

Expense Disclosure Summary

<u>Name</u> Terry Chapman <u>Position</u> 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	Tra	Other nsportation*	Δ	ccommodation		Meals	Нο	spitality	In	cidentals	Total
	•	The Art of Leadership Symposium			\$	75.50		223.42	<u> </u>	···cuio	110	opitality		Ciacitais	\$ 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

<u>Name</u>

Terry Chapman

<u>Date</u>

April 3-4, 2019

Position

Interim Vice President Academic

<u>Purpose</u>

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
			·	1	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 we unavailable and a copy could not be obtained.	vas lost, misplaced, accidentally destroyed or
The claimant can fill out only one Form per lost rec submitted with a Travel and Expense Claim or Pur receipt.	eipt. The Form must be signed, approved and chasing Card Statement in replacement of the missing
This Form is not intended to substitute the requ	ular process for obtaining receipts.
I, <u>Terry Chapman</u> do lost, misplaced, accidentally destroyed or is unobta	o hereby declare that the following receipt has been alnable.
Vendor's Name 7-Eleven, Strath	more AB. Amount of Purchase \$44.00
Date of Purchase April 4, 2019 Detailed description of goods/services purchased	Amount of Purchase
Detailed description of goods/services purchased	, including any applicable taxes:
Fuel on the way to the women is	n Leadership symposium in Calgary.
source, or to support any claim for income tax dedu	Claimant's Signature Claimant's Signature Date April 26, 2019
Approving Authority	



CALGARY MARRIOTT DOWNTOWN

GUEST FOLIO

1012 ROOM DBL TYPE 31	JERRY/CHAPMAN NAME 299 COLLEGE DRIVE SE 299 COLLEGE DRIVE SE MEDICINE HAT AB T1A3Y6	199.00 RATE	04/04/19 0EPART 04/03/19 ARRIVE	07:18 TIME 17:08 TIME	41651 ACCT#
ROOM	ADDRESS	PAYMENT			MBV#:
DATE	REFERENCES	C	HARGES	CREDITS	BALANCES DUE
04/03 04/03 04/03 04/03 04/04	ROOM 1012. 1 DM FEE 1012. 1 ROOM TAX 1012. 1 T LEVY 1012, 1 CCARD-VS SETTLED TO: VISA		199.00 5.97 10.25 8.20	A B 223.42	.00
pesset = 0	DESCRIPTION	== SUMMARY OF	TAXES ====	TAXED	TAX
A B C D I J L	3% DESTINATION MKT 5% GST ROOM 5% GST OTHER 5% GST INCLUSIVE 4% TOURISM LEVY 5% GST PARKING 5% GST OTHER NET CHARGES 199,00		TAX 24.42	AMOUNT .00 .00 .00 .00 .00 .00 CREDITS 223.42	5.97 10.25 .00 .00 8.20 .00 FOLIO
		he Art o		cluslup n Marriott.com	Women Conference



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.

The 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 relevance column above will be charged to the credit card number set forth above. (The credit card company will bit in the usual meaner.) If for any reason the credit card company dees not make payment on this account, you will one us such amount. If you are direct bitled, in the event payment is not made within 25 days after check-out, you will one 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 less.



CALGARY MARRIOTT DOWNTOWN

GUEST FOLIO

ROOM	CHAPMAN/Di	AYPARK	.00 rate	04/04/19 DEPART 04/04/19	17:10 TIME	43755 ACCT#
TYPE 58			PASSPORT:	ARRIVE	TME	
ROOM CLERK	ADDRESS					MBV#:
DATE	R	EFERENCES	CI	HARGES	CREDITS	BALANCES DUE
)4/04)4/04)4/04	DAY PARK TAX CCARD-VS SETTLED TO:	TAG0694 TAG0894 VISA		30.00 1.50	J 31.50	
		VIDA	SUMMARY OF	TAVES		.00
	DESCRIPTION		- SOMMERT OF	IVVEQ	TAXED AMOUNT	TAX
	3% DESTINATION 5% GST ROOM 5% GST OTHE 5% GST INCLU 4% TOURISM L	R ISIVE			.00 .00 .00 .00 .00	.00 .00 .00 .00 .00 1.50 .00 FOLIO
-	5% GST PARE 5% GST OTHE NET CHARGE 30.00	(ING R		TAX 1.50	.00 .00 .00 CREDITS 31.50	1.50 .00 FOLIO .00

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Expense Disclosure Sheet

Name

Terry Chapman

<u>Date</u>

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	1	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:

DAYS INVOLVED [1.96]

Departure date Return date

Apr 10 2019 4:00PM

Apr 12 2019 3:00PM

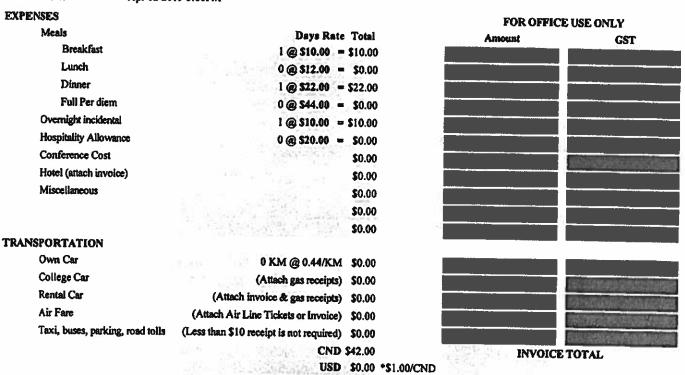
MEETING/CONFERENCE

Name:

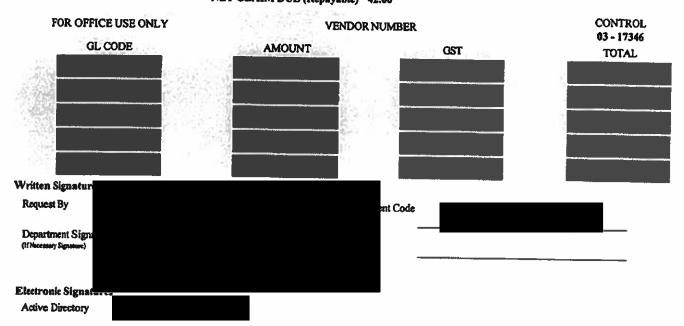
ACOSAO/SAO Meetings

Location: Calgary, AB



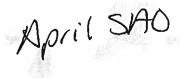


TOTAL EXPENSE \$42.00 Less - Advance (if applicable) -\$0.00 NET CLAIM DUE (Repayable) 42.00





Booking Confirmation





Booking Reference: L7GJA5

Date of issue: 06 Mar, 2019

This is your ftinerary/Receipl. 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

Medicine Hat (YXH), AB



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



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

Air Transportation Charges	i addit
8ase 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 airfere and taxes before options	\$150 ²⁸
GRAND TOTAL (Canadian dollars)	\$ ₁₅₀ 28

1 adult

Page: 1 of 1



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: Arrival: 69 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# 002226		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 Sum		Total		398.89	398.89
Reg No: 7	741907497 RT0001 17.40	Balance Due	, 12	0.00 CD	N .
F&B	0.00			 -	
Other	0.00				
Total	17.40				

Guest Signature:

MEDICINE HAT COLLEGE

Expense Disclosure Sheet

<u>Name</u>

Terry Chapman

<u>Date</u>

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
		-		To	otal Receipts	961.22

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT MEETING/CONFERENCE MEDICINE HAT Name: Terry Chapman Name: Liberal Education Conference COLLIGE Address: Location: Calgary, AB DAYS INVOLVED [3.17] Departure date May 15 2019 1:00PM Return date May 18 2019 5:00PM **EXPENSES** FOR OFFICE USE ONLY Meals Days Rate Total Amount **GST** Break fast 0 @ \$10.00 -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 **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 (Less than \$10 receipt is not required) Taxi, buses, parking, road tolls \$0.00 CND \$258.72 INVOICE TOTAL USD \$0.00 *\$1.00/CND **TOTAL EXPENSE \$258,72** Less - Advance (if applicable) -\$0.00 NET CLAIM DUE (Repayable) 258.72 CONTROL FOR OFFICE USE ONLY **VENDOR NUMBER** 03 - 17426 GL CODE AMOUNT GST TOTAL Written Signatures Request By Department Signatures Electronic Signature Active Directory

Safeway 3292 DUNMORE RO SE MEDICINE HAT, AB T182R4

STORE NO: 8801 GST/HST: 831536503

inv#: 9169628 Įrans: Pre-Auth

AIU: AU0000000031010 Seq#: 368001001007 Terminal ID: \$8801C10 Auth No: 076256 ACI/ISO: 001/00 Date: 18/05/2019 Time: 5:07:33 PM TVR 0680008000 TSI F800 APPROVED VERIFIED BY PIN

Pump # : 10-Resular yol : 40.032 L Price/L: \$1,249 Total: \$50.00

fuel includes: GST/HST(5%): \$2.38 PETRO-CANADA 684 WESTMOUNT RD STRATHMORE ALBERTA T1P 1W8 (780) 869-886

BST 805244209 PC0635249:3898901 TERNINAL: 023898953 PAYPOINT: 023898901

2019-05-15 15:35

PUMP 63

REGULAR

LITRES L 37.954

PRICE/L \$ 1.199

FUEL SALES \$ 45.51*

TOTAL OHED \$ 45.51

TOTAL PAID CREDIT CARD \$ 45.51

* BST INCL. \$ 2.17

AUTH 086773 PURCHASE C 0016010010 60 027

VISA CREDIT A0000000031010 0280008000 P800 INVDICE 174964

VERIFIED BY PIN

00 APPROVED
THANK YOU 027

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TERRY CHAPMAN

WESTIN'

HOTELS & RESORTS

Page Number

: 2

Invoice Nbr

: 404051

Guest Number Folio ID 1499660

٨

15-MAY-19

17:20

Arrive Date
Depart Date

18-MAY-19 1

No. Of Guest :

1410 7203

Room Number : Marriott Bonvoy Number :

arriott Bonvoy Number: 720

		copien	Charges (CAD)	Credits (CAQ)
16-MAY-19	RT1410	Tourism Levy	6.96	
16-MAY-19	RT1410	Self Park General	12.00	
6-MAY-19	RT1410	TAX - GST OTHER	0.60	
17-MAY-19	RT1410	Room Chrg - GRP OTH	169.00	
7-MAY-19	RT1410	Goods And Services Tax	8.70	
17-MAY-19	RT1410	Destination Marketing Fee	5.07	
7-MAY-19	RT1410	Tourism Levy	6.96	
7-MAY-19	RT1410	Self Park General	12.00	
7-MAY-19	RT1410	TAX - GST OTHER	0.60	
MAY-18-2019 VI	Visa			-606.99
		** Total	623.79	-623.79
		*** Balance	0.00	-060.79

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

TERRY CHAPMAN

WESTIN'

HOTELS & RESORTS

Page Number

Invoice Nbr

: 404051

Guest Number Folio ID Arrive Date

1499660

17:20

Α

15-MAY-19

18-MAY-19

Depart Date No. Of Guest

1 1410

Room Number Marriott Borrvoy Number:

7203

Information Invoice

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

		alphanolistics "Vertical State	Charges (CAD)	Credits (CAD)
15-MAY-19	RT1410	Room Chrg - GRP OTH	169.00	Mark Straight Committee of the Committee
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	6.95	
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	-0.00
16-MAY-19	RT1410	Goods And Services Tax	8.70	
16-MAY-19	RT1410	Destination Marketing Fee	5.07	



Continued on the next page

