



Expense Disclosure Summary

Name Terry Chapman **Position** Interim Vice President Academic
Period Covered January - March 2019

Please attach supporting documentation ie: Expense Disclosure Sheet and applicable receipts

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Airfare	Other Transportation*	Accommodation	Meals (CAD)	Meals (USD)	Hospitality	Incidentals	Total (CAD)	Total (USD)
January 14-15, 2019	Edmonton, AB	Provincial Bargaining Symposium	\$ 346.76	\$ 91.54	\$ 313.84	\$ 66.00			\$ 20.00	\$ 838.14	
February 8, 2019	Medicine Hat, AB	Deans Lunch Meeting				\$ 53.18				\$ 53.18	
February 11, 2019	Brooks, AB	Brooks Campus Awards		\$ 95.92						\$ 95.92	
February 22-27, 2019	New York, NY	League for Innovation Conference	\$ 1,329.36	\$ 265.76		\$ 173.71	\$ 132.00			\$ 1,768.83	\$ 132.00
March 7, 2019	Brooks, AB	Information night on Education Assistant Program		\$ 95.92						\$ 95.92	
			\$1,676.12	\$ 549.14	\$ 313.84	\$ 292.89	\$ 132.00	\$ -	\$ 20.00	\$ 2,851.99	\$ 132.00

* 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 Terry Chapman **Date** January 14 - 16, 2019
Position Interim Vice President Academic **Purpose** Provincial Bargaining Symposium **Destination** Edmonton, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
January 14, 2019	Air Canada	Airfare	Airfare	339.01	7.75	346.76
January 14, 2019	Fairmont Hotel MacDonald	Accommodation	Hotel Accommodation	175.68	8.45	184.13
January 14, 2019	Medicine Hat College Travel Claim	Meals	Dinner	22.00		22.00
January 14, 2019	Precise Park Link	Other Transportation	Parking	16.50		16.50
January 14, 2019	Airport Taxi Service	Other Transportation	Taxi	62.00		62.00
January 15, 2019	Medicine Hat College Travel Claim	Meals	Full Per Diem (1)	44.00		44.00
January 15, 2019	Greater Edmonton Taxi	Other Transportation	Taxi	13.04		13.04
January 16, 2019	Medicine Hat College Travel Claim	Incidentals	Overnight Incidental (2)	20.00		20.00
January 16, 2019	Wyndham Hotels and Resorts	Accommodation	Hotel Accommodation	123.76	5.95	129.71
Total Receipts						838.14

MEDICINE HAT COLLEGE TRAVEL CLAIM



CLAIMANT

Name: Terry Chapman
Address:

MEETING/CONFERENCE

Name: Provincial Bargaining Symposium
Location: Edmonton, AB

DAYS INVOLVED [2.04]

Departure date Jan 14 2019 4:00PM
Return date Jan 16 2019 5:00PM

EXPENSES

Meals	Days	Rate	Total
Breakfast	0	@ \$10.00	= \$0.00
Lunch	0	@ \$12.00	= \$0.00
Dinner	1	@ \$22.00	= \$22.00
Full Per diem	1	@ \$44.00	= \$44.00
Overnight incidental	2	@ \$10.00	= \$20.00
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	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)	\$0.00
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required)	\$0.00

INVOICE TOTAL

CND \$86.00
USD \$0.00 *\$1.00/CND
TOTAL EXPENSE \$86.00
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 86.00

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 16965
TOTAL

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By

Department Code

Department Signatures
(If Necessary Signature)

Finance

Electronic Signatures

Active Directory

Booking Confirmation

Booking Reference: MLHPK5
Date of issue: 06 Dec, 2018

This is your Itinerary/Receipt. 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.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.


- Depart
Economy - Standard
Monday
14 Jan, 2019

16:05
Medicine Hat
(YXH), AB

17:15
Calgary
Calgary Int. (YYC), AB


AC7234

1hr10
Economy W
Operated by: Air Canada Express - Air
Georgian | 1900D

Layover in Calgary
1hr20
Monday
14 Jan, 2019

18:35
Calgary
Calgary Int. (YYC), AB

19:31
Edmonton
Edmonton Int. (YEG), AB


AC8154

0hr56
Economy W
Operated by: Air Canada Express -
Jazz | Dash 8-300

Total duration
3hr26

- Return
Economy - Standard
Tuesday
15 Jan, 2019

18:25
Edmonton
Edmonton Int. (YEG), AB

19:26
Calgary
Calgary Int. (YYC), AB


AC8157

1hr01
Economy L
Operated by: Air Canada Express -
Jazz | Dash 8-300

Layover in Calgary
1hr24
Tuesday
15 Jan, 2019

20:50
Calgary
Calgary Int. (YYC), AB

21:54
Medicine Hat
(YXH), AB


AC7235

1hr04
Economy L
Operated by: Air Canada Express - Air
Georgian | 1900D

Total duration
3hr29

Passengers

Terry Chapman

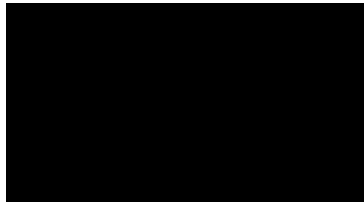
Ticket Number
0142104524228

Seats

AC7234 -
AC8154 -
AC8157 -
AC7235 -



Purchase summary



	2 adults
Air Transportation Charges	
Base Fare - Depart - Economy - Standard	160.00
Base Fare - Return - Economy - Standard	102.00
Surcharges	24.00
Taxes, fees and charges	
Goods and Services Tax - Canada no. 100092287 RT0001	16.51
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	30.00
Total airfare and taxes before options (per passenger)	<u>\$346⁷⁶</u>
Number of passengers	X 2
Total	<u>\$693⁵²</u>
GRAND TOTAL (Canadian dollars)	\$693 ⁵²



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

THE Fairmont
HOTEL MACDONALD

10065 - 100 Street NW
Edmonton, AB, Canada T5J 0N6
T (780) 424-5181 F (780) 429-6481
G.S.T. Registration # 846543619

Room : 0612
Folio # : 523767
Cashier # : 4145
Page # : 1 of 1

*
Ms Terry Chapman
299 College Drive SE
Medicine Hat AB
T1A 3Y6 Canada

Arrival : 01-14-19
Departure : 01-15-19

Date	Description	Additional Information	Charges	Credits
01-14-19	Deposit Transferred at C/I			184.13
01-14-19	Room Charge		164.00	
01-14-19	Room - DMF		4.92	
01-14-19	Room - AB Tourism Levy		6.76	
01-14-19	Room - GST		8.45	
Total			184.13	184.13

Balance Due 0.00

GST Summary

Room	8.45
F&B	0.00
Other	0.00
Total	8.45

Thank you for choosing Fairmont Hotels & Resorts.
To provide feedback about your stay, please contact Garrett Turta, General Manager, at Garrett.Turta@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

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. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

DISPLAY THIS SIDE UP ON DASHBOARD

DETACH RECEIPT FROM TICKET

EXPIRATION DATE 16/01/19 EXPIRATION TIME 14:46

DATE ISSUED 14/01/19 TIME ISSUED 14:46 AMOUNT PAID \$16.50

AMOUNT PAID \$16.50 14130001 14:46

LOT 6302/Daily CC



CHARGES ARE FOR THE USE OF THE PARKING SPACE ONLY. WE WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO CAR OR CONTENTS, HOWEVER CAUSED, INCLUDING BUT NOT LIMITED TO FIRE, THEFT OR COLLISION



055437 NON TRANSFERABLE

055437 RECEIPT

PORT TAXI SERVICE
4608 101 ST.
(7808907070)
EDMONTON AB

GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB



DATE 20190117
TIME 14:46:01

DATE 20190116
TIME 5607 08:02:12

RECEIPT NUMBER
C85003092-001-082-007-0

INVOICE # 178481
RECEIPT NUMBER
C85016893-001-001-903-0

PURCHASE
AMOUNT \$56.00
TIP \$6.00
TOTAL
\$62.00

PURCHASE
AMOUNT \$13.00
TIP \$0.04
TOTAL
\$13.04

VISA CREDIT
A0000000031010
F1F1DA19F8755119
0280008000-E800
2AB9E0B6E43CA154
0280008000-F800

VISA CREDIT
A0000000031010
7D868E16E37A6D33
0280008000-E800
DF060EE024A7111E
0280008000-F800

APPROVED
AUTH# 041060 01-027
THANK YOU

APPROVED
AUTH# 070316 01-027
THANK YOU

VERIFIED BY PIN

CARDHOLDER COPY

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456
BARREL TAXI 780.489.7777
EDMTAXI.COM
GST 100403070



WYNDHAM
Hotels and Resorts

Wyndham Garden Edmonton Airport
8016 Sparrow Dr
Leduc, AB T9E 7G3
Tel: (780) 788-0188 GST # 820185924

