

Employee ID / Name [REDACTED] / Norma Schneider	Comment
Sheet ID 0000017947	
Business Purpose NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2018/10/22	AIRTRAV	Flight to Calgary for Meeting	6000	10	20000	999			508.46
2018/11/07	AIRTRAV	Flight to Toronto for Conference	6000	10	20000	999			510.46

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 26/18
Employee Signature Date

[Signature] Nov 29/18
Approved by Date

Jodi Abbott
Print Name

Total Expenses:	1018.920	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	1018.920	

SAO/ACOSAO Mtg.



eTicket Receipt

Prepared For
SCHNEIDER/NORMA MRS

RESERVATION CODE	OLRQVR
ISSUE DATE	22Oct18
TICKET NUMBER	8382142201699
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	Removed in

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
25Oct18	WESTJET WS 3250	EDMONTON INTL AB, CANADA	CALGARY INTL AB, CANADA	Seat Number 04B - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis QA3D0ELS Not Valid Before 25OCT18 Not Valid After 25OCT18
	Operated by: WESTJET ENCORE	Time 10:30	Time 11:25	
26Oct18	WESTJET WS 3256	CALGARY INTL AB, CANADA	EDMONTON INTL AB, CANADA	Seat Number 06B - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis QA3D0ELS Not Valid Before 26OCT18 Not Valid After 26OCT18
	Operated by: WESTJET ENCORE	Time 17:15	Time 18:07	

Allowances

Baggage Allowance

YEG to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 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:

1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 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

YEG to YYC , YYC to YEG - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXX [REDACTED]
Fare Calculation Line	YEA WS YYC188.00WS YEA188.00CAD376.00END
Fare	CAD 376.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 20.71 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 497.96

Other Charges

SEAT ASSIGNMENT # 8381502291879 (YEG-YYC / QTY 1, YYC-YEG / QTY 1)	CAD 10.00
Taxes	CAD 0.50
Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXX [REDACTED]
Total	CAD 10.50
Total Fare and Other Charges	CAD 508.46

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

[Important Legal Notices](#)



eTicket Receipt

Prepared For
SCHNEIDER/NORMA MRS

RESERVATION CODE	PQUBDH
ISSUE DATE	07Nov18
TICKET NUMBER	8382142643203
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	Removed in [REDACTED]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
26Nov18	WESTJET WS 444	EDMONTON INTL AB, CANADA Time 18:15	TORONTO ON, CANADA Time 23:53 Terminal TERMINAL 3	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis LCQD0BTI Not Valid Before 26NOV18 Not Valid After 26NOV18
29Nov18	WESTJET WS 441	TORONTO ON, CANADA Time 19:15 Terminal TERMINAL 3	EDMONTON INTL AB, CANADA Time 21:32	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XCQF4BLS Not Valid Before 29NOV18 Not Valid After 29NOV18

Allowances

Baggage Allowance

YEG to YYZ - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YYZ to YEG - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 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 YYZ , YYZ to YEG - 1 Piece (WS - WESTJET)

Carry On Charges

YEG to YYZ , YYZ to YEG - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXXXXX [REDACTED]
Fare Calculation Line	YEA WS YTO109.00WS YEA265.00CAD374.00END
Fare	CAD 374.00
Taxes/Fees/Carrier-Imposed Charges	CAD 41.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 21.46 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 55.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 3.25 RC2 (HARMONIZED SALES TAX (HST))
	CAD 1.50 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 510.46

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

[Important Legal Notices](#)