

Employee ID / Name Removed / Norma Schneider	Sheet ID 0000008395
Comment Feb-Mar 2015 Procurement Card Expenses	Business Purpose NorQuest Corporate Visa card



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2015/03/19	SUPPL	Fraudulent charge - will be refunded and applied as a credit on the next statement	6054	10	20000	999			70.00
2015/03/17	MEALS	Travel: lunch in Calgary for SAO meeting	6000	10	20000	999			24.75
2015/03/17	OTHER	Parking at Edmonton airport (SAO meeting in Calgary)	6000	10	20000	999			57.00
2015/03/13	HOST	Breakfast meeting re: ecampus	6003	10	20000	999			47.09
2015/03/12	OTHER	Parking for eCampus meeting	6000	10	20000	999			10.00
2015/02/28	OTHER	Travel agent fee	6000	10	20000	999			15.75
2015/02/27	OTHER	Parking for off-site Executive planning meeting	6000	10	20000	999			25.00
2015/02/25	HOTEL	Accommodations in Calgary for SAO meeting	6000	10	20000	999			359.26
2015/02/24	AIRTRAV	Airfare to Calgary for SAO Meeting	6000	10	20000	999			157.63
2015/02/24	AIRTRAV	Return airfare from Calgary for SAO Meeting	6000	10	20000	999			134.53

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 to FOIP.

Employee Signature: _____ Date: March 26/15

Removed in Accordance to FOIP.

Approved by: _____ Date: March 26, 2015

Print Name: Dr. Jodi Abbott

Total Expenses:	901.010	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	901.010	

HMSHOST
MOLSON BREWHSE
CALGARY INTERNATIONAL AIRPORT

297136 Andrea

124/1 GST 1
3126
MAR17'15 12:29PM

DINE IN

**** SEAT 1 ****

1 SODA BAR M 3.44
FIRST RND SFTBEV

CLUB SODA

1 BURG AVOCADO 16.80
SLD HOUSE

DRS CAESAR

TAX 1.01 AMOUNT D 21.25

SUBTOTAL 20.24

TAX 1.01

AMOUNT DUE \$21.25

THANK YOU FOR YOUR BUSINESS!

TELL US ABOUT YOUR EXPERIENCE

JOHN VAN BESOUW
JOHN.VANBESOUW@HMSHOST.COM

GST # 137512901

HMSHOST
MOLSON BREWHSE
CALGARY INTERNATIONAL AIRPORT

CHECK: 3126
TABLE: 124/1
SERVER: 297136 Andrea
DATE: MAR17'15 1:15PM
CARD TYPE: VISA
ACCT #: XXXXXXXXXXXXX1671
AUTH CODE: 063157
NORMA SCHNEIDER

TOTAL: 21.25

TIP: 3.50

TOTAL: 24.75

X
I AGREE TO PAY THE ABOVE AMOUNT
IN ACCORDANCE WITH THE CARD
ISSUER'S AGREEMENT.

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

POF 1st F1 17/03/15 15:58
Receipt 073157

Removed in flight tkt

15/03/15 14:54
17/03/15 15:58
Period 2dlh5'
(Tax) \$57.00

Total \$57.00

Payment Received
VISA \$57.00

XXXXXXXXXXXX1671
Merch:82005340013
Auth:072798
Type: Swiped

Sub Total \$54.29
Tax 5% \$2.71

03286254 - 1/1

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

INVNO22408FORNQS0135163C.TXT
 BRANCH: N61107

GST REG# 885101915

PHONE: 780-425-8611

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

LOCATOR : Z1M02Q
 OUR REF : NQS0135163C
 AGENT : Removed in

I N V O I C E

INV NO: 22408
 DATE: 28FEB15
 PAGE: 1

FOR: MRS NORMA SCHNEIDER

----- 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	AIR CANADA	8151 S	BK 15MAR	4:00P	4:53P		
			DH4					
CALGARY	EDMONTON INTL	WESTJET AI	3243 G	HK 17MAR	3:10P	4:03P		
			DH4					
		WESTJET ENCO						

*** TOUR ***

BSP TASF DEPARTING FROM EDMONTON INTL ON 01SEP15 AT 12:00A
 TO EDMONTON INTL RET01SEP15 AT 12:00A
 1 PACKAGE TOUR
 EXTENDED PNR DATE FOR MARLIN TRAVEL INTERNAL USE ONLY

