



Expense Disclosure Summary

Name Terry Chapman **Position** Interim Vice President Academic
Period Covered April - June 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	Hospitality	Incidentals	Total
April 3-4, 2019	Calgary, AB	The Art of Leadership Symposium		\$ 75.50	\$ 223.42				\$ 298.92
April 10-12, 2019	Calgary, AB	SAO/ACOSAO Meetings	\$ 150.28		\$ 379.46	\$ 51.43		\$ 10.00	\$ 591.17
May 15, 2019	Calgary, AB	Liberal Education Conference		\$ 392.03	\$ 569.19				\$ 961.22
			\$ 150.28	\$ 467.53	\$ 1,172.07	\$ 51.43	\$ -	\$ 10.00	\$ 1,851.31

* 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** April 3-4, 2019
Position Interim Vice President Academic **Purpose** The Art of Leadership Symposium **Destination** Calgary, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
April 3, 2019	7-Eleven (lost receipt form attached)	Other Transportation	Fuel	44.00		44.00
April 4, 2019	Marriott Calgary Downtown	Accommodation	Hotel Accommodation	213.17	10.25	223.42
April 4, 2019	Marriott Calgary Downtown	Other Transportation	Parking	30.00	1.50	31.50
					Total Receipts	298.92



LOST RECEIPT DECLARATION

The information on this form is personal information and must be protected in compliance with the provisions of FOIPP.

This form is to be used on the rare occasion when an expense (in excess of \$10), reimbursed by or charged to the College and related to the conduct of College business, cannot be supported with the original itemized receipt.

The claimant must certify that the original receipt was lost, misplaced, accidentally destroyed or unavailable and a copy could not be obtained.

The claimant can fill out only one Form per lost receipt. The Form must be signed, approved and submitted with a Travel and Expense Claim or Purchasing Card Statement in replacement of the missing receipt.

This Form is not intended to substitute the regular process for obtaining receipts.

I, Terry Chapman do hereby declare that the following receipt has been lost, misplaced, accidentally destroyed or is unobtainable.

Vendor's Name <u>7-Eleven, Strathmore AB.</u>	
Date of Purchase <u>April 4, 2019</u>	Amount of Purchase <u>\$44.00</u>
Detailed description of goods/services purchased, including any applicable taxes: <u>Fuel on the way to the Women in Leadership symposium in Calgary.</u>	

I also declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future. I understand that failure to comply with these policies may result in loss of signing authority and purchasing privileges and may result in disciplinary action up to and including dismissal.

Claimant's Name (please print) <u>Terry Chapman</u>	Claimant's Signature <u>Terry Chapman</u>
Department <u>Interim VP Academic</u>	Date <u>April 26, 2019</u>

Approving Authority



CALGARY MARRIOTT DOWNTOWN

GUEST FOLIO

1012 JERRY/CHAPMAN 199.00 04/04/19 07:18 41651
 ROOM NAME RATE DEPART TIME ACCT#
 DBL 299 COLLEGE DRIVE SE 04/03/19 17:08
 TYPE 299 COLLEGE DRIVE SE
 31 MEDICINE HAT AB T1A3Y6
 ROOM CLERK ADDRESS PAYMENT MBV#:

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
04/03	ROOM 1012, 1	199.00		
04/03	DM FEE 1012, 1	5.97	A	
04/03	ROOM TAX 1012, 1	10.25	B	
04/03	T LEVY 1012, 1	8.20	1	
04/04	CCARD-VS SETTLED TO: VISA		223.42	

DESCRIPTION		TAXED AMOUNT	TAX
A	3% DESTINATION MKT	.00	5.97
B	5% GST ROOM	.00	10.25
C	5% GST OTHER	.00	.00
D	5% GST INCLUSIVE	.00	.00
I	4% TOURISM LEVY	.00	8.20
J	5% GST PARKING	.00	.00
L	5% GST OTHER	.00	.00
	NET CHARGES 199.00	TAX 24.42	FOLIO .00
		CREDITS 223.42	

The Art of Leadership for Women Conference

See our "Privacy & Cookie Statement" on Marriott.com



CALGARY MARRIOTT DOWNTOWN
 110 9TH AVENUE SE
 CALGARY AB T2G 5A6
 403.266 7331 G.S.T.# 862717196RT0001

Treat yourself to the comfort of Marriott Hotels in your home. Visit ShopMarriott.com.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X



CALGARY MARRIOTT DOWNTOWN

GUEST FOLIO

ROOM	CHAPMAN/DAYPARK	.00	04/04/19	17:10	43755
	NAME	RATE	DEPART	TIME	ACCT#
TYPE			04/04/19		
58			ARRIVE	TIME	
ROOM		PASSPORT:			
CLERK	ADDRESS	[REDACTED]			MBV#:

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
------	------------	---------	---------	--------------

04/04	DAY PARK	TAG0694	30.00	
04/04	TAX	TAG0694	1.50	J
04/04	CCARD-VS			31.50
	SETTLED TO: VISA	[REDACTED]		

===== SUMMARY OF TAXES =====		TAXED	TAX
DESCRIPTION		AMOUNT	
A	3% DESTINATION MKT	.00	.00
B	5% GST ROOM	.00	.00
C	5% GST OTHER	.00	.00
D	5% GST INCLUSIVE	.00	.00
I	4% TOURISM LEVY	.00	.00
J	5% GST PARKING	.00	1.50
L	5% GST OTHER	.00	.00
	NET CHARGES	TAX	FOLIO
	30.00	1.50	.00
		CREDITS	
		31.50	

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X



Expense Disclosure Sheet

Name Terry Chapman **Date** April 10-12, 2019

Position Interim Vice President Academic **Purpose**

Senior Academic Officers (SAO) and AB
Council of Senior Academic Officers and
Advanced Education (ACOSAO)

Calgary, AB

Destination _____

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
April 10, 2019	Medicine Hat College Travel Claim	Meals	Breakfast x 1, Dinner x 1	32.00		32.00
April 10, 2010	Medicine Hat College Travel Claim	Incidentals	Overnight incidental	10.00		10.00
April 10, 2019	Air Canada	Airfare	Airfare	143.12	7.16	150.28
April 10, 2019	Marriott Calgary Airport	Meals	Dinner	19.43		19.43
April 12, 2019	Marriott Calgary Airport	Accommodation	Hotel accommodation	362.06	17.40	379.46
Total Receipts						591.17

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Terry Chapman
Address:

MEETING/CONFERENCE

Name: ACOSAO/SAO Meetings
Location: Calgary, AB



DAYS INVOLVED | 1.96 |

Departure date: Apr 10 2019 4:00PM
Return date: Apr 12 2019 3:00PM

EXPENSES

Meals	Days	Rate	Total
Breakfast	1	@ \$10.00	= \$10.00
Lunch	0	@ \$12.00	= \$0.00
Dinner	1	@ \$22.00	= \$22.00
Full Per diem	0	@ \$44.00	= \$0.00
Overnight incidental	1	@ \$10.00	= \$10.00
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
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

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

CND \$42.00
USD \$0.00 *\$1.00/CND

TOTAL EXPENSE \$42.00
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 42.00

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL

GL CODE	AMOUNT	GST	TOTAL
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

03 - 17346

Written Signature

Request By

Department Sign
(If Necessary Signatures)

Account Code

Electronic Signatures

Active Directory



Booking Confirmation

April S/O



Booking Reference: **L7GJA5**

Date of issue: 06 Mar, 2019

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

Wednesday
10 Apr, 2019

16:05
Medicine Hat
(YXH), AB



17:10
Calgary
Calgary Int. (YYC), AB

AC7234

1hr05
Economy A
Operated by: Air Canada Express - Air
Georgian | 1900D

Passengers

Terry Chapman

Ticket Number
0142109213448

Seats
AC7234 -



Purchase summary

Visa

GST no. 10009-2287 RT0001
\$7.16

1 adult

Air Transportation Charges

Base Fare 124.00

Surcharges 12.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001 7.16

Air Travellers Security Charge - Canada 7.12

Total airfare and taxes before options \$150.28

GRAND TOTAL (Canadian dollars) \$150.28



**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

Dr Terry Chapman
 299 College Drive SE
 Medicine Hat AB T1A3Y6
 Canada

Room: 529
 Folio: 173458
 Cashier: 69
 Arrival: 04-10-19
 Departure: 04-12-19

Group: SAO/ACOSAO, M-ERM5GE3

Date	Description	Additional Information	Charges	Credits
04-10-19	Fresh Bites In Room Dining	Room# 529 : CHECK# 0022268	19.43	
04-10-19	Room Charge		169.00	
04-10-19	Rooms Destination Market Fee		5.07	
04-10-19	Rooms Tourism Levy		6.96	
04-10-19	Room GST		8.70	
04-11-19	Room Charge		169.00	
04-11-19	Rooms Destination Market Fee		5.07	
04-11-19	Rooms Tourism Levy		6.96	
04-11-19	Room GST		8.70	
04-12-19	Visa Card	XX/XX		398.89
GST Summary			Total	398.89
Reg No: 741907497 RT0001				398.89
Room 17.40				
F&B 0.00				
Other 0.00				
Total 17.40			Balance Due	0.00 CDN

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 Terry Chapman **Date** May 15-18, 2019
Position Interim Vice President Academic **Purpose** MRU Liberal Education Conference **Destination** Calgary, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
May 15, 2019	Medicine Hat College Travel Claim	Other Transportation	Mileage (588 km x 0.44/km)	258.72		258.72
May 15, 2019	Petro Canada	Other Transportation	Fuel (going to Calgary)	43.34	2.17	45.51
May 18, 2019	Safeway	Other Transportation	Fuel (returning)	47.62	2.38	50.00
May 18, 2019	The Westin Calgary	Accommodation	Hotel accommodation	543.09	26.1	569.19
May 18, 2019	The Westin Calgary	Other Transportation	Parking	36.00	1.8	37.80
Total Receipts						961.22

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Terry Chapman
Address:

MEETING/CONFERENCE

Name: Liberal Education Conference
Location: Calgary, AB



DAYS INVOLVED (3.17)

Departure date: May 15 2019 1:00PM
Return date: May 18 2019 5:00PM

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	588 KM @ 0.44/KM	\$258.72
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 \$258.72
USD \$0.00 *\$1.00/CND

INVOICE TOTAL

TOTAL EXPENSE \$258.72
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 258.72

FOR OFFICE USE ONLY

GL CODE

VENDOR NUMBER

AMOUNT

GST

CONTROL

03 - 17426
TOTAL

Written Signatures

Request By

[Redacted Signature]

Department Signatures
(If Necessary Signature)

[Redacted Signature]

Electronic Signatures

Active Directory

[Redacted Signature]

Safeway
3292 DUNMORE RD SE
MEDICINE HAT, AB
T1B2R4

STORE NO: 8801
GST/HST: 831536503

Inv#: 9169628
Trans: Pre-Auth



ATD: A0000000031010
Seq#: 368001001007
Terminal ID: S8801C10
Auth No: 076256
ACI/ISO: 001700
Date: 18/05/2019
Time: 5:07:33 PM
TVR 0080008000
TSI P800
APPROVED
VERIFIED BY PIN

