



Expense Disclosure Summary

Name **Ralph Weeks** Position **President/CEO**
Period Covered **April 1, 2013 - June 30, 2013**

Please attach supporting documentation ie: Expense Disclosure Sheet and applicable receipts

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Airfare	Other Transportation*	Accommodation	Meals	Hospitality	Incidentals	Total
1/4/2013 - 30/6/2013	N/A	Hospitality/PR Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,369.37	\$ -	\$ 2,369.37
4/11/2013	Edmonton	Meeting Council of Presidents and Deputy Minister, Enterprise and Advanced Education David Morhart	\$ 844.46	\$ 65.00	\$ 210.29	\$ 54.00	\$ -	\$ 10.00	\$ 1,183.75
1/5/2013-2/5/2013	Edmonton	Meetings of eCampus Board of Directors, Council of Presidents and Joint Council of Presidents and Board Chairs	\$ 650.21	\$ 67.00	\$ 156.06	\$ 32.00	\$ -	\$ 10.00	\$ 915.27
24/5/2013	Calgary	Installation of David Ross, SAIT Polytechnic Meeting of 11 CCI Presidents and Campus Alberta Strategic Directions	\$ 558.86	\$ 95.50	\$ -	\$ 10.00	\$ -	\$ -	\$ 664.36
27/5/2013 - 28/5/2013	Edmonton	Meeting of all PSI Presidents and Minister	\$ 823.46	\$ 10.00	\$ 144.82	\$ 76.00	\$ -	\$ 10.00	\$ 1,064.28
17/6/2013	Edmonton	Meeting of all PSI Presidents and Minister	\$ 893.81	\$ 72.00	\$ -	\$ 32.00	\$ -	\$ -	\$ 997.81
			\$ 3,770.80	\$ 309.50	\$ 511.17	\$ 204.00	\$ 2,369.37	\$ 30.00	\$ 7,194.84

* Other Transportation includes vehicle rentals, public transportation, taxis, parking, and mileage

This Expense Summary is true and complete to the best of my knowledge for the period indicated above.

Don Bruce for R. Weeks.

Signature



Expense Disclosure Sheet

Name Ralph Weeks Date 1/4/2013 - 30/6/2013 Destination N/A

Position President Purpose Hospitality/PR Expenses

Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

<u>Date</u>	<u>Vendor</u>	<u>Expense Category</u> (Select from drop down menu)	<u>Description/Rationale</u>	<u>Total</u>
4/19/2013	Cypress Club	Hospitality	Meal with President, Vice-President, Academic and Mount Royal University President and University Secretary.	251.15
4/22/2013	The Cheesecake Café	Hospitality	Administrative Assistants Day-Appreciation Lunch.	124.09
4/23/2013	Shooting Star Events	Hospitality	Support Staff Breakfast for 120 staff.	1,545.26
4/23/2013	Our Flower Shop	Hospitality	Support Staff Breakfast Flowers for Raffle.	448.87
Total Receipts				2,369.37

CYPRESS CLUB

218 - 6th AVE. S.E.
MEDICINE HAT, ALBERTA T1A 2S5
TELEPHONE (403) 526-2988
G.S.T. REGISTRATION No. R108079484

GL: 1-12000-9250

Meeting with MRU President &
University
Secretary

MHC VP-Acad.
STATEMENT OF ACCOUNT

Weeks Dr. Balogh

STATEMENT DATE	ACCOUNT NO.
04/01/2013	

DATE PAID	CHEQUE NO.	AMOUNT	AMOUNT	BALANCE
TRANSACTION DATE	INVOICE NO.	DESCRIPTION		
05/19/2013	41302	Charge		251.15
<i>MHC / MRU.</i>				
<i>Scoburn</i>				
AGE	Current	31-60	Over 60	TOTAL
AMOUNT	251.15	0.00	0.00	251.15

CYPRESS CLUB
MEDICINE HAT, AB
(403) 526-2988
GST #108079484

R E C E I P T

1. Duplicate

Account #603

Weeks, Dr Ralph

RACK OF LAMB	39.00
RACK OF LAMB	39.00
RACK OF LAMB	39.00
OPEN FOOD	24.99
BTL HOUSE WINE	30.00
BTL HOUSE WINE	30.00
4 x 1.50	
COFFEE	6.00

Gratuity	31.20
GST	11.96
Total	251.15
Charge	251.15

8:47 PM 3/19/2013 34 BRAD

10

THANK YOU

STATEMENT DATE: 2013/05/20
AGENT NAME: MEDICINE HAT COLLEGE
CORPORATE BILL: DETAIL - NOT TO BE USED FOR PAYMENT REMITTANCE
CARD HOLDER NAME: [REDACTED]

<u>TRAN DT</u>	<u>MERCH NAME</u>	<u>MERCH CITY</u>	<u>PRV</u>	<u>AMOUNT</u>	<u>NAT. TAX</u>	<u>FRGN CUR</u>
① 04/22/13	THE CHEESECAKE CAFE	MEDICINE HA AB		\$124.09	\$5.91	\$.00
1 12000 9200 9250				\$.00	\$.00	\$.00

CARDHOLDER APPROVAL [REDACTED] DATE May 21, 2013

MANAGEMENT APPROVAL [Signature] DATE May 21, 2013

① Appreciation lunch for Executive Office - Executive Assistants
(Admin Assistant's Week ~~April~~ ^{April} 22-26, 2013)

In attendance: [REDACTED]



GST #
 2030 Strachan Road SE
 Medicine Hat, Alberta
 403-487-5800

Server: [REDACTED] 04/22/2013
 Table 32/1 1:29 PM
 Guests: 0 20008

7-UP	3.00
COFFEE	3.00
CHICKEN SANDWICH	14.75
WOODLAND CHICKEN SANDWICH	13.75
1/2 CLUB & SOUP	12.50
REUBEN SANDWICH	13.75
LUNCH FEATURE	10.00
TURTLE CHEESECAKE	8.00
FRENCH APPLE CHEESECAKE	8.00
LEMON RASPBERRY SWIRL	8.00
SKOR CHEESECAKE	8.00

Subtotal	102.75
GST Exclusive Tax	5.14
Total	107.90
Balance Due	\$ 107.90

PLEASE PAY YOUR SERVER

THE CHEESECAKE CAFE
 2030 STRACHAN RD SE
 MEDICINE HAT, AB T1B 0M

Merchant ID: 000000002969431
 Term ID: 04424542
 11385970017

Purchase

VISA CREDIT

[REDACTED]
 AID: A0000000031010
 Entry Method: Chip
 Apprvd: Online Batch#: 000173
 04/22/13 13:30:09

