

Employee ID / Name Removed // Jodi Abbott	Comment
Sheet ID 0000018503	
Business Purpose NorQuest Expense Claim	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2019/02/01	AIRTRAV	Return Flight - International Strategy	6000	10	10101	999			1,943.59

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 February 2, 2019
Employee Signature Date

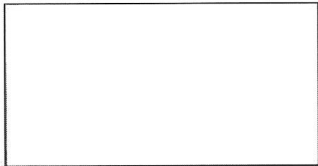
Electronic approval attached February 5, 2019
Approved by Date

. Ann Colbourne
Print Name

Total Expenses:	1943.590	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	1943.590	
Amount Due Vendor:	0.000	

Lorraine Sousa

From: Barb [Removed in accordance with FOIP]
Sent: Friday, February 1, 2019 2:40 PM
To: Lorraine Sousa
Subject: FW: Invoice and Itinerary for ABBOTT/JODI DR - 29March19 - Vision Travel Locator: RZJRJM
Attachments: E-Ticket Receipt 1 - RZJRJM - March 29 2019 21391942.pdf



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: 003032369 Agency Ref.: RZJRJM Customer Number: [Removed in accordance with FOIP]
Issued: 01 February 2019 Sales Person: Barbara Lazarenko Customer Ref.:

NORQUEST COLLEGE Passenger(s): **ABBOTT/JODI DR**
10215 106 STREET NW
EDMONTON AB
T5J 1L6

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

Possible Airport Screening Delays:

Recent changes from the U.S. Department of Homeland Security will require additional screening measures for customers on international flights bound for the U.S. These screening measures pertain to any itinerary where a passport is required to enter the U.S. Customers entering the U.S. from an international airport are encouraged to arrive to the airport at least three (3) hours prior to departure to allow for this security measure. <https://www.dhs.gov/aviation-security>

AIR - Friday, March 29 2019

[Add To Calendar](#)

KLM Royal Dutch Airlines Flight KL676 Economy Class

Depart Edmonton, Alberta [Weather](#) **Arrive** Amsterdam, Netherlands [Weather](#)
 Edmonton International Airport Schiphol Airport
 06:35 PM Friday, March 29 2019 10:20 AM Saturday, March 30 2019

Duration: 8 hour(s) and 45 minute(s) Non-stop
Status: Confirmed - KLM Royal Dutch Airlines Booking Reference: ULD47J
Online Check In: Available 24 hours prior - [click here](#)
Canada Consulate Registration: Keep connected to Canada in case of an emergency abroad by Registering using the following Link: [click here](#)
Baggage Allowance: 1 Piece(s)

Remarks: PLEASE CHECK IN WITH KLM ROYAL DUTCH AIRLINES SEAT 9B

AIR - Saturday, April 6 2019

[Add To Calendar](#)

KLM Royal Dutch Airlines Flight KL675 Economy Class

Depart Amsterdam, Netherlands [Weather](#) **Arrive** Edmonton, Alberta [Weather](#)
 Schiphol Airport Edmonton International Airport
 02:40 PM Saturday, April 6 2019 03:30 PM Saturday, April 6 2019

Duration: 8 hour(s) and 50 minute(s) Non-stop
Status: Confirmed - KLM Royal Dutch Airlines Booking Reference: ULD47J
Online Check In: Available 24 hours prior - [click here](#)
Canada Consulate Registration: Keep connected to Canada in case of an emergency abroad by Registering using the following Link: [click here](#)
Baggage Allowance: 1 Piece(s)

Remarks: PLEASE CHECK IN WITH KLM ROYAL DUTCH AIRLINES SEAT 8B

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Service Fee	9540017768057	25.00	0.00	1.25	0.00	26.25
Billed to: Removed in accordance with FOIP						
Invoice Number: 000060369						
KLM Royal Dutch Airlines	0742942827682	848.00	636.71	1.50	0.00	1486.21
Billed to: Removed in accordance with FOIP						
	ULD47J	431.13	0.00	0.00	0.00	431.13
Billed to: Removed in accordance with FOIP						
Totals:		1304.13	636.71	2.75	0.00	1943.59
Total Credit Card Billing:						1943.59
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

PLEASE CHECK IN 3 HOURS PRIOR TO DEPARTURE

EFFECTIVE 10 NOVEMBER 2016 CANADAS ENTRY REQUIREMENTS HAVE CHANGED FOR NON CANADIAN PASSPORT TRAVELERS.

PLS VISIT?TRAVEL.GC.CA/TRAVELLING/DOCUMENTS/DUAL-CITIZENSHIP FOR FULL DETAILS FOR ABOUT THE ELECTRONIC TRAVEL AUTHORIZATION-ETA

TRAVEL DOCUMENTATION - A VALID CANADIAN PASSPORT IS REQUIRED. PASSPORTS- AND IF REQUIRE- MOST VISAS- SHOULD BE VALID FOR AT LEAST 6 MONTHS BEYOND DATE OF SCHEDULED RETURN. ENSURE THERE ARE TWO BLANK PAGES IN YOUR PASSPORT SO THAT ANY REQUIRED VISAS OR PERMITS CAN BE ATTACHED.

TRAVEL OUTSIDE CANADA REQUIRES INFANTS AND CHILDREN TO HAVE THEIR OWN PASSPORT- AND IF REQUIRED- VISAS.

A VALID CANADIAN PASSPORT OR CANADIAN RESIDENT CARD WILL BE REQUIRED FOR RE-ENTRY INTO CANADA.

VISAS - TRAVELERS ARE RESPONSIBLE FOR SECURING AND FULFILLING VISA AND PASSPORT REQUIRES TO ENTER/EXIT A COUNTRY. FOR DETAILS ON COUNTRY SPECIFIC REQUIREMENTS- PLEASE VISIT CIBTS WEB SITE AT WWW.CIBTVISAS.CA/VISION

IF YOU ARE TRAVELLING UNDER A NON-CANADIAN PASSPORT PLEASE ADVISE YOUR TRAVEL ADVISOR AS YOU MAY HAVE DIFFERENT REQUIREMENTS. FOR NON-CANADIAN PASSPORTS- PLEASE VISIT NOTE - ENTRY TO ANOTHER COUNTRY MAY BE REFUSED EVEN IF THE REQUIRED INFORMATION AND TRAVEL DOCUMENTS ARE COMPLETE.

--FOR REQUIRED VACCINATIONS AND TRAVEL HEALTH--

--INFORMATION VISIT WWW.PHAC-ASPC.GC.CA

ON YOUR RETURN TO CANADA DUTY FREE ALCOHOL MUST BE PLACED IN CHECKED LUGGAGE WHEN CONNECTING DOMESTICALLY AS LIQUIDS OVER 100ML NOT ALLOWED THROUGH SECURITY

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 3 HOURS PRIOR TO DEPARTURE. TIMES VARY BY AIRLINE AND DESTINATION AFTER CHECK-IN YOU MUST BE AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.

THESE TIMES MAY VARY WITH AIRLINE AND AIRPORT.

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 CHECK ALL FLIGHT TIME. 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.

VISIT THE AIRLINES WEBSITE TO SEE THE
THE EXACT BAGGAGE RESTRICTIONS AND FEES.

MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING
WWW.VISIONTRAVEL.CA/BAGGAGE/

THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE
PHOTO ID REQUIRED FOR CHECK IN.

BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.
YOUR AIRLINE FILE NUMBER IS ULD47J

.....
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
EFFECTIVE 10 NOVEMBER 2016 CANADAS ENTRY REQUIREMENTS HAVE
PLS VISIT? TRAVEL.GC.CA/TRAVELLING/DOCUMENTS/DUAL-CITIZENSHIP
CONNECTING DOMESTICALLY AS LIQUIDS OVER 100ML

IMPORTANT – TRAVEL ADVISORY

If you have any questions on the attached advisory, kindly consult with your team.

Amsterdam, Netherlands

Employee ID / Name Removed / Jodi Abbott	<h1>COPY</h1>
Sheet ID 0000018572	
Business Purpose NorQuest Expense Claim	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2019/01/28	DININTL	Dinner per diem - January 28/19	6000	10	10101	999			45.65
2019/01/28	DAYINT	Daily per diem January 28/19	6000	10	10101	999			32.25
2019/01/29	LNCHINT	Lunch per diem - January 29/19	6000	10	10101	999			25.50
2019/01/29	DAYINT	Daily per diem January 29/19	6000	10	10101	999			32.25
2019/01/30	LNCHINT	Lunch per diem - January 30/19	6000	10	10101	999			25.50
2019/01/31	LNCHINT	Lunch per diem - January 31/19	6000	10	10101	999			25.50
2019/01/30	DININTL	Dinner per diem - January 30/19	6000	10	10101	999			45.65
2019/01/30	DAYINT	Daily per diem - January 30/19	6000	10	10101	999			32.25
2019/01/31	DININTL	Dinner per diem - January 31/19	6000	10	10101	999			45.65
2019/01/31	DAYINT	Daily per diem - January 31/19	6000	10	10101	999			32.25
2019/02/01	LNCHINT	Lunch per diem - February 1/19	6000	10	10101	999			25.50
2019/02/01	DININTL	Dinner per diem - February 1/19	6000	10	10101	999			45.65
2019/02/01	DAYINT	Daily per diem - February 1/19	6000	10	10101	999			32.25
2019/02/02	LNCHINT	Lunch per diem - February 2/19	6000	10	10101	999			25.50
2019/02/02	DININTL	Dinner per diem - February 2/19	6000	10	10101	999			45.65
2019/02/02	DAYINT	Daily per diem - February 2/19	6000	10	10101	999			32.25
2019/02/03	LNCHINT	Lunch per diem - February 3/19	6000	10	10101	999			25.50
2019/02/04	LNCHINT	Lunch per diem - February 4/19	6000	10	10101	999			25.50
2019/02/03	DAYINT	Daily per diem - February 3/19	6000	10	10101	999			32.25
2019/02/04	DAYINT	Daily per diem - February 4/19	6000	10	10101	999			32.25
2019/02/05	LNCHINT	Lunch per diem - February 5/19	6000	10	10101	999			25.50
2019/02/05	DININTL	Dinner per diem - February 5/19	6000	10	10101	999			45.65
2019/02/05	DAYINT	Daily per diem - February 5/19	6000	10	10101	999			32.25
2019/02/06	LNCHINT	Lunch per diem - February 6/19	6000	10	10101	999			25.50
2019/02/06	DAYINT	Daily per diem - February 6/19	6000	10	10101	999			32.25
2019/02/06	DININTL	Dinner per diem - February 6/19	6000	10	10101	999			45.65
2019/02/07	LNCHINT	Lunch per diem - February 7/19	6000	10	10101	999			25.50
2019/02/07	DAYINT	Daily per diem - February 7/19	6000	10	10101	999			32.25
2019/02/07	DININTL	Dinner per diem - February 7/19	6000	10	10101	999			45.65
2019/02/08	LNCHINT	Lunch per diem - February 8/19	6000	10	10101	999			25.50
2019/02/08	DAYINT	Daily per diem - February 8/19	6000	10	10101	999			32.25

Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2019/02/09	LNCHINT	Lunch per diem - February 9/19	6000	10	10101	999			25.50
2019/02/09	OTHER	Private car from Chandigarh to Delhi (flight was cancelled)	6000	10	10101	999			120.25
2019/02/09	DAYINT	Daily per diem - February 9/19	6000	10	10101	999			32.25
2019/02/10	LNCHINT	Lunch per diem - February 10/19	6000	10	10101	999			25.50
2019/02/10	DININTL	Dinner per diem - February 10/19	6000	10	10101	999			45.65
2019/02/10	OTHER	Taxi - restaurant to hotel	6000	10	10101	999			18.50
2019/02/10	OTHER	Taxi - hotel to restaurant	6000	10	10101	999			18.50
2019/02/10	OTHER	Taxi - hotel to conference (return trip)	6000	10	10101	999			51.80
2019/02/10	DAYINT	Daily per diem - February 10/19	6000	10	10101	999			32.25
2019/02/11	OTHER	Taxi - hotel to airport	6000	10	10101	999			51.80
2019/02/11	DAYINT	Daily per diem - February 11/19	6000	10	10101	999			32.25

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.

Jale Abbott
Employee Signature

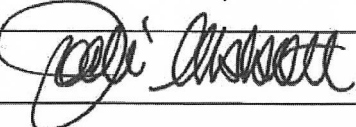
Feb 20/19
Date

electronic approval attached. Feb 21/19
Approved by Date

Ann Colbourne
Print Name


Total Expenses:	1486.950	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	1486.950	
Amount Due Vendor:	0.000	

No Receipt Declaration

Declaration	
I, <u>Jodi Abbott</u> hereby declare that I have lost, or never received the original receipt and have made every effort to obtain a duplicate receipt. I further declare that the expense was incurred for College business and that I have not and will not use this receipt (if found) to claim reimbursement from any other source in the future.	
Signature: 	Date: <u>Feb 21/19</u>

Receipt Details	
Reason for no receipt:	No email receipt provided, Receipt was to be emailed - to date not received.
Vendor Name:	<u>Van Service</u>
Date of Purchase:	<u>February 9, 2019</u>

Itemized Expense Details	
Item Description	Amount
Flight from Chandigarh to Delhi was cancelled.	\$ 120.25
Car was booked for \$6,500.00 rupees by Nancy Thornton	
Total Amount of Purchase (including GST):	\$ 120.25

Approval		
Signing Authority Name:  Ann Colbourne	Signature: <i>electronic approval attached</i>	Date: <i>Feb 21/19</i>

Removed in accordance with FOIP

Mob:

TAXI SERVICE

Hotel Maurya Taxi Stand
Sardar Patel Marg, New Delhi (India)

Bill No.

4433 *Cher*

Date 10-2-19

M/s

Taxi No.

PARTICULARS

AMOUNT
Rs

0211

9382

Taxi Kang

7000/2

10500/2

E.&O. E.

Driver's
Removed in accordance with FOIP

Removed in accordance with FOIP

Mob:

TAXI SERVICE

Hotel Maurya Taxi Stand
Sardar Patel Marg, New Delhi (India)

Bill No.

4443 *CASH*

Date

M/s

Taxi No.

PARTICULARS

AMOUNT
Rs

0211

9382

Taxi Par

1000/2

7000/2

E.&O. E.

Driver's
Removed in accordance with FOIP

Mob: _____

Removed in accordance with FOIP [REDACTED] **TAXI SERVICE**
 Hotel Maurya Taxi Stand
 Sardar Patel Marg, New Delhi (India)

Bill No. **4445** Date 10-2-19
 M/s CASH

Taxi No	PARTICULARS	AMOUNT Rs.
<u>DLIT</u> <u>9382</u>	<u>Taxi Fare</u>	<u>2800</u>
		<u>2800</u>

E.&O. E. Driver's Signature [REDACTED]

Mob: _____

Removed in accordance with FOIP [REDACTED] **TAXI SERVICE**
 Hotel Maurya Taxi Stand
 Sardar Patel Marg, New Delhi (India)

Bill No. **1174** Date 10-2-19
 M/s _____

Taxi No	PARTICULARS	AMOUNT Rs.
	<u>Taxi</u>	<u>2800</u>

E.&O. E. Driver's Signature [REDACTED]

Employee ID / Name Removed in Jodi Abbott	Comment
Sheet ID 0000018964	
Business Purpose NorQuest Expense Claim	



Date	Expense Type	Description	Account	Fund	DeptID	Location	Analysis	Project	Amount
2019/03/28	HOST	Lunch meeting - board relations	6003	10	10500	999			37.43

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.

J. Abbott
Employee Signature

March 28/19
Date

electronic approval attached
Approved by

April 2/19
Date

Removed in *Ann Colbourne*
Print Name

Total Expenses:	37.430	CAD
Less Vendor Credits:	-0.000	
Less Cash Advance:	0.000	
Amount Due Employee:	37.430	
Amount Due Vendor:	0.000	

Lorraine Sousa

Subject: Lunch with Gayle [Redacted] / Jodi Abbott
Location: Café Linnea (10932 119 St)
Start: Thu 3/28/2019 12:00 PM
End: Thu 3/28/2019 1:00 PM
Recurrence: (none)
Meeting Status: Meeting organizer
Organizer: Jodi Abbott
Required Attendees: [Redacted] Removed in accordance with FOIP
Categories: Important

Cafe Linnea
10932 119 St

gst#
Table #4
Trans #: 61252 Serv: Brandi
3/28/2019 12:55 PM # Cust:2

Quan	Descript	Cost
2	Winter Salad	\$24.00
2	Sub Salmon	\$7.00
Net Total:		\$31.00
GST		\$1.55

TOTAL: \$32.55
Amount Due: \$32.55
Food: \$31.00

CAFE LINNEA
10932 119 ST NW
EDMONTON AB

CARD ***** [Redacted]
CARD TYPE VISA
DATE 2019/03/28
TIME 9689 12:59:17
CLERK ID [Redacted]
RECEIPT NUMBER
C82036019-001-339-013-0

PURCHASE
AMOUNT \$32.55
TIP \$4.88
TOTAL
\$37.43

VISA CREDIT
A0000000031010
A737914BA238B116
0080008000-E800
0C306F317587FF44
0080008000-F800

APPROVED
AUTH# 075377 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS