



Expense Disclosure Summary

Name Dr. Nancy Brown **Position** Vice President Academic & Provost

Period Covered March - April 2023

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
March 28, 2023	Brooks, AB	Integrated Planning Fair		\$ 102.46					\$ 102.46
April 17, 2023	Lethbridge, AB	Scholarly Activity Working Group Meeting		\$ 160.74					\$ 160.74
April 21-26, 2023	Montreal, QC	CICan Conference	\$ 741.43	\$ 94.40	\$ 1,382.78	\$ 154.55		\$ 36.75	\$ 2,409.91
April 26-28, 2023	Nanaimo, BC	Visit to VIU	\$ 1,228.89	\$ 45.85	\$ 387.64	\$ 92.30		\$ 14.70	\$ 1,769.38
			\$ 1,970.32	\$ 403.45	\$ 1,770.42	\$ 246.85	\$ -	\$ 51.45	\$ 4,442.49

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 Dr. Nancy Brown **Date** March 28, 2023

Position Vice President Academic & Provost **Purpose** Integrated Planning Fair - Brooks Campus **Destination** Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
November 28, 2022	MHC Travel Claim	Other Transportation	Mileage: 218 km x 0.47/km	102.46		102.46
Total Receipts						102.46

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Nancy Brown
Address:

MEETING/CONFERENCE

Name: Planning Fair & Meeting at Brooks Campus
Location: Brooks, AB



DAYS INVOLVED [0.23]

Departure date Mar 28 2023 8:30AM
Return date Mar 28 2023 2:00PM

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	218 KM @ 0.47/KM	\$102.46
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	\$102.46
	USD	\$0.00 *\$1.00/CND
	TOTAL EXPENSE	\$102.46
	Less - Advance (if applicable)	-\$0.00
	NET CLAIM DUE (Repayable)	102.46

INVOICE TOTAL

FOR OFFICE USE ONLY		VENDOR NUMBER		CONTROL
GL CODE	AMOUNT	GST	TOTAL	03 - 19983

Written Signatures

Request By

Department Code

Department Signatures
(If Necessary Signature)

Finance:

Electronic Signatures

Active Directory



Expense Disclosure Sheet

Name Dr. Nancy Brown **Date** April 17, 2023

Position Vice President Academic & Provost **Purpose** Scholarly Activity Working Group Meeting **Destination** Lethbridge, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
April 17, 2023	MHC Travel Claim	Other Transportation	Mileage 342 KM @ 0.47/KM	160.74		160.74
Total Receipts						160.74

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Nancy Brown
 Address:

MEETING/CONFERENCE

Name: Scholarly Activity WorkingGroup Meeting
 Location: Lethbridge, AB



DAYS INVOLVED [0.38]

Departure date Apr 17 2023 8:00AM
 Return date Apr 17 2023 5:00PM

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	342 KM @ 0.47/KM	\$160.74
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	\$160.74
	USD	\$0.00 *\$1.00/CND
	TOTAL EXPENSE	\$160.74
	Less - Advance (if applicable)	-\$0.00
	NET CLAIM DUE (Repayable)	160.74

INVOICE TOTAL

FOR OFFICE USE ONLY		VENDOR NUMBER		CONTROL
GL CODE	AMOUNT	GST	03 - 20011	
			TOTAL	

Written Signatures

Request By



Department Code

Department Signature
 (If Necessary Signature)

Finance:

Electronic Signatures

Active Directory





Expense Disclosure Sheet

Name Dr. Nancy Brown **Date** April 21-26, 2023

Position Vice President Academic & Provost **Purpose** CIGan Conference **Destination** Montreal, QC

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
April 21, 2023	Air Canada	Airfare	Airfare Medicine Hat to Calgary	706.12	35.31	741.43
April 21-26, 2023	AC Marriott	Accommodation	5 nights accommodation	1322.65	60.13	1382.78
April 21-26, 2023	Parking	Other Transportation	Parking in Medicine Hat	49.25		49.25
April 26, 2023	Kataria Travels/Yellow Cab	Other Transportation	Taxi	45.15		45.15
April 21-26, 2023	MHC Travel Claim	Meals	Bx3@9.20, Lx2@11.60, Dx5@20.75	154.55		154.55
April 21-26, 2023	MHC Travel Claim	Incidentals	5 @ \$7.35	36.75		36.75
Total Receipts						2,409.91

Booking Confirmation

Booking Reference: **3RD77F**

Date of issue: 16 Mar, 2023

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.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on entry requirements, our flexible booking policy, or our health and safety measures visit our [Travel Ready hub](#).




