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



Date Expense Type Descr		Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2018/04/12 AIRTR	RAV	Return Flight to Beijing, China (International Partnerships and Signing of MOU's)	6000	10	10500	999		120,442	2,995.51

I certify that the information provided is an act by me. I certify that these expenditures were incurred previously paid, and comply with college policy	On college husiness have not here
Employee Signature	apr 16/18
Make	Edouil 16, 2018
Rem Ann Colbourne	Date
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	

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GST NUMBER :

COUNSELLOR:

DATE

LOCATOR

R102706702

VIVIEN

12 APR 2018

JOLLY TIME TRAVEL SERVICE LTD.

128 PACIFIC RIM MALL 9700 - 105 AVENUE

EDMONTON ALBERTA T5H 4J1

TEL: (780) 428-8484 CLIENT NBR : FAX: (780) 424-1626 INVOICE 86567A

NORQUEST COLLEGE 10215-108 STREET EDMONTON AB T5J 1L6

FOR: ABBOTT/JODI

FROM TO CARRIER FLT/CL DATE DEP ARR ST _____

AIR CANADA EDMONTON/INTL VANCOUVER 239 P 15 MAY 18 1020A 1053A OK

ARRIVES TERMINAL -MAIN/CENTRAL

NONSTOP BREAKFAST

SEAT- 2F FLYING TIME- 1:33

FREQUENT FLYER - AC

VANCOUVER BEIJING AIR CANADA 29 P 15 MAY 18 1210P 210P OK

DEPARTS TERMINAL -MAIN/CENTRAL

ARRIVES TERMINAL -3

BEIJING

NONSTOP LUNCH-MEAL

SEAT- 9A ARRIVE 16 MAY FLYING TIME-11:00 FREQUENT FLYER - AC

AIR CANADA DEPARTS TERMINAL -3

VANCOUVER

ARRIVES TERMINAL -MAIN/CENTRAL

NONSTOP BREAKFAST-MEAL

SEAT- 4K FLYING TIME-10:25 FREQUENT FLYER - AC

VANCOUVER EDMONTON/INTL AIR CANADA 240 P 22 MAY 18 120P 349P OK DEPARTS TERMINAL -MAIN/CENTRAL

NONSTOP SNACK

SEAT- 2F FLYING TIME- 1:29

FREQUENT FLYER - AC

CARDHOLDER JODI ABBOTT THANK YOU FOR BOOKING WITH JOLLY TIME TRAVEL ... HAVE A GOOD TRIP ... PLEASE HAVE PROPER DOCUMENTATION WITH YOU AT ALL TIMES CANADIAN PASSPORT MUST BE VALID FOR AT LEAST 6MTHS FROM DEPARTURE DATE REMEMBER TO ADVISE/UPDATE YOUR FREQUENT FLYER ACCOUNT NO REFUND OR CHANGES WILL BE PROCESSED WITHOUT OFFICIAL RECEIPT.

TICKET NUMBERS: ABBOTT/JODI REMOVE MRS

5797471180 CARD VIXXXXXXXXXX

CAD 2995.51

30 P 22 MAY 18 405P 1130A OK

JOLLY TIME TRAVEL SERVICE LTD. GST NUMBER : R102706702

128 PACIFIC RIM MALL DATE : 12 APR 2018 9700 - 105 AVENUE COUNSELLOR : VIVIEN

EDMONTON ALBERTA T5H 4J1 LOCATOR : TEL: (780) 428-8484 CLIENT NBR :

FAX: (780) 424-1626 INVOICE : 86567A ********************

NORQUEST COLLEGE 10215-108 STREET EDMONTON AB T5J 1L6

FOR: ABBOTT/JODI

MRS

			_		_					
FROM	TO		C	ARRIER	F	LT/CL	DATE	DEP	ARR	ST
					_					
AIR TR	ANSPORTATION		CAD	2530.0)					
TAX GS	T		CAD	1.5	0					
AIRPOR	T IMPROVEMENT F	EE	CAD	30.0	0					
TAX OT	HER		CAD	434.0	l					
				9	rtl			CAD	2995.5	1
				:	SUB TO	TAL		CAD	2995.5	1
				(CREDIT	CARD	PAYMENT	CAD	2995.5	1-

AMOUNT DUE

CAD 0.00

Lorraine Ram

From:

Ann Colbourne

Sent:

Friday, April 6, 2018 8:48 AM

To: Cc: Jodi Abbott

Subject:

Re: Request for Approval

Good morning Jodi,

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

Thank you.

Ann

Dr Colbourne

Board Chair

Roard of Governors | NorQuest College

From: Jodi Abbott < Jodi. Abbott@NorQuest.ca>
Date: Thursday, April 5, 2018 at 10:42 PM

To: Ann Colbourne

Cc: LorraineRemoved in accordance with FOIP

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.

[&]quot;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 orr when economy fares are not available may be permitted subject to preapproval of the appropriate senior college official"

Thank you for your consideration.

Jodi