



Expense Disclosure Summary

Name Sandy Vanderburgh **Position** VP Academic
Period Covered January - March 2018

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
January 21 - 24, 2018	Denver, CO	Strategies for Developing New Academic Programs Conference	\$ 1,115.90	\$ 106.00	\$ 621.57	\$ 130.00	\$ -	\$ 30.00	\$ 2,003.47
January 24 - 26, 2018	Calgary, AB	SAO/ACOSAO Meetings		\$ 300.94	\$ 274.66	\$ 56.00	\$ -	\$ 10.00	\$ 641.60
February 8, 2018	Medicine Hat Lodge	Dinner with Addictions Counselling Program, Summative Review Team	\$ -				\$ 206.47	\$ -	\$ 206.47
			\$ 1,115.90	\$ 406.94	\$ 896.23	\$ 186.00	\$ 206.47	\$ 40.00	\$ 2,851.54

* 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 Sandy Vanderburgh **Date** January 21 - 24, 2018

Position VP Academic **Purpose** Strategies for Developing New Academic Programs Conference **Destination** Denver, CO

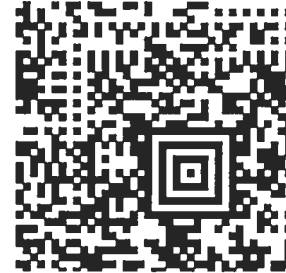
Receipt Reconciliation: (Please attach supporting documentation ie: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Jan.21 & 24, 2018	Air Canada	Airfare	Airfare (Calgary to Denver/Return)	1066.59	49.31	1115.90
Jan.21-24, 2018	Magnolia Hotel	Accommodation	Hotel accommodation	621.57		621.57
Jan.21 & 24, 2018	Super Shuttle	Other Transportation	Airport shuttle to/from hotel	106.00		106.00
Jan.21-24, 2018	MHC Travel Claim	Meals	Breakfast (3), Lunch (1), Dinner (4)	130.00		130.00
Jan.21-24, 2018	MHC Travel Claim	Incidentals	Overnight incidental (3)	30.00		30.00
					Total Receipts	2,003.47

From: Air Canada <confirmation@aircanada.ca>
Sent: Wednesday, December 20, 2017 11:06 AM
To: [REDACTED]
Subject: Sandy Vanderburgh is sending you the itinerary for your next trip from Calgary to Denver.
Attachments: Air_Canada_Booking_Confirmation_SIDNZM.pdf



Booking Confirmation



Booking Reference: **SIDNZM**

Date of issue: 20 Dec, 2017



Check in



Provide Passport Info



Manage my booking



Sign up for flight notifications

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Passengers

Sandy Vanderburgh

Travel Options

Regular meal

Seats

AC5881 -

AC4123 -

Ticket Number:
0142187363959

Air Canada - Aeroplan:
[REDACTED]

Depart

Economy Flex

Sunday
21 Jan, 2018

16:40
Calgary

Calgary Intl. (YYC),
Alberta



19:10
Denver

Denver Intl. (DEN),
Colorado



AC5881

2hr30

Economy V

Operated by: SkyWest/United Express | E70



Flight AC5881: This is a codeshare flight with SkyWest/United Express. For information on their rules and policies (for example regarding baggage allowance and fees), please visit www.united.com.

Return

Economy Flex

Wednesday
24 Jan, 2018

15:32
Denver

Denver Intl. (DEN),
Colorado



18:22
Calgary

Calgary Intl. (YYC),
Alberta



AC4123

2hr50

Economy U

Operated by: SkyWest/United Express | CRJ



Flight AC4123: This is a codeshare flight with SkyWest/United Express. For information on their rules and policies (for example regarding baggage allowance and fees), please visit www.united.com.