Ref#: 000078381124
 Inv #: 004059 Appr Code: 014008

Amount:	\$	107.90
Tip:	\$	16.19
Total:	\$	124.09

Customer Copy ✓



Shooting Star Events

Medicine Hat College

299 College Drive SE
Medicine Hat, Alberta T1A 3Y6
Ph. (403) 529-3810 Fax (403) 529-2437
GST# 122005846

INVOICE

Invoice No. 5766
Date: May 5, 2013

To: Medicine Hat College
c/o [REDACTED]

RE: Support Staff Breakfast

COPY

Function Description	Date of Event	Location	G.L. Number	Terms
	Apr 23/13	Courtyard		30 days 2%

Quantity	Menu / Description	Unit Price	Amount
120	people for Breakfast Buffet	\$ 10.95	\$ 1,314.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

GL: 1-12000-9250
C. Michaluk

Subtotal	\$ 1,314.00
Gratuity	\$157.68
GST	\$73.58
Total Due	\$1,545.26

Make all cheques payable to: **Shooting Star Events (MHC)**.
If you have any questions concerning this invoice, call: Colette Michaluk (403) 529-3

Thank you for your Business.

Our Flower Shop
 676 Kingsway Ave., SE
 GST# 85185808-5
 Phone# 403-580-4030

Server: [REDACTED]
 04/19/13

08:38am

Order# 338

1 ARRANGEMENTS \$420.00
 !12 CENTREPIECES
 !AT 35.00 EACH
 1 DELIVERY \$7.50
 !SHIPPER'S NAME
 !MED HAT COLL
 !PRES OFFICE
 !SHIPPER'S #
 !403-502-8988
 !RECEIVERS NAME
 !MED HAT COLLEGE
 !SPORT BREAKFAST
 !RECEIVERS ADDRESS

Order#338
 04/19/13

ARRANGEME \$420.00
 !12 CENTREPIECES
 !AT 35.00 EACH
 !DELIVERY
 !SHIPPER'S NAME
 !MED HAT COLL
 !PRES OFFICE
 !SHIPPER'S #
 !403-502-8988
 !RECEIVERS NAME
 !MED HAT COLLEGE
 !SPORT BREAKFAST
 !RECEIVERS ADDRESS

RECEIVERS #

Server for : 04/22/13
 Server by : 03:30pm

Time : 08:38am
 Server: [REDACTED]

Subtotal: \$427.50
 Tax: \$21.37
 Sub w/Tax: \$448.87
 Total: \$448.87

Charge \$448.87

Thank you for your patronage!



Expense Disclosure Sheet

Name Ralph Weeks Date 4/11/2013 Destination Edmonton

Position President Purpose Meeting Council of Presidents and Deputy Minister, Enterprise and Advanced Education David Morhart

Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description/Rationale	Total
4/10/2013	Air Canada	Airfare	Round trip flight from Medicine Hat to Edmonton	791.96
4/10/2013	Air Canada	Airfare	Air Canada charge to change flight from April 11, 2013 to April 10, 2013. Meeting changed to morning of April 11 which required a change in flight.	52.50
4/10/2013	The Sutton Place Hotel	Accommodation	Hotel in Edmonton.	210.29
4/10/2013	Yellow Cab Taxi	Other Transportation	Taxi from Edmonton International Airport to hotel.	57.00
4/11/2013	Capital Taxi	Other Transportation	Taxi from hotel to Grant MacEwan University.	8.00
4/12/2013	MHC Travel Claim	Meals	Meal Allowance.	54.00
4/12/2013	MHC Travel Claim	Incidentals	Overnight incidental allowance.	10.00
				-
				-
				-
				-
			Total Receipts	1,183.75

1

From: Air Canada <confirmation@aircanada.ca>
Sent: Wednesday, March 20, 2013 10:26 AM
To: [REDACTED]
Subject: Air Canada - 11-Apr: Medicine Hat - Edmonton (booking ref: KRXC4Z)

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.





Hotels in Edmonton

Why book your hotel stay at aircanada.com?

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- **Lowest price** guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com

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 **Need a car in Edmonton?** Great rates and additional Aeroplan Miles. **AVIS Budget**

Booking Information

Booking Reference: KRXC4Z

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Dr. Ralph Weeks

Mobile: 1-403-5480143

Home: [REDACTED]

Work: 1-403-5293801

Online Services

Manage my booking online (view/change my booking; select seats*).

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC7226 ¹	Medicine Hat (YXH) Thu 11-Apr 2013 05:30	Calgary (YYC) Thu 11-Apr 2013 06:27	0	2hr51	BEH	Flex, M	
AC8132 ²	Calgary (YYC) Thu 11-Apr 2013 07:30	Edmonton, Edmonton Int'l (YEG) Thu 11-Apr 2013 08:21	0		DH3	Flex, M	
AC8165 ²	Edmonton, Edmonton Int'l (YEG) Thu 11-Apr 2013 21:30	Calgary (YYC) Thu 11-Apr 2013 22:21	0	2hr18	DH3	Flex, H	
AC7231 ¹	Calgary (YYC) Thu 11-Apr 2013 22:55	Medicine Hat (YXH) Thu 11-Apr 2013 23:48	0		BEH	Flex, H	

Operated by:

¹ Air Canada Express - Air Georgian

² Air Canada Express - Jazz

Passenger Information

1: Dr Ralph Weeks : Adult (16+), Ticket Number: 0142119160840

Air Canada - XXXXXXXXXX Meal Preference : **None**
Aeroplan : XXXXXXXXXX
Payment Card: XXXXXXXXXX Special Needs: **None**
Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - Flex	374.00
Return Flight - Flex	317.00
Surcharges	24.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	37.71
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	791.96
Number of passengers	1
Travel Insurance (declined)	0.00

Grand Total - Canadian dollars ✓ **\$791.96**

Payment Information

Credit/Debit Card XXXXXXXXXX - Amount paid: **\$791.96**

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$791.96 (Airfare - per ticket)

Ticket number(s): 0142119160840

enRoute City Guide

Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...

Read the complete guide

What do you think of our new City Guide feature?



1 

2 

3 

4 

**Before you fly,
learn the rules
catsa.gc.ca**

Canada

Fare Rules

Departing Flight Medicine Hat (YXH) To Edmonton (YEG) - **Flex**

Return Flight Edmonton (YEG) To Medicine Hat (YXH) - **Flex**

• **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
- **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

• **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight 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.
- Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read important information and notices regarding Air Canada's general conditions of carriage.

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262

within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Baggage Policy

[Carry-on baggage](#) | [Checked baggage](#)

[Check-in and boarding times](#)



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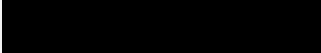
This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged information. Please contact the sender immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: KRXC4Z

Name: Dr Ralph Weeks
E-mail: 
Form of payment: 

Customer Care
Air Canada Reservations
 1-888-247-2262
Air Canada Flight Information
 1-888-422-7533

International Reservations

Alert me of flight changes
Flight notification

Electronic Ticketing confirmed.
 This is your official itinerary/receipt.

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC7230	<u>Medicine Hat (YXH)</u>	Calgary (YYC)	BEH	M	Confirmed
<i>Operated by:</i>	<u>Wed 10-Apr 2013</u>	Wed 10-Apr 2013			
<i>Air Canada Express- Air Georgian</i>	<u>15:55</u>	16:52			
AC8156	Calgary (YYC)	<u>Edmonton International (YEG)</u>	DH3	M	Confirmed
<i>Operated by:</i>	Wed 10-Apr 2013	<u>Wed 10-Apr 2013</u>			
<i>Air Canada Express- Jazz</i>	17:30	<u>18:21</u>			
AC8165	<u>Edmonton International (YEG)</u>	Calgary (YYC)	DH3	H	Confirmed
<i>Operated by:</i>	<u>Thu 11-Apr 2013</u>	Thu 11-Apr 2013			
<i>Air Canada Express- Jazz</i>	<u>21:30</u>	22:21			
Seat number(s) requested:		6F			

Flight	From	To	Aircraft	Booking class	Status
AC7231	Calgary (YYC)	<u>Medicine Hat (YXH)</u>	BEH	H	Confirmed
<i>Operated by:</i>	Thu 11-Apr 2013	<u>Thu 11-Apr 2013</u>			
<i>Air Canada Express- Air Georgian</i>	22:55	<u>23:48</u>			
Seat number(s) requested: 1B					

Passenger Information

		Passenger 1		
Name:	Dr Ralph Weeks	Ticket number:	014 2119 160840	
Frequent Flyer Pgm:	Air Canada Aeroplan	Program number:	XXXXXXXXXX	

Fare Summary

Passenger: 1 Ticket number 014 2119 160840

Date of issue	20-Mar 2013
Fare Amount in Canadian dollars: <i>(Including navigational & other charges)</i>	715.00
Taxes, Fees & Charges	
Canada Security Charge (CA)	14.25
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	37.71
Canada Airport Improvement Fee (SQ)	25.00
Total Fare in Canadian dollars: ✓	791.96
Options	
Change fee in Canadian dollars	50.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	2.50
Ticket particularities: AC ONLY/NON-REF/CHGE FEE	

***Fare calculation:**
 11APR13YXH AC X/YYC Q12.00AC YEA R374.00AC X/YYC AC YXH
 Q12.00R317.00CAD715.00 END ROE1.00
Canadian tax registration numbers:
 XG Canada Goods and Service Tax (GST) #10009-2287
 RC Canada Harmonized Sales Tax (HST) #10009-2287
 XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules

- 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.
- Tickets are non transferable and name changes are not permitted.



Dr Ralph Weeks
299 College Drive S.E.
Medicine Hat AL T1A3Y6
Canada

Room Number : 2215
Arrival Date : 04-10-13
Departure Date : 04-11-13
Page : 1 of 1
Folio Number :
Confirmation : 17513911
Cashier :

INFORMATION INVOICE

Membership No. : [REDACTED]

Video Checkout

GST No: 121767065 RT 0001 04-11-13

Date	Description		Charges	Credits
04-10-13	Promotional Rate		187.50	
04-10-13	Room Alberta Tourism Levy		7.50	
04-10-13	Room D.M.F.		5.63	
04-10-13	Room GST		9.38	
04-10-13	Room D.M.F. GST		0.28	
04-11-13	Visa [REDACTED]	XXXX		210.29
Total			210.29	210.29
Balance			0.00	CAD ✓

Room GST 9.38
F&B GST 0.00
Misc GST 0.28
Total 9.66

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Sutton Place Hotel and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

Guest Signature: _____

A MEMBER OF THE SUTTON PLACE HOTELS GROUP - CHICAGO, EDMONTON, TORONTO, VANCOUVER

10235-101 Street, Edmonton, AB Canada T5J 3E9 Tel 780.428.7111 * Fax 780.441.3098 * 1.866.3.SUTTON (1.866.378.8866)
email: info_edmonton@suttonplace.com website: www.edmonton.suttonplace.com

3

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6N-1C2
780-462-3456

Term Id: 45024124782115
Plan #: 0852
TYPE: CREDIT
PURCHASE
Card #: [REDACTED]

AMOUNT: 000000031010

APPROVED

AMOUNT CAD\$57.00

Ref. #: C
Auth. #: 043555
Ref. Code: 00
PIN: 0000000000
TST: F800

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2013/04/10 Time: 19:31:42
Response: AUTH 043555

CUSTOMER COPY

YELLOW CAB

www.edmtaxi.com

GST# April 10, 2013

Date: _____ Amount: \$57.00 ✓

Driver: _____ Car #: _____

From: Airport

To: Sutton Place

 10135 - 31 Avenue, Edmonton, AB T6N 1C2

6



Thank You for calling **CAPITAL TAXI** www.capitaltaxiedmonton.com

Date: April 11, 2013 Amount: \$ 8.00

From: _____

To: _____

Unit: _____ Driver: _____ GST: _____

780-423-2425

24 Hour Service   

CH [REDACTED]

Capital Taxi
Proud To Be Canadian

Courtesy & Service

780 - 423 - 2425

www.capitaltaxiedmonton.com

06/14
RALPH WEEKS
MEDICINE HAT COLLEGE

G.S.T. #	TRIP ID#
FROM	<u>Summit Hotel</u>
TO	<u>1055-134 Ave</u>
PRINT NAME	<u>RALPH WEEKS</u>
CUSTOMER'S SIGNATURE	<u>[Signature]</u>

AUTH. NO.	DRIVER	UNIT NO.
<u>20214</u>	<u>R21</u>	<u>41</u>
TIME	DAY	MO. YR.
<u>7:26</u>	<u>11</u>	<u>2013</u>

406989

- 
- 
- 

FARE	<u>7.00</u>
INTL	
GRATUITY	<u>1.00</u>
TOTAL	<u>8.00</u>

CUSTOMER COPY

THE ISSUER OF THE CARD IDENTIFIED ON THIS ITEM IS AUTHORIZED TO PAY THE AMOUNT SHOWN AS TOTAL UPON PROPER PRESENTATION. I PROMISE TO PAY SUCH TOTAL TOGETHER WITH ANY OTHER CHARGES DUE THEREON SUBJECT TO AND IN ACCORDANCE WITH THE AGREEMENT COVERING THE USE OF SUCH CARD.



