Employee ID / Name Removed / Jodi Abbott	Comment
Sheet ID	
0000017622	
Business Purpose	
NorQuest Expense Claim	



Date	Expanse Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2018/10/19	AIRTRAV	Change Fee for flight from Toronto	6000	10	10500	999			57.75

I certify that the information provided is an by me. I certify that these expenditures were incurre previously paid, and comply with college polic	d on college business, have not been
Employée Signature	Oct 22/18
Allow AS	Bott BET 22/18
Approved by approved by Colbourne	Date
Print Name	

Total Expenses:	57.750	CYD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	57.750	
Amount Due Vendor:	0.000	

## **Lorraine Sousa**

From: Sent: To: Subject: Trip Info <tripinfo@visiontravel.ca> Friday, October 19, 2018 5:37 PM Casandra Casan



Vision Travel DT Ontario-West Inc

, , Canada,

Passenger(s):

www.visiontravel.ca GST Reg : 723782728 RT 0001

# Invoice/Itinerary

Invoice: 000032953 Issued: 19 October 2018 Agency Ref.: M08KRE Sales Person:

Customer Number: Customer Ref.:

ABBOTT/JODI MS

NORQUEST COLLEGE 10215 106 STREET NW EDMONTON AB T5J 1L6

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Tu	iesday, No	ovember 20 2018	· · · · · · · · · · · · · · · · · · ·	<u>Add To Calendar</u>
Air Cana	da Flight	AC162 Economy Class		
Depart	Edmon	ton, Alberta <u>Weather</u>	Arrive	Toronto, Ontario Weather
	Edmon	ton International Airport		Pearson International Airport
	08:00 A	M Tuesday, November 20 201	8	01:44 PM Tuesday, November 20 2018
Duration:		3 hour(s) and 44 minute(s)	Non-stop	
Status:		Confirmed - Air Canada Bo		nce: NRZYWV
FF Numb	er:	916407208 - ABBOTT/JOE		
Online Cł	neck In:	Available 24 hours prior - <u>cl</u>		
Remarks:	:	SEAT 13D - ABBOTT/JOD	IMS	
		ARR TERMINAL1		
		PLEASE CHECK IN WITH	AIR CANADA	N .

AIR - Friday, Nov	ember 23 2018				Add To Caler	<u>ıdar</u>
Air Canada Flight	AC165 Economy Class				Start Start	-
Pearso	o, Ontario <u>Weather</u> on International Airport AM Friday, November 23 20	Arriv 18	Edmo	nton, Alberta y nton Internation PM Friday, Nov		18
Duration: Status: FF Number: Online Check In:	4 hour(s) and 17 minute Confirmed - Air Canada 916407208 - ABBOTT/J Available 24 hours prior	Booking Refe IODI MS - ple				
Remarks:	SEAT SELECTION 16D DEP TERMINAL1 PLEASE CHECK IN WI		NDA			
nvoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Tota
Vendor Removed in accor	2102240117 dance	57.75	0.00	0.00	0.00	57.7
Domestic Air				Billed to:	Removed In	
	Totais:	57.75	0.00	0.00	0.00	57.7
				Total Credit Ca Bala	rd Billing: Ince Due:	57.7 0.0

#### Remarks

\*\*\*\*\*\*\*\*\*\*

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 RECOMMENDED CHECK-IN TIME IS AT LEAST 90 MINUTES

PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING. PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE ARRIVAL INFORMATION ARE SUBJECT TO CHANGE. PLEASE CHECK MONITORS AT THE AIRPORT. PLEASE RECONFIRM ALL FLIGHTS IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGES OR FLIGHT CANCELLATIONS MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE

ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO WWW.CATSA.GC.CA

---AIRPORT SECURITY REVISIONS---BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE EXACT BAGGAGE RESTRICTIONS AND FEES. MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING WWW.VISIONTRAVEL.CA/BAGGAGE/ \*\*\*\*\*CHECK-IN AND BAGGAGE ACCEPTANCE FOR \*\*\*\*\* FLIGHTS WITHIN CANADA WILL CLOSE 45 MINUTES PRIOR DEPARTURE. WITH THE EXCEPTION OF FLIGHTS LEAVING FROM TORONTO CITY AIRPORT YTZ-WHERE CHECK-IN AND BAG DROP-OFF WILL REMAIN AVAILABLE UNTIL 20 MINUTES BEFORE DEPARTURE.

THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE PHOTO ID REQUIRED FOR CHECK IN.

BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.

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Employee ID / Name Removed / Jodi Abbott	Comment	
Sheet ID 0000018000		NORQUEST 💜
Business Purpose		
NorQuest Expense Claim		COLLEGE

Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2018/08/13	OTHER	Parking - ICD Meeting	6000	10	10500	99.9			12.00
2018/11/13	PDBREAK	Breakfast - per diem	6900	10	10500	999			9.20
2018/11/13	PDLUNCH	Lunch - per diem	6900	10	10500	999			11.60
2018/11/13	PDDINNE	Dinner - per diem	6900	10	10500	999			20.75
2018/11/13	PDDAYOC	Per Diem daily out of Canada	6900	10	10500	999			14.65
2018/11/14	PDBREAK	Breakfast - per diem	6900	10	10500	999			9.20
2018/11/14	PDDAYOC	Per Diem daily out of Canada	6900	10	10500	999			14.65
2018/11/15	PDBREAK	Breakfast - per diem	6900	10	10500	999		1	9.20
2018/11/15	PDDAYOC	Per Diem daily out of Canada	6900	10	10500	999			14.65
2018/11/16	PDBREAK	Breakfast - per diem	6900	10	10500	999			9.20
2018/11/16	PDDINNE	Dinner - per diem	6900	10	10500	999			20.75

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 baid, and comply with college policy.

A Date Employee Signature

<u>electronic approval attached</u> <u>Dec 3/18</u> <u>Carla Madra</u> <u>Print Name</u> <u>Chair, Finance & Audit</u>

Total Expenses:	145.850	CND
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	145.850	
Amount Due Vendor:	0.000	

MANULIFEPLACE PARKADE OPERATED BY: STANDARD PARKING Terminal#:12 Cashier# 08/13/18 07:19 08/13/18 07:19 08/13/18 09:20 - 02:01 52934425 / #204374 RATE-1 : \$ 12.00 CC / DB : \$ 12.00 C / DB : \$ 12.00 C VISA Seq 000001 005 Purchase 18/08/13 09:29:58 Auth 015067 AUDODO00031010 0080008000 F800 Approved / IMPORIANT-retain this copy for your record / IMPORIANT - conserver cette copie pour vos dossiers

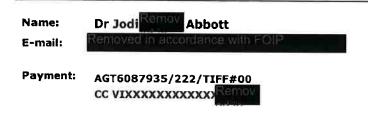
GST INCLUDED GST # R119580595 HAVE A NICE DAY



## Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada. **Please bring your itinerary-receipt to the airport.** 

#### **Main Contact Information**



### Booking reference: SM4MVZ

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Customer Care Air Canada Reservations 1-888-247-2262

Air Canada Flight Information 1-888-422-7533 International Reservations

Alert me of flight changes Flight notification

## **Flight Itinerary**

Flight	From	То	Aircraft	Cabin (Booking class)	Status
AC709	La Guardia/New York (LGA)	Toronto Pearson (YYZ)	321	Economy Flex (A)	Confirmed
	Fri 16-Nov 2018	Fri 16-Nov 2018	Flight	delayed pm EST	until
	11:20 - TERMINAL B	12:56 - TERMINAL T1	2:00	pm EST	
Seat number(s	s) requested: 15C			•	
AC460	Toronto Pearson (YYZ)	Ottawa (YOW)	320	Economy Flex (Y)	Confirmed
	Fri 16-Nov 2018	Fri 16-Nov 2018			
	17:10 - TERMINAL T1	18:11			
Seat number(s	s) requested: 15E				
AC363	Ottawa (YOW)	Edmonton International (YEG)	319	Economy Flex (Y)	Confirmed
	Fri 16-Nov 2018	Fri 16-Nov 2018			
	LU TO-NOA 2019	111 10 1107 2010			

Seat number(s) requested: 14E



#### **Passenger Information**

_			
Passenger: 1	Dr Jodi Keme Abbott		
Ticket number:	014 2199 518660	FIM Ticket number(s):	014 2403 552677
Frequent Flyer Pgm:	Removed in accordance with	Program number:	Removed in

## Purchase Summary

Passenger: 1 Ticket number 014 2199 518660	
Date of Issue	23-Aug 2018
Fare Amount in Canadian dollars:	669.00
(including <u>navigational &amp; other charges</u> )	
Taxes, Fees & Charges	
Air Travellers Security Charge (CA)	12.10
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	35.56
Combined Taxes *see fare calculation below (XT)	121.55
Total Fare in Canadian dollars:	838.21
Options	
Preferred Seat in Canadian dollars	21.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	1.05
Preferred Seat in Canadian dollars Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	13.00
Preferred Seat in Canadian dollars	0.65 13.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	0.65
Preferred Seat in Canadian dollars	15:00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	0.75
Ticket particularities:	
AC ONLY/NONREF/CHGFEE -BG;AC	
ACP 034578 AC ACCR	
*Fare calculation: 11NOV18YEA AC X/YTO AC NYC R394.00AC X/YTO AC YEA	
R275.00CAD669.00 END ROE1.00 XT1.04RC38.00SQ7.36YC47.70US	
5.16XA9.12XY7.30AY XF5.87LGA4.50	
Canadian tax registration numbers:	
XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	
RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	
XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)	

#### **Fare Rules Summary**

· Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.

• If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.

Tickets are non transferable.

• Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.