

Employee ID / Name Removed in [redacted] Jill Matthew	Comment
Sheet ID 0000019113	
Business Purpose NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2019/03/22	HOTEL	Airport Parking	6000	10	80000	999			27.04
2019/04/04	SUPPL	CPA Alberta Membership	6020	10	80000	999			1,135.05
2019/04/18	AIRTRAV	travel to Calgary for meetings	6000	10	80000	999			376.16

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.

Removed in [redacted] *Jill*
Employee Signature Date April 25/19

Approved by *Sadi Abbott*
Print Name Date April 26/19

Total Expenses:	1538.250	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	1538.250	

4/4/2019

Chartered Professional Accountants of Alberta - Receipt

Location: Login > Receipt

Thank You, Transaction Successful

Your transaction has been successfully processed.

Please find your receipt below. We recommend you print a copy for your records.

Chartered Professional Accountants of Alberta

Attn: Finance
1900 TD Tower
10088 - 102 Avenue
Edmonton Alberta, T5J 2Z1
Canada

Invoice Address:

Jill MATTHEW, CPA, CA, ICD.D
Norquest College
10215 - 108 Street
Edmonton AB, T5J 1L6
CANADA

G.S.T. REG #: 10690 4287 RT0003
Invoice No: 1003241581
Member #: [REDACTED]
Order ID #: 2019195904
Date: 4/4/2019 10:28 AM
Card Number: [REDACTED]
Card Holders Name: Jill Matthew
Authorization Number: 663461350016670700

Payment Received:

Description	Amount
2019/2020 Member Fees	\$1,081.00
GST/HST	\$54.05
Total Received:	\$1,135.05
	(Canadian funds)

This receipt can be used for income tax purposes. If the amount paid includes payment of the \$150 late payment penalty, please note that penalties are not eligible for income tax purposes and should not be included in the total membership fees being claimed.



eTicket Receipt

Prepared For
MATTHEW [REMOVED] MS

RESERVATION CODE	QWZFWZ
ISSUE DATE	18Apr19
TICKET NUMBER	8382147456891
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	[REMOVED]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
09May19	WESTJET WS 3134 Operated by: WESTJET ENCORE	EDMONTON INTLAB, CANADA Time 15:00	CALGARY INTLAB, CANADA Time 15:55	Seat Number 05A - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis KAUF4ELS Not Valid Before 09MAY19 Not Valid After 09MAY19
10May19	WESTJET WS 3256 Operated by: WESTJET ENCORE	CALGARY INTLAB, CANADA Time 17:15	EDMONTON INTLAB, CANADA Time 18:08	Seat Number 04C - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis KAUD0ELS Not Valid Before 10MAY19 Not Valid After 10MAY19

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

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

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXX
Fare Calculation Line	YEA WS YYC116.00WS YEA126.00CAD242.00END
Fare	CAD 242.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 14.01 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 357.26

Other Charges

SEAT ASSIGNMENT # 8381503604260 (YEG-YYC / QTY 1, YYC-YEG / QTY 1)	CAD 18.00
Taxes	CAD 0.90
Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXX
Total	CAD 18.90
Total Fare and Other Charges	CAD 376.16

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.

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

Employee ID / Name Removed in [redacted] Jill Matthew	Comment
Sheet ID 0000019473	
Business Purpose NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2019/04/24	HOST	Admin Team Lunch	6003	10	80000	999			151.67
2019/04/24	OTHER	Parking for lunch	6000	10	80000	999			8.00
2019/04/24	AIRTRAV	Flight Change Difference	6000	10	80000	999			81.90
2019/05/08	OTHER	Parking for event	6000	10	80000	999			15.00
2019/05/10	HOTEL	Hotel for Meetings in Calgary	6000	10	80000	999			181.90
2019/05/12	OTHER	Rental Car for Meetings in Calgary	6000	10	80000	999			98.20
2019/05/15	PDCONF	CPA Passport for Courses	6900	10	80000	999			1,732.50
2019/05/16	HOST	Business Lunch	6003	10	80000	999			34.30

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.

Removed in [redacted] *[Signature]*
Employee Signature Date May 27/19

[Signature]
Approved by Date May 29/19

Jodi Abbott
Print Name

Total Expenses:	2303.470	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	2303.470	

Chq is for Personal Charges on rental car receipt.

MRS JILL MATTHEW
Removed in accordance with FOIP

PAY TO THE ORDER OF

NorQuest College

Forty-three

165
DATE 2019-05-27
Y Y Y Y M M D D

95 \$ 43.95

100 DOLLARS

Security features included. Details on back.

ROYAL TRUST
RT-MANULIFE PLACE BRANCH
10180 101 ST. N.W.
EDMONTON, ALBERTA T5J 3S4

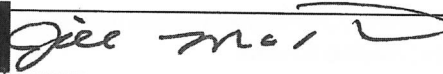
Removed in [redacted] *[Signature]* MP

Removed in accordance with FOIP

No Receipt Declaration

Declaration

I, Jill Matthew hereby declare that I have lost, or never received the original receipt and have made every effort to obtain a duplicate receipt. I further declare that the expense was incurred for College business and that I have not and will not use this receipt (if found) to claim reimbursement from any other source in the future.

Signature: Remove in redaction 	Date: <u>May 27/19</u>
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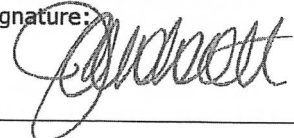
Receipt Details

Reason for no receipt:	Do not have itemized receipt
Vendor Name:	Doans
Date of Purchase:	May 16, 2019

Itemized Expense Details

Item Description	Amount
Lunch meeting	\$ 34.30
Total Amount of Purchase (including GST):	\$ 34.30

Approval

Signing Authority Name: Jodi Abbott	Signature: 	Date: <u>May 29/19</u>
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Chelsey Petryna

Subject: Lunch - reservation for 11:45
Location: Cactus Club 11130 Jasper Avenue

Non Professional Day

Start: Wed 4/24/2019 11:45 AM
End: Wed 4/24/2019 1:15 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Lisa Sederski

Required Attendees: Chelsey Petryna - INTERNAL (Chelsey.Petryna@norquest.ca); Rosa Ellithorpe; Norma Schneider; Jill Matthew; Nadine Gawluk

RECEIPT
Impark Lot 02-394

License Plate Number
 Removed in
 accordance with
 FOIP

Expiration Date/Time

01:40 PM
APR 24, 2019

Purchase Date/Time: 11:40am Apr 24, 2019
 Total Parking: \$7.62
 Total GST: \$0.36
 Total Due: \$8.00
 Total Paid: \$8.00
 Ticket #: 48015801
 S/N #: 520116251014
 Setting: Lot 394
 Mach Name: Meter 1

Rate: \$ 8 - 2 Hours
 Pmt Type: CC (Swipe)

Visa

Auth #: C48409

gst #867316636RT006
 NO IN AND OUT PRIVILEGES

RECEIPT RECUL DE STATIONNEMENT PARKING RECEIPT RECUL DE STATIONNEMENT PARKING

 CHECK # 1120459 DATE 4/24/
 TABLE # 82 TIME 12:37

CACTUS CLUB JASPER
 11130 JASPER AVE NW
 EDMONTON, AB T5K 0L1
 (587) 523-8030

SALE

--- CACTUS CLUB : DORA ---

ITEMS ORDERED	AMOUNT
1 SALMON MODERN	22
1 CHKN RICE BOWL	19
1 BAJA TACO TRIO	19
1 CHKN KALE SALAD	18
1 8oz STEAK FRITES	28
1 Add Grilled Avo	3
2 POP	8
1 CITRUS & SODA	3

REF#: 00000001
 Batch #: 116 SEQ: 116001001001
 04/24/19 12:42:53
 ORDER#: 1120395
 APPR CODE: 063425
 VISA

AMOUNT \$131.89
TIP \$19.78
TOTAL \$151.67

00 - APPROVED - 001

VISA CREDIT
 AID: A0000000031010
 TVR: 02 80 00 80 00
 TST: F8 00

Thank You
 Please Come Again

CUSTOMER COPY

SUBTOTAL 125.6
 GST 6.2

TOTAL DUE 131.8

WORLD FAMOUS CACTUS CLUB CAFE
 11130 JASPER AVE, NW
 EDMONTON, AB T5K 0L1
 587-523-8030
 GST# 84898 1163RT0001

NOW HIRING
 #CACTUSADPEEDS



eTicket Receipt

Prepared For
 MATTHEW [REMOVED] JMS

[TICKET EXCHANGED]

RESERVATION CODE	QWZFWZ
ISSUE DATE	24Apr19
TICKET NUMBER	8382147594588
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/G60
FREQUENT FLYER NUMBER	[REMOVED]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
09May19	WESTJET WS 3134	EDMONTON INTL AB, CANADA Time 15:00	CALGARY INTL AB, CANADA Time 15:55	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status USED TO FLY Fare Basis KAUF4ELS Not Valid Before 09MAY19 Not Valid After 09MAY19
12May19	WESTJET WS 3143	CALGARY INTL AB, CANADA Time 12:00	EDMONTON INTL AB, CANADA Time 12:53	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status EXCHANGED Fare Basis KAQD0ELM Not Valid Before 12MAY19 Not Valid After 12MAY19

