

<b>Report</b> 0000021796	
<b>Employee</b> Schneider,Norma	<b>Employee ID</b> [REDACTED]
<b>Reference</b>	<b>Business Purpose</b> NorQuest Corporate Visa card

**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant		Location	
02/05/2020	Other Supplies Non PD			<input checked="" type="checkbox"/>	US Bank VISA	550.00 CAD	1.00	550.00 CAD
Conference Fees					COLLEGES AND INSTITUTES C		NQCOL	
02/07/2020	Air Fare Regular Travel			<input checked="" type="checkbox"/>	US Bank VISA	731.85 CAD	1.00	731.85 CAD
Student Air Fare					AIR CAN* 0143734868105		NQCOL	
02/07/2020	Air Fare Regular Travel			<input checked="" type="checkbox"/>	US Bank VISA	731.85 CAD	1.00	731.85 CAD
Student Air Fare					AIR CAN* 0143734868106		NQCOL	
02/07/2020	Air Fare Regular Travel			<input checked="" type="checkbox"/>	US Bank VISA	733.95 CAD	1.00	733.95 CAD
Student Air Fare					AIR CAN* 0143734869002		NQCOL	
02/12/2020	Air Fare Regular Travel			<input checked="" type="checkbox"/>	US Bank VISA	886.20 CAD	1.00	886.20 CAD
Air Fare					AIR CAN* 0142127742328		NQCOL	
02/13/2020	Other Regular Travel			<input checked="" type="checkbox"/>	US Bank VISA	1,270.62 CAD	1.00	1,270.62 CAD
Hotel expenses for students					EXPEDIA 7520855726894		NQCOL	

Employee Expenses	<b>4,904.47 CAD</b>
Cash Advances Applied	<b>0.00 CAD</b>
Non-Reimbursable Expenses	<b>0.00 CAD</b>

**ORACLE** Expense Report

PeopleSoft Expenses EXC4500

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**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant		Location	
						Prepaid Expenses		0.00 CAD
						Amount Due to Supplier		4,904.47 CAD
						Amount Due to Employee		0.00 CAD



Your payment for the CIGan on the Hill event has been successfully processed. Please save this email for your records.

**Transaction Information**

Item	Transaction Information	Quantity	Amount
CIGan on the Hill	CAD 550.00	1	CAD 550.00
<b>Transaction Total</b>			<b>CAD550.00</b>

Registration Confirmation Number: K4NR6GMGGVC

[View your registration](#)

If you have any questions about this transaction or email, please contact Colleges and Institutes Canada directly at [events@collegesinstitutes.ca](mailto:events@collegesinstitutes.ca).



## Ottawa

Feb 25, 2020 - Feb 27, 2020 | Itinerary # 7519628258382

### Important Information

- Remember to bring your itinerary and government-issued photo ID for airport check-in and security.

### Edmonton (YEG) → Ottawa (YOW)

Feb 25, 2020 - Feb 27, 2020 , 1 ticket


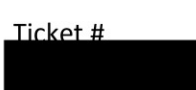
COMPLETED

Air Canada

J875D5

We hope you had a great trip. Thank you for choosing Expedia for your travel reservations.

### Traveller Information

	No frequent flyer details provided	Ticket # 
Adult		

\* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

**Feb 25, 2020** - Departure Nonstop Total travel time: 3 h 48 m

Edmonton	Ottawa	3 h 48 m 2,858 km
 <b>YEG 9:00 am</b>	<b>YOW 2:48 pm</b>	
Air Canada 362		
Economy (S)   Confirm seats with the airline*		

### Price Summary

<b>Traveller 1: Adult</b>	<b>CA \$733.95</b>
Flight	CA \$630.00
Taxes & Fees	CA \$103.95

Total: **CA \$733.95**

All prices quoted in Canadian dollars.

### Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.
  - [Additional fees for your flight to Ottawa](#)

Feb 27, 2020 - Return Nonstop Total travel time: 4 h 3 m

Ottawa Calgary 4 h 38 m  
2,887 km



**YOW 5:58 pm** **YYC 8:01 pm**

Air Canada 353

Economy (S) | Confirm seats with the airline\*

### Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- **Tickets are non-refundable, non-transferable and name changes are not allowed.**
- Please read the [complete penalty rules for changes and cancellations \(Opens in a new window.\)](#) applicable to this fare.
- Please read important information regarding [airline liability limitations \(Opens in a new window.\)](#).
- For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

- [Additional fees for your flight to Calgary](#)

If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

Si l'embarquement vous est refusé ou que vos bagages sont perdus ou endommagés, vous pourriez avoir droit à certains avantages au titre des normes de traitement et de compensation, en vertu du Règlement sur la protection des passagers aériens (Air Passenger Protection Regulations). Pour plus d'informations sur les droits des passagers, veuillez contacter votre compagnie aérienne ou bien vous rendre sur le site Internet de l'Office des transports du Canada (Canadian Transportation Agency).

### Need help with your reservation?

- Visit our [Customer Support](#) page.
- Call us at 1-866-307-7601.
- For faster service, mention **itinerary #7519628258382**

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.
- Ticket fulfillment services provided by Tour East Holidays (Canada) Inc., 15 Kern Road, Suite 9, Toronto, Ontario M3B 1S9. TICO Registration No.: 50015827



## Ottawa

Feb 25, 2020 - Feb 27, 2020 | Itinerary # 7519625938003

### Important Information

- Remember to bring your itinerary and government-issued photo ID for airport check-in and security.

### Edmonton (YEG) → Ottawa (YOW)

Feb 25, 2020 - Feb 27, 2020 , 2 round trip tickets

COMPLETED

Air Canada

J6DA8A

We hope you had a great trip. Thank you for choosing Expedia for your travel reservations.

#### Traveller Information

[Redacted]

Adult

No frequent flyer details provided

Ticket #

[Redacted]

Adult

No frequent flyer details provided

[Redacted]

\* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Feb 25, 2020 - Departure Nonstop

Total travel time: 3 h 48 m



Edmonton

YEG 9:00 am

Ottawa

YOW 2:48 pm

3 h 48 m  
2,858 km

### Price Summary

<b>Traveller 1: Adult</b>	<b>CA \$731.85</b>
Flight	CA \$628.00
Taxes & Fees	CA \$103.85
<b>Traveller 2: Adult</b>	<b>CA \$731.85</b>
Flight	CA \$628.00
Taxes & Fees	CA \$103.85

Total: **CA \$1,463.70**


All prices quoted in Canadian dollars.

### Additional Flight Services

Air Canada 362  
Economy (S) | Confirm seats with the airline\*

Feb 27, 2020 - Return Nonstop

Total travel time: 4 h 23 m

Ottawa	Edmonton	4 h 33 m 2,858 km
 <b>YOW 6:07 pm</b>	<b>YEG 8:30 pm</b>	
Air Canada 363 Economy (S)   Confirm seats with the airline*		

#### Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- **Tickets are non-refundable, non-transferable and name changes are not allowed.**
- Please read the [complete penalty rules for changes and cancellations](#) (Opens in a new window.) applicable to this fare.
- Please read important information regarding [airline liability limitations](#) (Opens in a new window.).
- For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

- The airline may charge additional fees for checked baggage or other optional services.
  - [Additional fees for your flight to Ottawa](#)
  - [Additional fees for your flight to Edmonton](#)

If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

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Need help with your reservation?



# Booking Confirmation



Booking Reference: **MFJI5R**

Date of issue: 12 Feb, 2020

This is your official 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

Economy - Standard

Tuesday  
25 Feb., 2020

09:00  
**Edmonton**  
Edmonton Int. (YEG),  
Alberta



14:48  
**Ottawa**  
Ottawa Int. (YOW),  
Ontario

 AC362

**3hr48**  
Economy W  
Operated by: Air Canada | [A320-200](#) |  
 **Wi-Fi**  
Food for purchase on board



## Return

Economy - Standard

Thursday  
27 Feb., 2020

17:20  
**Ottawa**  
Ottawa Int. (YOW),  
Ontario



19:53  
**Edmonton**  
Edmonton Int. (YEG),  
Alberta

 AC363

**4hr33**  
Economy G  
Operated by: Air Canada | [A320-200](#) |  
 **Wi-Fi**  
Food for purchase on board

## Passengers

 **Norma Schneider**

Seats

Ticket number

AC362 -

AC363 -

# Purchase summary

Visa

Amount paid: \$886.20

### Tax information

GST no. 10009-2287 RT0001 \$40.96

GST/HST no. 10009-2287 RT0001 \$2.99

1 adult



### Air transportation charges

Base fare - Depart - Economy - Standard	384.00
Base fare - Return - Economy - Standard	345.00
<b>Surcharges</b>	<b>46.00</b>



### Taxes, fees and charges

Air Travellers Security Charge - Canada	14.25
Goods and Services Tax - Canada - 100092287 RT0001	40.96
Harmonized Sales Tax - Canada - 100092287 RT0001	2.99
Airport Improvement Fee - Canada	53.00
Total before options (per passenger)	<b>\$886<sup>20</sup></b>
<b>GRAND TOTAL (Canadian dollars)</b>	<b>\$886<sup>20</sup></b>



## 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**  
minutes<sup>1</sup>

### 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.

Check-in

**Tue., 25 Feb.**

Check-in time starts at 4:00 PM

Check-out

**Thu., 27 Feb.**

noon

## Room Details

### Room 1

#### Standard Room, 2 Queen Beds

##### Reserved for

[REDACTED]

1 adult

##### Special requests\*

2 Queen Beds

Non-smoking room

### Room 2

#### Standard Room, 2 Queen Beds

##### Reserved for

[REDACTED]

1 adult

##### Special requests\*

2 Queen Beds

Non-smoking room

### Room 3

#### Standard Room, 2 Queen Beds

##### Reserved for

[REDACTED]

1 adult

##### Special requests\*

2 Queen Beds

Non-smoking room

\*All special requests (such as in-room amenities, bed type, and smoking preference) are shared with the hotel, but requests are not guaranteed and may incur additional charges. We recommend you confirm them directly with the hotel before travel.

[Manage Booking](#)

[Change or cancel](#)

Free cancellation until February 24 at 7:00 p.m. (Eastern Standard Time (US & Canada))

## Pricing Summary

### Room 1 Price **C\$423.54**

Tue., 25 Feb.	C\$167.81
Wed., 26 Feb.	C\$186.57
Taxes	C\$69.16

### Room 2 Price **C\$423.54**

Tue., 25 Feb.	C\$167.81
Wed., 26 Feb.	C\$186.57
Taxes	C\$69.16

### Room 3 Price **C\$423.54**

Tue., 25 Feb.	C\$167.81
Wed., 26 Feb.	C\$186.57
Taxes	C\$69.16

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## Total **C\$1,270.62**

Collected by Expedia at checkout

Unless specified otherwise, rates are quoted in Canadian dollars.

Expedia Rewards



**You earned 2541 Expedia Rewards points**

[VIEW RECEIPT](#)

<b>Report</b> 0000022056	
<b>Employee</b> Schneider, Norma	<b>Employee ID</b> [REDACTED]
<b>Reference</b>	<b>Business Purpose</b> NorQuest Corporate Visa card

**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant	Location		
02/24/2020	Air Fare Regular Travel			<input checked="" type="checkbox"/>	US Bank VISA	31.50 CAD	1.00	31.50 CAD
Baggage					AIR CAN* 0144204597621	NQCOL		
02/26/2020	Air Fare Regular Travel			<input checked="" type="checkbox"/>	US Bank VISA	31.50 CAD	1.00	31.50 CAD
Baggage					AIR CAN* 0144204735039	NQCOL		

Employee Expenses	<b>63.00 CAD</b>
Cash Advances Applied	<b>0.00 CAD</b>
Non-Reimbursable Expenses	<b>0.00 CAD</b>
Prepaid Expenses	<b>0.00 CAD</b>
Amount Due to Supplier	<b>63.00 CAD</b>
Amount Due to Employee	<b>0.00 CAD</b>



**From:** [Norma Schneider](#)  
**To:** [Rebecca Bock Freeman](#)  
**Subject:** FW: Air Canada - Receipt - Baggage Fee  
**Date:** Wednesday, May 6, 2020 9:32:26 PM

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-----Original Message-----

From: Air Canada <[confirmation@aircanada.ca](mailto:confirmation@aircanada.ca)>  
Sent: Wednesday, February 26, 2020 8:22 PM  
To: Norma Schneider <[Norma.Schneider@norquest.ca](mailto:Norma.Schneider@norquest.ca)>  
Subject: Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2020-02-27

Passenger: NORMA SCHNEIDER  
Departure city: OTTAWA YOW  
Destination city: EDMONTON YEG

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD

GST/TPS: 1.50 CAD

Total CAD: 31.50 CAD

Form of payment used: Visa 

Please Note: This fee is non refundable.

XG - GOODS AND SERVICES TAX GST

Fly through paying on your mobile device with Air Canada Mobile+!

Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:  
<https://mymessages.aircanada.com/en/VkmsDjRKXj9ZY9CPZg1TIQ>

\*\*\*\*\*

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# Booking Confirmation



Booking Reference: **MFJI5R**

Date of issue: 12 Feb, 2020

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## Depart

Economy - Standard

Tuesday  
25 Feb., 2020

09:00  
**Edmonton**  
Edmonton Int. (YEG),  
Alberta



14:48  
**Ottawa**  
Ottawa Int. (YOW),  
Ontario

 AC362

**3hr48**  
Economy W  
Operated by: Air Canada | [A320-200](#) |  
 **Wi-Fi**  
Food for purchase on board



## Return

Economy - Standard

Thursday  
27 Feb., 2020

17:20  
**Ottawa**  
Ottawa Int. (YOW),  
Ontario



19:53  
**Edmonton**  
Edmonton Int. (YEG),  
Alberta

 AC363

**4hr33**  
Economy G  
Operated by: Air Canada | [A320-200](#) |  
 **Wi-Fi**  
Food for purchase on board

## Passengers

 **Norma Schneider**

Seats

Ticket number  
0142127742328

AC362 -  
AC363 -

# Purchase summary

Visa

Amount paid: \$886.20

### Tax information

GST no. 10009-2287 RT0001 \$40.96

GST/HST no. 10009-2287 RT0001 \$2.99

1 adult



### Air transportation charges

Base fare - Depart - Economy - Standard 384.00

Base fare - Return - Economy - Standard 345.00

**Surcharges** 46.00



### Taxes, fees and charges

Air Travellers Security Charge - Canada 14.25

Goods and Services Tax - Canada - 100092287 RT0001 40.96

Harmonized Sales Tax - Canada - 100092287 RT0001 2.99

Airport Improvement Fee - Canada 53.00

Total before options (per passenger) **\$886<sup>20</sup>**

**GRAND TOTAL (Canadian dollars) \$886<sup>20</sup>**



## Check-in and boarding gate deadlines

Within Canada

**90**  
minutes

### Recommended check-in time

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**45**  
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### Check-in and baggage drop-off deadline

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