Purchase summary

Visa

Amount paid: \$1115.90

Full details can be found in
your attached Itinerary/Receipt

Tax Information

GST/HST no. 10009-2287
RT0001 \$49.31



Air Transportation Charges

1 adult

944.00



Taxes, fees and charges

171.90

GRAND TOTAL (Canadian dollars)

\$1115⁹⁰

Baggage allowance


Carry-on Baggage

If your itinerary includes a codeshare flight or a flight operated by another airline, you will be subject to the carry-on baggage rules of the other airline.


Checked Baggage

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

Calgary (YYC) > Denver (DEN)

 **1st bag**

\$ 26.25 CAD
Including taxes


 **2nd bag**

\$ 36.75 CAD
Including taxes


Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

Denver (DEN) > Calgary (YYC)

 **1st bag**

\$ 26.25 CAD
Including taxes

 **2nd bag**

\$ 36.75 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage 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 baggage 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 baggage 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.

Currency

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.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Baggage Allowance for Air Canada Altitude and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

Star Alliance Silver Members: Your baggage allowance is equivalent to that of the fare option you purchased.

**Economy
Class**

**Premium
Economy**

**Business
Class**

Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	3 bags 32 kg (70 lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Altitude Prestige 25k	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 32 kg (70 lb)

Note: If you **exceed your baggage 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.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.



CANADA, U.S.: 1 (888) 247-2262



AIR CANA



To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit aircanada.com.

Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal information you provide, please view our [privacy policy](#).

Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary Alberta, T2L 6J7

Magnolia Hotel Denver
 818 17th Street
 Denver, CO 80202
 United States
 Tel: 303-607-9000 Fax: 303-607-0101



Sandy Vanderburgh
 299 COLLEGE DR SE
 MEDICINE HAT, AB, T1A 3Y6
 SDA21A - Strategies For Developing New

Page Number : 1
 Guest Number : 110764
 Folio ID : A
 Arrive Date : 21-JAN-18 21:13
 Depart Date : 24-JAN-18 11:30
 No. Of Guest : 1
 Room Number : 279
 Club Account : [REDACTED]

Magnolia Denver JAN-24-2018 11:12 TIFFRUS2

Date	Reference	Description	Charges (USD)	Credits (USD)
21-JAN-18	RT279	Room Charge	179.00	
21-JAN-18	RT279	State Occupancy Tax	7.16	
21-JAN-18	RT279	TID TAX	1.79	
21-JAN-18	RT279	City Occupancy Tax	19.24	
22-JAN-18	RT279	Room Charge	179.00	
22-JAN-18	RT279	State Occupancy Tax	7.16	
22-JAN-18	RT279	TID TAX	1.79	
22-JAN-18	RT279	City Occupancy Tax	19.24	
23-JAN-18	RT279	Room Charge	179.00	
23-JAN-18	RT279	State Occupancy Tax	7.16	
23-JAN-18	RT279	TID TAX	1.79	
23-JAN-18	RT279	City Occupancy Tax	19.24	
24-JAN-18	VI	Visa-[REDACTED]		-621.57

Approve EMV Receipt for VI - 0692: PIN Verified
 TC:E0D578993B398380 TVR:0280008000 AID:A0000000031010
 Application Label:VISA CREDIT

** Total 621.57 -621.57
 *** Balance 0.00

Continued on the next page

SuperShuttle

Thank you Sandy! Your reservation with SuperShuttle has been saved.

Ride from DEN

Confirmation # 3340755

Pick-Up Location Denver Airport (DEN)

Drop-Off Location Magnolia Hotel Denver 818 17th St, Denver, CO, US 80202

Flight Arrival Time Sun, Jan 21, 2018 7:15 PM

Ride Type Non-Stop Ride

Ride to DEN

Confirmation # 3340754

Pick-Up Location Magnolia Hotel Denver 818 17th St, Denver, CO, US 80202

Drop-Off Location DEN

Pick-Up Time Wed, Jan 24, 2018 11:35 AM

Flight Date & Time Wed, Jan 24, 2018 3:00 PM

Ride Type Non-Stop Ride

Passenger/Payment

Total \$106.00 USD

Passengers 1

Wheelchair No

From DEN

\$48.00 USD

Payment Type [REDACTED]

