Employee ID / Name	Sheet ID	
Removed / Norma Schneider	000008395	
Comment	Business Purpose	
Feb-Mar 2015 Procurement Card Expenses	NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2015/03/19	SUPPL	Fradulent charge - will be refunded and applied as a credit on the next statement	6054	10	20000	999			70.00
2015/03/17	MEALS	Travel: lunch in Calgary for SAO meeting	6000	10	20000	999			24.75
2015/03/17	OTHER	Parking at Edmonton airport (SAO meeting in Calgary)	6000	10	20000	999			57.00
2015/03/13	HOST	Breakfast meeting re: ecampus	6003	10	20000	999			47.09
2015/03/12	OTHER	Parking for eCampus meeting	6000	10	20000	999			10.00
2015/02/28	OTHER	Travel agent fee	6000	10	20000	999			15.75
2015/02/27	OTHER	Parking for off-site Executive planning meeting	6000	10	20000	999			25.00
2015/02/25	HOTEL	Accommodations in Calgary for SAO meeting	6000	10	20000	999			359.26
2015/02/24	AIRTRAV	Airfare to Calgary for SAO Meeting	6000	10	20000	999			157.63
2015/02/24	AIRTRAV	Return airfare from Calgary for SAO Meeting	6000	10	20000	999			134.53

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. Morch 26, 2015 Employee Stonature Approved by Dr. Joli Abbott

Total Expenses:	901.010	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	901.010	

PLACE RE-SOLD IMPARK THIS PHONE 780-420-1976 HOURLY PARKER SIDE Q Meter : LOT 6 Ę no and out privileges CKEI **ON DASH** 9:02A MAR 12 Time: 1 Price: \$10.00 Card: ***************1671 Exp.: 1806 Expires: 11:02AM THU SOLD MAR 12 15 Se GST NO. 887315638RT000

> CAFE LACOMBE GST# 816322242RT0001 780-428-6611 Chateau Lacombe Hotel "Unique by Nature"

STRUCTIONS ON BACK

SIDE

100 Julita A

0

Tb1	26/1	Chk lar12'15	597 09:35AM	Gst	2
2	Breakfast	Buff		38.00	
	Subtotal 38.00 Amount Du		39	38.00 1.90 .90	

GRATUITY
TOTAL
SIGNATURE:
PRINTED NAME:
ROOM:

Commerce Place Impark RECEIPT C2 IN: 27.02.15 07:36 OUT: 27.02.15 16:05 AMOUNT: CAD 25.00 CC-DATA: VISA XXXXXXXXXXXXX6937 XXXXX REF. 98

CHATEAU LACOMBE HOTEL 10111 Bellamy Hill Edmonton, AB T5J 1N7 780-428-6611

** TRANSACTION RECORD **

Tran. #: 10234 RUC: CAFE Table #: 26 Check #: 597 Group #: 1 Employee #: 100 Employee Name: Julita A

VISA CREDIT Pre-Auth Purchase ×xxxxxxxxxx1671 C AID: A0000000031010

> Amount \$39.90 Tip \$7.19 ==== TOTAL CAD\$47.09

APPROVED 042073 00-001 042073 CHLCWS06/CHLCWC06 046001001003 2015/03/12 09:58:07

TVR: 0080008000 TSI: F800

Customer Copy

HMSHOST MOLSON BREWHSE CALGARY INTERNATIONAL AIRPORT 297136 Andrea ----124/1GST 1 3126 MAR17'15 12:29PM DINE IN **** SEAT 1 **** 1 SODA BAR M 3.44 FIRST RND SFTBEV CLUB SODA 1 BURG AVOCADO 16.80 SLD HOUSE DRS CAESAR TAX 1.01 AMOUNT D 21.25 ****** ***** SUBTOTAL 20.24 TAX 1.01 AMOUNT DUE \$21.25 THANK YOU FOR YOUR BUSINESS! TELL US ABOUT YOUR EXPERIENCE JOHN VAN BESOUW JOHN.VANBESOUW@HMSHDST.COM