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXX [REMOVED]
Fare Calculation Line	YEA WS YYC116.00WS YEA104.00CAD220.00END
Exchanged Ticket	8382147456891
Fare	CAD 220.00
Change Fee	CAD 100.00
Tax on change fee	CAD 5.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 60.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))

RECEIPT
Impark Lot 02-360
Canada Place

Stall # 451

Expiration Date/Time

02:00 PM

MAY 08, 2019

Purchase Date/Time: 11:00am May 08, 2019
Total Parking: \$14.29
Total GST: \$0.71
Total Due: \$15.00
Total Paid: \$15.00
Ticket #: 54004120
S/N #: 500011520359
Setting: Lot 360
Mach Name: Meter 1

Rate: \$15 - 3 Hours
Pmt Type: CC (Swipe)

 Visa

Auth #: 059734

gst #887315638RT0006
NO IN AND OUT PRIVILEGES

ING RECEIPT
REQU DE STATIONNEMENT
PARKING RECEIPT
REQU DE STATIONNEMENT
PARKING

Jill Matthew
Canada

Room No. : 328
Arrival : 05-09-19
Departure : 05-10-19
Page No. : 1 of 1
Folio No. : 162262
Conf. No. : 269394
Cashier No. : [REDACTED]
User ID : [REDACTED]

INFORMATION INVOICE

Membership No. :
A/R Number :
Group Code : [REDACTED]
Company Name : Mount Royal University

Thank You For Staying With Us 05-10-19

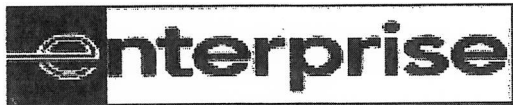
Date	Text	Exchange Rate	Charges CAD	Credits CAD	Charges	Credits
05-09-19	Room Charge		149.00		0.00	0.00
05-09-19	Resort/DMF Fee		17.88		0.00	0.00
05-09-19	GST Tax 5%		8.34		0.00	0.00
05-09-19	Tourism Levy 4%		6.68		0.00	0.00
05-10-19	Visa XXXXXXXXXX [REDACTED]			181.90	0.00	0.00
Total			181.90	181.90	0.00	0.00

Balance	0.00 CAD	0.00
Total incl. vat	181.90 CAD	0.00
Net Amount	149.00 CAD	0.00
GST Tax 5%	8.34 CAD	0.00
	0.00 CAD	0.00
	0.00 CAD	0.00
	0.00 CAD	0.00
	0.00 CAD	0.00
	0.00 CAD	0.00
	0.00 CAD	0.00
	0.00 CAD	0.00
	0.00 CAD	0.00
	0.00 CAD	0.00
	0.00 CAD	0.00
	0.00 CAD	0.00
	0.00 CAD	0.00

Merchant ID
Transaction ID 261749
Approval Code 040848
Approval Amount : 181.90

Credit Card # XXXXXXXXXXXX [REDACTED]
Credit Card Expiry : XX/XX
Capture Method : Swiped
Transaction Amount : 181.90

1 CAD =



Rental Agreement Summary

RA#: 175163732
 Renter: JILL MATTHEW
 Emerald Club

WEST JET BANNER

Dates & Times	Location
Thursday, May 9, 2019 3:57 PM	CALGARY INTL ARPT 2000 AIRPORT RD NE CALGARY, AB T2E 6W5 (403) 233-8021
Sunday, May 12, 2019 11:00 AM	CALGARY INTL ARPT 2000 AIRPORT RD NE CALGARY, AB T2E 6W5 (403) 233-8021

Vehicle

Make/Model: DODG / 19 CHARGER SXT 4DR RWD
 Color: WHITE
 Mileage: 4617
 Fuel: Full
 License#: U19512
 Vehicle#: KH612793

Vehicle Condition:
 No Damage Documented

Charges	Price/Unit	Renter
TIME & DISTANCE:	\$21.91/D*3	\$65.73
TIME & DISTANCE:	\$4.38/H	\$0.00
EXTRA - TIME & DISTANCE:	\$41.91/D	\$0.00
EXTRA - TIME & DISTANCE:	\$8.38/H	\$0.00
NO CHARGE DISTANCE:	\$0.00/M	\$0.00
REFUELING CHARGE:	\$2.71/L	\$0.00
DISCOUNT (5%):	5%	(\$3.29)
AIRPORT FACILITY CHARGE \$6/DAY:	\$6.00/D*3	\$18.00
CONCESSION FEE RECOVERY 15.61 PCT (15.61%):	15.61%	\$10.20
VLF REC 0.96/DAY:	\$0.96/D*3	\$2.88
GOODS AND SERVICES TAX (5%):	5%	\$4.68
Total Estimated Charge:		\$98.20

Deposits:

VISA *****	\$117.84
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Acknowledgement of Charges
 I acknowledge that I have reviewed and agree to all charges and fees listed on Summary of Charges

Electronically signed

Additional Drivers

No Additional Drivers are authorized to drive the vehicle with the exception of the drivers listed below.
 (Additional driver names listed here if applicable)

Optional Protections

COLLISION DAMAGE WAIVER FULL	declined	Thursday, May 9, 2019
COLLISION DAMAGE WAIVER-GLASSWAIVER	declined	Thursday, May 9, 2019
ROADSIDE ASSISTANCE PROTECTION	declined	Thursday, May 9, 2019

Owner: ENTERPRISE RENT-A-CAR CANADA COMPANY GST 88936582

Please keep this Rental Agreement Summary with you in the vehicle during the rental.



Rental Agreement Summary

RA #: 175163732
 Renter: JILL MATTHEW

Dates & Times	Location
Pickup May 9, 2019 15:57	2000 AIRPORT RD NE CALGARY, AB T2E 6W5 4032338021
Return May 12, 2019 19:00	2000 AIRPORT RD NE CALGARY, AB T2E 6W5 4032338021

Vehicle

Make/Model: DODG/CHAR
 Color: WHITE
 Car Class Driven: FCAR
 Car Class Charged: FCAR
 Miles In: 4698 Miles Out: 4617
 Mileage: 81
 Fuel In: Full Fuel Out: Full
 License: U19512 State/Province: AB
 Unit #: 79MXCG Vehicle #: KH612793

Charges	Price/Unit	Total
TIME AND DISTANCE 3 @ \$21.91 / DAY		\$65.73
05/09/2019 - 05/12/2019		
NO CHARGE	0 @ \$0.00 / MILE	\$0.00
DISTANCE		
05/09/2019 - 05/12/2019		
DISCOUNT	5.0000%	(\$3.29)
AIRPORT FACILITY CHARGE \$6/DAY	3 @ \$6.00 / DAY	\$18.00
CONCESSION FEE RECOVERY 15.61	15.6100%	\$10.20
PCT		
VLF REC 0.96/DAY	3 @ \$0.96 / DAY	\$2.88
GOODS AND SERVICES TAX	5.0000%	\$4.68

Total Charges: \$98.20

Charge To: VISA xxx [Redacted]

Subject to Audit
 Your Emerald Club number is [Redacted]
 Emerald Club rental credits will be posted within 24 hours
 We hope you enjoyed driving your upgraded Emerald Club vehicle
 Customer Service Number 1 800 468 3334



Receipt

Chartered Professional Accountants of Alberta
800-444 7 Avenue SW
Calgary, Alberta T2P 0X8
Canada

MATTHEW
10215 - 108 Street

Edmonton, T5J 1L6
CANADA

Receipt Number: CPAA-PD-R-847
Receipt Date: May 15, 2019
Reference: 17233

Details	Total (CAD)
2019-20 Personal Pass - Passport	1,732.50

Payment Details

Amount (GST included): 1732.50
Payment Type: Visa
Description: Online credit card payment
Authorization: 086144

GST Number: 10690 4287 RT0003

Chelsey Petryna

Subject: Lunch | Michelle [REDACTED] & Jill Matthew
Location: Doan's 107 Street
Start: Thu 5/16/2019 11:30 AM
End: Thu 5/16/2019 12:30 PM
Recurrence: (none)
Meeting Status: Meeting organizer
Organizer: Jill Matthew
Required Attendees: [REDACTED]
Categories: External Meeting

DOAN'S VIETNAMESE NOODLE HOUSE
10130 107TH ST.
EDMONTON, AB

ICRA ID: M2800376

Purchase

XXXXXXXXXX [REDACTED]

VISA

Entry Method: C

Amount: \$ 29.30

Tip: \$ 5.00

Total: \$ 34.30

2019/05/16 12:55:48

Seq #: 001-066016-0

Appr Code: 042315

Resp Code: 01/027

VISA CREDIT
A0000000031010
49 CB AB B4 BB 56 63 14
U2 80 00 80 00
F8 00
B6 9D F8 4E 2C 2C 43 78

APPROVED

Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records