

<b>Employee ID / Name</b> [REDACTED] / Laurel Evans	<b>Comment</b>
<b>Sheet ID</b> 0000020703	
<b>Business Purpose</b> NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2019/09/26	PDMEALS	PBCO Training	6900	10	13100	999			22.75

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.

*Laurel Evans*  
Employee Signature \_\_\_\_\_ Date October 22, 2019

*Jodi Abbott*  
Approved by \_\_\_\_\_ Date Oct 22/19

*Jodi Abbott*  
Print Name \_\_\_\_\_

Total Expenses:	22.750	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	22.750	

*JA*

ZUPPA CAFE  
9843 110 ST NW  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE VISA  
DATE 2019/09/26  
TIME 0300 12:13:24  
RECEIPT NUMBER  
C84018375-001-001-996-0

-----  
PURCHASE  
AMOUNT \$20.75  
TIP \$2.00  
TOTAL

**\$22.75**  
-----

V Credit  
A0000000031010  
51BD41CD3C2D1067  
008000000-E800  
AB3F9830  
000000000-F800

**APPROVED**

AUTH# 086844 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

*PLISSARD*

*Chantal*

<b>Employee ID / Name</b> [REDACTED] / Laurel Evans	<b>Comment</b> 1. Conference/Training 2. Recognition - on behalf of Board Chair for President
<b>Sheet ID</b> 0000021160	
<b>Business Purpose</b> NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
① 2019/10/28	PDMEALS	Lunch, Harassment Investigation Level 1	6900	10	13100	999			16.31
② 2019/10/30	PDMEALS	Dinner, Harassment Investigation Level 1	6900	10	13100	999			25.97
③ 2019/11/04	PDCONF	Field Law Registration	6900	10	13100	999			236.25
④ 2019/11/05	PDAIR	Airfare to Calgary for Negotiator Training, Module 4 of 5	6900	10	13100	999			355.16
⑤ 2019/11/06	SUPPL	Recognition Gift	6609	10	13100	999			617.54
⑥ 2019/11/19	PDCONF	Field Law Registration - Refund	6900	10	13100	999			-236.25
⑦ 2019/11/20	PDMEALS	Lunch - Negotiator Training Calgary, Module 4 of 5	6900	10	13100	999			6.28

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.

Laurel Evans Dec. 2, 2019  
Employee Signature Date

Norma Schneider Dec 2/19  
Approved by Date

Norma Schneider  
Print Name  
Acting President & CEO

Total Expenses:	1257.510	CAD
Less Vendor Credits:	-236.250	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	1021.260	

Carla Madra  
Acting Board Chair

Dec 31 19  
Date. Line #5

Approved Dec 23/19.

Sawridge Inn  
Edmonton South  
4235 Gateway Blvd.  
T6J 5H2  
Tel 780-438-1222  
GST # 804570000001

(2)

SAWRIDGE INN EDMONTON  
SOUTH  
4235 GATEWAY BLVD NW  
EDMONTON AB

Tbl 2/3 Chk 227 Gst 1  
Oct30'19 11:29AM

1 POP 3.50  
1 FISH&CHIPS 18.00  
Subtotal 21.50  
21.50 GST 1.08  
Amount Due 22.58

GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

GUEST ROOM # \_\_\_\_\_

GUEST NAME \_\_\_\_\_  
(Please Print)

Thank you for dining with us.  
Join us for Happy hour 4pm-7pm

OPERATED BY



(7)

TIM HORTONS DEPARTURES  
EDMONTON INTERNATIONAL AIRPORT

CHK 604 GST 1  
NOV20'19 1:47PM

TO GO

1 SAND BISC SEC 3.79  
1 XL HOT TEA XL 2.19  
MILK

SUBTOTAL 5.98  
TAX 0.30  
AMOUNT PAID 6.28

VISA CC 6.28

Closed NOV20 01:48PM---

WE WANT TO HEAR YOUR FEEDBACK!  
PLEASE CONTACT 1-877-672-7467  
OR CUSTOMERSERVICE@HMSSHOT.COM  
TO SHARE YOUR EXPERIENCE.

STOREID: YEGTHS02  
GST #137512901

CARD [REDACTED]  
CARD TYPE VISA  
DATE 2019/10/30  
TIME 4461 12:36:00  
CLERK ID [REDACTED]  
INVOICE # 227  
RECEIPT NUMBER  
C85045464-001-001-565-0

PURCHASE  
AMOUNT 22.58  
TIP \$3.39  
TOTAL

**\$25.97**

Visa Credit  
A0000000031010  
47F30B05A791398A  
0080008000-E800  
3AF4994976C37DDB  
0080008000-F800

**APPROVED**

AUTH# 052527 01-027  
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

SAWRIDGE INN EDMONTON  
SOUTH  
4235 GATEWAY BLVD NW  
EDMONTON AB (1)

CARD [REDACTED]  
CARD TYPE VISA  
DATE 2019/10/28  
TIME 0657 13:25:30  
CLERK ID [REDACTED]  
INVOICE # 209  
RECEIPT NUMBER  
C85045464-001-001-539-0

PURCHASE  
AMOUNT \$14.18  
TIP \$2.13  
TOTAL

**\$16.31**

Visa Credit  
A0000000031010  
3BC99E9B91A0434F  
0080008000-E800  
974E14DC93C263D9  
0080008000-F800

**APPROVED**

AUTH# 068887 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

Sawridge Inn (1)  
Edmonton South  
4235 Gateway Blvd.  
T6J 5H2  
Tel 780-438-1222  
GST # 804570083RT0001

Tbl 3/2 Chk 209 Gst  
Oct28'19 12:40PM

1 POP 3.50  
1 Tomato&GrilledCh 10.00  
Subtotal 13.50  
13.50 GST 0.68  
Amount Due **14.18**

GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

GUEST ROOM # \_\_\_\_\_

GUEST NAME \_\_\_\_\_  
(Please Print)

Thank you for dining with us.  
Join us for Happy hour 4pm-7pm

**Diane Preston**

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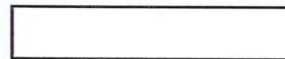
**From:** Laurel Evans  
**Sent:** Monday, November 4, 2019 3:51 PM  
**To:** Diane Preston  
**Subject:** FW: Order Confirmation for 2019 Field Law Post-Secondary Summit

*Warm Regards,*

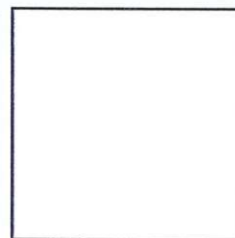
*Laurel D. Evans  
Vice President People  
NorQuest College*

---

**From:** Eventbrite <orders@eventbrite.com>  
**Sent:** Monday, November 4, 2019 3:05 PM  
**To:** Laurel Evans <Laurel.Evans@NorQuest.ca>  
**Subject:** Order Confirmation for 2019 Field Law Post-Secondary Summit



**Laurel,  
you're good to go**



Get the app

3

1 x Ticket  
Order total: \$236.25

Thursday, 28 November 2019 from 8:30 AM to 4:00 PM (MST)  
Add to [Google](#) · [Outlook](#) · [iCal](#) · [Yahoo](#)

Marriott Downtown Calgary  
110 9 AVE SE  
Calgary AB  
Canada  
([View on map](#))

[View event details](#)

Field Law

Follow

Questions about this event?

[Contact the organizer](#)

## Order Summary

Order #1136873733 - 4 November 2019

Laurel Evans

1 x **Post-Secondary Summit: Early Bird Rate**

GST/HST

[View and manage your order online](#)

Charged to the Visa card ending in XXXXXXXXXX

Appears on your card statement as "EB \*2019 Field Law Pos"

[Contact the organizer](#) for any questions related to this purchase.

This order is subject to Eventbrite [Terms of Service](#), [Privacy Policy](#), and [Cookie Policy](#).

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
20Nov19	WESTJET WS 3134	EDMONTON INTL AB, CANADA  Time 14:45	CALGARY INTL AB, CANADA  Time 15:45	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status USED TO FLY Fare Basis LAQDOELM Not Valid Before 20NOV19 Not Valid After 20NOV19
21Nov19	WESTJET WS 3229	CALGARY INTL AB, CANADA  Time 18:15	EDMONTON INTL AB, CANADA  Time 19:13	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status EXCHANGED Fare Basis LAQDOELM Not Valid Before 21NOV19 Not Valid After 21NOV19

4

Allowances

**Baggage Allowance**  
 YEG to YYC - 0 Pieces WESTJET  
 Prices of additional baggage pieces:  
 1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters  
 2. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters  
 YYC to YEG - 0 Pieces WESTJET  
 Prices of additional baggage pieces:  
 1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters  
 2. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters  
 ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC  
**Carry On Allowances**  
 YEG to YYC , YYC to YEG - 1 Piece (WS - WESTJET)  
**Carry On Charges**  
 YEG to YYC , YYC to YEG - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : ██████████
Fare Calculation Line	YEA WS YYC111.00WS YEA111.00CAD222.00END
Fare	CAD 222.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 13.01 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 60.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 3.00 XG9 (GOODS AND SERVICES TAX (GST))
<b>Total Fare</b>	<b>CAD 336.26</b>

Other Charges

SEAT ASSIGNMENT # ██████████ YEG-YYC / QTY 1, YYC-YEG / QTY 1)	CAD 18.00
Taxes	CAD 0.90
Form of Payment	CREDIT CARD - VISA : ██████████
<b>Total</b>	<b>CAD 18.90</b>
<b>Total Fare and Other Charges</b>	<b>CAD 355.16</b>

Positive identification required for airport check in





**Diane Preston**

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**From:** Laurel Evans  
**Sent:** Tuesday, November 19, 2019 1:08 PM  
**To:** Diane Preston  
**Subject:** FW: Order REFUNDED for 2019 Field Law Post-Secondary Summit

