

| | |
|-------------------------------------|---|
| Report 0000021423 | |
| Employee Schneider, Norma | Employee ID [REDACTED] |
| 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 Information | | Merchant | Location | | |
| 11/22/2019 | Other Regular Travel | | | <input checked="" type="checkbox"/> | US Bank VISA | 152.00 CAD | 1.00 | 152.00 CAD |
| Bus Ticket for CCC President's Retreat Meeting in Calgary | | | | | RED ARROW EXPRESS LTD | NQCOL | | |
| 12/02/2019 | Air Fare Regular Travel | | | <input checked="" type="checkbox"/> | US Bank VISA | 644.96 CAD | 1.00 | 644.96 CAD |
| Flight for COPPOA Meeting in Calgary | | | | | WESTJET 8382153515312 | NQCOL | | |

| | |
|---------------------------|-------------------|
| Employee Expenses | 796.96 CAD |
| Cash Advances Applied | 0.00 CAD |
| Non-Reimbursable Expenses | 0.00 CAD |
| Prepaid Expenses | 0.00 CAD |
| Amount Due to Supplier | 796.96 CAD |
| Amount Due to Employee | 0.00 CAD |

From: [Red Arrow Reservations](#)
To: [Nadine Gawluk](#)
Subject: Red Arrow Itinerary/Receipt
Date: Friday, November 22, 2019 2:29:59 PM

Our Logo



INVOICE

2019-11-22

You can reach us at:

Website User

Corporate Sales

| ORDER# | ORDERED | CUSTOMER# | P.O. | GROUP NAME | DEPARTING | RETURNING | SALES REP | SALES AGENT |
|---------|------------|-----------|------|------------|------------|------------|-----------|--------------|
| 2047836 | 2019-11-22 | 139230 | | | 2019-11-27 | 2019-11-27 | - | Website User |

Travellers:

Schneider/Norma

| PRODUCT DESCRIPTION | DURATION | OCCUPANCY | QTY | PRICE/UNIT | BILLED |
|---|--------------|-----------|-----|------------|----------|
| ECEXP 06:00. Assigned to: 03B Departs Edmonton (EDMSOUTH / New Location / 5359 Calgary Trail) at 06:15 on 2019-11-27. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 09:20 on 2019-11-27. (3 hrs 5 mins) | 3 hrs 5 mins | Adult | 1 | \$ 72.38 | \$ 76.00 |
| CEEXP 16:30. Assigned to: 07C Departs Calgary (CALTO / CTO | 3 hrs 5 mins | Adult | 1 | \$ 72.38 | \$ 76.00 |

205 9 Ave SE) at 16:30 on 2019-11-27.

Arrives Edmonton (EDMSOUTH / New Location / 5359 Calgary Trail) at 19:35 on 2019-11-27. (3 hrs 5 mins)

Payments Received

| DATE | GUEST | REFERENCE | AMOUNT |
|------------|-----------------|-----------------|-----------|
| 2019-11-22 | Norma Schneider | Visa [REDACTED] | \$ 152.00 |

| | |
|---------------------------|-----------|
| Base Price: | \$ 144.76 |
| Discounts: | \$ 0.00 |
| Service Charges: | \$ 0.00 |
| GST: | \$ 7.24 |
| Invoice Total: | \$ 152.00 |
| Payments Received: | \$ 152.00 |
| Balance Due: | \$ 0.00 |

**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.
PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE**

PAYMENT TERMS: DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of trip. GST# BN139981476

LUGGAGE ALLOWANCE:

Please note that the luggage allowance per person included in your fare is 4 pieces including carry-on bags and luggage stowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$10 per piece up to a maximum of 6 pieces total. Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices**

CHANGE AND CANCELLATION POLICY:

If you wish to change time, change date, or cancel for a full refund – you must provide us with the following notice: 30 minutes notice prior to A.M. departures; 3 hours notice prior to P.M. departures. All Camrose Departures require 30 minutes notice. From December 13 - January 3, we require 24 hours notice to cancel or make any changes to a reservation. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. **If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.**

NO SHOWS:

EFFECTIVE NOVEMBER 1, 2019: Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare.

[Add to Calendar](#)



WESTJET Flight Number WS 3145

Operated by: WESTJET ENCORE

CONFIRMED

Friday, 06 December

Departure: YYC CALGARY INTL AB, CANADA
16:15

Arrival: YEG EDMONTON INTL AB, CANADA
17:14

Please verify flight times prior to departure

Cabin: Economy

Duration:

0hour(s) and 59minute(s)

Aircraft: DEHAVILLAND DASH 8-400 TURBOPROP

Distance (in Miles):

153

Mrs Norma Schneider

Seat(s): 10B / - / Confirmed

Frequent

Flyer:

[Add to Calendar](#)

[Print Itinerary](#)

Manage trip

[Change flight](#)

[Cancel flight](#)

[Select seats](#)

[Guest info](#)

[Check-in](#)

WestJet and the Canadian Transportation Agency want to make you aware of your rights as a traveller. Visit [Flight and service disruptions](#) for an in-depth explanation.

If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

[Passenger rights and flight interruptions.](#)

Payment details

Your eTicket receipt can be found here:

Mrs Norma Schneider: [REDACTED]

We recommend making note of this information for your records as WestJet is only able to access itinerary and purchase details for seven days following the completion of your last flight. If you add this eTicket to your TripCase profile, your reservation and payment detail for this itinerary will be accessible for 13 months after the last flight has been flown.

< Confirmation

✓ Step 7 of 7

Booking complete. We've sent a copy of your itinerary to: norma.schneider@norquest.ca

Thanks for booking with Westjet! [Let us know how we did](#) 

Reservation code

AKBPVO

Flights

Edmonton, AB (YEG) to Calgary, AB (YYC)

626.06 CAD

Round trip 1 guest

Fri., Dec. 6 to Fri., Dec. 6

Seats

18.90 CAD

WS 3394 Edmonton to Calgary

1 seat (10C)

WS 3145 Calgary to Edmonton

1 seat (10B)

Payment

Payment card

644.96 CAD

Visa 


Feedback

Total:

644.96

CAD

Don't forget to include travel insurance in your travel plans.

[Get a quote >](#) 



Insurance

| | |
|------------------------------------|---|
| Report 0000021551 | |
| Employee Schneider,Norma | Employee ID [REDACTED] |
| 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 Information | | Merchant | Location | | |
| 01/17/2020 | Air Fare Regular Travel | | | <input checked="" type="checkbox"/> | US Bank VISA | 592.46 CAD | 1.00 | 592.46 CAD |
| Rndtrip Flight Edm-Calg for SAO | | | | | WESTJET 8382154693806 | NQCCL | | |

| | |
|---------------------------|-------------------|
| Employee Expenses | 592.46 CAD |
| Cash Advances Applied | 0.00 CAD |
| Non-Reimbursable Expenses | 0.00 CAD |
| Prepaid Expenses | 0.00 CAD |
| Amount Due to Supplier | 592.46 CAD |
| Amount Due to Employee | 0.00 CAD |



eTicket Receipt

Prepared For
SCHNEIDER/NORMA MRS

| | |
|-----------------------|-------------|
| RESERVATION CODE | ZLJGWX |
| ISSUE DATE | 17Jan20 |
| TICKET NUMBER | [REDACTED] |
| ISSUING AIRLINE | WESTJET |
| ISSUING AGENT | WestJet/SDX |
| FREQUENT FLYER NUMBER | [REDACTED] |

Itinerary Details

| TRAVEL DATE | AIRLINE | DEPARTURE | ARRIVAL | OTHER NOTES |
|-------------|--|--|--|--|
| 23Jan20 | WESTJET WS 3250 Operated by: WESTJET ENCORE | EDMONTON INTL AB, CANADA Time 10:30 | CALGARY INTL AB, CANADA Time 11:30 | Cabin ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis QA5D0ELS Not Valid Before 23JAN20 Not Valid After 23JAN20 |
| 24Jan20 | WESTJET WS 3145 Operated by: WESTJET ENCORE | CALGARY INTL AB, CANADA Time 16:15 | EDMONTON INTL AB, CANADA Time 17:13 | Cabin ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis QA5D0ELS Not Valid Before 24JAN20 Not Valid After 24JAN20 |

Allowances

Baggage Allowance

YEG to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YYC to YEG - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER
INTERNET,ETC

Carry On Allowances

YEG to YYC , YYC to YEG - 1 Piece (WS - WESTJET)

Carry On Charges

Payment/Fare Details

| | |
|---|---|
| Form of Payment | CREDIT CARD - VISA [REDACTED] |
| Fare Calculation Line | YEA WS YYC233.00WS YEA233.00CAD466.00END |
| Fare | CAD 466.00 |
| Taxes/Fees/Carrier-Imposed Charges | CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES) |
| | CAD 25.21 XG8 (GOODS AND SERVICES TAX (GST)) |
| | CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE) |
| | CAD 60.00 SQ (AIRPORT IMPROVEMENT FEE (AIF)) |
| | CAD 3.00 XG9 (GOODS AND SERVICES TAX (GST)) |
| Total Fare | CAD 592.46 |

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.