

Employee ID / Name Removed Jodi Abbott	Comment
Sheet ID 0000015528	
Business Purpose Nor Quest Expense Claim	



Date	Expense Type	Description	Account	Fund	Dept ID	Location	Analysis	Project	Amount
2018/01/31	AIRTRAV	Airfare from Toronto to Edmonton (Culture Summit)	6000	10	10500	999			282.64

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 Feb 2/18
Employee Signature Date

electronic approval attached Feb 2/18
Approved by Date

Alan Skoreyko
Print Name

Total Expenses:	282.640	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	282.640	
Amount Due Vendor:	0.000	

Lorraine [Redacted]

From: askoreyko [Redacted]
Sent: Friday, February 2, 2018 6:06 PM
To: Lorraine [Redacted]
Subject: Re: Approval Required: Jodi Abbott Expense Claim 1552

Approved.

Al Skoreykp

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Lorraine [Redacted]
Date: 2018-02-02 9:38 AM (GMT-07:00)
To: "Al Skoreyko" [Redacted]
Subject: Approval Required: Jodi Abbott Expense Claim 1552

Hello Al,

Please see attached expense report 15528 in the amount of \$282.64. This is for Jodi Abbott's flight from Toronto to Edmonton to attend the Culture Summit and Award Gala as NorQuest College won an award. Jodi will be on vacation and is flying from Mexico to Toronto but is requesting reimbursement for the flight from Toronto to Edmonton.

Please let me know if you have any questions.

Thank you.

Lorraine [Redacted]
Executive Assistant to Dr. Jodi Abbott, President and CEO

Office of the President | NorQuest College

[Redacted]

RBC VISA INFINITE TRAVEL
2425 MATHESON BLVD EAST
SUITE 600
MISSISSAUGA, ONTARIO
L4W 5K4

BRANCH: [REMOVED]
GST REG# R113405179
PHONE: [REMOVED]



VISA INFINITE

TRAVEL
VOYAGES

TO: RBC VISA INFINITE TRAVEL
10835 125TH STREET
EDMONTON AB
CA T5M 0L4

LOCATOR : [REMOVED]
OUR REF : accordance with
AGENT : FOIP

C O N F I R M A T I O N
STATEMENT OF ACCOUNT

DATE: 31JAN18
PAGE: 1

FOR: DR JODI [REMOVED] ABBOTT

----- I T I N E R A R Y -----

*** AIR/RAIL/BUS ***

FROM	TO	CARRIER	FLT/CL	ST	DATE	DEPART	ARRIVE	MEALS	BAGS
TORONTO	PEARS EDMONTON INTL	WESTJET	AI 437 I	HK	02MAR	11:00A	1:16P		NIL

[REMOVED]
accordance

----- C O S T -----

ITEM	COST	TAX	PAX	NTS	
	195.00	87.64	1	1	282.64
	(INCL	32.52	HST)		
**** TOTAL CHARGES					282.64
**** BALANCE DUE	-	31JAN18			282.64

AIR FARE TORONTO TO EDMONTON

THANK YOU FOR CHOOSING RBC VISA INFINITE TRAVEL
TICO REGISTRATION IS [REMOVED]
CLIENT FUNDS WILL BE DEPOSITED INTO A TRUST ACCOUNT.
BY MAKING A PAYMENT ON THIS BOOKING, THE CLIENT IS ACCEPTING
THE TERMS AND CONDITIONS OF THE SUPPLIER(S). TO UNDERSTAND
THE TERMS AND CONDITIONS, PLEASE REFER TO THE BROCHURE,
INTERNET SITE, PAMPHLET OR AIRLINE TICKET CORRESPONDING TO
YOUR TRIP. ALL RATES ARE SUBJECT TO INCREASE AS PER THE
SUPPLIERS TERMS AND CONDITIONS. IF INCREASED BY MORE THAN
SEVEN PERCENT (EXCEPT AS RELATED TO A PST OR GST INCREASE)
THE CUSTOMER HAS THE RIGHT TO CANCEL AND OBTAIN A FULL
REFUNDS.

PLEASE REVIEW THE ITINERARY/INVOICE AT TIME OF PAYMENT/
TICKET ISSUANCE. COSTS TO MAKE ANY CHANGES AFTER PAYMENT
ARE THE RESPONSIBILITY OF THE CLIENT.

RBC VISA INFINITE TRAVEL
2425 MATHESON BLVD EAST
SUITE 600
MISSISSAUGA, ONTARIO
L4W 5K4

BRANCH: [REDACTED]
GST REG# R113405179
PHONE: [REDACTED]



VISA INFINITE

TRAVEL
Voyages

TO: RBC VISA INFINITE TRAVEL
10835 125TH STREET
EDMONTON AB
CA T5M 0L4

LOCATOR : [REDACTED]
OUR REF : [REDACTED]
AGENT : [REDACTED]

C O N F I R M A T I O N
STATEMENT OF ACCOUNT

DATE: 31JAN18
PAGE: 2

TRAVELLERS RESPONSIBILITES ARE AS FOLLOWS:
*PRESENTING APPROPRIATE IDENTIIY PAPERS FOR TRAVEL; I.E. A
PASSPORT OR BIRTH CERTIFICATE AND AN IDENTITY CARD WITH A
PHOTO AND OR A VISA ACCORDING TO THE DESTINATION AND
TRAVELLER NATIONALITY. *COSTS RELATED TO REFUSED
DESTINATION ENTRY FOR ANY REASON. *VERIFYING THE SPELLING
OF THE NAMES ON THIS INVOICE AT TIME OF BOOKING; SHOULD
MATCH EXACTLY TO THE DOCUMENTS YOU WILL PRESENT AT CHECK-IN
AT THE AIRPORT. *PENALTIES INCURRED TO CHANGE TRAVEL
ARRANGEMENTS.
*VERIFYING WITH A HEALTH CLINIC THE REQUIRED VACCINATIONS
FOR A PARTICULAR DESTINATION. *BAGGAGE FEES/CARRY ON
ALLOWANCES WILL VARY. REFER TO AIRLINE WEBSITES FOR DETAILS
*CHECK-IN AT THE AIRPORT FOR AIR TRAVEL WITHIN THE TIME
SPECIFIED BY THE APPLICABLE TRAVEL SERVICE PROVIDER AND,
FOLLOWING CHECK-IN, TO PROCEED TO THE CORRECT DEPARTURE GATE
BY THE TIME SPECIFIED ON THE CUSTOMERS BOARDING PASS. A
CUSTOMER WILL BE DENIED BOARDING IF NOT CHECKED IN OR NOT
ARRIVING AT THE CORRECT DEPARTURE GATEON TIME.
LIVING STANDARDS AND PRACTICES AT DESTINATION, INCLUDING
PROVISION OF UTILITIES, SERVICES AND ACCOMMODATION, MAY
DIFFER FROM THOSE IN CANADA.
WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, CARLSON
WAGONLIT TRAVEL IS NOT RESPONSIBLE FOR ANY CONSEQUENTIAL
DAMAGES WHATSOEVER.
CARLSON WAGONLIT TRAVEL IS AN AGENT-INTERMEDIARY BETWEEN YOU
AND THE SUPPLIER AND DOES NOT TAKE RESPONSIBILITY FOR
SUPPLIER OPERATIONS, HOTEL CHANGES, OR ANY OTHER SUPPLIER
ACTS OR OMISSIONS OUT OF OUR DIRECT CONTROL

RBC VISA INFINITE TRAVEL
2425 MATHESON BLVD EAST
SUITE 600
MISSISSAUGA, ONTARIO
L4W 5K4

BRANCH: [REDACTED]
GST REG# R113405179



VISA INFINITE TRAVEL VOYAGES

PHONE: [REDACTED]
accordance with

TO: RBC VISA INFINITE TRAVEL
10835 125TH STREET
EDMONTON AB
CA T5M 0L4

LOCATOR : [REDACTED]
OUR REF : accordance with
AGENT : FOIP

C O N F I R M A T I O N
STATEMENT OF ACCOUNT

DATE: 31JAN18
PAGE: 3

CARLSON WAGONLIT TRAVEL STRONGLY RECOMMENDS THAT YOU
PURCHASE TRAVEL INSURANCE; PARTICULARLY FOR MEDICAL AND
HOSPITALIZATION, CANCELLATION AND LUGGAGE LOSS. TRAVEL
INSURANCE PROTECTION HAS BEEN OFFERED, THE CLIENT HAS:
TOUR OPERATOR....ACCEPTED....DECLINED
CANCELLATION INS....ACCEPTED....DECLINED
MED INS....ACCEPTED....DECLINED
BAGGAGE....ACCEPTED....DECLINED
VAC PKG INS....ACCEPTED....DECLINED
TO VIEW CWT'S PRIVACY POLICY: [HTTPS://WWW.CWTVACATIONS.CA/CWT/D
/INFO/PRIVACY](https://www.cwtvacations.ca/cwt/d/info/privacy)

Employee ID / Name Removed Jodi Abbott	Comment
Sheet ID 0000015495	
Business Purpose NorQuest Expense Claim	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2018/01/25	AIRTRAV	Airfare - CiCan Meetings in Toronto	6000	10	10500	999			1,117.36

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.

J. Abbott Jan 29/18
Employee Signature Date

electronic signature attached Jan 29/18
Approved by Date

Alan Skoregko
Print Name

Total Expenses:	1117.360	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	1117.360	
Amount Due Vendor:	0.000	

Lorraine [Redacted]

From: [Redacted]
Sent: Monday, January 29, 2018 8:56 PM
To: Lorraine [Redacted]
Subject: Re: Approval Required: Jodi Abbott Expense Report 15495

Approved.

Al Skoreyko

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Lorraine [Redacted]
Date: 2018-01-29 11:44 AM (GMT-07:00)
To: "Al Skoreyko" [Redacted]
Subject: Approval Required: Jodi Abbott Expense Report 15495

Hi Al,

Please see attached expense claim for Jodi Abbott in the amount of \$1,117.36. When the travel authorization form was approved, we thought it was only going to be for one night accommodation. Once we received the final agenda, there wasn't an early enough flight out of Edmonton to get Jodi to the pre-meeting on January 31st on time.

Please approve expense claim and revised estimates to the travel authorization form.

Thank you.

Lorraine [Redacted]

Executive Assistant to Dr. Jodi Abbott, President and CEO

Office of the President | NorQuest College

[Redacted]
FOIP



Invoice

NORQUEST COLLEGE NORQUEST COLLEGE 10215 106 STREET NW EDMONTON AB T5J 1L6	Trip #:	Remove
	Booking Date:	25 Jan 18
	Client:	Removed in accordance with FOIP
	Agent:	Removed in accordance with FOIP
	Agents email:	Removed in accordance with FOIP
File Locator:		

PASSENGERS: JODI ABBOTT

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # Remove	963.00	53.61	\$0.00	69.25	0.00	1,085.86 CAD
BSP SERVICE FEES Ticket # Remove	30.00	1.50	\$0.00	0.00	0.00	31.50 CAD
Total:	993.00	55.11	0.00	69.25	0.00	1,117.36 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	Remove	01/25/2018		VI46xxxxx Remove	1,085.86 CAD
	Remove	01/25/2018		VI46xxxxx Remove	31.50 CAD
Total Payment:					1,117.36 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 51.86 Total HST \$3.25

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
 —AIR CANADA RULES— TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY 24HOURS IN ADVANCE GO TO WWW.AIRCANADA.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.

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

Trip #:
Booking Date:
Client:
Agent:
Agents email:
File Locator:

Removed in accordance with
FOIP

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
JODI ABBOTT	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: JODI ABBOTT	Booking Date: 25 Jan 18					
	File Locator/Ticket #: Removed					
Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	00174	EDMONTON INTL		TORONTO PEARSON	W/	
		30 Jan 18 5:45PM		30 Jan 18 11:24PM		
AIR CANADA	00173	TORONTO PEARSON		EDMONTON INTL	G/	
		01 Feb 18 6:35PM		01 Feb 18 8:47PM		