Gratuity

\$5.00 USD

To DEN

\$48.00 USD

Gratuity

\$5.00 USD

Total Round-Trip Cost

\$106.00 USD

- Shuttle → Strategies for Developing New Academic Programs, Denver, Jan. 21-24/18



Expense Disclosure Sheet

Name Sandy Vanderburgh **Date** January 24 - 26, 2018

Position VP Academic **Purpose** SAO/ACOSAO Meetings **Destination** Calgary, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Jan.24-26, 2018	Port O'Call Hotel	Accommodation	Hotel accommodation	262.06	12.60	274.66
Jan.21-24, 2018	Port O'Call Hotel	Other Transportation	Parking (parked vehicle at hotel while in Denver for conference)	36.00	1.80	37.80
Jan.24, 2018	Associated Cab Allied Limousin	Other Transportation	Taxi	24.70		24.70
Jan.25, 2018	Marriott Calgary Airport Hotel	Other Transportation	Parking	36.00	1.80	37.80
Jan.24, 2018	MHC Travel Claim	Incidentals	Overnight incidental	10.00		10.00
Jan.24-26, 2018	MHC Travel Claim	Meals	Breakfast (1), Lunch (2), Dinner (1)	56.00		56.00
Jan.24-26, 2018	MHC Travel Claim	Other Transportation	Mileage (456km x 0.44/km)	200.64		200.64
					Total Receipts	641.60



Port O'Call Hotel
 1935 McKnight Blvd. N.E.
 (info@bwportocallhotel.com)
 Calgary, AB T2E 6V4

Jan 26, 2018
 7:36 am

Telephone: (403)291-4600 Fax: (403)250-6827

Sandy Vanderburgh
 [Redacted]

Folio #: 538695
 Room Number: 550
 Rate: \$134.99
 Rate Change During Stay:
 1/24/2018 - \$134.99 All
 1/25/2018 - \$116.99 All

Arrival Date: Wednesday, January 24, 2018
 Departure Date: Friday, January 26, 2018

Best Western Rewards Member #: [Redacted]
 Best Western Rewards Tier: [Redacted]
 Information: park and fly quoted \$12/night indoor p

Pay Method: [Redacted]

Date	Department	Reference	Voucher	Room	Debit	Credit
1/21/2018	Parking	Underground	3 days		\$36.00	
1/21/2018	GST	Underground	3 days		\$1.80	
1/24/2018	Room postings	Auto Posted		550	\$134.99	
1/24/2018	Tourism Levy	Auto Posted		550	\$5.40	
1/24/2018	GST Room	Auto Posted		550	\$6.75	
1/25/2018	Room postings	Auto Posted		550	\$116.99	
1/25/2018	Tourism Levy	Auto Posted		550	\$4.68	
1/25/2018	GST Room	Auto Posted		550	\$5.85	

Balance: \$312.46

I agree that my liability for all charges 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 or full amount of these charges. I also agree that all charges contained in this account are correct and any disputes or requests for copies of charge must be made within five days after my departure. GST #104608658

Signature _____

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#08

SALE

AmD: 4189233
TID: IK189233 REF#: 00000016
Batch #: 037 SEQ: 037001001016
01/24/18 19:05:32
AFPR CODE: 084480
VISA

AMOUNT	\$21.70
TIP	\$3.00
TOTAL	\$24.70

00 - APPROVED - 001

VISA CREDIT
AID: A0000000031010
TVR: 02 80 00 80 00
TSE: F8 00

THANK YOU

CUSTOMER COPY

Taxi,
SFO meeting



**MARRIOTT
CALGARY AIRPORT
IN-TERMINAL HOTEL**

**Calgary Airport Marriott In-Terminal Hotel
2008 Airport Road NE Calgary, Alberta, Canada T2E 3B9
Telephone: (403) 717-0522 Fax: (587) 232-0600**

Sandy Vanderburgh
Xxx
Xxx NE 11111
United States

Room:
Folio: 78909
Cashier: 12
Arrival:
Departure:

Vanderburgh, Sandy

Date	Description	Additional Information	Charges	Credits
01-25-18	Valet Parking	Group Parking	18.00	
01-25-18	Parking GST		0.90	
01-25-18	Visa Card	██████████ XX/XX		18.90
Total			18.90	18.90
Balance Due			0.00	0.00

GST Summary	
Reg No: 741907497 RT0001	
Room	0.00
F&B	0.00
Other	0.00
Total	0.00

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



**MARRIOTT
CALGARY AIRPORT
IN-TERMINAL HOTEL**

Calgary Airport Marriott In-Terminal Hotel
2008 Airport Road NE Calgary, Alberta, Canada T2E 3B9
Telephone: (403) 717-0522 Fax: (587) 232-0600

SAIT
SAOs/ACOSAOs, M-AR6CS6I
Canada

Room: 9285
Folio:
Cashier: 15
Arrival: 01-25-18
Departure: 01-26-18

Group: SAOs/ACOSAOs, M-AR6CS6I

Date	Description	Additional Information	Charges	Credits
01-26-18	Valet Parking		18.00	
01-26-18	Parking GST		0.90	
01-26-18	Visa Card	██████████ XX/XX		18.90
Total			18.90	18.90
Balance Due			0.00 CDN	

GST Summary	
Reg No: 741907497 RT0001	
Room	0.00
F&B	0.00
Other	0.00
Total	0.00

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



Expense Disclosure Sheet

Name Sandy Vanderburgh **Date** February 8, 2018
Position VP Academic **Purpose** Dinner with Summative Review Committee for the Addictions Counselling Program **Destination** Medicine Hat, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Feb.8, 2018	Medicine Hat Lodge	Hospitality	Dinner with summative review team	197.92	8.55	206.47
					Total Receipts	206.47

Lanka
Redwood Steakhouse &
#R 11 A - 1
 Medicine Hat Lodge
 1051 Ross Glen Drive SE
 Medicine Hat, AB T1B 3T8
 Phone (403)529-2222 Fax (403)528-4075

Date: Feb 08, 2018 Time: 08:36PM
 Server: (RW) Peggy
 Bill: 1783195 Table : R 11 A

- 1 Starter baked onion soup 6.00
- 2 Pretzel 28.00
- 1 Dusted Sirloin 28.00
- 1 8 Oz Sirloin 31.00
- 1 Red Wine Mushroom Demi 10.00
- 1 Peppercorn Striploin 9.00
- 1 Steakhouse Wedge Salad 56.00
- Entree 2.99
- 1 Calamari 170.99
- 2 Surf & Turf Paella 8.55
- 1 Coffee

Subtotal 170.99
 GST 8.55

Total 179.54

Redwood Food 168.00
 Redwood Beverages 2.99

Open Time : Feb 08, 2018 06:38PM

Gratuity _____

Total _____

Room# _____

Signature _____

Print Name _____

*Dinner For Adlr. Crull.
 Summative Review
 Committee - no alcohol*

MEDICINE HAT LODGE
 1051 ROSS GLEN DR SE
 MEDICINE HAT AB

CARD *****0692
 CARD TYPE VISA
 DATE 2018/02/08
 TIME 6196 20:38:52
 CLERK ID 106
 RECEIPT NUMBER
 C82040951-001-159-019-0

PURCHASE AMOUNT \$179.54
 TIP \$26.93
 TOTAL

\$206.47

79EAB61F38C9D933
 0280008000-E800
 C6510F43F5F3F5D6
 0280008000-F800

APPROVED

AUTH# 070018 01-027
 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS