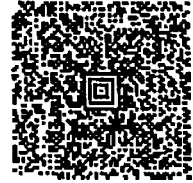




Booking Confirmation



Booking Reference: **LEXMAI**

Date of issue: 06 Jan, 2019

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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 the IATA Travel Centre website 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. We also invite you to view Air Canada's Privacy Policy directly.

- Depart

Business Class (lowest)

Sunday
27 Jan, 2019

19:40
Edmonton
Edmonton Int. (YEG), AB



20:21
Vancouver
Vancouver Int. (YVR), BC
Terminal M



AC253

1hr41
Business P
Operated by: Air Canada | A319-100 |
Wi-Fi
Meal

Layover in Vancouver

3hr54

Monday
28 Jan, 2019

00:15
Vancouver
Vancouver Int. (YVR), BC
Terminal M



04:05 + 1 day
New Delhi
Indira Gandhi Int. (DEL), IN
Terminal 3



AC044

14hr20
Business P
Operated by: Air Canada | 787-9
Meal

Total duration

19hr55

AC044 This flight departs early in the morning.

Monday
11 Feb, 2019

00:45
New Delhi
Indira Gandhi Int. (DEL), IN
Terminal 3



05:05
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1

AC043

14hr50
Business P
Operated by: Air Canada | 787-9
Meal

Layover in Toronto

3hr00

AC043 This flight departs early in the morning.

Monday
11 Feb, 2019

08:05
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1



10:26
Edmonton
Edmonton Int. (YEG), AB

AC163

4hr21
Business P
Operated by: Air Canada | A321-200 |
Wi-Fi
Meal

Total duration

22hr11

Passengers

Jodi **Abbott**

Ticket Number
0142105695466

Air Canada - Aeroplan

Travel Options

Regular meal

Seats

AC253 3A
AC044 5K
AC043 5D
AC163 2D

Michael

Ticket Number
0142105695467

Air Canada - Aeroplan

Travel Options

Regular meal

Seats

AC253 3C
AC044 5G
AC043 5A
AC163 2F



Purchase summary

Visa Amount paid: \$9808.42 Tax information GST/HST no. 10009-2287 RT0001 \$3.00 GST/HST no. 10009-2287 RT0001 \$1.04	2 adults
Air Transportation Charges Base Fare Surcharges Carrier Surcharge - Canada	3734.00 30.00 1070.00
Taxes, fees and charges Goods and Services Tax - Canada no. 100092287 RT0001 Passenger Service Fee - India Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001) Air Travellers Security Charge - Canada Airport Improvement Fee - Canada	1.50 8.28 0.52 25.91 34.00
Total airfare and taxes before options (per passenger)	\$4904²¹
Number of passengers	X 2
Total	\$9808⁴²
GRAND TOTAL (Canadian dollars)	\$9808⁴²



Check-in and boarding gate deadlines

Within Canada	To/From the U.S.	International ¹ (including Mexico and the Caribbean)
---------------	------------------	---

90
minutes

120
minutes

120
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes²

60
minutes

60
minutes

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

15
minutes

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel) - Recommended check-in time: 180 minutes, Check-in and baggage drop-off deadline: 60 minutes, Boarding gate deadline: 30 minutes.
2. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Baggage allowance



Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 18 x 33 x 43 cm [8 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Edmonton (YEG) > New Delhi (DEL)		
 1= bag Complimentary	 2= bag Complimentary	Max. weight per bag: 32.0 kg (70.0 lb) Max. dimensions per bag: 158.0 cm (62.0 in)

New Delhi (DEL) > Edmonton (YEG)		
 1= bag Complimentary	 2= bag Complimentary	Max. weight per bag: 32.0 kg (70.0 lb) Max. dimensions per bag: 158.0 cm (62.0 in)

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Baggage Allowance for Air Canada Altitude and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

Star Alliance Silver Members: Your baggage allowance is equivalent to that of the fare option you purchased.

