



## Expense Disclosure Summary

**Name** Mike Gillespie **Position** Acting Vice President Academic

**Period Covered** January 1 - March 31, 2015

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
February 5-6	Edmonton, AB	Senior Academic Officers meeting	\$ 443.36	\$ 125.25	\$ 334.20	\$ -	\$ 1,160.83		\$ 2,063.64
24-Feb	Medicine Hat, AB	Academic Leadership Council Executive Committee Retreat				\$ 479.77	\$ 100.00		\$ 579.77
March 16-17	Calgary, AB	Senior Academic Officers meeting		\$ 290.48	\$ 334.56			\$ 88.00	\$ 713.04
			\$ -	\$ 290.48	\$ 334.56	\$ 479.77	\$ 1,260.83	\$ 88.00	\$ 2,453.64

\* 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**

*Original copy signed*

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## Expense Disclosure Sheet

**Name** Mike Gillespie      **Date** February 5-6, 2015  
**Position** 0      **Purpose** Senior Academic Officers Meeting      **Destination** Edmonton, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
4-Feb	Air Canada	Airfare	Airfare	422.25	21.11	443.36
4 & 5 Feb	Sutton Place Hotel	Accommodation	Hotel accommodation	318.86	15.34	334.20
4-Feb	Yellow Cab	Other Transportation	Taxi	63.25		63.25
5-Feb	Sutton Place Hotel	Hospitality	Hosted dinner for Senior Academic Officers Meeting	816.37	40.82	857.19
6-Feb	Co-op Taxi Line	Other Transportation	Taxi	62.00		62.00
6-Feb	Sunterra Market	Hospitality	Hosted Lunch for Senior Academic Officers Meeting	221.32	11.07	232.39
6-Feb	Sunterra Market	Hospitality	Coffee/water for Senior Academic Officers Meeting	67.86	3.39	71.25
<b>Total Receipts</b>						2,063.64



## Expense Disclosure Sheet

**Name** Mike Gillespie      **Date** February 24, 2015

**Position** 0      **Purpose** Academic Leadership Council      **Destination** Medicine Hat  
Executive Committee Retreat

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
24-Feb	Paradise Valley Clubhouse	Meals	Hosted lunch	374.18	16.34	390.52
24-Feb	Paradise Valley Clubhouse	Hospitality	Room rental/Equipment	180.24	9.01	189.25
					<b>Total Receipts</b>	579.77



## Expense Disclosure Sheet

**Name** Mike Gillespie      **Date** March 16-17, 2015  
**Position** 0      **Purpose** Senior Academic Officers Meeting      **Desination** Calgary, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
15-Mar	Medicine Hat College Travel Claim	Other Transportation	Mileage	260.48		260.48
March 15-16	Medicine Hat College Travel Claim	Incidentals	Meals - Per diem	88.00		88.00
March 15-16	Hotel Alma	Accommodation	Hotel accommodation	319.22	15.34	334.56
March 15-16	Hotel Alma	Other Transportation	Parking	20.00		20.00
17-Mar	SAIT	Other Transportation	Parking	10.00		10.00
					<b>Total Receipts</b>	<b>713.04</b>

**Paula Forsythe**

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**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Tuesday, January 20, 2015 10:32 AM  
**To:** Paula Forsythe  
**Subject:** Air Canada - 04-Feb: Medicine Hat - Edmonton (booking ref: MUUNQZ) - seat selected

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



## 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.



Access your personalized  
Air Canada travel information

[View your planner >](#)

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### Booking Information

**Booking Reference:** **MUUNQZ**

**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  
pforsythe@mhc.ab.ca  
Mobile: 1-403-9526031  
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?](#)

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### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC7232 <sup>1</sup>	Medicine Hat (YXH)	Calgary (YYC) Wed 04-Feb 2015 11:33	0	2hr55	BEH	Flex, Q	

	Wed 04-Feb 2015 10:30					
AC8142 <sup>2</sup>	<b>Calgary (YYC)</b> Wed 04-Feb 2015 12:30	<b>Edmonton, Edmonton Int'l (YEG)</b> Wed 04-Feb 2015 13:25	0		DH4	Flex, Q
AC8169 <sup>2</sup>	<b>Edmonton, Edmonton Int'l (YEG)</b> Fri 06-Feb 2015 17:00	<b>Calgary (YYC)</b> Fri 06-Feb 2015 17:56	0	2hr55	DH3	Tango, L
AC7233 <sup>1</sup>	<b>Calgary (YYC)</b> Fri 06-Feb 2015 19:00	<b>Medicine Hat (YXH)</b> Fri 06-Feb 2015 19:55	0		BEH	Tango, L

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: 0142143833559**

Frequent Flyer Prog : **None**

Meal Preference : **None**

Payment Card: **xxxx-xxxx-xxxx-0891**

Special Needs: **None**

Seat Selection: **AC7232 7A , AC8142 7F ,  
AC8169 7F Paid , AC7233 3B Paid**

**Purchase Summary**

**Fare Summary**

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - <u>Flex</u>	<b>215.00</b>
Return Flight - <u>Tango</u>	<b>139.00</b>
<u>Surcharges</u>	24.00
<b>Taxes, Fees and Charges</b>	
<u>Canada Airport Improvement Fee</u>	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.11
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total before options (per passenger)	<b>443.36</b>
Number of passengers	x 1
Total with options	<b>443.36</b>

**Seat Selection**

Dr Len Vandervaart

AC8169: 7F - Standard Seat (Window)

**10.00**

AC7233: 3B - Standard Seat (Window)	10.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.00
Total including airfare, taxes, options and seat selection charges:	<b>464.36</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$464.36</b>

**Payment Information**

**Credit/Debit Card xxxx-xxxx-xxxx-0891** - Amount paid: **\$464.36**  
 The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$443.36 (Airfare - per ticket)
- Air Canada: \$21.00 (Advance Seat Selection - for passenger 1)

Ticket number(s): 0142143833559

**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\*\*](#)

**Fare Rules**

**Departing Flight Medicine Hat (YXH) To Edmonton (YEG) - 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.
  - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
  - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - 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.



Mr Mike Gillespie  
Canada

Room Number : 2414  
 Arrival Date : 02-04-15  
 Departure Date : 02-06-15  
 Page : 1 of 1  
 Folio Number : 384448  
 Confirmation : 18230327  
 Cashier : 315

**INVOICE**

Group Code : ED150205CCI  
 Company Name : Medicine Hat College

GST No: 121767065 RT 0001 02-06-15

Date	Description	Charges	Credits
02-04-15	Room Charge	149.00	
02-04-15	Room Alberta Tourism Levy	5.96	
02-04-15	Room D.M.F.	4.47	
02-04-15	Room GST	7.45	
02-04-15	Room D.M.F. GST	0.22	
02-05-15	Room Charge	149.00	
02-05-15	Room Alberta Tourism Levy	5.96	
02-05-15	Room D.M.F.	4.47	
02-05-15	Room GST	7.45	
02-05-15	Room D.M.F. GST	0.22	
02-06-15	Visa	XXXXXXXXXXXX1527	334.20
<b>Total</b>		<b>334.20</b>	<b>334.20</b>
<b>Balance</b>		<b>0.00</b>	<b>CAD</b>

Room GST 14.90  
 F&B GST 0.00  
 Misc GST 0.44  
 Total 15.34

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:** \_\_\_\_\_



YELLOW CAB  
10135 31 AVENUE NW  
EDMONTON AB T6H-1C2  
780-462-3456

Term Id:4502412470245  
Item #:1325  
VISA CREDIT  
PURCHASE  
Op Id:930100  
Card #:XXXXXXXXXXXX1527

AID:A0000000031010

APPROVED

AMOUNT	CAD\$55.00
TIP	CAD\$8.25
=====	
TOTAL	CAD\$63.25

Ref. #: C  
Auth. #: 019634  
Resp. Code: 00  
TUR: 4000000000  
TSI: F000

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

691 100403070

Date: 2015/02/04 Time: 20:17:34  
Response: AUTH 019634

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

Co-op Taxi Line  
(780)425-2525  
www.co-optaxi.com

-----  
Terminal 613/66234981  
Driver 3497  
15/02/06 13:23:55

VISA  
Card : \*\*\*\*\*1527  
VISA CREDIT  
CHIP CARD  
AID : A0000000031010  
TVR : 0080008000  
Ref # 0010012470 C  
Auth # 006593

		PURCHASE
FARE	: \$	55.00
TIP	: \$	7.00
-----		
TOTAL	: \$	62.00

APPROVED - THANK YOU  
(01-027)

IMPORTANT: Retain a  
copy for your records

Customer Copy



CCI/CAQC Meeting-Medicine Hat College  
Canada

Room Number : 9005  
 Arrival Date : 02-05-15  
 Departure Date : 02-17-15  
 Page : 1 of 1  
 Folio Number : 385721  
 Confirmation : 18216870  
 Cashier : 114

**INFORMATION INVOICE**

Group Code : ED150205CCI  
 Company Name : Medicine Hat College

GST No: 121767065 RT 0001 02-19-15

Date	Description		Charges	Credits
02-05-15	Banquets	Event ID 6131348/BB ID 4883718/Meeting 6131348	245.70	
02-05-15	Banquets	Event ID 6131349/BB ID 4883718/Dinner 6131349	611.49	
02-17-15	Visa	XXXXXXXXXXXX0891 XX/XX		857.19
<b>Total</b>			<b>857.19</b>	<b>857.19</b>
<b>Balance</b>			<b>0.00</b>	<b>CAD</b>

Room GST 0.00  
 F&B GST 40.82  
 Misc GST 0.00  
 Total 40.82

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 \* 1.8663.SUTTON (1.866.378.8866)  
 email: info\_edmonton@suttonplace.com website: www.edmonton.suttonplace.com



# The Sutton Place Hotel

CCI/CAQC Meeting-Medicine Hat College  
Canada

Room Number : 9005  
Arrival Date : 02-05-15  
Departure Date : 02-15-15  
Page : 1 of 1  
Folio Number :  
Confirmation : 18216870  
Cashier : 328

## INFORMATION INVOICE

Group Code : ED150205CCI  
Company Name : Medicine Hat College

GST No: 121767065 RT 0001 02-11-15

Date	Description		Charges	Credits
02-05-15	Banquets	Event ID 6131348/BB ID 4883718/Meeting 6131348	245.70	
02-05-15	Banquets	Event ID 6131349/BB ID 4883718/Dinner 6131349	611.49	
<b>Total</b>			<b>857.19</b>	<b>0.00</b>
<b>Balance</b>			<b>857.19</b>	<b>CAD</b>
<b>Room GST</b>	0.00			
<b>F&amp;B GST</b>	40.82			
<b>Misc GST</b>	0.00			
<b>Total</b>	<b>40.82</b>			

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 \* 1.8663.SUTTON (1.866.378.8866)  
email: info\_edmonton@suttonplace.com website: www.edmonton.suttonplace.com



Paula Forsythe  
 Medicine Hat College  
 299 College Drive  
 Medicine Hat, AB T1A 3Y6

The Edmonton Sutton Place Hotel  
 10235-101 Street  
 Edmonton AB T5J 3E9  
 Tel: 780-428-7111  
 Fax: 780-441-3098

Business Block Name: CCI/CAQC Meeting-Medicine Hat College - Block ID 4883718  
 Arrival: Wednesday, 04 February 2015  
 Departure: Saturday, 07 February 2015

