



Expense Disclosure Summary

Name Sue Fitzsimmons **Position** Acting Vice President Academic & Provost
Period Covered April - June 2022

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 4-7, 2022	Medicine Hat, AB	Working on campus	\$ 803.51	\$ 132.00	\$ 342.54	\$ 142.00		\$ 40.00	\$ 1,460.05
April 26-29, 2022	Medicine Hat, AB	Working on campus	\$ 584.06	\$ 162.58	\$ 342.54	\$ 132.00		\$ 30.00	\$ 1,251.18
May 16-19, 2022	Medicine Hat, AB	Working on campus	\$ 504.26	\$ 110.00	\$ 342.54	\$ 120.00		\$ 30.00	\$ 1,106.80
June 7-11, 2022	Medicine Hat, AB	Working on campus	\$ 312.11	\$ 110.00	\$ 617.76	\$ 106.00		\$ 40.00	\$ 1,185.87
			\$ 2,203.94	\$ 514.58	\$ 1,645.38	\$ 500.00	\$ -	\$ 140.00	\$ 5,003.90

* 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 Sue Fitzsimmons **Date** April 4 - 7, 2022

Position Acting Vice President Academic & Provost **Purpose** Working on campus. **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
April 4-7, 2022	WestJet	Airfare	Airfare Edmonton to Medicine Hat/Return	765.23	38.28	803.51
April 4, 2022	Greater Edmonton Taxi Service	Other Transportation	Taxi	66.00		66.00
April 4-7, 2022	Air BnB	Accommodation	Accommodation April 4-7	330.94	11.60	342.54
April 4-7, 2022	MHC Travel Claim	Meals	Breakfast x 4, Lunch x 3, Dinner x 3	142.00		142.00
April 4-7, 2022	MHC Travel Claim	Incidentals	Incidentals x 4	40.00		40.00
April 7, 2022	Greater Edmonton Taxi Service	Other Transportation	Taxi	66.00		66.00
Total Receipts						1,460.05



eTicket Receipt

Prepared For
FITZSIMMONS/SUSAN MS

RESERVATION CODE	ENUOCP
ISSUE DATE	24 Feb 22
TICKET NUMBER	8382165371123
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	WS584830444

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
04 Apr 22	WESTJET WS 242	EDMONTON INTL AB, CANADA Time 07:15	CALGARY INTL AB, CANADA Time 08:11	Cabin ECONOMY Seat Number 10D Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis TARD0LFS Not Valid After 04 APR 23
04 Apr 22	WESTJET WS 3018 Operated by: WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA Time 09:50	MEDICINE HAT AB, CANADA Time 10:53	Cabin ECONOMY Seat Number 06A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis TARD0LFS Not Valid After 04 APR 23
07 Apr 22	WESTJET WS 3019 Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA Time 11:30	CALGARY INTL AB, CANADA Time 12:26	Cabin ECONOMY Seat Number 06A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LAVD0LFLK Not Valid After 30 APR 22
07 Apr 22	WESTJET WS 3229 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 17:15	EDMONTON INTL AB, CANADA Time 18:08	Cabin ECONOMY Seat Number 05B Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LAVD0LFG Not Valid After 04 APR 23

Allowances

<p>Baggage Allowance</p> <p>YEG to YXH - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters Prices of additional baggage pieces: 1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters</p> <p>YXH to YEG - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters Prices of additional baggage pieces: 1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters</p> <p>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</p> <p>Carry On Allowances</p> <p>YEG to YYC , YYC to YXH , YXH to YYC , YYC to YEG - 1 Piece (WS - WESTJET) carry on hand baggage</p> <p>Carry On Charges</p> <p>YEG to YYC , YYC to YXH , YXH to YYC , YYC to YEG - (WS - WESTJET)</p>

Payment/Fare Details

Form of Payment	CREDIT CARD - [REDACTED]
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Fare Calculation Line	YEA WS X/YYC WS YXH240.00WS YYC229.00WS YEA180.00CAD649.00END
Fare	CAD 649.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 34.76 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 70.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 3.50 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 803.51

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, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

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 <http://www.iatatravelcenter.com/privacy> 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. (applicable for interline carriage)

[Important Legal Notices](#)

----- TRANSACTION RECORD -----
GREATER EDMONTON TAXI SERVICE
10135 31 AVE NW
EDMONTON AB

Purchase

Apr 07, 2022 18:45:24
VISA [REDACTED]
INVOICE # 264085
TID: V4082681 Entry: Tap EMV (H)
Sequence: 001 726
Auth#: 05748F Response: 01-027
Batch: 001

Amount \$ 55.00
Tip \$ 11.00

Total \$ 66.00

A0000000031010 VISA CREDIT
TVR 0000000000

ed
equira

Important: Retain this copy for your record

Cardholder copy

----- TRANSACTION RECORD -----
GREATER EDMONTON TAXI SERVICE
10135 31 AVE NW
EDMONTON AB

Purchase

Apr 04, 2022 05:26:09
VISA [REDACTED]
INVOICE # 264085
TID: V4082681 Entry: Tap EMV (H)
Sequence: 001 707
Auth#: 08300F Response: 01-027
Batch: 001

Amount \$ 55.00
Tip \$ 11.00

Total \$ 66.00

A0000000031010 VISA CREDIT
TVR 0000000000

Approved
Signature Not Required

Important: Retain this copy for your record

Cardholder copy

Your receipt from Airbnb



Receipt ID: RC98HMSRRA · February 26, 2022

Medicine Hat

3 nights in Medicine Hat

Mon, Apr 4, 2022 → Thu, Apr 7, 2022
Entire home/apt · 1 bed · 1 guest



Confirmation code: HMXQNEEP2A
[Go to itinerary](#) · [Go to listing](#)

Traveler: Paula Forsythe

Cancellation policy

Cancel before 12:00 PM on Mar 30 and get a full refund. After that, cancel before 12:00 PM on Apr 4 and get a 50% refund, minus the first night and service fee.

Cutoff times are based on the listing's local time

Have a question?

Find details about payments and refunds in [your payments](#), or try the [Help Center](#).

Price breakdown

\$90.00 x 3 nights	\$270.00
Cleaning fee	\$20.00
Service fee	\$40.94
Occupancy taxes and fees	\$11.60
Total (CAD)	\$342.54

Payment

	\$342.54
February 25, 2022 · 5:34:53 PM MST	
Amount paid (CAD)	\$342.54

Airbnb service fee

Includes applicable VAT charges. [Go to Payment Details to view VAT Invoice.](#)

Airbnb Payments UK Ltd.

Airbnb Payments is a limited payment collection agent of your Host. It means that upon your payment of the Total Fees to Airbnb Payments, your payment obligation to your Host is satisfied. Refund requests will be processed in accordance with: (i) the Host's cancellation policy (available on the Listing); or (ii) Airbnb's Guest Refund Policy Terms, available at www.airbnb.com/terms. Questions or complaints: contact Airbnb Payments UK Ltd. at .

Payment processed by:

Airbnb Payments UK Ltd.
40 Compton St.
London
EC1V 0AP
United Kingdom

Airbnb Ireland UC
The Watermarque Building
South Lotts Road, Ringsend, Dublin 4
Ireland
VAT Number: IE 9827384L
www.airbnb.com



MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Sue Fitzsimmons
Address:

MEETING/CONFERENCE

Name: Travel to Medicine Hat
Location: Medicine Hat



DAYS INVOLVED [4.46]

Departure date Apr 4 2022 7:00AM
Return date Apr 8 2022 6:00PM

EXPENSES

Meals

	Days	Rate	Total
Breakfast	4 @	\$10.00	= \$40.00
Lunch	3 @	\$12.00	= \$36.00
Dinner	3 @	\$22.00	= \$66.00
Full Per diem	0 @	\$44.00	= \$0.00
Overnight incidental	4 @	\$10.00	= \$40.00
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 @ 0.47/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)	\$132.00
	CND	\$314.00
	USD	\$0.00 *\$1.00/CND
	TOTAL EXPENSE	\$314.00
	Less - Advance (if applicable)	-\$0.00
	NET CLAIM DUE (Repayable)	314.00

INVOICE TOTAL

FOR OFFICE USE ONLY	VENDOR NUMBER			CONTROL
GL CODE	AMOUNT	GST	TOTAL	03 - 19518

Written Signatures

Request By

[Redacted Signature]

Department Code

[Redacted Department Code]

Department Signatures
(If Necessary Signature)

Finance:

Electronic Signatures

Active Directory

[Redacted Active Directory]



Expense Disclosure Sheet

Name Sue Fitzsimmons **Date** April 26-29, 2022

Position Acting Vice President Academic & Provost **Purpose** Working on campus. **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
April 26-29, 2022	WestJet	Airfare	Airfare Edmonton - Medicine Hat/Return	556.25	27.81	584.06
April 26-29, 2022	AirBnB	Accommodation	Accommodation April 26-29, 2022	330.94	11.60	342.54
April 29, 2022	Airport Transportation Service	Other Transportation	Airport Shuttle	124.56	5.24	129.80
April 26, 2022	Simon Darley	Other Transportation	Taxi	15.53		15.53
April 29, 2022	Care Cabs	Other Transportation	Taxi	17.25		17.25
April 26-29, 2022	MHC Travel Claim	Meals	Breakfast x 3, Lunch x 3, Dinner x 3	132.00		132.00
April 26-29, 2022	MHC Travel Claim	Incidentals	incidentals x 4	30.00		30.00
Total Receipts						1,251.18



eTicket Receipt

Prepared For
FITZSIMMONS/SUSAN Q MS

RESERVATION CODE	BFTOCW
ISSUE DATE	11 Apr 22
TICKET NUMBER	8382166888517
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	WS584830444

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
26 Apr 22	WESTJET WS 3350 Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 13:15	CALGARY INTL AB, CANADA Time 14:09	Cabin ECONOMY Seat Number 06B Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis XAQD0LFLK Not Valid After 28 JUN 22
26 Apr 22	WESTJET WS 3016 Operated by: WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA Time 19:00	MEDICINE HAT AB, CANADA Time 19:58	Cabin ECONOMY Seat Number 06A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis XAQD0LFLK Not Valid After 26 APR 23
29 Apr 22	WESTJET WS 3019 Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA Time 11:30	CALGARY INTL AB, CANADA Time 12:26	Cabin ECONOMY Seat Number 08A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis QA5D0LFS Not Valid After 26 APR 23
29 Apr 22	WESTJET WS 3229 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 17:15	EDMONTON INTL AB, CANADA Time 18:08	Cabin ECONOMY Seat Number 08B Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis QA5D0LFS Not Valid After 26 APR 23

Allowances

<p>Baggage Allowance</p> <p>YEG to YXH - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters Prices of additional baggage pieces: 1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters</p> <p>YXH to YEG - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters Prices of additional baggage pieces: 1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters</p> <p>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</p> <p>Carry On Allowances</p> <p>YEG to YYC , YYC to YXH , YXH to YYC , YYC to YEG - 1 Piece (WS - WESTJET) carry on hand baggage</p> <p>Carry On Charges</p> <p>YEG to YYC , YYC to YXH , YXH to YYC , YYC to YEG - (WS - WESTJET)</p>

Payment/Fare Details

Form of Payment	
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Fare Calculation Line	YEA WS X/YYC WS YXH102.00WS X/YYC WS YEA303.00CAD405.00END
Fare	CAD 405.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 22.56 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 105.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 5.25 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 584.06

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, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

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 <http://www.iatatravelcenter.com/privacy> 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. (applicable for interline carriage)

[Important Legal Notices](#)

From: [REDACTED]
To: [REDACTED]
Subject: Your receipt from Airbnb
Date: Tuesday, March 29, 2022 9:53:30 AM

This email was sent from an external address that is not an MHC account.

Do not click links or open attachments unless you recognize the sender and know the content is safe.



Your receipt from Airbnb

Receipt ID: RCYFKRD8YQ · March 29, 2022

Medicine Hat

3 nights in Medicine Hat

Tue, Apr 26, 2022  Fri, Apr 29, 2022

Entire home/apt · 1 bed · 1 guest

Confirmation code: HMPCN2CQK8

[Go to listing](#)

[Cancellation policy](#)

Cancel before 12:00 PM on Apr 21 and get a full refund. After that, cancel before 12:00 PM on Apr 26 and get a 50% refund, minus the first night and service fee.

Price breakdown

\$90.00 x 3 nights

\$270.00

Cleaning fee	\$20.00
Service fee	\$40.94
Occupancy taxes and fees	\$11.60
<hr/>	
Total (CAD)	\$342.54

Payment

	\$342.54
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March 29, 2022 · 9:53:22 AM MDT

Amount paid (CAD)	\$342.54
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[Print this receipt](#)

[Go to itinerary](#)

Have a question?

Find details about payments and refunds in [your payments](#), or try the [Help Center](#).

Airbnb service fee

Includes applicable VAT charges. [Go to Payment Details to view VAT Invoice.](#)

Airbnb Payments UK Ltd.

Airbnb Payments is a limited payment collection agent of your Host. It means that upon your payment of the Total Fees to Airbnb Payments, your payment obligation to your Host is satisfied. Refund requests will be processed in accordance with: (i) the Host's cancellation policy (available on the Listing); or (ii) Airbnb's Guest Refund Policy Terms, available at www.airbnb.com/terms. Questions or complaints: contact Airbnb Payments UK Ltd. at .

Airbnb, Inc., 888 Brannan St, San Francisco, CA 94103



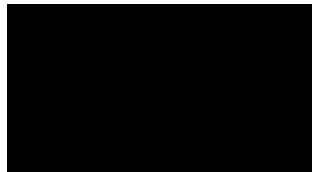
Airport Transportation Service

Let Airport Transportation Service know how your experience was



\$ 132.00

Custom Amount x 1	\$110.00
Purchase Subtotal	\$110.00
Tip	\$22.00
Total	\$132.00



Airport Transportation Service
8429 36 Ave NW
Edmonton, AB T6K0J7
780-278-7878



VISA
SUSAN FITZSIMMONS

2022-
04-29-
19:02

#d4h0
Auth
code:
06191F

GST/HST: 859567430RT0001

GST included in the fare

© 2022 Block, Inc.

Please contact Airport Transportation Service about its privacy
practices. · [Not your receipt?](#)



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taxi from airport - MH

SIMON DARLEY
232 MAPLE AVE SE T1A3A4
MEDICINE HAT AB
23366922
GH2336692201

**** PURCHASE ****

04-26-2022 20:34:52
Acct # [REDACTED] RF
Card Type VI
A0000000031010 VISA CREDIT

Trace # 4487
Inv. # 4962
Auth # 03578F RRN 001101004

Purchase	\$13.50
Tip	\$2.03
Total	\$15.53

(001) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

taxi to airport - MH

CARE CABS
168 8TH ST SE T1A1L3
MEDICINE HAT AB
23276337
TM2327633701

SALE

Batch #: 055 RRN: 0010550030
04/29/22 10:07:38
invoice #: 3 REF#: 00000003
APPR CODE: 02157F

VISA [REDACTED] Proximity
VISA CREDIT
AID: A0000000031010

AMOUNT	\$15.00
TIP	\$2.25
TOTAL	\$17.25

00 APPROVED

Retain this copy for your
records

CUSTOMER COPY

ACCENT HIGHLIGHTER

5/5





taxi from airport - ml

STON GARLEY
222 WARD AVE SE T1A8H4
MEDICINE HAT AB
2206802
00220482201

1111 PURCHASE 1111

04-26-2022 20:34:52
Acct # *****3774 BF
Card Type 01
VISA CREDIT

Trace # 4487
Inv. # 4982
Auth # 03378F SNV 00101004

Purchase	\$15.00
Tip	\$2.25
Total	\$17.25

(00) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

taxi to airport - ml

CARE CASH T1A1J
88 8TH ST SE
MEDICINE HAT AB
2207537
TMC127633701

SALE

Batch # 005 RRN 00000000
04/26/22 10:07:38
Invoice # 1 REF# 00000003
APPV CODE 0207F
Proximity

VISA CREDIT
AD: A00000003106

AMOUNT	\$15.00
TIP	\$2.25
TOTAL	\$17.25

00 APPROVED

Retain this copy for your records
CUSTOMER COPY



Expense Disclosure Sheet

Name Sue Fitzsimmons **Date** May 16 - 19, 2022
Position Acting Vice President Academic & Provost **Purpose** Working on campus. **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
May 16-19, 2022	WestJet	Airfare	Airfare Edmonton to Medicine Hat/Return	480.25	24.01	504.26
May 16-19, 2022	AirBnB	Accommodation	Accommodation May 16-19	330.94	11.60	342.54
May 16-19, 2022	Greater Edmonton Taxi Service	Other Transportation	Taxi to and from airport	110.00		110.00
May 16-19, 2022	MHC Travel Claim	Meals	Breakfast x 4, Lunch x 3, Dinner x 2	120.00		120.00
May 16-19, 2022	MHC Travel Claim	Incidentals	Incidentals x 3	30.00		30.00
				Total Receipts		1,106.80



eTicket Receipt

Prepared For
FITZSIMMONS/SUSAN Q MS

RESERVATION CODE	RWXWBP
ISSUE DATE	25 Apr 22
TICKET NUMBER	8382167266139
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	WS584830444

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
16 May 22	WESTJET WS 242	EDMONTON INTL AB, CANADA Time 07:30	CALGARY INTL AB, CANADA Time 08:19	Cabin ECONOMY Seat Number 17D Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis TARD0LFK Not Valid After 28 JUN 22
16 May 22	WESTJET WS 3018 Operated by: WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA Time 09:50	MEDICINE HAT AB, CANADA Time 10:54	Cabin ECONOMY Seat Number 06D Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis TARD0LFK Not Valid After 16 MAY 23
19 May 22	WESTJET WS 3019 Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA Time 11:30	CALGARY INTL AB, CANADA Time 12:28	Cabin ECONOMY Seat Number 06D Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis SAND0HFS Not Valid After 16 MAY 23
19 May 22	WESTJET WS 3225 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 15:00	EDMONTON INTL AB, CANADA Time 15:52	Cabin ECONOMY Seat Number 10C Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis SAND0HFS Not Valid After 16 MAY 23

Allowances

<p>Baggage Allowance</p> <p>YEG to YXH - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters Prices of additional baggage pieces: 1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters</p> <p>YXH to YEG - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters Prices of additional baggage pieces: 1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters</p> <p>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</p> <p>Carry On Allowances</p> <p>YEG to YYC , YYC to YXH , YXH to YYC , YYC to YEG - 1 Piece (WS - WESTJET) carry on hand baggage</p> <p>Carry On Charges</p> <p>YEG to YYC , YYC to YXH , YXH to YYC , YYC to YEG - (WS - WESTJET)</p>

Payment/Fare Details

Form of Payment	
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Fare Calculation Line	YEA WS X/YYC WS YXH108.00WS X/YYC WS YEA291.00CAD399.00END
Fare	CAD 399.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 22.26 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 35.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.75 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 504.26

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, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

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 <http://www.iatatravelcenter.com/privacy> 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. (applicable for interline carriage)

[Important Legal Notices](#)


Your receipt from Airbnb



Receipt ID: RC4RWP58MQ · April 22, 2022

Medicine Hat

3 nights in Medicine Hat

Mon, May 16, 2022 → Thu, May 19, 2022 

Entire home/apt · 1 bed · 1 guest

[REDACTED]

Confirmation code: HMC3FB1MN9
Go to itinerary · Go to listing

Traveler: Paula Forsythe

Cancellation policy

Cancel before 12:00 PM on May 11 and get a full refund. After that, cancel before 12:00 PM on May 16 and get a 50% refund, minus the first night and service fee.

Cutoff times are based on the listing’s local time

Price breakdown	
\$90.00 x 3 nights	\$270.00
Cleaning fee	\$20.00
Service fee	\$40.94
Occupancy taxes and fees	\$11.60
Total (CAD)	\$342.54

Payment	
[REDACTED]	\$342.54
Amount paid (CAD)	\$342.54

Have a question?

Find details about payments and refunds in [your payments](#), or try the [Help Center](#).

Airbnb Payments UK Ltd.

Airbnb Payments is a limited payment collection agent of your Host. It means that upon your payment of the Total Fees to Airbnb Payments, your payment obligation to your Host is satisfied. Refund requests will be processed in accordance with: (i) the Host's cancellation policy (available on the Listing); or (ii) Airbnb's Guest Refund Policy Terms, available at www.airbnb.com/terms. Questions or complaints: contact Airbnb Payments UK Ltd. at .

Payment processed by:

Airbnb Payments UK Ltd.
40 Compton St.
London
EC1V 0AP
United Kingdom

Airbnb Ireland UC
The Watermarque Building
South Lotts Road, Ringsend,
Dublin 4
Ireland
VAT Number: IE 9827384L
www.airbnb.com





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.

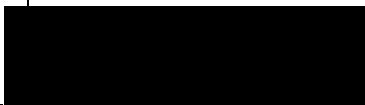
The claimant can fill out only one Form per lost receipt. The Form must be signed, approved and submitted with a Travel and Expense Claim or Purchasing Card Statement in replacement of the missing receipt.

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

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

Vendor's Name Greater Edmonton Taxi Service	
Date of Purchase May 19, 2022	Amount of Purchase \$110.00
Detailed description of goods/services purchased, including any applicable taxes: Taxi service: home to airport May 16; return May 19, 3:52 pm (WestJet flight 3225, Calgary to Edmonton arrived at 3:52pm)	

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) Sue Fitzsimmons	 on behalf of Sue Fitzsimmons
Department Acting Vice President Academic & Provost	Date July 20, 2022

Approving Authority

Supervisor (please print) Kevin Shufflebotham	Supervisor Signature
VP Administration and Finance Email approval attached.	VP Signature

From: [REDACTED]
To: [REDACTED]
Subject: [REDACTED] 6-19
Date: Wednesday, July 20, 2022 4:29:48 PM
Attachments: [image001.png](#)

Approved for signature,

Wayne

[REDACTED]

To: Wayne Resch [REDACTED]
Subject: FW: Travel Claim May 16-19

Hi Wayne,

Attached is a lost receipt form for your approval, from Sue's trip here in May (Kevin has also approved). I was away for a week right after she was here in May and I completely missed doing up a travel claim for her.

If you approve the attached, I will submit the travel claim to Finance and will then finish up the expense disclosure and get it to you asap. (I'm away as of tomorrow to Aug.9th so will send it along today/this evening)

[REDACTED]

[REDACTED]

Expense Disclosure Sheet

Name Sue Fitzsimmons **Date** June 7 - 11, 2022
Position Acting Vice President Academic & Provost **Purpose** Working on campus. **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
June 7-11, 2022	WestJet	Airfare	Airfare Edmonton to Medicine Hat/Return	297.25	14.86	312.11
June 7-11, 2022	AirBnB	Accommodation	Accommodation x 4 nights	596.84	20.92	617.76
June 7 & 11, 2022	Greater Edmonton Taxi Service	Other Transportation	Taxi to and from airport	110.00		110.00
June 7-11, 2022	MHC Travel Claim	Meals	Breakfast x 5, Lunch x 1, Dinner x 2	106.00		106.00
June 7-11, 2022	MHC Travel Claim	Incidentals	Incidentals x 4	40.00		40.00
				Total Receipts		1,185.87



eTicket Receipt

Prepared For
FITZSIMMONS/SUSAN Q MS

RESERVATION CODE	QLTQLS
ISSUE DATE	25 Apr 22
TICKET NUMBER	8382167265969
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	WS584830444

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
07 Jun 22	WESTJET WS 242	EDMONTON INTL AB, CANADA Time 07:30	CALGARY INTL AB, CANADA Time 08:19	Cabin ECONOMY Seat Number 12C Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis TARD0LFK Not Valid After 28 JUN 22
07 Jun 22	WESTJET WS 3018 Operated by: WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA Time 09:50	MEDICINE HAT AB, CANADA Time 10:54	Cabin ECONOMY Seat Number 06A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis TARD0LFK Not Valid After 07 JUN 23
11 Jun 22	WESTJET WS 3019 Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA Time 11:30	CALGARY INTL AB, CANADA Time 12:28	Cabin ECONOMY Seat Number 06A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis TARD0LFK Not Valid After 28 JUN 22
11 Jun 22	WESTJET WS 3135 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 14:00	EDMONTON INTL AB, CANADA Time 14:52	Cabin ECONOMY Seat Number 06B Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis TARD0LFK Not Valid After 07 JUN 23

Allowances

<p>Baggage Allowance</p> <p>YEG to YXH - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters Prices of additional baggage pieces: 1. BAGGAGE ALLOWANCES/FEES UNKNOWN - CONTACT WESTJET</p> <p>YXH to YEG - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters Prices of additional baggage pieces: 1. BAGGAGE ALLOWANCES/FEES UNKNOWN - CONTACT WESTJET</p> <p>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</p> <p>Carry On Allowances</p> <p>YEG to YYC , YYC to YXH , YXH to YYC , YYC to YEG - 1 Piece (WS - WESTJET) carry on hand baggage</p> <p>Carry On Charges</p> <p>YEG to YYC , YYC to YXH , YXH to YYC , YYC to YEG - (WS - WESTJET)</p>

Payment/Fare Details

Form of Payment	
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Fare Calculation Line	YEA WS X/YYC WS YXH108.00WS X/YYC WS YEA108.00CAD216.00END
Fare	CAD 216.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 13.11 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 35.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.75 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 312.11

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

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[Important Legal Notices](#)

From: [REDACTED]
To: [REDACTED]
Subject: Your receipt from Airbnb
Date: Friday, April 22, 2022 11:51:22 AM

This email was sent from an external address that is not an MHC account.

Do not click links or open attachments unless you recognize the sender and know the content is safe.



Your receipt from Airbnb

Receipt ID: RCMBCWSCQX · April 22, 2022

Medicine Hat

4 nights in Medicine Hat

Tue, Jun 7, 2022  Sat, Jun 11, 2022

Entire home/apt · 5 beds · 1 guest

Confirmation code: HM3YQX9P4B

[Go to listing](#)

[Cancellation policy](#)

Cancel before 3:00 PM on Jun 2 and get a full refund. After that, cancel before 3:00 PM on Jun 7 and get a 50% refund, minus the first night and service fee.

Price breakdown

\$113.25 x 4 nights

\$453.00

Cleaning fee	\$70.00
Service fee	\$73.84
Occupancy taxes and fees	\$20.92
<hr/>	
Total (CAD)	\$617.76
<hr/>	

Payment

	\$617.76
<hr/>	
Amount paid (CAD)	\$617.76
<hr/>	

[Print this receipt](#)

[Go to itinerary](#)

Have a question?

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Security Deposit

Your Host requires a Security Deposit of \$300.36 to book this listing. The Guest is responsible for the amount of the Security Deposit, but it will not be charged unless the host makes a claim. Hosts can make a claim on the deposit within 14 days of your checkout date or before the next guest checks in, whichever is earlier. If a claim is initiated, Airbnb Customer Service will be in contact with both you and your Host to make sure both parties are represented fairly. Additional details regarding the Security Deposit are available at <https://www.airbnb.com/help/article/140>.

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT **EM1004049**

Name: Sue Fitzsimmons
Address: **Edmonton, AB**

MEETING/CONFERENCE

Name: Travel to Medicine Hat
Location: Medicine Hat, AB



DAYS INVOLVED [4.31]

Departure date Jun 7 2022 7:30AM
Return date Jun 11 2022 3:00PM

EXPENSES

Meals

- Breakfast
- Lunch
- Dinner
- Full Per diem

- Overnight incidental
- Hospitality Allowance
- Conference Cost
- Hotel (attach invoice)
- Miscellaneous

Days	Rate	Total	
5 @	\$10.00 =	\$50.00	
1 @	\$12.00 =	\$12.00	
2 @	\$22.00 =	\$44.00	
0 @	\$44.00 =	\$0.00	
4	5 @ \$10.00 =	\$50.00 40.00	
0 @	\$20.00 =	\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	

FOR OFFICE USE ONLY	
Amount	GST

TRANSPORTATION

- Own Car
- College Car
- Rental Car
- Air Fare
- Taxi, buses, parking, road tolls

0 KM @ 0.47/KM	\$0.00	
(Attach gas receipts)	\$0.00	
(Attach invoice & gas receipts)	\$0.00	
(Attach Air Line Tickets or Invoice)	\$0.00	
(Less than \$10 receipt is not required)	\$110.00 110.00	
CND	\$266.00	
USD	\$0.00 *\$1.00/CND	
TOTAL EXPENSE	\$266.00	
Less - Advance (if applicable)	-\$0.00	
NET CLAIM DUE (Repayable)	266.00 256.00	

INVOICE TOTAL

FOR OFFICE USE ONLY	VENDOR NUMBER		CONTROL
GL CODE	AMOUNT	GST	03 - 19616
			TOTAL
		6.95	

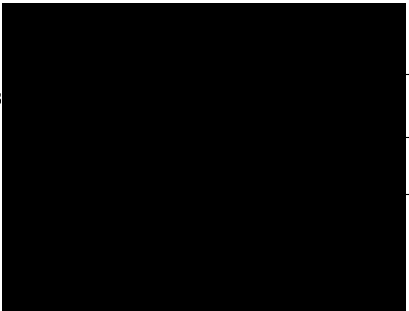
Written Signatures

Request By

Department Signatures
(If Necessary Signature)

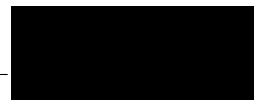
Electronic Signatures

Active Directory



Department Code

Finance:





TRANSACTION RECORD
GREATER EDMONTON TAXI SERVICE
10135 31 AVE NW
EDMONTON AB

Purchase

Jun 11 2022 18:12:22
INTERAC [REDACTED]
CHEQUING
INVOICE # 284085
TID: V4082681 Entry: Chip (C)
Sequence: 001 125
Auth#: 183948 Response: 00-001
Batch: 001

Amount \$ 110.00
Tip \$ 22.00
Total \$ 132.00

A0000002771010 Interac
TVR 0080008000 TSI E800

Approved [REDACTED]

Tip is over 18%

Maximum Allowed To Claim
\$129.80