

Employee ID / Name Remove / Brenda Jill Matthew	Sheet ID 0000006983
Comment	Business Purpose NorQuest Expense Claim



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2014/06/04	KMS	Travel to/from Banff to attend SBO Meeting	6000	10	80000	999			399.36
2014/06/04	HOTEL	Accommodation for SBO meeting	6000	10	80000	999			260.35

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.

Removed in accordance with FOIP

Employee Signature: _____ Date: June 13/14

Removed in accordance with FOIP

Approved by: _____ Date: June 16/14

Jodi Abbott
Print Name

Total Expenses:	659.710	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	659.710	
Amount Due Vendor:	0.000	

Guest Name: Jill Matthew

., AB . CA

Room #: 8283
Folio #: R7202A - 1
Group #: SBO1406
Guests: 1
Clerk:

CL #:

CC #: *****

Arrive: 06/04/14

Time: 02:22 PM

Depart: 06/05/14

Time: 12:42:27

Status: FOL

Date	Description	Reference	Comment	Charges	Credits
06/04/2014	**TRR GST INCL	188620.7	Rest..Three Ravens Restaurant/VIRest	\$23.90	\$0.00
06/04/2014	PACKAGE	SBO1406	Pkg: Senior Business Officers Mtg	\$260.35	\$0.00
06/05/2014	PAY VISA	Remov		\$0.00	(\$284.25)

Folio Balance: \$0.00

Package Taxes

Only applies if you paid for package

Alberta Tourism Levy	\$8.98
GST Other Tax	\$0.75
GST Tax (Room)	\$11.22
Tourism Improvement Fee	\$4.40

Employee ID / Name Remove / Brenda Jill Matthew	Sheet ID 0000007251
Comment	Business Purpose NorQuest Expense Claim



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2014/07/11	KMS	Travel to Calgary for meeting re: Risk Matter (596 km round trip)	6000	10	80000	999			286.08

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.

Removed in accordance with FOIP

Employee Signature _____ Date July 28/14

Removed in accordance with FOIP

Approved by _____ Date July 30/14

Print Name _____

Total Expenses:	286.080	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	286.080	
Amount Due Vendor:	0.000	