**Banquet Bill**

	Qty	Curr.	Unit Price	Total
<b>Thursday, 05 February 2015</b>				
Dinner - Event ID 6131349 - Northcote				
Dinner Menu - Prime Rib Plated	11	CAD	45.25	497.75
Meeting - Event ID 6131348 - Northcote				
Northcote	1	CAD	200.00	200.00
<b>Summary by Revenue Type</b>				
Food		CAD		497.75
Rental		CAD		200.00
<b>Total</b>		CAD		<b>697.75</b>
			Service Charge 17%	118.62
			GST	40.82
			<b>Grand Total</b>	<b>857.19</b>
<b>Amount Due</b>		CAD		<b>857.19</b>

Signature \_\_\_\_\_

**MEDICINE HAT COLLEGE  
PAULA FORSYTHE  
299 COLLEGE DRIVE SE  
MEDICINE HAT AB  
T1A 3Y6  
PO#**

**Invoice E319341**  
*Event held on Friday, February 06, 2015*  
*[CP - Commerce Place]*

**Rm4XL 10155 102 STREET NW 403-529-4813 PAULA FORSYTHE  
12:00 pm**

Food/Service Items	Qty	Price	Total
Daily Lunch Feature: Stirfry ** CHICKEN STIRFRY GLUTEN AND DAIRY FREE **	14	11.99	167.86
Signature Side Salad: Mesclun Greens ** GLUTEN AND DAIRY FREE **	14		
Dressing: Honey Citrus ** GLUTEN AND DAIRY FREE **	14		
Assorted Fresh Baked Buns and Rolls ** DAIRY FREE **	13		
Dressing - Raspberry Poppseed Vinaigrette ** GLUTEN, CITRUS AND DAIRY FREE **	1		
Starbuck Coffee Urn - 10 cups	1	17.90	17.90
Dasani Purified Water - 591 ml	14	2.29	32.06
Disposables	14	0.25	3.50
Napkins	14		
Plates	14		
Forks	14		
Knives	14		
Spoons	2		
Serving Utensils ** 4 TONGS 1 SERVING SPOON **	5		

Subtotal	221.32	Service Charge	0.00
Tax	11.07		
Total Value	232.39		
Paid	232.39	Balance	0.00

Payments Made

Date	Payment	Method	Card Type	Card Number	Approval
2/5/2015	232.39	Visa	Visa	***** 0891	032422

**Please remit any Balance within 30 days of the Event Date.  
Thank you for this opportunity to serve you.**

# Event Payments

Client/Organization MEDICINE HAT COLLEGE	Event Date 2/6/2015 (Fri)	Booking Contact PAULA FORSYTHE	Site Contact PAULA FORSYTHE	Event # E319341
Address 299 COLLEGE DRIVE SE, MEDICINE HAT, AB T1A 3Y6		Telephone (403) 529-4813	Theme 02 - Lunch	Guests
Party Name MEDICINE HAT COLLEGE	Theme 02 - Lunch	Production Location CP - Commerce Place	Sales Rep Angelina Wong	

**Event Payments**

Pay Date	Amount	Category	Pay Method	Comment	Check Number	Card Number
2/5/2015	232.39		Visa			***** 0891
Count: 1	232.39					

**MEDICINE HAT COLLEGE  
PAULA FORSYTHE  
299 COLLEGE DRIVE SE  
MEDICINE HAT AB  
T1A 3Y6  
PO#**

**Invoice E319339**  
*Event held on Friday, February 06, 2015*  
*[CP - Commerce Place]*

Room 4L 10155 102 STREET NW (COMMERCE PLACE) 403-529-4813 PAULA  
FORSYTHE 9:45 am

Food/Service Items	Qty	Price	Total
Starbuck Coffee Urn - 10 cups	2	17.90	35.80
Dasani Purified Water - 591 ml	14	2.29	32.06
Napkins	14		

Subtotal	67.86	Service Charge	0.00
Tax	3.39		
Total Value	71.25		
Paid	71.25	Balance	0.00

Payments Made

Date	Payment	Method	Card Type	Card Number	Approval
2/5/2015	71.25	Visa	Visa	***** 0891	020269

**Please remit any Balance within 30 days of the Event Date.  
Thank you for this opportunity to serve you.**

# Event Payments

Client/Organization MEDICINE HAT COLLEGE		Event Date 2/6/2015 (Fri)	Booking Contact PAULA FORSYTHE	Site Contact PAULA FORSYTHE	Event # E319339
Address 299 COLLEGE DRIVE SE, MEDICINE HAT, AB T1A 3Y6			Telephone (403) 529-4813	Theme 01 - Breakfast	Guests
Party Name MEDICINE HAT COLLEGE		Theme 01 - Breakfast	Production Location CP - Commerce Place		Sales Rep Angelina Wong

**Event Payments**

Pay Date	Amount	Category	Pay Method	Comment	Check Number	Card Number
2/5/2015	71.25		Visa			***** 0891
Count: 1	71.25					



*The ClubHouse at*



Paradise Valley Golf Course  
90 Gehring Road SE  
Medicine Hat, AB T1A 4W1  
403-526-3330 x 3

Invoice # 198813

2/24/2015



Medicine Hat College  
Office of the Vice President Academic  
299 College Drive SE  
Medicine Hat, AB T1A 3Y6  
Attn: Paula Forsythe

Re: Academic leadership Council Executive Retreat

Quantity	Description	Price	GST	Gratuity	Total
1	Deposit	\$ (100.00)			\$ (100.00)
1	Loft Rental	\$ 95.24	\$ 4.76		\$ 100.00
1	Projector Rental	\$ 75.00	\$ 3.75		\$ 78.75
2	Flip Chart Rental	\$ 10.00	\$ 0.50		\$ 10.50
10	Breakfast	\$ 140.00	\$ 7.00	\$ 21.00	\$ 168.00
12	Lunch Meals	\$ 164.00	\$ 8.21	\$ 24.60	\$ 196.81
1	Fountain Pop	\$ 2.38	\$ 0.12	\$ 0.36	\$ 2.86
10	Coffee	\$ 19.00	\$ 1.00	\$ 2.85	\$ 22.85

**Grand Total** \$ 405.62 \$ 25.34 \$ 48.81 \$ 479.77

Make all cheques payable to: Paradise Valley Golf Course

Thank you for your business!

GST # 100320258RT001

A service charge of 1.5% per month (19.56% per annum)  
will be added to any invoice not paid within 15 days of billing

PARADISE VALLEY GOLF C  
GEHRING RD T1B4W1  
MEDICINE HAT AB  
21729590

**PURCHASE** 1111

015 11:12:27  
.....0091 M  
Card Type VI

00004  
52172959001  
8363  
7999 CVD Resp U  
RRN 001302004

**\$479.77**

This copy for your  
records  
Customer copy

Welcome to Paradise Valley Golf Course!

Paradise Valley Golf Club  
90 Gehring Rd.  
Medicine Hat, AB  
T1B 4W1  
Phone: 403-526-3330

Inv. #198953  
MHC  
MHCREID  
Pay Club Account  
1 @ \$479.77

February 25, 2015  
11:29 am  
Coordinator, Event

\$479.77  
SubTotal: \$479.77  
Total: \$479.77

Visa

\$479.77



MEDICINE HAT COLLEGE

# TRAVEL CLAIM

(To be submitted upon return from travelling)

Name  
Address

**Claimant:**  
MIKE GUESPIE  
24-298 SENECAWAY SE  
MEDICINE HAT T1B 0E9

**Meeting/Conference:**

Name SIAO / PROJECTS MEETINGS

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

Location CALGARY, 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) 3/15/15

Time: 12:00 AM / **PM**

Return date: (month/day/year) 3/17/15

Time: 2:00 AM / **PM**  
(circle one)

Total Number of Days:

