

Employee ID / Name Remove / Brenda Jill Matthew	Comment
Sheet ID 0000014303	
Business Purpose NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2017/07/25	HOTEL	Hotel Credit from the Metropolitan Sheet ID#14168	6000	10	80000	999			-86.03
2017/08/11	SUPPL	The Art of Leadership of Women Conference Registration fee	6901	10	80000	999			471.45
2017/08/14	HOST	Budget Meeting with NAIT	6003	10	80000	999			65.64

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 Aug 24 17
Employee Signature Date

Jodi Abbott Aug 25 17
Approved by Date

Jodi Abbott
Print Name

Total Expenses:	537.090	CAD
Less Vendor Credits:	-86.030	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	451.060	

Remove
ed in
abbotta

ENTERED AUG 29 2017



METROPOLITAN
HOTELS

4

Reservation Number [Redacted]

Send to Global Knowledge

[Redacted]

Phone [Redacted]

Guest Name Todd Schnirer
Company Global Knowledge

Bill To Schnirer, Todd
x
x
Phone x

Folio Number [Redacted]

Trans Date Description
Charges

6/22/2017 No Show Charge
6/22/2017 Good & Service Tax

Total Charges

Payments

6/22/2017 [Redacted] Removed in accordance with FOIP

Total Payments

Totals	
Good & Service Tax	\$8.25
No Show Charge	\$165.00
Total	\$173.25

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.

JL

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 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 agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Signature: _____



BOSTON PIZZA # 260
 11440-106TH ST. T5G3E3
 EDMONTON AB
 20246025
 BW2024602532

BOSTON PIZZA #260
 KINGSWAY MALL
 0022 Table 62 Party 3
 JANTEE SvrCk: 2:05 08/14/17

3 N.S. POP 9.
 1 MEDI CKN SAL, w/ pln chkn,
 add 1p g.toast 18.4
 2 S.F. QUESADILLA,
 1 w/garden greens,
 1000 island ,
 1 w/garden greens,
 1000 island 20.00
 SIDE GUAC 6.00

PURCHASE ####
 08-14-2017 13:07:40
 Acct # ***** C
 Exp Date **/** Card Type VI
 Name: JILL MATTHEW
 VISA CREDIT

Check # 22
 Operator:
 Trace # 9955
 Inv. # 10251
 Auth # 012062 RRN 001635007

Purchase \$57.08
 Tip \$8.56
 Total \$65.64

(001) APPROVED-THANK YOU

Retain this copy for your records
 Customer conv

Sub Total: 54.36
 GST: 2.72
 8/14 12:59 TOTAL: 57.08

THANK YOU
 GST # 895154714
 PLEASE PAY SERVER
 TELL US HOW WE DID!
 We value your feedback and time
 Complete our SUPER SHURT SURVEY and
 receive a chance to WIN an AWESOME
 \$200 Boston Pizza Gift Card
 Keep this receipt and go to
 www.TellBostonPizza.com

 For complete rules and eligibility
 please visit TellBostonPizza.com
 ACCESS CODE: 22022-80000-46111
 This code will expire in 28 days

Post Date	Tran Date	Reference Number	Transaction Description	Amount
		JILL MATTHEW	CREDITS	\$86.03
		Removed in	PURCHASES	\$537.09

NEW ACTIVITY				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-27	07-25	Removed in	METROPOLITAN HOTEL 645 HO VANCOUVER BC	86.03 CR
08-14	08-11	accordance with	THE ART OF PRODUCTION VAUGHAN ON	471.45
08-17	08-14		BOSTON PIZZA # 260 EDMONTON AB	65.64

Receipt for Ticket Purchase

Your e-tickets are available immediately for download and printing. Be sure to print the tickets and bring them with you to the event. If you ordered multiple tickets, your PDF download will contain multiple pages, each page is a separate ticket.

<http://www.theartof.com/leadership-women-calgary-2017/tickets/download?id=21328&code=4d69b460-4059-1651-9994-993969b99465>

Event	The Art of Leadership For Women - October 24, 2017
Name	Jill Matthew
Company	NorQuest College
Title	Vice President College Services & CFO
Phone	Removed in accordance with FOIP
Email	Removed in accordance with FOIP
Address	10215 108 Street, Edmonton, AB, T5J 1L6
General Passes	1
VIP Passes	0
Platinum Passes	0
Total Cost	\$471.45
Card Type	VISA
Card Number	Remove
Date	2017-08-11 16:21:15
Order Number	Removed in accordance with FOIP
HST/GST#	817421555-RT0001

Refund / Cancellation Policy

Tickets are non-refundable. If you are unable to attend, tickets may be transferred to another person or to a future conference. The Art of Productions Inc. reserves the right to cancel a conference prior to the start date or delay the start date due to low enrollment, speaker availability or other uncontrollable circumstances. If for these reasons a conference must be cancelled, The Art of Productions Inc. will refund only the cost of the conference registration.