

Employee ID / Name Removed in accordance with FOIP Patrick Machacek	Sheet ID 0000007460
Comment	Business Purpose NorQuest Corporate Visa card



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2014/08/31	OTHER	Business Expense - service fee Marlin Travel re airline tickets Edmonton to Calgary return	6000	10	19000	999			15.75
2014/08/28	AIRTRAV	Business Expense - airline ticket Edmonton to Calgary re meeting with potential donor	6000	10	19000	999			184.93
2014/08/28	AIRTRAV	Business Expense - Airline ticket Calgary to Edmonton re meeting with potential donor	6000	10	19000	999			210.13

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 the College's Travel Policy.

Removed in accordance with FOIP

Employee Signature: \_\_\_\_\_ Date: Sept 23/2014

Removed in accordance with FOIP

Approved by: \_\_\_\_\_ Date: 24 Sep 14

Print Name: **NORMA SCHNEIDER**  
Vice President, Teaching & Learning  
and Chief Academic Officer

Total Expenses:	410.810	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	410.810	

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8

INVNO13225FORNQS0124866C  
BRANCH: N61107  
GST REG# 885101915  
PHONE: 780-425-8611

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

LOCATOR : NWH00V  
OUR REF : NQS0124866C  
AGENT : **Removed in accordance**

I N V O I C E

INV NO: 13225  
DATE: 31AUG14  
PAGE: 1

FOR: MR PATRICK MACHACEK

----- I T I N E R A R Y -----

\*\*\* AIR/RAIL/BUS \*\*\*

FROM	TO	CARRIER	FLT/CL	ST	DATE	DEPART	ARRIVE	MEALS	BAGS
EDMONTON INTL	CALGARY	WESTJET AI	104 M	HK	10SEP	8:15A	9:10A		
		73W							
CALGARY	EDMONTON INTL	AIR CANADA	8148 G	GK	10SEP	2:30P	3:19P		
		DH4							
		AIR CANADA E							
		SEAT 10C - MACHACEK							
		PATRICK MR							

\*\*\* TOUR \*\*\*

BSP TASF	DEPARTING FROM	CALGARY	ON	01MAR15	AT	12:00A
	TO	CALGARY	RET	01MAR15	AT	12:00A
	1 PACKAGE TOUR					
	MANAGEMENT FEE					

----- C O S T -----

WESTJET AIR	TKT NO	WS	4624	596716	(INCL 49.12	TAX)	176.12
						GST/HST 8.81	
AIR CANADA	TKT NO	ACO		2138292137	(INCL 37.12	TAX)	200.12
						GST/HST 10.01	
WESTJET AIR	TKT NO	WS	4624	596716			0.00
BSP TASF	TKT NO	954	0005	581358			15.00
						GST/HST 0.75	

*** SUB-TOTAL EXCLUDING GST/HST & APT	391.24	
*** TOTAL GST/HST	19.57	
*** TOTAL CHARGES THIS INVOICE ***		410.81
PAYMENT BY VI*****8251	TKT 4624596716	184.93
PAYMENT BY VI*****8251	TKT 2138292137	210.13
PAYMENT BY VI*****8251	TKT 4624596716	0.00

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I N V O I C E

INV NO: 13225  
DATE: 31AUG14  
PAGE: 2

PAYMENT BY VI*****8251	TKT 0005581358	15.75
*** BALANCE DUE THIS INVOICE ****		0.00
BALANCE DUE TO DATE		0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
ACCEPTED:.....DECLINED:.....  
DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..  
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR  
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.  
CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY  
GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL  
1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT  
1 303 801 2147. PLEASE QUOTE ACCESS CODE 2ECO  
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.