

Employee ID / Name Informario / Brenda Jill Matthew	Comment
Sheet ID 0000011180	
Business Purpose NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2016/05/16	HOST	College Services Management Recognition	6003	10	80000	999			488.10

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 reimbursed, and comply with college policy.

Information removed FOIP  
 Employee Signature: \_\_\_\_\_ Date: May 24/16

Information removed FOIP  
 Approved by: Dr. Jodi Abbott Date: May 25/16  
 Print Name

Total Expenses:	488.100	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	488.100	

**Metro Billards Cafe**  
 GST# 13610 2076 RT001

MON MAY 16, 2016  
**CHECK #741786-2**  
 TABLE #101  
**DUPLICATE**  
 CUSTOMER # 1

	Day	
5	Pop	\$8.75
1	Pop Refill	\$0.01
2	Iced Tea	\$3.50
2	Virgin Cocktail	\$8.00
	Happy hour	
1	Pop	\$2.50
1	MISC. Starters	\$375.00
1	Virgin Cocktail	\$4.00
1	5.00 POOL	\$5.00
		<hr/>
		\$406.76
	GST	\$20.33
	SUB-TOTAL	: \$427.09
	Gratuity	: \$61.01
<b>TOTAL</b>		<b>\$488.10</b>

Time: 17:01 1 CUSTOMER  
 2 CHECKS

Thank you  
 Please Pay Server

YOU HAVE BEEN SERVED



METRO  
 10250 106 STREET NW  
 EDMONTON AB

CARD \*\*\*\*\*  
 CARD TYPE VISA  
 DATE 2016/05/16  
 TIME 4152 17:08:00  
 RECEIPT NUMBER  
 CB5018691-001-583-011-0

PURCHASE  
 TOTAL  
**\$488.10**

VISA CREDIT  
 A00000  
 D36FEE6CF01DF2F1  
 00B0008000-EB00  
 0CC3C9031B202290  
 00B0008000-FB00

**APPROVED**  
 AUTH# 012531 01-027  
 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
 COPY FOR YOUR RECORDS

Employee ID / Name Information [redacted] Brenda Jill Matthew	Comment
Sheet ID 0000010949	
Business Purpose NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2016/04/01	PDCONF	ICD Session: Alberta Does Not Run on Oil Alone: Strategic Opportunities in Tough Times	6900	10	80000	999			99.75
2016/04/03	PDOTHER	Parking in Calgary for Art of Leadership Conference	6900	10	80000	999			5.25
2016/04/04	PDHOTEL	Accommodation in Calgary for Art of Leadership Conference	6900	10	80000	999			130.23
2016/04/04	PDOTHER	Parking in Calgary for Art of Leadership Conference	6900	10	80000	999			21.00

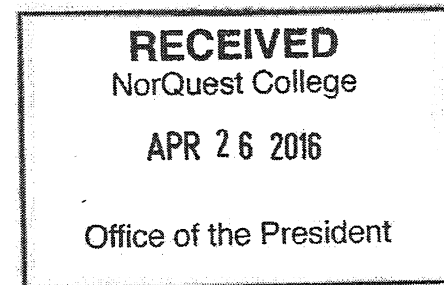
I certify that the information provided is an accurate record of expenses incurred by me.  
I certify that these expenditures were incurred on college business, have not been previously paid, and comply with college policy.

Information removed FOIP [redacted] April 22/16  
Employee Signature Date

Information removed FOIP [redacted] Apr. 26/16  
Approved by Date

Joan Hertz  
Print Name  
Acting President & CEO

Total Expenses:	256.230	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	256.230	



HOTEL  
*Arts*


**Jill Matthew**

Room Number : 0229  
 Arrival Date : 03-04-16  
 Departure Date : 04-04-16  
 Page : 1 of 1  
 Folio Number :  
 Confirmation : 2355219  
 Cashier : 997

**INFORMATION INVOICE**

Company Name : CAA/AAA  
 Group :  
 A/R Number :

GST No. : 861182947 04-04-16

Date	Description	Charges	Credits
03-04-16	Room	116.00	
03-04-16	Destination Marketing Fee 3%	3.48	
03-04-16	Tourism Levy 4%	4.78	
03-04-16	GST 5% - Room	5.97	
04-04-16	Visa - Rooms XXXXXXXXXX  XXXX		130.23
<b>Total</b>		<b>130.23</b>	<b>130.23</b>
<b>Balance</b>		<b>0.00</b>	<b>CAD</b>

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Hotel Arts and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents. In the event of damage to the Hotel due to the Guest's action or negligence, the Guest shall be liable to the Hotel for compensation of damages.

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

# No Receipt Declaration

Declaration	
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.	
S/N <span style="background-color: black; color: black;">Information removed FOIP</span>	Date: <u>April 25/16</u>

Receipt Details	
Reason for no receipt:	no receipt provided - electronic parking meter
Vendor Name:	Indigo - Balbi and Company Parking
Date of Purchase:	April 3, 2016

Itemized Expense Details	
Item Description	Amount
Parking in Calgary for Art of Leadership for Women Conference	\$ 5.25
<b>Total Amount of Purchase (including GST):</b>	<b>\$ 5.25</b>

Approval		
Signing Authority Name: <u>Joan Hertz</u> Acting President & CEO	Signa <span style="background-color: black; color: black;">Information removed FOIP</span>	Date: <u>04/26/16</u>

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

Information removed  
FOIP

**From:** Information removed  
**Sent:** Thursday, March 31, 2016 2:12 PM  
**To:** Jill Matthew; Information removed  
**Subject:** Order Confirmation

**Institute of Corporate Directors**

2701-250 Yonge Street, Toronto, ON M5B 2L7

**Order Number** 81258

**Order Date** 3/31/2016

**Order Total** 99.75

**Payment Method** VISA \*\*\*\*\* Information removed FOIP

**Name on Card** Jill Matthew

Qty	Item	Price Total
1	Alberta Does Not Run on Oil Alone: Strategic Opportunities - Mrs Jill Matthew <b>When:</b> 4/20/2016 - 4/20/2016 <b>Where:</b> Royal Glenora Golf Club, Braemer Room 11160 River Valley Road NW Edmonton, AB T5J 2G7	95.00 95.00
	<b>Item Total</b>	95.00
	<b>Shipping</b>	0.00
	<b>Handling</b>	0.00
	<b>GST</b>	4.75
	<b>Transaction Grand Total</b>	99.75

GST# 12179 8201

QST# 12048 55478

RECEIPT

Information removed  
FOIP

\*Expiration Date/Time\*

**06:00 PM  
APR 04, 2016**

Purchase Date/Time: 07:40am Apr 04, 2016  
Total Parking: \$20.00  
Total Federal: \$1.00  
Total Due: \$21.00  
Total Paid: \$21.00  
Ticket #: 00008428  
S/N #: 500012269461  
Setting: Lot 80  
Nach Name: Lot 80-1

Rate: EARLY BIRD  
Payment Type: Card

Information removed  
FOIP

Auth #: 021595

GST REG #102466000

PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT