MEDICINE HAT COLLEGE

Expense Disclosure Summary

Name Dr. Nancy Brown **Position** Vice President Academic & Provost
Period Covered July - August 2025

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 3-7, 2025	Calgary, AB	Calgary Stampede Post Secondary Networking Events		$ 354.83	$ 983.43	$ 158.00		$ 20.00	**$ 1,516.26**
July 14-16, 2025	Grande Prairie, AB	Visit & tour of Northwestern Polytechnic	$ 1,018.42	$ 80.86	$ 419.24	$ 84.00		$ 20.00	**$ 1,622.52**
			$ 1,018.42	**$ 435.69**	**$ 1,402.67**	**$ 242.00**	**$ -**	**$ 40.00**	**$ 3,138.78**

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

Signature *Original copy signed*

MEDICINE HAT COLLEGE

Expense Disclosure Sheet

Name Dr. Nancy Brown **Date** July 3-7, 2025

Position Vice President Academic & Provost **Purpose** Calgary Stampede Post Secondary Networking Events **Destination**: Calgary, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
July 3-7, 2025	MHC Travel Claim	Other Transportation	Mileage: 607km x $.51/km	309.57		309.57
July 3-7, 2025	MHC Travel Claim	Meals	B x 2, L x 3, D x 3	158.00		158.00
July 3-7, 2025	MHC Travel Claim	Incidentals	2 overnight incidentals	20.00		20.00
July 6, 2025	Premier Best Western	Accommodation	Accommodation July 6	279.76	13.45	293.21
July 3 & 4, 2025	Premier Best Western	Accommodation	Accommodation July 3&4	658.65	31.57	690.22
July 6, 2025	Uber	Other Transportation	Hotel to event	25.46	1.27	26.73
July 3, 2025	Indigo Park	Other Transportation	Parking	17.65	0.88	18.53
					Total Receipts	**1,516.26**

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Nancy Brown

Address:

MEETING/CONFERENCE

Name: Calgary Stampede Post-Secondary Networking Events

Location: Calgary, AB

DAYS INVOLVED [4.54]

Departure date Jul 3 2025 6:00AM

Return date Jul 7 2025 7:00PM

EXPENSES	Days Rate	Total		FOR OFFICE USE ONLY Amount	GST
Meals					
Breakfast	2 @ **$13.00** =	$26.00			
Lunch	3 @ **$17.00** =	$51.00			
Dinner	3 @ **$27.00** =	$81.00			
Full Per diem	0 @ **$57.00** =	$0.00			
Overnight incidental	2 @ **$10.00** =	$20.00			
Hospitality Allowance	0 @ **$20.00** =	$0.00			
Conference Cost		$0.00			
Hotel (attach invoice)		$0.00			
Miscellaneous		$0.00			
		$0.00			
		$0.00			
TRANSPORTATION					
Own Car	607 KM @ 0.51/KM	$309.57			
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	$487.57		**INVOICE TOTAL**	
	USD	$0.00	*$1.00/CND		
	TOTAL EXPENSE	$487.57			
	Less - Advance (if applicable)	-$0.00			
	NET CLAIM DUE (Repayable)	**487.57**			

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL **03 - 22734**

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By [redacted]

Department Code [redacted]

Department Signatures
(If Necessary Signature)

Finance:

Electronic Signatures

Active Director [redacted]

If you have any questions please contact the Finance Department at 403-529-3856.

Freeport Inn Calgary Airport
GST #13178 8788 RT0007 86 Freeport Blvd NE
Calgary, AB T3J 5J9

Phone: (403)264-9650

Fax: (403)264-9651
Email: info@bestwesterncalgary.com

Web: www.bestwesterncalgary.com

Guest Charges

Folio #: 471840 **Guest : BROWN, NANCY** Conf #: 430642
Room #: 417 CRS #: BW 603073457-01
Payment Method : Credit Card Billing Reference :
Rate : Company : CAUBO - CANADIAN ASSOC OF UNIV Arrival: 7/3/2025
7/3/2025 $301.74 299 COLLEGE DRIVE SE Departure: 7/5/2025
7/4/2025 $331.49 Medicine Hat, AB T1A 3Y6

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
7/3/2025	ROOM	Auto Posted Rate: CAUN		417	$301.74		$301.74
7/3/2025	RGST	Auto Posted Rate: CAUN		417	$15.09		$316.83
7/3/2025	RTAX	Auto Posted Rate: CAUN		417	$12.07		$328.90
7/4/2025	ROOM	Auto Posted Rate: CAUN		417	$331.49		$660.39
7/4/2025	RGST	Auto Posted Rate: CAUN		417	$16.57		$676.96
7/4/2025	RTAX	Auto Posted Rate: CAUN		417	$13.26		$690.22
7/5/2025	VA [redacted]			417		$690.22	$0.00
						Balance	**$0.00**

Credit Card Payment

Payment Type:	Credit Card	Amount Paid:	$690.22
Account:	[redacted]	Approval Code:	_014609N_
Account Holder:		Approval Amount:	($690.22)

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of the amount of these charges. Interest will be charged on any overdue balance.

I am aware that all personal information collected about me, with the exception of my full credit card number, will be stored in the computer for the purpose of proficiency with my next reservation.

Guest Signature

From: [redacted]
To:
Subject: FW: [EXTERNAL] Your Sunday afternoon trip with Uber
Date: Tuesday, July 8, 2025 8:31:52 AM
Attachments: image001.png
image002.png
image003.png
image004.png
image005.png
image006.png

This was for [redacted] I to go from hotel to the CSG event at 330pm Sunday.

Nancy

[redacted]

MEDICINE HAT COLLEGE

Medicine Hat College acknowledges and honours the traditional territories of the First Nation People of Treaty 7 and Treaty 4, and of the Métis people who share a deep history with this land. We recognize and honour the land, history, ways of being, and our relationship with First Nation, Métis, and Inuit people as we forge together towards a relationship of reconciliation, respect, understanding, and healing.

My working day may not be your working day. Please do not feel obliged to reply to this email outside of your normal working hours.

From: noreply=uber.com@mgt.uber.com <noreply=uber.com@mgt.uber.com> **On Behalf Of** Uber Receipts
Sent: Monday, July 7, 2025 2:02 AM
To: [redacted]
Subject: [EXTERNAL] Your Sunday afternoon trip with Uber

CAUTION: This email originates from outside of Medicine Hat College.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Total
CA$26.73
July 6, 2025

The picture can't be displayed.

Total CA$26.73

Trip fare	CA$23.69

Subtotal	CA$23.69
Booking Fee	CA$1.32
TNC fee recovery surcharge	CA$0.45
GST	CA$1.27

Payments

[redacted] CA$26.73
7/7/25 2:01 AM

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

Switch Payment Method

Download PDF

You rode with TESFALEM

4.95 Rating

Has passed a multi-step safety screen

Rate or tip

TNDL License Number:

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

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

[Learn more ›]

UberX 18.61 kilometers | 21 min

3:04 PM

86 Freeport Blvd NE, Calgary, AB T3J 5J9, CA

3:25 PM

225 8 Ave SW, Calgary, AB T2P 2W3, CA

From: [Nancy Brown]
To: [Paula Forsythe]
Subject: [EXTERNAL] July 3 parking pass
Date: Tuesday, July 8, 2025 4:23:25 PM
Attachments: INDIGO-neo-header.png
GET-MY-PASS-button.png
stamp-top.png
stamp-bottom.png

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nbseoulsister@gmail.com appears similar to someone who previously sent you email, but may not be that person. Learn why this could be a risk

CAUTION: This email originates from outside of Medicine Hat College.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ooops. One more receipt.
Sent from my iPhone

Begin forwarded message:

> **From:** Indigo Park Canada <noreplycanada@indigoneo.ca>
> **Date:** July 2, 2025 at 5:39:07 PM MDT
> **To:** nbseoulsister@gmail.com
> **Subject: Confirmation Email: C162 - U of C Downtown 1773124223 Day Max**

INDIGO neo

Thank you for your purchase!
This is your confirmation and receipt.

Pedestrian door is located next to vehicle entrance. Door code is 4538*.
Pass is non-refundable. DO NOT PARK IN RESERVED STALL.

You can view your Parking Pass from the button below.

In gated parking lots, please note that you will need to scan the QR code on the digital Parking Pass upon entering and exiting the lot.

No multiple in/out.

GET MY PASS

DETAILS OF YOUR PURCHASE

PARKING: C162 - U OF C DOWNTOWN, 906 8 AVENUE SW, CALGARY, ALBERTA T2P2T9

YOUR PURCHASE MADE ON: WED, JULY 2, 2025 17:39

TRANSACTION #: 1773124223

PAYMENT: **$18.53**

THU, JULY 3, 2025 11:00 TO **THU, JULY 3, 2025 19:00**

TIME	RATE	AMOUNT
JUL 3, 2025 11:00 - JUL 3, 2025 19:00	DAY MAX	$17.85

ADDITIONAL ITEMS		AMOUNT
CONVENIENCE FEE		$0.50
TRANSACTION FEE		$0.18
	GST 5.000%	$0.88

PROMO CODE: NONE PROMO AMOUNT: NONE

[redacted]

INDIGO PARK CANADA INC. VAT# 120996095

MEDICINE HAT COLLEGE

Expense Disclosure Sheet

Name Dr. Nancy Brown **Date** July 14 - 16, 2025

Position Vice President Academic & Provost **Purpose** Visit/tour at Northwestern Polytechnic **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
July 14 & 16, 2025	WestJet	Airfare	Airfare (Med Hat to GP and return)	969.92	48.50	1018.42
July 14 & 16, 2025	Holiday Inn & Suites	Accommodation	2 nights accommodation			419.24
July 14 & 16, 2025	Deluxe Premium Driving	Other Transportation	Taxi			80.86
July 14-16, 2025	MHC Travel Claim	Meals	B x 1, L x 2, D x 2	84.00		84.00
July 14-16, 2025	MHC Travel Claim	Incidentals	2 overnight incidental	20.00		20.00
				Total Receipts		**1,622.52**

eTicket Receipt

Prepared For
BROWN/NANCY MRS

RESERVATION CODE	KUWPFK
ISSUE DATE	07 May 25
TICKET NUMBER	8382196962548
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	[redacted]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
14 Jul 25	WESTJET WS 3483 Operated by: WESTJET ENCORE	MEDICINE HAT AB, CANADA Time 3:35pm	CALGARY INTL AB, CANADA Time 4:28pm	Fare EconoFlex Cabin ECONOMY Seat Number 09B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KBUD0QFS Not Valid After 14 JUL 26
14 Jul 25	WESTJET WS 3397 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 6:45pm	GRANDE PRAIRIE AB, CANADA Time 8:13pm	Fare EconoFlex Cabin ECONOMY Seat Number 08B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KBUD0QFS Not Valid After 14 JUL 26
16 Jul 25	WESTJET WS 3492 Operated by: WESTJET ENCORE	GRANDE PRAIRIE AB, CANADA Time 11:05am	CALGARY INTL AB, CANADA Time 12:30pm	Fare EconoFlex Cabin ECONOMY Seat Number 08B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LBVD0QFW Not Valid After 02 SEP 25
16 Jul 25	WESTJET WS 3484 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 2:05pm	MEDICINE HAT AB, CANADA Time 3:03pm	Fare EconoFlex Cabin ECONOMY Seat Number 08B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LBVD0QFW Not Valid After 14 JUL 26

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:

1. 75.00 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:

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 CARDFORM 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 -** [redacted]
Fare Calculation Line	YXH WS X/YYC WS YQU573.00WS X/YYC WS YXH307.00CAD880.00END
Fare	**CAD 880.00**
Taxes/Fees/Carrier-Imposed Charges	**CAD 46.00 YQI (OTHER AIR TRANSPORTATION CHARGES)**
	CAD 47.25 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 18.92 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 25.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.25 XG9 (GOODS AND SERVICES TAX (GST))
Total	**CAD 1018.42**

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 ourtside Canada, baggage fees will be converted and charged in the local currency of the departure country. GST is charged on all itineraries that origiante 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

62 07-22-25

Nancy Brown [redacted]	Folio No. : **394281** A/R Number : Group Code : Company : **Medicine Hat College** Membership No. : **PC** [redacted] Invoice No. :	Room No. : **229** Arrival : **07-14-25** Departure : **07-16-25** Conf. No. : **40442569** Rate Code : **IKMAF** Page No. : **1 of 1**

Date	Description	Charges	Credits
07-14-25	*Accommodation	177.65	
07-14-25	Sustainability Levy	4.44	
07-14-25	Tourism Tax - Room	7.28	
07-14-25	GST - Tax	9.10	
07-15-25	*Accommodation	197.60	
07-15-25	Sustainability Levy	4.94	
07-15-25	Tourism Tax - Room	8.10	
07-15-25	GST - Tax	10.13	
07-16-25	Visa [redacted]		419.24

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	**419.24**	**419.24**
Balance	**0.00**	

Guest Signature: ____________________

I have received the goods and / or services in the amount shown heron. I agree that my liablity 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.

DELUXE PREMIUM DRIVING S
7825 115 A ST
GRANDE PRAIRIE, AB. T8W
780-402-0875

SALE

Server #: 000001 1

REF#: 00000004
Batch #: 077
07/14/25 20:44:15
APPR CODE: 001466
ENCRYPTED BY ELAVON
Trace: 4
[redacted] Proximity
/

AMOUNT	**$36.75**
TIP	**$3.68**
TOTAL	**$40.43**

APPROVED

Visa Credit
AID: A0000000031010
TTQ 32 A0 40 00

THANK YOU / MERCI

CUSTOMER COPY

DELUXE PREMIUM DRIVING S
7825 115 A ST
GRANDE PRAIRIE, AB. T8W
780-402-0875

SALE

Server #: 000001 1

REF#: 00000001
Batch #: 079
07/16/25 09:35:01
APPR CODE: 067490
ENCRYPTED BY ELAVON
Trace: 1
VISA
[redacted] Proximity
/

AMOUNT	**$36.75**
TIP	**$3.68**
TOTAL	**$40.43**

APPROVED

Visa Credit
AID: A0000000031010
TTQ 32 A0 40 00

THANK YOU / MERCI

CUSTOMER COPY

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Nancy Brown

Address:

MEETING/CONFERENCE

Name: Northwestern Polytechnic Visit

Location: Grande Prairie, AB

DAYS INVOLVED [2.02]

Departure date Jul 14 2025 3:00PM

Return date Jul 16 2025 3:30PM

EXPENSES

	Days Rate	Total		FOR OFFICE USE ONLY Amount	GST
Meals					
Breakfast	1 @ **$13.00** =	$13.00			
Lunch	1 @ **$17.00** =	$17.00			
Dinner	2 @ **$27.00** =	$54.00			
Full Per diem	0 @ **$57.00** =	$0.00			
Overnight incidental	2 @ **$10.00** =	$20.00			
Hospitality Allowance	0 @ **$20.00** =	$0.00			
Conference Cost		$0.00			
Hotel (attach invoice)		$0.00			
Miscellaneous		$0.00			
		$0.00			
		$0.00			

TRANSPORTATION

				Amount	GST
Own Car	0 KM @ 0.51/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	$104.00		**INVOICE TOTAL**	
	USD	$0.00	*$1.00/CND		
	TOTAL EXPENSE	$104.00			
	Less - Advance (if applicable)	-$0.00			
	NET CLAIM DUE (Repayable)	**104.00**			

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 22745

GL CODE	AMOUNT	GST	TOTAL

Written Signatures [redacted]

Request By

Department Signature
(If Necessary Signature)

Electronic Signature

Active Directory

Department Code [redacted]

Finance:

If you have any questions please contact the Finance Department at 403-529-3856.