



Expense Disclosure Summary

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

Period Covered May - June 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
June 26-27, 2025	Edmonton, AB	ACOSAO Meeting	\$ 712.87	\$ 14.85	\$ 296.72	\$ 54.00		\$ 10.00	\$ 1,088.44
			\$ 712.87	\$ 14.85	\$ 296.72	\$ 54.00	\$ -	\$ 10.00	\$ 1,088.44

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

Signature Original copy signed



Expense Disclosure Sheet

Name Dr. Nancy Brown **Date** June 26 & 27, 2025

Position Vice President Academic & Provost **Purpose** ACOSAO meeting (AB Consortium of Senior Academic Officers) **Destination:** Edmonton, AB

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
June 26-27, 2025	WestJet	Airfare	Airfare (Regina to Edmonton and return)	678.92	33.95	712.87
June 28, 2025	Capital Cab	Other Transportation	Taxi	14.85		14.85
June 27, 2025	Renaissance Edmonton Airport	Acommodation	1 night accommodation	283.11	13.61	296.72
June 26-27, 2025	MHC Travel Claim	Meals	Dinner x 2	54.00		54.00
June 26-27, 2025	MHC Travel Claim	Incidentals	1 overnight incidental	10.00		10.00
				Total Receipts		1,088.44



☐ US FUNDS

[illegible]



eTicket Receipt

Prepared For
BROWN/NANCY MS

RESERVATION CODE	HIYILA
ISSUE DATE	15 May 25
TICKET NUMBER	8382197187548
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
26 Jun 25	WESTJET WS 3263 Operated by: WESTJET ENCORE	REGINA SK, CANADA Time 5:30pm	EDMONTON INTL AB, CANADA Time 7:16pm	Fare EconoFlex Cabin ECONOMY Seat Number 10B Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LBUD0HFK Not Valid After 26 JUN 25
27 Jun 25	WESTJET WS 3140 Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 6:00pm	CALGARY INTL AB, CANADA Time 7:02pm	Fare EconoFlex Cabin ECONOMY Seat Number 11C Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KBUD0HFS Not Valid After 26 JUN 26
27 Jun 25	WESTJET WS 362	CALGARY INTL AB, CANADA Time 9:40pm	REGINA SK, CANADA Time 11:02pm	Fare EconoFlex Cabin ECONOMY Seat Number 15C Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KBUD0HFS Not Valid After 26 JUN 26

Allowances

Baggage Allowance

YQR 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 YQR - 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 CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

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

Carry On Charges

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

Payment/Fare Details

Form of Payment	CREDIT CARD [REDACTED]
Fare Calculation Line	YQR WS YEA161.00WS X/YYC WS YQR388.00CAD549.00END
Fare	CAD 549.00
Taxes/Fees/Carrier-Imposed Charges	CAD 46.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 30.70 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 18.92 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 65.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 3.25 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 712.87

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



* SHOWING the same trip to ACOSAO meeting (June 27/25) flying from Medicine Hat COST more*

Hi, Nancy

131,013 pts Silver

NB

← Back to Extras

🛒 Total: 836.77 CAD

Round trip • Departing	Returning	Thursday	Saturday	Adult
Medicine Hat YXH	Edmonton YEG	Jun. 26	> Jun. 28	1
EconoFlex	EconoFlex			

BOOKING SUMMARY

⇒ Flying to/from Regina also saves MHC one night of hotel in Edmonton (June 27)

Almost done, let's review your booking

Your total:

836.77 CAD

Medicine Hat to Edmonton

[Modify flight](#)

Price summary

EconoFlex

YXH 

YYC

YEG

15:35

19:30

Jun. 26, 2025 Connecting, 3 hrs. 55 min.

No seats selected

[Add seats](#)

Bags: 2 included

[Flight details](#) Air Transportation
Charges (ATC)\$743.00 

Taxes, fees and charges

\$93.77 

Total

836.77 CAD

Edmonton to Medicine Hat

[Modify flight](#)

EconoFlex

YEG 

YYC

YXH

12:00

15:05

Jun. 28, 2025 Connecting, 3 hrs. 5 min.

No seats selected

[Add seats](#)

Bags: 2 included

[Flight details](#) ☐

I accept WestJet's [tariffs](#), [conditions of carriage](#) and the [restrictions](#)  on Hazardous Materials and Dangerous Goods, and the responsibility that all guests meet ID and entry requirements. I accept that to [travel with a firearm](#) I must contact all airlines on my itinerary a minimum 72 hours in advance of my flight.