Expense Disclosure Sheet

Name Ralph Weeks **Date** 1/5/2013-2/5/2013 **Destination** Edmonton

Position President **Purpose** Meetings of eCampus Board of Directors, Council of Presidents and Joint Council of Presidents and Board Chairs

Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description/Rationale	Total
1/5/2013	Air Canada	Airfare	Round trip flight from Medicine Hat to Edmonton.	650.21
1/5/2013	Coast Edmonton Plaza Hotel	Accommodation	Hotel in Edmonton.	156.06
1/5/2013	Airport Taxi Service	Other Transportation	Taxi from Edmonton International Airport to hotel.	58.00
1/5/2013	Deluxe Central Taxi	Other Transportation	Taxi from home to Medicine Hat Airport.	9.00
3/5/2013	MHC Travel Claim	Meals	Meal allowance.	32.00
3/5/2013	MHC Travel Claim	Incidentals	Overnight incidental allowance.	10.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
			Total Receipts	915.27

From: [Redacted]
Sent: Air Canada <confirmation@aircanada.ca>
Wednesday, March 20, 2013 10:33 AM
To: [Redacted]
Subject: Air Canada - 01-May: Medicine Hat - Edmonton (booking ref: KSDS2Z)

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA




Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.


Scan this barcode to check in at any Air Canada check in kiosk.




Hotels in Edmonton

From (per night)	From (per night)	From (per night)	Why book your hotel stay at aircanada.com?
\$101 CAD	\$139 CAD	\$293 CAD	
 <u>Ramada Conference Centre Edmonton:</u> ★★★★★	 <u>Coast Edmonton House:</u> ★★★★★	 <u>The Fairmont Hotel Macdonald:</u> ★★★★★	

Hotels provided by WWTMS.

 **Want travel insurance?** Protect yourself and your family against unforeseen circumstances.

 **Need a car in Edmonton?** Great rates and additional Aeroplan Miles. **AVIS Budget**

Booking Information

Booking Reference: **KSDS2Z**

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Dr Ralph Weeks
[Redacted]
Mobile: 1-403-5480143
Home: [Redacted]
Work: 1-403-5293801

Online Services

Manage my booking online (view/change my booking; select seats*).

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC7230 ¹	Medicine Hat (YXH) Wed 01-May 2013 05:30	Calgary (YYC) Wed 01-May 2013 06:27	0	3hr50	BEH	Flex, H	
AC8134 ²	Calgary (YYC) Wed 01-May 2013 08:30	Edmonton, Edmonton Int'l (YEG) Wed 01-May 2013 09:20	0		DH4	Flex, H	
AC8169 ²	Edmonton, Edmonton Int'l (YEG) Thu 02-May 2013 17:00	Calgary (YYC) Thu 02-May 2013 17:47	0	2hr53	DH4	Flex, S	
AC7233 ¹	Calgary (YYC) Thu 02-May 2013 19:00	Medicine Hat (YXH) Thu 02-May 2013 19:53	0		BEH	Flex, S	

Operated by:

¹ Air Canada Express - Air Georgian

² Air Canada Express - Jazz

Passenger Information

1: Dr Ralph Weeks : Adult (16+), Ticket Number: 0142119161322

Air Canada - [REDACTED] Meal Preference : **None**
Aeroplan : [REDACTED]
Payment Card: [REDACTED] Special Needs: **None**
Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - <u>Flex</u>	317.00
Return Flight - <u>Flex</u>	239.00
Surcharges	24.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	30.96
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	650.21
Number of passengers	1
Travel Insurance (declined)	0.00

Grand Total - Canadian dollars **\$650.21** ✓

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$650.21**

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$650.21 (Airfare - per ticket)

Ticket number(s): 0142119161322

enRoute City Guide

Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...

 [Read the complete guide](#)

What do you think of our new City Guide feature?



1 

2 

3 

4 

*Before you fly,
learn the rules
catsa.gc.ca*

Canada

Fare Rules

Departing Flight Medicine Hat (YXH) To Edmonton (YEG) - **Flex**

Return Flight Edmonton (YEG) To Medicine Hat (YXH) - **Flex**

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
 - **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the Itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight 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.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: [A 'To-Do' List](#)

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Baggage Policy

[Carry-on baggage](#) | [Checked baggage](#)

[Check-in and boarding times](#)



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COAST
edmonton
plaza hotel™

10155 105th Street,
Edmonton, AB T5J 1E2
Tel: (780) 423 4811 Fax: (780) 423 3204

5

1709

Dr Ralph Weeks
299 college drive se
MEDICINE HAT AB T1A 3Y6
CANADA

Invoice

Invoice date 5/2/2013
Invoice number 228291
Our reference CEP-FC404585 /
Client Number CRS-G281668
GST Number 10103 5467 RT0020

Guest	Dr Ralph Weeks	Arrival	5/1/2013	Departure	5/2/2013	Room	1709
Date	Description	Quantity	Unit Price		Total ()		
5/1/2013	Room Charge	1	139.00		139.00		
5/1/2013	GST Taxes	1	7.16		7.16		
5/1/2013	Tourism Levy	1	5.73		5.73		
5/1/2013	Destination Market Fee	1	4.17		4.17		
Total invoice						156.06	
5/2/2013	[REDACTED]					-156.06	
Total Paid						-156.06	✓
Total Due						0.00	

Total GST 7.16

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

For reservations: www.coasthotels.com or 1-800-663-1144

2



(780) 890-7070

ADMINISTRATION LINE: 780-890-7890

G.B.T. #

FROM Airport.

TO Lost Plaza Hotel

PRINT NAME

CUSTOMER'S SIGNATURE
X

AUTH. NO.	DRIVER	UNIT NO.
	<u>Stan 602</u>	
TIME	DAY	MO. YR.
	<u>01</u>	<u>01</u> <u>13</u>

1234561

FARE	<u>58.53</u>
VAN SURCHARGE	
GRATUITY	
TOTAL	<u>58.00</u>

CUSTOMER COPY

THE ISSUER OF THE CARD IDENTIFIED ON THIS ITEM IS AUTHORIZED TO PAY THE AMOUNT SHOWN AS TOTAL UPON PROPER PRESENTATION. I PROMISE TO PAY SUCH TOTAL TOGETHER WITH ANY OTHER CHARGES DUE THEREON SUBJECT TO AND IN ACCORDANCE WITH THE AGREEMENT COVERING THE USE OF SUCH CARD.

