



Expense Disclosure Summary

Name Dr. Nancy Brown **Position** Vice President Academic & Provost
Period Covered July - August 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
July 7, 2023	Medicine Hat, AB	Sr. Academic Leadership Team Event				\$ 77.96			\$ 77.96
Aug.15-17, 2023	Grande Prairie, AB	CAQC Scholarly Activity Meeting	\$ 445.46	\$ 68.00	\$ 187.86	\$ 41.55		\$ 14.70	\$ 757.57
			\$ 445.46	\$ 68.00	\$ 187.86	\$ 119.51	\$ -	\$ 14.70	\$ 835.53

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** July 7, 2023

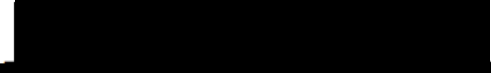
Position Vice President Academic & Provost **Purpose** Senior Academic Leadership Team (Golf and appetizers) **Destination** Medicine Hat, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
July 7, 2023	Paradise Valley Clubhouse	Meals	Appetizers after golf	74.76	3.20	77.96
Total Receipts						77.96

STATEMENT DATE: 2023/07/20
AGENT NAME: MEDICINE HAT COLLEGE
CORPORATE BILL: DETAIL - NOT TO BE USED FOR PAYMENT REMITTANCE
CARD HOLDER NAME: BROWN NANCY N

<u>TRAN DT</u>	<u>MERCH NAME</u>	<u>MERCH CITY</u>	<u>PRV</u>	<u>AMOUNT</u>	<u>NAT. TAX</u>	<u>FRGN CUR</u>
07/07/23	THE CLUB HOUSE RESTA	MEDICINE HA	AB	\$77.95	\$3.71	\$.00
3210000 9250	Appetizers after golf with Senior Academic Leadership Team.			\$.00	\$.00	\$.00

CARDHOLDER APPROVAL  DATE August 1, 2023

MANAGEMENT APPROVAL  DATE August 01, 2023



HOSTING EXPENSE CLAIM FORM

(To be submitted upon completion of hosting)

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

Claimant
 Name Paula Forsythe
 Address _____

Number of Attendees
7 *Faculty/Staff*
 _____ *Students*
 _____ *Other*

Date of Function (month/day/year) 07/07/2023
Location Paradise Valley Clubhouse



Description of Meal
 Breakfast
 Lunch
 Dinner
 Other (specify) appetizers

If Large Group, Name
Senior Academic Leadership Team

Business Purpose (Check appropriate box and provide details)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Staff Recognition
Team Event _____ | <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 _____ | <input type="checkbox"/> _____ |

VENDOR	Total	GL CODE	FOR OFFICE USE ONLY	
			Amount	GST
Paradise Valley Clubhouse	\$ 77.95			

TOTAL EXPENSE \$ 77.95
 Less - Advance _____ (If applicable)
NET CLAIM DUE (Repayable) \$ 77.95

INVOICE TOTAL

Date _____
 REQUEST BY:
 DEPT. CODE: _____
 DEPT. APPROVAL: x _____
 (Signature)
 x _____
 (Signature - If Necessary)
 FINANCE: x _____

FOR OFFICE USE ONLY	VENDOR NUMBER			
	GL CODE	AMOUNT	GST	TOTAL

THE CLUB HOUSE RESTAUR
90 GEHRING ROAD SO T1B4W1
MEDICINE HAT AB
24129197
TM2412919701

SALE

Server #: 000013 CHELSEA
Batch #: 189 RRN: 0011890250
07/07/23 16:15:11
Invoice #: 25 REF#: 00000025
APPR CODE: 091647
VISA Proximity
** [REDACTED] **/**
Visa Credit
AID: A0000000031010

AMOUNT \$67.20
TIP \$10.75
TOTAL \$77.96

001 APPROVED

Retain this copy for your
records

Paradise Valley Golf Course
Sales: 212307070069

Table# 6 (Seat#3) Split#1
Receipt - 2023-07-07 3:56:03 PM
Cashier: Chelsea
Sold To: A CASH ACCOUNT

Item

2 - APPETIZER PLATTER \$64.00

Subtotal \$64.00
Tax \$3.20
Total \$67.20

Thank you for supporting local!



Expense Disclosure Sheet

Name Dr. Nancy Brown **Date** August 15 - 17, 2023

Position Vice President Academic & Provost **Purpose** CAQC Scholarly Activity Meeting **Destination** Grande Prairie, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Aug.15 & 16, 2023	Yellow Cab, Green Cab, Apple Cab	Other Transportation	Taxis	51.5		51.50
August 15, 2023	Precise Parklink	Other Transportation	Parking	16.5		16.50
Aug.15 & 16, 2023	WestJet	Airfare	Airfare	424.25	21.21	445.46
Aug.15 & 16, 2023	MHC Travel Claim	Meals	1B, 1L, 1D	41.55		41.55
Aug.15 & 16, 2023	MHC Travel Claim	Incidentals	x 2	14.7		14.70
August 15, 2023	Holiday Inn & Suites	Accommodation	1 night accommodation	187.86		187.86
Total Receipts						757.57



eTicket Receipt

Prepared For
BROWN/NANCY MRS

RESERVATION CODE	MXIDQX
ISSUE DATE	05 Jul 23
TICKET NUMBER	8382177865783
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
15 Aug 23	WESTJET WS 011 Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA Time 10:35	CALGARY INTL AB, CANADA Time 11:34	Cab n ECONOMY S a N mb 0 A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis KB7F4QFW Not Valid After 04 SEP
 This is not a boarding pass				
15 Aug 23	WESTJET WS 3205 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 15:00	GRANDE PRAIRIE AB, CANADA Time 16:26	Cab ECONOMY Seat Number 09B Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis KB7F4QFW Not Valid After 15 AUG 24
 This is not a boarding pass				
16 Aug 23	WESTJET WS 3206 Operated by: WESTJET ENCORE	GRANDE PRAIRIE AB, CANADA Time 17:05	CALGARY INTL AB, CANADA Time 18:27	Cab ECONOMY Seat Number 08B Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LBQF4QFW Not Valid After 04 SEP 23
 This is not a boarding pass				

16 Aug 23	WESTJET WS 3010	CALGARY INTL AB, CANADA	MEDICINE HAT AB, CANADA	Cab n ECONOMY Seat Number 06A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LBQF4QFW Not Valid After 15 AUG 24
	Operated by: WESTJET LINK BY PACIFIC COASTAL	Time 20:10	Time 21:10	



This is not a boarding pass

Allowances

Baggage Allowance

YXH to YQU - 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:

- 60.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters**

YQU 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:

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

Carry On Charges

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

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA XXXXXXXXXXXXXXXXXXXX
Fare Calculation	YXH WS X/YYC WS YQU176.00WS X/YYC WS YXH163.00CAD339.00END
Fare	CAD 339.00
Taxes/Fees/Carrier-Imposed Charges	CAD 46.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 19.96 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.25 XG9 (GOODS AND SERVICES TAX (GST))

Total

CAD 445.46

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 out of Canada, baggage fees will be converted and charged in the local currency of the departure country. GST is charged on all fares 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 the 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.atatracecenter.com/privacy> or from the carrier or GDS directly. You should read this document, which applies to your booking and specifics, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for internet carriage)

[Important Legal Notices](#)

Yellow Cabs GP

10405 99 Ave
Unit 411
GRANDE PRAIRIE, AB
T8V6Z3

August 15, 2023
8:23 PM

Receipt: BCRc
Authorization: 038785

Visa Credit
AID AO 00 00 00 03 10 10

Custom Amount \$17.14

Subtotal \$17.14
Tip \$2.57

Total \$19.71
[Redacted] \$19.71
(Contactless)

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Green cab

Unit 204 9823 116 avenue
Grande Prairie, AB
T8V4B4

August 16, 2023
4:25 PM

Receipt: bBK4
Authorization: 079731

Visa Credit
AID AO 00 00 00 03 10 10

Custom Amount \$20.70
Services Charge \$0.99

Subtotal \$21.69
Tip \$2.00

Total \$23.69
[Redacted] \$23.69
(Contactless)

APPROVED

Apple cabs

9823 116 avenue
Unit 204
GRANDE PRAIRIE, AB
T8V4B4
(780) 882-3369

August 16, 2023
8:46 AM

Receipt: X9vL
Authorization: 016597

Visa Credit
AID AO 00 00 00 03 10 10

Custom Amount \$8.10

Total \$8.10
[Redacted] \$8.10
(Contactless)

APPROVED

DISPLAY THIS SIDE UP ON DASHBOARD

EXPIRATION DATE 17/08/23 EXPIRATION TIME 09:57

AMOUNT PAID \$16.50 14130001 09:57

PRECISE PARK LINK
1245187

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

NON TRANSFERABLE

DETACH RECEIPT FROM TICKET

DATE ISSUED 15/08/23 TIME ISSUED 09:57 AMOUNT PAID \$16.50

DAY+ LOT 6302 CC

PRECISE PARK LINK

1245187 RECEIPT



Holiday Inn
& Suites

08-16-23

Nancy Brown [Redacted]	Folio No. :		Room No. :	307
	A/R Number :		Arrival :	08-15-23
	Group Code :		Departure :	08-16-23
	Company :	Leisure & Passing	Conf. No. :	80610923
	Membership No. :	[Redacted]	Rate Code :	IDME0
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
08-15-23	*Accommodation	176.22	
08-15-23	Sustainability Levy	4.41	
08-15-23	Tourism Tax - Room	7.23	
08-15-23	GST - Tax	9.03	
08-16-23	Visa		196.89

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.

Total	196.89	196.89
Balance	0.00	

Guest Signature: _____

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