Depart

Economy - Flex

Wednesday
26 Apr, 202307:20
Montréal
Montréal-Trudeau Int.(YUL),
Quebec09:50
Vancouver
Vancouver Int. (YVR),
Terminal M
AC301**5hr30**
Cabin : Economy Class (L)
Operated by: Air Canada | **A330-300**
Food for purchase on boardWednesday
26 Apr, 202314:30
Vancouver
Vancouver Int. (YVR),
Terminal M14:57
Nanaimo
(YCD),
British Columbia
AC8031**0hr27**
Cabin : Economy Class (L)
Operated by: Air Canada Express -
Jazz | **De Havilland Dash 8-400**

Passengers

 **Nancy Brown****Ticket number**
0142168922928Air Canada - Aeroplan
**Seats****AC301** 27C
AC8031 5D



Purchase summary

Visa

1 adult

Amount paid: \$614.90



Air transportation charges

Base fare Economy - Flex

451.00

Carrier surcharges

30.00



Air Travellers Security Charge - Canada

14.25

Goods and Services Tax - Canada - 100092287 RT0001

26.76

Quebec Sales Tax - Canada - 1000043172 TQ1991

52.89

Airport Improvement Fee - Canada

40.00

Total before options (per passenger)

\$614⁹⁰

GRAND TOTAL (Canadian dollars)

\$614⁹⁰



Check-in and boarding gate deadlines

Within Canada

90

minutes

When to arrive at the airport

You should arrive no later than the time indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45

minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

30

minutes

Boarding gate deadline

This is the latest you should be at the departure gate, ready for boarding.

15

minutes

Boarding gate closes

Arriving after this time will result in reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Baggage allowance

Carry-on baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. [See our complete carry-on baggage policy.](#)

Checked baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Montréal (YUL) > Nanaimo (YCD)		
 1st bag Complimentary	 2nd bag \$ 57.49 CAD Including taxes	Max. weight per bag: 23 kg (50 lb) Max. dimensions per bag: 158 cm (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Baggage Allowance for Aeroplan Elite Status and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz) or Air Canada Rouge. Please make sure your Aeroplan Elite Status level is valid at check-in.

	Economy Class	Premium Economy	Business Class
Aeroplan Super Elite, 75K, 50K and 35K	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)	3 bags 32 kg (70 lb)
Aeroplan 25K	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 32 kg (70 lb)

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View [Air Canada's additional checked baggage policy.](#)
- View the [additional checked baggage policy of Air Canada's codeshare and interline partners.](#)

Economy - Flex

Changes

Departing flight

- **Before departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - New travel dates must be prior to **Saturday, 16 Mar, 2024**
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- **After departure of first flight**
 - Ticket reissue is allowed but may be subject to certain restrictions. Please refer to the link above for complete fare rules.
 - Changes are permitted without a fee, subject to availability. Any taxes and fare difference may apply.
 - New travel dates must be prior to **Friday, 26 Apr, 2024**
 - The maximum change fee applied is **\$0 CAD** per direction, per passenger, plus any applicable taxes and fare difference. Child/Infant discounts may apply.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- Failure to show up for your flight (No Show) may result in a penalty. Please see the complete fare rules for details.

Cancellations

- Tickets are **non-refundable** and are **non-transferable**.
- **Partially used tickets** may be submitted for a refund assessment. The refund will be calculated as follows: Actual fare paid minus the value of the portion of the journey that has been flown and minus the applicable fee.
- **Cancellations** can be made up to 45 minutes prior to departure. **Exception:** Aeroplan flight rewards must be cancelled no later than 2 hours before departure.
- Find out more about [Air Canada's refund services](#).

Minimum stay

- There is no maximum or minimum day stay associated with this fare.

Maximum stay

- There is no maximum or minimum day stay associated with this fare.

Aeroplan

- 100% Aeroplan points
- The equivalent in Status Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Please notify us immediately if you do not plan on taking your scheduled flight(s). If you are unable to change or cancel your booking online, you can reach Air Canada Reservations at 1-888-247-2262 (view [international and other numbers](#)). If you do not show up for your flight, the rest of your itinerary will automatically be cancelled.

Disclaimer: The fare rules displayed above are for adult passengers only. Different rules may apply for children and infant passengers.

! General conditions of carriage

1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
6. **Dangerous goods**

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.

7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.
8. **International travel**

Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country/region on your itinerary. Please refer to the [Travel Documents](#) page on our website for more information.

9. **In-flight health**

Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying.

Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.

10. **Schedules and timetables**

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

11. **Overbooking notice**

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

! Air Passenger Protection Regulations Notice:

If you are denied boarding, your flight is cancelled or delayed for at least three hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the *Air Passenger Protection Regulation*. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's [General Conditions of Carriage and Tariffs](#).

📞 Canada, U.S.: 1 (888) 247-2262 [Other numbers](#)

 **AIR CANADA**

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NANCY BROWN



CHAMBRE: 817
TYPE DE CHAMBRE: GENR
NO. DE CLIENTS: 1
TARIF: \$229.00 COMMIS: SYS

ARRIVÉE: 21AVR23
DÉPART: 25AVR23
NO. FOLIO: 72942

HEURE: 05:00PM
HEURE: 05:13AM

DATE	DESCRIPTION	FRAIS	CRÉDITS
21Avr23	Charge Chambre Tran Abus	229.00	
21Avr23	Taxe D'hebergement	8.02	
21Avr23	Tps/Gst Ch 842137796	11.85	
21Avr23	Tvq/Pst Ch 1221757714	23.64	
22Avr23	Charge Chambre Tran Abus	246.00	
22Avr23	Taxe D'hebergement	8.61	
22Avr23	Tps/Gst Ch 842137796	12.73	
22Avr23	Tvq/Pst Ch 1221757714	25.40	
23Avr23	Charge Chambre Tran Abus	229.00	
23Avr23	Taxe D'hebergement	8.02	
23Avr23	Tps/Gst Ch 842137796	11.85	
23Avr23	Tvq/Pst Ch 1221757714	23.64	
24Avr23	Charge Chambre Tran Abus	229.00	
24Avr23	Taxe D'hebergement	8.02	
24Avr23	Tps/Gst Ch 842137796	11.85	
24Avr23	Tvq/Pst Ch 1221757714	23.64	
25Avr23	Charge Chambre Tran Abus	229.00	
25Avr23	Taxe D'hebergement	8.02	
25Avr23	Tps/Gst Ch 842137796	11.85	
25Avr23	Tvq/Pst Ch 1221757714	23.64	
26Avr23	Visa		1382.78
	<i>Carte de credit:</i>		
	<i>Card Type: VISA Card Entry:</i>		
	<i>MANUAL Approval Code:</i>		
	<i>069150</i>		
	Solde:	0.00	



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250, RENE-LEVESQUE BLVD W
MONTREAL QUEBEC H2Z 1Z8
T: 514 877 9999

NANCY BROWN



CHAMBRE: 817
TYPE DE CHAMBRE: GENR
NO. DE CLIENTS: 1
TARIF: \$229.00 COMMIS: SYS

ARRIVÉE: 21AVR23
DÉPART: 25AVR23
NO. FOLIO: 72942

HEURE: 05:00PM
HEURE: 05:13AM

DATE	DESCRIPTION	FRAIS	CRÉDITS
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Compte Marriott Bonvoy # XXXXX1776. Vos points/miles Marriott Bonvoy gagnés sur vos gains éligibles seront crédités sur votre compte. Consultez votre relevé de compte Marriott Bonvoy ou votre relevé en ligne pour connaître les dernières actualités.

