

Employee ID / Name Removed / Alan Skoreyko	Comment
Sheet ID 0000009223	
Business Purpose NorQuest Expense Claim	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2015/07/07	HOST	Business Dinner re: stakeholder relations	6003	10	10500	999			494.48

I certify that the information provided is an accurate record of expenses incurred by me.
 I certify that the information provided on college business, have not been previously paid.

Removed in accordance with FOIP

Employee Sign: [Signature] Date: July 9/15

Removed in accordance with FOIP

Carla Madra
Print Name

Date: July 13/15

Total Expenses:	494.480	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	494.480	
Amount Due Vendor:	0.000	

Handwritten notes at the top of the page, including "SABOR DIVINO" and "12-30-15".

CHECK # 90590 DATE 7/07/15
TABLE # 12 TIME 7:30PM

-- DINING : TODD --

ITEMS ORDERED	AMOUNT
1 DIET COKE	3.00
3 TEA	9.00
1 COFFEE	3.00
1 DECAF CAPPUCCINO	3.50
1 LOBSTER RISO	28.00
2 PAELLA SEAFOOD	64.00
2 TOMATO SALAD	18.00
1 OCTOPUS SALAD	12.00
1 FIRE	0.00
2 SABLEFISH	96.00
1 SEABASS	38.00
1 TIRAMISU	8.00
1 CHOC CAY MOUSSE	7.00
2 FILUS MALBEC	120.00

SUBTOTAL 409.50
GST 20.48

TOTAL DUE 429.98

We are now open Sunday evenings
from 5pm-9pm.

Bodega Tapas Lounge is open daily at 5pm

Book your company Christmas party now
and avoid disappointment!

Thank-you for your Patronage!!!
GST# 839736816RT0001

SABOR DIVINO
10220-103 STREET N T5J0Y8
EDMONTON AB
932328846510
GH2272139905

*** PURCHASE ***

07-07-2015 19:55:20
Acct # *****
Exp Date **/** Card Type AM
Name: ALAN M H SKOREYKO
A000000025010801
AMERICAN EXPRESS

Trace # 2680 Operator 5
Inv. # 2712
Auth # 802732 RRN 001472007

Purchase \$429.98
Tip \$64.50
Total \$494.48

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

Employee ID / Name Removed / Alan Skoreyko	Comment
Sheet ID 0000009195	
Business Purpose NorQuest Expense Claim	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2015/06/29	PDAIR	Return Flight to New York for World of Business Conference - November 2015	6900	10	10000	999			1,048.90

I certify that the information provided is an accurate record of expenses incurred by me. I certify that the expenses listed on college business, have not been previously reported.

Removed in accordance with FOIP

Employee: **Removed in accordance with FOIP**

Date: June 30, 2015

Date: June 30, 15

Carla Madra
Print Name

Total Expenses:	1048.900	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	1048.900	
Amount Due Vendor:	0.000	

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8

GST Reg#: 885101915

Branch: **Removed**
Agent: BARBARA **Removed in accordance with FOIP**

To: NORQUEST COLLEGE
10215 - 108TH ST NW
EDMONTON AB
CA T5J 1L6

Invoice Number: 28017
Date: June 29, 2015
Page: 1/3
Our Reference: **Removed in accordance with FOIP**

INVOICE

For

MR ALAN SKOREYKO

Tuesday, November 10, 2015

Air

AIR CANADA

From: EDMONTON INTL AB

To: TORONTO PEARSON

Stops: 0 Arrival: 10Nov15

AIR CANADA BOOKING REFERENCE **Removed in**

Flight: **Removed in** ECONOMY CLASS
06:00 AM Equipment: A320
11:38 AM

Mile(s) Flown: 1671

Air

AIR CANADA

From: TORONTO PEARSON

To: LA GUARDIA NY

Stops: 0 Arrival: 10Nov15

AIR CANADA E

Flight: **Removed in** ECONOMY CLASS
01:15 PM Equipment: E75
02:44 PM

Mile(s) Flown: 359

Sunday, November 15, 2015

Air

AIR CANADA

From: LA GUARDIA NY

To: TORONTO PEARSON

Stops: 0 Arrival: 15Nov15

AIR CANADA E

AIR CANADA BOOKING REFERENCE **Removed in**

Flight: **Removed in** H CLASS
02:30 PM Equipment: E75
04:05 PM

Mile(s) Flown: 359

To: NORQUEST COLLEGE
 10215 - 108TH ST NW
 EDMONTON AB
 CA T5J 1L6

Invoice Number: 28017
 Date: June 29, 2015
 Page: 2/3
 Our Reference: **Removed in accordance with FOIP**

