

Employee ID / Name Removed / Norma Schneider	Comment
Sheet ID 0000011937	
Business Purpose NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2016/08/22	AIRTRAV	Air fare for B.C. PSI Trip (Edmonton to Victoria)	6000	10	20000	999			176.02
2016/08/23	AIRTRAV	Air fare for B.C. PSI Trip (Victoria to Vancouver)	6000	10	20000	999			108.28
2016/08/24	OTHER	Travel agent fee	6000	10	20000	999			15.75
2016/09/07	HOTEL	Accommodation for Academic Leadership Symposium	6000	10	20000	999			294.28
2016/09/07	HOTEL	Accommodation for Academic Leadership Symposium for Executive Assistant	6000	10	20000	999			294.28
2016/09/12	SUPPL	ATESL Conference Registration Fee	6901	10	20000	999			157.50
2016/09/14	SUPPL	ATESL Conference non-membership fee	6901	10	20000	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 removed in accordance with FOIP.

Norma Schneider
Date SEP 26 2016

Sept 27/16
Date

Dr. Jodi Abbott
Print Name
President & CEO

Total Expenses:	1077.610	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	1077.610	

Traveler

Passenger Name:
Schneider, Norma

e-Ticket Number:
Removed in

Reservation Number:
Remov

Fare Information**Form Of Payment:**

VIXXXXXXXXXX Remo

Fare:

CAD 112.52

Taxes and Carrier-imposed fees:

CAD 7.12 CA

CAD 8.38 XG

CAD 48.00 XT

Total:

CAD 176.02

Agency Information

MARLIN TRAVEL
9929 - 108Th Street Government Centre
Edmonton, AB T5K 1G8
Canada

Agency Phone:

780 425-8611 MARLIN TRAVEL Removed in

Agency IATA Number:

Removed

Traveler

Passenger Name:
Schneider, Norma

e-Ticket Number:

Removed in
account name with

Reservation Number:

Remove

Fare Information

Form Of Payment:

VIX
Removed in

Fare:

CAD 81.00

Taxes and Carrier-imposed fees:

CAD 7.12 CA

CAD 5.16 XG

CAD 15.00 SQ

Total:

CAD 108.28

Agency Information

MARLIN TRAVEL
9929 - 108Th Street Government Centre
Edmonton, AB T5K 1G8
Canada

Agency Phone:

780 425-8611 MARLIN TRAVEL
Removed in

Agency IATA Number:

Removed



BEST WESTERN PLUS Executive Residency

www.bestwesterndraytonvalley.com

2252 50th Street, Box 5348

Drayton Valley, AB T7A 1R5

Telephone: (780)621-2378 Fax: (780)621-1342

Sep 09, 2016

7:39 am

Each Best Western® branded hotel is independently owned and operated.

Lauren [REMOVED]

2

Edmonton, AB T5J 1L6

Folio #: [REMOVED]

Room Number: 410

Rate: \$134.99

Pay Method: VISA [REMOVED]

Arrival Date: Wednesday, September 07, 2016

Departure Date: Friday, September 09, 2016

Best Western Rewards Member #: [REMOVED]

Best Western Rewards Tier: BASE

Information: Guest will call in and secure rooms in

Date	Department	Reference	Voucher	Room	Debit	Credit
9/7/2016	Room Postings	Auto Posted		410	\$134.99	
9/7/2016	Tourism Levy	Auto Posted		410	\$5.40	
9/7/2016	Room GST	Auto Posted		410	\$6.75	
9/8/2016	Room Postings	Auto Posted		410	\$134.99	
9/8/2016	Tourism Levy	Auto Posted		410	\$5.40	
9/8/2016	Room GST	Auto Posted		410	\$6.75	
9/9/2016	Visa	CHECKED-OUT [REMOVED]		410		\$294.28

Balance:

Thank you for being our guest!

GST# 81382 7730 RT0001

I agree that my liability for all charges is not waived.

