

Employee ID / Name Removed in Norma Schneider	Sheet ID 0000007318
Comment	Business Purpose NorQuest Corporate Visa card



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2014/08/18	AIRTRAV	Return airfare from New York for WOBI conference	6000	10	20000	999			400.82
2014/08/18	AIRTRAV	Airfare to New York for WOBI conference	6000	10	20000	999			314.93
2014/08/18	AIRTRAV	Roundtrip airfare to New York for WOBI conference for VP College Services.	6000	10	80000	999			577.36

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 Signature _____ Date Aug 22/14

Removed in accordance with FOIP
Approved by _____ Date Aug 22/14

Jodi Abbott
Print Name

Total Expenses:	1293.110	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	1293.110	

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

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

LOCATOR : LPT3DS
OUR REF : NQS0124149C
AGENT : **Removed in accordance**

I N V O I C E

INV NO: 12587
DATE: 19AUG14
PAGE: 2

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

UNITED AIRL	TKT NO	UA	4624	487934	0.00
BSP TASF	TKT NO	954	0005	565964	30.00
					GST/HST 1.50

*** SUB-TOTAL EXCLUDING GST/HST & APT	732.10	
*** TOTAL GST/HST	15.15	
*** TOTAL CHARGES THIS INVOICE ***	747.25	
PAYMENT BY VI*****1671	TKT 4624487933	314.93
PAYMENT BY VI*****1671	TKT 4624487934	400.82
PAYMENT BY VI*****1671	TKT 4624487934	0.00
PAYMENT BY VI*****1671	TKT 0005565964	31.50
*** 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
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.

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

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

LOCATOR : LPT3DS
OUR REF : NOS0124149C
AGENT : Removed in accordance with FOIA

I N V O I C E

INV NO: 12587
DATE: 19AUG14
PAGE: 1

FOR: MS NORMA SCHNEIDER

- - - - - 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	NEWARK	UNITED AIR	810 L	HK	06OCT	6:58A	1:29P		
		A319							
		SEAT 24D							
LA GUARDIA	TORONTO PEARS	WESTJET AI	1207 M	HK	13OCT	12:00P	1:38P		
		736							
TORONTO PEARS	EDMONTON INTL	WESTJET AI	439 M	HK	13OCT	3:20P	5:26P		
		73W							

*** HOTEL RESERVATION ***

NEW YORK DENIHAN HOSPI 1 STANDARD ONE Q CONFIRMATION NO: CI1212S6
FROM 06OCT 12:00A TO 09OCT 12:00A RATE 376.00 PER DAY
THE MANSFIELD HOTEL
12 WEST 44TH STREET, NEW YORK
NY, US
10036
PHONE 2122778700 FAX 9176391217
GUARANTEED

*** TOUR ***

BSP TASF DEPARTING FROM NEW YORK ON 01FEB15 AT 12:00A
TO NEW YORK RET01FEB15 AT 12:00A
1 PACKAGE TOUR
MANAGEMENT FEE

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

UNITED AIRL	TKT NO	UA	4624 487933	(INCL 81.30	TAX)	301.80
					GST/HST 13.13	
WESTJET AIR	TKT NO	WS	4624 487934	(INCL 43.30	TAX)	400.30
					GST/HST 0.52	

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

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

LOCATOR : QV51MU
OUR REF : NOS0124151C
AGENT : Removed in accordance with FOIP

I N V O I C E

INV NO: 12589
DATE: 19AUG14
PAGE: 2

*** SUB-TOTAL EXCLUDING GST/HST & APT	583.20	
*** TOTAL GST/HST	25.66	
*** TOTAL CHARGES THIS INVOICE ***		608.86
PAYMENT BY VI*****1671	TKT 4624487938	577.36
PAYMENT BY VI*****1671	TKT 0005565965	31.50
*** 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
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.

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

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

LOCATOR : QV51MU
OUR REF : NQS0124151C
AGENT : Removed in accordance with FOIP

I N V O I C E

INV NO: 12589
DATE: 19AUG14
PAGE: 1

FOR: MS 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	NEWARK	UNITED AIR	810 L	HK 06OCT	6:58A	1:29P		
		A319						
		SEAT	24F					
NEWARK	EDMONTON INTL	UNITED AIR	780 L	HK 09OCT	7:59P	11:08P		
		A319						
		SEAT	22F					

*** HOTEL RESERVATION ***

NEW YORK DENIHAN HOSPI 1 STANDARD ONE Q CONFIRMATION NO: CI14ZIMF
FROM 06OCT 12:00A TO 09OCT 12:00A RATE 376.00 PER DAY
THE MANSFIELD HOTEL
12 WEST 44TH STREET, NEW YORK
NY, US
10036
PHONE 2122778700 FAX 9176391217
GUARANTEED

*** TOUR ***

BSP TASF DEPARTING FROM NEW YORK ON 01FEB15 AT 12:00A
TO NEW YORK RET01FEB15 AT 12:00A
1 PACKAGE TOUR
MANAGEMENT FEE

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

UNITED AIRL	TKT NO	UA	4624 487938	(INCL 112.20 TAX)	553.20
				GST/HST	24.16
BSP TASF	TKT NO	954	0005 565965		30.00
				GST/HST	1.50

CONTINUED ON NEXT PAGE

Employee ID / Name Removed in accordance with FOIP Norma Schneider	Sheet ID 0000007509
Comment	Business Purpose NorQuest Corporate Visa card



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2014/09/17	SUPPL	Meeting room rental - CETC meeting	6901	10	10500	999			381.61
2014/09/02	CONF	Conference Registration Fee - Skills and PSE Summit	6000	10	20000	999			1,095.00
2014/08/26	SUPPL	Book purchase	6054	10	20000	999			84.24
2014/08/19	OTHER	Travel agent fee - WOBI Conference (VPCS)	6000	10	80000	999			31.50
2014/08/19	OTHER	Travel agent fee - WOBI Conference (VPTL)	6000	10	20000	999			31.50

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 Signature: _____ Date: 29 Sept 14

Approved by: _____ Date: 29 Sept 14

Print Name: Jodi Abbott

Total Expenses:	1623.850	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	0.000	
Amount Due Vendor:	1623.850	

APPROVED
Removed in accordance with FOIP

SEP 29 2014

Jill Matthew
Vice President College Services & CFO

Removed in accordance with FOIP

Check #: 188557
Print #: 1
Status: Posted
Business Type: Local
Function Space: Hudson
Event Manager: Removed in accordance with

Nor Quest College Meeting
10215 - 108 Street NW, Room 801
Edmonton, AB T5J 1L6, Canada
(780) 644-5915

Page #: 1
Folio #: 9718
Bill Method:
Event Order #:673397

Contact: Removed in
Monday, September 15, 2014

Quantity	Item	Unit Price	Total Price
Food			
2	Assorted Soft Drinks and Individual Juices	\$4.00	\$8.00
		Subtotal Food	\$8.00
Room Rental			
1	Hudson	\$300.00	\$300.00
		Subtotal Room Rental	\$300.00
		Food & Beverage 18%	\$55.44
		GST # 81314 9820 RT0001	\$18.17
		Grand Total:	\$381.61

Signature: _____

GUEST COPY

All beverage & food is subject to 5% GST and 18% service charge.

Removed in accordance with

R

RENAISSANCE*
HOTELS

RENAISSANCE EDMONTON AIRPORT

GUEST FOLIO

ROOM **NOR QUEST COLLEGE M** .00 **09/16/14 16:13** **9718**
 NAME RATE DEPART TIME ACCT#
 TYPE **NORQUEST COLLEGE** **09/15/14**
42 **10215 " 108 STREET N** ARRIVE TIME
 ROOM **EDMONTON** **XX T5J 1L6** PAYMENT **RWD#:**
 CLERK ADDRESS

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
09/15	BANQUETS 188557	381.61		
09/16	CCARD-VS		381.61	
	PAYMENT RECEIVED BY: VISA		XXXXXXXXXXXX1671	

.00

R
RENAISSANCE*
HOTELS

RENAISSANCE EDMONTON AIRPORT
4236-36 STREET
ED INTRN. APT, AB T9E 0V4
780-488-7159 FAX: 780-488-6372

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X _____



The Conference Board
of Canada

Le Conference Board
du Canada

HEAD OFFICE • SIÈGE SOCIAL
255, chemin Smyth Road
Ottawa ON K1H 8M7 Canada
Tel./Tél. 613-526-3280
Fax/Télééc. 613-526-4857
conferenceboard.ca

INVOICE

Invoice No. 1061260

Sold To: Ms. Norma Schneider
VP Teaching & Learning & Chief Academic
Officer
NorQuest College
10215 108 St NW
Edmonton AB T5J 1L6

Ship To: Ms. Norma Schneider
VP Teaching & Learning & Chief Academic
Officer
NorQuest College
10215 108 St NW
Edmonton AB T5J 1L6

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Batch Date
1037387	088705	9/2/2014	1103816	Due on Receipt	9/3/2014
Qty	Description	Unit Price	Extended Price		
1	2nd Skills and Post-Secondary Education Summit 2014 11/5/2014 - 11/6/2014 Toronto, Ontario 14-0102/MAIN	1,095.00	1,095.00		
1	2nd Skills and Post-Secondary Education Summit 2014 14-0102/RCTN Networking Reception				
1	14-0102/BFST Registration and Continental Breakfast				
1	14-0102/BFST2 Continental Breakfast				
1	14-0102/LUNCH Luncheon and Keynote Presentation				
1	14-0102/LUNCH2 Luncheon and Keynote Presentation				
Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
1,095.00			1,095.00	1,095.00	0.00
HST Remittance Number: R118778091 HST Amount: \$0.00					

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

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

LOCATOR : QV51MU
OUR REF : NOS0124151C
AGENT : Removed in accordance with FOIP

I N V O I C E

INV NO: 12589
DATE: 19AUG14
PAGE: 1

FOR: MS 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	NEWARK	UNITED AIR	810 L	HK 06OCT	6:58A	1:29P		
		A319						
		SEAT 24F						
NEWARK	EDMONTON INTL	UNITED AIR	780 L	HK 09OCT	7:59P	11:08P		
		A319						
		SEAT 22F						

*** HOTEL RESERVATION ***

NEW YORK DENIHAN HOSPI 1 STANDARD ONE Q CONFIRMATION NO: C114ZIMF
FROM 06OCT 12:00A TO 09OCT 12:00A RATE 376.00 PER DAY
THE MANSFIELD HOTEL
12 WEST 44TH STREET, NEW YORK
NY, US
10036
PHONE 2122778700 FAX 9176391217
GUARANTEED

*** TOUR ***

BSP TASF DEPARTING FROM NEW YORK ON 01FEB15 AT 12:00A
TO NEW YORK RET01FEB15 AT 12:00A
1 PACKAGE TOUR
MANAGEMENT FEE

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

UNITED AIRL	TKT NO	UA 4624 487938	(INCL 112.20 TAX)	553.20
			GST/HST 24.16	
BSP TASF	TKT NO	954 0005 565965		30.00
			GST/HST 1.50	

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

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

LOCATOR : QV51MU
OUR REF : NQS0124151C
AGENT : **Removed in accordance**

I N V O I C E

INV NO: 12589
DATE: 19AUG14
PAGE: 2

*** SUB-TOTAL EXCLUDING GST/HST & APT	583.20	
*** TOTAL GST/HST	25.66	
*** TOTAL CHARGES THIS INVOICE ***		608.86
PAYMENT BY VI*****1671	TKT 4624487938	577.36
PAYMENT BY VI*****1671	TKT 0005565965	31.50
*** 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
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.

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

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

LOCATOR : LPT3DS
OUR REF : NOS0124149C
AGENT : **Removed in accordance**

I N V O I C E

INV NO: 12587
DATE: 19AUG14
PAGE: 1

FOR: MS NORMA SCHNEIDER

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	NEWARK	UNITED AIR	810 L	HK 06OCT	6:58A	1:29P		
		A319						
		SEAT 24D						
LA GUARDIA	TORONTO PEARS	WESTJET AI	1207 M	HK 13OCT	12:00P	1:38P		
		736						
TORONTO PEARS	EDMONTON INTL	WESTJET AI	439 M	HK 13OCT	3:20P	5:26P		
		73W						

*** HOTEL RESERVATION ***

NEW YORK DENIHAN HOSPI 1 STANDARD ONE Q CONFIRMATION NO: CI1212S6
FROM 06OCT 12:00A TO 09OCT 12:00A RATE 376.00 PER DAY
THE MANSFIELD HOTEL
12 WEST 44TH STREET, NEW YORK
NY, US
10036
PHONE 2122778700 FAX 9176391217
GUARANTEED

*** TOUR ***

BSP TASF DEPARTING FROM NEW YORK ON 01FEB15 AT 12:00A
TO NEW YORK RET01FEB15 AT 12:00A
1 PACKAGE TOUR
MANAGEMENT FEE

C O S T

UNITED AIRL	TKT NO	UA	4624 487933	(INCL 81.30	TAX)	301.80
					GST/HST 13.13	
WESTJET AIR	TKT NO	WS	4624 487934	(INCL 43.30	TAX)	400.30
					GST/HST 0.52	

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

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

LOCATOR : LPT3DS
OUR REF : NQS0124149C
AGENT : **Removed in accordance**

I N V O I C E

INV NO: 12587
DATE: 19AUG14
PAGE: 2

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

UNITED AIRL TKT NO UA 4624 487934 0.00
BSP TASF TKT NO 954 0005 565964 30.00

GST/HST 1.50

*** SUB-TOTAL EXCLUDING GST/HST & APT 732.10
*** TOTAL GST/HST 15.15
*** TOTAL CHARGES THIS INVOICE *** 747.25
PAYMENT BY VI*****1671 TKT 4624487933 314.93
PAYMENT BY VI*****1671 TKT 4624487934 400.82
PAYMENT BY VI*****1671 TKT 4624487934 0.00
PAYMENT BY VI*****1671 TKT 0005565964 31.50
*** 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
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.