



## Expense Disclosure Summary

**Name** Dr. Nancy Brown      **Position** Vice President Academic & Provost  
**Period Covered** May - June 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
May 3 - 4, 2023	Edmonton, AB	Provincial Skills Competition		\$ 572.97	\$ 306.50	\$ 73.90		\$ 7.35	\$ 960.72
June 2, 2023	Red Deer, AB	RDP Convocation		\$ 383.52		\$ 66.00			\$ 449.52
			\$ -	\$ 956.49	\$ 306.50	\$ 139.90	\$ -	\$ 7.35	\$ 1,410.24

*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** May 3 - 4, 2023

**Position** Vice President Academic & Provost      **Purpose** Provincial Skills Competition      **Destination** Edmonton, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
May 3-4, 2023	MHC Travel Claim	Other Transportation	1134km x \$0.47/km	532.98		532.98
May 3-4, 2023	MHC Travel Claim	Meals	1 B, 2L, 2D	73.9		73.90
May 3-4, 2024	MHC Travel Claim	Incidentals	1 night incidental	7.35		7.35
May 3, 2023	Courtyard by Marriott	Other Transportation	Parking	38.09	1.90	39.99
May 3, 2023	Courtyard by Marriott	Accommodation	1 night accomodation	292.44	14.06	306.50
				<b>Total Receipts</b>		<b>960.72</b>

# MEDICINE HAT COLLEGE TRAVEL CLAIM

## CLAIMANT

Name: Nancy Brown  
Address:

## MEETING/CONFERENCE

Name: AB Provincial Skills Competition  
Location: Edmonton, AB



## DAYS INVOLVED [ 1.33 ]

Departure date: May 3 2023 11:00AM  
Return date: May 4 2023 7:00PM

## EXPENSES

	Days	Rate	Total	FOR OFFICE USE ONLY	
				Amount	GST
Meals					
Breakfast	0 @	\$9.20 =	\$0.00		
Lunch	1 @	\$11.60 =	\$11.60		
Dinner	1 @	\$20.75 =	\$20.75		
Full Per diem	1 @	\$41.55 =	\$41.55		
Overnight incidental	1 @	\$7.35 =	\$7.35		
Hospitality Allowance	0 @	\$20.00 =	\$0.00		
Conference Cost			\$0.00		
Hotel (attach invoice)			\$306.50	\$306.50 hotel fee removed as it was paid on MHC Visa.	
Miscellaneous			\$0.00		
			\$0.00		
			\$0.00		

## TRANSPORTATION

Own Car	1134 KM @ 0.47/KM	\$532.98		
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)	\$39.99	\$39.99 parking fee removed as it was paid on MHC Visa.	
	CND	\$960.72	<b>INVOICE TOTAL</b>	
	USD	\$0.00 *\$1.00/CND		
	<b>TOTAL EXPENSE</b>	\$960.72		
	<b>Less - Advance (if applicable)</b>	-\$0.00		
	<b>NET CLAIM DUE (Repayable)</b>	960.72	<b>-\$346.49 = \$614.23 New Total (PF June 8, 2023)</b>	

FOR OFFICE USE ONLY	VENDOR NUMBER			CONTROL
GL CODE	AMOUNT	GST	TOTAL	03 - 20051

## Written Signatures

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

## Electronic Signatur

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

**Courtyard by Marriott**® Edmonton Downtown  
1 Thornton Court Nw, Edmonton, Ab, T5j-2e7 P 780.423.9999  
[Marriott.com/YEGCY](http://Marriott.com/YEGCY)

Nancy Brown  
Please Complete  
Medicine Hat AB [REDACTED]  
Business

Room: 501  
Room Type: GENR  
Number of Guests: 1  
Rate: \$273.00 Clerk: MCA

Arrive: 03May23 Time: 06:23PM Depart: 04May23 Time: 09:16AM Folio Number: 79620

DATE	DESCRIPTION	CHARGES	CREDITS
03May23	Room Charge	273.00	
03May23	Marketing Fee	8.19	
03May23	Gst 831018205	14.06	
03May23	Tourism Levy	11.25	
03May23	Daily Parking	38.09	
03May23	Gst 831018205	1.90	
04May23	Visa		346.49

Card #: V [REDACTED]  
Card Type: VISA Card Entry: MANUAL Approval Code: 098397

**BALANCE: 0.00**

[REDACTED] your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account.  
Check your Marriott Bonvoy account statement or your online statement for updated activity.

**Summary of Taxes**

Description	Tax
Gst Room	14.06
Hst Room	11.25

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**Summary of Taxes**

Description	Tax
Gst Room	14.06
Hst Room	11.25

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## Expense Disclosure Sheet

**Name** Dr. Nancy Brown      **Date** June 2, 2023

**Position** Vice President Academic & Provost      **Purpose** Red Deer Polytechnic Convocation      **Destination** Red Deer, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
May 3-4, 2023	MHC Travel Claim	Other Transportation	816km x \$0.47/km	383.52		383.52
May 3-4, 2023	MHC Travel Claim	Meals	1 D, 1 full per diem	66		66.00
<b>Total Receipts</b>						<b>449.52</b>

# MEDICINE HAT COLLEGE TRAVEL CLAIM



**CLAIMANT**

Name: Nancy Brown  
Address:

**MEETING/CONFERENCE**

Name: Red Deer Polytechnic Convocation  
Location: Red Deer, AB

**DAYS INVOLVED [ 1.19 ]**

Departure date Jun 1 2023 12:30PM  
Return date Jun 2 2023 5:00PM

**EXPENSES**

	Days	Rate	Total
Meals			
Breakfast	0 @	\$10.00 =	\$0.00
Lunch	0 @	\$12.00 =	\$0.00
Dinner	1 @	\$22.00 =	\$22.00
Full Per diem	1 @	\$44.00 =	\$44.00
Overnight incidental	0 @	\$10.00 =	\$0.00
Hospitality Allowance	0 @	\$20.00 =	\$0.00
Conference Cost	No hotel invoice as Nancy stayed at her house in Red Deer. Full per diem claimed as the house is empty when Nancy is in Medicine Hat, so no groceries on hand.		\$0.00
Hotel (attach invoice)			\$0.00
Miscellaneous			\$0.00
			\$0.00
			\$0.00

FOR OFFICE USE ONLY	
Amount	GST

**TRANSPORTATION**

Own Car	816 KM @ 0.47/KM	\$383.52
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
	<b>CND</b>	\$449.52
	<b>USD</b>	\$0.00 *\$1.00/CND
	<b>TOTAL EXPENSE</b>	\$449.52
	<b>Less - Advance (if applicable)</b>	-\$0.00
	<b>NET CLAIM DUE (Repayable)</b>	<b>449.52</b>

INVOICE TOTAL	

FOR OFFICE USE ONLY		VENDOR NUMBER		CONTROL
GL CODE	AMOUNT	GST	TOTAL	03 - 20171

**Written Signatures**  
Request By \_\_\_\_\_  
Department Signatures (if Necessary Signature) \_\_\_\_\_

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

**Electronic Signatures**  
Active Directory \_\_\_\_\_