



Expense Disclosure Summary

Name Dr. Nancy Brown **Position** Vice President Academic & Provost
Period Covered January - February 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
January 9, 2024	Brooks, AB	Meetings at Brooks Campus		\$ 99.64		\$ 12.00			\$ 111.64
January 15-17, 2024	Edmonton, AB	ACOSAO Meeting	\$ 363.56	\$ 50.93	\$ 323.35	\$ 71.50		\$ 14.70	\$ 824.04
February 15, 2024	Brooks, AB	Mental Wellness Conference		\$ 99.64					\$ 99.64
February 26, 2024	Brooks, AB	Seniors Health Fair/HCA Program		\$ 102.46		\$ 11.60			\$ 114.06
			\$ 363.56	\$ 352.67	\$ 323.35	\$ 95.10	\$ -	\$ 14.70	\$ 1,149.38

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** January 9, 2024

Position Vice President Academic & Provost **Purpose** Meetings at MHC 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
January 9, 2024	MHC Travel Claim	Other Transportation	212km x \$0.47/km	99.64		99.64
January 9, 2024	MHC Travel Claim	Meals	Lunch	12.00		12.00
Total Receipts						111.64

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Nancy Brown
Address:

MEETING/CONFERENCE

Name: Meetings in Brooks
Location: Brooks, AB



DAYS INVOLVED [0.25]

Departure date Jan 9 2024 9:30AM
Return date Jan 9 2024 3:30PM

Meetings with Jessica Surgenor (MHC) and Holly Johnson (County of Newell)

EXPENSES

Meals

	Days	Rate	Total
Breakfast	0 @	\$10.00	= \$0.00
Lunch	1 @	\$12.00	= \$12.00
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	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	\$111.64
USD	\$0.00 *\$1.00/CND
TOTAL EXPENSE	\$111.64
Less - Advance (if applicable)	-\$0.00
NET CLAIM DUE (Repayable)	111.64

INVOICE TOTAL

FOR OFFICE USE ONLY		VENDOR NUMBER		CONTROL
GL CODE	AMOUNT	GST	TOTAL	03 - 20507



Expense Disclosure Sheet

Name Dr. Nancy Brown **Date** January 15 - 17, 2024
Position Vice President Academic & Provost **Purpose** ACOSAO Meeting **Destination:** Edmonton

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
January 15, 2024	WestJet	Airfare	Airfare: MH to Edmonton/return	346.25	17.31	363.56
January 16, 2024	Fairfield by Marriott	Accommodation	1 night accommodation	160.68	7.73	168.41
January 17, 2024	Radisson	Accommodation	1 night accommodation	147.83	7.11	154.94
January 16, 2024	Checker Cabs	Other Transportation	Transportation to hotel	23.16		23.16
January 17, 2024	Uber	Other Transportation	Transportation to airport	26.45	1.32	27.77
January 17, 2024	MHC Travel Claim	Meals	Bx2, Lx1, Dx2	71.50		71.50
January 17, 2024	MHC Travel Claim	Overnight Incidental	2 x incidentals	14.70		14.70
Total Receipts						824.04



eTicket Receipt

Prepared For
BROWN/NANCY MRS

RESERVATION CODE	DYMOTU
ISSUE DATE	12 Dec 23
TICKET NUMBER	8382182004732
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	██████████

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
15 Jan 24	WESTJET WS 3011 Operated by: WESTJET LINK BY PACIFIC COASTAL	MEDICINE HAT AB, CANADA Time 10:40am	CALGARY INTL AB, CANADA Time 11:40am	Cabin ECONOMY Seat Number 08A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LAVD0LFK Not Valid After 14 FEB 24
15 Jan 24	WESTJET WS 253	CALGARY INTL AB, CANADA Time 2:30pm	EDMONTON INTL AB, CANADA Time 3:24pm	Cabin ECONOMY Seat Number 08C Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LAVD0LFK Not Valid After 15 JAN 25
16 Jan 24	WESTJET WS 3352 Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 6:05pm	CALGARY INTL AB, CANADA Time 7:07pm	Cabin ECONOMY Seat Number 08B Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LAVF4LFK Not Valid After 14 FEB 24
16 Jan 24 - 17 Jan 24	WESTJET WS 3020 Operated by: WESTJET LINK BY PACIFIC COASTAL	CALGARY INTL AB, CANADA Time 11:15pm	MEDICINE HAT AB, CANADA Time 12:21am	Cabin ECONOMY Seat Number 08A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LAVF4LFK Not Valid After 15 JAN 25

Allowances

Baggage Allowance

YXH to YEG - 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. 70.00 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. 70.00 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	CREDIT CARD - VISA : XXXXXXXXXX
Fare Calculation Line	YXH WS X/YYC WS YEA120.00WS X/YYC WS YXH110.00CAD230.00END
Fare	CAD 230.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 13.81 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 70.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 3.50 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 363.56

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](#)



CHECKER CABS

316 MERIDIAN RD SE
CALGARY, AB T2A 1X2
4032999999

<https://www.thecheckergroup.com>

Checker Cabs Calgary

Transaction **17705149**

Total	CA\$21.05
Tip	CA\$2.11

CREDIT CARD SALE	CA\$23.16
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Retain this copy for statement
validation

Station: 1310

16-Jan.-2024 11:40:29p.m.

CA\$23.16 | Method:

CONTACTLESS

Visa Credit

Reference ID: 401700686215

Auth ID: 016279

MID: *****6820

AID: A0000000031010

AthNtwkNm: VISA

NO CARDHOLDER VERIFICATION

GST# 100936111



Fairfield by Marriott® Edmonton International Airport
4545 Airport Perimeter Rd, Alberta T9E OV6 Canada P 780.739.2200
Fairfield.Marriott.com

N. Brown		Room: 402		
[REDACTED]		Room Type: KING		
[REDACTED]		Number of Guests: 1		Clerk:
[REDACTED]		Rate: \$150.00		
Arrive: 15Jan24	Time: 06:34PM	Depart: 16Jan24	Time: 12:00PM	Folio Number: 72485

DATE	DESCRIPTION	CHARGES	CREDITS
15Jan24	Room Charge	150.00	
15Jan24	Gst-796939882rt001	7.73	
15Jan24	ABTL-Tourism Levy	6.18	
15Jan24	DMF-Destination Mktg Fee	4.50	
16Jan24	Visa		168.41

[REDACTED]
Amount: 168.41 Auth: 078983
This card was electronically swiped on 15Jan24

BALANCE:	0.00
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[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.

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Nancy Brown
Canada

Room No. : 202
Arrival : 01-16-24
Departure : 01-17-24
Page No. : 1 of 1
Folio No. : 177435
Conf. No. : 421579
Cashier No. : 93

INFORMATION INVOICE

Membership No

A/R Number :

Group Code :

Company Name :

1/17/2024 6:57 AM EST

Date	Description	Charges	Credits
01-16-24	Room	138.00	
01-16-24	Marketing Fee	4.14	
01-16-24	GST Tax	7.11	
01-16-24	Alberta Tourism Levy	5.69	
01-17-24	Visa		154.94
Total		154.94	
Balance			0.00

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Thank You For Staying With Us

I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay for any portion or the full amount of these charges.

Guest Signature _____

Radisson Hotel & Conference Centre Calgary Airport East
6620 36th Street NE
Calgary, AB T3J 4C8
Telephone: (403) 475-1111 Fax: (403) 719-3855
GST #: 82338 3401 RT0001

From: Uber Receipts <noreply@uber.com>
Date: January 17, 2024 at 7:12:14 AM MST
To: Nancy Brown <nbrown@mhc.ab.ca>
Subject: Your Wednesday 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.

Uber

Total **CA\$27.77**
January 17, 2024

Total CA\$27.77

Trip fare	CA\$13.00
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Subtotal	CA\$13.00
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Reservation Fee	CA\$6.00
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Booking Fee ?	CA\$3.00
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Airport Recovery Surcharge	CA\$4.00
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TNC fee recovery surcharge	CA\$0.45
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GST	CA\$1.32
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Payments



CA\$27.77

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

[Switch Payment Method](#)

[Download PDF](#)

You rode with Jashan

5.00 ★ Rating



Has passed a multi-step safety screen

[Rate or tip](#)

TNDL License Number:

Please call 3-1-1 with any Compliments/Concerns



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■ 6.59 kilometers | 11 min



7:00 AM

6620 36 St NE, Calgary, AB

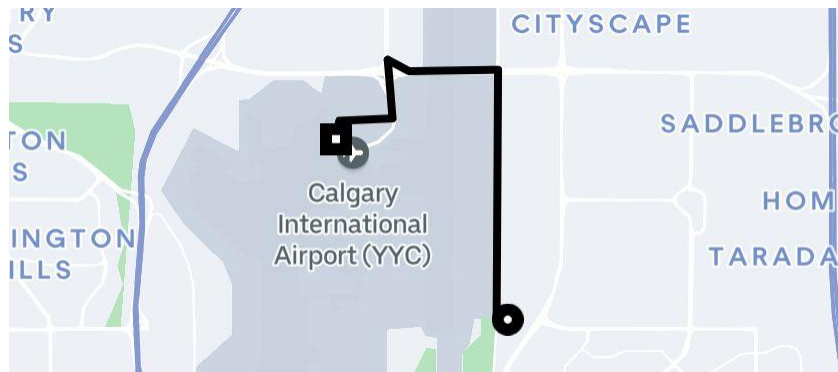
T3J 4C8, CA



7:11 AM

2000 Airport Rd NE, Calgar

AB T2E 6W5, CA





Expense Disclosure Sheet

Name Dr. Nancy Brown **Date** February 15, 2024

Position Vice President Academic & Provost **Purpose** Mental Wellness Conference **Destination:** Brooks, AB (IRCC Research)

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
February 15, 2024	MHC Travel Claim	Other Transportation	Mileage: 212km x \$0.47/km	99.64		99.64
Total Receipts						99.64



Expense Disclosure Sheet

Name Dr. Nancy Brown **Date** February 26, 2024
Position Vice President Academic & Provost **Purpose** Seniors Health Fair/Health Care Aide Program **Destination:** Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
February 26, 2024	MHC Travel Claim	Other Transportation	Mileage: 218km x \$0.47/km	102.46		102.46
February 26, 2024	MHC Travel Claim	Meals	Lunch	11.6		11.60
Total Receipts						114.06

