



Expense Disclosure Summary

Name Len Vandervaart **Position** 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 27 - March 2	Vancouver, BC	International Conference on Academic Integrity	\$ 401.36	\$ -	\$ 185.24			\$ 132.00	\$ 718.60
			\$ 401.36	\$ -	\$ 185.24	\$ -	\$ -	\$ 132.00	\$ 718.60

* 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



Expense Disclosure Sheet

Name Len Vandervaart **Date** February 27 - March 2
Position 0 **Purpose** International Conference on Academic Integrity **Destination** Vancouver, BC

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
27-Feb	Air Canada	Airfare	Airfare	348.00	53.36	401.36
27-Feb	Pinnacle Hotel	Accommodation	Hotel accommodation	177.18	8.06	185.24
February 27-March 2	Medicine Hat Travel Claim	Incidentals	Meals - Per diem	132.00		132.00
Total Receipts						718.60

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Len Vandervaart

Address:

MEETING/CONFERENCE

Name: 23rd Annual International Conference on Academic Integrity

Location: Vancouver, BC



DAYS INVOLVED [3.00]

Departure date Feb 27 2015 2:52PM

Return date Mar 2 2015 2:52PM

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	3 @ \$44.00 =	\$132.00
Overnight incidental	0 @ \$10.00 =	\$0.00
Hospitality Allowance	0 @ \$20.00 =	\$0.00
Conference Cost		\$645.48 US
Hotel (attach invoice)		\$185.24
Miscellaneous		\$0.00
		\$0.00
		\$0.00

FOR OFFICE USE ONLY

Amount GST

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)	\$0.00
Air Fare	(Attach Air Line Tickets or Invoice)	\$401.36
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required)	\$0.00
	CND	\$718.60
	USD	\$645.48 *\$1.00/CND

Amount	GST

INVOICE TOTAL

TOTAL EXPENSE \$1364.08
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 1364.08

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 7548

GL CODE

AMOUNT

GST

TOTAL

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By

Paula Forsythe for Len Vandervaart

Department Code

32100-9272

Department Signatures
(If Necessary Signature)

Alexis Forsythe

Finance:

Electronic Signatures

Active Directory

PForsythe@mhc.ab.ca

PINNACLE HOTEL

VANCOUVER HARBOURFRONT

Avril Torrence
813B 3rd St Se
Medicine Hat, AB T1A0J4
Canada

Room No. : 1233
 Arrival : 02-27-15
 Departure : 03-01-15
 Folio No. :
 Conf. No. : 13905
 Cashier No. : 16
 Custom Ref. : 87391339

Company Name:
 Group Name: CASH BAR

Date	Description	Charges	Credits
02-27-15	Room Charge	159.00	
02-27-15	DMF	2.07	
02-27-15	PST	12.88	
02-27-15	GST	8.06	
02-27-15	AHRT	3.23	
02-28-15	Room Charge	159.00	
02-28-15	DMF	2.07	
02-28-15	PST	12.88	
02-28-15	GST	8.06	
02-28-15	AHRT	3.23	
02-28-15	Mastercard		370.48
Total Charges		370.48	
Total Credits			370.48
Balance			0.00

Review Flight Details

[Search](#) [Select](#) [Review](#) [Passengers](#) [Purchase](#) [Seats](#) [Itinerary](#)Time remaining to complete this page: **8:54** . [Learn more](#)

The grand total shown includes all taxes, fees, carrier surcharges (where applicable) and other charges. Fares shown are the best available uniform rates at this time for the number of tickets requested and the selected travel times and dates. Prices are not guaranteed until payment has been processed, and tickets have been issued.

Review your itinerary

Flight	From	To	Date	Depart	Arrive	Stops	Duration	Aircraft	Fare Type	Meal Service
AC7234 ¹	Medicine Hat (YXH)	Calgary (YYC)	Fri 27-Feb	16:20	17:23	0	6hr34	<u>3EH</u>	<u>Tango</u> , A	
AC201	Calgary (YYC)	Vancouver, Vancouver Int'l (YVR) Terminal M	Fri 27-Feb	21:15	21:54	0		<u>320</u>	<u>Tango</u> , A	
AC238	Vancouver, Vancouver Int'l (YVR) Terminal M	Calgary (YYC)	Mon 02-Mar	15:30	17:57	0	3hr25	<u>590</u>	<u>Tango</u> , A	
AC7233 ¹	Calgary (YYC)	Medicine Hat (YXH)	Mon 02-Mar	19:00	19:55	0		<u>3EH</u>	<u>Tango</u> , A	

Operated by:

¹ Air Canada Express - Air Georgian

Review final quote details

[Modify your search](#)

Fare Summary

Total charge for 1 adult

Air Transportation Charges

Departing Flight (<u>Tango</u>) (including <u>surcharges</u>)	174.00	
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Return Flight (<u>Tango</u>) (including <u>surcharges</u>)	174.00	
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Taxes, Fees and Charges	53.36	
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Grand Total - Canadian dollars	\$401.36	
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[Convert Currency](#)
for informational purpose only

Review the fare rules and the general conditions of carriage

Departing Flight Medicine Hat (YXH) To Vancouver (YVR) - TangoReturn Flight Vancouver (YVR) 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.
- **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger.
- **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

• Cancellations:

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (Altitude Qualifying Miles) 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.

View Air Canada's [General Conditions of Carriage and Tariffs](#) and [hazardous materials restrictions](#).[Modify your search](#)

By clicking on 'I accept, Continue' below, you confirm that you have read and accept Air Canada's fare rules, General Conditions of Carriage and Tariffs and