



## Expense Disclosure Summary

**Name**                    Sandy Vanderburgh                    **Position**                    Interim VP Academic  
**Period Covered**        October-December, 2017

**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
October 11-16, 2017	Edmonton	Senior Academic Officers Meetings	\$ -	\$ 761.52	\$ 178.51	\$ -	\$ 2,143.79	\$ -	\$ 3,083.82
			\$ -	\$ 761.52	\$ 178.51	\$ -	\$ 2,143.79	\$ -	\$ 3,083.82

\* 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 copy signed \_\_\_\_\_



## Expense Disclosure Sheet

**Name** Sandy Vanderburgh      **Date** October 11-16, 2017  
**Position** Interim VP Academic      **Purpose** Senior Academic Officers Meetings      **Destination** Edmonton

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
Oct 11-16	Renaissance Edmonton	Accommodation	Hotel Accommodation	178.51		178.51
Oct 11-16	Renaissance Edmonton	Hospitality	Hosted the Alberta Council of Senior Academic Officers meeting	2143.79		2,143.79
Oct 11-16	Esso	Other Transportation	Rental Car Fuel	56.64		56.64
Oct 11-16	Esso	Other Transportation	Rental Car Fuel	36.87		36.87
Oct 11-16	BG Fuels Gas Bar	Other Transportation	Rental Car Fuel	46.96		46.96
Oct 11-16	Enterprise	Other Transportation	Car Rental	621.05		621.05
						-
						-
						-
						-
						-
						-
				<b>Total Receipts</b>		<b>3,083.82</b>

**332 VANDERBURGH/SANDY**      **159.00** **10/13/17** **09:02**      **2496**      **493**  
 Room Name      Rate      Depart      Time      ACCT#      GROUP  
**GQ**      **10/12/17** **11:10**  
 Type      Arrive      Time  
**27**      **XX**  
          **XX**  
 Room      **AB 11111**      **VSXXXXXXXXXX**      **██████████**      **RWD#:**  
 Clerk      Address      Payment

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
10/12	ROOM	332, 1	159.00	
10/12	DMF	332, 1	4.77	
10/12	GST	332, 1	8.19	
10/12	TRSM LEV	332, 1	6.55	
10/13	CCARD-VS ROOM C/O		178.51	
	PAYMENT RECEIVED BY: VISA		XXXXXXXXXXXX	
				.00

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:  
 SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

*Edmonton  
 SFO Meeting Hotel*



**R**  
**RENAISSANCE\***  
 HOTELS

**RENAISSANCE EDMONTON AIRPORT**

**GUEST FOLIO**

ROOM PORTAGE COLLEGE SAO .00 10/16/17 12:10 860  
 NAME RATE DEPART TIME ACCT#  
 PORTAGE COLLEGE 10/13/17  
 TYPE ARRIVE TIME  
 42 9531-94AVE BOX 417  
 ROOM VSXXXXXXXXXXXX [REDACTED]  
 CLERK LAC LA BICHE XX TOA 2C0 PAYMENT RWD#:  
 ADDRESS

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
09/25	ADVDP-VS		215.50	
	PAYMENT RECEIVED BY: VISA		XXXXXXXXXXXX [REDACTED]	MHC
09/25	ADVDP-VS		215.50	
	PAYMENT RECEIVED BY: VISA		XXXXXXXXXXXX [REDACTED]	
09/29	ADVDP-VS		646.50	
	PAYMENT RECEIVED BY: VISA		XXXXXXXXXXXX [REDACTED]	
09/29	ADVDP-VS		646.50	
	PAYMENT RECEIVED BY: VISA		XXXXXXXXXXXX [REDACTED]	MHC
10/12	ADVDP-VS		676.00	
	PAYMENT RECEIVED BY: VISA		XXXXXXXXXXXX [REDACTED]	
10/12	ADVDP-VS		676.00	
	PAYMENT RECEIVED BY: VISA		XXXXXXXXXXXX [REDACTED]	MHC
10/13	BANQUETS 091192	4287.59		
10/16	CCARD-VS		605.80	
	PAYMENT RECEIVED BY: VISA		XXXXXXXXXXXX [REDACTED]	
10/16	CCARD-VS		605.79	
	PAYMENT RECEIVED BY: VISA		XXXXXXXXXXXX [REDACTED]	MHC
				.00

