



## Expense Disclosure Summary

**Name** Len Vandervaart      **Position** Vice President Academic  
**Period Covered** April 1 - 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
April 5, 2013	Medicine Hat, AB	Academic Department Discussion	\$ -	\$ -	\$ -	\$ -	\$ 20.41	\$ -	\$ 20.41
April 10 - 11, 2013	Calgary, AB	Post Secondary Collaboration	\$ -	\$ 298.52	\$ 121.99	\$ -	\$ -	\$ -	\$ 420.51
April 13, 2013	Medicine Hat, AB	Program Celebration	\$ -	\$ -	\$ -	\$ -	\$ 790.80	\$ -	\$ 790.80
April 15, 2013	Brooks, AB	Post Secondary Collaboration	\$ -	\$ 96.80	\$ -	\$ -	\$ -	\$ -	\$ 96.80
April 22 - 24, 2013	Calgary, AB	Collaboration Meetings	\$ 574.61	\$ 110.00	\$ 250.68	\$ 78.00	\$ -	\$ -	\$ 1,013.29
April 29 - 30, 2013	Edmonton, AB	Post Secondary Collaboration	\$ -	\$ 492.80	\$ 157.54	\$ 54.00	\$ -	\$ -	\$ 704.34
May 6, 2013	Lethbridge, AB	Post Secondary Collaboration	\$ -	\$ 154.00	\$ -	\$ -	\$ -	\$ -	\$ 154.00
May 9, 2013	Medicine Hat, AB	Program Discussion	\$ -	\$ -	\$ -	\$ -	\$ 28.26	\$ -	\$ 28.26
May 13, 2013	Medicine Hat, AB	Academic Department Discussion	\$ -	\$ -	\$ -	\$ -	\$ 26.39	\$ -	\$ 26.39
May 22, 2013	Medicine Hat, AB	Hospitality	\$ -	\$ -	\$ -	\$ -	\$ 143.99	\$ -	\$ 143.99
June 5, 2013	Brooks, AB	Program Discussion	\$ -	\$ -	\$ -	\$ 231.15	\$ -	\$ -	\$ 231.15
June 9 - 11, 2013	Edmonton, AB	Post Secondary Collaboration	\$ 663.86	\$ 60.00	\$ 300.88	\$ -	\$ -	\$ -	\$ 1,024.74
			\$ 1,238.47	\$ 1,212.12	\$ 831.09	\$ 363.15	\$ 1,009.85	\$ -	\$ 4,654.68

\* 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.

Signature \_\_\_\_\_



# Expense Disclosure Sheet

Name      Len Vandervaart      Date      April 5, 2013      Destination      Medicine Hat, AB

Position      Vice President, Academic      Purpose      Academic Department Discussion

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Total
4/5/2013	Crave Pub	Hospitality	Lunch with Manager of Brooks Campus	20.41
<b>Total Receipts</b>				<b>20.41</b>

Brooks

CRAVE  
MEDICINE HAT, AB  
(403) 504-3540  
GST# 107687782

S E R V I C E

Server: [REDACTED]

Guest:

Table #26

1: BLT 7.95  
2: CLUBHOUSE 8.95

Total 17.75  
Net Sales 16.90  
Total Tax 0.85

12:14 PM 4/5/2013

CRAVE WHAT YOU WANT

THANK YOU!  
PLEASE PAY SERVER

CRAVE PUB  
299 COLLEGE DRIVE SE  
MEDICINE HAT AB T1A3Y6  
4035283925

MERCHANT ID: 87153060017 TERM ID: 002  
SERVER: 1

SALE

VISA ENTRY METHOD: CHIP  
04/05/13 13:17:37  
INV #: 000024 APPR CODE: 021525  
BATCH #: 000165  
REF #: 024

AMOUNT \$17.75  
TIP \$2.66  
-----  
TOTAL \$20.41

PIN VERIFIED BY CARD ISSUER  
CARDHOLDER AGREES TO PAY ABOVE  
TOTAL AMOUNT IN ACCORDANCE WITH  
CARD ISSUER'S AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VOUCHER)  
RETAIN THIS COPY FOR STATEMENT  
VERIFICATION

CARDHOLDER COPY

APPROVED





BY CHOICE HOTELS

**Comfort Inn & Suites University  
(CN387)**

2369 Banff Trail N.W.  
Calgary, AB T2M 4L2  
(403) 289-2581  
GM.CN387@choicehotels.com

Account: 278252579

Date: 4/11/13

Room: 303 BAR

Arrival Date: 4/10/13

Departure Date: 4/11/13

Check In Time: 4/10/13 9:33 PM

Check Out Time: 4/11/13 10:23 AM

Rewards Program ID:

