

| Employee ID                                   |
|---|
| Business Purpose NorQuest Corporate Visa card |
|   |

**Expense Lines** 

| Date   | Expense Type          | Non-<br>Reimbursable | No Receipt             | Receipt Required | Payment Type      | Transaction Amount | Exchange Rate | Amount    |
|--|-----------------------|----------------------|------------------------|------------------|-------------------|--------------------|---------------|-----------|
| Description                                  |                       |                      | Additional Information |                  | Merchant          |                    | Location      |           |
|  |                       |                      |                        |                  |                   |                    |               |           |
| 10/16/2020                                   | Other Supplies Non PD |                      | 29.                    | $\square$        | US Bank VISA      | 38.50 CAD          | 1.00          | 38.50 CAD |
|  | 25.75                 |                      |                        | (02)             |                   |                    |               |           |
| Cost of printing proposals for TRCCC project |                       |                      |                        |                  | STAPLES STORE #47 |                    |               |           |
|  |                       |                      | 4                      |                  |                   |                    |               |           |

| Employee Expenses         | 38.50 CAD |
|---------------------------|-----------|
| Cash Advances Applied     | 0.00 CAD  |
| Non-Reimbursable Expenses | 0.00 CAD  |
| Prepaid Expenses          | 0.00 CAD  |
| Amount Due to Supplier    | 38.50 CAD |
| Amount Due to Employee    | 0.00 CAD  |

| Employee Phone | Department | Entered By user | Receipt | Creation Date | Print Date | Page Number |
|----------------|------------|-----------------|---------|---------------|------------|-------------|
|                | 19000      | LFahy           |         | 10/26/2020    | 8/12/2021  | Page 1 of 1 |