Consultez notre "Politique de confidentialité et d'utilisation de cookies" sur [Marriott.com](https://www.marriott.com).

----- TRANSACTION RECORD -----
KATARIA TRAVELS/YELLOW CAB
2117 MEREDITH RD UNIT 401
NANAIMO BC

Purchase

Apr 26, 2023 15:52:42
VISA
Entry: Tap EMV (H)
Ref#: 241-0RTQVJU2U3BZ9E8
Auth#: 060604 Response: 01-027
Order: MGO1682549561451
Username: sukh

Amount \$ 40.15
Tip \$ 5.00
Total \$ 45.15

A000000003*010 Visa Credit
TVR 0000000000

Approved

Signature Not Required

Important Retain this copy for your record



----- TRANSACTION RECORD -----
YELLOW CAB NANAIMO
1005 FARQUHAR ST
NANAIMO BC

Purchase

Apr 28, 2023 08:11:01
VISA
Entry: Tap EMV (H)
Ref#: 508-0RTTZID9H2MK5N4
Auth#: 087521 Response: 01-027
Order: MGO1682678458405
Username: peter

Amount \$ 41.65
Tip \$ 4.17
Total \$ 45.82

A000000003*010 Visa Credit
TVR 0000000000

Approved

Signature Not Required

Important Retain this copy for your record

DISPLAY THIS SIDE UP ON DASHBOARD

DETACH RECEIPT FROM TICKET

EXPIRATION DATE
29/04/23 06:16

DATE ISSUED TIME ISSUED AMOUNT PAID
21/04/23 06:16 \$49.75

AMOUNT PAID
\$49.75 14130001 06:16

DRY+ LOT 6302 CC

PRECISE PARK LINK
CHARGES ARE FOR THE USE OF THE PARKING SPACE ONLY
WE WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO
CAR OR CONTENTS, HOWEVER CAUSED, INCLUDING BUT NOT
LIMITED TO FIRE, THEFT OR COLLISION

PRECISE PARK LINK

1244855

1244855

NON TRANSFERABLE
RECEIPT

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Nancy Brown
 Address: **Medicine Hat**

MEETING/CONFERENCE

Name: CICan Conference and Visit to Vancouver Island University
 Location: Montreal/Nanaimo



DAYS INVOLVED [7.45]

Departure date Apr 21 2023 7:00AM
 Return date Apr 28 2023 5:45PM

EXPENSES

	Days	Rate	Total	FOR OFFICE USE ONLY	
				Amount	GST
Meals					
Breakfast	6 @	\$9.20 =	\$55.20		
Lunch	4 @	\$11.60 =	\$46.40		
Dinner	7 @	\$20.75 =	\$145.25		
Full Per diem	0 @	\$41.55 =	\$0.00		
Overnight incidental	7 @	\$7.35 =	\$51.45		
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	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)	\$140.22		

	CND	\$438.52	
	USD	\$0.00	*\$1.00/CND
TOTAL EXPENSE		\$438.52	\$298.30
Less - Advance (if applicable)		-\$0.00	
NET CLAIM DUE (Repayable)		438.52	\$298.30

INVOICE TOTAL
[REDACTED]

FOR OFFICE USE ONLY		VENDOR NUMBER		03 - 20036	
GL CODE	AMOUNT	GST	TOTAL		
			14.20		

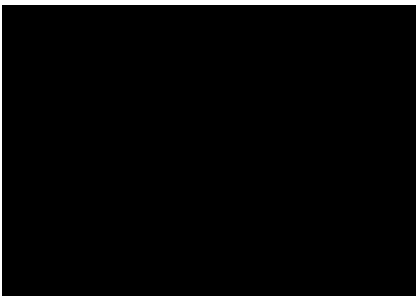
Written Signatures

Request By

Department Signatures
(If Necessary Signature)

