



Expense Disclosure Summary

Name Terry Chapman **Position** Vice President Academic
Period Covered October - December 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
October 2, 2019	Medicine Hat	Lunch Meeting					\$ 29.93		\$ 29.93
October 8-11, 2019	Edmonton/Slave Lake	Meetings at Northern Lakes College	\$ 339.41		\$ 399.06	\$ 44.00			\$ 782.47
October 21, 2019	Medicine Hat	Lunch Meeting					\$ 78.23		\$ 78.23
November 7, 2019	Edmonton	SAO, COPPOA & SBO Meeting	\$ 445.46						\$ 445.46
November 24-25, 2019	Edmonton	Meeting with Aspen Service Dog Centre & Northern Lakes College			\$ 170.82				\$ 170.82
			\$ 784.87	\$ -	\$ 569.88	\$ 44.00	\$ 108.16	\$ -	\$ 1,506.91

* 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** October 2, 2019
Position Vice President Academic **Purpose** VPA/Registrar 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
Oct.2, 2019	Crave	Hospitality	Lunch meeting with Registrar	28.50	1.43	29.93
Total Receipts						29.93



HOSTING EXPENSE CLAIM FORM

(To be submitted upon completion of hosting)
 This form must be completed when charging a department account for hosting guests.

Name: [Redacted]
 Address: [Redacted]

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

Date of Function: (month/day/year) October 2, 2019
 Location: C212

[Redacted]

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

If Large Group, Name _____

Business Purpose: (Check appropriate box and provide details)

- Staff Recognition _____
- Seminar Speaker (Name) _____ (Topic) _____
- Student Recruitment Activity (Purpose) _____
- Other _____
- Conference _____
- Prospective Employee (Name) _____ (Position) _____
- Student Academic Achievement (Purpose) _____
- Meeting _____

VENDOR	Total	GL CODE	FOR OFFICE USE ONLY	
			Amount	GST
Crave	29.93	[Redacted]		

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

INVOICE TOTAL

Date: Oct. 2, 2019

REQUEST BY: [Redacted]
 DEPT. CODE: [Redacted]
 DEPT. APPR: [Redacted]

FOR OFFICE USE ONLY		VENDOR NUMBER		
GL CODE	AMOUNT	GST	TOTAL	

FINANCE: x _____

GRAVE PUB
299 COLLEGE DR SE
MEDICINE HAT AB

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

CARD
CARD TYPE VISA
DATE 2019/10/02
TIME 3845 11:53:38
RECEIPT NUMBER
C82045784-001-113-007-0

S E R V I C E

Server: SHELBY
Guest:

PURCHASE
TOTAL

Table #1

\$29.93

1: CRAVE SALAD	11.00
1: BOTTLE WATER	2.25
2: BOTTLE WATER	2.25
2: BEFF	13.00

Visa Credit
A0000000031010
912BABAAC7AD94C4
0080008000-E800
1B4229B379FAD41A
0080008000-F800

Total	29.93
Net Sales	28.50
GST Added	1.43

11:51 AM 10/2/2019

APPROVED

AUTH# 090213 01-027
THANK YOU

THANK YOU!
CRAVE HAS YOU WANT!
Tell us about your crave experience
and your next meal could be free!!!

VERIFIED BY PIN

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Name:



Expense Disclosure Sheet

Name Terry Chapman **Date** October 8-11, 2019

Position Vice President Academic **Purpose** Meetings at Northern Lakes College **Destination** Edmonton/
Slave Lake

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
October 8, 2019	Air Canada	Airfare	Airfare	323.25	16.16	339.41
October 8, 2019	Wingate by Wyndham	Accommodation	Accommodation	138.18	6.64	144.82
October 9, 2019	Holiday Inn Express	Accommodation	Accommodation	128.96	6.20	135.16
Oct. 9&10, 2019	Medicine Hat College Travel Claim	Meals	Dinner per diem x 2	44.00		44.00
October 10, 2019	Wyndham Garden Edmonton Airport	Accommodation	Accommodation	113.62	5.46	119.08
				Total Receipts		782.47



Booking Confirmation



Booking Reference: **P5DV3E**

Date of issue: 17 Sep, 2019

This is your official 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 - Basic

Tuesday
08 Oct. 2019

11:35
Medicine Hat
(YXH), AB



12:34
Calgary
Calgary Int. (YYC), AB

AC7994

0hr59
Economy L
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-300

Layover in Calgary

0hr31

Tuesday
08 Oct. 2019

13:05
Calgary
Calgary Int. (YYC), AB



13:59
Edmonton
Edmonton Int. (YEG), AB

AC8138

0hr54
Economy L
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-300

Total duration

2hr24

Economy Basic is a restricted fare

Return

Economy - Basic

Wed
Oct. 2019

08:40
Edmonton
Edmonton Int. (YEG), AB



09:33
Calgary
Calgary Int. (YYC), AB

AC8133

0hr53
Economy L
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

Wed
Oct. 2019

10:15
Calgary
Calgary Int. (YYC), AB



11:07
Medicine Hat
(YXH), AB

AC7995

0hr42
0hr52
Economy L
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-300

Total duration

2hr27

Economy Basic is a restricted fare

Passengers

Tony Chapman

Ticket Number
01421 19393723
Air Canada - Aeroplan
11550141

Seats
AC7994 -
AC8138 -
AC8133 -
AC7995 -



Purchase summary

Amount paid \$339.41
Tax information
GST no. 10009-2287 RT0001
\$16.16

Air Transportation Charges	1 adult
Base Fare - Depart - Economy - Basic	119.00
Base Fare - Return - Economy - Basic	138.00
Surcharges	24.00
Taxes, fees and charges	
Goods and Services Tax - Canada - 100092287 RT0001	16.16
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	30.00
Total airfare and taxes before options	\$339.41
GRAND TOTAL (Canadian dollars)	\$339.41



Wingate by Wyndham Edmonton
 18220 100 Avenue Northwest
 Edmonton, AB T5S 2V2
 Tel: (780) 443-1000 Fax: (780) 443-0500

10/16/19

299 College Drive South East
 Medicine Hat AB T1A3Y6
 Canada

Folio No. : 149353
 A/R Number :
 Group Code :
 Company :
 Wyndham Rewards : 196572429F
 Invoice No. :

Room No. : 414
 Arrival : 10/08/19
 Departure : 10/09/19
 Conf. No. : 85328EC
 Rate Code : SGV
 Page No. : 1 of 1

Date	Description	Charges	Credits
10/08/19	Room Charge	129.00	
10/08/19	Tourism Levy	5.16	
10/08/19	GST	6.45	
10/08/19	Destination Marketing Fee	3.87	
10/08/19	GST- DMF	0.19	
10/08/19	Tourism Levy - DMF	0.15	
10/09/19	Visa XXXXXXXXXXXX [REDACTED]		144.82
Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. If you are not already a member, join the next time you check-in, visit us at www.wyndhamrewards.com or call 1-866-996-7937.		Total	144.82
		Balance	0.00

Guest Signature: _____

Please contact the Manager about any issues with your stay. Wingate by Wyndham or affiliates may contact you about goods and services unless you call 877-333-6683 or write to Wyndham Worldwide Hotels, Inc. 1 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Wingate by Wyndham website about privacy.

GST # 813547858 RT0001

Thank you for staying with us.
 It was our pleasure to serve you.



10-10-19

Terry Chapman 1 Canada	Folio No.	: 121588	Room No. :	306
	A/R Number	:	Arrival :	10-09-19
	Group Code	:	Departure :	10-10-19
	Company	: Government Alberta	Conf. No. :	22173393
	Membership No.	:	Rate Code :	IPHQS
	Invoice No.	:	Page No. :	1 of 1

Date	Description	Charges	Credits
10-09-19	*Accommodation	124.00	
10-09-19	GST (806941001RT001) 5% - I	6.20	
10-09-19	Tourism Levy 4% - Room	4.96	
10-10-19	Visa XXXXXXXXXXXX [REDACTED]		135.16
Total		135.16	135.16
Balance		0.00	

Guest Signature: _____
 I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express Hotel Slave Lake
 1551 Main Street SE
 PO Box 427
 Slave Lake, Alberta, T0G2A0 Canada
 Telephone: (780) 849-4819 Fax: (780) 849-5045



WYNDHAM[®]
Hotels and Resorts

Wyndham Garden Edmonton Airport
8016 Sparrow Dr
Leduc, AB T9E 7G3
Tel: (780) 769-0188 GST # 820185924

INFORMATION INVOICE

Arrival : 10-10-19
Departure : 10-11-19
Company Name : Wyndham Rewards Member Rate
Terry Chapman
CA

Folio / Invoice # : /
Reference # : 81485EC052306
Room No. : 426
Page No. : 1 of 1
Membership No. :
Conf. No. : 28316092
Cashier No. :
A/R Number :

Date	Description	Reference	Charges	Credits
10-10-19	Room Charge		109.25	
10-10-19	Tax 1-GST 5%		5.46	
10-10-19	Tourism Levy - 4%		4.37	
10-11-19	Visa	XXXXXXXXXX [REDACTED]		119.08
Total			119.08	119.08
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 888-946-4283 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.



Expense Disclosure Sheet

Name Terry Chapman **Date** October 21, 2019

Position 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
October 21, 2019	Crave	Hospitality	Deans lunch meeting	61.00	3.05	64.05
October 21, 2019	MHC Cafeteria	Hospitality	Water/pop	13.50	0.68	14.18
Total Receipts						78.23



HOSTING EXPENSE CLAIM FORM

(To be submitted upon completion of hosting)
 This form must be completed when charging a department account for hosting guests.

Name: [Redacted]
 Address: [Redacted]

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

Date of Function: (month/day/year) Oct. 21, 2019
 Location: C225

Names and Business Relationship: [Redacted]

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

If Large Group, Name _____

Business Purpose: (Check appropriate box and provide details)

- Staff Recognition _____
- Seminar Speaker (Name) _____ (Topic) _____
- Student Recruitment Activity (Purpose) _____
- Other _____
- Conference _____
- Prospective Employee (Name) _____ (Position) _____
- Student Academic Achievement (Purpose) _____
- Meeting Deans Meeting

VENDOR	Total	GL CODE	FOR OFFICE USE ONLY	
			Amount	GST
<u>Crave</u>	<u>64.05</u>	[Redacted]		
<u>MHC Cafeteria</u>	<u>14.18</u>	[Redacted]		

TOTAL EXPENSE
 Less - Advance
 NET CLAIM DUE (Repayable)

(if applicable)
78.23
~~0.00~~
78.23

INVOICE TOTAL

Date: Oct. 22, 2019
 REQUEST BY: [Redacted]
 DEPT. CODE: [Redacted]
 DEPT. APPRO: [Redacted]
 FINANCE: x _____

FOR OFFICE USE ONLY			VENDOR NUMBER	
GL CODE	AMOUNT	GST	TOTAL	

MEDICINE HAT COLLEGE
CAFETERIA
GST# 119036796

R E C E I P T

3 x 2.25
SM BOTTLE WATER 6.75
3 x 2.25
BOTTLE POP 6.75

Total 14.18
GST Txb1 Total 13.50
GST 0.68
Visa 14.18
11:44 AM 10/21/2019 AM 2

456

THANK YOU!

MEDICINE HAT COLLEGE
CAFETERIA
299 COLLEGE DR SE
MEDICINE HAT AB

CARD
CARD TYPE VISA
DATE 2019/10/21
TIME 0412 11:43:35
RECEIPT NUMBER
C84118145-001-044-107-0

PURCHASE
TOTAL

\$14.18

2B44A3BAD209692D
0080008000-E800
2382690EC08E09A1
0080008000-F800

APPROVED

AUTH# 076531 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

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

S E R V I C E

Server: JESSIE
Guest:

Table #1

1: 2 x ASIAN SESAME	13.00	26.00
1: CRAVE SALAD		11.00
1: RUFBN		12.00
1: RUFBN		12.00
Total		64.05
Net Sales		61.00
GST Added		3.05

11:44 AM 10/21/2019

THANK YOU!
CRAVE WHAT YOU WANT!
Tell us about your crave experience
and your next meal could be free!!!

Name:

Phone# :

CRAVE PUB
299 COLLEGE DR SE
MEDICINE HAT AB

CARD [REDACTED]
CARD TYPE VISA
DATE 2019/10/21
TIME 5462 11:48:48
CLERK ID 1
RECEIPT NUMBER
C02045784-001-125-001-0

PURCHASE
TOTAL

\$64.05

[REDACTED]
57DDX7983F66AB83
0080008000-E800
CB572D92DED6814F
0080008000-F800

APPROVED

AUTH# 081930 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



Expense Disclosure Sheet

Name Terry Chapman **Date** November 7, 2019
Position Vice President Academic **Purpose** COPPOA, SAO & SBO Meetings **Destination** Edmonton, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Nov. 7, 2019	WestJet	Airfare	Airfare	424.25	21.21	445.46
Total Receipts						445.46



eTicket Receipt

Prepared For
CHAPMAN/TERRY MS

RESERVATION CODE	LYMILS
ISSUE DATE	11Oct19
TICKET NUMBER	8382152128696
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
07Nov19	WESTJET WS 3011 Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA Time 07:00	CALGARY INTL AB, CANADA Time 08:02	Cabin ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XAQF4EHS Not Valid Before 07NOV19 Not Valid After 07NOV19
07Nov19	WESTJET WS 3251 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 09:00	EDMONTON INTL AB, CANADA Time 10:00	Cabin ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XAQF4EHS Not Valid Before 07NOV19 Not Valid After 07NOV19
07Nov19	WESTJET WS 3352 Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 16:15	CALGARY INTL AB, CANADA Time 17:15	Cabin ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XAQF4EHS Not Valid Before 07NOV19 Not Valid After 07NOV19
07Nov19	WESTJET WS 3016 Operated by: WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA Time 19:15	MEDICINE HAT AB, CANADA Time 20:19	Cabin ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XAQF4EHS Not Valid Before 07NOV19 Not Valid After 07NOV19

Allowances

Baggage Allowance

YXH to YEG - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YEG to YXH - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YXH to YYC , YYC to YEG , YEG to YYC , YYC to YXH - 1 Piece (WS - WESTJET)

Carry On Charges

YXH to YYC , YYC to YEG , YEG to YYC , YYC to YXH - (WS - WESTJET)

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXX
Fare Calculation Line	YXH WS X/YYC WS YEA178.00WS X/YYC WS YXH178.00CAD356.00END
Fare	CAD 356.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 19.71 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.50 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 445.46

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention,



Expense Disclosure Sheet

Name Terry Chapman **Date** November 24-25, 2019

Position Vice President Academic **Purpose** Meetings with Aspen Service Dog Centre & Northern Lakes College **Destination** Edmonton, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Nov.24, 2019	Matrix Hotel	Accommodation	Hotel accommodation	162.98	7.84	170.82
					Total Receipts	170.82

MATRIX

HOTEL

Terry Chapman
299 College Dr Se
Medicine Hat T1A 3Y6
Canada

Room No. : 0702
Arrival : 11-24-19
Departure Date : 11-25-19
Folio No. : 16488715

Company Name:
Group Name:

Conf. No. : 101611795
P.O. No. :

INFORMATION INVOICE

Date	Description	Charges	Credits
11-24-19	Room Revenue	152.15	
11-24-19	Destination Marketing Fee	4.56	
11-24-19	Room GST	7.84	
11-24-19	Tourism Levy	6.27	
11-25-19	Visa		170.82
Total Charges		170.82	
Total Credits			170.82
Balance			0.00