

Employee ID / Name [REDACTED] / Marian Gayed	Comment NEW YORK WOBI CONFERENCE
Sheet ID 0000012039	
Business Purpose NorQuest Expense Claim	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2016/09/10	AIRTRAV	Edmonton to New York & Return	6000	10	80500	999			769.55
2016/09/10	HOTEL	Hotel for WOBI Conference	6000	10	80500	999			1,423.28

I certify that the information provided is an accurate record of expenses incurred by me.
 I certify that the information provided is an accurate record of expenses incurred on college business, have not been previously reported, and are not reimbursable under any other policy.

Removed in accordance with FOIP

Employee

Date: Oct 20, 2016

Date: Oct 21, 2016

Approved: Dr. Jodi Abbott
 Print Name

Total Expenses:	2192.830	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	2192.830	
Amount Due Vendor:	0.000	

Hudson New York, Central Park, New York
Hotel Costs

Room Price			C\$1,751.20
5 nights		Personal	NorQuest
15/11/2016	NorQuest		\$316.11
16/11/2016	NorQuest		\$353.31
17/11/2016	NorQuest		\$316.11
18/11/2016	NorQuest		\$241.74
19/11/2016	Personal	\$278.92	
Taxes	\$245.01/5=\$49/night	\$49.00	\$196.01
		\$327.92	\$1423.28

All Prices in CAD

Nadine

Removed in accordance with FOIP

From: Ashley
Sent: Saturday, September 10, 2016 1:25 PM
To: Nadine
Subject: FW: Expedia travel confirmation - 15 Nov - Itin#

Removed in accordance with FOIP

Removed

Removed in accordance with

Hotel confirmation for Marian Gayed.

Please note:

This reservation is non-refundable and cannot be cancelled or changed.

Ashley - Marlin Travel Government Centre
Main Floor 9929-108 Street - Edmonton, Alberta T5K 1G8
Tel: (780) 425-8611 - Fax: (780) 426-5759

*****All prices are subject to change and availability.
No price is guaranteed until the time of booking.*****

From: Expedia.ca [mailto:Expedia@ca.expediamail.com]
Sent: September-10-16 1:13 PM
To: Ashley
Subject: Expedia travel confirmation - 15 Nov - Itin#

Removed in accordance with



Thank you for booking with Expedia!
Your booking is confirmed.

You can manage your reservation or review your itinerary online for the most up-to-date information.



Access your itinerary anywhere.
GET THE FREE APP

Hudson New York, Central Park, New York

15 Nov 2016 - 20 Nov 2016
Itinerary # 7210023815177

Hudson New York, Central Park

15 Nov 2016 - 20 Nov 2016
1 room | 5 nights

BOOKED



View hotel details
 358 W 58th St, New York, NY, 10019 United States of America
 Tel: 1 (212) 554-6000, Fax: 1 (212) 554-6001

Checking in

Minimum check-in age is 21

Check-in time ends at 3 PM

Check-in time starts at 3 PM

This property charges package handling fees for all incoming and outgoing mail and packages. For more details, please contact the office using the information on the reservation confirmation received after booking.

Your room will be guaranteed for late arrival.

Important Hotel Information

This reservation is non-refundable and cannot be cancelled or changed.

View your online itinerary for additional rules and restrictions.

Award points and airline mileage may not be awarded when booking an Expedia Special Rate hotel.

For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Room

Standard Room

Reserved for

Marian Gayed 1 adult

Requests

1 double bed, non-smoking room

Price Summary

Total

C\$1,751.20

Collected by Expedia

Book early and save 5%

Prices shown after **-C\$79.27 savings**

Room Price

C\$1,751.20

5 nights

C\$301.24 avg./night

15/11/2016

C\$316.11 *NA*

16/11/2016

C\$353.31 *NR*

17/11/2016

C\$316.11 *NR*

18/11/2016

C\$241.74 *NR*

19/11/2016

C\$278.92 *R*

Taxes

C\$245.01 */S*

All prices quoted in CAD.

Additional Hotel Services

The below fees and deposits only apply if they are not included in your selected room rate.

You'll be asked to pay the following charges at the hotel:

- Deposit: USD 75.00 per night
- Resort fee: USD 27.16 per accommodation, per night

The hotel resort fee includes:

- Fitness center access
- Internet access
- Phone calls
- Additional inclusions

We have included all charges provided to us by the property. However, charges can vary, for example, based on length of stay or the room you book.

The following fees and deposits are charged by the property at time of service, check-in, or check-out.

- Breakfast fee: between USD 8 and USD 23 per person (approximately)
- Self parking fee: USD 65 per night
- Valet parking fee: USD 65 per day
- Pet deposit: USD 150 per stay
- Pet fee: USD 100 per pet, per stay
- Rollaway bed fee: USD 40.00 per night

The above list may not be comprehensive. Fees and deposits may not include tax and are subject to change.

Need help with your reservation?

Visit our [Customer Support page](#).

Call us at 1-866-307-7601.

For faster service, mention itinerary Removed in accordance with

Travel Industry Council of Ontario

In accordance with the *Ontario Travel Industry Act, 2002*, this page contains detailed information on the names, addresses and registration numbers applicable to the providers of travel and ticket fulfillment services.



Trip Statement

NORQUEST COLLEGE 10215 - 108TH ST NW EDMONTON AB T5J 1L6 EDMONTON, AB T5J 1L6 CANADA	Trip #: [REMOVED] Booking Date: 14 Sep 16 Client: [REMOVED] Client Phone #: [REMOVED] Client Email: [REMOVED] Agent: ASHLEY [REMOVED]
	File Locator: LHJ7X4

PASSENGERS: MS MARIAN GAYED

INSURANCE

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REMOVED]	606.00	33.45	\$0.00	130.10	0.00	769.55 CAD
EXPEDIA Confirmation # [REMOVED]	1,751.20	0.00	\$0.00	0.00	0.00	1,751.20 CAD
Total:	2,357.20	33.45	0.00	130.10	0.00	2,520.75 CAD

PAYMENTS

Invoice #	Payment Date	Card Holder	Form of Payment	Amount
[REMOVED]	09/09/2016		[REMOVED]	769.55 CAD
[REMOVED]	09/16/2016	MARIAN GAYED	[REMOVED]	1,751.20 CAD
Total Payment:				2,520.75 CAD

Balance Due CAD Currency 0.00 CAD

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 2EC0 *****

*****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

*****PLEASE NOTE CHECKIN TIMES***** **DOMESTIC FLIGHTS-

-CHECKIN 90 MINUTES PRIOR **DOMESTIC COUNTER WILL CLOSE 45 MINUTES PRIOR TRANSBORDER

FLIGHTS-CHECKIN 120 MINUTES PRIOR TRANSBORDER COUNTER WILL CLOSE 60 MINUTES PRIOR

NORQUEST COLLEGE
 10215 - 108TH ST NW
 EDMONTON AB T5J 1L8
 EDMONTON, AB T5J 1L6
 CANADA

Trip #: [Redacted]
 Booking Date: 14 Sep 16
 Client: [Redacted in accordance with FOIP]
 Client Phone #: [Redacted]
 Client Email: [Redacted]
 Agent: ASHLEY [Redacted]

File Locator: LHJ7X4

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
MARIAN GAYED	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: MARIAN GAYED		Booking Date: 09 Sep 16				
		File Locator/Ticket #: [Redacted in accordance with FOIP]				
Airline	Flight	From	Terminal To	Class	Seat	Stops
AIR CANADA	[Redacted]	EDMONTON INTL	TORONTO PEARSON	K		
		15 Nov 16 6:00AM	15 Nov 16 11:39AM			
AIR CANADA	[Redacted]	TORONTO PEARSON	NEW YORK LAGUARDIA	K		
		15 Nov 16 1:15PM	15 Nov 16 2:49PM			



EXPEDIA

Passengers: MARIAN GAYED		Booking Date: 16 Sep 16				
		File Locator/Ticket #: [Redacted in accordance with FOIP]				
Airline	Flight	From	Terminal To	Class	Seat	Stops
		15 Nov 16 12:00AM	20 Nov 16 12:00AM			



EXPEDIA

Passengers: MARIAN GAYED		Booking Date: 16 Sep 16	
		File Locator/Ticket #: [Redacted in accordance with FOIP]	
EXPEDIA	From:	15 Nov 16	To: 20 Nov 16
	City	NEW YORK LAGUARDIA	
	Room Type:		
	Svc Type		
	Occupancy		

hudson hotel. prepaid, non-refundable.

NORQUEST COLLEGE
10215 - 108TH ST NW
EDMONTON AB T5J 1L6
EDMONTON, AB T5J 1L6
CANADA

Trip #: [REDACTED]
Booking Date: 14 Sep 16
Client: [REDACTED] Removed in accordance with
Client Phone #: [REDACTED] FOIP
Client Email: [REDACTED]
Agent: ASHLEY [REDACTED] ed in

File Locator: LHJ7X4



AIR

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	[REDACTED]	NEW YORK LAGUARDIA		TORONTO PEARSON	Q		
		20 Nov 16 5:25PM		20 Nov 16 7:05PM			
AIR CANADA	[REDACTED]	TORONTO PEARSON		EDMONTON INTL	Q		
		20 Nov 16 8:55PM		20 Nov 16 11:10PM			

Passengers: MARIAN GAYED

Booking Date: 09 Sep 16
File Locator/Ticket #: [REDACTED]