GST # 137512901



GST# R128599776
Edmonton Airports
Can-T5J 2T2 Edmonton Tax CodeCA5%
POF 1st Fl 17/03/15 15:58 Receipt 073157
Removed in the second second
15/03/15 14:54 17/03/15 15:58 Period 2d1h5' (Tax) \$57.00 Total \$57.00 Payment Received VISA \$57.00
XXXXXXXXXXX1671 Merch:82005340013 Auth:072798 Type: Swiped Sub Total Sub Total Tax 5% \$54.29 \$2.71
\$14X 5% \$2.71

MARLIN TRAVEL		BRANCH:	NQS0135163C.TXT N61107	
	TRAVELGROUP : 929 108TH ST.		885101915	
EDMONTON, AB	IJK 100	PHONE:	780-425-8611	
TO: NORQUEST 10215 - 3 EDMONTON CA T5J 1	108TH ST NW AB	OUR	ATOR : Z1M02Q REF : NQS0135163C GENT : Removed in	
		INVO	ICE	INV NO: 22408 DATE: 28FEB15 PAGE: 1
FOR: MRS NORM	A SCHNEIDER			
		ITINERA	R Y	
*** AIR/RAIL/	BUS ***	3		
FROM EDMONTON INTL	т о	CARRIER FL AIR CANADA 81 DH4	T/CL ST DATE DEPART 51 S BK 15MAR 4:00P	ARRIVE MEALS BAGS 4:53P
CALGARY	AIR CANADA E EDMONTON INTL		43 G HK 17MAR 3:10P	4:03P
	WESTJET ENCO			
*** TOUR *** BSP TASF	TO 1 PACKAGE TO	EDMONTON IN	TL ON 01SEP15 AT 12: TL RET01SEP15 AT 12: N TRAVEL INTERNAL USE	00A
WESTJET AIR	TKT NO Removed	d in	(INCL 49.12 TAX) 128.12 ST 6.41
WESTJET AIR BSP TASF	TKT NO Remove TKT NO Accorda	d in nce to FOIP.		0.00 15.00
AIR CANADA	ΤΚΤ ΝΟ ΑΟΟ	Removed in	(INCL 37.12 TAX	ST 0.75)
*** TOTAL G		-		93.24 14.67 307.91
PAYMENT PAYMENT PAYMENT	HARGES THIS IN BY VI******** BY VI********* BY VI********* BY VI********	****1671 Т ****1671 Т ****1671 Т	KT Removed in KT Accordance to KT FOIP. KT CONT	134.53 0.00 15.75 157.63
MARLIN TRAVEL		BRANCH:		NUED ON NEXT PAGE
	T TRAVELGROUP 929 108TH ST.	INC GST REG#	885101915	
LUMUNIUN, AD	IJN 100	PHONE:	780-425-8611	

Page 1

Page 1 of 1

HOTELALMA

UNIVERSITY OF CALCARY

169 UNIVERSITY GATE NW CALGARY, ALBERTA, CANADA T2N 1N4 1.877.498.3203 T 403.220.3203 F 403.284.4184 W HOTELALMA.CA

SCHNEIDER, NORMA

Room Number: 655 Daily Rate: 165.00 Room Type: SQN No. of Guests: 1 / 0

ARRIVAL	DEPARTUR	RE CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
15-Mar-15	17-Mar-15	XXXXXXXXXXXXX1671	WEBNR	WEB	Removed in
DATE	ROOM NO.	DESCRIPTION	REFERENCE		AMOUNT
24-Feb-15	655	VISA	VISA-NON REFUNDABLE DE	POSIT	(\$359.26)
15-Mar-15	655	ROOM CHARGE	#655 SCHNEIDER, NORMA		\$155.00
15-Mar-15	655	ROOM FEE	ROOM FEE		\$4.65
15-Mar-15	655	GST	GST		\$7.98
15-Mar-15	655	ALBERTA TOURISM LEVY	ALBERTA TOURISM LEVY		\$6.39
16-Mar-15	655	ROOM CHARGE	#655 SCHNEIDER, NORMA		\$165.00
16-Mar-15	655	ROOM FEE	ROOM FEE		\$4.95
16-Mar-15	655	GST	GST		\$8.50
16-Mar-15	655	ALBERTA TOURISM LEVY	ALBERTA TOURISM LEVY		\$6.80
17-Mar-15	655	SMALL AMOUNT ADJUSTMENT	SMALL AMOUNT ADJUSTME	ENT	(\$0.01)

CREDIT DUE:

(\$0.00)

SIGNATURE

TERMS: DUE AND PAYABLE UPON PRESENTATION. I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THE INDICATED PERSON OR THIRD PARTY FAILS TO PAY FOR ANY PART OF, OR THE FULL AMOUNT OF, CHARGES.

The Destination Marketing Fee is subject to 5% GST and 4% ATL GST R#108102864

Employee ID / Name	Sheet ID	
Removed Norma Schneider	0000008833	
Comment	Business Purpose	
	NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2015/04/30	OTHER	Parking for 1000 Women Event	6000	10	20000	999			14.00
2015/05/15	HOST	Venue deposit for Academic Leadership and Development Program	6003	10	20000	999			619.50

I certify that the information provided is an accurate rec	ord of expenses incurred by me. e business, have not been previously paid, and comply
Removed in Accordance to FOIP.	
	May 27/15
Employee Signature for Norma	
Removed in Accordance to FOIP.	May 28/15
Approved by	Date
Jill Matthew For Jodi Print Name	Abbott

Total Expenses:	633.500	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	633.500	

RECEIVED NorQuest College MAY 2 7 2015

Office of the President

RECEIPT

No in and out privileges Lot 1



Purchase Date/Time: 02:53pm Apr 30, 2015 Total Parking: \$13.33 Total gst: \$0.67 Total Due: \$14.00 Total Paid: \$14.00 Ticket #: 01680541 S/N #: 520014461782 Setting: Lot 1 Mach Name: Meter 1

#***--1494, Visa

Auth #: 005534

GST #887315638RT0001



Perfect For Business and Personal Retreats

Meeting Room Contract

Meeting Room	SpruceView/DiamondWillow				
Date of Function		No. Attending	30		
Start Times	8:00 am - 20th	Ending Times	5:00 pm - 21st		
Company Name	Norquest College				
Primary Address	10215 - 108 St. NW Rm. A821-1				
	Edmonton, AB T5J 1L6				
6					
Contact Name	Removed in Accordance to	Position			
Phone Number		Fax Number			
Email Address					
Audio/Visual Equipment					
Flip Chart	\$20.00 Per Day (includes paper & markers)				
Screen no charge					
PLEASE NOTE: The Inn does not have a projector. Please bring your own.					
×.					

Payment

A valid credit card is required at the time of booking and a deposit must be paid, unless other arrangments are made. The balance of billing is due upon check out, unless other arrangments have been made.

If your corporation has GST Exemption status, a letter stating your status and GST Exemption number is required.

General Information

- * Damages and not-returned items will be charged to the function host at the discretion of hotel management.
- * Leaving the room in an unacceptable condition will result in a cleaning charge.
- * No liquor is allowed in any meeting room without a posted liquor permit.
- * A liquor permit can be purchased at any liquor store.

Please note: Evening activities in the Meeting Room must finish no later than midnight.

Village Creek Country Inn * Pigeon Lake * 15 Village Drive, RR #2, * Westerose, Alberta * T0C 2V0 * Phone: (877) 688-0006 Fax: (780) 586-3520 * E-Mail: corporate@villagecreekcountryinn.com * Website: www.VillageCreekCountryInn.com

Cancellation Policy

Cancellations must be received in writing 30 days prior to the reservation. Any cancellations made without required notice will result in the 100% loss of your deposit.

Page 2

Costing

Please Note: All costing is subject to change with respect to additions and/or deletions.

Meeting Room Charges	\$295.00
No. of Days	2
Sub Total	\$ 590.00
GST 5%	\$ 29.50
TOTAL CHARGES	\$619.50

Agreement

I hereby confirm that I have read the preceeding information and agree to the conditions set by The Village Creek Country Inn. On behalf of my organization I acknowledge this agreement to be binding and that all changes must be made in writing.



Executive Assistan

MAY 1 3 2015

Date

Accordance to Corporate Coordinator

Owner / Manager

If all is satisfactory, please sign and return this contract. Availability and rate cannot be guaranteed if this contract is not returned in a timely manner.

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