

Report 0000022538	
Employee	Employee ID
Matthew, Jill	
Reference	Business Purpose
	NorQuest Corporate Visa card

**Expense Lines** 

Date	Expense Type	Non- Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Inform	nation	Merchant	*	Location	
08/10/2020	Hosting			$\square$	US Bank VISA	59.22 CAD	1.00	59.22 CAD
10/-1	f				DOSC			
Welcome lunch for new Chief of Staff				DOSC				

Employee Expenses	59.22 CAD
Cash Advances Applied	0.00 CAD
Non-Reimbursable Expenses	0.00 CAD
Prepaid Expenses	0.00 CAD
Amount Due to Supplier	59.22 CAD
Amount Due to Employee	0.00 CAD

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	80000	CPetryna		09/02/2020	7/28/2021	Page 1 of 1



No Receipt Declaration					
Declaration					
I, Jill Matthew 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: Jill Mat	Digathy, signed by all Matters Dischard, College and Do-Adamily, Quinking, Out-Standard, Chi-Jil Matthew, EAll Matthews (Block)-and da Reson I am the active of this document Lines, 2004 12 to 12 to 2 at a force Field Phatempfor Network 10 10	Date:			
	Receipt Details  Lost Receipt				
Reason for no receipt:					
Vendor Name:					
Date of Purchase:	08/10/2020				
	Itomized Expense Detail				
Item Description	Itemized Expense Details	Amount			
Lunch		\$59.22			
* welcome lunch for ne	w Chief of Staff David				
Total Amount of Purchase (including GST): \$59.22					
Approval					
Signing Authority Name					
Signing Authority Name:	Signature:	Date:			
Carolyn Campbell		Jan. 6/21			

Note: An original form is to accompany your expense claim, procurement card expense report or invoice.

