

Employee ID / Name Removed Brenda Jill Matthew	Comment
Sheet ID 0000013662	
Business Purpose NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2017/04/23	HOTEL	Hotel Room - Director's Education Program - Vancouver	6000	10	80000	999			616.86
2017/05/12	HOST	DCDP 90% Celebration	6003	10	80000	999			371.09
2017/05/16	HOST	DCDP Meeting	6003	10	80000	999			53.76
2017/05/17	HOST	Wetaskiwin Campus Visit Lunch	6003	10	80000	999			30.79
2017/05/19	AIRTRAV	Departing Flight - Canadian Association of University Business Officers - Ottawa	6000	10	80000	999			254.04
2017/05/19	AIRTRAV	Returning Flight - Canadian Association of University Business Officers - Ottawa	6000	10	80000	999			370.78

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.

B. Jill Matthew May 24/17
Employee Date

Jodi Abbott May 24/17
Approved by Date

Jodi Abbott
Print Name

Total Expenses:	1697.320	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	1697.320	

Lauren Removed

From: Delta Hotels and Resorts Reservations <reservations@deltahotels-res.com>
Sent: Monday, March 20, 2017 2:52 PM
To: Lauren Remove
Subject: Reservation Confirmation #93674535 for Delta Hotels Vancouver Downtown Suites

Follow Up Flag: Follow up
Flag Status: Flagged

Please review your reservation details and keep for your records.


Delta Hotels Vancouver Downtown Suites
550 West Hastings Street Vancouver, British Columbia V6B 1L6 Canada
+1-604-689-8188 [Hotel Website](#) [Map & Directions](#) [Plan Your Stay](#)



Reservation Confirmation: 93674535

For MRS JILL MATTHEW

CHECK-IN DATE Thursday, April 20, 2017
CHECK-IN TIME 03:00 PM

CHECK-OUT DATE Sunday, April 23, 2017
CHECK-OUT TIME 12:00 PM

[Modify your reservation](#)


[Cancel your reservation](#)

Dear MRS JILL MATTHEW,

While we're preparing for your upcoming stay with Delta Hotels, here's everything necessary to make your trip a success.

Sincerely,
Delta Hotels Vancouver Downtown Suites

Room Details

ROOM TYPE Suite, 1 King, Sofa bed 
NUMBER OF ROOMS 1
GUESTS PER ROOM 1 Adult
GUARANTEED METHOD Credit Card Guarantee, Visa

SPECIAL REQUESTS

Room 1

Request noted

• Qualifying Rate ID Required

Hotel Alert

As a Marriott Rewards member, you can enjoy your Elite benefits and now earn points or miles for stays at this hotel

Renovation Alert

Guest room renovation underway thru April 2017. Some deluxe suites have been completed. Intermittent construction noise expected 10am-4pm daily. No other areas in hotel affected.

Summary of Charges

RATES, TAXES & FEES ARE PER ROOM, PER NIGHT (CAD)

Thursday, April 20, 2017-Sunday, April 23, 2017	3 nights	175.00 CAD
Simon Fraser Univ rate		
ESTIMATED GOVERNMENT TAXES & FEES		30.63 CAD
Total for stay (for all rooms)		616.88 CAD

Other Charges

- On-site parking, fee: 34 CAD daily
- Valet parking, fee: 39 CAD daily

[Modify or cancel your reservation](#)

[Book Another Reservation](#)

Rate and Cancellation Details

- Please note that a change in the length or dates of your reservation may result in a rate change.
- You may cancel your reservation for no charge until Wednesday, April 19, 2017 (1 day[s] before arrival).
- Please note that we will assess a fee of 205.63 CAD if you must cancel after this deadline.

If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

- Please be prepared to show proof of eligibility for your rate (such as a membership card, corporate or government identification card, or proof of your age).

RATE GUARANTEE LIMITATION(S)

- Changes in taxes or fees implemented after booking will affect the total room price.
- Please note that a change in the length or dates of your reservation may result in a rate change.