AIRPORT TAXI SERVICE27
 4608-101-ST T6E5G9
 EDMONTON AB
 22296194

|||| PURCHASE ||||

05-01-2013 10:01:56
 Acct # [REDACTED] C
 Exp Date ' / ' Card Type VI
 Name: RALPH WEEKS
 A0000000031010 VISA CREDIT

Trace # 310026 Operator 602
 FV2229619401
 Inv. # 710
 Auth # 047137 RRN 001031025

Purchase \$55.00
 Tip \$3.00
 Total \$58.00

(00) APPROVED-THANK YOU

Retain this copy for your records
 Customer copy

GST 853405314 RT0001
 700-890-7070

13

AUTHORIZATION - AUTORISATION
 003940
 DATE 05/13 DEPT
 EXPIRY DATE / DATE D'EXPIRATION
 CARDHOLDER'S SIGNATURE / SIGNATURE DU TITULAIRE: *Wayne*
 #20 15 515
 T 22343 33
 DESCRIPTION: Taxi
 AMOUNT - MONTANT: 9.00
 SALES DRAFT / FACTURE
 TAX TAKE / TAX FOURCOURS
 TIP / POURBOIRE
 TOTAL \$ CDN CAN: 9.00
 VISA MasterCard
 CUSTOMER COPY / COPIE DU CLIENT

RECEIPT
 DATE: *May 01 / 13*
 AMOUNT: *\$ 9.00*
 FROM: [Redacted]
 TO: *Airport*
 CAB: *20* DRIVER: *Wayne*
 Thank You



Expense Disclosure Sheet

Name Ralph Weeks **Date** 24/5/2013 **Destination** Calgary

Position President **Purpose** Installation of David Ross, SAIT Polytechnic

Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description/Rationale	Total
24/5/2013	Air Canada	Airfare	Round trip flight from Medicine Hat to Calgary	558.86
24/5/2013	Deluxe Central Taxi	Other Transportation	Taxi from home to Medicine Hat Airport.	10.00
24/5/2013	Associated Cab	Other Transportation	Taxi from Calgary International Airport to SAIT Polytechnic.	35.50
24/5/2013	Associated Cab	Other Transportation	Taxi from SAIT Polytechnic to Calgary International Airport	40.00
24/5/2013	Deluxe Central Taxi	Other Transportation	Taxi from Medicine Hat Airport to home.	10.00
25/5/2013	MHC Travel Claim	Meals	Meal allowance.	10.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
			Total Receipts	664.36

From: Air Canada <confirmation@aircanada.ca>
Sent: Tuesday, May 21, 2013 2:50 PM
To: [REDACTED]
Subject: Air Canada - 24-May: Medicine Hat - Calgary (booking ref: KJF5GZ) - seat selected

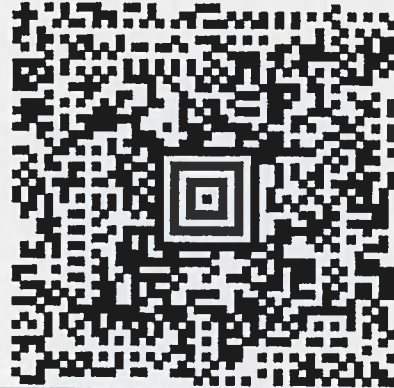
***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Hotels in Calgary

Why book your hotel stay at aircanada.com?


Hotels provided by WWTMS.

- **Lowest price** guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com

Access your travel planner

Find weather reports, guidebooks, maps, information on travel gear and much more to help you plan your trip.

 **Want travel insurance?** Protect yourself and your family against unforeseen circumstances.

 **Need a car in Calgary?** Great rates and additional Aeroplan Miles.



 **Looking for ground transportation or attractions?**

Booking Information

Booking Reference: **KJF5GZ**

Customer Care
Air Canada
 1-888-247-2262
Flight Arrivals and Departures
 1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
 Dr Ralph Weeks

Mobile: 1-403-5480143
 Home: [REDACTED]
 Work: 1-403-5293801

Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* **Can my booking be changed online?**

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC7230 ¹	Medicine Hat (YXH) Fri 24-May 2013 05:30	Calgary (YYC) Fri 24-May 2013 06:27	0	0hr57	BEH	Tango, N	
AC7231 ¹	Calgary (YYC) Fri 24-May 2013 15:05	Medicine Hat (YXH) Fri 24-May 2013 15:58	0	0hr53	BEH	Flex, H	

Operated by:

¹ Air Canada Express - Air Georgian

Passenger Information

1: Dr Ralph Weeks : Adult (16+), Ticket Number: 0142121394828

Air Canada -
Aeroplan :

Meal Preference : **None**

Payment Card:

Special Needs: **None**

Seat Selection: **AC7231 7A**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Tango</u>	182.00
Return Flight - <u>Flex</u>	282.00
<u>Surcharges</u>	24.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	26.61
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	558.86
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$558.86

Payment Information

Credit/Debit Card - Amount paid: **\$558.86**

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$558.86 (Airfare - per ticket)

Ticket number(s): 0142121394828

Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...

[Read the complete guide](#)

What do you think of our new City Guide feature?

my RESTAURANTS my ENTERTAINMENT

my HOTELS



my enRoute
ENROUTE.AIRCANADA.COM

Fare Rules

Departing Flight Medicine Hat (YXH) To Calgary (YYC) - Tango

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger,. Exception: The flat fee is \$75 CAD/USD for passengers travelling between Toronto and Montreal or Toronto and Ottawa and, **effective May 14, 2013**, \$75 CAD/USD for those travelling between Vancouver and Calgary, Edmonton and Calgary or Edmonton and Vancouver (connecting flights excluded). Same-day flights only.
 - **Same-day standby** is not permitted.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight 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.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (not qualifying for Altitude Status) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.

Return Flight Calgary (YYC) To Medicine Hat (YXH) - Flex

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
 - **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark

(EWR) airports.

- o Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - o Tickets are **non-refundable** and **non-transferable**.
 - o **Cancellations** can be made up to 45 minutes prior to departure.
 - o Provided the original booking is cancelled prior to the original flight 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.
 - o Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read important information and notices regarding Air Canada's general conditions of carriage.

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the Travel documentation page for important information on identification required for travel.

Baggage Policy

Carry-on baggage | Checked baggage

Check-in and boarding times



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RECEIPT

DATE May 24, 2013
AMOUNT \$10.00
FROM Home
TO M.H. Airport
CAB DRIVER B. Zecevic

Thank You

COPY

BLAZ ZECEVIC
656 AND 1 HALF 3 ST SE
MEDICINE HAT, AB, T1A0H5
403-928-5462

TERMINAL ID: 23824201
MERCHANT #: 18003267203824

VISA EMU EXP: **/** IC

EMU SALE
ATCH: 000219 INU: 000006
May 24, 13 04:57

VISA CREDIT
ATC: 0000000031010
RRN: 314429219812 AUTH: 013171

NOTE: [REDACTED]

RALPH WEEKS

MERCHANT COPY

Thank You for choosing

ASSOCIATED CAB

for all your transportation needs.

Visit our counter at the
Calgary International Airport
international arrival door.



Driver _____ Date May 24, 2013

Car # 0560 Amount 35.50

GST Included # _____

COPY

ASSOCIATED CAB ALTA LTD
1 - 41 AVE NE (483) 299-1111
SIST ON THE PROFESSIONALS

Airport to Sait

2013/05/24
 PICK-UP TIME: 09:10
 DROP-OFF TIME: 09:32
 IP ID: 8
 CALLION: 073888-45824183
 PHONE NUMBER: 8
 CARD TYPE: VISA
 CITY: [REDACTED]
 STATE: AP08468

RE (\$): 35.50
 FRA (\$): 8.50
 TOTAL (\$): 35.50

P (\$): _____

TAX (\$): _____

SIGNATURE: _____

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY

Thank You for choosing 4038610560

ASSOCIATED CAB

for all your transportation needs.

Visit our counter at the
Calgary International Airport
international arrival door.



Driver \$40.00 Date May 24
Car # 0560 Amount SIDHU
GST Included # _____

COPY

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (483) 299-1111
INSIST ON THE PROFESSIONALS

SAIT to Airport

DATE: 2013/05/24
PICK-UP TIME: 13:38
DROP-OFF TIME: 13:42
TRIP ID: P
LOCATION: 073800-45024103701
CAR NUMBER: 0560
CARD TYPE: VISA S
AND: [REDACTED]
EXPIRY: **/**
AUTH: AP018610

FARE (\$): 40.00
EXTRA (\$): 0.00
SUBTTL (\$): 40.00

TIP (\$): _____

TOTAL (\$): _____

SIGNATURE: _____

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW ASSOCIATEDCAB CA

CUSTOMER'S COPY

RECEIPT

DATE May 24, 2013
AMOUNT \$10.00
FROM M.H. Airport
TO Home
CAB 30 DRIVER 301

Thank You

COPY

**Deluxe Central
Taxi
656 1/2 3 ST SE**

Medicine Hat, AB

DATE 24-05-2013
TIME 16:10
CAR 30
DRIVER 301

OB ID 0
METER 8
START 16:02
END 16:10

FARE 10.00
TOTAL 10.00

TOTAL 10.00

VOUCHER # _____

VOUCHER AMT. _____

RECEIPT FOR PAYMENT

CUSTOMER'S COPY

Thank you for your business!
CCT# 0121808183



**MEDICINE HAT
COLLEGE**

TRAVEL CLAIM

(To be submitted upon return from travelling)

Name
Address

Claimant:

Ralph Weeks

Meeting/Conference:

Name

SAIT: Installation of New President

(If you use an acronym please also indicate long form)

Location

SAIT

(Address only necessary if claimant is not an employee or if you want cheque mailed to an address other than your residence)

DAYS INVOLVED:

Departure date: (month/day/year)

05/24/13

Time:

5:30

AM / PM

Return date: (month/day/year)

05/24/13

Time:

4:00

AM / PM
(circle one)

Total Number of Days:

EXPENSES:

Meals

Breakfast

1 @ 10.00 = 10.00

Lunch

_____ @ 12.00 = _____

Dinner

_____ @ 22.00 = _____

Full Per diem

_____ @ 44.00 = _____

Overnight Incidental

(requires 24 hour stay)

_____ @ 10.00 = _____

Hotel

(Attach Invoice)

Hospitality Allowance

(In-lieu of hotel)

_____ @ 20.00 = _____

Miscellaneous

(Specify)

TRANSPORTATION:

Own Car

_____ @ 0.44 = _____

College Car

(Attach gas receipts)

_____ (kilometres)

Rental Car

(Attach invoice & gas receipts)

Air Fare

(Attach Air Line Ticket or Invoice)

Taxi, buses, parking, road tolls: (specify)

(Less than \$10 receipt is not required)

TOTAL EXPENSE

Less - Advance

(if applicable)

10.00

NET CLAIM DUE (Repayable)

10.00

FOR OFFICE USE ONLY

Amount

GST

INVOICE TOTAL

Date

May 27 2013

REQUEST BY:

x [Signature]
(Signature)

DEPT. CODE

1-12000-9240

DEPT. APPROVAL:

x [Signature]
(Signature)

x _____
(Signature - If Necessary)

FINANCE:

x _____

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL #
02- 29459

GL CODE

AMOUNT

GST

TOTAL



Expense Disclosure Sheet

Name Ralph Weeks **Date** 27/5/2013 - 28/5/2013 **Destination** Edmonton

Position President **Purpose** Meeting of 11 CCI Presidents
and Campus Alberta Strategic
Directions

Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description/Rationale	Total
27/5/2013	Air Canada	Airfare	Round trip flight from Medicine Hat to Edmonton.	823.46
27/5/2013	Coast Edmonton Plaza Hotel	Accommodation	Hotel in Edmonton.	144.82
27/5/2013	Deluxe Central Taxi	Other Transportation	Taxi from home to Medicine Hat Airport.	10.00
29/5/2013	MHC Travel Claim	Meals	Meal Allowance.	76.00
29/5/2013	MHC Travel Claim	Incidentals	Overnight incidental allowance.	10.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
			Total Receipts	1,064.28

COPY

From: [Redacted]
Sent: Air Canada <confirmation@aircanada.ca>
Wednesday, May 22, 2013 9:14 AM
To: [Redacted]
Subject: Air Canada - 27-May: Medicine Hat - Edmonton (booking ref: LYVVGA) - seat selected

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Hotels in Edmonton

From (per night)

\$254 CAD



The Fairmont Hotel Macdonald:

★★★★☆

From (per night)

\$129 CAD



Coast Edmonton Plaza Hotel:

★★★★☆

From (per night)

\$248 CAD



The Sutton Place Hotel - Edmonton:

★★★★☆

Why book your hotel stay at aircanada.com?

- Lowest price guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com

Hotels provided by WWTMS.

Access your travel planner

Find weather reports, guidebooks, maps, information on travel gear and much more to help you plan your trip.

