MEDICINE HAT COLLEGE

Expense Disclosure Summary

Name Sarah MacKenzie **Position** Board Chair
Period Covered November - December 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 21 - 26, 202	Edmonton	Alberta Economic Budget Forum & Premier's Dinner	$ 383.17	$ 66.43	$ 700.56	$ 107.00	$ -	$ -	$ 1,257.16
			$ 383.17	$ 66.43	$ 700.56	$ 107.00	$ -	$ -	$ 1,257.16

* 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//

MEDICINE HAT COLLEGE

Expense Disclosure Sheet

Name Sarah MacKenzie **Date** November 21 - 26, 2025

Position Board Chair **Purpose** Alberta Economic Budget Forum & Premier's Dinner **Destination** Edmonton

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
11/21/2025	Travel Claim	Meals	Per Diems	$107.00		$107.00
11/21/2025	WestJet	Airfare	Flight	$383.17		$383.17
11/23/2025	Fairmont Hotel Macdonald	Accommodation	Hotel	$700.56		$700.56
11/21/2025	Parking	Other Transportation	Parking	$16.50		$16.50
11/26/2025	Uber	Other Transportation	Taxi	$49.93		$49.93
						$0.00
						$0.00
						-
						-
						-
					Total Receipts	1,257.16

Other Transportation
Airfare
Accommodation
Meals
Incidentals
Hospitality

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Sarah MacKenzie

Address:

MEETING/CONFERENCE

Name: Alberta Economic Budget Forum & Premier's Dinner

Location: Edmonton

MEDICINE HAT COLLEGE

DAYS INVOLVED [5.01]

Departure date Nov 21 2025 3:15PM

Return date Nov 26 2025 3:30PM

EXPENSES

	Days Rate	Total	FOR OFFICE USE ONLY Amount	GST
Meals				
Breakfast	2 @ **$13.00** =	$26.00		
Lunch	2 @ **$17.00** =	$34.00		
Dinner	1 @ **$27.00** =	$27.00		
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	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)	$66.43		
	CND	$173.43	**INVOICE TOTAL**	
	USD	$0.00 *$1.00/CND		
	TOTAL EXPENSE	$173.43		
	Less - Advance (if applicable)	-$0.00		
	NET CLAIM DUE (Repayable)	**173.43**		

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL **03 - 24041**

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By [redacted] epartment Code 1-110000-9240

Department Signatur[redacted] inance:

(If Necessary Signature)

Electronic Signatures

Active Directory tdeluca@mhc.ab.ca

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



DISPLAY THIS SIDE UP ON DASHBOARD

EXPIRATION DATE 28/11/25 EXPIRATION TIME 14:29

AMOUNT PAID $41.00 14130001 14:29

PRECISE PARKLINK

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

1247518

NON TRANSFERABLE

DETACH RECEIPT FROM TICKET

DATE ISSUED 21/11/25 TIME ISSUED 14:29 AMOUNT PAID $41.00

DAY+ LOT 6302 CC

PRECISE PARKLINK

1247518

RECEIPT

From: Sarah MacKenzie
To: Tiffany De Luca
Subject: [EXTERNAL] FW: Your Wednesday morning trip with Uber
Date: Saturday, November 29, 2025 9:28:32 AM
Attachments: BOOST.png

sarah@medicinehathometeam.ca 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.

Receipt from hotel to airport.

[redacted]

From: Uber Receipts <noreply@uber.com>
Date: Wednesday, November 26, 2025 at 10:25 AM
To: [redacted]
Subject: Your Wednesday morning trip with Uber

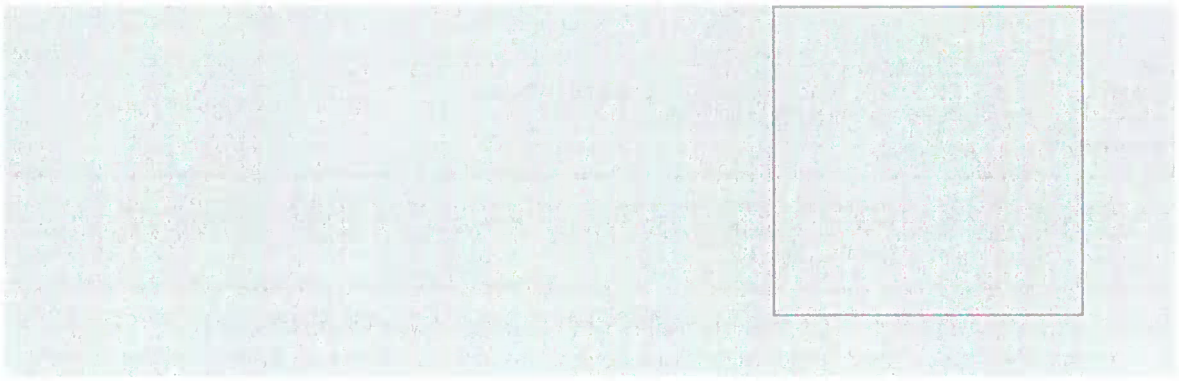
Nov 26, 2025
9:11 a.m.

Tip

Nov 26, 2025 , 9:11 a.m.

Thanks for tipping, Sarah

We hope you enjoyed your ride this morning.



Total$49.93

Trip fare	$37.80
Airport drop-off fee / Airport pick-up fee	$3.25
GST	$2.07
Per-Trip Fee	$0.30
Tip	$6.51

Payments

[redacted] $49.93

Want to switch your payment method? Switch

Download the receipt in a PDF format Download PDF

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

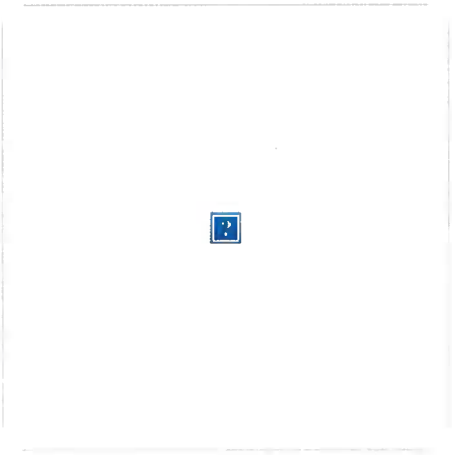
Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Trip details

UberX
31.17 kilometers, 34 minutes

9:12 a.m.
1 Thornton Crt,
Edmonton, AB T5J
2E7, CA

9:47 a.m.
Main Terminal,
Edmonton
International Airport
(YEG), Edmonton, AB
T9E 0V3, CA



You rode with AZAZWU 4.98

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

Want to review your trip history? My trips

Need help?

Our support team is happy to help with any concern you might have.

Contact support

Forgot something?

If you lost a item in the car, please report it using the link below.

Report lost item

My Account

Privacy policy

eTicket Receipt

Prepared For
MACKENZIE/SARAH MS

RESERVATION CODE	[redacted]
ISSUE DATE	30 Oct 25
TICKET NUMBER	[redacted]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	[redacted]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
21 Nov 25	WESTJET WS 3351 Operated by: WESTJET ENCORE	MEDICINE HAT AB, CANADA Time 3:45pm	CALGARY INTL AB, CANADA Time 4:40pm	Cabin ECONOMY Seat Number 06A Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAUD0LFK Not Valid After 17 DEC 25
26 Nov 25	WESTJET WS 3303 Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 11:45am	CALGARY INTL AB, CANADA Time 12:50pm	Cabin ECONOMY Seat Number 09B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAUD0LFK Not Valid After 17 DEC 25
26 Nov 25	WESTJET WS 3350 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 2:10pm	MEDICINE HAT AB, CANADA Time 3:15pm	Cabin ECONOMY Seat Number 06B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAUD0LFK Not Valid After 21 NOV 26

Allowances

Baggage Allowance

YXH 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**

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 CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

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

Carry On Charges

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

Payment/Fare Details

Form of Payment	**CREDIT CARD - VISA :** [redacted]
Fare Calculation Line	YXH WS YYC132.00/-YEA WS X/YYC WS YXH147.00CAD279.00END
Fare	**CAD 279.00**
Taxes/Fees/Carrier-Imposed Charges	**CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)**
	CAD 16.50 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 18.92 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 35.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.75 XG9 (GOODS AND SERVICES TAX (GST))
Total	**CAD 383.17**

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

Fairmont
HOTEL MACDONALD

10065 100 Street NW
Edmonton, AB, T5J 0N6
Tel: 780-424-5181
Fax: 780-429-6481
G.S.T. Registration # 846543619

Room : 0318
Folio # :
Cashier # : 100010816
Page # : <

Ms Sarah MacKenzie
299 College Drive SE
Medicine Hat AB T1A 3Y6
Canada

ALL Membership # :
Group Name : TOURISM INDUSTRY ASSOCIATION OF ALBERTA
Company Name : TOURISM INDUSTRY ASSOCIATION OF ALBERTA

Arrival : 11-23-25
Departure : 11-25-25

Date	Description	Additional Information	Charges	Credits
11-23-25	Room Charge		309.00	
11-23-25	Room - Destination Marketing Fee		12.36	
11-23-25	Room - GST		16.07	
11-23-25	Room - AB Tourism Levy		12.85	
11-24-25	Room Charge		309.00	
11-24-25	Room - Destination Marketing Fee		12.36	
11-24-25	Room - GST		16.07	
11-24-25	Room - AB Tourism Levy		12.85	
11-25-25	Visa card	[redacted]		700.56

GST Summary	
Room	32.14
F&B	0.00
Other	0.00
Total	32.14

Total Charges	700.56	
Total Credits		700.56
Balance		0.00

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Thank you for choosing to stay at Fairmont Hotel Macdonald

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Departure : 11-25-25

To provide feedback about your stay, please contact Cole Millen, General Manager, at Cole.MillenGM@fairmont.com