Regina taxi (Return from ACOSAO
meeting) June 26/27, 2025

----- TRANSACTION RECORD -----
CAPITAL CAB 2000
473 MCDONALD STREET
REGINA SK

Thanks for using Capital Cabs
3067912222

Purchase

Jun 28, 2025

00:48:43

Entry: Tap EMV (H)
Ref#: 172-0SYK097AA3CDXLU
Auth#: 05327J Response: 01-027
Order: MGO1751042922332
Username: 030

Amount	\$ 13.50
Tip	\$ 1.35
Total	\$ 14.85

A0000000041010 MASTERCARD
TVR 0000008001

Approved

FF/DT 00

Important: Retain this copy for your
record

511 ROOM GK TYPE 70 ROOM CLERK	BROWN/NANCY NAME [REDACTED] ADDRESS [REDACTED]	261.75 RATE [REDACTED] PAYMENT	06/27/25 DEPART 06/26/25 ARRIVE	13:11 TIME 19:33 TIME	22556 ACCT# MBV#: 077581776
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DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
06/26	ROOM 511, 1	261.75		
06/26	DMF 511, 1	10.47	B	
06/26	GST 511, 1	13.09	C	
06/26	TLVY DMF 511, 1	.42	D	
06/26	TOURISM 511, 1	10.47	E	
06/26	GST/DMF 511, 1	.52	H	
06/27	CCARD-MC			296.72
PAYMENT RECEIVED BY: MASTERCARD [REDACTED] ***** AUTHORIZATION ***** APPROVED Total: \$343.16 Card Type: MASTERCARD Card Entry: CHIP [REDACTED] Code: 00778J PIN Verified ***** EMV AUTHORIZATION ***** App Label: MASTERCARD Mode: Issuer AID: A0000000041010 TVR: 0000008000 IAD: 0110677203020000F61F00000000000000FF TSI: E800 ARC: 00 AC: B9F522D650A1BB80 CVM: 440302				

===== SUMMARY OF TAXES =====				.00
	DESCRIPTION	TAXED AMOUNT		TAX
A	GST	.00		.00
B	DMF 4%	.00		10.47
C	GST 5%	.00		13.09
D	TLVY ON DMF	.00		.42
E	TOURISM LEVY 4%	.00		10.47
F	TOURISM LEVY	.00		.00
G	GST	.00		.00
H	GST ON DMF	.00		.52
J	GST 5%	.00		.00
K	GST	.00		.00
	NET CHARGES			
	261.75	TAX 34.97	CREDITS 296.72	FOLIO .00
===== EXP. REPORT SUMMARY =====				
06/26	ROOM	261.75		
	DMF	10.47		
	GST	13.09		
	TLVY DMF	.42		
	TOURISM	10.47		
	GST/DMF	.52		

See our "Privacy & Cookie Statement" on [Marriott.com](https://www.marriott.com)

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Was that the best night's sleep you have ever had? Have a repeat performance at your place by visiting CollectRenaissance.com.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Nancy Brown

Address:

MEETING/CONFERENCE

Name: AB Council of Senior Academic Officers (ACOSAO) Meeting

Location: Edmonton, AB



DAYS INVOLVED [0.31]

Departure date Jun 26 2025 4:30PM
Return date Jun 27 2025 12:00AM

EXPENSES

				FOR OFFICE USE ONLY	
Meals	Days Rate	Total		Amount	GST
Breakfast	0 @ \$13.00 =	\$0.00			
Lunch	0 @ \$17.00 =	\$0.00			
Dinner	2 @ \$27.00 =	\$54.00			
Full Per diem	0 @ \$57.00 =	\$0.00			
Overnight incidental	1 @ \$10.00 =	\$10.00			
Hospitality Allowance	0 @ \$20.00 =	\$0.00			
Conference Cost		\$0.00			
Hotel (attach invoice)		\$296.72			
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)	\$14.85			
		CND \$375.57		INVOICE TOTAL	
		USD \$0.00	*\$1.00/CND		
		TOTAL EXPENSE	\$375.57		
		Less - Advance (if applicable)	-\$0.00		
		NET CLAIM DUE (Repayable)	375.57		

FOR OFFICE USE ONLY		VENDOR NUMBER		CONTROL
GL CODE	AMOUNT	GST	TOTAL	03 - 22735

Written Signatures

Request By

Department Signatures
(If Necessary Signature)

Electronic Signatures

Active Directory

ent Code