 **Want travel insurance?** Protect yourself and your family against unforeseen circumstances.

 **Need a car in Edmonton?** Great rates and additional Aeroplan Miles.

AVIS Budget

Booking Information

Booking Reference: **LYVVGA**

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Dr Ralph Weeks

Customer Care

Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Mobile: 1-403-5480143
Home: [REDACTED]
Work: 1-403-5293801

Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC7230 ¹	Medicine Hat (YXH) Mon 27-May 2013 05:30	Calgary (YYC) Mon 27-May 2013 06:27	0	3hr50	BEH	Flex, M	
AC8134 ²	Calgary (YYC) Mon 27-May 2013 08:30	Edmonton, Edmonton Int'l (YEG) Mon 27-May 2013 09:20	0		DH4	Flex, M	
AC8169 ²	Edmonton, Edmonton Int'l (YEG) Tue 28-May 2013 17:00	Calgary (YYC) Tue 28-May 2013 17:47	0	2hr53	DH4	Flex, H	
AC7233 ¹	Calgary (YYC) Tue 28-May 2013 19:00	Medicine Hat (YXH) Tue 28-May 2013 19:53	0		BEH	Flex, H	

Operated by:

¹ Air Canada Express - Air Georgian

² Air Canada Express - Jazz

Passenger Information

1: Dr Ralph Weeks : Adult (16+), Ticket Number: 0142121420451

Air Canada - [REDACTED]

Meal Preference : **None**

Aeroplan : [REDACTED]

Payment Card: [REDACTED]

Special Needs: **None**

Seat Selection:

AC7230 **8A**, AC8134 **12A**,
AC8169 **12A**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Flex</u>	394.00
Return Flight - <u>Flex</u>	327.00
<u>Surcharges</u>	24.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	39.21
<u>Air Travellers Security Charge (ATSC)</u>	14.25

Total airfare and taxes before options (per passenger)	823.46
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$823.46 ✓

Payment Information

Credit/Debit Card [REDACTED] - Amount paid; **\$823.46**

The following charges (tax Inclusive) will appear on your credit or debit card statement:

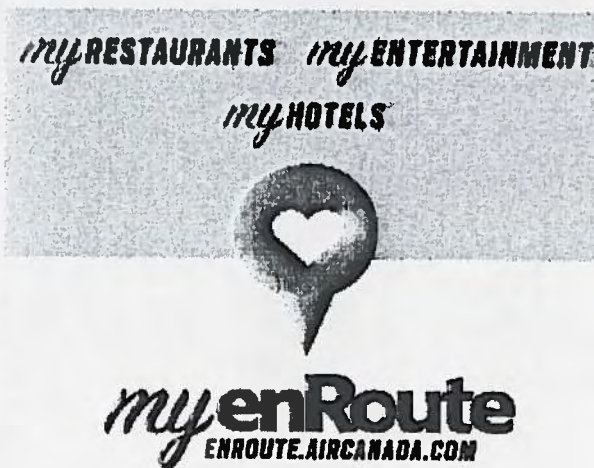
Air Canada: \$823.46 (Airfare - per ticket)

Ticket number(s): 0142121420451

enRoute City Guide

Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...



Read the complete guide

What do you think of our new City Guide feature?

Fare Rules

Departing Flight Medicine Hat (YXH) To Edmonton (YEG) - **Flex**

Return Flight Edmonton (YEG) To Medicine Hat (YXH) - **Flex**

- **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
- **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

- **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight 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.
- Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read Important Information and notices regarding Air Canada's general conditions of carriage.

Important Information

Please review this Itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the Travel documentation page for important information on identification required for travel.

Baggage Policy

Carry-on baggage | Checked baggage

Check-in and boarding times



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10155 105th Street,
Edmonton, AB T5J 1E2
Tel: (780) 423 4811 Fax: (780) 423 3204

1209



Dr Ralph WEEKS
299 College Drive S.E.
MEDICINE HAT AB T1A 3Y6
CANADA

Receipt

Invoice date 5/28/2013
Our reference CEP-FC414864 /
GST Number 10103 5467 RT0020

Guest **Dr Ralph WEEKS** Arrival **5/27/2013** Departure **5/28/2013** Room **1209**

Date	Description	Quantity	Unit Price	Total ()
5/27/2013	Room Charge	1	129.00	129.00
5/27/2013	GST Taxes	1	6.64	6.64
5/27/2013	Tourism Levy	1	5.31	5.31
5/27/2013	Destination Market Fee	1	3.87	3.87
Total Invoice				144.82
5/28/2013	[REDACTED]			-144.82
Total Paid				-144.82
Total Due				0.00

Total GST 6.64

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

RECEIPT

DATE May 27, 2013
AMOUNT \$ 10.00
FROM Home
TO M.H. Airport
CAB DRIVER B. Zecevic
Thank You

COPY

BLAZ ZECEVIC
656 AND 1 HALF 3 ST SE
MEDICINE HAT, AB, T1A0H5
403-928-5462

TERMINAL ID.: 23024201
MERCHANT #: 180032672038242

VISA EMV EXP: **/** ICC
EMV SALE
BATCH: 000221 INU: 000000
May 27, 13 04:53
VISA CREDIT
AID: A0000000031010
BIN: 214729723008 AUTH: 095217

RECEIVED

RECEIVED

CUSTOMER COPY



MEDICINE HAT COLLEGE

TRAVEL CLAIM

(To be submitted upon return from travelling)

Claimant:

Name
Address

Ralph Weeks

Meeting/Conference:

Name

CCI Meeting at Campus Alberta Strategic Directions Meeting

Location

Edmonton, AB

(Address only necessary if claimant is not an employee or if you want cheque mailed to an address other than your residence)

DAYS INVOLVED:

Departure date: (month/day/year)

05/27/13

Time:

5:30

AM PM

Return date: (month/day/year)

05/28/13

Time:

8:00

AM/PM (circle one)

Total Number of Days:

EXPENSES:

Days

Rate

Total

FOR OFFICE USE ONLY Amount GST

Meals

Breakfast

1 @ 10.00 = 10.00

Lunch

@ 12.00 =

Dinner

1 @ 22.00 = 22.00

Full Per diem

1 @ 44.00 = 44.00

Overnight incidental

(requires 24 hour stay)

1 @ 10.00 = 10.00

Hotel

(Attach invoice)

Hospitality Allowance

(In-lieu of hotel)

@ 20.00 =

Miscellaneous

(Specify)

TRANSPORTATION:

Own Car

@ 0.44 = (kilometres)

College Car

(Attach gas receipts)

Rental Car

(Attach invoice & gas receipts)

Air Fare

(Attach Air Line Ticket or Invoice)

Taxi, buses, parking, road tolls: (specify)

(Less than \$10 receipt is not required)

TOTAL EXPENSE

Less - Advance

(if applicable)

INVOICE TOTAL

NET CLAIM DUE (Repayable)

Date

May 29 2013

REQUEST BY:

[Signature]

DEPT. CODE

1-12000-9240

DEPT. APPROVAL:

[Signature]

x

(Signature - if Necessary)

FINANCE:

x

Table with columns: FOR OFFICE USE ONLY, VENDOR NUMBER, CONTROL #, GL CODE, AMOUNT, GST, TOTAL. Includes handwritten values like 29460.



Expense Disclosure Sheet

Name Ralph Weeks Date 17/6/2013 Destination Edmonton

Position President Purpose Meeting of all PSI Presidents and Minister Lukaszuk

Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description/Rationale	Total
17/6/2013	Air Canada	Airfare	Round trip airfare Medicine Hat to Edmonton.	893.81
17/6/2013	Deluxe Central Taxi	Other Transportation	Home to Medicine Hat Airport.	10.00
17/6/2013		Other Transportation	Edmonton International Airport to Grant MacEwan University	62.00
18/6/2013	MHC Travel Claim	Meals	Meal allowance.	32.00
			Total Receipts	997.81

COPY

From: Air Canada <confirmation@aircanada.ca>
Sent: Monday, June 10, 2013 2:00 PM
To: [REDACTED]
Subject: Air Canada - 17-Jun: Medicine Hat - Edmonton (booking ref: N258H5) - seat selected

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Hotels in Edmonton

Hotels provided by WWTMS.

Why book your hotel stay at aircanada.com?

- **Lowest price** guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com

★ Access your travel planner

Find weather reports, guidebooks, maps, information on travel gear and much more to help you plan your trip.



Want travel insurance? Protect yourself and your family against unforeseen circumstances.



Need a car in Edmonton? Great rates and additional Aeroplan Miles.

AVIS Budget

Booking Information

Booking Reference: **N258H5**

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Dr Ralph Weeks

Mobile: 1-403-5480143

Home: [REDACTED]

Work: 1-403-5293801

Online Services

Manage my booking online (view/change my booking; select seats*).

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Select Seats**Maple Leaf Lounge | Meal Vouchers | On My Way****Alert me** of flight status changes directly to my mobile phone or email.**Flight Arrivals & Departures** - check online if my flight is on time.**Check-in online** and print my boarding pass.* **Can my booking be changed online?****Flight Itinerary**

Flight ¹	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC7230 ¹	Medicine Hat (YXH) Mon 17-Jun 2013 05:20	Calgary (YYC) Mon 17-Jun 2013 06:18	0	4hr00	BEH	Flex, M	
AC8134 ²	Calgary (YYC) Mon 17-Jun 2013 08:30	Edmonton, Edmonton Int'l (YEG) Mon 17-Jun 2013 09:20	0		DH4	Flex, M	
AC8169 ²	Edmonton, Edmonton Int'l (YEG) Mon 17-Jun 2013 17:00	Calgary (YYC) Mon 17-Jun 2013 17:47	0	2hr53	DH4	Flex, M	
AC7233 ¹	Calgary (YYC) Mon 17-Jun 2013 19:00	Medicine Hat (YXH) Mon 17-Jun 2013 19:53	0		BEH	Flex, M	

Operated by:

¹ Air Canada Express - Air Georgian² Air Canada Express - Jazz**Passenger Information****1: Dr Ralph Weeks : Adult (16+), Ticket Number: 0142122149446**

Air Canada - Aeroplan :		Meal Preference :	None
Payment Card:		Special Needs:	None
Seat Selection:	AC7230 1B , AC8134 4F , AC8169 5F , AC7233 2A		

Purchase Summary**Fare Summary**

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	394.00
Return Flight - Flex	394.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	42.56
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	893.81
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$893.81

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Important Information

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Baggage Policy

[Carry-on baggage](#) | [Checked baggage](#)

[Check-in and boarding times](#)



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Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$893.81**

The following charges (tax Inclusive) will appear on your credit or debit card statement:

Air Canada: \$893.81 (Airfare - per ticket)

Ticket number(s): 0142122149446

enRoute City Guide

Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...

▶ [Read the complete guide](#)

What do you think of our new City Guide feature?



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Return Flight Edmonton (YEG) To Medicine Hat (YXH) - **Flex**

- **Changes:**

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- Flights can only be used in sequence from the place of departure specified on the itinerary.

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 - **Cancellations** can be made up to 45 minutes prior to departure.
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 - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
 - Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

COPY

RECEIPT

DATE June 17
AMOUNT 10.00
FROM Home
TO M.H. Airport
CAB 22 DRIVER 221
Thank You

Deluxe Central
Taxi
656 1/2 3 ST SE

Medicine Hat, AB

DATE 11-09-2013
TIME 04 51
CAR 22
DRIVER 221

JOB ID 0
METER 13
START 00 00
END 00 00

FARE 1 30
TOTAL 1 30
TIP 2 70

TOTAL 10 00

VOUCHER #

VOUCHER AMT.

RECEIPT FOR PAYMENT

CUSTOMER'S COPY

Thank you for your business
GST# R12181

COPY

From S. MacEwan University
To Edmonton International Airport
Time _____
Date June 17, 2013
Trip Amount 62.00
Driver Name _____
Car Number _____
GST _____

AIRPORT TAXI SERVICE09
4608-101-ST T6E5G9
EDMONTON AB
22295832

|||| PURCHASE ||||

06-17-2013 09:58:37
Acct # [REDACTED] C
Exp Date ' / ' Card Type VI
Name: RALPH WEEKS
A0000000031010 VISA CREDIT

Trace # 400002 Operator EGO
FV2229583201
Inv. # 709
Auth # 051765 RRN 00104000z

Total \$62.00

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

GST 053270031 RT0001
780-990-7070



MEDICINE HAT COLLEGE

TRAVEL CLAIM

(To be submitted upon return from travelling)

Name
Address

Claimant:

Ralph Weeks

Meeting/Conference:

Name

Alberta Council of Post-Secondary Education

(If you use an acronym please also indicate long form)

Location

MacEwan University, Edmonton

(Address only necessary if claimant is not an employee or if you want cheque mailed to an address other than your residence)

DAYS INVOLVED:

Departure date: (month/day/year)

06/17/13

Time:

5:30

AM/PM

Return date: (month/day/year)

06/17/13

Time:

8:00

AM/PM
(circle one)

Total Number of Days:

EXPENSES:

Meals

Breakfast

1 @ 10.00 = 10.-

Lunch

 @ 12.00 =

Dinner

1 @ 22.00 = 22.00

Full Per diem

 @ 44.00 =

Overnight incidental

(requires 24 hour stay)

 @ 10.00 =

Hotel

(Attach Invoice)

Hospitality Allowance

(In-lieu of hotel)

 @ 20.00 =

Miscellaneous

(Specify)

FOR OFFICE USE ONLY

Amount

GST

TRANSPORTATION:

Own Car

 @ 0.44 =
(kilometres)

College Car

(Attach gas receipts)

Rental Car

(Attach Invoice & gas receipts)

Air Fare

(Attach Air Line Ticket or Invoice)

Taxi, buses, parking, road tolls: (specify)

(Less than \$10 receipt is not required)

TOTAL EXPENSE

Less - Advance

(if applicable)

32.00

INVOICE TOTAL

NET CLAIM DUE (Repayable)

32.00

Date

June 18, 2013

REQUEST BY:

Ralph Weeks
(Signature)

DEPT. CODE

1-12000-9240

DEPT. APPROVAL:

[Signature]
(Signature)

x
(Signature - if Necessary)

FINANCE:

x

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL #
02- 29462

GL CODE

AMOUNT

GST

TOTAL