

<b>Employee ID / Name</b> Removed Jodi Abbott	<b>Comment</b>
<b>Sheet ID</b> 0000016061	
<b>Business Purpose</b> NorQuest Expense Claim	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2018/04/12	AIRTRAV	Return Flight to Beijing, China (International Partnerships and Signing of MOU's)	6000	10	10500	999			2,995.51

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.

*Jodi Abbott*  
Employee Signature

*April 16/18*  
Date

*[Signature]*  
Approved by

*April 16, 2018*  
Date

Removed  
Ann Colbourne  
Print Name

Total Expenses:	2995.510	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	2995.510	
Amount Due Vendor:	0.000	





Lorraine [Redacted]

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**From:** Ann Colbourne  
**Sent:** Friday, April 6, 2018 8:48 AM  
**To:** Jodi Abbott  
**Cc:** Lorraine [Redacted]  
**Subject:** Re: Request for Approval

Good morning Jodi,

By way of this email, I am approving this request.

Thank you.

Ann

**Dr. Ann Colbourne**  
Board Chair  
Board of Governors | NorQuest College

[Redacted]  
**From:** Jodi Abbott <Jodi.Abbott@NorQuest.ca>  
**Date:** Thursday, April 5, 2018 at 10:42 PM  
**To:** Ann Colbourne [Redacted]  
**Cc:** Lorraine [Redacted]  
**Subject:** Request for Approval

Ann,

As mentioned on the phone today, I am seeking approval for Travel to China. NorQuest College will be signing several MOU's related to the delivery of healthcare programs in Colleges in the Beijing area. Given the length of the flights, I am requesting to fly business class (the ticket price estimated by the agent is \$2530 +taxes-\$465). The Vancouver to Beijing and Beijing to Vancouver flight segments are 11 and 13 hours. And with the addition to and from Edmonton, it is an additional 1.5 or so hours. I am requesting business for the entire flight as often when the agent splits the flights by segments the cost goes up.

Our travel procedure is as noted below.

"Air travel may only be incurred up to an amount not exceeding economy rates travelling by the most efficient/direct route. Exceptions for individual flight segments over 5 hours or when economy fares are not available may be permitted subject to preapproval of the appropriate senior college official"

Thank you for your consideration.

Jodi