



## Expense Disclosure Summary

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

**Period Covered** September - October 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
September 5, 2023	Brooks, AB	New Student Orientation		\$ 99.64					\$ 99.64
September 21, 2023	Brooks, AB	Meeting with Global Village Centre		\$ 102.46					\$ 102.46
Sept.26 - 29, 2023	Calgary, AB	International Education Symoisum & ACOSAO Meeting		\$ 340.88	\$ 303.12	\$ 62.25		\$ 14.70	\$ 720.95
Sept.30 - Oct.7, 2023	Stanford, CA	Stanford Influence & Negotiations Strategies Program	\$ 911.54	\$ 375.81	\$ 420.00	\$ 124.65		\$ 14.70	\$ 1,846.70
			<b>\$ 911.54</b>	<b>\$ 918.79</b>	<b>\$ 723.12</b>	<b>\$ 186.90</b>	<b>\$ -</b>	<b>\$ 29.40</b>	<b>\$ 2,769.75</b>

*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** September 5, 2023

**Position** Vice President Academic & Provost      **Purpose** New Student Orientation      **Destination** Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
September 5, 2023	MHC Travel Claim	Other Transportation	Mileage: 212km x \$0.47/km	99.64		99.64
					<b>Total Receipts</b>	<b>99.64</b>





## Expense Disclosure Sheet

**Name** Dr. Nancy Brown      **Date** September 21, 2023

**Position** Vice President Academic & Provost      **Purpose** Meeting with Global Village Centre      **Destination** Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
September 21, 2023	MHC Travel Claim	Other Transportation	Mileage: 218km x \$0.47/km	102.46		102.46
<b>Total Receipts</b>						<b>102.46</b>





## Expense Disclosure Sheet

**Name** Dr. Nancy Brown      **Date** September 26-28, 2023

**Position** Vice President Academic & Provost      **Purpose** International Education Symposium and ACOSAO meeting      **Destination** Calgary, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Sept. 26 & 28, 2023	MHC Travel Claim	Other Transportation	Mileage: 604km x \$0.47/km	283.88		283.88
Sept. 26 - 28, 2023	Alt Hotel Calgary University District	Accommodation	Accommodation x 2 nights	289.22	13.90	303.12
Sept. 26 - 28, 2023	Alt Hotel Calgary University District	Other Transportation	Parking for 2 nights	40.00	2.00	42.00
September 27, 2023	Bow Valley College	Other Transportation	Parking for symposium	15.00		15.00
Sept. 26 - 28, 2023	MHC Travel Claim	Meals	3 x dinners	62.25		62.25
Sept. 26 - 28, 2023	MHC Travel Claim	Incidentals	2 x incidentals	14.7		14.70
<b>Total Receipts</b>						<b>720.95</b>



3210000-9240  
Parking for International  
Education Symposium

# Bow Valley College

## Payment Receipt

Station name: Exit

Entry: 27/09/23 7:49 AM

Payment date: 27/09/23 4:24

Card no.: 304192527888023667

Due: CAD 15.00

Tariff: CAD 15.00

Reduction: CAD 0.00

Paid with: CAD 15.00

VISA PURCHASE  
AMOUNT \$15.00

Card #: XXXXXXXXXX  
Date: 2023/09/27 Time: 16:23:57  
Ref. #: 663703990012451060 C  
Auth. #: 015094

Visa Credit  
A0000000031010  
TVR: 0080000000 TSI: E000

027 Approved - Thank You 01

- IMPORTANT - Retain this copy  
for your records

\*\*\* CUSTOMER COPY \*\*\*



# Invoice


**Alt Hotel Calgary University District**  
482 McLaurin St NW, Calgary AB T3B 6K3  
reservations.altcalgaryuniversitydistrict@germainhotels.com  
403 648-0482 | germainhotels.com

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**Nancy Brown**  
299 College Drive SE  
Medicine Hat AB T1A 3Y6  
Canada

**Room** 0811  
**Arrival (MMDDYY)** 09-26-23  
**Departure (MMDDYY)** 09-28-23  
**Confirmation No.** 4535224

**Folio No.**  
**Company** University of Calgary  
**Group** ACOSAO Retreat  
**Guest**

Date	Description	Charges	Payments
09-26-23	Room Charge	135.00	
09-26-23	Destination Marketing Fee	4.05	
09-26-23	Tourism Levy	5.56	
09-26-23	GST/HST	6.95	
09-26-23	Parking - Self	20.00	
09-26-23	GST/HST	1.00	
09-27-23	Room Charge	135.00	
09-27-23	Destination Marketing Fee	4.05	
09-27-23	Tourism Levy	5.56	
09-27-23	GST/HST	6.95	
09-27-23	Parking - Self	20.00	
09-27-23	GST/HST	1.00	
09-28-23	Visa 		345.12

**Total** 345.12 345.12

**Balance** 0.00

**Summary of taxes**

GST/HST 15.90

## Invoice

**Alt Hotel Calgary University District**  
482 McLaurin St NW, Calgary AB T3B 6K3  
reservations.altcalgaryuniversitydistrict@germainhotels.com  
403 648-0482 | germainhotels.com

Page 2 of 2

**Nancy Brown**  
299 College Drive SE  
Medicine Hat AB T1A 3Y6  
Canada

<b>Room</b>	0811
<b>Arrival (MMDDYY)</b>	09-26-23
<b>Departure (MMDDYY)</b>	09-28-23
<b>Confirmation No.</b>	4535224

<b>Folio No.</b>	
<b>Company</b>	University of Calgary
<b>Group</b>	ACOSAO Retreat
<b>Guest</b>	

Destination Marketing Fee	8.10
Tourism Levy	11.12

**HAC Calgary U.W.C. Limited Partnership**  
Tax Number  
GST# 788338119RT0001

### Payment Details

<b>Merchant ID</b>	
<b>Transaction ID</b>	269672
<b>Approval Code</b>	074694
<b>Approval Amount</b>	345.12
<b>Credit Card #</b>	██
<b>Credit Card Expiry</b>	XX/XX
<b>Capture Method</b>	Manual
<b>Transaction Amount</b>	345.12



## Expense Disclosure Sheet

**Name** Dr. Nancy Brown      **Date** September 30 - October 7, 2023

**Position** Vice President Academic & Provost      **Purpose** Stanford Influence & Negotiations Strategies Program      **Destination** Stanford, CA

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Sept.30 & Oct.7, 2023	MHC Travel Claim	Other Transportation	Mileage: 594 km x \$0.47/km	279.18		279.18
September 30, 2023	WestJet	Airfare	Airfare: Calgary to San Francisco	457.09	20.25	477.34
October 7, 2023	WestJet	Airfare	Airfare: San Francisco to Calgary	434.20		434.20
Sept.30 - Oct.7, 2023	GSB Schwab Residential Center	Accommodation	Accommodation x 7 nights	420		420.00
Sept.30 - Oct.7, 2023	Park & Jet Calgary Airport	Other Transportation	Parking	92.02	4.61	96.63
Sept.30 - Oct.7, 2023	MHC Travel Claim	Meals	3B, 3L, 3D	124.65		124.65
Sept.30 - Oct.7, 2023	MHC Travel Claim	Incidentals	2 x incidentals	14.70		14.70
<b>Total Receipts</b>						<b>1,846.70</b>



**GSB Schwab Residential Center**

Stanford Graduate School of Business  
680 Jane Stanford Way  
Stanford, Ca 94305-6090

Phone: +1-650-725-6880  
Email: [gsb\\_accommodations@stanford.edu](mailto:gsb_accommodations@stanford.edu)

**Friday, October 6, 2023**

Nancy Brown

Confirmed In: E150  
Program: INSP

Arrival Date: Saturday September 30, 2023  
Departure Date: Saturday October 7, 2023  
Nights Reserved: 7

**Account Summary**

Date	Item	Amount	Total
<b>Charges</b>			
10/7/2023	Program Additional Night Rate. 2 Part Nights @ \$210.00/Part Night.	420.00	420.00
<b>Payment</b>			
10/6/2023	Payment received. Visa. receipt no 400799.		\$420.00
<b>No Balance:</b>		420.00	0.00

**SCHWAB RESIDENTIAL**

**CTR**

600 LARA ST. FRONT OFFC,  
FRONT DESK  
STANFORD, CA 943050000  
6507243680

Cashier: Schwab Residential Center  
06-Oct-2023 11:46:07A

Transaction 400799  
2 Executive Education \$420.00  
Extra Night (eff.  
9/1/2023)

**Total** \$420.00  
CREDIT CARD SALE \$420.00

Retain this copy for statement  
validation

06-Oct-2023 11:46:40A  
\$420.00 | Method: EMV  
Visa Credit  
NANCY N BROWN  
Reference ID: 327900505725  
Auth ID: 058510  
MID: \*\*\*\*\*5997  
AID: A0000000031010  
AuthNtwkNm: VISA  
PIN VERIFIED

Clover ID: DB5VW4EN53HBG  
Payment WF19HJZ4MMH86

Clover Privacy Policy  
<https://clover.com/privacy>

Park & Jet Calgary  
2222 Airport Ave NE  
Calgary, AB T3J 3C6  
(403) 226-0010  
Lane 2 Exit  
DATE: 07/10/23  
TIME: 05:42 PM

Receipt No. 33/904/84  
\* Original \*


Ticket: **263758**

Entry : 30/09/23 07:52 AM  
LPR :

Net: **92.02**  
Tax 0.0% **4.61**  
Fee: **96.63**

Credit: 96.63

Trans ID : 1783

Card No. :   
Card type: VISA

Company Name: ~1

Name: ~3

Exp. Date: ~4

GST# 827463571 RT 0001



## eTicket Receipt

**Prepared For**  
BROWN/NANCY MRS

RESERVATION CODE	LOXTHO
ISSUE DATE	18 Sep 23
TICKET NUMBER	8382179885712
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
30 Sep 23	WESTJET WS 150	CALGARY INTL AB, CANADA  Time 10:25am	SAN FRANCISCO, CA  Time 12:20pm Terminal INTERNATIONAL TERMINAL	Cabin ECONOMY S a N mb 10D Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis NT7D0ZFS No Valid Af 0 SEP 4

## Allowances

### Baggage Allowance

YYC to SFO 1 Piece WES JE , a h pi up to 50 pound /23 kilogram and up to 62 lin ar in h /158 lin ar 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 h k in lo ation

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

YYC to SFO - 1 Piece (WS - WESTJET) carry on hand baggage

### Carry On Charges

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

## Payment/Fare Details

Form of Payment	CREDIT CARD [REDACTED]
Fare Calculation Line	YYC WS SFO Q7.46 259.81NUC267.27END ROE1.339392
Fare	CAD 357.98

Taxes/Fees/Carrier-Imposed Charges	CAD 12.10 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 18.50 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 35.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.75 XG9 (GOODS AND SERVICES TAX (GST))
	CAD 28.54 US2 (TRANSPORTATION TAX (INTERNATIONAL))
	CAD 8.82 YC (CUSTOMS USER FEE)
	CAD 9.47 XY2 (IMMIGRATION USER FEE)
	CAD 5.18 XA (APHIS USER FEE)
<b>Total</b>	<b>CAD 477.34</b>

### 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 of Canada, baggage fees will be converted and charged in the local currency of the departure country. GST is charged on a net basis that originates 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 thereof 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 interline carriage)



[Important Legal Notices](#)



## eTicket Receipt

**Prepared For**  
BROWN/NANCY MRS

RESERVATION CODE	LQHWQA
ISSUE DATE	18 Sep 23
TICKET NUMBER	8382179885849
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
07 Oct 23	WESTJET WS 150	SAN FRANCISCO, CA  Time 1:10pm Terminal INTERNATIONAL TERMINAL	CALGARY INTL AB, CANADA  Time 4:50pm	Cabin ECONOMY S a N mb 07D Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis STQD0ZFS No Valid Af 07 OCT 4

## Allowances

### Baggage Allowance

SFO to YYC 1 Piece WES JE , a h pi up to 50 pound /23 kilogram and up to 62 lin ar in h /158 lin ar 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 h k in lo ation

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### Carry On Allowances

SFO to YYC - 1 Piece (WS - WESTJET) carry on hand baggage

### Carry On Charges

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

## Payment/Fare Details

Form of Payment	CREDIT CARD VISA [REDACTED]
Fare Calculation	SFO WS YYC290.00NUC290.00END ROE1.00 XFSFO4.5
Fare	USD 290.00
Equivalent Amount Paid	CAD 392.00

Taxes/Fees/Carrier-Imposed Charges	CAD 28.54 US2 (TRANSPORTATION TAX (INTERNATIONAL))
	CAD 7.57 AY (SEPTEMBER 11TH SECURITY FEE)
	CAD 6.09 XF (PASSENGER FACILITY CHARGE)
<b>Total</b>	<b>CAD 434.20</b>

**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.

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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 thereof 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.atatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this document, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

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