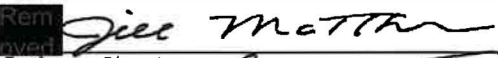



<b>Employee ID / Name</b> Removed / Jodi Abbott	<b>Comment</b>
<b>Sheet ID</b> 0000017622	
<b>Business Purpose</b> NorQuest Expense Claim	

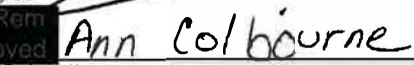


Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2018/10/19	AIRTRAV	Change Fee for flight from Toronto	6000	10	10500	999			57.75

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.


Date Oct 22/18  
 Employee Signature


Date Oct 22/18  
 Approved by

  
 Print Name

Total Expenses:	57.750	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	57.750	
Amount Due Vendor:	0.000	

**Lorraine Sousa**

---

**From:** Trip Info <tripinfo@visiontravel.ca>  
**Sent:** Friday, October 19, 2018 5:37 PM  
**To:** Casandra Remove  
**Subject:** Invoice and Itinerary for ABBOTT/JODI MS - 20November18 - Vision Travel Locator: M08KRE



Vision Travel DT Ontario-West Inc  
, , Canada,  
www.visiontravel.ca  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: 000032953  
Issued: 19 October 2018

Agency Ref.: M08KRE  
Sales Person:

Customer Number: Removed in  
Customer Ref.:

NORQUEST COLLEGE  
10215 106 STREET NW  
EDMONTON AB  
T5J 1L6

Passenger(s): ABBOTT/JODI MS

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

AIR - Tuesday, November 20 2018

[Add To Calendar](#)

**Air Canada Flight AC162 Economy Class**

Depart	Edmonton, Alberta <a href="#">Weather</a>	Arrive	Toronto, Ontario <a href="#">Weather</a>
	Edmonton International Airport		Pearson International Airport
	08:00 AM Tuesday, November 20 2018		01:44 PM Tuesday, November 20 2018

**Duration:** 3 hour(s) and 44 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference: NRZYWV  
**FF Number:** 916407208 - ABBOTT/JODI MS - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)

**Remarks:** SEAT 13D - ABBOTT/JODI MS  
ARR TERMINAL1  
PLEASE CHECK IN WITH AIR CANADA

AIR - Friday, November 23 2018

[Add To Calendar](#)

**Air Canada Flight AC165 Economy Class**

<b>Depart</b>	Toronto, Ontario <a href="#">Weather</a>	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a>
	Pearson International Airport		Edmonton International Airport
	10:25 AM Friday, November 23 2018		12:42 PM Friday, November 23 2018

**Duration:** 4 hour(s) and 17 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference: NRZYWW  
**FF Number:** 916407208 - ABBOTT/JODI MS - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)

**Remarks:** SEAT SELECTION 16D  
 DEP TERMINAL 1  
 PLEASE CHECK IN WITH AIR CANADA

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Vendor	2102240117	57.75	0.00	0.00	0.00	57.75
Removed in accordance						
Domestic Air						
				Billed to:		Removed in accordance with FCRD
<b>Totals:</b>		<b>57.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>57.75</b>
<b>Total Credit Card Billing:</b>						<b>57.75</b>
<b>Balance Due:</b>						<b>0.00</b>

Remarks

\*\*\*\*\*  
AFTER HOURS EMERGENCY HELP DESK  
WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292  
OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147  
PLEASE QUOTE ACCESS CODE 2ECO  
\*\*\*\*\*

\*\*\*PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\*  
PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU  
FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE  
DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS  
MAY BE YOUR RESPONSIBILITY  
RECOMMENDED CHECK-IN TIME IS AT LEAST 90 MINUTES  
PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE  
AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES  
PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.  
PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED  
PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE  
ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.  
PLEASE CHECK MONITORS AT THE AIRPORT.  
PLEASE RECONFIRM ALL FLIGHTS  
IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH  
THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE  
CHANGES OR FLIGHT CANCELLATIONS MAY OCCUR AT ANY  
TIME WITHOUT NOTICE BY THE AIRLINE

-----  
ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS  
CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO  
[WWW.CATSA.GC.CA](http://WWW.CATSA.GC.CA)

---AIRPORT SECURITY REVISIONS---  
BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT  
RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES  
MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE  
EXACT BAGGAGE RESTRICTIONS AND FEES.  
MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING  
[WWW.VISIONTRAVEL.CA/BAGGAGE/](http://WWW.VISIONTRAVEL.CA/BAGGAGE/)

\*\*\*\*\*CHECK-IN AND BAGGAGE ACCEPTANCE FOR \*\*\*\*\*  
FLIGHTS WITHIN CANADA WILL CLOSE 45 MINUTES PRIOR  
DEPARTURE. WITH THE EXCEPTION OF FLIGHTS LEAVING  
FROM TORONTO CITY AIRPORT YTZ-WHERE CHECK-IN  
AND BAG DROP-OFF WILL REMAIN AVAILABLE UNTIL  
20 MINUTES BEFORE DEPARTURE.  
THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE  
PHOTO ID REQUIRED FOR CHECK IN.  
BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.



MANULIFEPLACE PARKADE  
OPERATED BY:  
STANDARD PARKING

Terminal#:12 Cashier# [REDACTED]  
08/13/18 07:19  
08/13/18 09:20 - 02:01  
52934425 / #204374  
RATE-1 : \$ 12.00  
TOTAL : \$ 12.00  
CC / DB : \$ 12.00

C  
VISA  
Seq 000001 005  
Purchase 18/08/13 09:29:58  
Auth 015067  
AU000000031010  
0080008000  
F800  
Approved /

IMPORTANT-retain this copy  
for your record /  
IMPORTANT - conserver cette copie  
pour vos dossiers

GST INCLUDED  
GST # R119580595  
HAVE A NICE DAY

## Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.  
**Please bring your itinerary-receipt to the airport.**

### Main Contact Information

**Booking reference: SM4MVZ**

**Name:** Dr Jodi Remov Abbott  
**E-mail:** Removed in accordance with FOIP  
**Payment:** AGT6087935/222/TIFF#00  
 CC VIXXXXXXXXXXXXX Remov

**Customer Care**  
**Air Canada Reservations**  
 1-888-247-2262

**Air Canada Flight Information**  
 1-888-422-7533  
[International Reservations](#)

Alert me of flight changes  
[Flight notification](#)

### Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC709	La Guardia/New York (LGA)	Toronto Pearson (YYZ)	321	Economy Flex (A)	Confirmed
	Fri 16-Nov 2018 11:20 - TERMINAL B	Fri 16-Nov 2018 12:56 - TERMINAL T1	<i>Flight delayed until 2:00pm EST</i>		
Seat number(s) requested: 15C					
AC460	Toronto Pearson (YYZ)	Ottawa (YOW)	320	Economy Flex (Y)	Confirmed
	Fri 16-Nov 2018 17:10 - TERMINAL T1	Fri 16-Nov 2018 18:11			
Seat number(s) requested: 15E					
AC363	Ottawa (YOW)	Edmonton International (YEG)	319	Economy Flex (Y)	Confirmed
	Fri 16-Nov 2018 18:55	Fri 16-Nov 2018 21:22			
Seat number(s) requested: 14E					

