



Expense Disclosure Summary

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

Period Covered March - April 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
March 8-14, 2025	San Antonio, TX	League of Innovations Conference	\$ 1,645.71	\$ 339.50	\$ 2,643.93	\$ 325.00			\$ 4,954.14
April 21 - 24, 2025	Ottawa, ON	CICan Leadership Conference	\$ 1,193.42	\$ 380.70	\$ 1,033.43	\$ 168.00		\$ 30.00	\$ 2,805.55
			\$ 2,839.13	\$ 720.20	\$ 3,677.36	\$ 493.00	\$ -	\$ 30.00	\$ 7,759.69

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

Signature Original copy signed



March 8 - 14, 2025

Destinatio San Antonio, TX

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total	
March 8 & 13, 2025	WestJet	Airfare	Med Hat to San Antonio - Return	1572.81	72.9	\$ 1,645.71	1586.34 USD
March 8-12, 2025	Grand Hyatt	Accommodation	Accommodation x 4 nights	2341.93		\$ 2,341.93	
March 13, 2025	Westin Calgary	Accommodation	Accommodation x 1 night	288.15	13.85	\$ 302.00	
March 8-14, 2025	MHC Travel Claim	Meals	B x 2, D x 1	53.00		\$ 53.00	USD
March 8-14, 2025	MHC Travel Claim	Meals	B x 1, L x 2, D x 2, Full x 3	272.00		\$ 272.00	
March 13, 2025	Delta	Other Transportation	Baggage fee	35.00		\$ 35.00	
March 13, 2025	Checker Cabs	Other Transportation	Taxi to hotel	18.65		\$ 18.65	52.03 USD
March 14, 2025	Husky	Other Transportation	Fuel for rental car	29.97	1.50	\$ 31.47	
March 13, 2025	Uber	Other Transportation	Hotel to airport (San Antonio)	37.62		\$ 37.62	
March 14, 2025	Uber	Other Transportation	Hotel to Enterprise (car rental)	11.55	0.72	\$ 12.27	25.33 USD
March 14, 2025	Enterprise	Other Transportation	Calgary to Med Hat	194.75	9.74	\$ 204.49	
				Total Receipts		4,954.14	

☐ U.S. FUNDS[illegible]



Innovations Conference March 9-12, 2025

eTicket Receipt

Prepared For
BROWN/NANCY MS

RESERVATION CODE	DMWFUM
ISSUE DATE	07 Jan 25
TICKET NUMBER	8382193594296
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	████████████████████

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
08 Mar 25	WESTJET WS 3483	MEDICINE HAT AB, CANADA	CALGARY INTL AB, CANADA	Fare EconoFlex Cabin ECONOMY Seat Number 08C Included Bags 0 PIECES Booking Status OK TO FLY Fare Basis LAVD0HFW Not Valid After 17 APR 25
	Operated by: WESTJET ENCORE	Time 7:30am	Time 8:16am	
08 Mar 25	WESTJET WS 1590	CALGARY INTL AB, CANADA	ATLANTA, GA	Fare EconoFlex Cabin ECONOMY Seat Number 20D Included Bags 0 PIECES Booking Status OK TO FLY Fare Basis MO7D0ZFK Not Valid After 30 APR 25
		Time 9:55am	Time 4:19pm Terminal MAYNARD JACKSON INTL TERM	
08 Mar 25	WESTJET WS 6776	ATLANTA, GA	SAN ANTONIO, TX	Airline Reservation Code GHVP9A Fare EconoFlex Cabin ECONOMY Seat Number 27D Included Bags 0 PIECES Booking Status OK TO FLY Fare Basis MO7D0ZFK Not Valid After 08 MAR 26
	Operated by: DELTA AIR LINES INC	Time 8:10pm Terminal SOUTH TERMINAL	Time 9:49pm Terminal TERMINAL A	
13 Mar 25	WESTJET WS 8139	SAN ANTONIO, TX	LOS ANGELES, CA	Airline Reservation Code GHVP9A Fare EconoFlex Cabin ECONOMY Seat Number 15D Included Bags 0 PIECES Booking Status OK TO FLY Fare Basis MO7D0ZFK Not Valid After 30 APR 25
	Operated by: DELTA AIR LINES INC	Time 6:50am Terminal TERMINAL A	Time 8:15am Terminal TERMINAL 3	
13 Mar 25	WESTJET WS 1511	LOS ANGELES, CA	CALGARY INTL AB, CANADA	Fare EconoFlex Cabin ECONOMY Seat Number 08D Included Bags 0 PIECES Booking Status OK TO FLY Fare Basis MO7D0ZFK Not Valid After 08 MAR 26
		Time 12:55pm Terminal TERMINAL 2	Time 5:07pm	

13 Mar 25	WESTJET WS 3484	CALGARY INTL AB, CANADA	MEDICINE HAT AB, CANADA	Fare EconoFlex Cabin ECONOMY Seat Number 08C Included Bags 0 PIECES Booking Status OK TO FLY Fare Basis LAVD0HFW Not Valid After 17 APR 25
	Operated by: WESTJET ENCORE	Time 6:35pm	Time 7:30pm	

Allowances

Baggage Allowance

YXH to SAT - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. BAGGAGE ALLOWANCES/FEES UNKNOWN - CONTACT WESTJET
2. BAGGAGE ALLOWANCES/FEES UNKNOWN - CONTACT WESTJET

SAT to YXH - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. BAGGAGE ALLOWANCES/FEES UNKNOWN - CONTACT WESTJET
2. BAGGAGE ALLOWANCES/FEES UNKNOWN - CONTACT WESTJET

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 ATL , LAX to YYC , YYC to YXH - 1 Piece (WS - WESTJET) carry on hand baggage ATL to SAT , SAT to LAX - 1 Piece (DL - DELTA AIR LINES INC) up to 45 linear inches/115 linear centimeters

Carry On Charges

YXH to YYC , YYC to ATL , LAX to YYC , YYC to YXH - (WS - WESTJET)

ATL to SAT , SAT to LAX - (DL - DELTA AIR LINES INC) - Carry-on fees unknown - contact carrier

Embargoes - Apply To Each Passenger

ATL to SAT , SAT to LAX - (DL - DELTA AIR LINES INC)

sporting equipment/pole vault equipment not permitted

sporting equipment/canoe/kayak not permitted

Payment/Fare Details

Form of Payment	TRAVEL BANK : [REDACTED]
Fare Calculation Line	YXH WS YYC110.66WS X/ATL WS SAT400.80WS X/LAX WS YYC400.80WS YXH110.66NUC1022.92END ROE1.409669 XFLAX4.5
Fare	CAD 1441.98
Taxes/Fees/Carrier-Imposed Charges	CAD 16.08 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 72.90 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 66.18 US2 (TRANSPORTATION TAX (INTERNATIONAL))
	CAD 10.41 YC (CUSTOMS USER FEE)

	CAD 10.12 XY2 (IMMIGRATION USER FEE)
	CAD 5.36 XA (APHIS USER FEE)
	CAD 16.18 AY (SEPTEMBER 11TH SECURITY FEE)
	CAD 6.50 XF (PASSENGER FACILITY CHARGE)
Total	CAD 1645.71

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

☐ US FUNDS[illegible]



Grand Hyatt San Antonio
600 East Market Street
San Antonio, TX 78205
Tel: 210-224-1234
Fax: 210-271-8019
grandsanantonio.hyatt.com

INVOICE

Dr NANCY BROWN
NOT PROVIDED
MEDICINE HAT AB T1A3Y6
Canada

Room No. 1555
Arrival 03-08-25
Departure 03-13-25
Folio Window 1
Folio No. 2027785

