

<b>Report</b> 0000021691	
<b>Employee</b> Rubis,Lorne	<b>Employee ID</b> [REDACTED]
<b>Reference</b>	<b>Business Purpose</b> NorQuest Corporate Visa card

**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant		Location	
01/20/2020	Hosting			<input checked="" type="checkbox"/>	US Bank VISA	59.47 CAD	1.00	59.47 CAD
1. Internal Meeting re: board debrief on culture					METRO		NQCOL	
01/23/2020	Other Regular Travel			<input checked="" type="checkbox"/>	US Bank VISA	56.58 CAD	1.00	56.58 CAD
Accidentally used NQ Card - Personal, cheque coming for NorQuest					UBERBV		NQCOL	
02/07/2020	Other Regular Travel			<input checked="" type="checkbox"/>	US Bank VISA	35.00 CAD	1.00	35.00 CAD
3. Parking re: executive retreat Feb 7/20					IMPARK00020101U		NQCOL	
02/18/2020	Air Fare Regular Travel			<input checked="" type="checkbox"/>	US Bank VISA	24.00 USD	1.36	32.64 CAD
4. Seat fee re: SXSW Conference					ALASKA AIR		NQCOL	
02/18/2020	Air Fare Regular Travel			<input checked="" type="checkbox"/>	US Bank VISA	671.25 USD	1.36	912.79 CAD
5. Flight to Austin re: SXSW Conference					ALASKA AIR 0272155746462		NQCOL	
02/18/2020	Other Supplies Non PD			<input checked="" type="checkbox"/>	US Bank VISA	1,395.00 USD	1.36	1,898.82 CAD
6. Registration fee re: SXSW Conference					SXSW, LLC		NQCOL	

Employee Expenses	<b>2,995.30 CAD</b>
Cash Advances Applied	<b>0.00 CAD</b>
Non-Reimbursable Expenses	<b>0.00 CAD</b>

**ORACLE** Expense Report

PeopleSoft Expenses EXC4500

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<b>Employee</b> Rubis,Lorne	<b>Employee ID</b> [REDACTED]
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**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant		Location	
						Prepaid Expenses		0.00 CAD
						Amount Due to Supplier		2,995.30 CAD
						Amount Due to Employee		0.00 CAD

*n total* \$671.25

**charges for air travel** USD \$671.25

1 [taxes, fees and charges](#)

**Summary of additional item charges**  
Additional purchases

1 ticket, 1 seat \$22.86

\$1.14

*Lorne Rubis* \$24.00

*Charges for seat upgrades* \$24.00

**Charges for additional items** USD \$24.00

**Charges and credits**

Base fare of \$695.25 was charged to the Visa card with number [REDACTED] on 02/18/2020.

**Travel insurance by Allianz Global Assistance**

See travel insurance benefits and travel assistance services for your trip from [Global Assistance](#). [Learn more](#)

**Notifications**

Notifications are how we will contact you with important travel information. Get notified about departures, arrivals, gate changes, cancellations and more.

[SIGN UP](#)



# Hotels

**POWERED BY  
ROCKETMILES**

**Earn up to 10,000 miles per  
night for stays worldwide.**

**SEARCH HOTELS**

**Belinda Martin**

**Subject:** NQC Board Meeting - Debrief  
**Location:** Metro  
**Start:** Mon 1/20/2020 7:00 PM  
**End:** Mon 1/20/2020 8:30 PM  
**Recurrence:** (none)  
**Meeting Status:** Meeting organizer  
**Organizer:** Lorne Rubis  
**Required Attendees:** Jonathan Robb; Maureen Parker

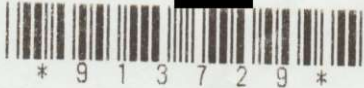
Board meeting  
debrief. Jonathan/  
Lorne/MP.  
Metro Billiards Cafe  
GST# 13610 2076 RT001