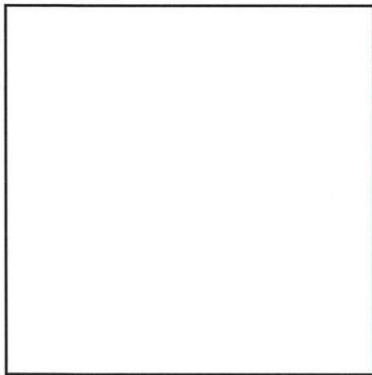
*Warm Regards,*

*Laurel D. Evans  
Vice President People  
NorQuest College*

6

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**From:** Field Law <orders@eventbrite.com>  
**Sent:** Tuesday, November 19, 2019 12:59 PM  
**To:** Laurel Evans <Laurel.Evans@NorQuest.ca>  
**Subject:** Order REFUNDED for 2019 Field Law Post-Secondary Summit



**Hello Laurel Evans,**

The following refund has been processed through Eventbrite:

**REFUND**

**Event Name:** 2019 Field Law Post-Secondary Summit

**Order Number:** 1136873733

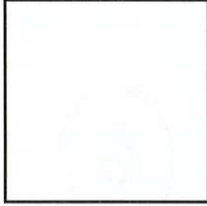
**Refund Amount:** \$236.25



Once processed, refunds can take up to 7 business days to appear in your account. If you have any questions about the refund or the event, please [contact the event host](#).

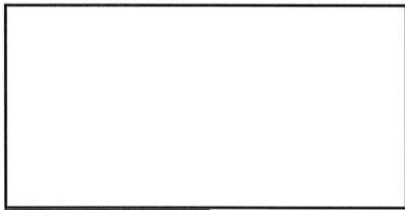
Thank you for using Eventbrite!

Cheers,



The Eventbrite Team

Keep in touch!



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This email was sent to [laurel.evans@norquest.ca](mailto:laurel.evans@norquest.ca)  
[Eventbrite](#) | 155 5th St, 7th Floor | San Francisco, CA 94103  
Copyright © 2019 Eventbrite. All rights reserved.



<b>Employee ID / Name</b> [REDACTED] / Laurel Evans	<b>Comment</b> PBCO training - module 4 of 5
<b>Sheet ID</b> 0000021370	Community event - recognition gift.
<b>Business Purpose</b> NorQuest Corporate Visa card	

Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2019/11/20	PDOTHER	Taxi from conference to airport	6900	10	13100	999			55.90 <i>nk</i>
2019/11/21	SUPL	Recognition Gift <i>(President &amp; CEO Gift)</i>	6609	10	10500	999			1,155.00 <i>nk</i>
2019/11/21	PDOTHER	Parking at Edmonton airport	6900	10	13100	999			50.00 <i>nk</i>
2019/11/21	PDMEALS	Lunch at conference	6900	10	13100	999			10.37 <i>nk</i>
2019/11/21	PDLodge	Hotel for conference - 1 night	6900	10	13100	999			142.58 <i>nk</i>
2019/11/21	PDOTHER	UBER from conference to airport	6900	10	13100	999			26.27 <i>nk</i>

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.

*Laurel Evans*  
Employee Signature

*January 6 2020*  
Date

*Norma Schneider*  
Approved by

*Jan 7/20*  
Date

Norma Schneider  
Print Name  
Acting President & CEO

Total Expenses:	1440.120	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	1440.120	

*Approved*  
*Feb 13/20*





6


Taxi(Uber) receipt from Calgary PBCO training course trip



Help Receipt

UberX Receipt

Trip Fare	CA\$20.81
Subtotal	CA\$20.81
TNC fee recovery surcharge	CA\$0.45
GST	CA\$1.25
Wait Time	CA\$0.76
Tolls, Surcharges, and Fees	CA\$3.00
Total	CA\$26.27

 2019-11-20, 10:04 PM \$26.27



*Radisson*

5

Laurel Evans  
10215 108 Street  
Edmonton T5J 1L6  
Canada

Room No. : 109  
Arrival : 11-20-19  
Departure : 11-21-19  
Page No. : 1 of 1  
Folio No. : 229926  
Conf. No. : 226299  
Cashier No. : 42

INFORMATION INVOICE

Membership No. :  
A/R Number :  
Group Code :  
Company Name :

11-21-19 02:14:27 AM EST

Date	Text	Charges	Credits
11-20-19	Room	127.00	
11-20-19	Destination Marketing Fee	3.81	
11-20-19	GST Tax	6.54	
11-20-19	Alberta Tourism Levy	5.23	
11-21-19	Visa		142.58
<b>Total</b>		<b>142.58</b>	<b>142.58</b>
<b>Balance</b>			<b>0.00</b>

Radisson Rewards: Members enjoy Member Only Rates, have access to exclusive benefits, and earn towards free nights across Radisson Hotel Group portfolio hotels. Enroll and learn more at the front desk or at [radissonhotels.com/rewards](http://radissonhotels.com/rewards).

**Thank You For Staying With Us**

I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay for any portion or the full amount of these charges.

Guest Signature \_\_\_\_\_

Radisson Hotel & Conference Centre Calgary Airport East  
6620 36th Street NE  
Calgary, AB T3J 4C8  
Telephone: (403) 475-1111 Fax: (403) 719-3855  
GST #: 82338 3101 R10001