



Expense Disclosure Sheet

Name Kevin Shufflebotham **Date** February 9, 2023
Position President & CEO **Purpose** JBS Presentation **Desination** Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
2/9/2023	Travel Claim	Other Transportation	Mileage to Brooks Campus	103.40		103.40
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						103.40



Expense Disclosure Sheet

Name Kevin Shufflebotham **Date** January 10, 2023
Position President & CEO **Purpose** Reimbursement of Meals & Incidentals **Desination** Medicine Hat, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
1/10/2023	Mediicne Hat College		Reimbursement of meals & incidentals overpayment	78.70		78.70
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Receipts						78.70

As per RABCCA repayment of meals and incidentals. Need to follow GOA schedule.

CYPRESS CLUB
MEDICINE HAT, AB
(403) 526-2988
GST# 108079484

R E C E I P T

1. Duplicate

██████████
Shufflebotham, Kevin

Pop	3.75
Pop	3.75
SM SOUP	5.50
SM SOUP	5.50
The Cowboy	22.00
Montral smoked	18.00
Pop	3.75

Gratuity	9.34
GST	3.58

Total	75.17
Credit Card	75.17

1:07 PM 1/6/2023 7 Gen

2

Signature: _____

THANK YOU
Please share experience
at...feedback@cypressclub.ca

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Kevin Shufflebotham

Address:

MEETING/CONFERENCE

Name: ACAC Women's Hockey Game (Medicine Hat vs Olds)

Location: Oyen, AB



DAYS INVOLVED [0.29]

Departure date Jan 6 2023 3:00PM

Return date Jan 6 2023 10:00PM

EXPENSES

Meals

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

FOR OFFICE USE ONLY

Amount

GST

TRANSPORTATION

Own Car	390 KM @ 0.47/KM	\$183.30
College Car	(Attach gas receipts)	\$0.00
Rental Car	(Attach invoice & gas receipts)	\$0.00
Air Fare	(Attach Air Line Tickets or Invoice)	\$0.00
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required)	\$0.00

CND \$183.30

USD \$0.00 *\$1.00/CND

TOTAL EXPENSE \$183.30

Less - Advance (if applicable) -\$0.00

NET CLAIM DUE (Repayable) 183.30

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL

03 - 19882

GL CODE

AMOUNT

GST

TOTAL



Kevin Shufflebotham
 299 College Dr SE
 Medicine Hat T1A 3Y6
 Canada

██████████ : ██████████
 Arrival : 01-22-23
 Departure : 01-23-23
 Page No. : 1 of 1
 ██████████ : ██████████
 ██████████ : ██████████
 Cashier No. : 69

INVOICE

Membership No. :
 A/R Number :
 Group Code :
 Company Name :

01-23-23 06:54:52 AM EST

Date	Text	Charges	Credits
01-22-23	Room	162.00	
01-22-23	Destination Marketing Fee	4.86	
01-22-23	GST Tax	8.34	
01-22-23	Alberta Tourism Levy	6.67	
01-23-23	██████████		181.87
Total		181.87	181.87
Balance			0.00

Radisson Rewards: Members enjoy Member Only Rates, have access to exclusive benefits, and earn towards free nights across Radisson Hotel Group portfolio hotels. Enroll and learn more at the front desk or at radissonhotels.com/rewards.

Thank You For Staying With Us

I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay for any portion or the full amount of these charges.

Guest Signature _____

Radisson Hotel & Conference Centre Calgary Airport East
 6620 36th Street NE
 Calgary, AB T3J 4C8
 Telephone: (403) 475-1111 Fax: (403) 719-3855
 GST #: 82338 3401 RT0001



eTicket Receipt

Prepared For
SHUFFLEBOTHAM/KEVIN J MR

RESERVATION CODE	QKFSBT
ISSUE DATE	06 Jan 23
TICKET NUMBER	[REDACTED]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	[REDACTED]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
23 Jan 23	WESTJET WS 3319	CALGARY INTL AB, CANADA	EDMONTON INTL AB, CANADA	Cabin PREMIUM ECONOMY Seat Number 02C Baggage Allowance 2 PIECES Booking Status OK TO FLY Fare Basis RANDOLPM Not Valid Before 23 JAN 23 Not Valid After 23 JAN 23
	Operated by: WESTJET ENCORE	Time 09:15	Time 10:16	
23 Jan 23	WESTJET WS 3352	EDMONTON INTL AB, CANADA	CALGARY INTL AB, CANADA	Cabin ECONOMY Seat Number 04C Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis SAQDOLFM Not Valid After 30 NOV 23
	Operated by: WESTJET ENCORE	Time 18:00	Time 19:02	

Allowances

<p>Baggage Allowance</p> <p>YYC to YEG - 2 Pieces WESTJET</p> <p>YEG to YYC - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters</p> <p>Prices of additional baggage pieces:</p> <p>1. 60.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters****bag fees apply at each check in location</p> <p>ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC</p> <p>Carry On Allowances</p> <p>YYC to YEG , YEG to YYC - 1 Piece (WS - WESTJET) carry on hand baggage</p> <p>Carry On Charges</p> <p>YYC to YEG , YEG to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier</p>
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Payment/Fare Details

Form of Payment	
Fare Calculation Line	YYC WS YEA333.00WS YYC223.00CAD556.00END
Fare	CAD 556.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 30.11 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 705.86

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

**Checked baggage dimensions can be within 158 total centimeters (62 total inches) and not weighing more than 23 kilograms (50 pounds). Baggage exceeding the size or weight allowance is subject to applicable oversized weight and size restrictions and fees.

Baggage fees are charged in Canadian (CAD) dollars; for flight departures outside Canada, baggage fees will be converted and charged in the local currency of the departure country. GST is charged on all itineraries that originate in Canada. Please see <https://www.westjet.com/en-ca/flights/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

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

Purchase

Jan 23, 2023 11:03:59



Amount \$ 62.00
Tip \$ 9.30

Total \$ 71.30



Approved

Important: Retain this copy for your record
Cardholder copy

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

Purchase

Jan 23, 2023 15:51:53



Amount \$ 61.90
Tip \$ 9.29

Total \$ 71.19



Approved

Important: Retain this copy for your record
Cardholder copy

CALGARYUNITEDCABS#0321
#8-5660 10TH STREE T2E8W7
CALGARY AB
www.calgarycabs.ca
403-777-1111
24105538
TM2410553601

SALE

Batch #: 003 RRN: 0010032490
01/23/23 19:35:06



AMOUNT	\$20.95
TIP	\$3.00
TOTAL	\$23.95

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MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Kevin Shufflebotham

Address:

MEETING/CONFERENCE

Name: Meeting with Minister, Advanced Education, Board
Chairs & Presidents

Location: Edmonton, AB



DAYS INVOLVED [1.42]

Departure date Jan 22 2023 1:00PM

Return date Jan 23 2023 11:00PM

EXPENSES

	Days	Rate	Total	FOR OFFICE USE ONLY	
				Amount	GST
Meals					
Breakfast	0 @	\$10.00 =	\$0.00		
Lunch	1 @	\$11.60 =	\$11.60		
Dinner	2 @	\$20.75 =	\$41.50		
Full Per diem	0 @	\$44.00 =	\$0.00		
Overnight incidental	1 @	\$ 7.35 =	\$ 7.35		
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	580 KM @ 0.47/KM	\$272.60		
College Car	(Attach gas receipts)	\$0.00		
Rental Car	(Attach invoice & gas receipts)	\$0.00		
Air Fare	(Attach Air Line Tickets or Invoice)	\$0.00		
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required)	\$0.00		
	CND	\$333.05		
	USD	\$0.00	*\$1.00/CND	
	TOTAL EXPENSE	\$333.05		
	Less - Advance (if applicable)	-\$0.00		
	NET CLAIM DUE (Repayable)	333.05		

INVOICE TOTAL	

FOR OFFICE USE ONLY	VENDOR NUMBER			CONTROL
GL CODE	AMOUNT	GST	TOTAL	03 - 19864





eTicket Receipt

Prepared For
SHUFFLEBOTHAM/KEVIN J MR

RESERVATION CODE	RWZHJP
ISSUE DATE	13 Jan 23
TICKET NUMBER	██████████
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	██████████

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
31 Jan 23	WESTJET WS 3017 Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA Time 18:20	CALGARY INTL AB, CANADA Time 19:24	Cabin ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance 0 PIECES Booking Status OK TO FLY Fare Basis LAQF4LEW Not Valid Before 31 JAN 23 Not Valid After 31 JAN 23
01 Feb 23	WESTJET WS 3016 Operated by: WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA Time 19:50	MEDICINE HAT AB, CANADA Time 20:58	Cabin ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance 0 PIECES Booking Status OK TO FLY Fare Basis LAQF4LEW Not Valid Before 01 FEB 23 Not Valid After 01 FEB 23

Allowances

Baggage Allowance

YXH to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 40.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters**
2. 60.00 CAD up to 50 pounds/23 kilograms and up to 45 linear inches/115 linear centimeters**

YYC to YXH - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 40.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters**
2. 60.00 CAD up to 50 pounds/23 kilograms and up to 45 linear inches/115 linear centimeters****bag fees apply at each check in location

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 YXH - 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

YXH to YYC , YYC to YXH - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	
Fare Calculation Line	YXH WS YYC140.00WS YXH140.00CAD280.00END
Fare	CAD 280.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 16.31 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 379.31

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

**Checked baggage dimensions can be within 158 total centimeters (62 total inches) and not weighing more than 23 kilograms (50 pounds). Baggage exceeding the size or weight allowance is subject to applicable oversized weight and size restrictions and fees.



DELTA
 HOTELS
 MARRIOTT

CALGARY DOWNTOWN

209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6
 Tel: 403-266-1980 Fax: 403-205-5460

MEDICINE HAT COLLEGE
KEVIN SHUFFLEBOTHAM

Arrival: 01-31-23
 Departure: 02-01-23

Date	Description	Additional Information	Charges	Credits
01-31-23	Room Charge		199.00	
01-31-23	Destination Marketing Fee (DMF)		5.97	
01-31-23	Rooms - Federal Tax - GST		10.25	
01-31-23	Tourism Levy		8.20	
02-01-23				223.42

<u>GST Summary</u>	
Registration No: 741899496	
Room	10.25
F&B	0.00
Other	0.00
Total	10.25

Total	223.42	223.42
Balance Due	0.00	CDN

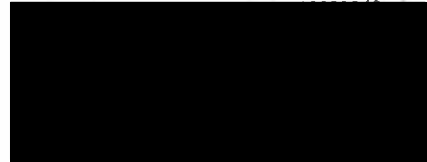
Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

CALGARYUNITEDCABS#0321
#8-5660 10TH STREE T2E8W7
CALGARY AB
www.calgarycabs.ca
403-777-1111
24105538
TM2410553601

SALE

Batch #: 003 RRN: 0010032490
01/23/23 19:35:06



AMOUNT	\$20.95
TIP	\$3.00
TOTAL	\$23.95

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