Confirmation No. 1686410901

Group Name

Date	Description	Charges	Credits
03-08-25	Accommodation	249.00	
03-08-25	San Antonio Tourism PID Fee	3.11	
03-08-25	Texas Hotel Occupancy Tax 6.0%	15.13	
03-08-25	Bexar County Hotel Occ. Tax 1.750%	4.41	
03-08-25	San Antonio Hotel Occ. Tax 9.000%	22.69	
03-08-25	State Cost Recovery Fee	2.54	
03-08-25	State Cost Recovery Fee Occupancy Tax	0.46	
03-09-25	Accommodation	249.00	
03-09-25	San Antonio Tourism PID Fee	3.11	
03-09-25	Texas Hotel Occupancy Tax 6.0%	15.13	
03-09-25	Bexar County Hotel Occ. Tax 1.750%	4.41	
03-09-25	San Antonio Hotel Occ. Tax 9.000%	22.69	
03-09-25	State Cost Recovery Fee	2.54	
03-09-25	State Cost Recovery Fee Occupancy Tax	0.46	
03-10-25	Accommodation	249.00	
03-10-25	San Antonio Tourism PID Fee	3.11	
03-10-25	Texas Hotel Occupancy Tax 6.0%	15.13	
03-10-25	Bexar County Hotel Occ. Tax 1.750%	4.41	
03-10-25	San Antonio Hotel Occ. Tax 9.000%	22.69	
03-10-25	State Cost Recovery Fee	2.54	
03-10-25	State Cost Recovery Fee Occupancy Tax	0.46	
03-11-25	Accommodation	249.00	
03-11-25	San Antonio Tourism PID Fee	3.11	
03-11-25	Texas Hotel Occupancy Tax 6.0%	15.13	
03-11-25	Bexar County Hotel Occ. Tax 1.750%	4.41	
03-11-25	San Antonio Hotel Occ. Tax 9.000%	22.69	
03-11-25	State Cost Recovery Fee	2.54	
03-11-25	State Cost Recovery Fee Occupancy Tax	0.46	
03-12-25	Accommodation	309.00	
03-12-25	San Antonio Tourism PID Fee	3.83	
03-12-25	Texas Hotel Occupancy Tax 6.0%	18.61	
03-12-25	Bexar County Hotel Occ. Tax 1.750%	5.43	
03-12-25	San Antonio Hotel Occ. Tax 9.000%	27.92	
03-12-25	State Cost Recovery Fee	2.54	
03-12-25	State Cost Recovery Fee Occupancy Tax	0.46	



Grand Hyatt San Antonio
600 East Market Street
San Antonio, TX 78205
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INVOICE

Dr NANCY BROWN
NOT PROVIDED
MEDICINE HAT AB T1A3Y6
Canada

Room No. 1555
Arrival 03-08-25
Departure 03-13-25
Folio Window 1
Folio No. 2027785

Confirmation No. 1686410901
Group Name

Date	Description	Charges	Credits
03-12-25	Destination Fee	25.00	
03-12-25	Destination Fee State Tax - 6%	1.50	
03-12-25	Destination Fee Local Tax - 9%	2.25	
03-12-25	Destination Fee County Tax - 1.75%	0.44	
03-13-25	Master Card		1,586.34

Total	1,586.34	1,586.34
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Guest Signature

Balance	0.00
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I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

World of Hyatt Summary

Membership:
Bonus Codes:
Qualifying Nights: 5
Eligible Spend: 1,342.70
Redemption Eligible: 0.00

Thank you for choosing the Grand Hyatt San Antonio. Our goal is to provide you with an exceptional stay. Your feedback is important to us. We would appreciate your comments being sent to qualitysatgh@hyatt.com

For inquiries concerning your bill please call 888-587-4589.

For questions on your World of Hyatt account, please call 800-30-HYATT.
Please remit payment to Lockbox 843350 Dallas, TX 75284

Summary Invoice, please see front desk for eligibility details.

TRANSACTION DATE	POSTING DATE	ACTIVITY DESCRIPTION	AMOUNT (\$)
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[illegible]

Foreign Currency - USD 4.82 Exchange rate - 1.485477

MAR 13	MAR 14	GRAND HYATT SAN ANTONI	SAN ANTONIO TX	\$2,341.93
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5276487507316708096245

Foreign Currency - USD 1,585.34 Exchange rate - 1.476310

[illegible]

Last leg of return flight from San Antonio cancelled. NB drove home following day (rental car).

The Westin Calgary Airport
671 Aero Drive NE
Calgary, AB T2E7Y5
Canada
Tel: 4034525406 Fax: 5873936128



NANCY BROWN

Page Number : 1 Invoice Nbr : 1000096273
Guest Number : 159800
Folio ID : A
Arrive Date : 13-MAR-25 20:31
Depart Date : 14-MAR-25 07:43
No. Of Guest : 1
Room Number : 423
Marriott Bonvoy Number : 1776

Copy Tax Invoice

Tax ID : GST 722205317

Westin YYC YYCWA MAR-14-2025 07:50 MBILL616

Date	Reference	Description	Charges (CAD)	Credits (CAD)
13-MAR-25	RT423	Room Chrg - Standard Retail	269.00	
13-MAR-25	RT423	GST	13.85	
13-MAR-25	RT423	Alberta Tax	11.08	
13-MAR-25	RT423	DMF	8.07	
14-MAR-25	VI	Visa [REDACTED]		-302.00

Approve EMV Receipt for [REDACTED] : PIN Verified
TC:1F77960E56A68C99 IAD:06011203642002 TVR:0080008000
AID:A0000000031010 Application Label:Visa Credit

** Total 302.00 -302.00
*** Balance 0.00

Continued on the next page

The Westin Calgary Airport
671 Aero Drive NE
Calgary, AB T2E7Y5
Canada
Tel: 4034525406 Fax: 5873936128



NANCY BROWN
[REDACTED]
[REDACTED]
[REDACTED]

Page Number : 2 Invoice Nbr : 1000096273
Guest Number : 159800
Folio ID : A
Arrive Date : 13-MAR-25 20:31
Depart Date : 14-MAR-25 07:43
No. Of Guest : 1
Room Number : 423
Marriott Bonvoy Number : 1776

Tell us about your stay. www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chg	Food & Bev	Telecom	Other	Total	Payment
03-13-2025	269.00	0.00	0.00	33.00	302.00	0.00
03-14-2025	0.00	0.00	0.00	0.00	0.00	-302.00
	-----	-----	-----	-----	-----	-----
Total	269.00	0.00	0.00	33.00	302.00	-302.00

Bring the Westin experience home. Shop WestinStore.com.

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Nancy Brown
Address:

MEETING/CONFERENCE

Name: Innovations 2025 Conference (2)
Location: San Antonio, TX



DAYS INVOLVED [6.27]

Departure date Mar 8 2025 7:30AM
Return date Mar 14 2025 2:00PM

EXPENSES

				FOR OFFICE USE ONLY	
Meals	Days Rate	Total		Amount	GST
Breakfast	2 @ \$13.00 =	\$26.00			
Lunch	0 @ \$17.00 =	\$0.00			
Dinner	1 @ \$27.00 =	\$27.00			
Full Per diem	0 @ \$57.00 =	\$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	Fuel for rental car	\$31.47			
		\$0.00			
		\$0.00			

TRANSPORTATION

Own Car	0 KM @ 0.51/KM	\$0.00			
College Car	(Attach gas receipts)	\$0.00			
Rental Car	(Attach invoice & gas receipts)	\$204.49			
Air Fare	(Attach Air Line Tickets or Invoice)	\$0.00			
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required)	\$18.65			
	CND	\$307.61		INVOICE TOTAL	
	USD	\$0.00	*\$1.00/CND		
	TOTAL EXPENSE	\$307.61			
	Less - Advance (if applicable)	-\$0.00			
	NET CLAIM DUE (Repayable)	307.61			

FOR OFFICE USE ONLY		VENDOR NUMBER		CONTROL
GL CODE	AMOUNT	GST		03 - 22431
				TOTAL

Written Signatures

Request By

Department Code

Department

Finance:

Electronic Signatures

Active Directory



CHECKER CABS

316 MERIDIAN RD SE
CALGARY, AB T2A 1X2
4032999999

<https://www.thecheckergroup.com>

Checker Cabs Calgary

Transaction 31205228

Total	CA\$15.65
Tip	CA\$3.00
CREDIT CARD SALE	CA\$18.65
MASTERCARD	

Retain this copy for statement
validation

Station: 93

13-Mar.-2025 8:23:29p.m.

CA\$18.65 | Method:

CONTACTLESS

Reference ID: 507300790213

Auth ID: 09868J

MID: *****6820

AID: A0000000041010

AthNtwkNm: MASTERCARD

NO CARDHOLDER VERIFICATION

GST# 100936111

Taxi to hotel March13, 2025

Husky



Want great rewards? Visit myHuskyRewards.ca

Med Hat Husky Southridge

102 1276 Strachan Road SE

Medicine Hat AB

(403) 526-0092

GST# 4970869

Retailer ID 896884715

Retailer ID 896884715

Rct:94924 4345-6

Batch:4786-11

2025/03/14 11:48:39

Pump# 6

Eth Regular \$31.47

21.718 L @ \$1.449/L

AMOUNT \$31.47

GST(Inc Pump) \$1.50

Pre Auth Completion

EXP: **/**

Date: 03/14/2025

Time: 11:48:39

AUTHCODE:01489J 009286EK

S306001001006 00 000

TUR: 0000008000 TSI: E800

Approved

Fuel for car rental March 14, 2025



Rental Agreement # 7K19H4

Renter Information

Renter Name

NANCY BROWN

Renter Address

MEDICINE HAT, AB T1B4M6
CAN

Vehicle Information

VERS

License #: 0DU146

State/Province: AB

Unit #: 8GKFN9

Vehicle #: SL832789

Vehicle Class Driven

Compact 2 Door/Automatic/Air

Vehicle Class Charged

Economy 4 door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 2068 Ending: 2317

Total: 249

Fuel

Starting: FULL Ending: FULL

**Thank you for renting
with Enterprise Rent-A-
Car**

We appreciate your business!

This email was automatically generated
from an unattended mailbox, so please
do not reply to this e-mail.

If you have any questions about your
rental, please view our Frequently
Asked Questions or send us a secured
message by visiting our [Support Center](#)

Trip Information

Pickup

Friday, March 14, 2025 8:01 AM
COUNTRY HILL TOYOTA
20 FREEPORT LANDING NE
CALGARY, AB T3J 5H6
CAN

One Way Rental

Return

Friday, March 14, 2025 11:59 AM
MEDICINE HAT
1071 TRANS CANADA WAY SE
MEDICINE HAT, AB T1B 1H9
CAN

Renter Charges

Rental Rate	Time & Distance 1 Day at 193.99 CAD / Day	193.99 CAD
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Mileage	Unlimited Mileage	Included
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Taxes and Fees	Goods And Services Tax (5.00%)	9.74 CAD
	Vehicle License Fee Recovery (0.76 CAD / Day)	0.76 CAD

Total	204.49 CAD
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(Subject to audit)



Amount Due	0.00 CAD
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MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Nancy Brown
Address:

MEETING/CONFERENCE

Name: Innovations 2025 Conference
Location: San Antonio, TX



DAYS INVOLVED [6.27]

Departure date Mar 8 2025 7:30AM
Return date Mar 14 2025 2:00PM

EXPENSES

				FOR OFFICE USE ONLY	
	Days	Rate	Total	Amount	GST
Meals					
Breakfast	1 @	\$13.00	= \$13.00 US		
Lunch	2 @	\$17.00	= \$34.00 US		
Dinner	2 @	\$27.00	= \$54.00 US		
Full Per diem	3 @	\$57.00	= \$171.00 US		
Overnight incidental	6 @	\$10.00	= \$60.00 US		
Hospitality Allowance	0 @	\$20.00	= \$0.00		
Conference Cost			\$0.00		
Hotel (attach invoice)			\$0.00		
Miscellaneous					
			Luggage fee - return flight.	\$35.00 US	
				\$0.00	
				\$0.00	

TRANSPORTATION

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	\$0.00		INVOICE TOTAL	
	USD	\$367.00	*\$1.00/CND		
	TOTAL EXPENSE	\$367.00			
	Less - Advance (if applicable)	-\$0.00			
	NET CLAIM DUE (Repayable)	367.00			

FOR OFFICE USE ONLY		VENDOR NUMBER		CONTROL 03 - 22430	
GL CODE	AMOUNT		GST		TOTAL

Written Signatures

Request By
Department Signature

Department Code
Finance:

Electronic Signatures

Active Directory

Overnight incidentals: 6 (USD)
Meals
March 8: Breakfast (CDN) Lunch (USD) Dinner (USD)
March 9: Dinner (USD)
March 10-12: 3 Full (USD)
March 13: B (USD) Lunch (USD) Dinner (CAD)
March 14: B (CAD)

❖ CAD amounts on other travel claim.



PASSENGER RECEIPT 00
13MAR25 0066 US
DL/AG SAT FTO

EXCESS BAGGAGE
TICKET

NANCY/BROWN
NOT VALID FOR
**TRANSPORTATION*

THIS IS YOUR RECEIPT

PSGR TICKET 8382194189381

SAT DL LAX WS NYC WS NYH
PIECE 35.00
ESC 35.00

GHVP9A /DL

NON REFUNDABLE/
NO CHANGES/NON TR
ANSFERABLE/NOT
VALID FOR TRAVEL

USD 35.00

NOT VALID FOR TRAVEL

USD35.00

0 006 4235832447 3

0 006 4235832447 3

Luggage charge - return flight March 13, 2025

From: [REDACTED]
To: [REDACTED]
Subject: [REDACTED]ing trip with Uber
Date:

Ride from hotel to airport Thursday morning.
Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <noreply@uber.com>
Date: March 13, 2025 at 2:28:20 PM MDT
To: Nancy Brown [REDACTED]
Subject: [EXTERNAL] Your Thursday morning 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 \$25.33
March 13, 2025

Thanks for riding, Nancy

We hope you enjoyed your
ride this morning.



Total	\$25.33
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Trip fare	\$18.48
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Subtotal	\$18.48
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Booking Fee <input type="checkbox"/>	\$3.91
--------------------------------------	--------

Airport Surcharge	\$2.50
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Texas Regulatory Recovery Fee

\$0.44

Payments



\$25.33

[Switch Payment Method](#)

[Download PDF](#)

You rode with Giovanni

4.99 ☐ Rating

☐ Has passed a multi-step safety screen

Rate or tip ☐

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

Comfort

8.99 miles | 10 min



4:31 AM

600 E Market St, San
Antonio, TX 78205, US



4:41 AM

Terminal A, San Antonio
International Airport (SAT),
San Antonio, TX 78216, US

Uber to Enterprise car rental March 14, 2025

From: [REDACTED]
To:
Subject: FW: [EXTERNAL] Your Friday morning trip with Uber
Date: Monday, March 17, 2025 9:20:32 AM
Attachments: [image001.png](#)

From: Uber Receipts <noreply@uber.com>
Sent: Friday, March 14, 2025 6:46 PM
To: Nancy Brown <nbrown@mhc.ab.ca>
Subject: [EXTERNAL] Your Friday morning 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\$12.27
March 14,
2025

The picture can't be displayed.

Total CA\$12.27

Trip fare	CA\$6.85
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Subtotal	CA\$6.85
----------	----------

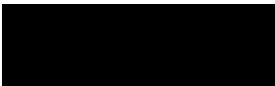
Airport Recovery Surcharge	CA\$4.75
----------------------------	----------

Booking Fee <input type="checkbox"/>	CA\$2.39
--------------------------------------	----------

TNC fee recovery surcharge	CA\$0.45
----------------------------	----------

Promotion	-CA\$2.89
GST	CA\$0.72

Payments



CA\$12.27

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

[Switch Payment Method](#)

[Download PDF](#)

You rode with HEORHII

4.97 ☐ 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 >](#)



Expense Disclosure Sheet

Name Dr. Nancy Brown **Date** April 21 - 24, 2025

Position Vice President Academic & Provost **Purpose** CICan Leadership Conference **Destination:** Ottawa, ON

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
April 21 & 24, 2025	WestJet	Airfare	Medicine Hat to Ottawa & return	\$ 1,138.47	54.95	\$ 1,193.42
April 21-24, 2025	Westin Ottawa	Accommodation	Accommodation x 3 nights	\$ 1,027.78	5.65	\$ 1,033.43
April 21-25, 2025	Calgary Airport Parking	Other Transportation	Parking	\$ 76.00	3.80	\$ 79.80
April 21-25, 2025	MHC Travel Claim	Meals	2 x Dinner + 2 full per diem	\$ 168.00		\$ 168.00
April 21-25, 2025	MHC Travel Claim	Overnight Incidental	Incidentals x 3	\$ 30.00		\$ 30.00
April 21-25, 2025	MHC Travel Claim	Other Transportation	Mileage: 590km x \$0.51/km	\$ 300.90		\$ 300.90
				Total Receipts		2,805.55



eTicket Receipt

Prepared For
BROWN/NANCY MS

RESERVATION CODE	AFVKAJ
ISSUE DATE	05 Feb 25
TICKET NUMBER	8382194445665
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	WS594745071

\$1193.42
(see p. 2)

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
21 Apr 25	WESTJET WS 610	CALGARY INTL AB, CANADA Time 10:45	OTTAWA ON, CANADA Time 16:48	Fare EconoFlex Seat Number 17C Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis XCQD0HFS Not Valid After 21 APR 26
24 Apr 25	WESTJET WS 613	OTTAWA ON, CANADA Time 17:45	CALGARY INTL AB, CANADA Time 20:20	Fare EconoFlex Seat Number 17C Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KCQD0LFM Not Valid After 16 JUN 25

Allowances

Baggage Allowance

YYC to YOW - 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**

YOW to YYC - 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

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

Carry On Charges

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

Payment/Fare Details

Form of Payment	
Fare Calculation Line	YYC WS YOW714.00WS YYC271.00CAD985.00END
Fare	CAD 985.00
Taxes/Fees/Carrier-Imposed Charges	CAD 60.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 53.20 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 18.92 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 70.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 4.55 RC2 (HARMONIZED SALES TAX (HST))
	CAD 1.75 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 1193.42

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 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](#)

The Westin Ottawa
11 Colonel By Drive
Ottawa, ON K1N 9H4
Canada
Tel: 613-560-7000 Fax: 613-234-5396



NANCY BROWN
299 College Drive SE
Medicine Hat, AB, T1A3Y6
Canada

Page Number : 1 Invoice Nbr : 1000473537
Guest Number : 1948816
Folio ID : A
Arrive Date : 21-APR-25 21:23
Depart Date : 22-APR-25 04:29
No. Of Guest : 1
Room Number : 1527
Marriott Bonvoy Number : 1776

Copy Tax Invoice

Tax ID : 811719848RT0001

The Westin Ott YOWWI APR-28-2025 12:17 MEDAN751

Date	Reference	Description	Charges (CAD)	Credits (CAD)
21-APR-25	RT1527	Room Chrg - Standard Retail	273.00	
21-APR-25	RT1527	Tax Other	35.49	
21-APR-25	RT1527	Municipal Accommodation Tax	13.65	
21-APR-25	RT1527	Municipal Accom Tax HST	1.77	
22-APR-25	MC			-323.91

TC:459EC8DCB446ADBA

IAD:01106772030200008FD8000000000000FF TVR:0000008000

AID:A0000000041010 Application Label:MASTERCARD

** Total 323.91 -323.91
*** Balance -0.00

Continued on the next page

The Westin Ottawa
11 Colonel By Drive
Ottawa, ON K1N 9H4
Canada
Tel: 613-560-7000 Fax: 613-234-5396



NANCY BROWN
299 College Drive SE
Medicine Hat, AB, T1A3Y6
Canada

Page Number	:	2	Invoice Nbr	:	1000473537
Guest Number	:	1948816			
Folio ID	:	A			
Arrive Date	:	21-APR-25	21:23		
Depart Date	:	22-APR-25	04:29		
No. Of Guest	:	1			
Room Number	:	1527			
Marriott Bonvoy Number	:	1776			

Amount (CAD)

0.00
0.00
0.00
0.00
0.00

Stay well, no matter where you travel. Reconnect with your well-being and find your next destination at [westin.com](https://www.westin.com).

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Ottawa, ON K1N 9H4
Canada
Tel: 613-560-7000 Fax: 613-234-5396



Nancy Brown
CO8890 - Colleges and Institutes Canada

Page Number : 1 Invoice Nbr : 1000473734
Guest Number : 1948808
Folio ID : A
Arrive Date : 22-APR-25 04:30
Depart Date : 24-APR-25
No. Of Guest : 1
Room Number : 1527
Marriott Bonvoy Number : 1776