You were checked out by: skumar.cn387

You were checked in by: skumar.cn387

**Total Balance Due: 0.00**

VANDERVAART, LEN  
299 COLLEGE DRIVE SE  
MEDICINE HAT, AB T1A 3Y6

Post Date	Description	Comment	Amount
4/10/13	Room Charge	#303 VANDERVAART, LEN	109.99
4/10/13	Goods & Services Tax		5.50
4/10/13	Tourism Levy		4.40
4/10/13	Safe w/ltd Warranty		2.00
4/10/13	Goods & Services Tax		0.10
4/11/13	Visa Payment		(121.99)

**Folio Summary 4/10/13 - 4/11/13**

Room Charge	109.99
Goods & Services Tax	5.60
Tourism Levy	4.40
Safe w/ltd Warranty	2.00
Visa Payment	(121.99)

Balance Due: 0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

If payment by credit card, I agree to pay the above total charge amount according to the card issuer agreement.

X \_\_\_\_\_

CHOICEprivileges

You could be earning free nights and other great rewards. Join Choice Privileges today, at [www.choiceprivileges.com](http://www.choiceprivileges.com).



503 - Highway 1  
Strathmore AB T1P1C1

**ESSO EXPRESS PAY**

**STRATHMORE ESSO**  
**00302529**  
**503 HIGHWAY 1**  
**STRATHMORE, AB T1P**  
**URN:R121461107**  
**04/11/2013 313316576**  
**08:13:28 PM**

**PUMP# 2**  
**REGLR 17.874L**  
**PRICE/L 1.119**  
**FUEL TOTAL \$ 20.00**

**GST in fuel \$ 0.95**  
**CREDIT \$ 20.00**

**TYPE: PURCHASE**  
**ACCOUNT: VISA \$20.00**  
**AUTH: 046200-F INVOICE: TUT57193**  
**CARD NUMBER: [REDACTED]**  
**VERIFIED BY PIN**  
**A- VISA CREDIT**  
**B- A0000000031010**  
**01 Approved - Thank You 027**  
**LOYALTY: NO**  
**IMPORTANT - retain this copy for your records**



# MEDICINE HAT COLLEGE

## Medicine Hat College VEHICLE CHARGEBACK SUMMARY

April 25, 2013

Depart	Vehicle Number	Destination	Odometer Reading		Total Mileage	Rate	Amount Charged	G.L. Code		
			Out	In						
Adult Development		March 25, 2013	7	Brooks	142,564	142,784	220	0.44	96.80	1-37485-9240
		April 3	3	Brooks	50,723	50,944	221	0.44	97.24	1-37917-9240
		April 8, 2013	3	Brooks	51,188	51,418	228	0.44	100.32	1-32152-9240 37917A
Arts		April 5, 2013	7	Brooks	143,151	143,371	220	0.44	96.80	1-33720-9240
		April 12, 2013	7	Brooks	144,253	144,481	228	0.44	100.32	1-33720-9240
		April 19, 2013	7	Brooks	145,390	145,632	242	0.44	106.48	1-33720-9240
Business		March 21, 2013	8	Calgary	188,278	188,893	615	0.44	270.60	1-32600-9240
		April 3, 2013	5	Brooks	139,045	139,275	230	0.44	101.20	1-32690-9240
		April 4, 2013	3	Brooks	50,945	51,173	228	0.44	100.32	1-32690-9240
		April 11, 2013	3	Brooks	51,441	51,707	266	0.44	117.04	1-32690-9240
		April 17, 2013	7	Brooks	144,938	145,163	227	0.44	99.88	1-39713-9240
		April 24, 2013	3	Brooks	52,009	52,233	224	0.44	98.56	1-32600-9240
Health Studies		April 1-3, 2013	1	Brooks x 3	15,739	16,399	660	0.44	290.40	1-38211-9240
		April 16, 2013	8	Brooks	189,759	189,982	223	0.44	98.12	1-38211-9240
		April 18, 2013	3	Brooks	51,724	51,944	220	0.44	96.80	1-11000-9240
Innovation & Scholar		April 3, 2013	7	Suffield DRDC	142,822	142,924	102	0.44	44.88	1-35000-9240
I.T. Services		April 4, 2013	7	Brooks	142,924	143,151	227	0.44	99.88	1-32396-9245
		April 18, 2013	8	Brooks	189,983	190,233	250	0.44	110.00	1-32396-9245
Library		April 18, 2013	5	Calgary	140,034	140,844	610	0.44	268.40	1-78800-9240
Science		April 4, 2013	1	Rolling Hills	16,404	16,568	164	0.44	72.18	1-32422-9580
		April 4, 2013	5	Rolling Hills	139,275	139,440	165	0.44	72.60	1-32422-9580
		April 4, 2013	8	Rolling Hills	188,911	189,079	168	0.44	73.92	1-32422-9580
		April 9, 2013	1	Cypress Hills	16,592	16,733	141	0.44	62.04	1-32422-9580
		April 9, 2013	5	Cypress Hills	139,493	139,634	141	0.44	62.04	1-32422-9580
		April 13, 2013	1	Lethbridge			381	0.44	167.64	1-32400-9240
Senior Admin	Len Vandervaart	April 12, 2013	8	Calgary		189,709	633	0.44	278.52	1-32100-9240
		April 15, 2013	7	Brooks	144,482	144,702	220	0.44	96.80	1-32100-9240
		April 18, 2013	1	Brooks		17,308	220	0.44	96.80	1-12000-9240
		April 18, 2013	7	Brooks	144,716	144,936	220	0.44	96.80	1-11000-9240
Student Services		April 10, 2013	5	Lethbridge	139,635	139,978	343	0.44	150.92	1-78115-9240
		April 10, 2013	7	Moose Jaw	143,408	144,220	812	0.44	357.28	1-78105-9240
		April 18, 2013	7	Brooks	145,173	145,390	217	0.44	95.48	1-78105-9240
		April 24, 2013	5	Brooks x 2	140,681	141,139	458	0.44	201.52	1-79320-9240

Prepared by:

April 25, 2013

4,278.66





# crave

what you want

Inv 2013-109  
Date: 13-Apr-13

Event: Vis Comm Dinner  
Attention: XXXXXXXXXX

Quantity	Description		Amount
22	Dinner Package #2	\$ 22.00	\$484.00
22	Dessert	\$ 2.00	\$44.00
3	Punta Final Malbec	\$ 9.00	\$27.00
5	Wyndam Estate Bin 222 Chardonay	\$ 12.00	\$60.00
4	Wyndam Estate Bin 555 Shiraz	\$ 11.00	\$44.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	Sub Total		\$659.00
	Gratuity		\$98.85
	GST		\$32.95
	GST #107687782		
<b>Total Due</b>			<b>\$790.80</b>

F  
F

Please make all cheques payable to: Students' Association of Medicine Hat College.  
Please quote your Invoice Number on all Correspondence  
299 College Drive SE, Medicine Hat Alberta, T1A 3Y6

If you have any questions regarding this invoice, please call:  
Trina Sopyc, Food & Beverage Manager at 403.504.3631

B4636 554.40  
B4637 137.55  
B4638 98.85  
790.80

*[Handwritten Signature]*





# MEDICINE HAT COLLEGE

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		Out	In				

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		April 18, 2013	7	Brooks	145,173	145,390	217	0.44	95.48	1-76105-9240
		April 24, 2013	5	Brooks x 2	140,681	141,139	458	0.44	201.52	1-79320-9240

Prepared by:

April 25, 2013

4,278.56



# Expense Disclosure Sheet

**Name** Len Vandervaart      **Date** April 22 - 24, 2013      **Destination** Calgary, AB

**Position** Vice President, Academic      **Purpose** Collaboration Meetings

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Total
4/24/2013	Air Canada	Airfare	Flight - External Advisory Committee for the Review of Alberta High School Credentialing Requirements (Medicine Hat to Edmonton and return)	574.61
4/24/2013	Days Inn	Accommodation	Hotel - External Advisory Committee for RAHCR (2 nights)	250.68
4/24/2013	Medicine Hat College Travel Claim	Meals	Meal Allowances	78.00
4/22/2013	Yellow Cab	Other Transportation	Taxi Cab - External Advisory Committee for RAHCR (airport to hotel)	55.00
4/24/2013	Yellow Cab	Other Transportation	Taxi Cab - External Advisory Committee for RAHCR (meeting to airport)	55.00
				-
				-
				-
				-
				-
				-
				-
			<b>Total Receipts</b>	<b>1,013.29</b>



Search Select Review Passengers Purchase Seats Itinerary

Your booking is confirmed. Booking reference: **LRBINZ**

An email booking confirmation has been sent to: vandervaart@mhc.ab.ca.

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

[Print Itinerary](#)[Email Itinerary](#)[Add to calendar](#)**Passengers** Dr Len Vandervaart

Flight	From	To	Departure	Arrival
AC7232 AC8166	Medicine Hat (YXH)	Edmonton (YEG) - Connection in Calgary -	19:55 Mon 22-Apr 2013	22:51 Mon 22-Apr 2013
AC8171 AC7225	Edmonton (YEG)	Medicine Hat (YXH) - Connection in Calgary -	07:30 Wed 24-Apr 2013	10:48 Wed 24-Apr 2013

Airfare	508.00
Options	0.00
Taxes, fees and charges	66.61
Travel Insurance	Purchase Travel Insurance
<b>Grand Total</b>	<b>\$574.61</b>
Canadian dollars	

[View detailed Itinerary/Receipt](#)**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.



AIR CANADA

**Booking Information**Booking Reference: **LRBINZ****Customer Care**

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

Air Canada  
1-888-247-2262Flight Arrivals and Departures  
1-888-422-7533**Main Contact:**Dr Len Vandervaart  
vandervaart@mhc.ab.ca  
Mobile: 1-403-9526031  
Work: 1-403-5293802**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC7232 <sup>1</sup>	Medicine Hat (YXH) Mon 22-Apr 2013 19:55	Calgary (YYC) Mon 22-Apr 2013 20:52	0	2hr56	BEH	Tango, N	
AC8166 <sup>2</sup>	Calgary (YYC) Mon 22-Apr 2013 22:00	Edmonton, Edmonton Int'l (YEG) Mon 22-Apr 2013 22:51	0		DH3	Tango, N	
AC8171 <sup>2</sup>	Edmonton, Edmonton Int'l (YEG) Wed 24-Apr 2013 07:30	Calgary (YYC) Wed 24-Apr 2013 08:21	0	3hr18	DH3	Tango, N	
AC7225 <sup>1</sup>	Calgary (YYC) Wed 24-Apr 2013 09:55	Medicine Hat (YXH) Wed 24-Apr 2013 10:48	0		BEH	Tango, N	

Operated by:

<sup>1</sup>Air Canada Express - Air Georgian<sup>2</sup>Air Canada Express - Jazz**Passenger Information**

1: Dr Len Vandervaart : Adult (16+), Ticket Number: 0142120197710

Frequent Flyer Prog : None

Meal Preference: None

Payment Card: XXXXXXXXXX

Special Needs: None

Seat Selection: None

**Purchase Summary**



**Fare Summary**

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Tango	242.00
Return Flight - Tango	242.00
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	27.36
Air Travellers Security Charge (ATSC)	14.25
<b>Total airfare and taxes before options (per passenger)</b>	<b>574.61</b>
Number of passengers	1
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$574.61</b>

**Payment Information**

**Credit/Debit Card xxxx-xxxx-xxxx-9085** - Amount paid: **\$574.61**

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

- Air Canada: \$574.61 (Airfare - per ticket)

Ticket number(s): 0142120197710

**Fare Rules**

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

**Return Flight** Edmonton (YEG) To Medicine Hat (YXH) - 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, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded), for whom the flat fee is \$75 CAD/USD. 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.
- Read complete fare rules applicable to this fare.

**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

**Links**

Manage my booking online: <http://www.aircanada.com/mybookings>  
 Flight Departure & Arrivals: <http://www.aircanada.com/flightstatus>  
 General conditions of carriage: <http://www.aircanada.com/conditionsofcarriage>  
 Information and Services: <http://www.aircanada.com/travelinfo>



**Reduce your carbon footprint!**  
Offset now | [Learn more](#)

RAHSCR Adv. Comm.



Days Inn Downtown Edmonton  
 10041-106 Street  
 Edmonton, Alberta CA T5J 1G3  
 Tel: 780.423.1925 Fax: 780.424.5302  
 WEB: www.daysinn-downtownedmonton.com - GST#: 828171926

04-24-13

<b>Len Vandervaart</b> 299 College Drive SE Medicine Hat AB T1A 2L2 CA	Folio No.	: 37096	Room No. :	211
	A/R Number	:	Arrival :	04-22-13
	Group Code	:	Departure :	04-24-13
	Company	:	Conf. No. :	34869929
	Wyndham Rewards :		Rate Code :	RACK
	Invoice No.	:	Page No. :	1 of 1

Date	Description	Charges	Credits	
04-22-13	Room Charge	114.99		
04-22-13	GST 5%	5.75		
04-22-13	Provincial/Tourism Levy 4%	4.60		
04-23-13	Room Charge	114.99		
04-23-13	GST 5%	5.75		
04-23-13	Provincial/Tourism Levy 4%	4.60		
04-24-13	Visa <span style="background-color: black; color: black;">XXXXXXXXXX</span>		250.68	
<b>Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. If you are not already a member, join the next time you check-in, visit us at <a href="http://www.wyndhamrewards.com">www.wyndhamrewards.com</a> or call 1-866-996-7937.</b>		<b>Total</b>	<b>250.68</b>	<b>250.68</b>
		<b>Balance</b>	<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

Please contact the Manager about and issues with your stay. Days Inn or affiliates may contact you about goods and services unless you call 877-222-3297 or write to Wyndham Worldwide Hotels, Inc. 1 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Days Inn website about privacy.

**Thank you for staying with us.  
 It was our pleasure to serve you.**



YELLOW CAB  
10155 31 AVENUE NW  
EDMONTON AB T6N-1C2  
780-462-3456

Term Id: 45024124792127  
Item #: 1336  
VISA CREDIT  
PURCHASE  
Card #: [REDACTED]

#ID: 40000000031010

APPROVED

AMOUNT \$655.00

Ref. #: C  
Auth. #: 061511  
Resp. Code: 00  
TR: 4000000000  
TSI: F800

BOOK ON LINE AT EDMTX1.COM  
THANK YOU FOR BEING OUR GUEST

651 1004030/0

Date: 2013/04/22 Time: 23:22:03  
Response: AUTH 061511

\*\*\*CUSTOMER COPY\*\*\*



YELLOW CAB  
10155 31 AVENUE NW  
EDMONTON AB T6N-1C2  
780-462-3456

Term Id: 45024124782192  
Item #: 0671  
VISA CREDIT  
PURCHASE  
Card #: [REDACTED]

AID: A0000000031010

APPROVED

AMOUNT CAD\$55.00

Ref. #: C  
Auth. #: 017724  
Resp. Code: 00  
TVR: 4000003000  
TST: F900

EDMONTON.COM  
THANK YOU FOR BEING OUR GUEST

GST 106403070

Date: 2015/04/24 Time: 05:20:57  
Response: AUTH 017724

\*\*\*CUSTOMER COPY\*\*\*









**COAST**  
edmonton  
plaza hotel

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

**0307**

**Dr Len Vandervaat**  
299 College Drive SE  
Medicine Hat AB T1A 3Y6  
CANADA

## Receipt

Invoice date 4/30/2013  
 Conference CEF-FC411187 /  
 GST Number 10103 5467 RT0020

Guest	Dr Len Vandervaat	Arrival	4/29/2013	Departure	4/30/2013	Room	0307
Date	Description	Quantity	Unit Price	Total ()			
4/29/2013	Room Charge	1	124.00	124.00			
4/29/2013	Tourism Levy	1	5.11	5.11			
4/29/2013	Destination Market Fee	1	3.72	3.72			
4/29/2013	Parking Daily	1	16.95	16.95			
4/29/2013	Federal Tax GST Parking	1	0.85	0.85			
4/30/2013	403-529-3812 (01:00) 7307	1	3.06	3.06			
4/30/2013	Federal Tax GST 7307	1	0.15	0.15			
4/30/2013	403-529-4813 (02:00) 7307	1	3.52	3.52			
4/30/2013	Federal Tax GST 7307	1	0.18	0.18			
4/30/2013	VS [REDACTED]			<b>Total invoice</b>			<b>157.54</b>
							<b>-157.54</b>

Subtotal 157.54

For reservations: [www.coasthotels.com](http://www.coasthotels.com) or 1-800-663-1144



# Expense Disclosure Sheet

Name Len Vandervaart      Date May 6, 2013      Destination Lethbridge, AB

Position Vice President, Academic      Purpose Post Secondary Collaboration

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Total
5/6/2013	Medicine Hat College Fleet	Other Transportation	Travel to Lethbridge to meet Vice President Academics from Lethbridget College and University of Lethbridge	154.00
				-
				-
				-
				-
				-
				-
				-
			<b>Total Receipts</b>	<b>154.00</b>



# MEDICINE HAT COLLEGE

## VEHICLE CHARGEBACK SUMMARY

May 27, 2013

Department	Vehicle Number	Destination	Odometer Reading		Total Mileage	Rate	Amount Charged	G.L. Code		
			Out	In						
Development	[REDACTED]	April 24, 2013	7	Brooks	145,844	145,870	226	0.44	99.44	1-39719-9240
		April 26, 2013	3	Brooks	52,849	53,070	221	0.44	97.24	1-37485-9240
		May 1, 2013	3	Brooks	53,070	53,301	231	0.44	101.64	1-39719-9240
		May 7, 2013	8	Brooks	190,899	191,125	226	0.44	99.44	1-39719-9240
[REDACTED]	[REDACTED]	May 7, 2013	7	Calgary, Red Deer	148,915	147,848	933	0.44	410.52	1-33720-9240
Business	[REDACTED]	May 16, 2013	8	Calgary	191,180	191,824	644	0.44	283.36	1-32690-9240
Finance	[REDACTED]	May 24, 2013	5	Red Deer	141,514	142,399	885	0.44	389.40	1-72100-9240
		May 24, 2013	1	Brooks	18,625	18,858	233	0.44	102.52	1-72100-9240
Health Studies	[REDACTED]	May 8, 2013	3	Brooks	53,936	54,156	220	0.44	96.80	1-38211-9240
		May 13, 2013	3	Brooks	54,172	54,392	220	0.44	96.80	1-38211-9240
Health & Safety	[REDACTED]	April 26, 2013	3	Calgary	52,233	52,849	616	0.44	271.04	1-76750-9240
		May 23/ 2013	8	Brooks	191,840	192,072	232	0.44	102.08	1-76750-9240
Human Resources	[REDACTED]	May 23, 2013	7	Brooks	148,527	148,747	220	0.44	96.80	1-76750-9240
IT Services	[REDACTED]	May 10, 2013	7	Brooks	147,871	148,110	239	0.44	105.16	1-32396-9245
Library	[REDACTED]	May 17, 2013	1	Lethbridge	18,272	18,924	352	0.44	154.88	1-76800-9240
Science	[REDACTED]	May 15, 2013	3	Cypress Hills (AB&SK)	54,400	54,764	364	0.44	160.16	1-33415-9240
		May 15, 2013	7	Lethbridge			316	0.44	139.04	1-34200-9240
Senior Admin	Len Vandervaart	May 6, 2013	8	Lethbridge	190,548	190,898	350	0.44	154.00	1-32100-9240
		May 7, 2013	3	Calgary	53,315	53,935	620	0.44	272.80	1-71140-9240
Student Services	[REDACTED]	May 1, 2013	7	Brooks	148,647	148,868	221	0.44	97.24	1-76105-9240
		May 1, 2013	8	Brooks	190,326	190,548	222	0.44	97.68	1-76300-9240
		May 23, 2013	3	Moose Jaw	54,781	55,578	797	0.44	350.68	1-76105-9240
		May 24, 2013	8	Brooks	192,074	192,298	224	0.44	98.56	1-78320-9245
Trades	[REDACTED]	May 3, 2013	1	Calgary	17,509	18,163	654	0.44	287.76	1-32215-9240

201.08

491.92

193.60

373.12

1-32400-9240  
OS per MCM

Prepared by: [REDACTED]

May 27, 2013

4,185.04





CRAVE  
MEDICINE HAT, AB  
(403) 504-3540  
GST# 107687782

S E R V I C E

Server: [REDACTED]  
Guest:

Table #14

1: COFFEE 2.25  
1: CLUBHOUSE 8.95  
2: COFFEE 2.25  
2: FISH TACOS 9.95

Total 24.57  
Net Sales 23.40  
Total Tax 1.17  
12:15 PM 5/9/2013

CRAVE WHAT YOU WANT

THANK YOU!  
PLEASE PAY SERVER

V4 Corn

CRAVE PUB  
299 COLLEGE DRIVE SE  
MEDICINE HAT AB T1A3Y6  
4035283925

MERCHANT ID: 87153060017 TERM ID: 002  
SERVER: 1

SALE

VISA ENTRY METHOD: CHIP  
05/09/13 13:16:33  
INV #: 000010 APPR CODE: 090602  
BATCH #: 000192  
REF #: 010

AMOUNT \$24.57  
TIP \$3.69  
-----  
TOTAL \$28.26

PIN VERIFIED BY CARD ISSUER  
CARDHOLDER AGREES TO PAY ABOVE  
TOTAL AMOUNT IN ACCORDANCE WITH  
CARD ISSUER'S AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VOUCHER)  
RETAIN THIS COPY FOR STATEMENT  
VERIFICATION  
CARDHOLDER COPY  
ADDITIONAL



CRAVE  
MEDICINE HAT, AB  
(403) 504-3540  
GST# 107687782

S E R V I C E

Server: [REDACTED]  
Guest:

Table #22

1: POP 2.48  
1: CLUBHOUSE 8.95  
2: POP 2.48  
2: HAM & CHEESE 7.95

Total 22.95  
Net Sales 21.86  
Total Tax 1.09  
12:16 PM 5/13/2013

CRAVE WHAT YOU WANT

THANK YOU!  
PLEASE PAY SERVED

Int Ed

CRAVE PUB  
299 COLLEGE DRIVE SE  
MEDICINE HAT AB T1A3Y6  
4036283925

MERCHANT ID: 87153060017 TERM ID: 002  
SERVER: 1

SALE

VISA ENTRY METHOD: CHIP  
05/13/13 13:19:18  
INV #: 000008 APPR CODE: 076271  
BATCH #: 000194  
REF #: 008

AMOUNT \$22.95  
TIP \$3.44  
-----  
TOTAL \$26.39

PIN VERIFIED BY CARD ISSUER  
CARDHOLDER AGREES TO PAY ABOVE  
TOTAL AMOUNT IN ACCORDANCE WITH  
CARD ISSUER'S AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VOUCHER)  
RETAIN THIS COPY FOR STATEMENT  
VERIFICATION



## Expense Disclosure Sheet

**Name**      Len Vandervaart      **Date**      May 22, 2013      **Designation**      Medicine Hat, AB

**Position**      Vice President, Academic      **Purpose**      Hospitality

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Total
5/22/2013	Thai Orchid Room	Hospitality	Supper with presenter from a Faculty Professional Development Event "Blended Learning" and College Organizers	143.99
				-
				-
				-
				-
				-
				-
				-
				-
				-
			<b>Total Receipts</b>	<b>143.99</b>



\*\*\*\*\*  
 CHECK # 64309  
 TABLE # 6  
 DATE 5/22/13  
 TIME 7:34PM  
 \*\*\*\*\*

-- DINING : --  
 ITEMS ORDERED AMOUNT  
 1 SUMMER ROLLS 8.95  
 1 6 PC GOLD BASKET 8.95  
 2 BBQ CHICKEN 31.90  
 1 GRN CURRY VEGI 15.95  
 1 SUB COCONUT RICE 1.50  
 1 GREEN CURRY 16.95  
 1 FEATURE BOTTLE 33.00

\*\*\*\*\*  
 SUBTOTAL 117.20  
 GST 5.87  
 \*\*\*\*\*

TOTAL DUE 123.07

# OF GUESTS 0

KOP KOON MAK...THANK-YOU...  
 For joining us at THAI ORCHID ROOM!  
 Fresh, Flavors, Exotic & Healthy!  
 Phone (403)580-8210 Fax (403)580-8976  
 Book your special gatherings with us!

GST # 890932791

THAI ORCHID ROOM  
 #3- 36 STRACHAN COURT  
 SE  
 MEDICINE HAT AB

CARD [REDACTED]  
 CARD TYPE VISA  
 DATE 2013/05/22  
 TIME 0679 19:51:35  
 CLERK ID 99  
 RECEIPT NUMBER  
 C05002B66-001-575-024-0  
 PURCHASE  
 AMOUNT \$123.07  
 TIP \$20.92  
 TOTAL

**\$143.99**

VISA CREDIT  
 A0000000031010  
 BFAEF5DZ09CFZ3CE  
 0000008000  
 7A27E096078A059D

**APPROVED**

AUTH# 040744 01-027  
 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
 COPY FOR YOUR RECORDS



# Expense Disclosure Sheet

Name      Len Vandervaart      Date      June 5, 2013      Destination      Brooks, AB

Position      Vice President, Academic      Purpose      Program Discussion

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Total
6/5/2013	Wasana Restraurant	Meals	Supper with faculty and staff involved in My First Year at Brooks Campus	231.15
<b>Total Receipts</b>				<b>231.15</b>

YOUR RECEIPT  
THANK YOU  
CALL AGAIN

Wasana Restaurant  
135 YOUNG ROAD  
BROOKS Ab  
T1R 0A6  
362-5554  
REG 06-05-2013 09:08 PM  
KHAMS 000021

Pia Rad PriKT1	\$19.50
Pia Rad PriKT1	\$19.50
Panang P/C/BT1	\$15.50
Y C Chk BrtsT1	\$15.50
G C Bf/Chkn T1	\$15.50
G C Bf/Chkn T1	\$15.50
G C Bf/Chkn T1	\$15.50
G C Bf/Chkn T1	\$15.50
G C Bf/Chkn T1	\$19.50
Pr... .. T1	\$18.50
Fish in CuryT1	\$1.15
MI... .. T1	\$2.60
Tea Coffee T1	\$2.60
Tea Coffee T1	\$2.60
Tea/Coffee T1	\$2.60
Tea/Coffee T1	\$2.60
D F Wontons T1	\$6.00
TL	\$197.56
6	\$198.15
	\$9.41

WASANA RESTAURANT  
135 YOUNG RD  
BROOKS, AB  
T1R 0A1  
403-362-5554

**SALE**

Server #: 000001  
MID: 8016218219  
TID: 0089250008016218219002  
REF#: 00000016

Batch #: 017  
06/05/13 21:54:47  
APPR CODE: 035032  
Trace: 16  
VISA XXXXXXXXXX Chip  
\*\*\*

AMOUNT	\$197.56
TIP	\$33.59
TOTAL	\$231.15

APPROVED

VISA CREDIT  
AID: A0000000031010  
TVR: 00 00 00 80 00  
TS: F8 00



# Expense Disclosure Sheet

**Name** Len Vandervaart      **Date** June 9 - 11, 2013      **Destination** Edmonton, AB

**Position** Vice President, Academic      **Purpose** Post Secondary Collaborations

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Total
6/11/2013	Air Canada	Airfare	Flight - Senior Academic Officers Meeting (Medicine Hat to Edmonton and return)	663.86
6/11/2013	Coast Edmonton Plaza Hotel	Accommodation	Hotel - Senior Academic Officers Meeting (2 nights)	300.88
6/10/2013	24-7 Taxi	Other Transportation	Taxi Cab - Senior Academic Officers Meeting (airport to hotel)	60.00
				-
				-
				-
				-
				-
				-
				-
			<b>Total Receipts</b>	<b>1,024.74</b>



**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Tuesday, June 04, 2013 8:36 AM  
**To:** [Redacted]  
**Subject:** len is sending you the itinerary for your next trip from Medicine Hat to Edmonton.

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



## Itinerary/Receipt

From: [len](#)

**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.](#)



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**[Want travel insurance?](#)** Protect yourself and your family against unforeseen circumstances.

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### Booking Information

**Booking Reference:** MXRLJV

**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 Len Vandervaat  
 vandervaat@mhc.ab.ca  
 Mobile: 1-403-9526031  
 Home: [Redacted]  
 Work: 1-403-5293802

**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
AC7236 <sup>1</sup>	<b>Medicine Hat (YXH)</b> Sun 09-Jun 2013 20:15	<b>Calgary (YYC)</b> Sun 09-Jun 2013 21:12	0	3hr20	BEH	<u>Tango</u> , N	
AC8162 <sup>2</sup>	<b>Calgary (YYC)</b> Sun 09-Jun 2013 22:45	<b>Edmonton, Edmonton Int'l (YEG)</b> Sun 09-Jun 2013 23:35	0		DH4	<u>Tango</u> , N	
AC8169 <sup>2</sup>	<b>Edmonton, Edmonton Int'l (YEG)</b> Tue 11-Jun 2013 17:00	<b>Calgary (YYC)</b> Tue 11-Jun 2013 17:47	0	2hr53	DH4	<u>Flex</u> , H	
AC7233 <sup>1</sup>	<b>Calgary (YYC)</b> Tue 11-Jun 2013 19:00	<b>Medicine Hat (YXH)</b> Tue 11-Jun 2013 19:53	0		BEH	<u>Flex</u> , H	

Operated by:

<sup>1</sup> Air Canada Express - Air Georgian

<sup>2</sup> Air Canada Express - Jazz

### Passenger Information

**1: Dr Len Vandervaart : Adult (16+), Ticket Number: 0142121864992**

Frequent Flyer Prog : **None**

Meal Preference : **None**

Payment Card: XXXXXXXXXX

Special Needs: **None**

Seat Selection: **AC8169 17D , AC7233 5A**

### Purchase Summary

#### Fare Summary

Passenger Type **Adult**

#### Air Transportation Charges

Departing Flight - Tango **242.00**

Return Flight - Flex **327.00**

Surcharges **24.00**

#### Taxes, Fees and Charges

Canada Airport Improvement Fee **25.00**

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) **31.61**

Air Travellers Security Charge (ATSC) **14.25**

Total airfare and taxes before options (per passenger) **663.86**

Number of passengers **1**

Travel Insurance (declined) **0.00**

**Grand Total - Canadian dollars \$663.86**

### Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-0005 - Amount paid: \$663.86

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

Air Canada: \$663.86 (Airfare - per ticket)

Ticket number(s): 0142121864992

## 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) - 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 Edmonton (YEG) To Medicine Hat (YXH) - Flex

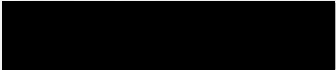
- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours



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

**0912**

**Dr Len Vandervaat**



CANADA

# Receipt

Invoice date 6/11/2013  
Our reference CEP-FC413550 /  
GST Number 10103 5467 RT0020

Guest	Dr Len Vandervaat	Arrival	6/9/2013	Departure	6/11/2013	Room	0912
Date	Description	Quantity	Unit Price			Total ()	
6/9/2013	Room Charge	1	139.00			139.00	
6/9/2013	GST Taxes	1	7.16			7.16	
6/9/2013	Tourism Levy	1	5.73			5.73	
6/9/2013	Destination Market Fee	1	4.17			4.17	
6/10/2013	Room Charge	1	129.00			129.00	
6/10/2013	GST Taxes	1	6.64			6.64	
6/10/2013	Tourism Levy	1	5.31			5.31	
6/10/2013	Destination Market Fee	1	3.87			3.87	
						<b>Total invoice</b>	<b>300.88</b>
6/11/2013							-300.88
						<b>Total Paid</b>	<b>-300.88</b>
						<b>Total Due</b>	<b>0.00</b>
<b>Total GST</b>		<b>13.80</b>					

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](http://www.coasthotels.com) or 1-800-663-1144

(1.00) 9.00 0.00

24-7 TAXI  
200-10105-108 AVE  
EDMONTON, AB, T5H1A7  
MID: 87112250014  
GST#: 0000000000000000

TID: 036  
Operator#: 71482

**SALE**

██████████  
Visa

Exp: ' / '  
CHIP

06/10/2013 00:03:51 Inv#: 1370  
Record#: 790002 Batch#: 160002  
Retrieval#: 00000002

A0000000031010 VISA CREDIT  
TVR 0000000000 TSI F800

**Total: \$60.00**

Auth Code: 006909  
APPROVED