ADDITIONAL INFORMATION

- The Responsible Tourist and Traveler
A practical guide to help you make your trip an enriching experience

Contact Us

- 📞 Call 1-800-268-1133 in the US and Canada
- 📞 Elsewhere, call our worldwide telephone numbers.
- 📞 Additional Reservation Information available

[DOWNLOAD MARRIOTT MOBILE APP](#)



STAY CONNECTED



Privacy, Authenticity and Opting Out

Your privacy is important to us. Please visit our [Privacy Statement](#) for full details.

This email confirmation is an auto-generated message. Replies to automated messages are not monitored. Our Internet Customer Care team is available to assist you 24 hours per day, 7 days per week. [Contact Internet Customer Care](#).

Suite 102, 10359 104 St
Edmonton, AB
GST# 81523 6971

Table #31

Trans #: 41424 Serv: Jenna
12/05/2017 1:09 PM # Cust:9

Quan	Descript	Cost
1	Squirt	\$5.00
1	Sparkling Water	\$2.00
1	7 Up	\$5.00
1	Cola	\$5.00
1	Sparkling Water	\$2.00
1	7 Up	\$5.00
5	Cafe de Olla	\$17.50
2	Platter for Two	\$90.00
2	Shrimp and Chorizo	\$70.00
1	Full Roasted Cauliflowe	\$16.00
1	Vegetales Rostizado	\$15.00
1	Vegetariano Tacon	\$19.00
1	Half Veggie Cauliflower	\$8.00
1	Gorditas	\$19.00
1	Camarones	\$21.00

Net Total: \$299.50
GST \$14.98

TIP: \$56.61

TOTAL: \$371.09

=Tip Included=

Amount Due: \$371.09

Food: \$258.00

Beverage: \$41.50

ROSTIZADO
10359-104 ST UNIT T5J1B9
EDMONTON AB
20251926
GW2025192603

**** PURCHASE ****

05-12-2017 12:17:14
Acct # ***** C
Exp Date **/** Card Type VI
Name: JILL MATTHEW
A0000000031010 VISA CREDIT

Operator: 89
Trace # 18185
Inv. # 18819
Auth # 036936 RRN 001845005

Total \$371.09

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy



Invoice

NORQUEST COLLEGE NORQUEST COLLEGE 10215 106 STREET NW EDMONTON AB T5J 1L6	Trip #: 90633 Booking Date: 19 May 17 Client: [REMOVED] Agent: BARB [REMOVED] File Locator: [REMOVED]
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PASSENGERS: MS BRENDA JILL MATTHEW

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REMOVED]	316.00	17.66	\$0.00	37.12	0.00	370.78 CAD
WESTJET Ticket # [REMOVED]	171.69	29.23	\$0.00	53.12	0.00	254.04 CAD
Total:	487.69	46.89	0.00	90.24	0.00	624.82 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REMOVED]	05/15/2017	[REMOVED]	[REMOVED]	370.78 CAD
	[REMOVED]	05/15/2017	SMS EQUIPMENT	accordance	254.04 CAD
				Total Payment:	624.82 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 17.66 Total HST \$29.23

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
 ***** AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 *****
 *****PLEASE REVIEW YOUR ITINERARY FOR ACCURACY*****
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY

NORQUEST COLLEGE
NORQUEST COLLEGE
10215 106 STREET NW
EDMONTON AB
T5J 1L6

Trip #: 90633
Booking Date: 19 May 17
Client: [REMOVED]
Agent: BARB [REMOVED]

File Locator: [REMOVED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
BRENDA JILL MATTHEW	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: BRENDA JILL MATTHEW
Booking Date: 05/15/2017
File Locator/Ticket #: [REMOVED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	[REMOVED]	EDMONTON INTL		CALGARY INTL	S		
		06/10/2017 7:40AM		06/10/2017 8:37AM			
AIR CANADA	[REMOVED]	CALGARY INTL		OTTAWA INTL	S		
		06/10/2017 9:35AM		06/10/2017 3:26PM			

Passengers: BRENDA JILL MATTHEW
Booking Date: 05/15/2017
File Locator/Ticket #: [REMOVED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	[REMOVED]	OTTAWA INTL		EDMONTON INTL	D		
		06/13/2017 8:00PM		06/13/2017 10:15PM			

Employee ID / Name Removed Brenda Jill Matthew	Comment
Sheet ID 0000013400	
Business Purpose NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2017/03/23	PDCONF	CAUBO Conference Registration Fee	6900	10	80000	999			1,105.00
2017/03/27	AIRTRAV	Marlin Travel Booking Fee	6000	10	80000	999			15.75
2017/03/27	AIRTRAV	Marlin Travel Booking Fee	6000	10	80000	999			15.75
2017/03/27	AIRTRAV	Flight - Director's Education Program Course - Vancouver June 2017	6000	10	80000	999			360.53
2017/03/27	AIRTRAV	Flight - Director's Education Program Course - Vancouver April 2017	6000	10	80000	999			521.42
2017/03/29	HOST	DCDP Meeting	6003	10	80000	999			37.75
2017/03/21	OFFICE	Labeling System Refill Pack	6048	10	80000	999			40.75

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.

B. Jill Matthew April 25/17
Employee Signature Date

Jodi Abbott April 26/17
Approved by Date

Jodi Abbott
Print Name

Total Expenses:	2096.950	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	2096.950	



OTTAWA - 2017
CAPITAL ADVANTAGE
PROFITEZ DE VOTRE CAPITAL
 JUNE 11 - 13 JUIN

Your Statement page

Jill Matthew 50296 your balance status is: CAD (Canadian Dollar) \$0.00

Your selection(s)

Description	UNIT PRICE	QUANTITY	Total
Stu Budden Treasury & Investment Seminar	\$300.00	1	\$300.00
Main Conference Registration (Member)	\$740.00	1	\$740.00
Ottawa Tasting Tour	\$65.00	1	\$65.00
Business Innovation and Related Tax Planning	\$0.00	1	\$0.00
Strategic Resource Allocations: A Study of Prioritization at Six Universities	\$0.00	1	\$0.00
International Travel and Managing Student Mental Health	\$0.00	1	\$0.00
Challenges and Opportunities in Managing Smaller Institutions	\$0.00	1	\$0.00
Ancillary Benchmarking Report - Results and Observations	\$0.00	1	\$0.00
Communication Strategies: to React or Not to React?	\$0.00	1	\$0.00
Sub-Total			\$1,105.00
Total			\$1,105.00
Payments			\$1,105.00
Balance Owing			\$0.00

Payments

Date	Method	Description	Amount
23-Mar-17	CC	Payment	\$1,105.00
Total			\$1,105.00

GST/HST Exempt
 Charity Reg. # 118829480RR0001

Payment Policy: Conference registrations are not considered confirmed until full payment is received. All conference registration fees must be paid prior to the commencement of CAUBO 2017 (June 11, 2017). This includes payment for all optional events.

Cancellation Policy: Reimbursement of registration fees, less a \$50 administration fee, will be issued for cancellations received by May 19, 2017. No refunds will be issued after this date. If you are unable to attend, you may substitute someone in your place. All cancellations and substitutions must be received in writing. Refunds will be processed after the conference.



Invoice

NORQUEST COLLEGE NORQUEST COLLEGE 10215 106 STREET NW EDMONTON AB T5J 1L6	Trip #: 77522 Booking Date: 25 Mar 17 Client: [REMOVED] Agent: BARB [REMOVED] File Locator: [REMOVED]
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PASSENGERS: MS BRENDA JILL MATTHEW

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REMOVED]	255.11	17.17	\$0.00	88.25	0.00	360.53 CAD
SERVICE FEES Confirmation # [REMOVED]	15.00	0.75	\$0.00	0.00	0.00	15.75 CAD
Total:	270.11	17.92	0.00	88.25	0.00	376.28 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REMOVED]	03/23/2017			0.00 CAD
	[REMOVED]	03/23/2017	BRENDA MATTHEW	[REMOVED]	360.53 CAD
	[REMOVED]	03/23/2017	BRENDA MATTHEW	[REMOVED]	15.75 CAD
				Total Payment:	376.28 CAD
				Balance Due CAD Currency	0.00 CAD

Total GST 17.92 Total HST \$0.00

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
 ***** AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 ***** PLEASE REVIEW YOUR ITINERARY FOR ACCURACY***
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY
 -----WESTJET AIRLINE RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY TICKET MUST BE CANCELLED AT LEAST 2 HOURS PRIOR OR NO CREDIT WILL APPLY 24 HOURS IN ADVANCE GO TO WWW.WESTJET.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.

NORQUEST COLLEGE
NORQUEST COLLEGE
10215 106 STREET NW
EDMONTON AB
T5J 1L6

Trip #: 77522
Booking Date: 25 Mar 17
Client: [REDACTED]
Agent: BARB [REDACTED]

File Locator: [REDACTED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
BRENDA JILL MATTHEW	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: BRENDA JILL MATTHEW

Booking Date: 03/23/2017
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	[REDACTED]	EDMONTON INTL 06/18/2017 1:45PM		VANCOUVER INTL 06/18/2017 2:18PM	D		
WESTJET	[REDACTED]	VANCOUVER INTL 06/21/2017 7:30PM		EDMONTON INTL 06/21/2017 9:58PM	P		



Invoice

NORQUEST COLLEGE NORQUEST COLLEGE 10215 106 STREET NW EDMONTON AB T5J 1L6	Trip #: 77520 Booking Date: 25 Mar 17 Client: [REDACTED] Agent: BARB [REDACTED] File Locator: [REDACTED]
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PASSENGERS: MS BRENDA JILL MATTHEW

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # 9567277685	408.34	24.83	\$0.00	88.25	0.00	521.42 CAD
SERVICE FEES Confirmation # 277685	15.00	0.75	\$0.00	0.00	0.00	15.75 CAD
Total:	423.34	25.58	0.00	88.25	0.00	537.17 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	03/23/2017		[REDACTED]	0.00 CAD
	[REDACTED]	03/23/2017	BRENDA MATTHEW	[REDACTED]	521.42 CAD
	[REDACTED]	03/23/2017		XXXXXXXX	15.75 CAD
Total Payment:					537.17 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 25.58 Total HST \$0.00

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NORQUEST COLLEGE
NORQUEST COLLEGE
10215 106 STREET NW
EDMONTON AB
T5J 1L6

Trip #: 77520
Booking Date: 25 Mar 17
Client: [REMOVED]
Agent: BARB [REMOVED]

File Locator: [REMOVED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
BRENDA JILL MATTHEW	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: BRENDA JILL MATTHEW
Booking Date: 03/23/2017
File Locator/Ticket #: 9567277685

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	00141	EDMONTON INTL 04/20/2017 5:34PM		VANCOUVER INTL 04/20/2017 6:08PM	G		
WESTJET	00186	VANCOUVER INTL 04/23/2017 7:00PM		EDMONTON INTL 04/23/2017 9:27PM	B		

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.	
Signature: <u>B. Geo Mow</u>	Date: <u>April 13/17</u>

Itemized Receipt Details	
Reason for no receipt:	<u>The receipt was not provided by the restaurant</u>
Vendor Name:	<u>Denny's</u>
Date of Purchase:	<u>March 29, 2017</u>

Itemized Expense Details	
Item Description	Amount
Working breakfast meeting with PCL and Dialog	\$ 37.75
<u>Note: This expense was incorrect processed as an expense claim rather than a VISA claim.</u>	
<u>Amount has been paid back to college. Please see photocopy of cheque attached</u>	
Total Amount of Purchase (Including GST):	\$ 37.75

Approval		
Signing Authority Name: <u>Jodi Abbott</u>	Signature: <u>Jodi Abbott</u>	Date: <u>April 13/17</u>

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

Lauren [REDACTED]

From: auto-confirm@amazon.ca
Sent: Friday, March 17, 2017 8:40 AM
To: Lauren [REMOVED]
Subject: Your Amazon.ca order of "Smead Viewables? Labeling..."



[Your Orders](#) | [Your Account](#) | [Amazon.ca](#)

Order Confirmation

Order #701-3149751-4233826

Hello Lauren [REDACTED]

Thank you for shopping with us. We'd like to let you know that IMG store has received your order, and is preparing it for shipment. Your order details are indicated below. If you would like to view the status of your order or make any changes to it, please visit [Your Orders](#) on Amazon.ca.

Your estimated delivery date is:

**Thursday, April 13 -
Friday, April 28**

Your shipping speed:
Standard Shipping

[Order Details](#)

Your order will be sent to:

Lauren [REMOVED]
**10215 108 street NW
Edmonton, Alberta T5J 1L6
Canada**

Order Details

Order #701-3149751-4233826

Placed on Friday, March 17, 2017



Smead Viewables? Labeling System, Refill Pack,
Hanging Folder Labels, Ink-Jet and Laser Printers
(64905) by Smead
Office Product
Sold by IMG store
Condition: New

CDN\$ 35.22

Item Subtotal:	CDN\$ 35.22
Shipping & Handling:	CDN\$ 5.53
Estimated Tax (GST/HST):	CDN\$ 0.00
Estimated Tax (PST/QST):	CDN\$ 0.00

Order Total: **CDN\$ 40.75**

To learn more about ordering, go to [Ordering from Amazon.ca](#).
If you want more information or need more assistance, go to [Help](#).

We hope to see you again soon!
Amazon.ca

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.



[Vos commandes](#) | [Votre compte](#) | [Amazon.ca](#)

Confirmation de la commande

Commande n° 701-3149751-4233826


Bonjour Lauren **Removed**

Merci d'avoir magasiné chez nous. Nous tenons à vous aviser que IMG store a reçu votre commande et la prépare pour l'expédition. Les détails de votre commande sont indiqués ci-dessous. Veuillez visiter la section Vos commandes sur Amazon.ca si vous souhaitez voir le statut de votre commande ou apporter des modifications à celle-ci.

Votre date de livraison prévue est le :
**jeudi 13 avril -
vendredi 28 avril**

Votre mode de livraison :
Livraison standard

Votre commande sera expédiée à :
Lauren **Removed
10215 108 street NW
Edmonton, Alberta T5J 1L6
Canada**

[Détails de la commande](#) 

Détails de la commande

Commande n° 701-3149751-4233826

Passée le vendredi 17 mars 2017



Smead Viewables? Labeling System, Refill Pack,
Hanging Folder Labels, Ink-Jet and Laser Printers
(64905) by Smead
Office Product
Vendu par IMG store
Condition : New

CDN\$ 35.22

Sous-total article(s) :	CDN\$ 35.22
Expédition et manutention :	CDN\$ 5.53
Estimation de la TPS/TVH :	CDN\$ 0.00
Estimation de la TVP/TVQ :	CDN\$ 0.00

Total de la commande : CDN\$ 40.75

Pour en apprendre davantage à propos des commandes, consultez la page Commander sur Amazon.ca.
Si vous souhaitez obtenir de plus amples informations ou si vous avez besoin d'assistance, consultez nos pages d'aide.

Nous espérons vous revoir bientôt.

Amazon.ca

Ce courriel a été envoyé à partir d'une adresse de notification uniquement qui ne peut recevoir de courriels entrants. Veuillez ne pas répondre à ce message.