**EXPENSES:**

	Days	Rate	Total	Amount	GST
Meals					
Breakfast		@ 10.00 =			
Lunch	<u>2</u>	@ 12.00 =	<u>24.00</u>		
Dinner	<u>2</u>	@ 22.00 =	<u>44.00</u>		
Full Per diem		@ 44.00 =			
Overnight incidental (requires 24 hour stay)	<u>2</u>	@ 10.00 =	<u>20.00</u>		
Hotel (Attach invoice)					
Hospitality Allowance (in-lieu of hotel)		@ 20.00 =			
Miscellaneous (Specify)					
				<u>218.27</u>	

**TRANSPORTATION:**

Own Car 592 KM @ 0.44 = 260.48 KM  
296 (kilometres) ~~130.24~~

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

**NET CLAIM DUE (Repayable)**

(if applicable)

348.48 KM  
~~218.27~~

**INVOICE TOTAL**

Date 3/23/15

REQUEST BY: [Signature]  
(Signature)

DEPT. CODE 32100-9240

DEPT. APPROVAL: [Signature]  
(Signature)

x  
(Signature - if Necessary)

FINANCE: x

VENDOR NUMBER			CONTROL #
GL CODE	AMOUNT	GST	TOTAL
			02- <u>29489</u>

# HOTEL ALMA



169 UNIVERSITY GATE NW  
 CALGARY, ALBERTA, CANADA T2N 1N4  
 1.877.498.3203 T 403.220.3203 F 403.284.4184  
 W HOTELALMA.CA

GILLESPIE, DR MIKE  
 INTERNAL UOFC CONFERENCES  
 299 COLLEGE DRIVE SE  
 MEDICINE HAT, AB T1A 3Y6 CA

**Room Number:** 507  
**Daily Rate:** 149.00  
**Room Type:** SQN  
**No. of Guests:** 1 / 0

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
15-Mar-15	17-Mar-15	XXXXXXXXXXXX1527	GROUPU	INT	20090172027

DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT
15-Mar-15	507	PARKING	PARKING CHARGE	\$10.00
15-Mar-15	507	ROOM CHARGE	#507 GILLESPIE, DR MIKE	\$149.00
15-Mar-15	507	ROOM FEE	ROOM FEE	\$4.47
15-Mar-15	507	GST	GST	\$7.67
15-Mar-15	507	ALBERTA TOURISM LEVY	ALBERTA TOURISM LEVY	\$6.14
16-Mar-15	507	PARKING	PARKING CHARGE	\$10.00
16-Mar-15	507	ROOM CHARGE	#507 GILLESPIE, DR MIKE	\$149.00
16-Mar-15	507	ROOM FEE	ROOM FEE	\$4.47
16-Mar-15	507	GST	GST	\$7.67
16-Mar-15	507	ALBERTA TOURISM LEVY	ALBERTA TOURISM LEVY	\$6.14
17-Mar-15	507	VISA	VISA	(\$354.56)

**TOTAL DUE:**                      \$0.00

SIGNATURE \_\_\_\_\_

TERMS: DUE AND PAYABLE UPON PRESENTATION. I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THE INDICATED PERSON OR THIRD PARTY FAILS TO PAY FOR ANY PART OF, OR THE FULL AMOUNT OF, CHARGES.

The Destination Marketing Fee is subject to 5% GST and 4% ATL  
 GST R#108102864

SAIT PLACE ON DASH FACE UP SAIT PLACE ON DASH FACE UP SAIT PLACE ON DASH FACE UP SAIT PLACE ON DASH FACE UP

SAIT POLYTECHNIC VISITORS PARKING

Lot-P7

EXPIRES

17 MAR 15

10:00

PAID Cnd \$ 10.00

ENTRY TIME 17 MAR 15 07:34

EXPIRES

17 MAR 15 10:00

PAID Cnd \$ 10.00

RECEIPT

43-027629 471516\*\*\*\*\*1527

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