

<b>Employee ID / Name</b> Removed / Brenda Jill Matthew	<b>Comment</b>
<b>Sheet ID</b> 0000009603	
<b>Business Purpose</b> NorQuest Corporate Visa card	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2015/09/02	MBRSHP	Chartered Accountants of Alberta Passport	6020	10	80000	999			1,764.00
2015/09/02	PDCONF	Art of Leadership registration - credit for a future event	6900	10	80000	999			523.95
2015/09/03	SUPPL	Educational books for College Services Leadership Team	6609	10	80000	999			157.33
2015/09/11	AIRTRAV	Airfare to New York for WOBI Event	6000	10	80000	999			1,012.15
2015/09/11	HOTEL	Accommodation in New York for WOBI Event	6000	10	80000	999			2,371.17

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 removed in accordance with FOIP

*[Redacted Signature]*  
Date: Sept 25/15  
Date: Sept 25/15

Jodi Abbott  
Print Name

Total Expenses:	5828.600	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	5828.600	

Location: [Home](#) > View Cart

**Institute of Chartered Accountants of Alberta**

580 Manulife Place  
10180 - 101 Street  
Edmonton Alberta, T5J 4R2  
Canada

**Invoice Address:**

Jill MATTHEW

Removed in accordance  
with FOIP

G.S.T. REG #: 107508533  
Member #: Removed in accordance with FOIP  
Order ID #: Removed in accordance with FOIP  
Date: 9/1/2015 1:14 PM  
Credit Card Number: ##### Removed in  
Card Holders Name: Jill Matthew  
Authorization Number: Removed in accordance

Description	Amount
PERSONAL PASSPORT	\$1,680.00
GST	\$84.00
<b>Total Amount Due:</b>	<b>\$1,764.00</b>

Your Personal Passport #: Removed in

Welcome to the Personal Passport Program. New for 2015, each passport ticket is valid for approximately one (1) hour of Professional Development training or products. The 2015 Personal Passports has 42 tickets. The Institute of Chartered Accountants of Alberta has an exciting program for you in 2015/2016. If you have remaining Tickets on your passport and would like to attend a seminar that requires additional Tickets, Passport holders can purchase up to 3 additional Tickets of Professional Development training for each Passport they own. Each additional Ticket for a Personal Passport is \$40 + GST. We trust you will personally and professionally benefit from the seminars available to you through your Personal Passport.

Our CPD season runs from April 1, 2015 through March 31, 2016. If additional seminars are added throughout the remainder of the year, sufficient notice will be provided.

If you have any questions on the Corporate Passport or the CPD Program, please contact the Member Education Department at the ICAA office.

## Receipt for Ticket Purchase

Your e-tickets are available immediately for download and printing. Be sure to print the tickets and bring them with you to the event. If you ordered multiple tickets, your PDF download will contain multiple pages, each page is a separate ticket.

<http://www.theartof.com/leadership-calgary-2015/tickets/download?id=13507&code=fd886a66-fc53-b6a3-1c8f-81261c056d0c>

<b>Event</b>	The Art of Leadership - September 11, 2015
<b>Name</b>	Mrs. Jill Matthew
<b>Company</b>	NorQuest College
<b>Title</b>	Vice President College Services and CFO
<b>Phone</b>	Removed in accordance with FOIP
<b>Email</b>	Removed in accordance with FOIP
<b>Address</b>	10215 108 Street , Edmonton, AB, T5J 1L6
<b>General Passes</b>	1
<b>VIP Passes</b>	0
<b>Platinum Passes</b>	0
<b>Total Cost</b>	\$523.95
<b>Card Type</b>	VISA
<b>Card Number</b>	Removed in accordance with FOIP
<b>Date</b>	2015-09-02 16:48:53
<b>Order Number</b>	LC15-20150902-164850-04738
<b>HST/GST#</b>	817421555-RT0001

### Refund / Cancellation Policy

Tickets are non-refundable. If you are unable to attend, tickets may be transferred to another person or to a future conference. The Art of Productions Inc. reserves the right to cancel a conference prior to the start date or delay the start date due to low enrollment, speaker availability or other uncontrollable circumstances. If for these reasons a conference must be cancelled, The Art of Productions Inc. will refund only the cost of the conference registration.

The Art of Productions Inc. 46 Sherbourne Street, 3rd Floor. Toronto, ON, M5A 2P7, CANADA. (p) 416.479.9701 (e) info@theartof.com

**Order Details****PRICE****Be Our Guest: Perfecting the Art of Customer Service****\$149.84**

Theodore The Disney Institute | Hardcover

Qty 8 @ ~~\$24.99 ea~~ \$18.73 ea

USUALLY SHIPS IN 24 HOURS

Standard Shipping | Delivered by September 14, 2015

**See how much you saved...**

Member Discount:     -\$7.92

Subtotal:     \$149.84

Shipping &amp; Handling:     \$0.00

GST:     \$7.49

**Order Total:     \$157.33**

Paid by Credit Card:     -\$157.33

**Cancellations**

If you need to cancel your order you can do that within 30 minutes of placing it. While we can't guarantee cancellations made after the 30 minute window, depending on your orders' status we may still be able to process your request.

**cancel my order****Free Returns**

Not sure? Don't worry. Returning an item is easy. You have 30 days from the day we ship to return your item to any Chapters, Indigo, or Coles location.

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

INVNO31299FORMOS0150699C.txt

BRANCH: **Removed in**

GST REG# 885101915

PHONE: 780-425-8611

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

LOCATOR : N3MHLD  
 OUR REF : **Removed in**  
 AGENT : BARBARA **Removed in**

I N V O I C E

INV NO: 31299  
 DATE: 23SEP15  
 PAGE: 1

FOR: MS BRENDA JILL MATTHEW

----- 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	TORONTO PEARS	AIR CANADA <b>Removed in accordance with FOIP</b>	<b>Removed in accordance with FOIP</b>	HK 10NOV	6:00A	11:38A		
TORONTO PEARS	LA GUARDIA	AIR CANADA <b>Removed in accordance with FOIP</b>	<b>Removed in accordance with FOIP</b>	HK 10NOV	1:15P	2:49P		
LA GUARDIA	TORONTO PEARS	AIR CANADA <b>Removed in accordance with FOIP</b>	<b>Removed in accordance with FOIP</b>	HK 15NOV	2:30P	4:12P		
TORONTO PEARS	EDMONTON INTL	AIR CANADA <b>Removed in accordance with FOIP</b>	<b>Removed in accordance with FOIP</b>	HK 15NOV	6:30P	8:43P		

\*\*\* HOTEL RESERVATION \*\*\*

NEW YORK HOTEL OTHER 1 CORPORATE RATE CONFIRMATION NO: **Removed in accordance with FOIP**  
 FROM 10NOV 12:00A TO 15NOV 12:00A RATE 0.00 PER DAY  
 PARK CENTRAL HOTEL  
 870 7TH AVE 56TH ST, NEW YORK  
 NY, USA  
 10019  
 PHONE 2122478000

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

AIR CANADA	TKT NO	<b>Removed in accordance with FOIP</b>	(INCL 133.30 TAX)	967.30
			GST/HST 44.85	
***	SUB-TOTAL EXCLUDING GST/HST & APT			967.30
***	TOTAL GST/HST			44.85
***	TOTAL CHARGES THIS INVOICE ***			1012.15
***	PAYMENT BY VI*****	<b>Removed in accordance with FOIP</b>	TKT <b>Removed in accordance with FOIP</b>	1012.15
***	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: **Removed in**

GST REG# 885101915

PHONE: 780-425-8611

INVNO31299FORNQS0150699C.txt

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

LOCATOR : N3MHL D  
OUR REF : Removed in  
AGENT : BARBARA with red in accordance

I N V O I C E

INV NO: 31299  
DATE: 23SEP15  
PAGE: 2

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  
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.

INVNO31348FORNOS0150699C.txt

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

BRANCH: Removed in

GST REG# 885101915

PHONE: 780-425-8611

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

OUR REF : Removed in  
AGENT : BARBARA Removed in

I N V O I C E

INV NO: 31348  
DATE: 23SEP15  
PAGE: 1

FOR: MS BRENDA JILL MATTHEW

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

\*\*\* HOTEL RESERVATION \*\*\*

NEW YORK HOTEL OTHER 1 CORPORATE RATE CONFIRMATION NO: Removed in  
FROM 10NOV 12:00A TO 15NOV 12:00A RATE 0.00 PER DAY  
PARK CENTRAL HOTEL  
870 7TH AVE 56TH ST, NEW YORK  
NY, USA  
10019  
PHONE 2122478000

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

HOTEL - GEN	TKT NO	HLG	102873112	(INCL 487.40 TAX)	2371.10
***	SUB-TOTAL EXCLUDING GST/HST & APT				2371.10
***	TOTAL CHARGES THIS INVOICE ***				2371.10
***	PAYMENT BY VI*****Removed in				2371.10
***	BALANCE DUE THIS INVOICE				0.00
	TOTAL CHARGES PREVIOUS INVOICES				1012.15
	TOTAL PREVIOUS PAYMENTS				1012.15
	BALANCE DUE TO DATE				0.00

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...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
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