



## Expense Disclosure Summary

**Name** Sue Fitzsimmons **Position** Acting Vice President Academic & Provost  
**Period Covered** January - March 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
January 11-14, 2022	Medicine Hat	Working on campus	\$ 740.51	\$ 132.00	\$ 277.31	\$ 118.00		\$ 40.00	\$ 1,307.82
March 14-17, 2022	Medicine Hat	Working on campus	\$ 556.76	\$ 132.00	\$ 342.54	\$ 64.00	\$ 172.00	\$ 30.00	\$ 1,297.30
			<b>\$ 1,297.27</b>	<b>\$ 264.00</b>	<b>\$ 619.85</b>	<b>\$ 182.00</b>	<b>\$ 172.00</b>	<b>\$ 70.00</b>	<b>\$ 2,605.12</b>

\* 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** January 11 - 14, 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
Jan.11-14, 2022	WestJet	Airfare	Airfare: Edmonton to Medicine Hat Roundtrip	705.25	35.26	740.51
January 14, 2022	Co-op Taxi Line	Other Transportation	Airport transportation	132.00		132.00
Jan.11-14, 2022	AirBnB	Accommodation	Accommodation	277.31		277.31
Jan.11-14, 2022	MHC Travel Claim	Meals	Breakfast x4, Lunch x1, Dinner x3	118.00		118.00
Jan.11-14, 2022	MHC Travel Claim	Incidentals	Incidentals x 4	40.00		40.00
<b>Total Receipts</b>						<b>1,307.82</b>



## eTicket Receipt

Prepared For  
FITZSIMMONS/SUE MS

RESERVATION CODE	BRXIT X
ISSUE DATE	04Jan22
TICKET NUMBER	8382164081484
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	[REDACTED]

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
11Jan22	WESTJET WS 242	EDMONTON INTL AB, CANADA  Time 07:15	CALGARY INTL AB, CANADA  Time 08:15	Cabin ECONOMY Seat Number 16C - (CONFIRMED) Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis NA7D0LFS Not Valid After 11JAN23
11Jan22	WESTJET WS 3018  Operated by: WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA  Time 09:50	MEDICINE HAT AB, CANADA  Time 10:55	Cabin ECONOMY Seat Number 08A - (CONFIRMED) Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis NA7D0LFS Not Valid After 11JAN23
14Jan22	WESTJET WS 3019  Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA  Time 11:30	CALGARY INTL AB, CANADA  Time 12:30	Cabin PREMIUM ECONOMY Seat Number 03A (CONFIRMED) Baggage Allowance 2 PIECES Booking Status OK TO FLY Fare Basis RA7D0LPS Not Valid Before 14JAN22 Not Valid After 14JAN22
14Jan22	WESTJET WS 3225  Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA  Time 15:15	EDMONTON INTL AB, CANADA  Time 16:11	Cabin PREMIUM ECONOMY Seat Number 03C (CONFIRMED) Baggage Allowance 2 PIECES Booking Status OK TO FLY Fare Basis RA7D0LPS Not Valid Before 14JAN22 Not Valid After 14JAN22

## Allowances

### Baggage Allowance

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

YXH to YEG - 2 Pieces WESTJET

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

YEG to YYC , YYC to YXH , YXH to YYC , YYC to YEG - 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

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

## Payment/Fare Details

Form of Payment	CREDIT CARD - [REDACTED]
Fare Calculation Line	YEA WS X/YYC WS YXH281.00WS X/YYC WS YEA343.00CAD624.00END
Fare	CAD 624.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 33.51 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 740.51

**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](#)

**From:** Airbnb <[express@airbnb.com](mailto:express@airbnb.com)>  
**Date:** January 4, 2022 at 2:11:19 PM MST  
**To:** [REDACTED]  
**Subject:** Your receipt from Airbnb



## Your receipt from Airbnb

Receipt ID: RCYCJ9MM5J · January 4, 2022

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### Medicine Hat

3 nights in Medicine Hat

Tue, Jan 11, 2022  Fri, Jan 14, 2022

Entire home/apt · 2 beds · 1 guest

Confirmation code: HMMH9BB5NAX

[Go to listing](#)

[Cancellation policy](#)

Cancel before 4:00 PM on Jan 10 and get a full refund. After that, cancel before 4:00 PM on Jan 11 and get a full refund, minus the first night and service fee.

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### Price breakdown

\$64.33 x 3 nights	\$193.00
Cleaning fee	\$50.00
Service fee	\$34.31

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Total (CAD)	<b>\$277.31</b>
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## Payment

VISA [REDACTED] \$277.31  
January 4, 2022 · 2:11:12 PM MST

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Amount paid (CAD) **\$277.31**

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[Print this receipt](#)

[Go to itinerary](#)

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Have a question?

Visit the [Help Center](#)

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### 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](http://www.airbnb.com/terms).

### Security Deposit

Your Host requires a Security Deposit of \$198.23 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**

Name: Sue Fitzsimmons  
 Address:

**MEETING/CONFERENCE**

Name: Travelling to Medicine Hat  
 Location: Medicine Hat



**DAYS INVOLVED [ 3.42 ]**

Departure date Jan 11 2022 7:00AM  
 Return date Jan 14 2022 5:00PM

**EXPENSES**

Meals  
 Breakfast  
 Lunch  
 Dinner  
 Full Per diem  
 Overnight incidental  
 Hospitality Allowance  
 Conference Cost  
 Hotel (attach invoice)  
 Miscellaneous

Days	Rate	Total
4 @	\$10.00	= \$40.00
1 @	\$12.00	= \$12.00
3 @	\$22.00	= \$66.00
0 @	\$44.00	= \$0.00
4 @	\$10.00	= \$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)	\$132.00


<b>CND</b>	\$290.00	
<b>USD</b>	\$0.00	*\$1.00/CND
<b>TOTAL EXPENSE</b>	\$290.00	
<b>Less - Advance (if applicable)</b>	-\$0.00	
<b>NET CLAIM DUE (Repayable)</b>	<b>290.00</b>	

INVOICE TOTAL	

FOR OFFICE USE ONLY	VENDOR NUMBER		CONTROL 03 - 19427
GL CODE	AMOUNT	GST	TOTAL

**Written Signatures**

Request By \_\_\_\_\_  
 Department Signatures \_\_\_\_\_  
(If Necessary Signature)

Department Code \_\_\_\_\_ 0  
 Finance: \_\_\_\_\_

**Electronic Signatures**

Active Directory \_\_\_\_\_

MHC taxi Jan 11-14

----- TRANSACTION RECORD -----

**CO-OP TAXI LINE**

10538 114 ST NW

EDMONTON AB

**Purchase**

Jan 14, 2022

17:12:03

VISA

TID: 14017758

Entry: Tap EMV (H)

Sequence: 001 781

Auth#: 06112F

Response: 01-027

Batch: 001

Clerk: 2065

Amount

\$ 110.00

Tip

\$ 22.00

**Total**

**\$ 132.00**

A0000000031010 VISA CREDIT

**Approved**

Signature Not Required

Important. Retain this copy for your record

Cardholder copy



## Expense Disclosure Sheet

**Name** Sue Fitzsimmons      **Date** March 14 - 17, 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
March 14-17, 2022	WestJet	Airfare	Airfare: Edmonton to Medicine Hat Roundtrip	530.25	26.51	556.76
March 17, 2022	Airport Transportation Service	Other Transportation	Airport transportation	132.00		132.00
March 14-17, 2022	AirBnB	Accommodation	Accommodation	330.94	11.60	342.54
March 14-17, 2022	MHC Travel Claim	Meals	Breakfast x3, Lunch x1, Dinner x1	64.00		64.00
March 14-17, 2022	MHC Travel Claim	Incidentals	Incidentals x3	30.00		30.00
March 14, 2022	The Mezz Bar & Eatery	Hospitality	Team Dinner	165.17	6.83	172.00
<b>Total Receipts</b>						<b>1,297.30</b>



## eTicket Receipt

Prepared For  
FITZSIMMONS/SUSAN Q MS

RESERVATION CODE	TYRILB
ISSUE DATE	04Feb22
TICKET NUMBER	8382164766948
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	[REDACTED]

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
14Mar22	WESTJET WS 242	EDMONTON INTL AB, CANADA  Time 07:15	CALGARY INTL AB, CANADA  Time 08:15	Cabin ECONOMY Seat Number 08C - (CONFIRMED) Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LAVD0HFM Not Valid After 30SEP22
14Mar22	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 - (CONFIRMED) Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LAVD0HFM Not Valid After 14MAR23
17Mar22	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 - (CONFIRMED) Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LAVD0HFM Not Valid After 30SEP22
17Mar22	WESTJET WS 3229  Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA  Time 17:15	EDMONTON INTL AB, CANADA  Time 18:11	Cabin ECONOMY Seat Number 06B - (CONFIRMED) Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LAVD0HFM Not Valid After 14MAR23

## Allowances

### Baggage Allowance

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  
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

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

YEG to YYC , YYC to YXH , YXH to YYC , YYC to YEG - 1 Piece (WS - WESTJET) carry on hand baggage

#### Carry On Charges

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

## Payment/Fare Details

<b>Form of Payment</b>	<b>CREDIT CARD - [REDACTED]</b>
Fare Calculation Line	YEA WS X/YYC WS YXH207.00WS X/YYC WS YEA207.00CAD414.00END
<b>Fare</b>	<b>CAD 414.00</b>
<b>Taxes/Fees/Carrier-Imposed Charges</b>	<b>CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)</b>
	<b>CAD 23.01 XG8 (GOODS AND SERVICES TAX (GST))</b>
	<b>CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)</b>
	<b>CAD 70.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))</b>
	<b>CAD 3.50 XG9 (GOODS AND SERVICES TAX (GST))</b>
<b>Total</b>	<b>CAD 556.76</b>

### 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:** [Airbnb](#)  
**To:** [REDACTED]  
**Date:** Your receipt from Airbnb  
Friday, February 4, 2022 1:55:33 PM



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: RCXYRQ5JYQ · February 4, 2022

### Medicine Hat

3 nights in Medicine Hat

Mon, Mar 14, 2022 Thu, Mar 17, 2022

Entire home/apt · 1 bed · 1 guest

Confirmation code: HMYYPXRANZ

[Go to listing](#)

#### [Cancellation policy](#)

Cancel before 11:00 AM on Mar 9 and get a full refund. After that, cancel before 12:00 PM on Mar 14 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/>	
<b>Total (CAD)</b>	<b>\$342.54</b>

## Payment

 \$342.54  
February 4, 2022 · 1:55:26 PM MST

**Amount paid (CAD)** **\$342.54**

[Print this receipt](#)

[Go to itinerary](#)

Have a question?  
Visit 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](https://www.airbnb.com/terms).

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

# MEDICINE HAT COLLEGE TRAVEL CLAIM

## CLAIMANT

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

## MEETING/CONFERENCE

Name: Travel to Medicine Hat  
 Location: Medicine Hat



## DAYS INVOLVED [ 3.47 ]

Departure date Mar 14 2022 7:15AM  
 Return date Mar 17 2022 6:30PM

## EXPENSES

### Meals

	Days	Rate	Total
Breakfast	3 @	\$10.00	= \$30.00
Lunch	1 @	\$12.00	= \$12.00
Dinner	1 @	\$22.00	= \$22.00
Full Per diem	0 @	\$44.00	= \$0.00
Overnight incidental	3 @	\$10.00	= \$30.00
Hospitality Allowance	0 @	\$20.00	= \$0.00
Conference Cost			\$0.00
Hotel (attach invoice)			\$0.00
Miscellaneous			\$172.00

Deans Team Dinner (Hosting Form attached)

\$0.00  
 \$0.00

## FOR OFFICE USE ONLY

Amount	GST
	4.48
	0

## 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)	<del>\$132.00</del> 129.80

Tip over 18%

Deducted \$2.20	CND	\$398.00
	USD	\$0.00 *\$1.00/CND
<b>TOTAL EXPENSE</b>		\$398.00
<b>Less - Advance (if applicable)</b>		-\$0.00
<b>NET CLAIM DUE (Repayable)</b>		<del>398.00</del> 395.80

## INVOICE TOTAL

FOR OFFICE USE ONLY	VENDOR NUMBER		CONTROL
GL CODE	AMOUNT	GST	03 - 19486
			TOTAL
	223.80	9.72	
	172.00	0	

## Written Signatures

Request By \_\_\_\_\_ Department Code \_\_\_\_\_  
 Department Signatures \_\_\_\_\_ Finance: \_\_\_\_\_  
 (If Necessary Signature) \_\_\_\_\_

## Electronic Signatures

Active Directory \_\_\_\_\_

The Mezz Bar & Eatery  
620 Second St SE  
Medicine Hat Alberta T1A0C9  
TEL: (403) 504-4004

CHK 9256 TBL 130/1  
14 Mar '22 5:00 PM

Dine In

1 CHICKEN BURGER	17.50
SUB GREENS	
1 MONTREAL DIP	18.75
SUB GREENS	
1 CHICKEN QUESADILLA	18.50
SUB GREENS	
1 DBL BACON CHEESEBURGER	22.25
SUB YAM FRIES	
1 MONTREAL DIP	18.75
1 ADD HOUSE GRAVY	3.00
1 MONTREAL DIP	18.75
SUB GREENS	
1 FISH & CHIPS	19.00
Subtotal	\$136.50
GST	\$6.83
<b>Total Due</b>	<b>\$143.33</b>

The Mezz. Always a step above.

[www.themezz.ca](http://www.themezz.ca)

Play like a champion.

The Mezz  
620 2nd Street Southeast  
Medicine AB Hat T1A 0C9  
403-504-4004

\*\* TRANSACTION RECORD \*\*

Tran. #: 23769  
Lookup #: 23769377417200  
RUC: TheMezz  
Check #: 9256  
Employee #: 1516  
MID: 809000022248  
Terminal #: 011  
Device ID: 13  
RRN: 306000000000

PURCHASE



Entry Method: Proximity

Amount \$143.33

Tip \$28.67

=====

TOTAL CAD\$172.00

03/14/2022 5:19:39 PM  
00-001 07347F  
BEVMEZZCS13/BEVMEZZCC13

APPROVED 07347F

No signature required

AID: A0000000031010  
APP Name: VISA CREDIT  
TUR: 0000000000  
TSI: 0000

Customer Copy

THANK YOU  
Come Again



# HOSTING EXPENSE 7 @ 5 - A : CFA

*(To be submitted upon completion of hosting)*

This form must be completed when charging a department account for hosting guests.

**Claimant:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

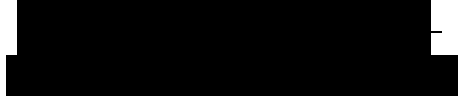
**Number of Attendees:**

\_\_\_\_\_ Faculty/Staff  
 \_\_\_\_\_ Students  
 \_\_\_\_\_ Other

**Date of Function:** (month/day/year) \_\_\_\_\_

**Location:** \_\_\_\_\_

**Names and Business Relationship:**



**Description of Meal:**

Breakfast  Dinner  
 Lunch  Other (specify) \_\_\_\_\_

**If Large Group, Name**

\_\_\_\_\_

**Business Purpose: (Check appropriate box and provide details)**

<input type="checkbox"/> Staff Recognition _____	<input type="checkbox"/> Conference _____
<input type="checkbox"/> Seminar Speaker (Name) _____ (Topic) _____	<input type="checkbox"/> Prospective Employee (Name) _____ (Position) _____
<input type="checkbox"/> Student Recruitment Activity (Purpose) _____	<input type="checkbox"/> Student Academic Achievement (Purpose) _____
<input type="checkbox"/> Other _____ _____ _____	Meeting _____

VENDOR	Total	GL CODE	FOR OFFICE USE ONLY	
			Amount	GST



**TOTAL EXPENSE** \_\_\_\_\_  
 Less - Advance (If applicable) \_\_\_\_\_  
**NET CLAIM DUE (Repayable)** \_\_\_\_\_

**INVOICE TOTAL**

Date	FOR OFFICE USE ONLY	VENDOR NUMBER		
REQUEST BY:		GL CODE	AMOUNT	GST
DEPT. CODE:				
DEPT. APPROVAL:				
FINANCE:				

\_\_\_\_\_ (Redacted)  
 \_\_\_\_\_ (Redacted)  
 \_\_\_\_\_  
 x \_\_\_\_\_  
 (Signature - If Necessary)  
 \_\_\_\_\_  
 x \_\_\_\_\_

**From:** [Redacted]  
**To:** [Redacted] from Airport Transportation Service  
**Date:** Sunday, March 20, 2022 2:21:05 PM

 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.

Sent from my iPhone

Begin forwarded message:


**From:** Airport Transportation Service via Square <receipts@messaging.squareup.com>

**Date:** March 20, 2022 at 2:16:42 PM MDT

**Subject:** Receipt from Airport Transportation Service



**Reply-To:** Airport Transportation Service via Square

<CAESKBIAGhpyX29qZGU0dHNzam5mdW9uMnFqYmJldXdzMlllZGlhbG9ndWUilEsqnP4qv3vhWBtGg6q8q582FYoH6ul9itOGX/BORALT@reply2.squareup.com>





Airport Transportation Service

Let Airport Transportation Service know how your experience was

Positive Negative 

# \$132.00

<b>Custom Amount × 1</b>	<b>\$110.00</b>
Purchase Subtotal	\$110.00
Tip	\$22.00
<b>Total</b>	<b>\$132.00</b>

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

[REDACTED]

2022-03-17-18:58

[REDACTED]

#JSZz

SUSAN FITZSIMMONS

Auth code: 04648F

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GST/HST: 859567430RT0001

**GST included in the fare**

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