

<b>Employee ID / Name</b> Remove / Brenda Jill Matthew	<b>Comment</b>
<b>Sheet ID</b> 0000014168	
<b>Business Purpose</b> NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2017/06/09	AIRTRAV	Air Canada Baggage Fee	6000	10	80000	999			26.25
2017/06/21	OTHER	Ground Transportation - Directors Education Program	6000	10	80000	999			4.00
2017/06/21	HOTEL	Hotel Fee Directors Education Program	6000	10	80000	999			946.40
2017/06/22	HOTEL	Hotel Fee for Power of Influence in Workplace	6000	10	80000	999			173.25
2017/07/13	OTHER	Meal - Drayton Valley Campus meeting	6901	10	80000	999			124.82
2017/07/17	AIRTRAV	Air Fare - Vancouver	6000	10	80000	999			334.16

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.

B. Jill Matthew      July 26, 2017  
Employee Signature      Date

[Signature]      July 27, 17  
Approved by      Date

Joan Hertz  
Print Name  
Acting President & CEO

Total Expenses:	1608.880	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	1608.880	

**RECEIVED**  
NorQuest College  
JUL 27 2017  
Office of the President



**D**  
**DELTA**  
HOTELS  
MARRIOTT

VANCOUVER DOWNTOWN  
SUITES

**550 West Hastings St, Vancouver, British Columbia, V6B 1L6**  
**Tel: 604-689-8188 Fax: 604-605-8881**

3

Mrs Jill Matthew  
Removed in  
accordance  
with FOIP

Room: Remov  
Folio: ed in  
Cashier: accorda  
Arrival: 06-18-17  
Departure: 06-21-17  
Reference:

Date	Description	Additional Information	Charges	Credits
06-18-17	Manhattan, Spencers & IRD	Room# 2305 : CHECK# 0032170	42.70 ]	
06-18-17	Room Charge		240.00	
06-18-17	Destination Marketing Fee (DMF)		3.10	
06-18-17	Rooms - GST		12.16	
06-18-17	Municipal Room Tax (MRT)		7.29	
06-18-17	Rooms - Provincial Tax - PST		19.45	
06-19-17	Room Charge		240.00	
06-19-17	Destination Marketing Fee (DMF)		3.10	
06-19-17	Rooms - GST		12.16	
06-19-17	Municipal Room Tax (MRT)		7.29	
06-19-17	Rooms - Provincial Tax - PST		19.45	
06-20-17	Manhattan, Spencers & IRD	Room# 2305 : CHECK# 0032208	57.70 ]	
06-20-17	Room Charge		240.00	
06-20-17	Destination Marketing Fee (DMF)		3.10	
06-20-17	Rooms - GST		12.16	
06-20-17	Municipal Room Tax (MRT)		7.29	
06-20-17	Rooms - Provincial Tax - PST		19.45	
06-21-17	Visa	XXXXXXXXXXXX <span style="background-color: black; color: white;">Remov</span> XX/XX		946.40

hotel = 846.00

GST Summary	
Registration No: 896692290	
Room	36.48
F&B	4.00
Other	0.00
<b>Total</b>	<b>40.48</b>

PST Summary	
Room	58.35
F&B	0.00
Other	0.00
<b>Total</b>	<b>58.35</b>

Total	946.40	946.40
Balance Due	0.00	CDN

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

\*\*\*\*\*  
\* RECEIPT \*  
\* NOT VALID FOR TRAVEL \*  
\*\*\*\*\*

TransLink  
980-CANADA LINE  
Waterfront Stn  
TVM50123  
Wed 21 Jun 17 03:55PM

Payment Type: VISA

Purchase: 2 Zone Ticket

Product Price: \$ 4.00

Compass Ticket #: \*\*\*\*\* 1521

Credit Card #: \*\*\*\*\* Rem

Auth #: 061687  
Ref #: TUC3CBVJEJJV  
Receipt #: 35843

Card Entry: Chip  
AID: A0000000031010  
TVR: 0080008000  
ISI: F800

Retain for your records.  
View TransLink Policies  
at www.translink.ca

Thank You!

CG

\*\*\*IN ROOM DINING\*\*\*  
DELTA VANCOUVER SUITES  
550 WEST HASTINGS STREET  
VANCOUVER, BC V6B 1L6  
604-689-8188

Rem Diana

CHK 2170 TBL 2305/1  
GST 1  
18 JUN'17 6:52 PM

DELIVERY CHARGE 4.00  
SALAD MIXED 12.00  
TACO FISH 14.00  
MILK 4.00

Subtotal: \$34.00  
GST TAX \$1.70

6:52 PM  
TOTAL DUE: \$35.70

PLEASE COMPLETE FOR ROOM CHARGES

GRATUITY 7.00

TOTAL 42.70

ROOM NUMBER \_\_\_\_\_

PRINT LAST NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

GST# 896692290RT002 PST# 830897336BT00

\*\*\*IN ROOM DINING\*\*\*  
DELTA VANCOUVER SUITES  
550 WEST HASTINGS STREET  
VANCOUVER, BC V6B 1L6  
604-689-8188

Rem Jeff

CHK 2208 TBL 2305/1  
GST 1  
20 JUN'17 6:21 PM

DELIVERY CHARGE 4.00  
DIP VEGGIE 9.00  
WINGS SRIRACHA 14.00

Removed in accordance with FOIP

GST TAX \$2.30  
TAX LIQR 10% \$1.90

6:21 PM  
TOTAL DUE: \$50.20

PLEASE COMPLETE FOR ROOM CHARGES

GRATUITY 7.50

TOTAL 57.50

ROOM NUMBER \_\_\_\_\_

PRINT LAST NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

GST# 896692290RT002 PST# 830897336BT00

57.50  
-19.00  
38.50

Removed in accordance with FOIP



METROPOLITAN  
HOTELS

4

Reservation Number 288238

Send to Global Knowledge

Ms. Allison Remo  
Removed in  
accordance with  
FOIP

Phone Removed

Guest Name Todd Remo  
Company Global Knowledge

Arrival Date  
6/21/2017

Departure Date  
6/24/2017

Room Information 0907 - Luxury King

Bill To Schnirer, Todd  
x  
x,  
Phone x

Folio Number Remo

Trans Date	Description	Voucher	Amount
6/22/2017	No Show Charge	no showed	165.00
6/22/2017	Good & Service Tax	no showed	8.25
Subtotal			173.25
Total Charges			173.25

Payments

6/22/2017	Visa	##### Remo ed in	056213 ev	0000302992	-173.25
Subtotal					-173.25
Total Payments					-173.25

Balance Due: 0.00

Totals	
Good & Service Tax	\$8.25
No Show Charge	\$165.00
<b>Total</b>	<b>\$173.25</b>

GST# R136359494

I have received the goods and / or services in the amount shown here on. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If charging to a credit card, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature: \_\_\_\_\_



# METROPOLITAN HOTELS

4

Reservation Number 288238

Send to Global Knowledge

Ms. Allison Remo

Removed in accordance with FOIA

Phone 919-461-8698

Guest Name Todd Remo

Company Global Knowledge

Bill To Remo Todd

x

x

Phone x

Folio Number Remo

Trans Date	Description
6/22/2017	No Show Charge
6/22/2017	Good & Service Tax
<b>Total Charges</b>	

Payments

6/22/2017 Visa

#####

Total Payments

Totals

Good & Service Tax	\$8.25
No Show Charge	\$165.00
<b>Total</b>	<b>\$173.25</b>

GST# R136359494

Because of a changed reservation, we were charged by hotel for a "no show". Lisa has spoken to hotel and they are going to reimburse us for half the charge.

The charge is for a course attended by Todd.

glo

I have received the goods and / or services in the amount shown here on. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If charging to a credit card, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature: \_\_\_\_\_

5

# MR MIKES Steakhouse Casual

CHECK # 57291      DATE 7/13/17  
TABLE # 304      TIME 1:10PM

LODGE : JESS **Rem**

ITEMS ORDERED	AMOUNT
1 YAM FRIES	8.99
2 SALAD KICKASS CH	34.98
3 Lunch Feature	38.97
1 Add Gravy	2.99
5 POP-RESTRNT	17.45

\*\*\*\*\*

SUBTOTAL	103.38
GST	5.16

TOTAL DUE 108.54

\*\*\*\*\*  
 Tell us all about your experience today and get a chance to WIN A \$100 Mr Mikes Gift Card and chances to win Daily Cash plus other weekly prizes. Keep this receipt and visit [www.mymrmikesvisit.com](http://www.mymrmikesvisit.com) or call 1-866-525-0617

\*\*\*\*\* SURVEY ENTRY CODE \*\*\*\*\*  
853357291

For complete rules, eligibility, sweepstakes period and PREVIOUS WINNERS please visit [www.mymrmikesvisit.com](http://www.mymrmikesvisit.com)

VALIDATION CODE: \_\_\_\_\_

MR. MIKES DRAYTON VALLEY  
2248 60ST  
DRAYTON AB

CARD \*\*\*\*\* **Rem**  
 CARD TYPE VISA  
 DATE 2017/07/13  
 TIME 6402 13:11:23  
 SERV ID **Remo**  
 CHECK # 57291  
 TABLE # 304 LODGE  
 RECEIPT NUMBER  
 CB2000417-001-388-005-0

PURCHASE AMOUNT \$108.54  
 TIP \$16.28  
 TOTAL

\$124.82

VISA CREDIT  
 A0000000031010  
 66E6E4B4A970EFB8  
 0080008000-E800  
 934F49303DABBCAC  
 0080008000-F800

## APPROVED

AUTH# 012315      01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

Removed in accordance with FOIP





6

### eTicket Receipt

Prepared For  
MATTHEW/BRENDA J MS [ADT]

RESERVATION CODE	Removed
ISSUE DATE	17 Jul 17
TICKET NUMBER	Removed in
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet Remo
FREQUENT FLYER NUMBER	Removed in

### Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
24 Sep 17	WESTJET Remo	EDMONTON INTL AB, CANADA  Time Re pm	VANCOUVER BC, CANADA  Time Re pm Terminal MAIN TERMINAL	Removed in accordance with FOIP
27 Sep 17	WESTJET Remo	VANCOUVER BC, CANADA  Time Re pm Terminal MAIN TERMINAL	EDMONTON INTL AB, CANADA  Time Re pm	

### Allowances

#### Baggage Allowance

YEG to YVR - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YVR to YEG - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

#### Carry On Allowances



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rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

Westjet and the Canadian Transportation Agency want to make you aware of your rights as a traveller. Visit [Flight and service disruptions](#) for an in-depth explanation.

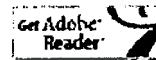
Travelling with one of our airline partners? Be sure to familiarize yourself with the fees for your journey by visiting our [airline partners](#) page. Fees are collected on a one-way basis by the airline operating the first flight for each direction of your journey.

If you have used Westjet dollars as a form of payment for this itinerary you can see the amount redeemed by signing into your [Westjet Rewards account](#).

Carbonzero and Westjet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).



[Important Legal Notices](#)



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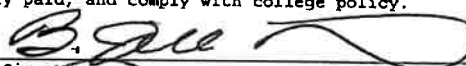
<b>Employee ID / Name</b> Removed / Brenda Jill Matthew	<b>Comment</b>
<b>Sheet ID</b> 0000014020	
<b>Business Purpose</b> NorQuest Corporate Visa card	




Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2017/05/24	OTHER	Parking - 2017 Mayor's State of the City Address Luncheon	6000	10	80000	999			5.00
2017/05/24	OTHER	Parking - 2017 Mayor's State of the City Address Luncheon	6000	10	80000	999			10.00
2017/05/25	OTHER	Parking - Convocation	6000	10	80000	999			15.00
2017/05/25	OTHER	Parking - Convocation	6000	10	80000	999			20.00
2017/06/03	MBRSHP	CPA Alberta Corporate Passport Renewal	6020	10	80000	999			2,310.00
2017/06/05	HOST	Budget Lunch	6003	10	80000	999			151.72
2017/06/07	OTHER	Parking - 1000 Women Annual Luncheon	6000	10	80000	999			15.00
2017/06/08	HOST	Whitecourt Campus Visit Lunch	6003	10	80000	999			66.37
2017/06/10	MEALS	CAUBO Conference	6000	10	80000	999			5.86
2017/06/13	OTHER	Taxi to Airport - CAUBO	6000	10	80000	999			40.59
2017/06/13	HOTEL	Hotel - CAUBO	6000	10	80000	999			764.67
2017/06/15	OTHER	Parking - Health City Summit	6000	10	80000	999			20.00
2017/06/18	OTHER	Translink pass - Vancouver	6000	10	80000	999			7.75
2017/06/20	LUNCH	DEP Course	6000	10	80000	999			9.55

WRP

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.

  
 Employee Signature \_\_\_\_\_ Date June 28/17

  
 Approved by \_\_\_\_\_ Date June 28/17

Jodi Abbott  
 Print Name \_\_\_\_\_

Total Expenses:	3441.510	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	3441.510	

86

RECEIPT  
Impark Lot 360  
Canada Place

Stall # 453  
Expiration Date/Time  
12:19 PM  
MAY 24, 2017

Purchase Date/Time: 11:19am May 24, 2017  
Total Parking: \$4.76  
Total GST: \$0.24  
Total Due: \$5.00  
Total Paid: \$5.00  
Ticket #: 94005100  
S/N #: 500011520359  
Setting: Lot 360  
Mach Name: Meter 1

Rate: \$5 - 1 hour  
Payment Type: Card

\*\*\*\*Re Visa

Auth #: 078194

gst #887315638RT0006  
NO IN AND OUT PRIVILEGES

RECEIPT  
Impark Lot 360  
Canada Place

Stall # 418  
Expiration Date/Time  
06:00 PM  
MAY 25, 2017

Purchase Date/Time: 11:54am May 25, 2017  
Total Parking: \$19.05  
Total GST: \$0.95  
Total Due: \$20.00  
Total Paid: \$20.00  
Ticket #: 06797610  
S/N #: 500011520360  
Setting: Lot 360  
Mach Name: Meter 2

Rate: \$20.00-All Day  
Payment Type: Card

\*\*\*\*Rem Visa

Auth #: 000692

gst #887315638RT0006  
NO IN AND OUT PRIVILEGES

RECEIPT  
Impark Lot 360  
Canada Place

Stall # 453  
Expiration Date/Time  
01:20 PM  
MAY 24, 2017

Purchase Date/Time: 11:20am May 24, 2017  
Total Parking: \$9.52  
Total GST: \$0.48  
Total Due: \$10.00  
Total Paid: \$10.00  
Ticket #: 05019401  
S/N #: 500011520359  
Setting: Lot 360  
Mach Name: Meter 1

Rate: \$10 - 2 hours  
Payment Type: Card

\*\*\*\*Re Visa

Auth #: 013982

gst #887315638RT0006  
NO IN AND OUT PRIVILEGES

RECEIPT  
Impark Lot 360  
Canada Place

Stall # 441  
Expiration Date/Time  
02:09 PM  
JUN 07, 2017

Purchase Date/Time: 11:09am Jun 07, 2017  
Total Parking: \$14.29  
Total GST: \$0.71  
Total Due: \$15.00  
Total Paid: \$15.00  
Ticket #: 06340951  
S/N #: 500011520359  
Setting: Lot 360  
Mach Name: Meter 1

Rate: \$15 - 3 hours  
Payment Type: Card

\*\*\*\*Remo Visa

Auth #: 069036

gst #887315638RT0006  
NO IN AND OUT PRIVILEGES

RECEIPT  
Impark Lot 360  
Canada Place

Stall # 451  
Expiration Date/Time  
11:57 AM  
MAY 25, 2017

Purchase Date/Time: 08:57am May 25, 2017  
Total Parking: \$14.29  
Total GST: \$0.71  
Total Due: \$15.00  
Total Paid: \$15.00  
Ticket #: 55051091  
S/N #: 500011520359  
Setting: Lot 360  
Mach Name: Meter 1

Rate: \$15- 3 hours  
Payment Type: Card

\*\*\*\*Rem Visa

Auth #: 052354

gst #887315638RT0006

RECEIPT  
Impark Lot 360  
Canada Place

Stall # 425  
Expiration Date/Time  
06:00 PM  
JUN 15, 2017

Purchase Date/Time: 11:52am Jun 15, 2017  
Total Parking: \$19.05  
Total GST: \$0.95  
Total Due: \$20.00  
Total Paid: \$20.00  
Ticket #: 07140961  
S/N #: 500011520359  
Setting: Lot 360  
Mach Name: Meter 1

Rate: \$20.00-All Day  
Payment Type: Card

\*\*\*\*Rem Visa

Auth #: 088953

gst #887315638RT0006  
NO IN AND OUT PRIVILEGES

Location: Search > View Cart

**Chartered Professional Accountants of Alberta**  
580 Manulife Place  
10180 - 101 Street  
Edmonton Alberta, T5J 4R2  
Canada

**Invoice Address:**

Jill MATTHEW

Removed in accordance with FOIP

G.S.T. REG #: 10690 4287 RT0003  
Member #: **Remov**  
Order ID #: 2017141828  
Date: 6/2/2017 2:45 PM  
Credit Card Number: ##### **Remo**  
Card Holders Name: Jill Matthew  
Authorization Number: 012492

Description	Amount
CORPORATE PASSPORT	\$2,200.00
GST	\$110.00
<b>Total Amount Due:</b>	<b>\$2,310.00</b>

Your Corporate Passport # **Remov**

Welcome to the Corporate Passport Program. Each passport ticket is valid for approximately one (1) hour of Professional Development training or products. The 2017 Corporate Passports has 42 tickets. The Chartered Professional Accountants of Alberta has an exciting program for you in 2017/2018. The Corporate Passport allows you to share up to forty-two (42) PD hours. If you have remaining Tickets on your passport and would like to attend a seminar that requires additional Tickets, Passport holders can purchase up to 3 additional Tickets of Professional Development training for each Passport they own. Each additional Ticket for a Corporate Passport is \$52.38 + GST. We trust you will personally and professionally benefit from the seminars available to you through your Corporate Passport.

Our CPD season runs from April 1, 2017 through March 31, 2018. If additional seminars are added throughout the remainder of the year, sufficient notice will be provided.

If you have any questions on the Corporate Passport or the CPD Program, please contact the Professional Development Department at [pdregistration@cpaalberta.ca](mailto:pdregistration@cpaalberta.ca).

For 2017/2018 Passport Terms & Conditions please "click here"

CAPITAL TAXI  
(613) 744 3333

TERMINAL ID: 321 02 052  
MERCHANT ID: 4326J19A  
VEHICLE ID: 28194  
DRIVER ID: Remo  
TRIP NUMBER: 0876  
PASSENGERS: 1  
DATE: 6/1/2017  
TIME: 17:03  
FEE AMOUNT: 1 35.30  
TAX AMOUNT: 1 5.29  
TOTAL: 40.59  
VISA MAIL: Remo  
APPROVAL NUMBER: 056629

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXI1AB.COM  
TAXI1AB



HAWELI  
Fine East Indian Cuisine  
10220 - 103 St.  
Edmonton, Alberta  
780-421-8100

Table 47

Check 2010:

CASH  
MUN 6/05/17 12:57p  
-----  
7 LUNCH BUFFET 125.65  
-----  
Sub/Total 125.65  
Tax 6.28  
Total Due 131.93

THANK YOU!  
Please Come Again!

GST# 814201513

HAWELI RESTAURANT  
10220-103RD STREET T5J0Y8  
EDMONTON AB  
21144071  
GW2114407105

\*\*\* PURCHASE \*\*\*  
06-05-2017 13:01:50  
Acct # \*\*\*\*\* Remo C  
Exp Date \*\*/\*\* Card Type VI  
Name: JILL MATTHEW  
A0000000031010 VISA CREDIT

Trace # 3955  
Inv. # 4795  
Auth # 069257 RRN 001172010

Purchase \$131.93  
Tip \$19.79  
Total \$151.72

(001) APPROVED-THANK YOU

Retain this copy for your records  
Customer copy

HAWELI RESTAURANT





# LES SUITES

HOTEL OTTAWA

130 Besserer St., Ottawa, ON, K1N 9M9  
 Telephone: 613-232-2000 Fax: 613-232-1242

Jill Matthew

Removed in accordance with  
 FOIP

Invoice #  
 Date 06/13/17 08:05:41  
 Room 2007 Royal Two Bedroom S  
 Arrival 06/10/2017  
 Departure 06/13/2017  
 Guest# 116048

HST # 860549062RT0087

Date	Description	Supplement	Debit	Credit
06/10/2017	Room Charge - Group Associatio		219.00	
06/10/2017	DMF		6.57	
06/11/2017	Room Charge - Group Associatio		219.00	
06/11/2017	DMF		6.57	
06/12/2017	Room Charge - Group Associatio		219.00	
06/12/2017	DMF		6.57	
06/13/2017	PAID BY VISA - Thank you			764.67
<b>Total Articles</b>			676.71	
<b>HST</b>			87.96	
<b>Total Due</b>			764.67	
<b>Paid</b>				-764.67
<b>Balance</b>			0.00	

Signature: \_\_\_\_\_  
 Payable upon receipt of invoice

I agree that may liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, association fails to pay for any or all charges.

LES SUITES OTTAWA  
 130 BESSERER STREET  
 OTTAWA ON K1N 9M9  
 (613) 232-2000

PRE AUTH COMPLETE

MID: 4297450  
 TID: E4297450  
 Batch #: 112  
 06/13/17  
 APPR CODE: 011420  
 VISA

REF#: 00302921  
 SEQ: 112001001004  
 08:05:16

AMOUNT

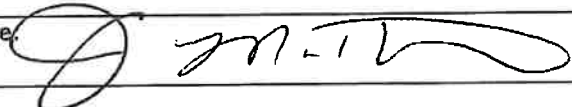
\$764.67

00 - APPROVED - 000

VISA CREDIT  
 AID: A0000000031010

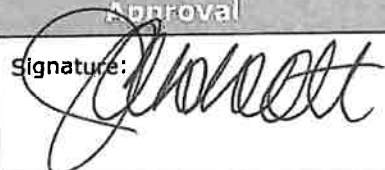
CUSTOMER COPY

## No Receipt Declaration

Declaration	
<p>I, <u>Jill Matthew</u> hereby declare that I have lost, or never received the original receipt and have made every effort to obtain a duplicate receipt. I further declare that the expense was incurred for College business and that I have not and will not use this receipt (if found) to claim reimbursement from any other source in the future.</p>	
Signature: 	Date: <u>June 28/17</u>

Receipt Details	
Reason for no receipt:	wasn't provided by cashier at Subway
Vendor Name:	Subway
Date of Purchase:	June 20, 2017

Itemized Expense Details	
Item Description	Amount
Meal Purchase at Subway	\$ 9.55
<b>Total Amount of Purchase (including GST):</b>	<b>\$ 9.55</b>

Approval		
Signing Authority Name:  <u>Jodi Abbott</u>	Signature: 	Date: <u>June 28/17</u>

*Note: An original form is to accompany your expense claim, procurement card expense report or invoice.*