Pump #: 10 Regular
Vol: 40.032 L
Price/L: \$1.249
Total: \$50.00

Fuel Includes:
GST/HST(5%): \$2.38

PETRO-CANADA
604 WESTMOUNT RD
STRATHMORE
ALBERTA T1P 1W8
(780) 000-0800

BST 805244209
PC0635249:3898901
TERMINAL: 023898953
PAYPOINT: 023898901

2019-05-15 15:35

PUMP 03
REGULAR
LITRES L 37.954
PRICE/L \$ 1.199
FUEL SALES \$ 45.51*

TOTAL OWED \$ 45.51

TOTAL PAID
CREDIT CARD \$ 45.51

* GST INCL. \$ 2.17



AUTH 080773
PURCHASE
C 0010010010 00 027

VISA CREDIT
A0000000031010
0280008000
P800
INVOICE 174964

VERIFIED BY PIN

00 APPROVED
THANK YOU 027

-- IMPORTANT --
RETAIN THIS COPY
FOR YOUR RECORDS
- CUSTOMER'S COPY -

LEARN HOW TO
SAVE 3 CENTS/L
EVERY DAY AT
PETRO-CANADA.CA/RBC

GIVE US YOUR
FEEDBACK.
CHANCE TO WIN
FREE GAS FOR A YEAR!
PETRO-CANADA.CA/HERO

The Westin Calgary
 320 Fourth Ave SW
 Calgary, AB T2P 2S6
 Canada
 Tel: 403-266-1611 Fax: 403-233-7471

WESTIN

HOTELS & RESORTS

TERRY CHAPMAN
 [REDACTED]

Page Number : 2 Invoice Nbr : 404051
 Guest Number : 1499660
 Folio ID : A
 Arrive Date : 15-MAY-19 17:20
 Depart Date : 18-MAY-19
 No. Of Guest : 1
 Room Number : 1410
 Marriott Bonvoy Number : 7203

Date	Reference	Description	Charges (CAD)	Credits (CAD)
16-MAY-19	RT1410	Tourism Levy	6.96	
16-MAY-19	RT1410	Self Park General	12.00	
16-MAY-19	RT1410	TAX - GST OTHER	0.60	
17-MAY-19	RT1410	Room Chrg - GRP OTH	169.00	
17-MAY-19	RT1410	Goods And Services Tax	8.70	
17-MAY-19	RT1410	Destination Marketing Fee	5.07	
17-MAY-19	RT1410	Tourism Levy	6.96	
17-MAY-19	RT1410	Self Park General	12.00	
17-MAY-19	RT1410	TAX - GST OTHER	0.60	
MAY-18-2019 VI		Visa		-606.99
		** Total	623.79	-623.79
		*** Balance	0.00	

Continued on the next page

The Westin Calgary
 320 Fourth Ave SW
 Calgary, AB T2P 2S6
 Canada
 Tel: 403-266-1611 Fax: 403-233-7471

WESTIN[®]

HOTELS & RESORTS

TERRY CHAPMAN
 [REDACTED]

Page Number : 1 Invoice Nbr : 404051
 Guest Number : 1499660
 Folio ID : A
 Arrive Date : 15-MAY-19 17:20
 Depart Date : 18-MAY-19
 No. Of Guest : 1
 Room Number : 1410
 Marriott Bonvoy Number : 7203

Information Invoice

Tax ID : 815462536RT0001
 The Westin Cal YYCWI MAY-18-2019 02:00 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
15-MAY-19	RT1410	Room Chrg - GRP OTH	169.00	
15-MAY-19	RT1410	Goods And Services Tax	8.70	
15-MAY-19	RT1410	Destination Marketing Fee	5.07	
15-MAY-19	RT1410	Tourism Levy	6.96	
15-MAY-19	RT1410	Self Park General	28.00	
15-MAY-19	RT1410	TAX - GST OTHER	1.40	
16-MAY-19	group rate	ADJ Self Park General		-16.00
16-MAY-19	group rate	-ADJ TAX - GST OTHER		-0.80
16-MAY-19	RT1410	Room Chrg - GRP OTH	169.00	
16-MAY-19	RT1410	Goods And Services Tax	8.70	
16-MAY-19	RT1410	Destination Marketing Fee	5.07	



Continued on the next page

Handwritten signature or initials