MEDICINE HAT COLLEGE

Expense Disclosure Summary

Name Sarah MacKenzie **Position** Board Chair
Period Covered September - October 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
September 17-19, 2025	Edmonton	Leadership Luncheon FT. Dale Mcfee & DM	$ 656.17	$ -	$ 324.22	$ 117.00	$ -	$ -	$ 1,097.39
October 9, 2025	Calgary	Expert Panel on Post-secondary Institution Funding	$ -	$ -	$ -	$ 44.00	$ -	$ -	$ 44.00
			$ 656.17	$ -	$ 324.22	$ 161.00	$ -	$ -	$ 1,141.39

* 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** September 17-19, 2025

Position Board Chair **Purpose** Leadership Luncheon FT. Dale Mcfee & DM **Destination** Edmonton

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
9/17/2025	Travel Claim	Meals	Per Diems	117.00		117.00
9/17/2025	Westjet	Airfare	Flight	656.17		656.17
9/17/2025	Chateau Lacombe	Accommodation	Hotel	324.22		324.22
						-
						-
						-
						-
						-
						-
						-
					Total Receipts	1,097.39

MEDICINE HAT COLLEGE

Expense Disclosure Sheet

Name Sarah MacKenzie **Date** October 9, 2025

Position Board Chair **Purpose** Expert Panel on Post-secondary Institution Funding **Destination** Calgary

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
10/9/2025	Travel Claim	Meals	Per Diems	44.00		44.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
					Total Receipts	44.00

Other Transportation
Airfare
Accommodation
Meals
Incidentals
Hospitality

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT
Name: Sarah MacKenzie

Address:

MEETING/CONFERENCE
Name: Leadership Luncheon ft. Dale McFee and Deputy Ministers
Location: Edmonton

MEDICINE HAT COLLEGE

DAYS INVOLVED [2.04]

Departure date Sep 17 2025 2:00PM
Return date Sep 19 2025 3:00PM

EXPENSES

	Days Rate		Total	FOR OFFICE USE ONLY Amount	GST
Meals					
Breakfast	2 @ **$13.00**	=	$26.00		
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

		Total	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	$117.00	**INVOICE TOTAL**	
	USD	$0.00 *$1.00/CND		
	TOTAL EXPENSE	$117.00		
	Less - Advance (if applicable)	-$0.00		
	NET CLAIM DUE (Repayable)	**117.00**		

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 22863

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By [redacted]

Department Signatu[redacted]
(If Necessary Signature)

Department Code 1-11000-9250

Finance:

Electronic Signatures

Active Directory tdeluca@mhc.ab.ca

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

eTicket Receipt

Prepared For
MACKENZIE/SARAH MS

RESERVATION CODE	[redacted]
ISSUE DATE	21 Aug 25
TICKET NUMBER	[redacted]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	[redacted]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
17 Sep 25	WESTJET WS 3483 Operated by: WESTJET ENCORE	MEDICINE HAT AB, CANADA Time 3:35pm	CALGARY INTL AB, CANADA Time 4:32pm	Fare EconoFlex Cabin ECONOMY Seat Number 06B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis TARD0LFS Not Valid After 17 SEP 26
17 Sep 25	WESTJET WS 255	CALGARY INTL AB, CANADA Time 6:30pm	EDMONTON INTL AB, CANADA Time 7:27pm	Fare EconoFlex Cabin ECONOMY Seat Number 06D Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis TARD0LFS Not Valid After 17 SEP 26
19 Sep 25	WESTJET WS 3376 Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 9:30am	CALGARY INTL AB, CANADA Time 10:33am	Fare EconoFlex Cabin ECONOMY Seat Number 09B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAUD0LFK Not Valid After 25 OCT 25
19 Sep 25	WESTJET WS 3484 Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 2:05pm	MEDICINE HAT AB, CANADA Time 3:05pm	Fare EconoFlex Cabin ECONOMY Seat Number 09B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAUD0LFK Not Valid After 17 SEP 26

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. 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 , 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 :** [redacted]
Fare Calculation Line	YXH WS X/YYC WS YEA402.00WS X/YYC WS YXH137.00CAD539.00END
Fare	**CAD 539.00**
Taxes/Fees/Carrier-Imposed Charges	**CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)**
	CAD 29.50 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 656.17**

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

CHATEAU LACOMBE HOTEL

Sarah MacKenzie
40 Stratton Close SE
Medicine Hat AB T1B 4S8
Canada

INFORMATION INVOICE

Room No.	:	1314
Arrival	:	09-17-25
Departure	:	09-19-25
Page No.	:	1*
Folio No.	:	
Conf. No.	:	[redacted]
Cashier No.	:	35
Custom Ref.	:	

Company Name :
Group Name :
Guest Name :

Date	Description	Charges	Credits
09-17-25	Accommodation	143.00	
09-17-25	ERDMF 4%	5.72	
09-17-25	Tourism LEVY 6%	5.95	
09-17-25	Room / GST 5%	7.44	
09-18-25	Accommodation	143.00	
09-18-25	ERDMF 4%	5.72	
09-18-25	Tourism LEVY 6%	5.95	
09-18-25	Room / GST 5%	7.44	
09-19-25	American Express [redacted]		324.22

Total Charges	324.22	
Total Credits		324.22
Balance		0.00

Merchant ID		Credit Card #	[redacted]
Transaction ID	32592726	Credit Card Expiry	XX/XX
Approval Code	169919	Capture Method	Manual

I have received the goods and / or services in the amount shown heron. I agree that my liability 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. (Hotel GST#816322242RT0001)

Sarah MacKenzie
40 Stratton Close SE
Medicine Hat AB T1B 4S8
Canada

INFORMATION INVOICE

Room No.	:	1314
Arrival	:	09-17-25
Departure	:	09-19-25
Page No.	:	2 of 2
Folio No.	:	
Conf. No.	:	[redacted]
Cashier No.	:	35
Custom Ref.	:	

Company Name :
Group Name :
Guest Name :

Approval Amount	324.22	Transaction Amount	324.22

I have received the goods and / or services in the amount shown heron. I agree that my liability 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. (Hotel GST#816322242RT0001)

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT
Name: Sarah MacKenzie

Address:

MEETING/CONFERENCE
Name: Expert Panel on Post-secondary Institution Funding and Alberta's Competitiveness
Location: Calgary

DAYS INVOLVED [0.42]

Departure date	Oct 9 2025 9:15AM
Return date	Oct 9 2025 7:15PM

EXPENSES

	Days Rate	Total	FOR OFFICE USE ONLY Amount	GST
Meals				
Breakfast	0 @ **$13.00** =	$0.00		
Lunch	1 @ **$17.00** =	$17.00		
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		$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		

INVOICE TOTAL

CND	$44.00
USD	$0.00 *$1.00/CND
TOTAL EXPENSE	$44.00
Less - Advance (if applicable)	-$0.00
NET CLAIM DUE (Repayable)	**44.00**

FOR OFFICE USE ONLY

VENDOR NUMBER

CONTROL
03 - 22928

GL CODE	AMOUNT	GST	TOTAL

Written Signatures

Request By [redacted]

Department Signat
(If Necessary Signature)

Department Code

Finance:

Electronic Signatures

Active Directory tdeluca@mhc.ab.ca

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