



Expense Disclosure Summary

Name

Dr. Nancy I **Position**

Vice President Academic & Provost

Period Covered

Nov - Dec 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
November 5, 2025	Brooks, AB	Brooks Newell Leadership Breakfast		\$ 108.12					\$ 108.12
November 19, 2025	Brooks, AB	Documentary interview/filming with Global Village		\$ 108.12					\$ 108.12
			\$ -	\$ 216.24	\$ -	\$ -	\$ -	\$ -	\$ 216.24

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

Signature

[Redacted Signature]



Expense Disclosure Sheet

Name Dr. Nancy Brown **Date** November 5, 2025

Position Vice President Academic & Provost **Purpose** 2025 Brooks Newell Leadership Breakfast **Destination** Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Nov.5, 2025	MHC Travel Claim	Other Transportation	212km x \$0.51/km	108.12		108.12
				Total Receipts		108.12

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Nancy Brown
Address:

MEETING/CONFERENCE

Name: 2025 Brooks Newell Leadership Breakfast
Location: Brooks, AB



DAYS INVOLVED [0.27]

Departure date Nov 5 2025 6:30AM
Return date Nov 5 2025 1:00PM

EXPENSES

				FOR OFFICE USE ONLY	
Meals	Days Rate	Total		Amount	GST
Breakfast	0 @ \$13.00 =	\$0.00			
Lunch	0 @ \$17.00 =	\$0.00			
Dinner	0 @ \$27.00 =	\$0.00			
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		\$0.00			
		\$0.00			
		\$0.00			

TRANSPORTATION

Own Car	212 KM @ 0.51/KM	\$108.12			
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	\$108.12		INVOICE TOTAL	
	USD	\$0.00	*\$1.00/CND		
	TOTAL EXPENSE	\$108.12			
	Less - Advance (if applicable)	-\$0.00			
	NET CLAIM DUE (Repayable)	108.12			

FOR OFFICE USE ONLY		VENDOR NUMBER		CONTROL	
GL CODE	AMOUNT	GST		03 - 22987	TOTAL

Written Signatures

Request By
Department Signatures
(If Necessary Signature)

Department Code
0

Signature:

Electronic Signatures

Active Directory



Expense Disclosure Sheet

Name Dr. Nancy Brown **Date** November 19, 2025

Position Vice President Academic & Provost **Purpose** Newcomer documentary filming/interview with Global Village **Destination:** Brooks, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Nov.19, 2025	MHC Travel Claim	Other Transportation	212km x \$0.51/km	108.12		108.12
				Total Receipts		108.12