Electronic Signatures

Active Directory



Department Code

3210000-9240

Finance:



Expense Disclosure Sheet

Name

Dr. Nancy Brown

Date

April 26-28, 2023

Position

Vice President Academic & Provost

Purpose

Visit/Meetings at Vancouver Island
University

Destination

Nanaimo BC

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
April 26, 2023	West Jet	Airfare	Airfare from Montreal to Nanaimo	938.24	46.92	985.16
April 28, 2023	West Jet	Airfare	Airfare from Nanaimo to Medicine Hat	232.12	11.61	243.73
April 26-28, 2023	Best Western	Accommodation	2 nights accommodation	370.93	16.71	387.64
April 28, 2023	Yellow Cab	Other transportation	Taxi	45.85		45.85
April 26-28, 2023	MHC Travel Claim	Meals	Bx3@9.20, Lx2@11.60, Dx2@20.75	92.30		92.30
April 26-28, 2023	MHC Travel Claim	Incidentals	2 @ \$7.35	14.70		14.70
Total Receipts						1,769.38



eTicket Receipt

Prepared For
BROWN/NANCY MRS

RESERVATION CODE	ZWDADE
ISSUE DATE	16 Mar 23
TICKET NUMBER	8382175247378
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
21 Apr 23	WESTJET WS 3011 Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA Time 07:10	CALGARY INTL AB, CANADA Time 08:09	Cabin ECONOMY Seat Number 06A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis QC5D0LFK Not Valid After 29 APR 23
21 Apr 23	WESTJET WS 212	CALGARY INTL AB, CANADA Time 09:15	MONTREAL TRUDEAU, CANADA Time 15:20	Cabin ECONOMY Seat Number 10D Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis QC5D0LFK Not Valid After 21 APR 24

Allowances

Baggage Allowance

YXH to YUL - 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. 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

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

Carry On Charges

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

Payment/Fare Details

Form of Payment



Fare Calculation Line	YXH WS X/YYC WS YMQ669.00CAD669.00END
Fare	CAD 669.00
Taxes/Fees/Carrier-Imposed Charges	CAD 30.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 35.31 XG8 (GOODS AND SERVICES TAX (GST))
Total	CAD 741.43

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 <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](#)



eTicket Receipt

Prepared For
BROWN/NANCY MRS

RESERVATION CODE	ACSRRP
ISSUE DATE	16 Mar 23
TICKET NUMBER	8382175248308
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
28 Apr 23	WESTJET WS 3058 Operated by: WESTJET LINK BY PACIFIC COASTAL	NANAIMO BC, CANADA Time 09:40	VANCOUVER BC, CANADA Time 10:16 Terminal MAIN TERMINAL	Cabin ECONOMY Seat Number 06A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LBVD0LFK Not Valid After 29 JUN 23
28 Apr 23	WESTJET WS 112	VANCOUVER BC, CANADA Time 12:00 Terminal MAIN TERMINAL	CALGARY INTL AB, CANADA Time 14:20	Cabin ECONOMY Seat Number 08C Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LBVD0LFK Not Valid After 28 APR 24
28 Apr 23	WESTJET WS 3016 Operated by: WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA Time 16:50	MEDICINE HAT AB, CANADA Time 17:45	Cabin ECONOMY Seat Number 06A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LBVD0LFK Not Valid After 28 APR 24

Allowances

Baggage Allowance

YCD 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. 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

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Carry On Allowances

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

Carry On Charges

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

Payment/Fare Details

Form of Payment	CREDIT CARD - [REDACTED]
Fare Calculation Line	YCD WS X/YVR WS X/YYC WS YXH192.00CAD192.00END
Fare	CAD 192.00
Taxes/Fees/Carrier-Imposed Charges	CAD 23.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 11.11 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 10.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 0.50 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 243.73

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

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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.

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[Important Legal Notices](#)

Best Western Dorchester Hotel

70 Church Street
Nanaimo, BC V9R 5H4



(250) 754-6835

info@dorchesternanaimo.com

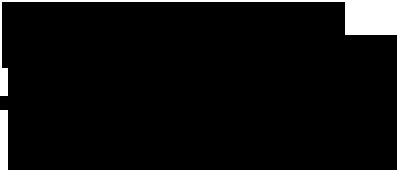
www.dorchesternanaimo.com

04/28/2023 11:24 AM

Loyalty Club: 600663-72654-07312 PLATINUM

Registered To:

Brown, Nancy



Room # 328-A
Conf # 696387791-03
Arrival 04/26/23
Departure 04/28/23
Room Type H1KN - HARBOUR 1 KING
Guests 1 / 0
Payment Visa/Master
Acct [REDACTED]

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
04/26/23	DJ	100	ACCOMMODATION			\$164.96
04/26/23	DJ	90	ROOM TAX			\$18.15
04/26/23	DJ	91	GST ON ACCOMMODATION			\$8.25
04/27/23	RF	100	ACCOMMODATION			\$169.21
04/27/23	RF	90	ROOM TAX			\$18.61
04/27/23	RF	91	GST ON ACCOMMODATION			\$8.46
04/28/23	SS	VS	VISA PYMT		5631 - 035855	\$387.64-
					TVR: 0080008000	
					Balance Due	\$0.00

AID: A0000000031010

The Guest agrees to pay the amount indicated on the balance portion of this invoice upon check out. If the charges are to be paid by an approved billing account (A/R) then please make your cheque total to the amount indicated in "A/R PLEASE PAY THIS AMOUNT". The undersigned agrees to be personally liable for payment in full for any unpaid charges on this folio.

X _____
GUEST SIGNATURE

GST# 896063047 RT0013

RESERVATIONS LINE 1-800-661-2449

Signature

Each Best Western branded hotel is independently owned and operated

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Nancy Brown
 Address: **Medicine Hat**

MEETING/CONFERENCE

Name: CICan Conference and Visit to Vancouver Island University
 Location: Montreal/Nanaimo



DAYS INVOLVED [7.45]

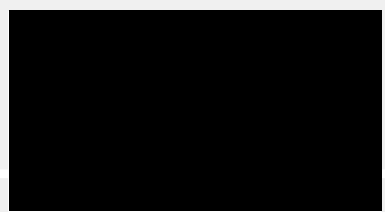
Departure date Apr 21 2023 7:00AM
 Return date Apr 28 2023 5:45PM

EXPENSES

	Days	Rate	Total	FOR OFFICE USE ONLY	
				Amount	GST
Meals					
Breakfast	6 @	\$9.20 =	\$55.20		
Lunch	4 @	\$11.60 =	\$46.40		
Dinner	7 @	\$20.75 =	\$145.25		
Full Per diem	0 @	\$41.55 =	\$0.00		
Overnight incidental	7 @	\$7.35 =	\$51.45		
Hospitality Allowance	0 @	\$20.00 =	\$0.00		
Conference Cost			\$0.00		
Hotel (attach invoice)			\$0.00		
Miscellaneous			\$0.00		
			\$0.00		
			\$0.00		

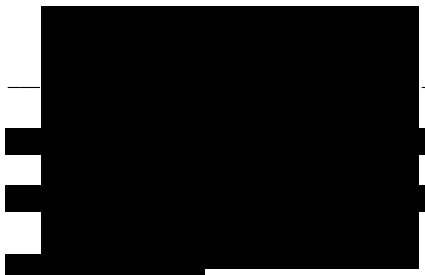
TRANSPORTATION

Own Car	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)	\$140.22		
	CND	\$438.52		
	USD	\$0.00	*\$1.00/CND	
	TOTAL EXPENSE	\$438.52	\$298.30	
	Less - Advance (if applicable)	-\$0.00		
	NET CLAIM DUE (Repayable)	\$438.52	\$298.30	



FOR OFFICE USE ONLY		VENDOR NUMBER		03 - 20036	
GL CODE	AMOUNT	GST		TOTAL	
			14.20		

Written Signatures

Request By  Department Code **210000 0240**