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

WESTJET AIR	TKT NO	Removed in	(INCL 49.12	TAX)	128.12
				GST/HST 6.41	
WESTJET AIR	TKT NO	Removed in			0.00
BSP TASF	TKT NO	Accordance to FOIP.			15.00
				GST/HST 0.75	
AIR CANADA	TKT NO	ACO Removed in	(INCL 37.12	TAX)	150.12
				GST/HST 7.51	

*** SUB-TOTAL EXCLUDING GST/HST & APT		293.24
*** TOTAL GST/HST		14.67
*** TOTAL CHARGES THIS INVOICE ***		307.91
PAYMENT BY VI*****1671	TKT Removed in	134.53
PAYMENT BY VI*****1671	TKT Accordance to	0.00
PAYMENT BY VI*****1671	TKT FOIP.	15.75
PAYMENT BY VI*****1671	TKT Removed in	157.63

CONTINUED ON NEXT PAGE

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

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

Employee ID / Name Removed Norma Schneider	Sheet ID 0000008833
Comment	Business Purpose NorQuest Corporate Visa card



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2015/04/30	OTHER	Parking for 1000 Women Event	6000	10	20000	999			14.00
2015/05/15	HOST	Venue deposit for Academic Leadership and Development Program	6003	10	20000	999			619.50

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

Removed in Accordance to FOIP.

Employee Signature: *[Signature]* Date: May 27/15

Removed in Accordance to FOIP.

Approved by: Jill Matthew for Jodi Abbott Date: May 28/15

Print Name: Jill Matthew for Jodi Abbott

Total Expenses:	633.500	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	633.500	

RECEIVED
NorQuest College
MAY 27 2015
Office of the President

RECEIPT

NO IN AND OUT PRIVILEGES
LOT 1

Removed in Accordance
to FOIP.

Expiration Date/Time

04:53 PM
APR 30, 2015

Purchase Date/Time: 02:53pm Apr 30, 2015

Total Parking: \$13.33

Total gst: \$0.67

Total Due: \$14.00

Rate: \$14.00 - 2 hours

Total Paid: \$14.00

Payment Type: Card

Ticket #: 01680541

S/N #: 520014461782

Setting: Lot 1

Mach Name: Meter 1

#****-1494, Visa

Auth #: 005534

GST #887315638RT0001



Perfect For Business and Personal Retreats

Meeting Room Contract

Meeting Room	SpruceView/DiamondWillow	No. Attending	30
Date of Function	Removed in Accordance to FOIP.	Ending Times	5:00 pm - 21st
Start Times	8:00 am - 20th		

Company Name	Norquest College
Primary Address	10215 - 108 St. NW Rm. A821-1 Edmonton, AB T5J 1L6

Contact Name	Removed in Accordance to FOIP.	Position	
Phone Number		Fax Number	
Email Address			

Audio/Visual Equipment	
Flip Chart	<input type="checkbox"/> \$20.00 Per Day (includes paper & markers)
Screen	<input checked="" type="checkbox"/> no charge
PLEASE NOTE: The Inn does not have a projector. Please bring your own.	

Payment

A valid credit card is required at the time of booking and a deposit must be paid, unless other arrangements are made. The balance of billing is due upon check out, unless other arrangements have been made.

If your corporation has GST Exemption status, a letter stating your status and GST Exemption number is required.

General Information

- * Damages and not-returned items will be charged to the function host at the discretion of hotel management.
- * Leaving the room in an unacceptable condition will result in a cleaning charge.
- * No liquor is allowed in any meeting room without a posted liquor permit.
- * A liquor permit can be purchased at any liquor store.

Please note: Evening activities in the Meeting Room must finish no later than midnight.

Cancellation Policy

Cancellations must be received in writing 30 days prior to the reservation. Any cancellations made without required notice will result in the 100% loss of your deposit.

Costing

Please Note: All costing is subject to change with respect to additions and/or deletions.

Meeting Room Charges \$295.00

No. of Days 2

Sub Total \$ 590.00

GST 5% \$ 29.50

TOTAL CHARGES \$619.50

Agreement

I hereby confirm that I have read the preceding information and agree to the conditions set by The Village Creek Country Inn. On behalf of my organization I acknowledge this agreement to be binding and that all changes must be made in writing.

Removed in Accordance to FOIP.

Print Name

Executive Assistant
Title

MAY 13 2015

Date

Removed in Accordance to
Corporate Coordinator

Removed in Accordance to
Owner / Manager

If all is satisfactory, please sign and return this contract. Availability and rate cannot be guaranteed if this contract is not returned in a timely manner.