INVOICE

Sunday, November 15, 2015

 **Air**

AIR CANADA
From: TORONTO PEARSON
To: EDMONTON INTL AB
Stops: 0 **Arrival:** 15Nov15

Flight: **Removed** H CLASS
 06:00 PM **Equipment:** A320
 08:13 PM

Mile(s) Flown: 1671

Tuesday, March 1, 2016

 **Tour**

BSP TASF
From: NEW YORK NY
To: NEW YORK NY
 MANAGEMENT FEE

PACKAGE TOUR
 01Mar16

Cost:

TKT Removed in accordance with	(AX***** Removed in	30.00
	GST:	1.50
	Ticket Total:	31.50
AIR CANADA WEB Removed in accordance	(AX***** Rem	844.00
	GST:	44.31
	HST:	1.04
	Tax:	128.05
	Ticket Total:	1017.40

Total:

Grand Total:	1048.90
Less Credit Card Payments:	1048.90
Total GST/HST:	46.85
Credit / Balance Due To This Invoice:	0.00
Total Balance Due:	0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE
 ACCEPTED:.....DECLINED:.....
 DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..
 ...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....

To: NORQUEST COLLEGE
10215 - 108TH ST NW
EDMONTON AB
CA T5J 1L6

Invoice Number: 28017
Date: June 29, 2015
Page: 3/3
Our Reference: **Removed in accordance
with FOIP**

INVOICE

PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.

CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY
GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL

24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL
1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT
1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0

OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.

Employee ID / Name Remove / Alan Skoreyko	Sheet ID 0000008804
Comment	Business Purpose NorQuest Expense Claim



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2015/05/21	PDOTHER	Parking for Business Luncheon	6900	10	10000	999			16.00
2015/05/07	PDOTHER	parking for NorQuest Convocation	6900	10	10000	999			20.00

I certify that the information provided is an accurate record of expenses incurred by me.
I certify that **Removed in accordance with FOIP** have not been previously paid, and comply with college

Employee S **Removed in accordance with FOIP** Date May 25/15.

Removed in accordance with FOIP Date May 25/15

Carla Madra
Print Name

Total Expenses:	36.000	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	36.000	
Amount Due Vendor:	0.000	

May 27/15

APPROVED
MAY 27 2015
MARY VO *MV*

①

②

RECEIPT

NO IN AND OUT PRIVILEGES
IMPARK LOT 4

CITY OF EDMONTON
LIBRARY PARKADE
GST # 119326270 RT0001

Removed in accordance
with FOIP

Expiration Date/Time

01:17 PM
MAY 21, 2015

Purchase Date/Time: 11:17am May 21, 2015

Total Parking: \$15.24
Total gst: \$0.76

Total Due: \$16.00 Rate: \$16 - 2 Hours
Total Paid: \$16.00 Payment Type: Card
Ticket #: 62052051
S/N #: 500012360968
Setting: Lot 4
Mach Name: Meter 1

Receipt 9377
05/07/15 15:41 LA 2 # 36 Txn# 33584
05/07/15 09:00 In 05/07/15 15:41 Out
Ticket 663029
Regular Rate \$ 19.05
Total Tax \$ 0.95
Total Fee \$ 20.00
CASH PAID \$ 20.00-
Cash Tender \$ 20.00
Change Due \$ 0.00

THANK YOU
COME AGAIN

Card # **Remov** /isa Auth #: 002766
ed in
GST #887315638RT0001

*Downtown Business
Assoc. Lunch*

Employee ID / Name [Redacted] Alan Skoreyko	Sheet ID 0000008217
Comment March 2015 Expenses	Business Purpose NorQuest Expense Claim



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2015/02/26	AIRTRAV	Return Flight to Calgary for Campus Alberta Strategic Directions Meeting	6000	10	10000	999			390.86

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 accordance with FOIP

Employee: [Redacted] Date: Feb 27/15.