	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	3 bags 32 kg (70 lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Altitude Prestige 25k	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 32 kg (70 lb)

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Fare Rules

Business Class (lowest)

Changes \$500 CAD

- Before day of departure - The change fee per direction, per passenger, is \$500.00 CAD plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
- Day of departure, at check-in or at the airport - changes are permitted free of charge and subject to availability.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- Minimum/maximum stay and other conditions may apply.

Cancellations \$600 CAD

- Tickets are refundable (a \$600.00CAD fee applies per person) and non-transferable.
- Partially used tickets may be submitted for a refund assessment. The refund will be calculated as follows: actual fare paid minus the value of the portion of the journey that has been flown.
- Cancellations can be made up to 45 minutes prior to departure.
- [View Air Canada's refund policy](#) Opens in a new window.

Seat selection* Free advance seat selection (standard)

- Free advance seat selection on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz (subject to availability).

Aeroplan Miles

- 150% Aeroplan Miles
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Business Class (lowest)

Changes \$500 CAD

- Before day of departure - The change fee per direction, per passenger, is \$500.00 CAD plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
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- Cancellations can be made up to 45 minutes prior to departure.
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Seat selection* Free advance seat selection (standard)

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Aeroplan Miles

- 150% Aeroplan Miles
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

! General conditions of carriage

1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
6. **Dangerous goods**

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.
7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.
8. **International travel**

Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country/region on your itinerary. Please refer to the Travel Documents page on our website for more information.
9. **In-flight health**

Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying.

Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.
10. **Schedules and timetables**

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.
11. **Overbooking notice**

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

☎ CANADA, U.S.: 1 (888) 247-2262

 **AIR CANADA**

A STAR ALLIANCE MEMBER 

Jan 16/19/17



Employee ID / Name [Redacted] / Jodi Abbott	Comment
Sheet ID 0000018306	
Business Purpose NorQuest Expense Claim	

Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2019/01/09	AIRTRAV	Return trip to Calgary to attend and moderate WXN Top 100 Awards Event	6000	10	10500	999			323.66 ✓

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.

Jodi Abbott
Employee Signature

Jan 10/19
Date

electronic approval attached
Approved by

Jan 11/19
Date

Ann Colbourne
Print Name

Total Expenses:	323.660	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	323.660	
Amount Due Vendor:	0.000	

PS approved [Signature] Jan 15/19

Lorraine Sousa

From: tripinfo@visiontravel.ca
Sent: Tuesday, January 8, 2019 5:32 PM
To: Lorraine Sousa
Subject: Invoice and Itinerary for ABBOTT/JODI DR - 24January19 - Vision Travel Locator: KP2CDQ
Attachments: E-Ticket Receipt 1 - KP2CDQ - January 24 2019 00320564.pdf



Vision Travel DT Ontario-West Inc
,, Canada,
www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: 000042156
Issued: 09 January 2019

Agency Ref.: KP2CDQ
Sales Person:

Customer Number: Removed in accordance
Customer Ref.:

NORQUEST COLLEGE
10215 106 STREET NW
EDMONTON AB
T5J 1L6

Passenger(s): **ABBOTT/JODI DR**

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Thursday, January 24 2019		Add To Calendar
Air Canada Flight AC8149 Economy Class		
Depart	Edmonton, Alberta Weather Edmonton International Airport 02:25 PM Thursday, January 24 2019	Arrive Calgary, Alberta Weather Calgary International Airport 03:26 PM Thursday, January 24 2019
Duration:	1 hour(s) and 1 minute(s) Non-stop	
Status:	Confirmed - Air Canada Booking Reference: M3T7PM	
Operated By:	AIR CANADA EXPRESS - JAZZ	
FF Number:	916407208 - ABBOTT/JODI DR - please reconfirm at check-in	
Online Check In:	Available 24 hours prior - click here	
E Upgrade:	For Eligible Flight - Aeroplan Members click here	
Remarks:	SEAT 5C PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ	

HOTEL - Thursday, January 24 2019

[Add To Calendar](#)

Calgary Airport Marriott Hotel - [Map/Driving directions](#)

Address	2008 Airport Road N.e. Calgary, AB T2E 3B9	Tel	+1 (403) 717-0522
		Fax	+1 (587) 232-0600

Check In/Check Out: Thursday, January 24 2019 - Friday, January 25 2019
Status: Confirmed - Confirmation 83770741
Est. Total Rate: CAD 234.64
Number of Rooms: 1
Additional Information: TWO QUEEN BEDS REQUESTED
Remarks: MCC7455ARR24JAN CXL:PERMITTED UP TO 02 DAYS BEFORE ARRIVAL
MCC7455ARR24JAN CXL:PERMITTED UP TO 02 DAYS BEFORE ARRIVAL
MCC7455ARR24JAN CXL:PERMITTED UP TO 02 DAYS BEFORE ARRIVAL

AIR - Friday, January 25 2019

[Add To Calendar](#)

WestJet Flight WS3251 Economy Class

Depart	Calgary, Alberta Weather	Arrive	Edmonton, Alberta Weather
	Calgary International Airport		Edmonton International Airport
	09:00 AM Friday, January 25 2019		09:58 AM Friday, January 25 2019

Duration: 0 hour(s) and 58 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: JWJMSS
Operated By: WESTJET ENCORE
FF Number: 530107465 - ABBOTT/JODI DR - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
Baggage Allowance: 0 Piece(s)

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: 000042156						
WestJet	8382942599446	88.00	49.12	6.86	0.00	143.98
					Billed to: Removed in	
Vendor AC	2105878390	164.00	7.12	8.56	0.00	179.68
Domestic Air					Billed to: Removed in	
	Totals:	252.00	56.24	15.42	0.00	323.66
					Total Credit Card Billing:	323.66
					Balance Due:	0.00



Vision Travel DT Ontario-West Inc

, , Canada

www.visiontravel.ca
GST Reg : 723782728 RT 0001

E-Ticket Receipt

Ticket Number: 2942599446
Invoice: 000042156
Sales Person:

Issuing Airline: WS
Agency Ref.: KP2CDQ
IATA Number: 60879350

Issued: 08Jan19
Customer Number: [REMOVED]
Customer Ref.: N/A

Passenger(s): ABBOTT/JODI DR

AIR - Friday, January 25 2019			
WestJet Flight WS3251 Economy Class - Seat Assigned at Check-in			
Depart	Calgary, Alberta Calgary International Airport 09:00 AM Friday, January 25 2019	Arrive	Edmonton, Alberta Edmonton International Airport 09:58 AM Friday, January 25 2019
Duration:	0 hour(s) and 58 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: JWJMSS		
Operated By:	WESTJET ENCORE		
FF Number:	530107465 - ABBOTT/JODI DR - please reconfirm at check-in		
Online Check In:	Available 24 hours prior		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE		
Fare Basis:	LAQD0ELW		
Not Valid Before:	25Jan		
Not Valid After:	25Jan		

Fare	
Form of payment:	Credit Card [REMOVED]
Endorsements / restrictions:	NONE
Fare calculation:	
Fare:	CAD 143.98
Equivalent amount paid:	

Positive identification required for airport check in

Notice:

Transportation and other services provided by the carrier are subject to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the travel agent or issuing carrier to obtain a copy prior to the commencement of your trip.

If the passenger journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable. This convention governs and on most cases limits the liability of carriers for death or personal injury and in respect of loss of, or damage to baggage.

Employee ID / Name Removed / Jodi Abbott	Comment
Sheet ID 0000018351	
Business Purpose NorQuest Expense Claim	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2019/01/15	AIRTRAV	One way flight to Calgary to attend CFLC Meeting on behalf of CCI's	6000	10	10500	999			256.33

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.

Jodi Abbott *Jan 16, 2019*
Employee Signature Date

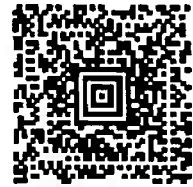
Carla Madra *Jan 22, 2019*
Approved by Date

Removed in *Ann Colbourne*
Print Name

Total Expenses:	256.330	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	256.330	
Amount Due Vendor:	0.000	



Booking Confirmation



Booking Reference: **LM6FKR**

Date of issue: 15 Jan, 2019

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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Economy - Standard

Saturday
19 Jan, 2019

08:25
Edmonton
Edmonton Int. (YEG), AB



09:20
Calgary
Calgary Int. (YYC), AB

AC8133

0hr55
Economy Q
Operated by: Air Canada Express -
Jazz | Q400

Passengers

Jodi Abbott
Ticket Number
0142106327308
Air Canada - Aeroplan

Seats
AC8133 2D



Purchase summary

Visa

Amount paid: \$256.33

Tax information

GST/HST no. 10009-2287 RT0001
\$12.21

1 adult

Air Transportation Charges

Base Fare 176.00

Surcharges 12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001 11.36

Air Travellers Security Charge - Canada 7.12

Airport Improvement Fee - Canada 30.00

Total airtare and taxes before options **\$234.48**

Seat selection

Jodi Abbott

AC8133: 2D - Preferred Seat (Aisle) 17.00

Goods and Services Tax - Canada no. 100092287 RT0001 0.85

Total with options and seat selection fee: **\$256.33**

GRAND TOTAL (Canadian dollars) \$256.33



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Baggage allowance

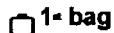
Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 45 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

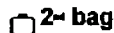
Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Edmonton (YEG) > Calgary (YYC)



1- bag
\$ 31.50 CAD
Including taxes



2- bag
\$ 52.50 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Baggage Allowance for Air Canada Altitude and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

Star Alliance Silver Members: Your baggage allowance is equivalent to that of the fare option you purchased.

	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	3 bags 32 kg (70 lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Altitude Prestige 25k	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 32 kg (70 lb)

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Fare Rules

Economy - Standard

Changes \$100 CAD

- The change fee per direction, per passenger is \$25.00 CAD for changes made outside 60 days of departure, and \$100.00 CAD for changes made within 60 days of departure, plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
- Same-day confirmed changes at check-in or at the airport are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger. Exception: fee is \$100 CAD/USD for flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded)
- Same-day standby at the airport is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

Cancellations Non-refundable

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed.
- Customers who no-show their flight will forfeit the fare paid.
- Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- View [Air Canada's refund policy](#) Opens in a new window.
- Provided the original booking is cancelled prior to the original flight's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.

Seat selection* AC8133: From \$12 CAD

- Paid Advance Seat Selection is offered on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz, subject to availability.
- Taxes are included.

Aeroplan Miles

- 25% Aeroplan Miles for flights within Canada
- 50% Aeroplan Miles for flights between Canada and the U.S.
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

! General conditions of carriage

1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
6. **Dangerous goods**
For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.
7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.
8. **International travel**
Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country/region on your itinerary. Please refer to the Travel Documents page on our website for more information.
9. **In-flight health**
Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying.
Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.
10. **Schedules and timetables**
Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.
11. **Overbooking notice**
Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

☎ CANADA, U.S.: 1 (888) 247-2262

 **AIR CANADA**

A STAR ALLIANCE MEMBER 

Employee ID / Name Remove / Jodi Abbott	Comment
Sheet ID 0000018492	
Business Purpose NorQuest Expense Claim	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2019/01/31	PDAIR	Return Flight for CiCan Conference - May 2019	6900	10	10500	999			646.33

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.

Jodi Abbott January 31, 2019

 Employee Signature Date

electronic approval attached February 4, 2019

 Approved by Date

S. Ann Colbourne

 Print Name

Total Expenses:	646.330	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	646.330	
Amount Due Vendor:	0.000	

Lorraine Sousa

From: [REMOVED]
Sent: Thursday, January 31, 2019 9:19 AM
To: Lorraine Sousa; [REMOVED]
Subject: Invoice and Itinerary for ABBOTT/JODI DR - 03May19 - Vision Travel Locator: S3KLHE



Vision Travel DT Ontario-West Inc
9929 - 108 St.
Edmonton, AB
T5K 1G8
(780) 425-8611 1-866-425-8611

www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: 003032089
Issued: 31 January 2019

Agency Ref.: S3KLHE
Sales Person: Barbara [REMOVED]

Customer Number: 1030180801
Customer Ref.:

NORQUEST COLLEGE
10215 106 STREET NW
EDMONTON AB
T5J 1L6

Passenger(s): ABBOTT/JODI DR

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Friday, May 3 2019

[Add To Calendar](#)

Air Canada Flight AC160 Economy Class:

Depart	Edmonton, Alberta	Weather	Arrive	Toronto, Ontario	Weather
	Edmonton International Airport			Pearson International Airport	
	06:45 AM	Friday, May 3 2019		12:30 PM	Friday, May 3 2019

Duration: 3 hour(s) and 45 minute(s) Non-stop
Status: Confirmed
FF Number: 916407208 - ABBOTT/JODI DR - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: AIR CANADA BOOKING REFERENCE Q5WSWZ
TICKET 0142107215304
SEAT 13D
PLEASE CHECK IN WITH AIR CANADA
ARR TERMINAL1

Air Canada Flight AC169 Economy Class

Depart	Toronto, Ontario Weather Pearson International Airport 02:35 PM Wednesday, May 8 2019	Arrive	Edmonton, Alberta Weather Edmonton International Airport 04:46 PM Wednesday, May 8 2019
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Duration: 4 hour(s) and 11 minute(s) Non-stop
Status: Confirmed
FF Number: 916407208 - ABBOTT/JODI DR - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: AIR CANADA BOOKING REFERENCE Q5WSWZ
 TICKET 0142107215304
 SEAT 14D
 PLEASE CHECK IN WITH AIR CANADA
 DEP TERMINAL1

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Service Fee	9540017768035	25.00	0.00	1.25	0.00	26.25
					Billed to: Removed in	
Vendor AC AIR CANADA	2107215304	519.40	69.25	31.43	0.00	620.08
					Billed to: Removed in	
	Totals:	544.40	69.25	32.68	0.00	646.33
					Total Credit Card Billing:	646.33
					Balance Due:	0.00

Remarks

PLEASE REVIEW YOUR ITINERARY FOR ACCURACY
PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU
FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE
DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS
MAY BE YOUR RESPONSIBILITY

24 HOUR EMERGENCY TRAVEL ASSISTANCE
OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY
A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE
WITHIN NORTH AMERICA - CALL 1-888-700-6063
OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263
EMAIL 24HRSERVICE-MNL AT VISIONTRAVEL.CA
PLEASE QUOTE ACCESS CODE 2EC0

RECOMMENDED CHECK-IN TIME IS AT LEAST 90 MINUTES
PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE
AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES
PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.
PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED
PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE
ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.
PLEASE CHECK MONITORS AT THE AIRPORT.
PLEASE RECONFIRM ALL FLIGHTS
IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH
THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE
CHANGES OR FLIGHT CANCELLATIONS MAY OCCUR AT ANY
TIME WITHOUT NOTICE BY THE AIRLINE

ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS
CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO
WWW.CATSA.GC.CA

—AIRPORT SECURITY REVISIONS—
BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT
RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES
MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE
EXACT BAGGAGE RESTRICTIONS AND FEES.
MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING
WWW.VISIONTRAVEL.CA/BAGGAGE/

*****CHECK-IN AND BAGGAGE ACCEPTANCE FOR *****
FLIGHTS WITHIN CANADA WILL CLOSE 45 MINUTES PRIOR
DEPARTURE. WITH THE EXCEPTION OF FLIGHTS LEAVING
FROM TORONTO CITY AIRPORT YTZ-WHERE CHECK-IN
AND BAG DROP-OFF WILL REMAIN AVAILABLE UNTIL
20 MINUTES BEFORE DEPARTURE.
THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE
PHOTO ID REQUIRED FOR CHECK IN.
BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.

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FOR MORE INFORMATION ON CANADAS CANNABIS ACT EFFECTIVE
17 OCTOBER 2018 AND HOW IT RELATES TO TRAVEL PLANS PLEASE VISIT
TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL