



Expense Disclosure Summary

Name Kevin Shufflebotham

Position President

Period Covered - March - April 2024

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 9, 2024	Foremost	Funeral Service	\$ -	\$ 97.76	\$ -	\$ -	\$ -	\$ -	\$ 97.76
March 11, 2024	Brooks	Sunrise Collegiate Governance Meeting	\$ -	\$ 99.64	\$ -	\$ -	\$ -	\$ -	\$ 99.64
March 13-16, 2024	Lethbridge/ Banff	International Women's Day Conference/APS N Retreat	\$ -	\$ 430.05	\$ 730.34	\$ 105.15	\$ -	\$ -	\$ 1,265.54
April 14, 2025	Calgary	DM Meeting/ Honouring Spirit Indigenous Student Award Ceremony	\$ 784.61	\$ 8.25	\$ 200.89	\$ 77.78	\$ -	\$ -	\$ 1,071.53
April 18, 2024	Medicine Hat	Northern Lakes visit to MHC	\$ -	\$ -	\$ -	\$ -	\$ 310.00	\$ -	\$ 310.00
April 22, 2024	Medicine Hat	Lunch wih Honorary Degree Receiptent	\$ -	\$ -	\$ -	\$ -	\$ 50.12	\$ -	\$ 50.12
April 23, 2024	Medicine Hat	Networking meeting with Cypress County	\$ -	\$ -	\$ -	\$ -	\$ 12.50	\$ -	\$ 12.50
April 25, 2024 - May 1, 2024	Calgary	CCC Retreat/ CIGan Conference	\$ -	\$ -	\$ 1,587.48	\$ 187.10	\$ -	\$ -	\$ 1,774.58
April 27, 2024	Calgary	Networking Meeting with ABIE	\$ -	\$ -	\$ -	\$ -	\$ 49.81	\$ -	\$ 49.81
April 29, 2024	Calgary	Board of Governors Dinner	\$ -	\$ -	\$ -	\$ -	\$ 479.68	\$ -	\$ 479.68
			\$ 784.61	\$ 635.70	\$ 2,518.71	\$ 370.03	\$ 902.11	\$ -	\$ 5,211.16

* Other Transportation includes vehicle rentals, public transportation, taxis, parking, and mileage

This Expense Summary is true and complete to the best of my knowledge for the period indicated above.

Signature

//original signed//



Expense Disclosure Sheet

Name Kevin Shufflebotham **Date** March 9, 2024

Position President **Purpose** Funeral Service **Destination** Foremost

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
3/9/2024	Travel Claim	Other Transportation	Mileage	97.76		97.76
						-
						-
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		97.76

Expense Disclosure Sheet

March 11, 2024

Brooks

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
3/11/2024	Travel Claim	Other Transportation	Mileage	99.64		99.64
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		99.64



Expense Disclosure Sheet

Name Kevin Shufflebotham **Date** March 13-16, 2024
Position President **Purpose** International Women's Day Conference/APSN Retreat **Desination** Lethbridge/ Banff

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
3/13/2024	Travel Claim	Meals	Per Diems	105.15		105.15
3/13/2024	Travel Claim	Other Transportation	Mileage	430.05		430.05
3/13/2024	Sandman Hotel	Accommodation	Hotel	178.88		178.88
3/14/2024	Banff Centre	Accommodation	Hotel	551.46		551.46
						-
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		1,265.54

Expense Disclosure Sheet

April 14, 2025

DM Meeting/ Honouring Spirit
Indigenous Student Award

Calgary

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
4/14/2025	Travel Claim	Meals	Per Diems	77.78		77.78
4/14/2024	West Jet	Airfare	Flight	784.61		784.61
4/14/2024	Parking	Other Transportation	Parking	8.25		8.25
4/14/2024	Matrix	Accommodation	Hotel	200.89		200.89
						-
						-
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		1,071.53

Expense Disclosure Sheet

April 18, 2024

Medicine Hat

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
4/18/2024	Medicine Hat College	Hospitality	Catering	310.00		310.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		310.00

Expense Disclosure Sheet

April 22, 2024

Medicine Hat

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
4/22/2024	Moxies	Hospitality	Lunch with Honorary Degree Receiptent	50.12		50.12
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		50.12



Expense Disclosure Sheet

Name Kevin Shufflebotham **Date** April 23, 2024
Position President & CEO **Purpose** Networking meeting with Cypress County **Desination** Medicine Hat

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
4/23/2024	Starbucks	Hospitality	Networking meeting with Cypress County	12.50		12.50
						-
						-
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		12.50



Expense Disclosure Sheet

Name Kevin Shufflebotham **Date** April 25, 2024 - May 1, 2024
Position President & CEO **Purpose** CCC Retreat/ CIGan Conference **Desination** Calgary

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
4/25/2024	Travel Claim	Meals	Pre Diems	187.10		187.10
4/25/2024	Calgary Marriott Downtown	Accommodation	Hotel	263.83		263.83
4/26/2024	Calgary Marriott Downtown	Accommodation	Hotel	268.33		268.33
4/27/2024	Calgary Marriott Downtown	Accommodation	Hotel	1,055.32		1,055.32
						-
						-
						-
						-
						-
						-
				Total Receipts		1,774.58

Expense Disclosure Sheet

April 27, 2024

Calgary

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
4/27/2025	Milestpones	Hospitality	Networking Meeting with ABIE	49.81		49.81
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		49.81

Expense Disclosure Sheet

April 29, 2024

Calgary

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
4/29/2024	Saltlik	Hospitality	Board of Governors Dinner	479.68		479.68
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
				Total Receipts		479.68

Other Transportation
Airfare
Accommodation
Meals
Incidentals
Hospitality

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Kevin Shufflebotham
Address:

MEETING/CONFERENCE

Name: Funeral Service - Lorne Bius
Location: Foremost



DAYS INVOLVED [0.15]

Departure date Mar 9 2024 1:00PM
Return date Mar 9 2024 4:30PM

EXPENSES

Meals	Days	Rate	Total
Breakfast	0 @	\$9.20	= \$0.00
Lunch	0 @	\$11.60	= \$0.00
Dinner	0 @	\$20.75	= \$0.00
Full Per diem	0 @	\$41.55	= \$0.00
Overnight incidental	0 @	\$7.35	= \$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	208 KM @ 0.47/KM	\$97.76
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 \$97.76

USD \$0.00 *\$1.00/CND

TOTAL EXPENSE \$97.76

Less - Advance (if applicable) -\$0.00

NET CLAIM DUE (Repayable) 97.76

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL

03 - 20581

GL CODE

AMOUNT

GST

TOTAL

Written Sign

Request By

Department Code

1-120000-9240

Department

(If Necessary Sign

ance:

Electronic Signatures

Active Directory

tdigness@mhc.ab.ca

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Kevin Shufflebotham
Address:

MEETING/CONFERENCE

Name: Sunrise Collegiate Governance Meeting
Location: Brooks



DAYS INVOLVED [0.19]

Departure date Mar 11 2024 12:00PM
Return date Mar 11 2024 4:30PM

EXPENSES

Meals	Days Rate	Total
Breakfast	0 @ \$9.20	= \$0.00
Lunch	0 @ \$11.60	= \$0.00
Dinner	0 @ \$20.75	= \$0.00
Full Per diem	0 @ \$41.55	= \$0.00
Overnight incidental	0 @ \$7.35	= \$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	212 KM @ 0.47/KM	\$99.64
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 \$99.64

USD \$0.00 *\$1.00/CND

TOTAL EXPENSE \$99.64

Less - Advance (if applicable) -\$0.00

NET CLAIM DUE (Repayable) 99.64

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL

03 - 20582

GL CODE	AMOUNT	GST	TOTAL
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Written Signature

Request By

Department Signature

(If Necessary Signature)

Department Code

1-120000-9240

Finance:

Electronic Signatures

Active Directory tdigness@mhc.ab.ca

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Kevin Shufflebotham
Address:

MEETING/CONFERENCE

Name: Internation Women's Day Conference/ APSN Retreat
Location: Banff



DAYS INVOLVED [3.02]

Departure date Mar 13 2024 12:00PM
Return date Mar 16 2024 12:30PM

EXPENSES

Meals	Days Rate	Total
Breakfast	2 @ \$9.20 =	\$18.40
Lunch	2 @ \$11.60 =	\$23.20
Dinner	2 @ \$20.75 =	\$41.50
Full Per diem	0 @ \$41.55 =	\$0.00
Overnight incidental	3 @ \$7.35 =	\$22.05
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	915 KM @ 0.47/KM	\$430.05
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 \$535.20

USD \$0.00 *\$1.00/CND

TOTAL EXPENSE \$535.20

Less - Advance (if applicable) -\$0.00

NET CLAIM DUE (Repayable) 535.20

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL

03 - 20583

GL CODE

AMOUNT

GST

TOTAL

Written Signature

Request By

Department Code

1-120000-9240

Department Signature
(If Necessary Signature)

Signature:

Electronic Signatures

Active Directory tdigness@mhc.ab.ca

INVOICE
Sandman Signature Lethbridge Lodge

Kevin Shufflebotham
Canada

Print Date 3/14/24
Page No. 1 of 1
Room No. 432
Arrival 03/13/24
Departure 03/14/24
Folio No. SLL 29229
GST No. 121767065 RT 0001

Date	Description	Charges CAD	Credits CAD
03/13/24	Room Charge	159.00	
03/13/24	Room - DMF	3.18	
03/13/24	Room - GST	8.11	
03/13/24	Tourism Levy	6.49	
03/13/24	ECO Fees	2.00	
03/13/24	GST - ECO Fees	0.10	
03/14/24			178.88

Total	178.88	178.88
Balance	0.00	CAD

Net Amount	159.00	CAD
Room - GST	8.21	CAD
Tourism Levy	6.49	CAD
Room - DMF	3.18	CAD
ECO Fees	2.00	CAD
Total incl. vat	178.88	CAD

I agree to be personally liable should the indicated company or person fail to pay for any part of the total charges.

Guest Signature

Merchant ID
Transaction ID
Approval Code
Approval Amount

178.88

Credit Card #
Credit Card Expiry
Capture Method
Transaction Amount

Manual
178.88

Kevin Shufflebotham

Council of Post-Secondary Presidents of Alberta
299 College Dr Se
Medicine Hat, AB T1a3y6 CA

Room:

Confirm #:

Folio #:

Arrival Date:

Booking ID:

Status:

1

03/14/2024

FOL

Post Date	Description	Comment	Reference	Charges	Credits
03/14/2024	ROOM CHARGE		8323	\$233.00	
03/14/2024	ATL	ALBERTA TOURISM LEVY	8323t	\$9.51	
03/14/2024	GST TAX	GST TAX	8323t	\$11.88	
03/14/2024	GST TAX	Recurring: Shufflebotham 8323	Recur 621t	\$0.77	
03/14/2024	TIF	TIF	8323t	\$4.66	
03/14/2024	FACILITY FEE	Recurring: Shufflebotham 8323	Recur 621	\$15.00	
03/14/2024	ATL	Recurring: Shufflebotham 8323	Recur 621t	\$0.61	
03/14/2024	TIF	Recurring: Shufflebotham 8323	Recur 621t	\$0.30	
03/15/2024	ROOM CHARGE		8323	\$233.00	
03/15/2024	ATL	ALBERTA TOURISM LEVY	8323t	\$9.51	
03/15/2024	GST TAX	GST TAX	8323t	\$11.88	
03/15/2024	TIF	TIF	8323t	\$4.66	
03/15/2024	GST TAX	Recurring: Shufflebotham 8323	Recur 621t	\$0.77	
03/15/2024	FACILITY FEE	Recurring: Shufflebotham 8323	Recur 621	\$15.00	
03/15/2024	ATL	Recurring: Shufflebotham 8323	Recur 621t	\$0.61	
03/15/2024	TIF	Recurring: Shufflebotham 8323	Recur 621t	\$0.30	
03/16/2024	PAY VISA				(\$551.46)
Total:				\$551.46	(\$551.46)

Balance: \$0.00

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Kevin Shufflebotham

Address:

MEETING/CONFERENCE

Name: Meeting with DM & Honouring Spirit Indigenous
Student Award Ceremony

Location: Edmonton



DAYS INVOLVED [1.07]

Departure date Apr 14 2024 4:15PM

Return date Apr 15 2024 6:00PM

EXPENSES

Meals	Days Rate	Total
Breakfast	0 @ \$9.20	= \$0.00
Lunch	1 @ \$11.60	= \$11.60
Dinner	1 @ \$20.75	= \$20.75
Full Per diem	0 @ \$41.55	= \$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

FOR OFFICE USE ONLY

Amount	GST

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)	\$38.08

CND \$77.78

USD \$0.00 *\$1.00/CND

TOTAL EXPENSE \$77.78

Less - Advance (if applicable) -\$0.00

NET CLAIM DUE (Repayable) 77.78

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 20624

GL CODE

AMOUNT

GST

TOTAL

Written Signatures

Request By

Department Code 1-120000-9240

Department Signature
(If Necessary Signature)

Signature:

Electronic Signatures

Active Directory tdigness@mhc.ab.ca

Tiffany Digness

From: Kevin Shufflebotham
Sent: Tuesday, April 16, 2024 8:32 AM
To: Tiffany Digness
Subject: FW: Your Monday morning trip with Uber

Hi Tiffany,
Please see below. Looks like I did use my MC.
Thank you.

From: [REDACTED]
Sent: Tuesday, April 16, 2024 6:32 AM
To: Kevin Shufflebotham <KShufflebotham@mhc.ab.ca>
Subject: Fwd: Your Monday morning trip with Uber



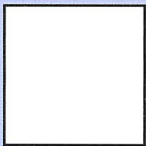
This email was sent from an external address that is not an MHC account.



Do not click links or open attachments unless you recognize the sender and know the content is safe.

Get [Outlook for iOS](#)

From: Uber Receipts <noreply@uber.com>
Sent: Monday, April 15, 2024 10:32:04 PM
To: [REDACTED]
Subject: Your Monday morning trip with Uber



Total **CA\$38.08**
April 15, 2024

Thanks for riding, Kevin

We hope you enjoyed your ride
this morning.

Total

CA\$38.08

Trip fare	CA\$36.54
-----------	-----------

Subtotal	CA\$36.54
Airport drop-off fee / Airport pick-up fee	CA\$3.25
Per-Trip Fee	CA\$0.30
Promotion	-CA\$4.01
GST	CA\$2.00

Payments



Kevin's MC •••3805

4/15/24 10:31 PM

CA\$38.08

[Visit the trip page](#) for more information, including invoices (where available)

[Switch Payment Method](#)

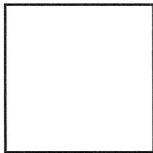
[Download PDF](#)

You rode with Tej

4.96 ☐ Rating

☐ Has passed a multi-step safety screen

Rate or tip



Every rideshare trip in Edmonton is insured for a covered auto accident by Economical Insurance.

[Learn more >](#)

UberX 30.11 kilometers | 31 min



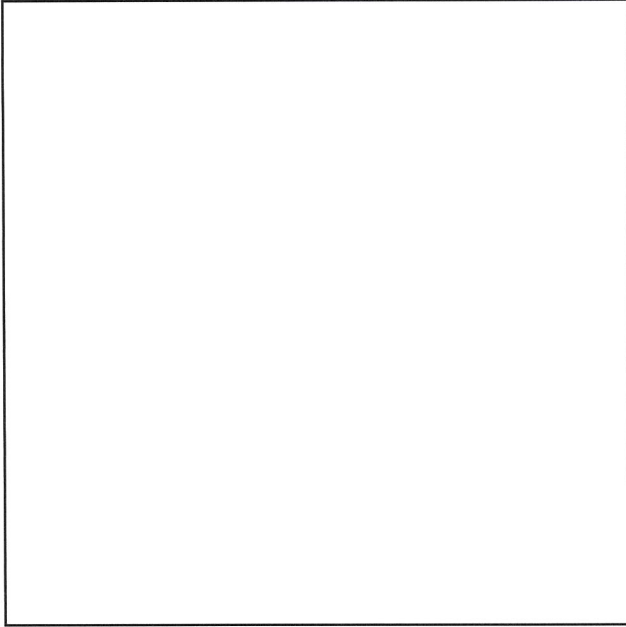
11:34 AM

10778 99 Ave NW,
Edmonton, AB T5K, CA



12:05 PM

Main Terminal, Edmonton
International Airport (YEG),
Edmonton, AB T9E 0V3, CA





eTicket Receipt

Prepared For
SHUFFLEBOTHAM/KEVIN J MR

RESERVATION CODE	
ISSUE DATE	04 Apr 24
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
14 Apr 24	WESTJET WS 3019 Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA Time 5:15pm	CALGARY INTL AB, CANADA Time 6:15pm	Cabin ECONOMY Seat Number 06A Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis MA0D0LFG Not Valid After 14 APR 25
14 Apr 24	WESTJET WS 3137 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 8:00pm	EDMONTON INTL AB, CANADA Time 8:53pm	Cabin ECONOMY Seat Number 08A Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis MA0D0LFG Not Valid After 14 APR 25
15 Apr 24	WESTJET WS 3350 Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 1:30pm	CALGARY INTL AB, CANADA Time 2:24pm	Cabin ECONOMY Seat Number 09D Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KA7D0LFK Not Valid After 30 APR 24
15 Apr 24	WESTJET WS 3010 Operated by: WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA Time 5:00pm	MEDICINE HAT AB, CANADA Time 5:59pm	Cabin ECONOMY Seat Number 09A Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KA7D0LFK Not Valid After 14 APR 25

Allowances

Baggage Allowance

YXH to YEG - 1 Piece WESTJET

Prices of additional baggage pieces:

1. 75.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters**

YEG 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. 75.00 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 YEG , YEG to YYC , YYC to YXH - 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

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

Payment/Fare Details

Form of Payment	
Fare Calculation Line	YXH WS X/YYC WS YEA466.00WS X/YYC WS YXH200.00CAD666.00END
Fare	CAD 666.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 35.61 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 784.61

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

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

DISPLAY THIS SIDE UP ON DASHBOARD

DETACH RECEIPT FROM TICKET

EXPIRATION DATE

15/04/24

EXPIRATION TIME

15:42

DATE ISSUED

14/04/24

TIME ISSUED

15:42

AMOUNT PAID

\$ 8.25

AMOUNT PAID

\$ 8.25

14130001

15:42

DAY+

LOT 6302

CC



1245932

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



1245932

RECEIPT



Mr Kevin Shufflebotham
299 College Drive Se
Medicine Hat AB T1C 3Y6
Canada

INFORMATION INVOICE

Room No. : [REDACTED]
Arrival : 04-14-24
Departure : 04-15-24
Page No. : 1 of 2
Folio No. :
Conf. No. : [REDACTED]
Cashier No. [REDACTED]
Custom Ref. :

Company Name :
Group Name :
Guest Name :

Date	Description	Charges	Credits
04-14-24	Package Revenue	181.00	
04-14-24	Destination Marketing Fee	4.86	
04-14-24	Room GST	8.35	
04-14-24	Tourism Levy	6.68	
04-15-24	Visa [REDACTED]		200.89
Total Charges		200.89	
Total Credits			200.89
Balance			0.00

Merchant ID		Credit Card #	[REDACTED]
Transaction ID	[REDACTED]	Credit Card Expiry	[REDACTED]
Approval Code	[REDACTED]	Capture Method	Manual
Approval Amount	200.89	Transaction Amount	200.89

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

Matrix Hotel | 10640 100 Ave NW | Edmonton, AB T5J 3N8
Reservations: (866) 465-8150 | Telephone: (780) 429-2861 | Fax: (780) 420-4962
Email: info@matrixedmonton.com
www.matrixedmonton.com

Medicine Hat College
Food Services

Number of People	10
------------------	----

8988

Function Description	Date of Event	Location	GL Number
	Apr. 18/24	Executive Boardroom	

[illegible]

	SUBTOTAL	\$ 310.00
Plus Gratuity		\$ -
Less Discount		\$ -
	SALES TAX	
	TOTAL	\$ 310.00

Please attach a hosting form upon returning to Cafeteria.

APPENDIX D



LOST RECEIPT DECLARATION

The information on this form is personal information and must be protected in compliance with the provisions of FOIPP.

This form is to be used on the **rare** occasion when an expense (in excess of \$10), reimbursed by or charged to the College and related to the conduct of College business, cannot be supported with the original itemized receipt.

The claimant must certify that the original receipt was lost, misplaced, accidentally destroyed or unavailable and a copy could not be obtained.

The claimant can fill out only one Form per lost receipt. The Form must be signed, approved and submitted with a Travel and Expense Claim or Purchasing Card Statement in replacement of the missing receipt.

This form is not intended to substitute the regular process for obtaining receipts.

I, Kevin Shufflebotham do hereby declare that the following receipt has been lost, misplaced, accidentally destroyed or is unobtainable.

Vendor's Name Moxie's	
Date of Purchase April 22, 2024	Amount of Purchase \$50.12
Detailed description of goods/services purchased, including any applicable taxes: Lunch Meeting with Honorary Degree Recipient	

I also declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future. I understand that substantiated cases of failure to comply with the Travel and Expenses Policy and Procedure may result in loss of signing authority and purchasing privileges and be cause for disciplinary action up to and including termination for just cause.

Claimant's Name (please print) Kevin Sufflebotham	[Redacted Signature]
Department Executive	May 24, 2024

Approving Authority

Supervisor (please print) Sarah Mackenzie	[Redacted Signature]
VP Administration and Finance	VP Signature

Starbucks Coffee Canada #4677
1296 Trans Canada Hwy SE
Medicine Hat, AB T1B1J5

CHK 679746
04/23/2024 11:00 AM
XXX6320 Drawer: 2 Reg: 1

Cafe To Go

Order

Gr Strwb Acai Lem	5.95
Gr Strwb Acai Lem	5.95

Subtotal	11.90
Discounts	0.00
GST 5%	0.60
Total	12.50
Change Due	0.00

Payments

Visa	12.50
------	-------

Card Entry: CHIP
Trans Type: SALE
App Label: Visa Credit

AID: A0000000031010
TVR: 0000008000
TSI: E800

----- Check Closed -----
04/23/2024 11:00 AM

GST: 86585 3535

Join our loyalty program
Starbucks Rewards®
Sign up for promotional emails
Visit Starbucks.ca/rewards
Or download our app
At participating stores
Some restrictions apply

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Kevin Shufflebotham
Address:

MEETING/CONFERENCE

Name: CCC Retreat/ C/Can Conference
Location: Calgary



DAYS INVOLVED [5.75]

Departure date Apr 25 2024 8:00PM
Return date May 1 2024 2:00PM

EXPENSES

Meals	Days Rate	Total
Breakfast	4 @ \$9.20 =	\$36.80
Lunch	2 @ \$11.60 =	\$23.20
Dinner	4 @ \$20.75 =	\$83.00
Full Per diem	0 @ \$41.55 =	\$0.00
Overnight incidental	6 @ \$7.35 =	\$44.10
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	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)	\$0.00

CND \$187.10
USD \$0.00 *\$1.00/CND

INVOICE TOTAL

TOTAL EXPENSE \$187.10
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 187.10

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 20715

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By

Department Signatures
(If Necessary: Signature)

Department Code

Finance:

1-110000-9240 - \$151.65
1-120000-9240 - \$35.45

Electronic Signatures

Active Directory tdigness@mhc.ab.ca



CALGARY MARRIOTT DOWNTOWN

GUEST FOLIO

1604	SHUFFLEBOTHAM/KEVIN	235.00	04/26/24	07:14	47784	8168
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
GK	XXX		04/25/24	23:53		
TYPE	XXX AB T1A3Y6		ARRIVE	TIME		
70						
ROOM		PASSPORT:				
CLERK	ADDRESS	PAYMENT			MBV#:	

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
04/25	ROOM 1604, 1	235.00		
04/25	DM FEE 1604, 1	7.05	A	
04/25	GST ROOM 1604, 1	12.10	B	
04/25	T LEVY 1604, 1	9.68	I	
04/26	CCARD-VS			263.83
	SETTLED TO: VISA			
	***** AUTHORIZATION *****			
	APPROVED			
	Total: \$293.20 Card Type: VISA Card Entry: CHIP			Approval Code: 036993
	PIN Verified			
	***** EMV AUTHORIZATION *****			
	App Label: Visa Credit Mode: Issuer			
	AID: A0000000031010 TVR: 0000008000 IAD: 06011203642002 TSI: E800 ARC: 00 AC: 32F8ACB2FE311D16 CVM: 410302			.00

===== SUMMARY OF TAXES =====			
	DESCRIPTION	TAXED AMOUNT	TAX
A	3% DESTINATION MKT	.00	7.05
B	5% GST ROOM	.00	12.10
C	5% GST OTHER	.00	.00
I	4% TOURISM LEVY	.00	9.68
J	5% GST PARKING	.00	.00
K	20% GROUP SC	.00	.00
L	5% GST OTHER	.00	.00
N	GST BQT	.00	.00
P	GST TCC	.00	.00
	NET CHARGES	TAX	FOLIO
	235.00	28.83	263.83

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As a Marriott Bonvoy member, you could have earned points towards your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

See <https://members.marriott.com> for more information



CALGARY MARRIOTT DOWNTOWN
110 9TH AVENUE SE
CALGARY AB T2G 5A6
403.266.7331 G.S.T.# 862717196RT0001

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Signature X



CALGARY MARRIOTT DOWNTOWN

GUEST FOLIO

1604	SHUFFLEBOTHAM/KEVIN	239.00	04/27/24	09:08	47962
ROOM	NAME	RATE	DEPART	TIME	ACCT#
GK	XXX		04/26/24	07:14	
TYPE	XXX AB T1A3Y6		ARRIVE	TIME	
77					
ROOM		PASSPORT:			MBV#:
CLERK	ADDRESS	PAYMENT			
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE	
04/26	ROOM 1604, 1	239.00			
04/26	DM FEE 1604, 1	7.17	A		
04/26	GST ROOM 1604, 1	12.31	B		
04/26	T LEVY 1604, 1	9.85	I		
04/27	CCARD-VS			268.33	
	SETTLED TO: VISA				
	***** AUTHORIZATION *****				
	APPROVED				
	Total: \$297.68 Card Type: VISA Card Entry: CHIP			Approval Code: 078763	
	PIN Verified				
	***** EMV AUTHORIZATION *****				
	App Label: Visa Credit Mode: Issuer				
	AID: A0000000031010 TVR: 0000008000 IAD: 06011203642002 TSI: E800 ARC: 00 AC: 1D340F9374940F42 CVM: 410302				
					.00
===== SUMMARY OF TAXES =====					
	DESCRIPTION		TAXED		TAX
			AMOUNT		
A	3% DESTINATION MKT		.00		7.17
B	5% GST ROOM		.00		12.31
C	5% GST OTHER		.00		.00
I	4% TOURISM LEVY		.00		9.85
J	5% GST PARKING		.00		.00
K	20% GROUP SC		.00		.00
L	5% GST OTHER		.00		.00
N	GST BQT		.00		.00
P	GST TCC		.00		.00
	NET CHARGES	TAX	CREDITS	FOLIO	
	239.00	29.33	268.33	.00	

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CALGARY MARRIOTT DOWNTOWN

GUEST FOLIO

1604	SHUFFLEBOTHAM/K	235.00	05/01/24	12:00	48123	8168
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
GK			04/27/24	09:10		
TYPE			ARRIVE	TIME		
94						
ROOM	ADDRESS	PAYMENT			MBV#:	
CLERK						
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE		
04/27	ROOM 1604, 1	235.00				
04/27	DM FEE 1604, 1	7.05	A			
04/27	GST ROOM 1604, 1	12.10	B			
04/27	T LEVY 1604, 1	9.68	I			
04/28	ROOM 1604, 1	235.00				
04/28	DM FEE 1604, 1	7.05	A			
04/28	GST ROOM 1604, 1	12.10	B			
04/28	T LEVY 1604, 1	9.68	I			
04/29	ROOM 1604, 1	235.00				
04/29	DM FEE 1604, 1	7.05	A			
04/29	GST ROOM 1604, 1	12.10	B			
04/29	T LEVY 1604, 1	9.68	I			
04/30	ROOM 1604, 1	235.00				
04/30	DM FEE 1604, 1	7.05	A			
04/30	GST ROOM 1604, 1	12.10	B			
04/30	T LEVY 1604, 1	9.68	I			
05/01	VS CARD			\$1055.32		

TO BE SETTLED TO: VISA CURRENT BALANCE .00

THANK YOU FOR CHOOSING THE CALGARY MARRIOTT DOWNTOWN HOTEL.
TO EXPEDITE YOUR CHECK-OUT, PLEASE CALL AT YOUR SERVICE OR
PRESS MENU ON YOUR REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT.

SUMMARY OF TAXES		TAXED	TAX
DESCRIPTION		AMOUNT	
A 3% DESTINATION MKT		.00	28.20
B 5% GST ROOM		.00	48.40
C 5% GST OTHER		.00	.00
I 4% TOURISM LEVY		.00	38.72
J 5% GST PARKING		.00	.00
K 20% GROUP SC		.00	.00
L 5% GST OTHER		.00	.00
N GST BQT		.00	.00
P GST TCC		.00	.00
NET CHARGES	TAX	CREDITS	FOLIO
940.00	115.32	.00	1055.32

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CALGARY MARRIOTT DOWNTOWN
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Signature X

Raynie
Wood
milestones®

2024-04-27 02:40 PM
RECEIPT : 230136
ORDER # : 167952
TABLE : 325
SERVER : Adam M
SEAT : 1, 2

QTY DESCRIPTION	TOTAL
***** Seat 1 *****	
1 Tuscan Bruschetta	\$15.00
1 Diet Coke	\$4.00
***** Seat 2 *****	
1 Wham-Bam Shrimp	\$18.25
1 Nestea Iced Tea	\$4.00
SUBTOTAL	\$41.25
ALBERTA - GOODS AND SERVICES TAX (5%)	\$2.06
TOTAL	\$43.31

107 8th Avenue SE
Calgary, AB T2G 0K4
(403) 410-9521

GST#702476888 RT0001

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MILESTONES STEPHEN AVE
107 8 AVE SE
CALGARY, AB T2G0K4
4034109521

SALE

MID: 6701559
TID: 006 REF#: 00000008
Batch #: 118001 RRN: 00000008
04/27/24 14:41:28

VISA Chip

AMOUNT	\$43.31
TIP	\$6.50
TOTAL	\$49.81

APPROVED

Visa Credit
AID: A0000000031010
TVR: 00 80 00 80 00
TS: E8 00

BY ENTERING A VERIFIED PIN
CARDHOLDER AGREES TO PAY ISSUER
SUCH TOTAL IN
ACCORDANCE WITH ISSUER'S
AGREEMENT
WITH CARDHOLDER

THANK YOU! / MERCI!

CUSTOMER COPY

SALTLIK
101-8 Avenue SW
Calgary, AB
T2G 5J2
403.537.1160

Tbl 24/1 Chk 3058 Gst 6
Apr29'24 6:36PM TYLER

1	POP	4.50
	pop iced tea	
2	SLV STELLA	22.00
1	PROP CAES VODKA	11.00
1	PERONI 0%	6.50
1	POP REFILL	
1	PASTA AMATRICIANA	21.00
1	SIDE 1/2 BR CHX	7.00
2	STK SAND SIRL	76.00
	Sub Fries	
1	7oz SIRLOIN	38.50
1	HUNTER CHICKEN	32.00
1	STK SAND SIRL	38.00
	Sub Mash Pots	
1	TUNA TARTAR	17.50
2	BLKND SALMON	70.00
2	G8 CALAFURIA ROS	46.50
1	VIRG MOJITO	6.75

SUBTOTAL 397.25
Tax GST 19.86
Total @ 8:25PM 417.11

Scan here for web pay
TAG US: @saltlikcalgary
EMAIL: infocalgary@saltlik.com
ORDER ONLINE: www.saltlik.com
GST#86142 2814 RT0001

Transaction ID 16465723
Total 417.11
Tip 62.57
479.68

SALTLIK
101-8 Avenue SW
Calgary, AB
T2G 5J2
403.537.1160

118 TYLER

Tbl 24/1 Chk 3058 Gst 6
Apr29'24 06:36PM

2	SLV STELLA	22.00
1	SIDE 1/2 BR CHX	7.00
2	STK SAND SIRL Sub	76.00
	Fries	
1	7oz SIRLOIN	38.50
1	HUNTER CHICKEN	32.00
1	STK SAND SIRL Sub	38.00
	Mash Pots	
2	BLKND SALMON	70.00
1	PERONI 0%	6.50
1	PROP CAES VODKA	11.00
2	G8 CALAFURIA ROS	46.50
1	POP pop iced tea	4.50
1	POP REFILL	0.00
1	VIRG MOJITO	6.75
1	PASTA AMATRICIANA	21.00
1	TUNA TARTAR	17.50

Subtotal 397.25
Tax GST 19.86
08:23PM Total 417.11

119-796

