

Employee ID / Name [REDACTED] / Marian Gayed	Comment
Sheet ID 0000017054	
Business Purpose NorQuest Expense Claim /	



①
②

Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2018/08/05	AIRTRAV	CACP 113th Annual Conference	6000	10	80500	999			1,210.15
2018/08/05	MEALS	Dinner, after CACP	6000	10	80500	999			49.21

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.

Employee Signature: [Signature] Date: AUG. 28, 2018

Approved By: [Signature] Date: 28/8/18

Print Name: Norma Schneider
Acting President & CEO

Total Expenses:	1	1259.360	CAD
Less Vendor Credits:		-0.000	
Less Cash Advance:		0.000	
Amount Due Employee:		1259.360	
Amount Due Vendor:		0.000	

#3



Booking Confirmation



①

Booking Reference: **PVAS3V**

Date of issue: 19 Jul, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

- Depart

Economy - Flex

Sunday
05 Aug, 2018

00:45
Edmonton
Edmonton Intl. (YEG), AB



06:23
Toronto
Pearson Intl. (YYZ), ON
Terminal 1

AC178

3hr38
Economy V
Operated by: Air Canada | A321-200 |
 Wi-Fi
Air Canada Bistro

Layover in Toronto

1hr52

① AC178 This flight departs early in the morning.

Sunday
05 Aug, 2018

08:15
Toronto
Pearson Intl. (YYZ), ON
Terminal 1



11:17
Halifax
Halifax Intl. (YHZ), NS

AC604

2hr02
Economy V
Operated by: Air Canada | A321-200 |
 Wi-Fi
Air Canada Bistro

Total duration

7hr32

- Return

Economy - Flex

Thursday
16 Aug, 2018

14:55
Halifax
Halifax Intl. (YHZ), NS



16:17
Toronto
Pearson Intl. (YYZ), ON
Terminal 1

AC617

2hr22
Economy G
Operated by: Air Canada | 737 MAX 8
Air Canada Bistro

Layover in Toronto

0hr48

Thursday
16 Aug, 2018

17:05
Toronto
Pearson Intl. (YYZ), ON
Terminal 1



19:10
Edmonton
Edmonton Intl. (YEG), AB

AC171

4hr05
Economy G
Operated by: Air Canada | A321-200 |
 Wi-Fi
Air Canada Bistro

Total duration

7hr15

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Passengers

 **Marian Gayed**

Ticket Number
0142197883525
Air Canada - Aeroplan
582175265

Seats
AC178 14F
AC604 14F
AC617 22F
AC171 14F



Purchase summary

Visa 

Amount paid: \$1210.15

Tax information

GST/HST no. 10009-2287 RT0001

\$55.66


GST/HST no. 10009-2287 RT0001

\$5.24

1 adult

 **Air Transportation Charges**

Base Fare - Depart - Economy - Flex	580.00
Base Fare - Return - Economy - Flex	443.00
Surcharges	46.00

 **Taxes, fees and charges**

Goods and Services Tax - Canada no. 100092287 RT0001	55.66
Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	5.24
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	66.00

Total airfare and taxes before options **\$1210¹⁵**

GRAND TOTAL (Canadian dollars) \$1210¹⁵



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Baggage allowance

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Carry-on Baggage


On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Edmonton (YEG) > Halifax (YHZ)


 **1st bag**
Complimentary


 **2nd bag**
\$ 36.75 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

Halifax (YHZ) > Edmonton (YEG)

 **1st bag**
Complimentary

 **2nd bag**
\$ 36.75 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stoppers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Baggage Allowance for Air Canada Altitude and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.


Star Alliance Silver Members: Your baggage allowance is equivalent to that of the fare option you purchased.

	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	3 bags 32 kg (70 lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Altitude Prestige 25k	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 32 kg (70 lb)

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.


Economy - Flex

 **Changes**
\$50 CAD

- The **change fee** per direction, per passenger is \$25.00 CAD for changes made outside 60 days of departure, and \$50.00 CAD for changes made within 60 days of departure, plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
- **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

 **Cancellations**
Non-refundable

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed.
- Customers who **no-show** their flight will forfeit the fare paid.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- View Air Canada's refund policy Opens in a new window.
- Provided the original booking is cancelled prior to the original flight's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.


 **Seat selection***
Free advance seat selection (standard)

- **Free advance seat selection** on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz (subject to availability).

 **Aeroplan Miles**

- 100% Aeroplan Miles
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge


Economy - Flex

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\$50 CAD

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 **Seat selection***
Free advance seat selection (standard)

- **Free advance seat selection** on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz (subject to availability).

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Fare Rules

Aeroplan Miles

- 100% Aeroplan Miles
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

General conditions of carriage

1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
6. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, 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.
6. **Dangerous goods**
For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.
7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.
8. **International travel**
Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country/region on your itinerary. Please refer to the Travel Documents page on our website for more information.
9. **In-flight health**
Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying.

Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.
10. **Schedules and timetables**
Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.
11. **Overbooking notice**
Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

Employee ID / Name Removed / Marian Gayed	Comment
Sheet ID 0000017302	
Business Purpose NorQuest Expense Claim	



	Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
①	2018/08/11	MEALS	CACP Conference - Halifax	6000	10	80500	999			25.83
②	2018/08/11	MEALS	CACP Conference - Halifax	6000	10	80500	999			30.42
③	2018/08/11	HOST	Hosting Client in Halifax after CACP Conference	6003	10	80500	999			132.92
④	2018/08/11	MEALS	Travel back to Edmonton after CACP Conference	6000	10	80500	999			18.97

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.

Employee Signature: [Signature] Date: Sept 25, 2018

Approved by: [Signature] Date: Sept 26, 2018

Print Name: Jodi Abbott

Total Expenses:	208.140	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	208.140	
Amount Due Vendor:	0.000	

①



TWIST
TORONTO PEARSON INT'L AIRPORT

Remo Sammy

16/1 GST 1
4973
AUG11'18 12:08PM

DINE IN

**** SEAT 1 ****
1 BURG SMOTHERED 19.88
CHOP FRITES
SAUCE ON SIDE
1 WTR GLASS 0.00
19.88 HST 5% 217101 0.99
19.88 HST 8% 217101 1.59
AMOUNT DUE \$22.46

AMOUNT DUE \$0.00

SUBTOTAL 19.88
19.88 HST 5% 217101 0.99
19.88 HST 8% 217101 1.59
AMOUNT DUE \$22.46

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

NOUS VOULONS CONNAÎTRE
VOTRE OPINION!
CONTACTEZ LE 1-877-672-7467
OU CUSTOMERSERVICE@HMSHOST.COM
POUR PARTAGER VOS COMMENTAIRES

HMS HOST
TORONTO PEARSON INT'L AIRPORT

Check No: 4973
Trans Date: 2018-08-11 12:47:59
Trans Type: PURCHASE
Card Type: VA
Entry Mode: Chip
Acct Num: *****Remo
Auth Code: 055081
Response Code: 00

Subtotal: 22.46
Gratuity: 3.37
Total: 25.83

***** ENV PURCHASE *****
App Label: VISA CREDIT
Mode: Issuer
AID: a000000031010
TVR: 800008000
TSI: 7800
IAD: 06050a03642000
ARC: 00

Pin Verified

Customer Copy

2

TWO DOORS DOWN
1537 BARRINGTON ST
HALIFAX, NS B3J1Z4
9024224224

SALE

Two Doors Down
Food and Wine
1533 Barrington Street
(902) 422 4224

Server #: ████████
MD: 5580476
TID: 002 REF#: 00000008
Batch #: 586 20:22:41
08/12/18
APPR CODE: 072241
VISA Chip
***** ████████ **/**

Server: Matt 08/12/2018
B3/1 8:17 PM
Guests: 1 10014

AMOUNT ^{26.45} ~~\$36.80~~
TIP ^{3.97} ~~\$5.52~~
TOTAL ~~\$42.32~~
APPROVED 30.42

2DD Shandy ^{REMOVE} 9.00
Smoked Pork Chop 23.00

VISA CREDIT
AID: A0000000031010
TVR: 80 80 00 80 00
TSt 78 00

Subtotal ^{23.00} 32.00
Tax ^{3.45} 4.80

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

Total ^{26.45} 36.80
^{(3.97) + 15% TIP}

THANK YOU
PLEASE COME AGAIN

Balance ~~\$ 36.80~~
^{\$ 30.42 TOTAL}

CUSTOMER COPY

HST#: B2B117440RT001
Have a great day!!!
Please pay your server

4

SSP America
Camden Domestic T1
Lester B. Pearson Intl Airport
GST # 825875560RT001
416-776-2477

Rem Elizabet

Chk 7087 Aug16'18 06:34P Gst 0

1 GG Garden Turkey	12.00
1 Evian 750ml	4.79
XXXXXXXXXXXX Remo	
Visa	18.97
Food	12.00
NA Bev	4.79
HST Tax	2.18
Payment	18.97

Win a \$500 Amazon Gift Card
Go to the website to tell us
about your visit and enter
our prize draw
See website for T&C
www.eatonthemove.com/CA

LOCATION: 7101162

Customer Care 1-877-325-8777

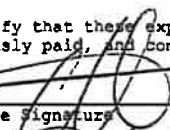


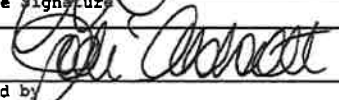
Employee ID / Name Removed / Marian Gayed	Comment
Sheet ID 0000017420	
Business Purpose NorQuest Expense Claim	

①

Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2018/09/20	KMS	Stakeholder Relations in Drayton Valley	6000	10	80500	999			151.50

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.


 Employee Signature _____ Date Sept 26/18


 Approved by _____ Date Sept 26/18

Jodi Abbott
 Print Name

Total Expenses:	151.500	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	151.500	
Amount Due Vendor:	0.000	