Approved: [Redacted] Date: 3/27/15

Print Name: Burrows

Total Expenses:	390.860	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	390.860	
Amount Due Vendor:	0.000	

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8

INVNO22244FORNOS0135274C
BRANCH: **Remove**
GST REG# 885101915
PHONE: **Removed in**

TO: NORQUEST COLLEGE
10215 - 108TH ST NW
EDMONTON AB
CA T5J 1L6

LOCATOR : VHZ6ZM
OUR REF : NQS0135274C
AGENT : BARBARA **Removed**

I N V O I C E

INV NO: 22244
DATE: 26FEB15
PAGE: 1

FOR: MR ALAN SKOREYKO

----- I T I N E R A R Y -----

*** AIR/RAIL/BUS ***

FROM	TO	CARRIER	FLT/CL	ST	DATE	DEPART	ARRIVE	MEALS	BAGS
EDMONTON INTL	CALGARY	AIR CANADA	8133 G	GK	06MAR	7:00A	7:53A		
		DH4							
		AIR CANADA E							
		AIR CANADA BOOKING REFERENCE KLAPHE							
		SEAT 8C							
CALGARY	EDMONTON INTL	AIR CANADA	8140 G	GK	06MAR	2:30P	3:25P		
		D8 (300 SERIE							
		AIR CANADA E							
		AIR CANADA BOOKING REFERENCE KLAPHE							
		SEAT 5C							

----- C O S T -----

AIR CANADA	TKT NO	ACO	2145271067	(INCL 74.25	TAX)	372.25
					GST/HST	18.61
***	SUB-TOTAL EXCLUDING GST/HST & APT					372.25
***	TOTAL GST/HST					18.61
***	TOTAL CHARGES THIS INVOICE ***					390.86
***	PAYMENT BY AX*****3002					390.86
***	BALANCE DUE THIS INVOICE ****					0.00
***	BALANCE DUE TO DATE					0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE
ACCEPTED:.....DECLINED:.....
DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.
CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY
GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL

CONTINUED ON NEXT PAGE

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8

BRANCH: N61107
GST REG# 885101915
PHONE: 780-425-8611

Employee ID / Name Removed in Alan Skoreyko	Sheet ID 0000008156
Comment Non-refundable Administrative charge from flight cancellation - Edmonton to Calgary & return.	Business Purpose NorQuest Expense Claim



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2015/01/28	PDAIR	Non refundable portion of refund on air travel due to cancellation of meeting and flight.	6900	10	10000	999			15.74

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.

x As per attached e mail
Employee Signature Alan Skoreyko, Board Chair Date Jan 28/2015

x As per attached e-mail.
Approved by Chris Burrows, Chair, Finance & Audit Committee Date Jan 28/2015

Print Name _____

Total Expenses:	15.740	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	15.740	
Amount Due Vendor:	0.000	

COPY

Heather [Removed in accordance with]

From: Christopher Burrows [Removed in accordance with FOIP]
Sent: Wednesday, January 28, 2015 6:26 PM
To: Heather [Removed in accordance with FOIP]
Subject: RE: APPROVAL REQUIRED - Expense Claim - Skoreyko

approved

Christopher Burrows
[Removed in accordance with FOIP]

To unsubscribe from receiving electronic communications from myself please click [unsubscribe](#)

Kindly consider the environment before printing this email.

This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us by reply e-mail and immediately and permanently delete this message and any attachments. Thank you.

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From: Heather [Removed in accordance with FOIP]
Sent: January-28-15 3:06 PM
To: 'Alan Skoreyko' [Removed in accordance with FOIP]
Cc: Christopher Burrows
Subject: APPROVAL REQUIRED - Expense Claim - Skoreyko

Attached is the non-refundable cost for scheduling the flight in the amount of \$15.74 that is owed to Al on his personal visa.

The flight has been cancelled and a refund to your card has been provided.
I require electronic approval from both Al and Chris to submit for processing.

Thank you,

Heather [Removed in accordance with]
Senior Executive Associate and Board Coordinator
Office of the President | NorQuest College
[Removed in accordance with FOIP]

10215 – 108 Street NW | Room A810
Edmonton, Alberta, Canada T5J 1L6
www.norquest.ca

INVNO20771FORNOS0133498C.txt

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8

BRANCH: Removed

GST REG# 885101915

PHONE: Removed in accordance with

TO: NORQUEST COLLEGE
10215 - 108TH ST NW
EDMONTON AB
CA T5J 1L6

LOCATOR : JPW8VG
OUR REF : NQS0133498C
AGENT : BARBARA Removed in accordance with

I N V O I C E

INV NO: 20771
DATE: 27JAN15
PAGE: 1

FOR: MR ALAN SKOREYKO
AC Removed in accordance with

I T I N E R A R Y

*** AIR/RAIL/BUS ***

FROM	TO	CARRIER	FLT/CL	ST DATE	DEPART	ARRIVE	MEALS	BAGS
EDMONTON INTL	CALGARY	AIR CANADA	8133 S	GK 13FEB	7:00A	7:53A		
			DH4					
CALGARY	EDMONTON INTL	AIR CANADA	8152 S	GK 13FEB	4:30P	5:25P		
			D8 (300 SERIE					

AIR CANADA E
AIR CANADA BOOKING REFERENCE M67LN5

AIR CANADA E
AIR CANADA BOOKING REFERENCE M67LN5

*** TOUR ***

BSP TASF DEPARTING FROM EDMONTON INTL ON 12AUG15 AT 12:00A
TO EDMONTON INTL RET12AUG15 AT 12:00A
1 PACKAGE TOUR
AIR CANADA CONFIRMATION M67LN5

C O S T

AIR CANADA	TKT NO	ACO	2144157774	(INCL 74.25 TAX)	300.25
				GST/HST 15.01	
BSP TASF	TKT NO	954 0065 015385		GST/HST 0.75	15.00

*** SUB-TOTAL EXCLUDING GST/HST & APT

315.25
15.76

*** TOTAL GST/HST

*** TOTAL CHARGES THIS INVOICE ***

331.01

PAYMENT BY AX*****Removed

TKT 2144157774

315.26

PAYMENT BY AX*****Removed

TKT 0065015385

15.75

*** BALANCE DUE THIS INVOICE ****

0.00

BALANCE DUE TO DATE

0.00

CONTINUED ON NEXT PAGE

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8

BRANCH: N61107

GST REG# 885101915

PHONE: Removed in accordance with

Heather [Redacted]
Removed in accordance with FOIP

From: Barbara [Redacted]
Sent: Tuesday, January 27, 2015 4:28 PM
To: Heather [Redacted]
Subject: Itinerary/Confirmation - Alan Skoreycko - 13Feb

MARLIN TRAVEL - GOVERNMENT CENTRE
OWNED AND OPERATED BY 101017690 SASK. LTD.
9929 108TH ST - MAIN
EDMONTON ALBERTA T5K 1G8

[Redacted]
BRANCH: N61107 GST REG NO. 885101915
PNR LOC: JPW8VG DATE: 27 JAN 2015
AGENT: BARB

TO: FOR:
MARLIN TRAVEL GOVT CENTER SKOREYKO/ALAN MR
9929 - 108TH STREET
EDMONTON AB
T5K1G8

--ITINERARY--

FROM	TO	CARRIER	FLT/CL	DATE	DEP	ARR	ST
EDMONTON/INTL	CALGARY	AIR CANADA	8133 S	13 FEB 15	700A	753A	OK
NONSTOP							
EQUIPMENT:DH4		TRAVELLING TIME - :53					
OPERATED BY:AIR CANADA EXPRESS							
FREQ FLYER NBR: AC				115037764			
AIR CANADA BOOKING REFERENCE M67LN5							
CALGARY	EDMONTON/INTL	AIR CANADA	8152 S	13 FEB 15	430P	525P	OK
NONSTOP							
EQUIPMENT:DH3		TRAVELLING TIME - :55					
OPERATED BY:AIR CANADA EXPRESS							
FREQ FLYER NBR: AC				115037764			
AIR CANADA BOOKING REFERENCE M67LN5							

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO
OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP
POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL

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

Electronic Refund Receipt / Reçu de remboursement électronique

We are pleased to confirm a refund has been processed to your payment card.

Nous sommes heureux de confirmer qu'un remboursement a été porté à votre carte de paiement.

Please print this refund receipt for your reference.

Veillez imprimer ce reçu pour vos dossiers.

Refund Information / Détails du remboursement

Passenger Name:
Nom du passager: Alan Skoreyko

Ticket(s) Refunded: Removed in
Billet(s) remboursé(s): Removed in

Payment card refunded: Remove
Carte de paiement remboursée: CC-XXXXXXXXXX Remove

Date of refund: 28 January 2015
Date du remboursement: 28 Janvier 2015

**Customer Care
 Service au client**

On the web/Site Web
www.aircanada.com

**Air Canada Reservations
 Réservations d'Air Canada**
 1 888 247-2262

**Aeroplan Centre
 Centre Aéroplan**
 1 800 361-5373

Amount refunded / Montant du remboursement

Amount eligible for refund: Montant à rembourser:	226.00
Taxes and Airport Fees eligible for refund: Taxes et frais aéroportuaires à rembourser:	
Canada Security Charge / Canada - Droit pour la sécurité (CA)	14.25
Canada Airport Improvement Fee / Canada - Frais d'améliorations aéroportuaires (SQ)	60.00
Canada Goods and Services Tax (GST/HST #10009-2287) / Canada - Taxe sur les produits et services (TPS/TVH #1009-2287) (XG)	15.01

**Total Amount Refunded to your payment card in Canadian dollars:
 Montant total remboursé sur la carte de paiement en dollars canadiens:**

315.26

Heather [Removed in accordance with]

From: Tricia [Removed in accordance with]
Sent: Wednesday, January 28, 2015 1:19 PM
To: Barbara [Removed in accordance with]
Cc: Heather [Removed in accordance with FOIP]
Subject: Cancellation: Travel for Patrick [Removed in] and Alan Skoreyko.... 13Feb

Hi Barb,

We have just received notice that the meeting in Calgary on February 13th has been cancelled.

This will affect travel reservations that are in place for Patrick [Removed in] and Alan Skoreyko.

Can you please cancel this reservation for Patrick and Alan, and also advise what the cancellation policy is? And if that cancellation policy differs as it pertains to a corporate visa and a personal credit card?

Thanks so much for your help and assistance with this,
Tricia

Tricia [Removed in accordance with]
Senior Executive Associate
Transformation | NorQuest College
[Removed in accordance with]
www.norquest.ca

[Facebook](#) | [Twitter](#) | [YouTube](#) | [LinkedIn](#) | [Flickr](#)



From: Barbara [Removed in accordance with FOIP]
Sent: Tuesday, January 27, 2015 4:27 PM
To: Tricia [Removed in accordance with]
Subject: Itinerary/Confirmation - Patrick Machacek - 13Feb

MARLIN TRAVEL - GOVERNMENT CENTRE
OWNED AND OPERATED BY 101017690 SASK. LTD.
9929 108TH ST - MAIN
EDMONTON ALBERTA T5K 1G8
[Removed in accordance with FOIP] FAX: (780) 426-5759
GST REG NO. 885101915
PNR LOC: JNG7CS DATE: 27 JAN 2015
AGENT: BARB

TO: FOR:

Edmonton, Alberta T5K 1G8

Removed in

Fax 780 426 5759

Toll Free 1 866 425 8611

Email: Barbara Removed in accordance with
FOIP