Signature _____

BEST WESTERN
PLUS EXECUTIVE
2252 50TH ST
DRAYTON VALLEY, AB
T7A1R5
7806212378

PRE AUTH COMPLETE

Clerk #: 000002

MID: 5861835

TID: 002

Batch #: 648

09/09/16

Invoice #: 10034

APPR CODE: 038533

VISA

[REMOVED]

4477

REF#: 00002291

07:43:49

AMOUNT \$294.28

TIP \$

TOTAL \$

APPROVED

THANK YOU
PLEASE COME AGAIN
CUSTOMER COPY

Welcome, Laura [Redacted] you are currently logged in as an administrator.

General Options

Name:

Norma Schneider

Email:

[Redacted]

Number of People Registered:

1

Confirmation Number:

[Redacted] (needed to modify your registration)

Event Title:

ATESL 2016 Conference

Location:

Fantasyland Hotel

West Edmonton Mall

17700 87 Avenue

Edmonton, Alberta T5T 4V4

Canada

Current Registration Details

Norma Schneider

Agenda Items

Registration Item	Cost
One Day Conference Registration (Friday, Oct. 14)	CAD \$ 150.00

Additional Fees

Taxes

Tax Name	Tax Amount
GST	CAD \$ 7.50

Order Summaries

Order

Date	Type	Amt Ordered	Amt Paid	Amt Due
09/12/2016 3:37 PM MT	online order	CAD \$ 157.50	CAD \$ 157.50	CAD \$ 0.00
Total:		CAD \$ 157.50	CAD \$ 157.50	CAD \$ 0.00

Payment Details

Details

Date	Type	Reference #	Amt Paid
09/12/2016	Visa	[Redacted]	CAD \$ 157.50

Welcome, Lauren [Remove](#) you are currently logged in as an administrator.

General Options

Name:

Norma Schneider

Email:

[Remove](#)

Number of People Registered:

1

Confirmation Number:

[Remove](#) (needed to modify your registration)

Event Title:

ATESL 2016 Conference

Location:

Fantasyland Hotel

West Edmonton Mall

17700 87 Avenue

Edmonton, Alberta T5T 4V4

Canada

Current Registration Details

Norma Schneider

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Taxes

Tax Name	Tax Amount
GST	CAD \$ 7.50

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Order

Date	Type	Amt Ordered	Amt Paid	Amt Due
09/12/2016 3:37 PM MT	online order	CAD \$ 157.50	CAD \$ 157.50	CAD \$ 0.00
Total:		CAD \$ 157.50	CAD \$ 157.50	CAD \$ 0.00

Payment Details

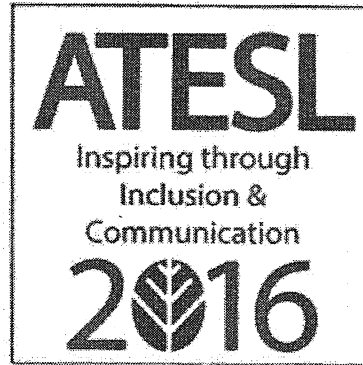
Details

Date	Type	Reference #	Amt Paid
09/12/2016	Visa	Remove	CAD \$ 157.50

Lauren

Removed

From: Alberta Teachers of English as a Second Language [Removed in accordance with](#)
Sent: Wednesday, September 14, 2016 9:28 AM
To: Lauren [Remove](#)
Subject: Registration Confirmed - ATESL 2016 Conference



Dear Norma:

Your registration has been confirmed. Please save this email for future reference. If you have any questions regarding the conference, please email [Removed in accordance with](#) [@atesl.ca](#) or visit [atesl.ca](#).

Event: ATESL 2016 Conference

Attending: Norma Schneider

Number in Party: 1

Event Dates: Friday, October 14, 2016 to Saturday, October 15, 2016

Confirmation Number: [Removed in](#)

Current Registration: [Click here](#)

Payment:

Payment Details:			
Date	Type	Reference #	Amt Paid
12-Sep-2016	Visa	Remove in	CAD 157.50

14-Sep-2016

Visa

Remove

CAD 31.50

Hotel Information:

ATESL 2016 Conference will be held at the Fantasyland Hotel, which provides a discounted rate to conference registrants. The conference rate for ATESL will be \$164/night for Thursday and \$190/night for Friday.

Individual reservations must be made no later than **September 13, 2016**. Room availability and conference rates cannot be guaranteed after this date.

Individual Reservations can be made by contacting the hotel Reservations Department directly at (780) 444-3000 or toll-free 1-800-737-3783. Callers MUST mention they are attending the ATESL Annual Conference to receive the negotiated rate.

Guests can also follow the link below to direct them to the reservation site:

<https://rooms.fantasylandhotel.com/groupLogin.asp>

ATESL Username:

ATESL Password:

Removed in
accordance
with privacy
policy

All guests of the hotel will receive

- complimentary wi-fi in rooms on conference days
- complimentary 24/hr access to Gold's Gym
- discounted rate of \$25.00 for passes to the World Waterpark or Galaxyland on conference days

.....
ATESL and its affiliates will be photographing and videotaping different events at the conference for promotional purposes and for historical records. If you do not wish to be photographed or filmed, please inform the photographer.

Follow us on Twitter for the latest conference and ATESL updates @ATESLnews. Visit atesl.ca for all conference information including the program and conference keynote information.

We look forward to seeing you there.

Sincerely,
Alberta Teachers of English as a Second Language

If you no longer want to receive emails from Alberta Teachers of English as a Second Language, please [Opt-Out](#)

Lauren [Redacted]

From: Alberta Teachers of English as a Second Language [Redacted]@macewan.ca>
Sent: Wednesday, September 14, 2016 9:29 AM
To: Lauren [Redacted]
Subject: Registration Confirmed - ATESL 2016 Conference

Dear Lauren:

Please save this email for future reference.

Event: ATESL 2016 Conference
Number in Party: 1
Time: 8:00 AM
Date: Friday, October 14, 2016
Location: Fantasyland Hotel
Address: West Edmonton Mall, 17700 87 Avenue, Edmonton, Alberta T5T 4V4, Canada
Dress: Business Attire

Group Confirmation Number [Redacted]
Primary Registrant (Norma Schneider)
Confirmation Number [Redacted]

Norma Schneider						
Order Date	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
12-Sep-2016 3:37 PM MT	Offline Charge	GST	Tax	CAD 9.00	CAD 9.00	CAD 0.00
12-Sep-2016 3:37 PM MT	Offline Charge	One Day Conference Registration (Friday, Oct. 14)	Admission Item	CAD 180.00	CAD 180.00	CAD 0.00
				Amt Ordered	Amt Paid	Amt Due

Total	CAD	CAD	CAD
	189.00	169.00	0.00

To view or modify the online registration for anyone in your group, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

If you no longer want to receive emails from Alberta Teachers of English as a Second Language, [Opt-Out](#)

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cvent



BEST WESTERN PLUS Executive Residency

www.bestwesterndraytonvalley.com

2252 50th Street, Box 5348

Drayton Valley, AB T7A 1R5

Telephone: (780)621-2378 Fax: (780)621-1342

Sep 22, 2016
2:29 pm

Each Best Western® branded hotel is independently owned and operated.

Norma Schneider
6
Edmonton, AB T5J 1L6

Folio # **Remove**
Room Number: 317
Rate: \$134.99
Pay Method: **Remove**

Arrival Date: Wednesday, September 07, 2016
Departure Date: Friday, September 09, 2016

Best Western Rewards Member # **Removed in**
Best Western Rewards Tier: BASE
Information:

Date	Department	Reference	Voucher	Room	Debit	Credit
9/7/2016	Room Postings	Auto Posted		317	\$134.99	
9/7/2016	Tourism Levy	Auto Posted		317	\$5.40	
9/7/2016	Room GST	Auto Posted		317	\$6.75	
9/8/2016	Room Postings	Auto Posted		317	\$134.99	
9/8/2016	Tourism Levy	Auto Posted		317	\$5.40	
9/8/2016	Room GST	Auto Posted		317	\$6.75	
9/9/2016	Mastercard	CHECKED-OUT Remove in		317		\$294.28

Thank you for being our guest!

Balance:

GST# 81382 7730 RT0001

I agree that my liability for all charges is not waived.

Signature _____

Employee ID / Name [REDACTED] / Norma Schneider	Comment
Sheet ID 0000011769	
Business Purpose NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2016/08/18	SUPPL	Ticket to BioAlberta Event	6901	10	20000	999			325.50
2016/08/18	OTHER	Bus ticket to BioAlberta Event	6000	10	20000	999			148.00

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 removed in accordance with FOIP policy.

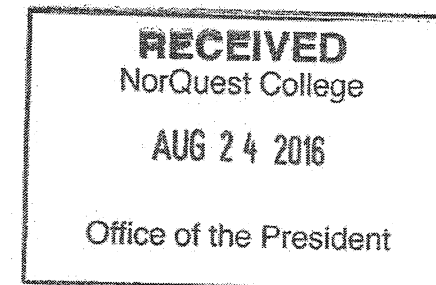
[REDACTED]

Aug. 24/16
Date
Norma Schneider

Aug 25/16
Date

Jodi Abbott
Print Name

Total Expenses:	473.500	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	473.500	



Removed in accordance with FOIP

From: Red Arrow Reservations [redacted]@redarrow.ca>
Sent: Thursday, August 18, 2016 8:56 AM
To: Norma Schneider
Subject: Invoice



INVOICE

Date: 2016-08-18

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
[redacted]	2016-08-18	[redacted]			2016-09-26	2016-09-27	-	Website User

Travellers:

Schneider/Norma

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
EDMCAL 08:00 YYC Assigned to: [redacted] Departs Edmonton (EDMCEDAR / Best Western Cedar Park Inn) at 08:15 on 2016-09-26. Arrives Calgary (CALTO / Calgary Ticket Office) at 12:05 on 2016-09-26. (3 hrs 50 mins)	3 hrs 50 mins	Adult	1	\$ 70.48	\$ 74.00
CALEDM 08:00 Assigned to: [redacted] Departs Calgary (CALTO / Calgary Ticket Office) at 08:00 on 2016-09-27. Arrives Edmonton (EDMCEDAR / Best	3 hrs 35 mins	Adult	1	\$ 70.48	\$ 74.00

Western Cedar Park Inn) at 11:35 on
 2016-09-27. (3 hrs 35 mins)

Base Price: \$ 140.96
Discounts: \$ 0.00
Service Charges: \$ 0.00
GST: \$ 7.04
Invoice Total: \$ 148.00
Payments Received: \$ 148.00
Balance Due: \$ 0.00

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2016-08-18	Norma Schneider	Visa ***** [REMOVED]	\$ 148.00

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958. **Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices** **Red Arrow reserves the right to check I.D, or perform carry-on baggage checks at any time** CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES. Thank you for choosing Red Arrow. Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

Removed in accordance with

From: [redacted]@bioalberta.com
Sent: Thursday, August 18, 2016 8:47 AM
To: Norma Schneider
Subject: Online Order #1195 - Active



Association for Life Sciences Industry

Online Purchase

ORDER DATE	2016-08-18	ORDER TYPE	Online Order
ORDER DUE DATE	2016-08-18	ORDER STATUS	Active
TRANSACTION NUMBER	1195	PAID BY	VISA

Billing Information

NorQuest College
Schneider, Norma
A821B, 10215 - 108 Street NW
Edmonton Alberta
Canada T5J 1L6
780- [redacted]

Shipping Information

NorQuest College
Schneider, Norma
A821B, 10215 - 108 Street NW
Edmonton Alberta
Canada T5J 1L6
780- [redacted]

Item	QTY	Unit Price	Total
BioAlberta's 17th Annual AGM & Awards Gala Single BioAlberta's 17th Annual AGM & Awards Gala on Monday, 26 September 2016 @ BMO Centre ~ Stampede Park ~ Calgary; Single Ticket(s)	1	\$210.00	\$210.00

- Organization: NorQuest College
- First Name: Norma
- Last Name: Schneider
- Dietary Restrictions?:

BioAlberta Inaugural Life Sciences Partnering Even BioAlberta Inaugural Life Sciences Partnering Event, 26 Sept 2016, Calgary ~ OBSERVER ONLY (includes reception attendance)	1	\$100.00	\$100.00
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- Organization: NorQuest College
- First Name: Norma
- Last Name: Schneider
- Email Address: [redacted]

Subtotal	\$310.00
GST	\$15.50
Total	\$325.50