MON JANUARY 20, 2020  
CHECK #913729-1  
TABLE #42  
CUSTOMER # 1  
1 Wor Wonton \$14.00  
2 Spicy Won ton \$34.00  
SUB-TOTAL : \$48.00  
GST \$2.40  
TOTAL \$50.40

Time: 20:06 1 CUSTOMER  
2 CHECKS

Thank you  
Please Pay Server

YOU HAVE BEEN SERVED  
BY : [REDACTED]



METRO  
10250 106 STREET NW  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE VISA  
DATE 2020/01/20  
TIME 0424 20:45:33  
RECEIPT NUMBER  
C85020744-001-105-007-0

PURCHASE  
AMOUNT \$50.40  
TIP \$9.07  
TOTAL \$59.47

Visa Credit  
A0000000031010  
7B56FBE94AFACFC0  
0080008000-E800  
8CA35937A4AFC4FE  
0080008000-F800

APPROVED  
AUTH# 090131 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

Parking  
exec retreat  
Feb 7/19

③

ATB PLACE  
GST:887315638RT001  
RECEIPT C1

IN: 07.02.20 08:11  
PAY: 07.02.20 15:51  
AMOUNT: \$ 35.00

Feb 07 2020 03:51 pm

TRANSACTION RECORD

Card Number :

Card Type : VISA  
Card Entry : CHIP  
Trans Type : PURCHASE  
Amount : \$35.00

Auth # : 032218  
Sequence # : 006763  
Reference # : 00000037  
Term ID : 002  
Date : 20/02/07  
Time : 15:50:30

APPROVED

BY ENTERING A VERIFIED  
PIN, CARDHOLDER  
AGREES TO PAY ISSUER  
SUCH TOTAL IN  
ACCORDANCE WITH ISSUERS  
AGREEMENT WITH  
CARDHOLDER

Application Label: Visa  
Credit  
AID: A00000000031010  
TVR: 0480008000  
TC : B539BB41E7EABD07  
TSI: F800

\*\*\* CUSTOMER COPY \*\*\*

Per person total

\$671.25

**Total charges for air travel**

View all [taxes, fees and charges](#)

**USD \$671.25**

**Summary of additional item charges**

Seat upgrade purchases

Lorne Rubis, 1 seat

Tax

Total for Lorne Rubis

Total charges for seat upgrades

\$22.86

\$1.14

\$24.00

\$24.00

**Total charges for additional items**

**USD \$24.00**

**Total charges and credits**

Nonrefundable fare of \$695.25 was charged to the Visa card with number [REDACTED] on 02/18/2020.

**Travel insurance by Allianz Global Assistance**

Purchase travel insurance benefits and travel assistance services for your trip from [Allianz Global Assistance](#). [Learn more](#)

**Flight notifications**

Alaska Airlines provides a meet and assist service for travelers who need assistance through the airport. Request

APPLY This indicates a link to an external site that may not follow the same accessibility or privacy policies as Alaska Airlines. By selecting a partner link you agree to share your data with these sites.

**Sign up for email deals**

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[Sign up](#)

**Service requests**

6

**Belinda Martin**

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**From:** SXSW Registration <reg@sxsw.com>  
**Sent:** Tuesday, February 18, 2020 2:46 PM  
**To:** Lorne Rubis  
**Subject:** SXSW Interactive SXSW 2020 REGISTRATION CONFIRMATION



**Date:** 2/18/2020

**Full Name:** Lorne Rubis  
**Company:** NorQuest College  
**Address:**  
**City, State, Zip:** Edmonton , T5J 1L6  
**Country:** CANADA  
**Email:** lorne.rubis@norquest.ca  
**Phone:** [REDACTED]

This confirms your SXSW Interactive registration for SXSW 2020.

We acknowledge receipt of the following:  
Registration: \$1395 for Registration (non-refundable)  
Meals & Merchandise: \$0  
Total: \$1395

Your purchased meals and/or merchandise include:

Your badge will read as shown below. To update this information, please email [reg@sxsw.com](mailto:reg@sxsw.com).

Lorne Rubis  
NorQuest College  
Edmonton,  
CANADA

<b>Report</b> 0000022010	
<b>Employee</b> Rubis,Lorne	<b>Employee ID</b> [REDACTED]
<b>Reference</b>	<b>Business Purpose</b> NorQuest Corporate Visa card

**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant		Location	
02/21/2020	Other Supplies Non PD			<input checked="" type="checkbox"/>	US Bank VISA	250.00 CAD	1.00	250.00 CAD
1. External Event Registration re: CBLA Business Leader Award					UOFA OOA FACULTY EVENTS			
03/09/2020	Air Fare Regular Travel			<input checked="" type="checkbox"/>	US Bank VISA	125.00 USD	1.41	176.80 CAD
2. Flight Cancellation Charge Re: SXSU Conference					ALASKA AIR 0272157675577			
03/10/2020	Hosting			<input checked="" type="checkbox"/>	US Bank VISA	13.99 CAD	1.00	13.99 CAD
3. Internal Lunch re: Indigenization and CWLD					CHARTWELLS-NORQUEST-67504			
03/10/2020	Hosting			<input checked="" type="checkbox"/>	US Bank VISA	35.67 CAD	1.00	35.67 CAD
4. Internal Lunch re: Indigenization and CWLD					CHARTWELLS-NORQUEST-67504			
03/18/2020	Other Supplies Non PD				US Bank VISA	-250.00 CAD	1.00	-250.00 CAD
5. Cancellation Event Registration re: CBLA Business Leader Award					UOFA OOA FACULTY EVENTS			

Employee Expenses	<b>226.46 CAD</b>
Cash Advances Applied	<b>0.00 CAD</b>
Non-Reimbursable Expenses	<b>0.00 CAD</b>
Prepaid Expenses	<b>0.00 CAD</b>
Amount Due to Supplier	<b>226.46 CAD</b>
Amount Due to Employee	<b>0.00 CAD</b>



**ORACLE** Expense Report

PeopleSoft Expenses EXC4500

<b>Report</b> 0000022010	
<b>Employee</b> Rubis,Lorne [REDACTED]	<b>Employee ID</b> [REDACTED]
<b>Reference</b>	<b>Business Purpose</b> NorQuest Corporate Visa card

**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant			Location	

**Belinda Martin**

①  
purchase  
Refund ⑤

**From:** UAlberta Events Admin <noreply@ualberta.ca>  
**Sent:** Friday, February 21, 2020 11:55 AM  
**To:** Lorne Rubis  
**Subject:** Event Registration Confirmation - Canadian Business Leader Award (CBLA)

Hello Lorne Rubis,

your registration for Canadian Business Leader Award (CBLA) is complete. Here are the details for the event. See you there!

We are happy to refund your purchase or release your spot if you are not able to make it. Please contact our office at least 72 hrs in advance at 780-492-6705.

## Canadian Business Leader Award (CBLA)

Event was cancelled due to COVID-19.

**Date**  
March 19, 2020

**Time**  
5:30 PM to 9:00 PM

**Location**  
Edmonton Convention Centre, Hall D

### Summary

Description	Amount
Confirmation Number: 031305	
Please insert the number of tickets you would like to purchase: - \$250.00	\$250.00
Quantity: 1	
<hr/>	
	<b>Amount: \$250.00</b>

## About You

Lorne Rubis

About You

1

**Preferred Email:**  
lorne.rubis@norquest.ca

**First Name:**  
Lorne

**Last Name:**  
Rubis

**Please choose what type of ticket you would like to purchase:**  
\$250 per ticket for Public/Alumni

**Contact Details**

**Phone Number:**

[Redacted]

**Address:**  
10215 108 Street NW

**City:**  
Edmonton

**Province/State:**  
Alberta

**Postal Code/Zip:**  
T5J 1L6

**Country:**  
Canada

**Employment Info**

**Company Name:**  
NorQuest College

**Title/Position:**  
Chief, Culture & Transformation Officer

**UAlberta Alumni**

**N/A:**  
No

**Select your Event(s)**

Purchased reservation  
cancellation

March 9, 2020

Thank you for creating a reservation. Your reservation has been successfully cancelled. You will receive an email confirmation of this cancellation.

Traveler name: Lorne Rubis  
Phone number: 780-422-4800

Confirmation code: 662748

ITC/CPA/ITC  
+ 780 / 480

Edmonton / Seattle  
Saturday, March 14, 2020  
Houston Air 2643

+ 780 / 480

2

**Belinda Martin**

**From:** Alaska Airlines <service@ifly.alaskaair.com>  
**Sent:** Monday, March 9, 2020 12:03 PM  
**To:** Lorne Rubis  
**Subject:** Canceled Reservation: Your March 14 trip

Details on your canceled reservation



## Purchased reservation cancellation

March 9, 2020

Thank you for choosing Alaska Airlines. The following reservation has been canceled and the value will be sent as one or more credit certificates.

---

<b>Traveler name(s):</b>	<b>Ticket number(s):</b>
Lorne Rubis	0272155746462

Confirmation code: SKEVJS

### ITINERARY

✈ YEG / SEA  
Edmonton / Seattle  
Saturday, March 14, 2020  
Horizon Air 2543

✈ SEA / AUS  
Seattle / Austin  
Saturday, March 14, 2020

Alaska Airlines 1146

5

→ AUS / SEA

Austin / Seattle

Wednesday, March 18, 2020

Alaska Airlines 1023

→ SEA / YEG

Seattle / Edmonton

Wednesday, March 18, 2020

Horizon Air 2542

Fare summary	(USD)	Fees and billing
Base:	\$532.00	\$125.00 (USD) in
Taxes:	\$139.25	cancellation fees will be
Total:	\$671.25	charged to the credit
		card you provided: Other
		VISA [REDACTED]

If you need to book a new flight, [explore now](#).

This is an auto-generated email. If you have any questions, please call Alaska Airlines at 1-800-ALASKAAIR (1-800-252-7522).

We hope to see you another time,  
Alaska Airlines

[Book](#) / [Mileage Plan™](#) / [My account](#) / [Contact](#)

This email was sent to lorne.rubis@norquest.ca.

Update your contact info, set preferences, and sign up for deals from your departure city.

[Update preferences](#)

# Purchase

Visa Credit

## #3

AID: A00000000031010

Entry Method: Chip

03/10/20

Batch#: 000017

12:22:21

Ref#: 000039406085

Inv #: 000438 Appr Code: 092966

Total:

13.99

Customer Copy

Merchant ID: 0000000010  
Term ID: 05743973  
34200572097

## #4

# Purchase

Visa Credit

AID: A00000000031010

Entry Method: Chip

03/10/20

Batch#: 000017

12:21:30

Ref#: 000021873943

Inv #: 000437 Appr Code: 051502

Total:

\$

35.67

Customer Copy







## No Receipt Declaration

Declaration	
I, <u>Lorne Rubis</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:	Date: March 31, 2020

Receipt Details	
Reason for no receipt:	Vendor never provided a detailed receipt
Vendor Name:	NorQuest College
Date of Purchase:	March 10, 2020

Itemized Expense Details	
Item Description	Amount
Planning / discussion re: Indigenization and College Wide Learning Day. The power of belonging session at CWLD - round dance and protocols - Jamar's lunch (private/own)	\$ 13.99

## No Receipt Declaration

Declaration	
I, <u>Lorne Rubis</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:	Date: March 31, 2020

Receipt Details	
Reason for no receipt:	Vendor never provided a detailed receipt
Vendor Name:	NorQuest College
Date of Purchase:	March 10, 2020

Itemized Expense Details	
Item Description	Amount
Planning / discussion re: Indigenization and College Wide Learning Day. The power of belonging session at CWLD - round dance and protocols - lunch L.R., B.P. and J.R.	\$ 35.67

**Belinda Martin**

Executive Assistant to the Chief Culture  
& Transformation Officer;