100 | Wi-Fi Air Canada Bistro

Return

Economy - Flex

Wednesday 08 May, 2019	14:35 **Toronto** Toronto-Pearson Int. (YYZ), ON Terminal 1	16:46 **Edmonton** Edmonton Int. (YEG), AB	AC169	4hr11 Economy L Operated by: Air Canada | 737 MAX 8 Air Canada Bistro

Passengers

[redacted] **Ann Colbourne** Ticket Number 0142107715755 Air Canada - Aeroplan [redacted]	Seats AC178 13F AC169 13F	

.1

Purchase summary

Visa
**********Rem
Amount paid: $633.31
Tax information
GST no. 10009-2287 RT0001
$28.81
GST/HST no. 10009-2287 RT0001
$3.25

	1 adult
Air Transportation Charges	
Base Fare - Depart - Economy - Flex	243.00
Base Fare - Return - Economy - Flex	243.00
Surcharges	46.00
Taxes, fees and charges	
Goods and Services Tax - Canada no. 100092287 RT0001	28.81
Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	3.25
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	55.00
Total airfare and taxes before options	$633.31
GRAND TOTAL (Canadian dollars)	$633.31

Check-in and boarding gate deadlines

Within Canada

90 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 minutes[1]
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
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.

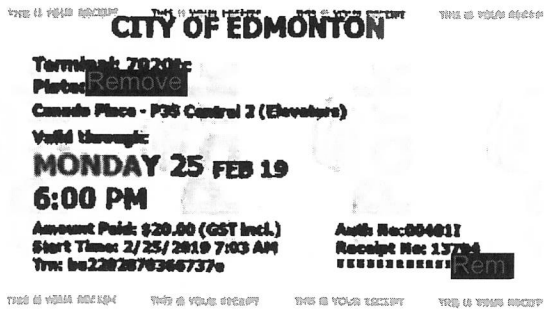
Nicole Blanchette

From: [redacted] Ann Colbourne [redacted]
Sent: Thursday, February 28, 2019 1:41 PM
To: Nicole Blanchette
Subject: Expenses
Attachments: CiCAN_Air_Canada_Booking_Confirmation_KL4ILA.pdf

Hi Nicole,

There are three things attached of which only two should be expensed:

1. Parking Expense for a meeting Carla and I had with BOLT
2. CiCAN Ticket: You will see the quote for the absolute cheapest fare (economy) and I purchased Flex Fare (my choice). Please expense at the economy rate.


CITY OF EDMONTON
Plated [redacted]
Canada Place - P35 Central 2 (Elevators)
Valid through:
MONDAY 25 FEB 19
6:00 PM
Amount Paid: $20.00 (GST Incl.)
Start Time: 2/25/2019 7:03 AM
Trn: be2282870366737e
Auth No:004011
Receipt No: 13724
[redacted]

If you can prepare claim perhaps we can get signature and process next week.

Please advise if you need originals for file.

Thanks!

Ann

Begin forwarded message:

From: Air Canada <confirmation@aircanada.ca>
Subject: Air Canada - A flight itinerary has been shared with you
Date: February 8, 2019 at 3:14:55 PM MST
To: [redacted]

THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT

CITY OF EDMONTON

Terminal: 7020tc
Plate: [redacted]
Canada Place - P3S Central 2 (Elevators)
Valid through:

MONDAY 25 FEB 19
6:00 PM

Amount Paid: $20.00 (GST incl.)
Start Time: 2/25/2019 7:03 AM
Trn: ba2202870366737e

Auth No:00481I
Receipt No: 13794
**********[redacted]

THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT