



<b>Employee ID / Name</b> Removed / Brenda Jill Matthew	<b>Comment</b>
<b>Sheet ID</b> 0000010083	
<b>Business Purpose</b> NorQuest Corporate Visa card	

Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2015/10/24	SUPPL	Institute of Corporate Directors Information Session	6054	10	80000	999			99.75
2015/11/09	AIRTRAV	Baggage fee: WOBI Trip	6000	10	80000	999			26.25
2015/11/10	OTHER	Taxi fare to Airport: WOBI Trip	6000	10	80000	999			43.00

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

Removed in accordance with FOIP

*Nov 25/2015*  
Date

*Nov. 26, 2015*  
Date

*Jonathan Robb*  
Print Name  
*Acting President & CEO*

Total Expenses:	169.000	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	169.000	

**RECEIVED**  
NorQuest College  
NOV 26 2015  
Office of the President

Removed in  
accordance with

**From:** admin@icd.ca  
**Sent:** Friday, October 23, 2015 11:15 AM  
**To:** Jill Matthew; orders@icd.ca  
**Subject:** Order Confirmation

**Institute of Corporate Directors**

2701-250 Yonge Street, Toronto, ON M5B 2L7

**Order Number** 74294

**Order Date** 10/23/2015

**Order Total** 99.75

**Payment Method** VISA \*\*\*\*\* **Removed in**

**Name on Card** Jill Matthew **accordan**

<b>Qty</b>	<b>Item</b>	<b>Price</b>	<b>Total</b>
1	Emerging and Evolving Audit Committee Issues - Mrs Jill Matthew	95.00	95.00
	<b>When:</b> 11/24/2015 - 11/24/2015		
	<b>Where:</b> Royal Glenora 11160-River Valley Road Edmonton, AB		

**Item Total** 95.00

**Shipping** 0.00

**Handling** 0.00

**GST** 4.75

**Transaction Grand Total** 99.75

GST# 12179 8201

QST# 12048 55478

Fee Receipt



Your fees have been successfully collected.

Passenger: **BRENDAJILL MATTHEW** Departure Date: **2015-11-10**  
Departure city: **EDMONTON-YEG YEG** Destination city: **NEW YORK LGA**

Fee Breakdown:

Baggage fee 25.00 CAD  
GST: 1.25 CAD  
**Total CAD: 26.25 CAD**

Form of payment used: **Visa XXXXXXXXXX** **Removed in**

Please Note: This fee is non refundable.  
GST - HST: #100092287 RT0001

Co-op Taxi Line  
(780)425-2525  
www.co-optaxi.com

Terminal 254/66234859  
Driver 4367  
15/11/10 04:48:26

VISA  
Card : \*\*\*\*\* **Removed in**  
VISA CREDIT **accordan**  
CHIP CARD  
AID : A0000000031010  
TVR : 0080208000  
Ref # 0010016640 C  
Auth # 047969

FARE : \$ 38.00  
TIP : \$ 5.00  
-----  
TOTAL : \$ 43.00

X \_\_\_\_\_

APPROVED - THANK YOU  
(01-027)

Cardholder will pay card issuer above amount pursuant to Cardholder Agreement

IMPORTANT: Retain a copy for your records

Merchant Copy

# Memorandum

## Office of the President and CEO

**Date:** November 25, 2015

**To:** Executive Team

**From:** Jodi Abbott  
President and CEO

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**RE:** Absent from the College November 25-27, 2015

I will be away from the College November 25-27, 2015 with limited access to email.

**Acting on November 25<sup>th</sup>:**

Jill Matthew, Vice-President College Services and Chief Financial Officer at 780-644-6677.

**Acting on November 26 and 27<sup>th</sup>:**

Jonathan Robb, Director, Strategic Integration & Stakeholder Relations at 780-644-5910.

For routine matters, please contact Lorraine Sousa, Executive Assistant at 780-644-5902.

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accordance with  
FOIP

Jodi