Information Invoice

Tax ID : 811719848RT0001

The Westin Ott YOWWI APR-24-2025 02:40 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
22-APR-25	RT1527	Room Chrg - Grp - Association	299.00	
22-APR-25	RT1527	Tax Other	38.87	
22-APR-25	RT1527	Municipal Accommodation Tax	14.95	
22-APR-25	RT1527	Municipal Accom Tax HST	1.94	
23-APR-25	RT1527	Room Chrg - Grp - Association	299.00	
23-APR-25	RT1527	Tax Other	38.87	
23-APR-25	RT1527	Municipal Accommodation Tax	14.95	
23-APR-25	RT1527	Municipal Accom Tax HST	1.94	
APR-24-2025 MC				-709.52
** Total			709.52	-709.52
*** Balance			0.00	

Continued on the next page

The Westin Ottawa
11 Colonel By Drive
Ottawa, ON K1N 9H4
Canada
Tel: 613-560-7000 Fax: 613-234-5396



Nancy Brown
CO8890 - Colleges and Institutes Canada

Page Number	:	2	Invoice Nbr	:	1000473734
Guest Number	:	1948808			
Folio ID	:	A			
Arrive Date	:	22-APR-25	04:30		
Depart Date	:	24-APR-25			
No. Of Guest	:	1			
Room Number	:	1527			
Marriott Bonvoy Number	:	1776			

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Amount (CAD)

0.00
0.00
0.00
0.00
0.00

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Tell us about your stay. www.westin.com/reviews

Bring the Westin experience home. Shop WestinStore.com.

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Nancy Brown
Address:

MEETING/CONFERENCE

Name: CICan Leadership Conference
Location: Ottawa, ON



DAYS INVOLVED [3.81]

Departure date Apr 21 2025 5:00AM
Return date Apr 25 2025 12:30AM

EXPENSES

Meals

	Days Rate	Total
Breakfast	0 @ \$13.00 =	\$0.00
Lunch	0 @ \$17.00 =	\$0.00
Dinner	2 @ \$27.00 =	\$54.00
Full Per diem	2 @ \$57.00 =	\$114.00
Overnight incidental	3 @ \$10.00 =	\$30.00
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	590 KM @ 0.51/KM	\$300.90
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	\$498.90
	USD	\$0.00 *\$1.00/CND
	TOTAL EXPENSE	\$498.90
	Less - Advance (if applicable)	-\$0.00
	NET CLAIM DUE (Repayable)	498.90

INVOICE TOTAL

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 22512
TOTAL

GL CODE

AMOUNT

GST

Written Signatures

Request By

Department Code

Department Signatures
(If Necessary Signature)

Finance:

Electronic Signatures

Active Directory

From: [Nancy Brown](#)
To: [REDACTED]
Date: Friday, April 25, 2025 9:34:39 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

This will be part of the cheque request, along with my two hotel bills. I used my M/C for them. I will send more information on w/end or early next week.

Nancy

Nancy Brown PhD

VICE PRESIDENT ACADEMIC & PROVOST



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: Calgary Airport Parking Confirmation <noreply@yyc.com>
Sent: Tuesday, April 1, 2025 3:53 PM
To: Nancy Brown <nbrown@mhc.ab.ca>
Subject: [EXTERNAL] Booking 1GJSC Parking Confirmation

You don't often get email from noreply@yyc.com. [Learn why this is important](#)

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.

Click [here](#) if you have difficulties viewing this email.

Logo



Hello N, thank you for booking **Economy Parking Lot**. Your reservation number is **1GJSC**.

New Reservation Confirmation

Scan your QR Code at the entrance, **DO NOT TAKE A TICKET**.

QR



1GJSC

☐ [Print this page](#)

☐ [Manage booking](#)

☐ [Your account](#)



Reservation details

Car park:	Economy Parking Lot
Product description:	Econ Daily
Reservation number:	1GJSC
Arrival at car park:	8:30 am on Monday, 21 April 2025
Leave car park:	9:00 pm on Friday, 25 April 2025





Payment details

Payment type: **MASTERCARD**

Card number:



Amount paid: **\$79.80**

GST at 5%: **\$3.80**

Booking total: **\$79.80**

Logo



Important information

To enter or exit the lot, print this confirmation or have it ready on your mobile device (Max brightness recommended) Drive to the entry or exit gate for the parking facility you booked and scan your QR code. If the QR code does not scan, press the 'Help' button for assistance. DO NOT press 'Get Ticket' button.



Directions

From Airport Trail, take the exit to Barlow Trail South. Turn right on to Airport