

sept 27 / 19

<b>Employee ID / Name</b> [Redacted] / Jodi Abbott	<b>Comment</b>
<b>Sheet ID</b> 0000020419	
<b>Business Purpose</b> NorQuest Expense Claim	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2019/09/18	AIRTRAV	Return airfare to Calgary to attend Edmonton Chamber Event	6000	10	10500	999			476.96

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.

electronic approval attached                      Sept 24, 2019  
Employee Signature    Date

   September 24, 2019  
Approved by    Date

Carla Madra  
Print Name  
Acting Chair

Total Expenses:	476.960	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	476.960	
Amount Due Vendor:	0.000	

PS Approved 9/27/19

## Lorraine Sousa

---

**From:** [REDACTED]  
**Sent:** Wednesday, September 18, 2019 5:48 PM  
**To:** Lorraine Sousa  
**Subject:** Invoice and Itinerary for ABBOTT/JODI DR - 01October19 - Vision Travel Locator:  
[REDACTED]



Vision Travel DT Ontario-West Inc  
9929 - 108 St.  
Edmonton, AB  
T5K 1G8  
(780) 425-8611 1-866-425-8611

www.visiontravel.ca  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: 003063652  
Issued: 18 September 2019

Agency Ref.: [REDACTED]  
Sales Person: [Barbara](#) [REDACTED]

Customer Number: [REDACTED]  
Customer Ref.: [REDACTED]

NORQUEST COLLEGE  
10215 106 STREET NW  
EDMONTON AB  
T5J 1L6

Passenger(s): ABBOTT/JODI DR

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

### Air Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

AIR - Tuesday, October 1 2019

[Add To Calendar](#)

**Air Canada Flight AC8151 Economy Class**

<b>Depart</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 03:25 PM Tuesday, October 1 2019	<b>Arrive</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 04:18 PM Tuesday, October 1 2019
---------------	---	---------------	---

**Duration:** 0 hour(s) and 53 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference: [REDACTED]  
**Operated By:** AIR CANADA EXPRESS - JAZZ  
**FF Number:** [REDACTED] ABBOTT/JODI DR - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)  
**E Upgrade:** For Eligible Flight - Aeroplan Members [click here](#)

**Remarks:** PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

HOTEL - Tuesday, October 1 2019

[Add To Calendar](#)

**HR CALGARY** - [Map/Driving directions](#)

<b>Address</b>	700 CENTRE ST SOUTHEAST CALGARY AB T2G 5P6 CA	<b>Tel</b>	1-403-717-1234
		<b>Fax</b>	

**Check In/Check Out:** Tuesday, October 1 2019 - Wednesday, October 2 2019  
**Status:** Confirmed - Confirmation 42993061  
**Room Type:** Deluxe 1 King Bed  
**Number of Rooms:** 1

AIR - Wednesday, October 2 2019

[Add To Calendar](#)

**Air Canada Flight AC8148 Economy Class**

<b>Depart</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 02:00 PM Wednesday, October 2 2019	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 02:51 PM Wednesday, October 2 2019
---------------	---	---------------	---

**Duration:** 0 hour(s) and 51 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference: MYS83E  
**Operated By:** AIR CANADA EXPRESS - JAZZ  
**FF Number:** [REDACTED] ABBOTT/JODI DR - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)  
**E Upgrade:** For Eligible Flight - Aeroplan Members [click here](#)

**Remarks:** PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ



**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total	
Service Fee	9540026042246	25.00	0.00	1.25	0.00	26.25	
Vendor AC AIR CANADA	2119480804	355.00	74.25	21.46	0.00	450.71	
		<b>Totals:</b>	<b>380.00</b>	<b>74.25</b>	<b>22.71</b>	<b>0.00</b>	<b>476.96</b>
						<b>Total Credit Card Billing:</b>	<b>476.96</b>
						<b>Balance Due:</b>	<b>0.00</b>

STATIONER  
285 J.E. 2013  
1797-1111