

|   |                |
|---|----------------|
| <b>Employee ID / Name</b><br>[REDACTED] / Norma Schneider | <b>Comment</b> |
| <b>Sheet ID</b><br>0000021101                             |                |
| <b>Business Purpose</b><br>NorQuest Corporate Visa card   |                |



| Date       | Expense Type | Description                       | Account | Fund | DeptID  | Location | Analysis | Project | Amount   |
|------------|--------------|-----------------------------------|---------|------|---------|----------|----------|---------|----------|
| 2019/10/30 | AIRTRAV      | Air Canada Baggage Fee            | 6000    | 10   | 20000 ✓ | 999      |          |         | 33.90 ✓  |
| 2019/11/04 | AIRTRAV      | Refund for seat selection         | 6000    | 10   | 20000 ✓ | 999      |          |         | -28.25 ✓ |
| 2019/11/06 | HOST         | Meeting room for Pathways Meeting | 6003    | 10   | 20000 ✓ | 999      |          |         | 661.62 ✓ |
| 2019/11/15 | SUPPL        | Ticket to DM Dinner Event         | 6901    | 10   | 20000 ✓ | 999      |          |         | 157.50 ✓ |

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.

*[Signature]* NOV 26/19.  
Employee Signature Date

*[Signature]* Nov 26/19  
Approved by Date

Carla Madren ✓  
Print Name

|                      |         |     |
|----------------------|---------|-----|
| Total Expenses:      | 853.020 | CAD |
| Less Vendor Credits: | -28.250 |     |
| Less Cash Advance:   | 0.000   |     |
| Amount Due Employee: | 0.000   |     |
| Amount Due Vendor:   | 824.770 | ✓   |

RBC Approved *[Signature]* 12/4/19

APPROVED DEC 05 2019

*[Handwritten initials]*

## Nadine Gawluk

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**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Wednesday, October 30, 2019 8:08 PM  
**To:** Norma Schneider  
**Subject:** Air Canada - Receipt - Baggage Fee

**Categories:** Nadine to handle

Your fees have been successfully collected.

Departure Date: 2019-10-31


Passenger: NORMA SCHNEIDER  
Departure city: OTTAWA YOW  
Destination city: EDMONTON YEG

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD

HST/TVH: 3.90 CAD

Total CAD: 33.90 CAD

Form of payment used: Visa 

Please Note: This fee is non refundable.

RC - HARMONIZED SALES TAX

Fly through paying on your mobile device with Air Canada Mobile+!  
Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:  
<https://mymessages.aircanada.com/en/VkmsDjRKXj9ZY9CPZg1TIQ>

\*\*\*\*\*  
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## Electronic Refund Receipt / Reçu de remboursement électronique

We are pleased to confirm a refund has been processed to your payment card.

Nous sommes heureux de confirmer qu'un remboursement a été porté à votre carte de paiement.


**Please print this refund receipt for your reference.**

**Veillez imprimer ce reçu pour vos dossiers.**

### Refund Information / Détails du remboursement

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**Passenger Name:** Norma Schneider  
**Nom du passager:**

**Payment card refunded:**   
**Carte de paiement remboursée:**

**Customer Care  
Service au client**

On the web/Site Web  
[www.aircanada.com](http://www.aircanada.com)

**Air Canada Reservations  
Réservations d'Air Canada**  
1 888 247-2262

**Aeroplan Centre  
Centre Aéroplan**  
1 800 361-5373

### Amount Refunded / Montant du Remboursement

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**Seat Selection Base Charge:** 25.00  
**Frais de sélection de siège:**

**Taxes:**

Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) /  
Taxe canadienne de vente harmonisée (TPS/TVH no 10009-2287 RT0001)  
(RC) 3.25

**Total Amount Refunded to credit card in Canadian dollars:** 28.25  
**Montant total remboursé sur la carte de crédit en Dollars canadiens:**

**R**  
**RENAISSANCE\***  
 HOTELS

RENAISSANCE EDMONTON AIRPORT

GUEST FOLIO

| ROOM          | STEERING COMMITTEE MEETIN                   | .00     | 11/07/19 |              | 20736   |
|---------------|---|---------|----------|--------------|---------|
|               | NAME  | RATE    | DEPART   | TIME         | ACCT#   |
| TYPE          | NORQUEST COLLEGE                            |         | 11/07/19 |              |         |
| 91            | 10215 108 STREET NW,<br>EDMONTON XX T5J 1L6 |         | ARRIVE   | TIME         |         |
| ROOM<br>CLERK | ADDRESS                                     | PAYMENT |          |              | MBV#:   |
| DATE          | REFERENCES                                  | CHARGES | CREDITS  | BALANCES DUE |         |
| 11/05         | ADVDP-VS<br>PAYMENT RECEIVED BY: VISA       |         | 661.62   |              | -661.62 |

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**R**  
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 HOTELS

RENAISSANCE EDMONTON AIRPORT  
 4236-36 STREET  
 ED INTRN. APT, AB T9E 0V4  
 780-488-7159 FAX: 780-488-6372

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

## Nadine Gawluk

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**From:** tacorn@abchamber.ca  
**Sent:** Friday, November 15, 2019 4:08 PM  
**Subject:** Online Payment Confirmation

**Categories:** Nadine to handle

Your online payment request has been received by Alberta Chambers of Commerce.

### Payment Confirmation

**Name:** Norma Schneider  
**Company:** NorQuest College  
**Transaction Number:** 5U1812143D774411L  
**Last 4 of Acct Number:** [REDACTED]  
**Amount:** \$157.50

| Description   | Item(s)      | Quantity | Total Amount    |
|---|--------------|----------|-----------------|
| Registration - Fall Board Meeting and Deputy Ministers' Dinner 2019 | Attendees: 1 | 1        | \$157.50        |
| <b>Grand Total:</b>   |              |          | <b>\$157.50</b> |

This Email was automatically generated. For questions or feedback, please contact us at:

**Alberta Chambers of Commerce**  
1808, 10025 - 102A Avenue Edmonton, AB T5J2Z2  
1-800-272-8854 (780) 425-4180  
tacorn@abchamber.ca  
<http://www.abchamber.ca>