

Employee ID / Name Removed / Joan Hertz Benkendorf	Comment New York - Expense Claim
Sheet ID 0000012033	
Business Purpose NorQuest Expense Claim	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2016/09/14	AIRTRAV	Edmonton to New York & Return	6000	10	19000	999			769.55
2016/09/14	HOTEL	Hudson New York Hotel for Conference	6000	10	19000	999			869.56
2016/09/14	OTHER	Air Canada Refund Fee	6000	10	19000	999			52.50
2016/09/14	OTHER	Booking Fee	6000	10	19000	999			31.50

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 reported, and are in accordance with college policy.

Removed in accordance with FOIP

Employee: [Redacted] Date: Nov 4/16

Approver: [Redacted] Date: Nov 7/16

Dr. Judi Akkitt
Print Name

Total Expenses:	1723.110	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	1723.110	
Amount Due Vendor:	0.000	



Trip Statement

NORQUEST COLLEGE
 10215 - 108TH ST NW
 EDMONTON AB T5J 1L6
 EDMONTON, AB T5J 1L6
 CANADA

Trip #: [REDACTED]
 Booking Date: 14 Sep 16
 Client: [REDACTED]
 Client Phone #: FOIP
 Client Email: [REDACTED]
 Agent: ASHLEY [REDACTED]

File Locator: FOX832

PASSENGERS: MS JOAN [REDACTED] HERTZBENKENDORF

INSURANCE

REFERENCE/DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED]	806.00	33.45	\$0.00	130.10	0.00	769.55 CAD
BSP SERVICE FEES Ticket # [REDACTED]	30.00	1.50	\$0.00	0.00	0.00	31.50 CAD
EXPEDIA Confirmation # [REDACTED]	1,283.47	0.00	\$0.00	0.00	0.00	1,283.47 CAD
Total:	1,919.47	34.95	0.00	130.10	0.00	2,084.52 CAD

PAYMENTS

Invoice #	Payment Date	Card Holder	Form of Payment	Amount
[REDACTED]	09/10/2016		[REDACTED]	769.55 CAD
[REDACTED]	09/10/2016		[REDACTED]	31.50 CAD
[REDACTED]	09/16/2016	JOAN HERTZBENKENDORF	FOIP	1,283.47 CAD
Total Payment:				2,084.52 CAD

Balance Due CAD Currency 0.00 CAD

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
 ***** AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 *****
 *****PLEASE REVIEW YOUR ITINERARY FOR ACCURACY*****
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY

GOVERNMENT CENTRE
 MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8
 TEL: 780 425 8611

NORQUEST COLLEGE
 10215 - 108TH ST NW
 EDMONTON AB T5J 1L6
 EDMONTON, AB T5J 1L6
 CANADA

Trip #: [REMOVED]
 Booking Date: 14 Sep 16
 Client: [REMOVED in accordance with
 Client Phone #: [REMOVED]
 Client Email: [REMOVED]
 Agent: ASHLEY [REMOVED]
 d i

File Locator: POX832

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
JOAN [REMOVED] HERTZBENKENDORF	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers:		Booking Date:				
JOAN [REMOVED] HERTZBENKENDORF		08 Sep 16				
		File Locator/Ticket #: [REMOVED in accordance with]				
Airline	Flight	From	Terminal To	Class	Seat	Stops
AIR CANADA	[REMOVED]	EDMONTON INTL		TORONTO PEARSON	K	
		15 Nov 16 6:00AM		15 Nov 16 11:39AM		
AIR CANADA	[REMOVED]	TORONTO PEARSON		NEW YORK LAGUARDIA	K	
		15 Nov 16 1:20PM		15 Nov 16 2:54PM		

Passengers:		Booking Date:				
JOAN [REMOVED] HERTZBENKENDORF		09 Sep 16				
		File Locator/Ticket #: [REMOVED]				
Airline	Flight	From	Terminal To	Class	Seat	Stops
AIR CANADA	[REMOVED]	EDMONTON INTL		TORONTO PEARSON	K	
		15 Nov 16 6:00AM		15 Nov 16 11:39AM		
AIR CANADA	[REMOVED]	TORONTO PEARSON		NEW YORK LAGUARDIA	K	
		15 Nov 16 1:20PM		15 Nov 16 2:54PM		



EXPEDIA

Passengers:		Booking Date:				
JOAN [REMOVED] HERTZBENKENDORF		16 Sep 16				
		File Locator/Ticket #: [REMOVED]				
Airline	Flight	From	Terminal To	Class	Seat	Stops
		15 Nov 16 12:00AM		18 Nov 16 12:00AM		

NORQUEST COLLEGE
 10215 - 108TH ST NW
 EDMONTON AB T5J 1L6
 EDMONTON, AB T5J 1L6
 CANADA

Trip #: [REDACTED]
 Booking Date: 14 Sep 16
 Client: [REDACTED]
 Client Phone #: [REDACTED]
 Client Email: [REDACTED]
 Agent: ASHLEY [REDACTED]

File Locator: FOX832



EXPEDIA

Passengers: JOAN HERTZBENKENDORF
 Booking Date: 16 Sep 16
 File Locator/Ticket #: [REDACTED]
 From: 15 Nov 16 To: 20 Nov 16
 City: NEW YORK LAGUARDIA
 Room Type:
 Svc Type:
 Occupancy:



AIR

Passengers: JOAN HERTZBENKENDORF
 Booking Date: 09 Sep 16
 File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	[REDACTED]	NEW YORK LAGUARDIA		TORONTO PEARSON	Q		
		20 Nov 16 5:25PM		20 Nov 16 7:05PM			
AIR CANADA	[REDACTED]	TORONTO PEARSON		EDMONTON INTL	Q		
		20 Nov 16 8:55PM		20 Nov 16 11:10PM			

Passengers: JOAN HERTZBENKENDORF
 Booking Date: 09 Sep 16
 File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	[REDACTED]	NEW YORK LAGUARDIA		TORONTO PEARSON	Q		
		20 Nov 16 5:25PM		20 Nov 16 7:05PM			
AIR CANADA	[REDACTED]	TORONTO PEARSON		EDMONTON INTL	Q		
		20 Nov 16 8:55PM		20 Nov 16 11:10PM			



Trip Statement

NORQUEST COLLEGE
 10215 - 108TH ST NW
 EDMONTON AB T5J 1L6
 EDMONTON, AB T5J 1L6
 CANADA

Trip #: [REDACTED]
 Booking Date: [REDACTED]
 Client: [REDACTED]
 Client Phone #: [REDACTED]
 Client Email: [REDACTED]
 Agent: ASHLEY [REDACTED]

File Locator: POX832

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED] <i>Cancelled</i>	608.00	33.45	\$0.00	130.10	0.00	769.55 CAD
AIR CANADA Ticket # [REDACTED]	-608.00	-33.45	\$0.00	-130.10	0.00	-769.55 CAD
AIR CANADA Ticket # [REDACTED]	50.00	2.50	\$0.00	0.00	0.00	52.50 CAD
Total:	50.00	2.50	0.00	0.00	0.00	52.50 CAD

PAYMENTS

Invoice #	Payment Date	Card Holder	Form of Payment	Amount
[REDACTED]	11/02/2016	J HERTZ	[REDACTED]	-769.55 CAD
[REDACTED]	11/02/2016	J HERTZ	[REDACTED]	52.50 CAD
[REDACTED]	09/10/2016		[REDACTED]	769.55 CAD
Total Payment:				52.50 CAD

Balance Due CAD Currency 0.00 CAD

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
 ***** AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 ***** **PLEASE REVIEW YOUR ITINERARY FOR ACCURACY**
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES, DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY

NORQUEST COLLEGE
 10215 - 108TH ST NW
 EDMONTON AB T5J 1L6
 EDMONTON, AB T5J 1L6
 CANADA

Trip #: Remov
 Booking Date: 14 Sep 16
 Client: Removed in accordance with
 Client Phone #: FOIP
 Client Email:
 Agent: ASHLEY Remov

File Locator: POX832

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
JOAN HERTZBENKENDORF	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Description:	PROCESSING FEE	Booking Date:	02 Nov 16
Passengers:	JOAN HERTZBENKENDORF	File Locator/Ticket #:	Removed in accordance
From:	EDMONTON INTL	Departing on:	15 Nov 16
To:	NEW YORK LAGUARDIA	Returning on:	20 Nov 16



AIR

Passengers:	JOAN HERTZBENKENDORF	Booking Date:	09 Sep 16				
		File Locator/Ticket #:	Removed in accordance				
Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	Removed in accordance	EDMONTON INTL		TORONTO PEARSON	K		
		15 Nov 16 6:00AM		15 Nov 16 11:39AM			

Passengers:	JOAN HERTZBENKENDORF	Booking Date:	02 Nov 16				
		File Locator/Ticket #:	Removed in accordance				
Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	Removed in accordance	EDMONTON INTL		TORONTO PEARSON	K		
		15 Nov 16 6:00AM		15 Nov 16 11:39AM			

Passengers:	JOAN HERTZBENKENDORF	Booking Date:	09 Sep 16				
		File Locator/Ticket #:	Removed in accordance				
Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	Removed in accordance	TORONTO PEARSON		NEW YORK LAGUARDIA	K		
		15 Nov 16 1:20PM		15 Nov 16 2:54PM			

Passengers:	JOAN HERTZBENKENDORF	Booking Date:	02 Nov 16				
		File Locator/Ticket #:	Removed in accordance				
Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	Removed in accordance	TORONTO PEARSON		NEW YORK LAGUARDIA	K		
		15 Nov 16 1:20PM		15 Nov 16 2:54PM			

GOVERNMENT CENTRE
 MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8
 TEL: 780 425 8611

NORQUEST COLLEGE
 10215 - 108TH ST NW
 EDMONTON AB T5J 1L6
 EDMONTON, AB T5J 1L6
 CANADA

Trip #: [Redacted]
 Booking Date: 14 Sep 16
 Client: [Redacted in accordance with FOIP]
 Client Phone #: [Redacted]
 Client Email: [Redacted]
 Agent: ASHLEY [Redacted]

File Locator: P0X832

Passengers: JOAN [Redacted] HERTZBENKENDORF
 Booking Date: 09 Sep 16
 File Locator/Ticket #: [Redacted]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	00721	NEW YORK LAGUARDIA 20 Nov 16 5:25PM		TORONTO PEARSON 20 Nov 16 7:05PM	Q		

Passengers: JOAN [Redacted] HERTZBENKENDORF
 Booking Date: 02 Nov 16
 File Locator/Ticket #: [Redacted]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	[Redacted] DI	NEW YORK LAGUARDIA 20 Nov 16 5:25PM		TORONTO PEARSON 20 Nov 16 7:05PM	Q		

Passengers: JOAN [Redacted] HERTZBENKENDORF
 Booking Date: 09 Sep 16
 File Locator/Ticket #: [Redacted]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	[Redacted] ved in	TORONTO PEARSON 20 Nov 16 8:55PM		EDMONTON INTL 20 Nov 16 11:10PM	Q		

Passengers: JOAN [Redacted] HERTZBENKENDORF
 Booking Date: 02 Nov 16
 File Locator/Ticket #: [Redacted]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	[Redacted] DI	TORONTO PEARSON 20 Nov 16 8:55PM		EDMONTON INTL 20 Nov 16 11:10PM	Q		



Trip Statement

NORQUEST COLLEGE
 10215 - 108TH ST NW
 EDMONTON AB T5J 1L6
 EDMONTON, AB T5J 1L6
 CANADA

Trip #: [REMOVED]
 Booking Date: 14 Sep 16
 Client: [REMOVED in accordance with FOIP]
 Client Phone #: [REMOVED]
 Client Email: [REMOVED]
 Agent: ASHLEY [REMOVED] d i

File Locator: P0X832

PASSENGERS: MS JOAN [REMOVED] HERTZBENKENDORF

INSURANCE

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REMOVED in accordance with FOIP]	606.00	33.45	\$0.00	130.10	0.00	769.55 CAD
BSP SERVICE FEES Ticket # [REMOVED in accordance with FOIP]	30.00	1.50	\$0.00	0.00	0.00	31.50 CAD
EXPEDIA Confirmation # [REMOVED in accordance with FOIP]	1,283.47	0.00	\$0.00	0.00	0.00	1,283.47 CAD
Total:	1,919.47	34.95	0.00	130.10	0.00	2,084.52 CAD

PAYMENTS

Invoice #	Payment Date	Card Holder	Form of Payment	Amount
[REMOVED in accordance with FOIP]	09/10/2016		[REMOVED in accordance with FOIP]	769.55 CAD
[REMOVED in accordance with FOIP]	09/10/2016		[REMOVED in accordance with FOIP]	31.50 CAD
[REMOVED in accordance with FOIP]	09/16/2016	JOAN HERTZBENKENDORF	FOIP	1,283.47 CAD
Total Payment:				2,084.52 CAD

Balance Due CAD Currency 0.00 CAD

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NORQUEST COLLEGE
 10215 - 108TH ST NW
 EDMONTON AB T5J 1L6
 EDMONTON, AB T5J 1L6
 CANADA

Trip #: [Redacted]
 Booking Date: 09 Sep 16
 Client: [Redacted]
 Client Phone #: FOIP
 Client Email: [Redacted]
 Agent: ASHLEY [Redacted]

File Locator: P0X832

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
JOAN [Redacted] HERTZBENKENDORF	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers	Booking Date
JOAN [Redacted] HERTZBENKENDORF	09 Sep 16

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	[Redacted]	EDMONTON INTL		TORONTO PEARSON	K		
AIR CANADA	[Redacted]	TORONTO PEARSON		NEW YORK LAGUARDIA	K		

Passengers	Booking Date
JOAN [Redacted] HERTZBENKENDORF	09 Sep 16

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	[Redacted]	EDMONTON INTL		TORONTO PEARSON	K		
AIR CANADA	[Redacted]	TORONTO PEARSON		NEW YORK LAGUARDIA	K		



EXPEDIA

Passengers	Booking Date
JOAN [Redacted] HERTZBENKENDORF	16 Sep 16

Airline	Flight	From	Terminal	To	Class	Seat	Stops
		15 Nov 16 12:00AM		18 Nov 16 12:00AM			

NORQUEST COLLEGE
 10215 - 108TH ST NW
 EDMONTON AB T5J 1L6
 EDMONTON, AB T5J 1L6
 CANADA

Trip #: [Redacted]
 Booking Date: 16 Sep 16
 Client: [Redacted]
 Client Phone #: [Redacted]
 Client Email: [Redacted]
 Agent: ASHLEY [Redacted]

File Locator: P0X832



Passengers: JOAN [Redacted] HERTZBENKENDORF
 Booking Date: 16 Sep 16
 File Locator/Ticket #: [Redacted]

EXPEDIA

From: 15 Nov 16 To: 20 Nov 16

City: NEW YORK LAGUARDIA

Room Type:
 Svc Type
 Occupancy



Passengers: JOAN [Redacted] HERTZBENKENDORF
 Booking Date: 09 Sep 16
 File Locator/Ticket #: [Redacted]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	[Redacted]	NEW YORK LAGUARDIA		TORONTO PEARSON	Q		
		20 Nov 16 5:25PM		20 Nov 16 7:05PM			
AIR CANADA	[Redacted]	TORONTO PEARSON		EDMONTON INTL	Q		
		20 Nov 16 8:55PM		20 Nov 16 11:10PM			

Passengers: JOAN [Redacted] HERTZBENKENDORF
 Booking Date: 09 Sep 16
 File Locator/Ticket #: [Redacted]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	[Redacted]	NEW YORK LAGUARDIA		TORONTO PEARSON	Q		
		20 Nov 16 5:25PM		20 Nov 16 7:05PM			
AIR CANADA	[Redacted]	TORONTO PEARSON		EDMONTON INTL	Q		
		20 Nov 16 8:55PM		20 Nov 16 11:10PM			

Nadine

Removed in accordance with FOIP

From: Ashley
Sent: Saturday, September 10, 2016 1:25 PM
To: Nadine
Subject: FW: Expedia travel confirmation - 15 Nov - Itin#

Removed in accordance with

Hotel confirmation for Joan Hertz Benkendorf.

Please note:

This reservation is non-refundable and cannot be cancelled or changed.

Ashley - Marlin Travel Government Centre
Main Floor 9929-108 Street - Edmonton, Alberta T5K 1G8
Tel: (780) 425-8611 - Fax: (780) 426-5759

*****All prices are subject to change and availability.
No price is guaranteed until the time of booking.*****

From: Expedia.ca [mailto:Expedia@ca.expediamail.com]
Sent: September-10-16 1:20 PM
To: Ashley
Subject: Expedia travel confirmation - 15 Nov - Itin#

Removed in accordance with



Thank you for booking with Expedia!
Your booking is confirmed.

You can manage your reservation or review your itinerary online for the most up-to-date information.



Access your itinerary anywhere.
GET THE FREE APP

Hudson New York, Central Park, New York

15 Nov 2016 - 18 Nov 2016
Itinerary # 7210027311127

Hudson New York, Central Park

15 Nov 2016 - 18 Nov 2016
1 room | 3 nights

BOOKED



View hotel details

358 W 58th St, New York, NY, 10019 United States of America

Tel: 1 (212) 554-6000, Fax: 1 (212) 554-6001

Checking in

Minimum check-in age is 21

Check-in time ends at 3 PM

Check-in time starts at 3 PM

This property charges package handling fees for all incoming and outgoing mail and packages. For more details, please contact the office using the information on the reservation confirmation received after booking.

Your room will be guaranteed for late arrival.

Important Hotel Information

This reservation is non-refundable and cannot be cancelled or changed.

View your online itinerary for additional rules and restrictions.

Award points and airline mileage may not be awarded when booking an Expedia Special Rate hotel.

For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Room

Standard Room

Reserved for

Joan hertz Benkendorf 1 adult

Requests

1 double bed, non-smoking room

Price Summary

Total **C\$1,283.47**

Collected by Expedia

Book now and save!

Room Price **C\$1,283.47**

3 nights C\$368.85 avg./night

15/11/2016 C\$354.93

16/11/2016 ~~C\$396.69~~ NQC

17/11/2016 ~~C\$354.93~~ NQC

Taxes C\$176.92/3

All prices quoted in CAD.

= 58.07

Additional Hotel Services

869.56
NQC

The below fees and deposits only apply if they are not included in your selected room rate.

You'll be asked to pay the following charges at the hotel:

- Deposit: USD 75.00 per night
- Resort fee: USD 27.16 per accommodation, per night

The hotel resort fee includes:

- Fitness center access
- Internet access
- Phone calls
- Additional inclusions

We have included all charges provided to us by the property. However, charges can vary, for example, based on length of stay or the room you book.

The following fees and deposits are charged by the property at time of service, check-in, or check-out.

- Breakfast fee: between USD 8 and USD 23 per person (approximately)
- Self parking fee: USD 65 per night
- Valet parking fee: USD 65 per day
- Pet deposit: USD 150 per stay
- Pet fee: USD 100 per pet, per stay
- Rollaway bed fee: USD 40.00 per night

The above list may not be comprehensive. Fees and deposits may not include tax and are subject to change.

Need help with your reservation?

Visit our Customer Support page.

Call us at 1-866-307-7601.

For faster service, mention itinerary # Removed in accordance with

Travel Industry Council of Ontario

In accordance with the *Ontario Travel Industry Act, 2002*, this page contains detailed information on the names, addresses and registration numbers applicable to the providers of travel and ticket fulfillment services.

Ticket fulfillment services provided by Tour East Holidays (Canada) Inc., 15 Kern Road, Suite 9, Toronto, Ontario M3B 1S9. TICO Registration No.: 50015827

REGISTRATION CONFIRMATION

Thanks for Registering

We have received your registration; we are glad to inform you that this document is your registration confirmation and validates your access to World Business Forum New York 2016.

Please remember to bring this document with you the two days of the event, this is personal, non-transferable and will give you access during the two days of the event.

World Business Forum New York 2016

**PASS DETAILS
Orchestra Seating**

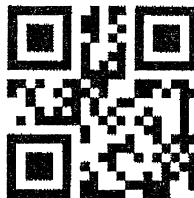
Date: November 17-18, 2016

Venue: David H. Koch Theater at Lincoln Center

Pre-registration and Registration Schedule: November 16, 12:00-8:00 pm (strongly recommended) or November 17, beginning at 8:00 am

Address: David H. Koch Theater, 10 Lincoln Center Plaza, New York, NY 10023

**CONFIRMATION CODE
XT64N9Q98**



Please bring this confirmation code with you in order to expedite the entrance process.