INFORMATION INVOICE

Arrival : 01-15-19
Departure : 01-16-19
Company Name :
Terry Chapman
CA

Folio / Invoice # : 33350 /
Reference # : 81485EC033513
Room No. : 223
Page No. : 1 of 1
Membership No. :
Conf. No. : 21039328
Cashier No. : 13490
A/R Number :

Date	Description	Reference	Charges	Credits
01-15-19	Room Charge		119.00	
01-15-19	Tax 1-GST 5%		5.95	
01-15-19	Tourism Levy - 4%		4.76	
01-16-19	Visa			129.71
Total			129.71	129.71
Balance				0.00

Please contact the Hotel Manager about any issues with your stay. Wyndham Hotels and Resorts or affiliates may contact you about goods and services unless you call 888-846-4283 or write to Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Wyndham Hotels and Resorts website about privacy.

Extra Nite in Edmonton due to
Flight cancellation - fog/snow.



Expense Disclosure Sheet

Name Terry Chapman **Date** February 8, 2019
Position Interim Vice President Academic **Purpose** Deans Lunch Meeting **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
February 8, 2019	Crave Pub	Meals	Lunch x 4	50.65	2.53	53.18
					Total Receipts	53.18



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: Terry Chapman
 Name _____
 Address _____

Number of Attendees:
4 Faculty/Staff
 _____ Students
 _____ Other

Date of Function: (month/day/year) Feb. 8/19
 Location: C 225

Names and Business Relationship:

Description of Meal:
 Breakfast
 Lunch
 Dinner
 Other (specify) _____

If Large Group, Name _____

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 _____
- Meeting Lunch meeting - Evaluations

VENDOR	Total	FOR OFFICE USE ONLY	
		Amount	GST
<u>CRAVE</u>	<u>53.18</u>		

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

INVOICE TOTAL

Date: Feb. 11/19

REQUEST BY: _____

DEPT. CODE: _____

DEPT. APPROVAL: _____

FINANCE: _____

x _____ (Signature - if Necessary)

x _____

FOR OFFICE USE ONLY	VENDOR NUMBER		
GL CODE	AMOUNT	GST	TOTAL

DUPLICATE

CRAVE PUB
289 COLLEGE DR SE
MEDICINE HAT AB

DUPLICATE

DATE 2019/02/08
TIME 5688 12:02:12
RECEIPT NUMBER
C82026093-001-043-004-0

PURCHASE
TOTAL

\$53.18

Visa Credit
A0000000031010
7D35D5498E7447FC
0080008000-E800
85712B70EC7DC091
0080008000-F800

APPROVED

AUTH# 062875 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

DUPLICATE

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

I N V O I C E

Server: JESSIE
Guest:

Table #100

- 1: BBQ CHICKEN SALAD 12.95
- 2: CAESAR SALAD 8.95
- Add Chckri-GRILLED 3.25
- 3: REG CHICK TENDERS 9.25
- 4: HOUSE SALAD 8.00
- 4: 3 x BOTTLE WATER @ 2.25 6.75
- 4: CAN COKE ZERO 1.50

Total 53.18
 Net Sales 50.65
 GST Added 2.53
53.18

12:02 PM 2/8/2019

**THANK YOU!
CRAVE WHAT YOU WANT!**



Expense Disclosure Sheet

Name Terry Chapman **Date** February 11, 2019
Position Interim Vice President Academic **Purpose** Brooks Campus Awards **Destination** Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
February 11, 2019	Medicine Hat College Travel Claim	Other Transportation	Mileage (218km x \$0.44/km)	95.92		95.92
					Total Receipts	95.92

MEDICINE HAT COLLEGE TRAVEL CLAIM



CLAIMANT

Name: Terry Chapman
Address:

MEETING/CONFERENCE

Name: Brooks Awards Ceremony
Location: Brooks, AB

DAYS INVOLVED [0.15]

Departure date Feb 11 2019 10:30AM
Return date Feb 11 2019 2:00PM

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	218 KM @ 0.44/KM	\$95.92
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 \$95.92
USD \$0.00 *\$1.00/CND

INVOICE TOTAL

TOTAL EXPENSE \$95.92
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 95.92

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 17024
TOTAL

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By

Department Code

Department Signature
(If Necessary Signature)

Finance

Electronic Signatures

Active Directory



Expense Disclosure Sheet

Name Terry Chapman **Date** February 22 - 27, 2019

Position Interim Vice President Academic **Purpose** League for Innovation Conference **Destination** New York, NY

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total (CAD)	Total (USD)
Feb.22-28	Medicine Hat College Travel Claim	Meals	Full per diem x 3	132.00		132.00	173.72
Feb.22-28	Medicine Hat College Travel Claim	Other Transportation	604km x \$0.44/km (drove own vehicle to Calgary and back)	265.76		265.76	
Feb.22-28	Expedia	Airfare	Airfare & Hotel Accommodation	1329.36		1,329.36	
Total Receipts						1,727.12	173.72

MEDICINE HAT COLLEGE TRAVEL CLAIM



CLAIMANT

Name: Terry Chapman

Address:

EM137525

MEETING/CONFERENCE

Name: League for Innovation Conference

Location: New York, NY

DAYS INVOLVED [33.63]

Departure date Feb 22 2019 10:00AM

Return date Mar 28 2019 1:00AM

EXPENSES

Feo.

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 US ✓
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

Amount	GST
<i>173.72 CAD</i>	

TRANSPORTATION

Drove own vehicle

Own Car	<i>to Calgary and back</i>	604 KM @ 0.44/KM	\$265.76 ✓
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

Amount	GST

*Exch. Rate
1.316020*

CND \$265.76
USD \$132.00 *\$1.00/CND

TOTAL EXPENSE \$397.76
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) ~~397.76~~ *439.48*

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 17084
TOTAL

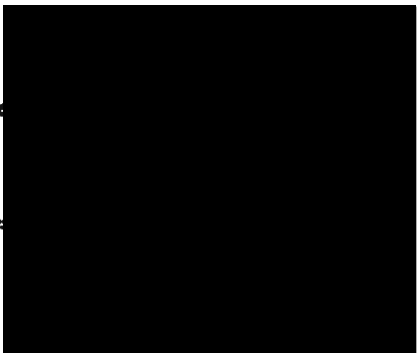
GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By

Department Signature
(if Necessary Signature)

Electronic Signature
Active Directory



Department Code

Finance:



2019 MAR 6 PM 12:3

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Terry Chapman
Address:

EM137525

MEETING/CONFERENCE

Name: League for Innovation Conference
Location: New York



DAYS INVOLVED | 5.54 |

Departure date Feb 22 2019 6:00AM
Return date Feb 27 2019 7:00PM

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		\$900.00 US
Hotel (attach invoice)		\$0.00
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)	\$1329.36
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required)	\$0.00

Amount	GST

CND \$1329.36
USD \$900.00 *\$1.00/CND

INVOICE TOTAL

TOTAL EXPENSE \$2229.36
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 2229.36

1195.36 (flight + hotel)
2524.74

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 16914
TOTAL

GL CODE

AMOUNT

GST

Written Signatures

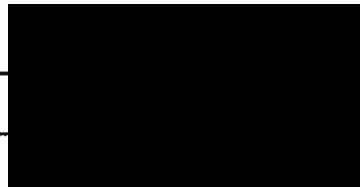
Request By

Department Signature
(If Necessary Signature)

Electronic Signature
Active Directory



Account Code



Terry Chapman

From: greenfield@league.org
Sent: Wednesday, November 21, 2018 11:46 AM
To: Terry Chapman
Subject: Innovations Conference Registration Invoice



REGISTRATION INVOICE

Dear Terry,

Thank you for registering to attend the 2019 Innovations Conference in New York City, February 24-27.

- If you would like to pay by check or purchase order, this email serves as your invoice. Please forward it to your institution's business office for processing. Remit in U.S. dollars to: League for Innovation, 1333 South Spectrum Boulevard, Suite 210, Chandler, Arizona, 85286.
- If you paid online, this email serves as your paid receipt.

Federal ID#: 95-2577300

Confirmation Number: 366788
Terry L. Chapman
Interim Vice President
Medicine Hat College
299 College Drive
Medicine Hat, AB T1A 3Y6
Canada
tchapman@mhc.ab.ca

Innovations 2019
New York Marriott Marquis
New York, NY
February 24-27, 2019

Registrant Name	Date/Time	Description	Qty	Amount	Status
Terry L. Chapman		Registration 1	1	900.00	ACTIVE

Registration Fee 900.00
Total Amount Paid 900.00 USD

Terry Chapman

From: Expedia.ca <Expedia@ca.expediamail.com>
Sent: Wednesday, November 28, 2018 7:01 PM
To: Terry Chapman
Subject: Expedia travel confirmation/e-Ticket - 22 Feb - Itin# 7394841306387



Thank you for booking with Expedia!

All of your trip information is in your online itinerary:

- Get live status information
- Easy access to your latest trip information
- Upgrade, change or cancel your booking

[Go To My Itinerary](#)



Access your itinerary anywhere.

GET THE FREE APP



New York

22 Feb 2019 - 27 Feb 2019 | Itinerary # 7394841306387

E-Ticket

This email can be used as an E-Ticket.

Itinerary # **7394841306387**

To get the most up-to-date version of your trip, go to your online itinerary and print a copy to take with you.

Important Information

- Remember to bring your itinerary and government-issued photo ID for airport check-in and security

Conference - Flight + hotel
50% of total = \$1,329.36

Price Summary



Return Flight



Hotel

Total	C\$2,658.72
Subtotal	C\$2,131.92
Taxes & Fees	C\$526.80

Calgary (YYC) -- New York (JFK)

22 Feb 2019 - 27 Feb 2019, 2 return tickets

CONFIRMED
WestJet

LFJKYK

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.


Traveller Information

Terry Leigh Chapman Adult	WestJet Rewards 536429950	Ticket # 8383150785340
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Nora Ruth Way Adult	WestJet Rewards 536430086	Ticket # 8383150785341
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* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

22 Feb 2019 - Departure Nonstop Total travel time: 4 h 31 m

	Calgary YYC 9:55am	New York JFK 4:26pm Terminal 4	4 h 31 m 3,247 km
	WestJet 1680 Economy (E) Confirm seats with the airline*		

27 Feb 2019 - Return Nonstop Total travel time: 5 h 26 m

	New York JFK 5:20pm Terminal 4	Calgary YYC 8:46pm	5 h 26 m 3,247 km
	WestJet 1681 Economy (E) Confirm seats with the airline*		

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- Tickets are non-refundable, non-transferable and name changes are not allowed.
- Please read the complete penalty rules for changes and cancellations applicable to this fare.
- Please read important information regarding airline liability limitations.
- For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

New York Marriott Marquis

22 Feb 2019 - 27 Feb 2019, 1 room | 5 nights

CONFIRMED
Confirmation #

9/227349

We have confirmed your hotel reservation with the property.

Additional Hotel Services



View hotel details
 1535 Broadway, New York, NY, 10036 United States of America
 Tel: 1 (212) 398-1900, Fax: 1 (212) 704-8930

Check-in

- Check-in time starts at 4 PM
- Check-in time ends at midnight
- Minimum check-in age is 18
- Reception hours are 6 AM - 7 PM Monday-Friday and 8 AM - 5 PM on Saturday and Sunday. For more details, please contact the property using the information on the reservation confirmation received after booking.
- Your room/unit will be guaranteed for late arrival.

Important Hotel Information

Although Expedia does not charge a fee to change or cancel your booking, New York Marriott Marquis may still charge a fee in accordance with its own rules & regulations.

- Cancellations or changes made after 11:59pm (Eastern Daylight Time (US & Canada)) on 19 Feb 2019 or no-shows are subject to a property fee equal to the first nights rate plus taxes and fees.
- Prices and hotel availability are not guaranteed until full payment is received. If you would like to book multiple rooms, you must use a different name for each room. Otherwise, the duplicate reservation will be cancelled by the hotel.
- View your online itinerary for additional rules and restrictions.

For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Room	Deluxe Room, Multiple Beds
Confirmation #:	97227349
Reserved for	Terry Leigh Chapman 2 adults
Requests	2 Double Beds and 1 Double Sofa Bed, non-smoking room

The below fees and deposits only apply if they are not included in your selected room rate.

You'll be asked to pay the following charges at the property:

- Destination fee: USD 25 per accommodation, per night

We have included all charges provided to us by the property. However, charges can vary, for example, based on length of stay or the room you book.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Need help with your reservation?

- Visit our Customer Support page.
- Call us at 1-866-307-7601.
- For faster service, mention Itinerary #7394841306387

Complete Your Trip

Expense Disclosure Sheet



Terry Chapman

Date

March 7, 2019

Position

Interim Vice President Academic

Purpose

Information Night on
Education Assistant

Destination

Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
March 7, 2019	Medicine Hat College Travel Claim	Mileage	218 km x	95.92		95.92
					Total Receipts	95.92

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Terry Chapman

Address:

MEETING/CONFERENCE

Name: Information Night on E.A Program

Location: Brooks, AB



DAYS INVOLVED [0.21]

Departure date Mar 7 2019 2:00PM

Return date Mar 7 2019 7:00PM

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	218 KM @ 0.44/KM	\$95.92
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 \$95.92

USD \$0.00 *\$1.00/CND

TOTAL EXPENSE \$95.92

Less - Advance (If applicable) -\$0.00

NET CLAIM DUE (Repayable) 95.92

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 17128

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By

Department Signatures
(If Necessary Signatures)

Electronic Signatures

Active Directory

Department Code

Finance: