



## Expense Disclosure Summary

**Name** Denise Henning, PhD      **Position** President and CEO  
**Period Covered** 1 April to 30 June 2015

Please attach supporting documentation i.e.: Expense Disclosure Sheet and applicable receipts

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Airfare	Other Transportation*	Accommodation	Meals	Hospitality	Incidentals	Total
April 14, 2015	Brooks, AB	Regular Brooks Visit	\$ -	\$ 96.80	\$ -	\$ -	\$ -	\$ -	\$ 96.80
May 23 - 27, 2015	Winnipeg, MB	CICan Conference	\$ 309.75	\$ 474.13	\$ 760.63	\$ 96.56	\$ 454.59	\$ 40.00	\$ 2,135.66
June 9, 2015	Brooks, AB	Regular Brooks Visit	\$ -	\$ 137.28	\$ -	\$ -	\$ -	\$ -	\$ 137.28
			\$ 309.75	\$ 708.21	\$ 760.63	\$ 96.56	\$ 454.59	\$ 40.00	\$ 2,369.74

\* 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** Denise Henning      **Date** April 14, 2015  
**Position** President and CEO      **Purpose** Regular Brooks Visit      **Destination** Brooks, AB

**Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)**

Date (m/d/year)	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total (CDN)
4/14/2015	MHC Travel Claim	Other Transportation	Return mileage Medicine Hat to Brooks			96.80
						-
					<b>Total Receipts</b>	<b>96.80</b>

# MEDICINE HAT COLLEGE TRAVEL CLAIM

## CLAIMANT

Name: Denise Henning  
Address:

## MEETING/CONFERENCE

Name: Brooks Campus Visit  
Location: Brooks, AB



## DAYS INVOLVED [ 0.29 ]

Departure date Apr 14 2015 8:00AM  
Return date Apr 14 2015 3:00PM

## EXPENSES

Meals	Days	Rate	Total
Breakfast	0 @	\$10.00	= \$0.00
Lunch	0 @	\$12.00	= \$0.00
Dinner	0 @	\$22.00	= \$0.00
Full Per diem	0 @	\$44.00	= \$0.00
Overnight incidental	0 @	\$10.00	= \$0.00
Hospitality Allowance	0 @	\$20.00	= \$0.00
Conference Cost			\$0.00
Hotel (attach invoice)			\$0.00
Miscellaneous			\$0.00
			\$0.00
			\$0.00

### FOR OFFICE USE ONLY

Amount	GST

## TRANSPORTATION

Own Car	220 KM @ 0.44/KM	\$96.80
College Car	(Attach gas receipts)	\$0.00
Rental Car	(Attach invoice & gas receipts)	\$0.00
Air Fare	(Attach Air Line Tickets or Invoice)	\$0.00
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required)	\$0.00

CND \$96.80

USD \$0.00 \*\$1.00/CND

**TOTAL EXPENSE \$96.80**

Less - Advance (if applicable) -\$0.00

**NET CLAIM DUE (Repayable) 96.80**

### INVOICE TOTAL

### FOR OFFICE USE ONLY

### VENDOR NUMBER

### CONTROL

03 - 7934

GL CODE	AMOUNT	GST	TOTAL

### Written Signatures

Request By

*CLawrence for D. Henning*

Department Code

12000 - 9240

Department Signatures  
(If Necessary Signature)

*J. Arndt*

Finance:

### Electronic Signatures

Active Directory

CLawrence@mhc.ab.ca



## Expense Disclosure Sheet

**Name** Denise Henning, PhD      **Date** May 23 - 27, 2015  
**Position** President and CEO      **Purpose** CICan Conference      **Destination** Winnipeg, MB

**Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)**

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
5/23/2015	Air Canada	Airfare	Return flight Medicine Hat, AB to Winnipeg, MB.			309.75
5/23/2015	Holiday Inn and Suites	Accommodation	Hotel			760.63
5/23/2015	Travel Claim	Other Transportation	Rental Car			474.13
5/23/2015	Travel Claim	Meals	Meal Allowance			96.56
5/23/2015	Travel Claim	Incidentals	Overnight incidental			40.00
5/23/2015	Travel Claim	Hospitality	Hosting			454.59
						-
<b>Total Receipts</b>						<b>2,135.66</b>

**MEDICINE HAT COLLEGE TRAVEL CLAIM**

**CLAIMANT**

Name: Denise Henning  
Address:

**MEETING/CONFERENCE**

Name: C/Can Conference 2015  
Location: Winnipeg, MB



**DAYS INVOLVED [ 4.38 ]**

Departure date May 23 2015 5:00AM  
Return date May 27 2015 2:00PM

**EXPENSES**

	<b>Days</b>	<b>Rate</b>	<b>Total</b>
Meals			
Breakfast	0 @	\$10.00 =	\$0.00
Lunch	0 @	\$12.00 =	\$0.00
Dinner	0 @	\$22.00 =	\$0.00
Full Per diem	0 @	\$44.00 =	\$0.00
Overnight incidental	4 @	\$10.00 =	\$40.00 ✓
Hospitality Allowance	0 @	\$20.00 =	\$0.00
Conference Cost			\$0.00
Hotel (attach invoice)			\$760.63 ✓
Miscellaneous	Food receipts reimbursed in accordance with policy		\$96.56 ✓
	Food receipts - hosting		\$454.59 ✓
			\$0.00

**FOR OFFICE USE ONLY**

Amount	GST

**TRANSPORTATION**

Own Car	0 KM @ 0.44/KM	\$0.00
College Car	(Attach gas receipts)	\$0.00
Rental Car	(Attach invoice & gas receipts)	\$474.13 ✓
Air Fare	(Attach Air Line Tickets or Invoice)	\$0.00
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required)	\$0.00

CND \$1825.91  
USD \$0.00 \*\$1.00/CND

**TOTAL EXPENSE \$1825.91**  
Less - Advance (if applicable) -\$0.00  
**NET CLAIM DUE (Repayable) 1825.91**

**INVOICE TOTAL**

**FOR OFFICE USE ONLY**

**VENDOR NUMBER**

**CONTROL**  
**03 - 7797**  
**TOTAL**

GL CODE	AMOUNT	GST	TOTAL

**Written Signatures**

Request By

*Denise Henning*

Department Code

*17000 - 7240.*

Department Signatures  
(If Necessary Signature)

Finance:

\_\_\_\_\_

**Electronic Signatures**

Active Directory CLawrence@mhc.ab.ca



# HOSTING EXPENSE CLAIM FORM

(To be submitted upon completion of hosting)  
This form must be completed when charging a department account for hosting guests.

Claimant:  
Name: Denise Henning  
Address: \_\_\_\_\_  
\_\_\_\_\_

Number of Attendees:  
2 Faculty/Staff  
3 Students  
Other

Date of Function: (month/day/year) 25 May 2015  
Location: Winnipeg, MB

Names and Business Relationship:  
Denise Henning - President + CEO  
Irlanda Price - AVP, Student Development  
Linda Rossler - Vice Chair, Board  
Clay Bus - Academic Member, Board  
If Large Group, Name John Henning - husband

Description of Meal:  
 Breakfast  
 Lunch  
 Dinner  
Other (specify) \_\_\_\_\_

**Business Purpose: (Check appropriate box and provide details)**

- Staff Recognition \_\_\_\_\_
- Conference \_\_\_\_\_
- Seminar Speaker (Name) \_\_\_\_\_ (Topic) \_\_\_\_\_
- Prospective Employee (Name) \_\_\_\_\_ (Position) \_\_\_\_\_
- Student Recruitment Activity (Purpose) \_\_\_\_\_
- Student Academic Achievement (Purpose) \_\_\_\_\_
- Other Social Event / Appreciation attending CICA Conference
- Meeting \_\_\_\_\_

VENDOR	Total	GL CODE	FOR OFFICE USE ONLY	
			Amount	GST
<u>Rae + Jerry's Steakhouse</u>	<u>362.33</u>	<u>12000-9240</u>		

TOTAL EXPENSE \$ 0.00  
Less - Advance (if applicable) \_\_\_\_\_  
NET CLAIM DUE (Repayable) \$ 0.00

INVOICE TOTAL

Date: 2 June 2015  
REQUEST BY: x Denise Henning  
DEPT. CODE: 12000-9240  
DEPT. APPROVAL: x \_\_\_\_\_ (Signature)  
x \_\_\_\_\_ (Signature - If Necessary)  
FINANCE: x \_\_\_\_\_

FOR OFFICE USE ONLY	VENDOR NUMBER			
	GL CODE	AMOUNT	GST	TOTAL

Rae & Jerry's

\*\*\*\*\*  
CHECK # 7727                      DATE 05/25/15  
TABLE # 5                              TIME 21:15  
\*\*\*\*\* DUPLICATE CHECK \*\*\*\*\*  
=====

-- DINING ROOM : AMANDA O. --

ITEMS ORDERED	AMOUNT
6 PICKEREL	205.50
4 APOTHIC RED -9oz	50.00
1 WOLF CHARD-9oz	12.75
1 PINOT GRIGIO-6oz	9.25
1 HOUSE RED- 6oz	7.10

\*\*\*\*\*

FOOD	205.50
WINE	79.75
GST	14.25
PST	22.83

TOTAL 322.33

THANK YOU

RAE & JERRY'S STEAK HOUSE

PLEASE PAY SERVER

\*\*\*\*\*

ACCT#.....DATE.....

AMT.\$.....GST \$.....

NAME.....

(Please Print)

SIGNED.....

GST #R105009724

RAE & JERRY'S  
STEAK HOUSE  
1405 PORTAGE AVE.  
WINNIPEG, MB R3G0W1  
2047836155

**PREAUTHORIZATION**

NO 5588334  
003                      REF#: 00002001  
Batch #: 745  
05/25/15                      21:16  
APP CODE: 085782  
PBA

AMOUNT	\$322.33
TIP	\$ 40.00
TOTAL	\$ 362.33

APPROVED

THANK YOU

PLEASE COME AGAIN

CUSTOMER COPY





Delta Winnipeg Hotel  
Blaze Bistro and Lounge  
GST# 846543619 RT0005  
211 Kinsey

10/1           CHK 1341   GST 4  
                  MAY25'15  7:48AM

1 Fruit Plate           13.50  
1 Day Breaker           13.50  
  Omelette               30.00  
  Coffee                 14.00  
  Food                   71.00  
1.00 GST                 3.55  
1.00 PST                 5.68  
Total Due .. **\$80.23**  
                  DELTA WINNIPEG HOTEL

GST # 846543619 RT0005

DUITY \_\_\_\_\_

TAX \_\_\_\_\_

# \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NOT A CREDIT CARD VOUCHER  
Share Your Experience  
[www.dinedelta.com](http://www.dinedelta.com)

DELTA WINNIPEG HOTEL  
350 ST MARY AVENUE  
WINNIPEG MB R3C 3J2  
2049420551

**SALE  
DUPLICATE**

Clerk #: 000001  
MID: 4298072  
TID: B4298072       REF#: 00000003  
Batch #: 077        SEQ: 077001001003  
05/25/15                   08:35:17  
                                  CVC: Y

APPR CODE: 055347

VISA

\*\*\*\*\*

\*\*/

<b>AMOUNT</b>	<b>\$80.23</b>
<b>TIP</b>	<b>\$12.03</b>
<b>TOTAL</b>	<b>\$92.26</b>

00 - APPROVED - 001

VISA

AID: A0000000031010

TVR: 00 00 00 80 00

TSL: F8 00

CUSTOMER COPY

\*\*\*\*\*  
 CHECK # 46088                      DATE 5/23/15  
 TABLE # 205                        TIME 6:44PM  
 \*\*\*\*\* DUPLICATE CHECK \*\*\*\*\*

-- DINE IN : RHIANNE --

ITEMS ORDERED	AMOUNT
3 MISO SOUP *	7.50
1 DELUXE TMP *, 0.34	5.44
2 DELUXE TMP *, 0.33	10.56
1 GYOZA *, 0.66	4.29
2 GYOZA *, 0.67	8.72
1 YUZU SCALLOP, 0.34	6.12
2 YUZU SCALLOP, 0.33	11.88
1 KAMIKAZE *, 0.66	7.26
2 KAMIKAZE *, 0.67	14.74
1 CALIF INSIDE OUT, 0.34	2.04
2 CALIF INSIDE OUT, 0.33	3.96
2 CAESAR, 0.33	3.96
1 CAESAR, 0.34	2.04
2 CROWN ROYAL, 0.33	3.96
1 CROWN ROYAL, 0.34	2.04
1 SAPPORO CAN, 0.34	3.40
2 SAPPORO CAN, 0.33	6.60

WASABI ON BROADWAY,  
 155 SPENCE STREET  
 WINNIPEG MB

CARD \*\*\*\*\*3518  
 CARD TYPE VISA  
 DATE 2015/05/23  
 TIME 8145 18:45:46  
 CLERK ID 7442  
 INVOICE # 205  
 RECEIPT NUMBER  
 CB2006091-001-596-001-0

PURCHASE  
 AMOUNT \$39.25  
 TIP \$5.00  
 TOTAL

**\$45.25**

\*\*\*\*\*  
 SUBTOTAL 104.51  
 GST 5.23  
 PST 8.36

TOTAL DUE 118.10

CHECK TOTAL SPLIT 3 WAYS 39.36  
 WITH 0.02 REMAINING

# OF GUESTS 1

THANK YOU FOR DINING AT  
 WASABI ON BROADWAY  
 588 BROADWAY, WINNIPEG, TEL: (204) 774-4328

Wasabi Sushi Bistro (osborne) 474-2332  
 Wasabisabi (taylor) 415-7878

GST# 887433720 RT0001

15% gratuity will be added to party of  
 8 or more, including separate bills.

VISA  
 BED13E764ECF82D6  
 000000B000-EB00  
 81F91B08A459DF54  
 000000B000-FB00

APPROVED

AUTH# 064609 01-00  
 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
 COPY FOR YOUR RECORDS

104.51  
 - 22.00 (alcohol)  
 -----  
 \$ 82.51 / 3 = 27.50  
 GST - 1.38  
 PST - 2.20  
 -----  
 Reimburse  
 \$ 31.08

**SAVE THIS RECEIPT**  
**WEEKLY \$1,000 WINNER!!**  
 Tell us how we did within 72 hours at  
[www.go-chilis.com](http://www.go-chilis.com)  
 for a chance to win and receive  
**FREE SOUTHWEST EGGROLLS** on your next visit.

(403) 250-2072

Server: Gyula6056  
 Table 19/2  
 Guests: 1  
 Menu: Server  
 05/23/2015  
 6:45 AM  
 20015  
 ICED TEA 3.15  
 CLASSIC BREAKFAST 11.99  
 Complete Subtotal 15.14  
 Subtotal 15.14  
 Tax 0.76  
 Total 15.90  
**Balance Due \$ 15.90**

Thank You!  
 We Welcome Your Comments  
 Visit [chilis.ca](http://chilis.ca)  
 GEM Survey Code 4011  
 GST.#821972338RT0001

CHILI'S  
 2000 AIRPORT RD NE  
 CALGARY, AB

Term ID: 05180579

**Purchase**

Entry Method: C  
 Check ID: 6056  
 Amount: \$ 15.14  
 Tip: \$ 2.00  
 Total: \$ 18.14  
 05/23 06:45  
 Seq #: 0010140010  
 Apr Code: 0972  
 Code: 01/027

000031010  
 EB D7 C0 2C AF 2A  
 00 00 00  
 A4 4B D1 23 49 1B

**APPROVED**  
**Thank You**  
**Verified By Pin**

Merchant Copy

- IMPORTANT -

Keep this copy for your records

GST # 846543619 RT0005

315 Stephanie

3112 MAY25'15 9:17AM

Cheese - Cheddar	7.80
Food	7.80
.80 GST	0.39
.80 PST	0.62
Payment .....	8.81
9560/POS Debit	
Debit Card	3.81

DELTA WINNIPEG HOTEL  
350 ST MARY AVENUE  
WINNIPEG, MB R3C 3J2  
204-942-0551

TRAN ID: C4298081

BATCH#: SHIFTH:

Sale

CV# 000000027  
INTERAC  
Account Type: Chequing SEQN:25700100  
Application Label: INTERAC  
A0000002771010  
00 00 00 00 00  
00 00  
\*\*\*\*\*

Total: CAD\$ 8.81

APPROVED 009832  
001/00

25-May-15

09:17AM

JUGO JUICE Calgary Airport -  
Departures

Tbl:0 Ref:470279  
Chk:470290  
Amarjit 5/23/2015 10:29 am

-----  
.Acai Protein 6.45  
sub coco h2o 8 oz 1.00  
.Dasani 2.50  
Coconut Chips 3.45  
-----

SubTotal 13.40  
.GST 0.67  
-----  
Total 14.07  
-----  
Visa 14.07  
-----  
Amount Paid 14.07

JUGO JUICE Calgary International  
Airport  
2000 Airport Road NE, Concourse B  
Calgary, AB T2E 6W5  
Canada  
(403) 717-1808

Thanks for visiting Jugo Juice  
Please come again

G.S.T. # 860055458

\*\*  
Proud sponsor of the Scotiabank  
Calgary Marathon Jugo Juice 10K

CHILI'S TEXAS GRILL  
2000 Airport Road NE  
(403) 250-2072

Server: jenessa 8033                      05/27/2015  
Table 42/1                                      1:05 PM  
Guests: 2                                        40058  
Menu: Server

CHILI'S  
2000 AIRPORT RD NE  
CALGARY, AB

Form ID: 05240086

**Purchase**

We invite you to complete our  
GUEST EXPERIENCE SURVEY  
YOU COULD WIN \$1000  
A WINNER EVERY WEEK  
Visit [www.go-chilis.com](http://www.go-chilis.com)  
YOUR SURVEY CODE:4011  
Please enter within the next 72 Hrs. No  
purchase necessary. Must be 18 or older.  
Valid where prohibited. See website for  
complete rules and sweepstakes details.

XXXXXXXX3518  
Entry Method: C  
Card ID: 8033  
Amount: \$                      21.14  
Tip: \$                              3.17  
Total: \$                            24.31

TEA    3.15  
ENCHILADA SOUP BWL                      5.99  
OVER BUFFALO                              10.99  
Complete Subtotal                            20.13

05/27    13:06  
Seq #:    001022034  
Appr Code:                                        04465  
Code: 01/027

Subtotal    20.13  
Tax    1.01  
Total    21.14  
Balance Due                                        \$ 21.14

00000  
01 08 70 9E 53 94 61  
01 00 80 00  
01  
06 05 30 76 75 C3 CE

**APPROVED**  
**Thank You**  
**Verified By Pin**

Thank You!  
We Welcome Your Comments  
Visit [chilis.ca](http://chilis.ca)  
GEM Survey Code 4011  
GST. #821972338RT0001

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**Holiday Inn  
& Suites**

36

05-27-15

<b>Denise Henning</b>	Folio No.	: 150107	Room No.	: 0907
	A/R Number	:	Arrival	: 05-23-15
	Group Code	:	Departure	: 05-27-15
	Company	:	Conf. No.	: 63026719
	Membership No.	:	Rate Code	: IGBBB
	Invoice No.	:	Page No.	: 1 of 2
	<b>Canada</b>			

Date	Description	Charges	Credits
05-23-15	*Accommodation	139.99	
05-23-15	PST - RM	11.20	
05-23-15	GST - RM	7.00	
05-23-15	Accommodation Room Tax	7.00	
05-23-15	GST on Accommodation Tax	0.35	
05-23-15	Parking	15.00	
05-23-15	GST - PRK	0.75	
05-24-15	*Accommodation	144.99	
05-24-15	PST - RM	11.60	
05-24-15	GST - RM	7.25	
05-24-15	Accommodation Room Tax	7.25	
05-24-15	GST on Accommodation Tax	0.36	
05-24-15	Parking	15.00	
05-24-15	GST - PRK	0.75	
05-25-15	*Accommodation	154.99	
05-25-15	PST - RM	12.40	
05-25-15	GST - RM	7.75	
05-25-15	Accommodation Room Tax	7.75	
05-25-15	GST on Accommodation Tax	0.39	
05-25-15	Parking	15.00	
05-25-15	GST - PRK	0.75	
05-26-15	*Accommodation	149.99	
05-26-15	PST - RM	12.00	
05-26-15	GST - RM	7.50	
05-26-15	Accommodation Room Tax	7.50	



**Holiday Inn  
& Suites**

36

05-27-15

<b>Denise Henning</b>	Folio No. :	<b>150107</b>	Room No. :	<b>0907</b>
	A/R Number :		Arrival :	<b>05-23-15</b>
<b>Canada</b>	Group Code :		Departure :	<b>05-27-15</b>
	Company :		Conf. No. :	<b>63026719</b>
	Membership No. :		Rate Code :	<b>IGBBB</b>
	Invoice No. :		Page No. :	<b>2 of 2</b>

Date	Description	Charges	Credits
05-26-15	GST on Accommodation Tax	0.37	
05-26-15	Parking	15.00	
05-26-15	GST - PRK	0.75	
05-27-15	Visa		760.63
<b>Total</b>		<b>760.63</b>	<b>760.63</b>
<b>Balance</b>		<b>0.00</b>	

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

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.





<b>RA # 168234792</b>	<b>RES # 894881238</b>	<b>EC # 138444961</b>
<b>DENISE HENNING</b> MEDICINE HAT, AB T1A 3Y6	<b>ACCOUNT PROVINCIAL</b> GOVERNMENT OF BC <b>EXT REF #</b>	<b>FT # *****4350</b>

<b>RENTAL LOCATION</b> WINNIPEG INTL ARPT (204)925-3529 1965 WELLINGTON AVE WINNIPEG, MB R3H1C2	<b>RENTAL DATE</b> 23-MAY-2015 <b>RENTAL TIME</b> 03:04 PM	<b>RETURN LOCATION</b> WINNIPEG INTL ARPT (204)925-3529 1965 WELLINGTON AVE WINNIPEG, MB R3H1C2	<b>RETURN DATE</b> 27-MAY-2015 <b>RETURN TIME</b> 09:30 AM
--	---	--	---

<b>RATE RULES AND QUALIFICATIONS</b> INITIAL X _____ SPECIAL CITY PRODUCT CODE - CA Monthly Charge up to 31 days	<b>VEHICLE INFORMATION</b> RESERVED STANDARD SIZE SPORT/UTILITY DRIVEN FULLSIZE CROSSOVER AUTO W/ AIR CHARGED STANDARD SIZE SPORT/UTILITY MAKE FORD MODEL EDGE COLOR RED MED ODOMETER 1500 PLATE EMB525 REG AREA MB VEHICLE # FBB29256 BAY R1 STALL
--	---

CHARGES	UNIT	PRICE/UNIT	CURRENT CHARGE
<b>RENTER'S RESPONSIBILITY</b>			
* TIME & DISTANCE	Hour	37.50 X	0.00
* TIME & DISTANCE	MONTH	1800.00 X	0.00
* TIME & DISTANCE	WEEK	450.00 X	0.00
* TIME & DISTANCE	Day	75.00 X 4	300.00
* FREE MILES/KM-TIME & DISTANCE	M/KM	0.00 X 800	0.00
* EXTRA MILES/KM - TIME & DISTANCE	M/KM	0.20 X	0.00
* FUEL SERVICE OPTION	Rental	62.65 X 1	62.65
* CONCESSION RECOVERY FEE 14.61 PCT @ 14.61%			53.49
* VEHICLE LICENSE FEE .86/DAY	Day		3.44
PROVINCIAL SALES TAX 8.00%			33.57
CA GOODS/SVCES TAX MB 5.00%			20.98

**ESTIMATED CHARGES** 474.13 INITIAL X \_\_\_\_\_

(ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED).

**PAYMENTS**  
VISA 3518 Auth # \_\_\_\_\_

- I DECLINE OPTIONAL LOSS DAMAGE WAIVER. X \_\_\_\_\_
- I DECLINE PERSONAL ACCIDENT INSURANCE (PAI) WITH PERSONAL EFFECTS COVERAGE (PEC). X \_\_\_\_\_
- I DECLINE PEACE OF MIND PROTECTION WHICH CONSISTES OF LOSS DAMAGE WAIVER (LDW) AND PERSONAL ACCIDENT INSURANCE/ PERSONAL EFFECTS COVERAGE (PAI/PEC). X \_\_\_\_\_
- I DECLINE NATIONAL'S OPTIONAL ROADSIDE ASSISTANCE PROTECTION X \_\_\_\_\_
- I RECOGNIZE THAT MY INSURANCE POLICY WILL BE PRIMARY INSURANCE COVERAGE FOR DAMAGE OR LIABILITY AS TO THE CAR WHILE I AM THE RENTER. X \_\_\_\_\_

I CHOOSE THE OPTIONAL FUEL SERVICE OPTION AT THE START OF THE RENTAL. I UNDERSTAND THE CHARGE FOR THE FUEL SERVICE OPTION SHOWN ABOVE IS AN ESTIMATE BASED UPON A PER LITER RATE OF 0.92 MULTIPLIED TIMES THE AVERAGE FUEL TANK CAPACITY FOR THE VEHICLES IN THE CAR CLASS BEING RENTED. I ALSO UNDERSTAND MY ACTUAL CHARGE FOR THE FUEL SERVICE OPTION MAY VARY DEPENDING UPON THE ACTUAL FUEL TANK CAPACITY OF THE ACTUAL VEHICLE I RENT. X \_\_\_\_\_

**NOTICE REGARDING A CHANGE TO THE RENTAL AGREEMENT :** For rental agreements commencing on or after August 1, 2012, where Personal Accident Insurance (PAI) and Personal Effects Coverage (PEC) is accepted, benefits will now be provided under a policy issued by: ACE INA Insurance. To file a PAI or PEC claim or to obtain a claim form, please contact: ACE INA Insurance / Enterprise Rent-A-Car Canada Company Insurance Program, 1400-25 York Street Toronto, Ontario M5J 2V5, 1-877-772-7797 (English) or 1-877-337-9494 (French), Fax: 416-368-0641 or email: Canada.ahclaims@acegroup.com X

LIABILITY FOR LOSS BY ACCIDENT: WARNING: YOUR AUTOMOBILE INSURANCE COVERAGE IS PRIMARY. IF APPLICABLE, OWNER'S COVERAGE IS SUBJECT TO LIMITS AND RESTRICTIONS. SEE TERMS AND CONDITIONS IN THE RENTAL AGREEMENT JACKET. X



GST/HST 889365821  
PST 1021623719

RA 168234792 Bill 0  
Rental 23-MAY-2015 03:04 PM  
WINNIPEG INTL ARPT  
Return 27-MAY-2015 09:19 AM  
WINNIPEG INTL ARPT

DENISE HENNING  
Vehicle # FBB28256  
Model EDGE  
Class Driven FGAR Class Charged SFAR  
License# EMB625 State/Province MB  
M/Kms Driven 47  
M/Kms Out 1400  
M/Kms In 1447

PROVINCIAL GOVERNMENT OF BC			
Charges	No Unit	Price	Amount
FSD	1 Rental	62.65	62.65*
T & M	4 Days	76.00	300.00*
FREE M/KM	800 M/Kms		0.00*
CONCESSION RECOVERY FEE			63.49*
VLF			3.44*
CA GST MB 05.000 %			20.98
PST 08.000 %			33.57

Total Charges CAD 474.13

Deposit Visa 3518

Amount Due CAD 474.13

\* Taxable Items  
Subject to Audit  
Your Emerald Club Number is 138444961  
Frequent Flyer \*\*\*\*\*4350 Credit to AIR  
MILES REWARD MILES  
We hope you enjoyed driving your  
upgraded Emerald Club vehicle.  
Customer Service Number 1-800-468-3334



2

3

# 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: N48IY5**

**Name:** Dr Denise Henning  
**E-mail:** CLAWRENCE@MHC.AB.CA  
**Form of payment:** CCVXXXXXXXXXXXXX  
 CC VIXXXXXXXXXXXXXX

**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

## Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8335	Winnipeg (YWG)	Calgary (YYC)	CRA	Economy (H)	Confirmed
<i>Operated by:</i>	Wed 27-May 2015	Wed 27-May 2015			
<i>Air Canada Express-Jazz</i>	11:00	12:04			
AC7231	Calgary (YYC)	Medicine Hat (YXH)	BEH	Economy (H)	Confirmed
<i>Operated by:</i>	Wed 27-May 2015	Wed 27-May 2015			
<i>Air Canada Express-Air Georgian</i>	14:50	15:43			

## Passenger Information

**Passenger 1**

**Name:** Dr Denise Henning **Ticket number:**

**Frequent Flyer Pgm:** Air Canada Aeroplan **Program number:**

## Purchase Summary

**Passenger: 1 Ticket number 014 2148 825164**

<b>Date of issue</b>	25-May 2015
<b>Fare Amount in Canadian dollars:</b> <i>(including navigational &amp; other charges)</i>	641.00
<b>Taxes, Fees &amp; Charges</b>	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	11.00
Combined Taxes *see fare calculation below (XT)	PD

**Total Fare in Canadian dollars:** 231.00A

**Options**

Change fee in Canadian dollars	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">75.00</span> 3.75

Ticket particularities:  
AC ONLY/NON-REF/CHGE FEE

\*Fare calculation:  
27MAY15YXH AC X/YYC Q18.00AC YWG R212.00AC X/YYC Q23.00AC YXH  
R388.00CAD641.00 END ROE1.00 PD14.25CA24.51XG55.00SQ

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 Summary

- 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.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

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

## Baggage Information

Please see below for details on the bags you plan on checking at the baggage counter.

<b>Baggage Information for: Dr Denise Henning</b>	
Air Canada baggage rules apply. For flight(s): AC8335,AC7231	1st bag: Complimentary 2nd bag: 25.00 CAD + taxes* per direction
Max. weight per bag: 23 KG (50 lb)	Max. linear dimensions: 158 CM (62 in)

\* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to bag fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to bag fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

## Baggage Policy

### Baggage Allowance for Altitude and Star Alliance Members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges related to baggage.

Frequent Flyer Status	Economy Class	Premium Economy	Business Class
Air Canada Altitude Super Elite 100k, Elite 75k, Elite 50k & Elite 35k	3 complimentary bags 32 kg (70 lb)	3 complimentary bags 32 kg (70 lb)	3 complimentary bags 32 kg (70 lb)
Air Canada Altitude Prestige 25k	2 complimentary bags 23 kg (50 lb)	2 complimentary bags 23 kg (50 lb)	2 complimentary bags 32 kg (70 lb)
Star Alliance Gold	3 complimentary bags 32 kg (70 lb)	3 complimentary bags 32 kg (70 lb)	3 complimentary bags 32 kg (70 lb)
Star Alliance Silver	1 complimentary bag 23 kg (50 lb)	2 complimentary bags 23 kg (50 lb)	2 complimentary bags 32 kg (70 lb)

### Excess Baggage

If your baggage exceeds the free allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section. For specific terms and conditions of Air Canada codeshare and interline partners oversized and excess rules, visit the carrier's website. View the [additional checked baggage policy of Air Canada's codeshare and interline partners](#). View [Air Canada's additional checked baggage policy](#).

Embargos: Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit [Air Canada's additional checked baggage policy](#).

### Currency of Fees

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

### Carry-On Baggage Allowance

Oversized carry-on bags are not permitted on our aircraft and may cause flight delays for all passengers. Please ensure your carry-on bags are within the maximum allowed size as indicated below; **they are required to fit in the double-size verification device** at check-in and boarding gates.

You may carry onboard items which fall within the two (2) piece carry-on allowance: one (1) carry-on bag or suitcase (wheels and handles included in the size) and one (1) personal article such as a briefcase, laptop computer, diaper bag, camera case, cartons or other similar item. Learn more about Air Canada's Carry-on Baggage restrictions.

	Maximum Size	Maximum Weight
1 standard article	23cm x 40cm x 55cm 9" x 15.5" x 21.5"	10 kg 22 lb
1 personal article	16cm x 33cm x 43cm 6" x 13" x 17"	10 kg 22 lb

It is recommended that documents and medication be packed in your carry-on baggage. All prescription medications must be properly labelled with the names of the patient, the medication and the issuing medical office or pharmacy.

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods \* include, but are not limited to compressed gases (e.g. oxygen bottles or tear gas), corrosives, explosives (e.g. fireworks), flammable liquids and solids (e.g. paints and lighter fluid), radioactive materials (e.g. radio-pharmaceuticals), oxidizing materials, poisons, infectious substances and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the [Security Requirements and Dangerous Goods](#) page for more information.

There are special exceptions for small quantities (up to 70 ounces total) of medication and toiletry articles carried in your luggage and certain smoking materials carried on your person. United States federal law forbids the carriage of hazardous materials aboard the aircraft in your baggage or on your person. A violation can result in five years' imprisonment and penalties of \$250,000 or more.

\*also referred as hazardous materials

### **Codeshare Flights and Other Airlines**

Passengers with itineraries that include flights operated by other airlines or codeshare flights may be subject to the carry-on rules and fees of the other airline, which may be different from Air Canada's baggage policy.

For specific terms and conditions of Air Canada [codeshare and interline partners](#) carry-on rules, visit the carrier's website.

### **Important Information & Conditions**

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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](#) and US Secure Flight Program for Important Information on documents and identification required for travel.

#### **Travel Insurance**

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via [www.aircanada.com/insurance](http://www.aircanada.com/insurance) or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of the United States can purchase travel insurance from CSA Travel Protection via [www.aircanada.com/us/en/insurance](http://www.aircanada.com/us/en/insurance) or by calling 1-866-473-3315. To make sure you get the best possible protection, purchase insurance prior to your departure.

#### **Comments, Compliments and Complaints**

Would you like to comment on a past travel experience? Your comments, compliments and complaints will help us improve the services we offer. Send us an e-mail ([aircanada.com/customerrelations](mailto:aircanada.com/customerrelations)) or write to us at: Air Canada - Customer Relations, PO Box 64239, RPO Thorncliffe, Calgary, AB, Canada T2K 6J7.

#### **Schedules and Timetables**

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

#### **Check-in and Boarding Times**

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You can check in for your flight at any time within 24 hours of departure when you use our convenient Web check-in or Mobile check-in options, or within 12 hours at one of our self-service check-in kiosks located in most of the airports Air Canada serves.

You must obtain your boarding pass and check in any baggage by the check-in deadline shown below.

Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline shown below. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

Travel	Recommended Check-in Time	Check-In Deadline	Boarding Gate Deadline
Within Canada	90 min.	45 min.	20 min.
To/From the US	120 min.	60 min.	20 min.
International (Incl. Mexico & Caribbean)	120 min.	60 min.	30 min.
From Toronto City Airport, Ontario Canada	60 min.	20 min.	20 min.
From Caracas, Venezuela	180 min.	90 min.	60 min.
From Tel Aviv, Israel	180 min.	75 min.	60 min.

## NOTICE - SOLD SUBJECT TO TARIFF REGULATIONS

### CONDITIONS OF CONTRACT AND OTHER IMPORTANT NOTICES

PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THEREOF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER.

#### NOTICE of Liability Limitations

The Montreal Convention or the Warsaw Convention system may be applicable to your journey and these Conventions govern and may limit the liability of air carriers for death or bodily injury, for loss of or damage to baggage, and for delay.

Where the Montreal Convention applies, the limits of liability are as follows:

1. There are no financial limits in respect of death or bodily injury.
2. In respect of destruction, loss of, or damage or delay to baggage, 1,131 Special Drawing Rights (approximately EUR 1,357; US \$1,663) per passenger in most cases.
3. For damage occasioned by delay to your journey, 4,694 Special Drawing Rights (approximately EUR 5,655; US \$6,786) per passenger in most cases.

Where the Warsaw Convention system applies, the following limits of liability may apply:

1. 16,600 Special Drawing Rights (approximately EUR 20,000; US \$20,000) in respect of death or bodily injury if the Hague Protocol to the Convention applies, or 8,300 Special Drawing Rights (approximately EUR 10,000; US \$10,000) if only the Warsaw Convention applies. Many carriers have voluntarily waived these limits in their entirety, and US regulations require that, for journeys to, from or with an agreed stopping place in the US, the limit may not be less than US \$75,000.
2. 17 Special Drawing Rights (approximately EUR 20; US \$20) per kg for loss of or damage or delay to checked baggage, and 332 Special Drawing Rights (approximately EUR 400; US \$400) for unchecked baggage.
3. The carrier may also be liable for damage occasioned by delay.

Where neither the Montreal Convention nor the Warsaw Convention system applies: For travel wholly between points in Canada, the liability limit is \$1,500 CAD per passenger.

Further information may be obtained from the carrier as to the limits applicable to your journey. If your journey involves carriage by different carriers, you should contact each carrier for information on the applicable limits of liability.

Regardless of which Convention applies to your journey, you may benefit from a higher limit of liability for loss of, damage or delay to baggage by making at check-in a special declaration of the value of your baggage and paying any supplementary fee that may apply. Alternatively, if the value of your baggage exceeds the applicable limit of liability, you should fully insure it before you travel.

Time limit for action: Any action in court to claim damages must be brought within two years from the date of arrival of the aircraft, or from the date on which the aircraft ought to have arrived. Baggage claims: Written notice to the carrier must be made within 7 days of the receipt of checked baggage in the case of damage, and, in the case of delay, within 21 days from the date on which it was placed at the disposal of the passenger.

## **Notice of Contract Terms Incorporated by Reference**

1. Your contract of carriage with the carrier that provides you with carriage by air, whether international, domestic or a domestic portion of an international journey is subject to this notice; to any notice or receipt of the carrier; and to the carrier's individual terms and conditions (Conditions), related rules, regulations and policies (Regulations) and any applicable tariffs.
2. If your carriage is by more than one carrier, different Conditions, Regulations and any applicable tariffs may apply for each carrier.
3. The Conditions, Regulations and any applicable tariffs of each carrier are, by this notice, incorporated by reference into and made part of your contract of carriage.
4. The Conditions may include, but are not restricted to:
  - o Conditions and limits on the carrier's liability for the bodily injury or death of passengers.
  - o Conditions and limits on the carrier's liability for the loss of, damage to or delay of goods and baggage, including fragile or perishable goods.
  - o Rules for declaring a higher value for baggage and for paying any supplementary fee that may apply.
  - o Application of the carrier's Conditions and limits of liability to the acts of the carrier's agents, servants and representatives, including any person providing either equipment or services to the carrier.
  - o Claims restrictions, including time limits by which passengers must file claims or bring actions against the carrier.
  - o Rules about reconfirmations or reservations; check in times; the use, duration and validity of air transportation services; and the carrier's right to refuse carriage.
  - o Rights of the carrier and limits on the carrier's liability for delay or failure to perform a service, including schedule changes, substitution of alternative carriers or aircraft and re-routing, and, when required by applicable law, the obligation of the carrier to notify passengers of the identity of the operating carrier or substituted aircraft.
  - o Rights of the carrier to refuse carriage to passengers who fail to comply with applicable laws or who fail to present all necessary travel documents.
5. You can obtain more information about your contract of carriage, and find out how to request a copy, at places where transportation on the carrier is sold. Many carriers also have this information on their websites. When required by applicable law, you have the right to inspect the full text of your contract of carriage at the carrier's airport and sales offices, and upon request, to receive a copy by mail or other delivery service from each carrier free of charge.
6. If a carrier sells air transportation services or checks baggage specifying carriage with another carrier, it does so only as agent for the other carrier.

GOVERNMENTS MAY REQUIRE YOUR CARRIER TO PROVIDE INFORMATION ON OR PERMIT ACCESS TO PASSENGER DATA.

## **OVERBOOKING NOTICE**

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at airport ticket counters and boarding locations.





## Expense Disclosure Sheet

**Name** Denise Henning, PhD      **Date** June 9, 2015  
**Position** President and CEO      **Purpose** Regular Brooks Visit      **Destination** Brooks, AB

**Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)**

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
6/9/2015	Travel Claim	Other Transportation	Return mileage from Medicine Hat, AB to Bassano, AB.			137.28
						-
						-
					<b>Total Receipts</b>	<b>137.28</b>

# MEDICINE HAT COLLEGE TRAVEL CLAIM



**CLAIMANT**

Name: Denise Henning  
Address:

**MEETING/CONFERENCE**

Name: Brooks Campus Visit and Bassano  
Location: Brooks and Bassano, AB

**DAYS INVOLVED [ 0.29 ]**

Departure date Jun 9 2015 8:00AM  
Return date Jun 9 2015 3:00PM

**EXPENSES**

Meals	Days	Rate	Total
Breakfast	0 @	\$10.00 =	\$0.00
Lunch	0 @	\$12.00 =	\$0.00
Dinner	0 @	\$22.00 =	\$0.00
Full Per diem	0 @	\$44.00 =	\$0.00
Overnight incidental	0 @	\$10.00 =	\$0.00
Hospitality Allowance	0 @	\$20.00 =	\$0.00
Conference Cost			\$0.00
Hotel (attach invoice)			\$0.00
Miscellaneous			\$0.00
			\$0.00
			\$0.00

**FOR OFFICE USE ONLY**

Amount	GST

**TRANSPORTATION**

Own Car	312 KM @ 0.44/KM	\$137.28
College Car	(Attach gas receipts)	\$0.00
Rental Car	(Attach invoice & gas receipts)	\$0.00
Air Fare	(Attach Air Line Tickets or Invoice)	\$0.00
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required)	\$0.00


CND \$137.28  
USD \$0.00 \*\$1.00/CND

**INVOICE TOTAL**

**TOTAL EXPENSE \$137.28**  
Less - Advance (if applicable) -\$0.00  
**NET CLAIM DUE (Repayable) 137.28**

**FOR OFFICE USE ONLY**

**VENDOR NUMBER**

**CONTROL  
03 - 7935**

GL CODE	AMOUNT	GST	TOTAL

**Written Signatures**

Request By

*Denise Henning*  
*Finance*

Department Code

12000-9240

Department Signatures  
(If Necessary Signature)

Finance:

**Electronic Signatures**

Active Directory

CLawrence@mhc.ab.ca