**R**  
**RENAISSANCE\***  
 HOTELS  
**FROM MARRIOTT INTERNATIONAL, INC. OR ONE OF ITS AFFILIATES**

**RENAISSANCE EDMONTON AIRPORT**  
 4236-36 STREET  
 ED INTRN. APT, AB T9E 0V4  
 780-488-7159 FAX: 780-488-6372  
 OPERATED UNDER LICENSE

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 amount shown in the credits 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.

Signature X \_\_\_\_\_

**Renaissance Edmonton Airport Hotel**  
(780) 488-7159

Check #: 91192  
 Print #: 1  
 Status: Posted  
 Business Type: Local  
 Function Space: MULTIPLE  
 Event Manager: Ashlee Koltalo

Portage College SAO & ACOSAO  
 9531-94 Ave Box 417  
 Lac La Biche, AB T0A 2C0, Canada

Page #: 1  
 Folio #: 860  
 Bill Method: Credit Card  
 Event Order #: 280080

Contact: [REDACTED]  
 Friday, October 13, 2017

Quantity	Item	Unit Price	Total Price
<b>Food</b>			
Coffee Break, Cartier B			
31	Freshly Brewed Seattles Best Coffee & A Selection of Gourmet Teas	\$4.00	\$124.00
31	Housemade Granola Bars	\$5.00	\$155.00
16	Assorted Individual Juices - Charge Based on Consumption	\$4.00	\$64.00
Breakfast, Cartier B			
31	Continental Breakfast Buffet	\$25.00	\$775.00
Lunch Buffet, Cartier B			
31	Old Strathcona Market Lunch Buffet	\$33.00	\$1,023.00
<b>Subtotal Food</b>			<b>\$2,141.00</b>
<b>Audio Visual</b>			
Meeting, Cartier B			
5	Power Bars & Extension Cords	\$10.00	\$50.00
1	Projector Package - Includes (1) LCD projector, AV Table, Tripod screen & Cables to connect 1 laptop	\$400.00	\$400.00
1	Laptop Sound Port	\$25.00	\$25.00
<b>Subtotal Audio Visual</b>			<b>\$475.00</b>
<b>Room Rental</b>			
Meeting, Cartier B			
1	Cartier B	\$825.00	\$825.00
<b>Subtotal Room Rental</b>			<b>\$825.00</b>
<b>Miscellaneous</b>			
Meeting, Cartier B			
13	Tent Cards	\$1.50	\$19.50
<b>Subtotal Miscellaneous</b>			<b>\$19.50</b>
			Service Charge 18% \$622.89
			GST # 81314 9820 RT0001 \$204.20
<b>Grand Total:</b>			<b>\$4,287.59</b>

\$4,287.59 ÷ 2  
 = \$2,143.50

(Hosting of SAO meeting shared with Red Deer College).

**GUEST COPY**

are subject to 5% GST and 18% service charge.

riott Proprietary and Confidential



**Portage College SAO & ACOSAO**  
**Friday, October 13, 2017**  
 ~ ESTIMATED CHARGES ONLY ~

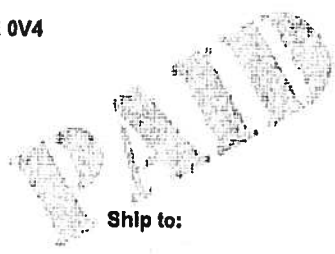
	QTY	DESCRIPTION	COST	UNIT	TOTAL
<b>FOOD &amp; BEVERAGE</b>					
Breakfast	31	Continental Buffet	\$ 25.00	per person	\$ 775.00
AM Break	31	Coffee/tea and cookies	\$ 9.00	per person	\$ 279.00
Lunch	31	Old Strathcona Buffet	\$ 33.00	per person	\$ 1,023.00
Bottled Beverages	31	Estimated consumption	\$ 4.00	per person	\$ 124.00
<b>Subtotal Food &amp; Beverage</b>					<b>\$ 2,201.00</b>
<b>AUDIO VISUAL</b>					
Power Bars	5	with extension cords	\$ 10.00	each/day	\$ 50.00
<b>Subtotal Audio Visual</b>					<b>\$ 50.00</b>
<b>ADDITIONAL</b>					
Room Rental	1	Cartier B - October 13	\$ 825.00	per day	\$ 825.00
<b>Subtotal Additional</b>					<b>\$ 825.00</b>
<b>TOTAL ESTIMATED CHARGES</b>					<b>\$ 3,076.00</b>
<b>Less Deposit Paid</b>					<b>\$ (1,724.00) ÷ 2 = 862</b>
<b>TOTAL ESTIMATED CHARGES DUE</b>					<b>\$ 1,352.00 ÷ 2 = 676</b>

# RENAISSANCE EDMONTON AIRPORT HOTEL

4236 36 STREET  
 EDMONTON INTERNATIONAL AIRPORT, Alberta T9E 0V4  
 CANADA

# INVOICE

Invoice No.: 860  
 Date: 10/16/2017  
 Ship Date:  
 Page: 1  
 Re: Order No.



Sold to:  
 PORTAGE COLLEGE

Ship to:

Business No.:

Item No.	Unit	Quantity	Description	Tax	Base Price	Disc %	Unit Price	Amount
			BANQUET EVENT ORDER # 280080					4,287.59
			ADVDEPOSIT					-3,078.00
			PAYMENT VI****					-605.80
			PAYMENT VI****					-605.79
Shipped By: Tracking Number:							Total Amount	
Comment: GST # 81314 9820 RT0001							Amount Paid	
Sold By:							Amount Owng	

Fuel SAO Meetings

ESSO

7 ELEVEN STORE 37833  
45 GASOLINE ALLEY EAST  
RED DEER COUNTY, AB T4E 1B1

ESSO EXPRESS PAY

2017-10-12 09:44:03

TRANS #: 001579  
STATION#: 00302524  
GST #: R119335453

PUMP 4  
EEXTR \$ 56.64  
50.749L AT \$1.116/L

GST INCLUDED \$ 2.70

TOTAL \$ 56.64

TYPE: PURCHASE  
VISA  
C \*\*\*\*\*  
INVOICE NO: TCK72073  
AUTH: 056360-F

VISA CREDIT  
A0000000031010  
0280000000  
F800

01 APPROVED - TH  
ANK YOU 027

VERIFIED BY PIN

AEROPLAN CARD #:



rental car fuel  
SAO + CAPSA  
Meetings Edm

BG Fuels Gas Bar #1750  
34 Carry Drive SE  
Medicine Hat AB  
T1B 4E1

Pump #1  
REGULAR \$46.96  
47.726 Litres @ \$0.984/L  
TOTAL \$46.96  
Taxes included in fuel.  
GST# 733514327 \$2.24

Approved

Pre Auth Completion  
VISA CREDIT  
AID: A0000000031010  
\*\*\*\*\* C  
EXP: \*\*/\*\*  
Host Date: 10/16/2017  
Host Time: 20:47:34  
AUTHCODE:097868 00175001C  
S802001001036 00 000  
TUR: 0080001000 TSI: F800  
1750-1  
Rct#17869 Rcpt  
Batch# 1991-288

\*\*\*\*\*  
TELL US HOW WE DID TODAY  
MONTHLY CHANCES TO WIN \$5000  
VISIT WWW.STOREOPINION.CA  
OR CALL 1-877-234-2322  
FULL CONTEST RULES AT  
WWW.STOREOPINION.CA  
\*\*\*\*\*

STORE: 01750  
CODE:101617 204701 7869 01750

Sales Receipt IO:  
  
28920473301

Please come again!

Fuel SAO  
rental CAPSA  
car Meeting

ESSO OLDS

CIRCLE K 22200  
5622 46 STREET  
OLDS, AB T4H 1B8

ESSO EXPRESS PAY

2017-10-15 20:02:55

TRANS #: 047944  
STATION#: 00323095  
GST #: R104855408

PUMP 3  
EREG \$ 36.87  
38.443L AT \$0.959/L

GST INCLUDED \$ 1.76

TOTAL \$ 36.87

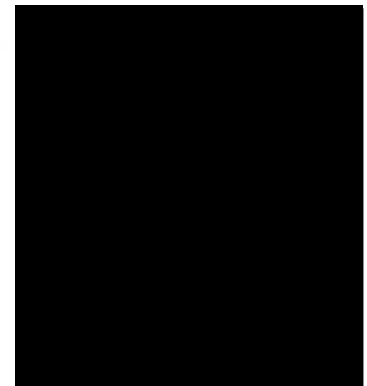
TYPE: PURCHASE  
VISA  
C \*\*\*\*\*  
INVOICE NO: THB65472  
AUTH: 028751-F

VISA CREDIT  
A0000000031010  
0280000000  
F800

01 APPROVED - TH  
ANK YOU 027

VERIFIED BY PIN

AEROPLAN CARD #:



RECONCILIATION ID:  
THB617101520010838





1071 TRANS CANADA WAY SE  
 MEDICINE HAT, AB T1B1H9  
 Federal GST# :889365821

Rental Agreement #: 99HTHD  
 Bill Ref #: 8000-2189-7845  
 Invoice Date: 10/17/2017  
 Account #: [REDACTED]

**BILLING DETAIL**

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	6 DAY	87.99	527.94
DW	6 DAY	9.99	59.94
Subtotal			587.88
VEHICLE LICENSE FEE RECOVERY	6 DAY	0.60	3.60
GOODS AND SERVICES TAX	PCT	5.00	29.57

**Amount Due (CAD) 621.05**

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

**BILL TO**

MEDICINE HAT COLLEGE  
 ATTN: [REDACTED]  
 299 COLLEGE DRIVE SE  
 MEDICINE HAT, AB - T1A3Y6

**RENTAL INFORMATION**

Date/Time Out: 10/11/2017 01:33 PM  
 Date/Time In: 10/16/2017 06:22 PM

Renter: VANDERBURGH, SANDY

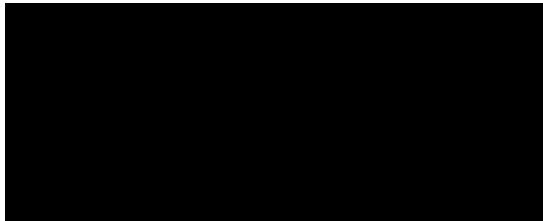
**RENTAL VEHICLES**

Color	License	Model	Unit	Miles/Kms Out In
WHITE	E27882	SANF	7PMDYR	10,800 11,652

VIN: KM8SNDHF9JU259022

**CLAIM INFORMATION**

Claim# / PO# / RO#      Insured  
 Date of Loss    Type of Loss    Type of Vehicle  
 Repair Shop



**For Billing Inquiries / Payment Terms :**

Tel#: 4035268064  
 AskARCanada@ehi.com  
 Payment Due within 30 days of invoice date  
 Late payments are subject to a finance charge.



Thank You For Choosing Enterprise

<b>Please Return This Portion With Remittance</b>	<b>Amount Due (CAD)</b> 621.05
<b>Remit To :</b> ENTERPRISE RENT A CAR CANADA COMPAN 709 MILNER AVE SCARBOROUGH, ON M1B6B6	<b>Paid By:</b> MEDICINE HAT COLLEGE 299 COLLEGE DRIVE SE MEDICINE HAT, AB T1A3Y6
<b>Account #</b> [REDACTED]	<b>Rental Agreement</b> 99HTHD
	<b>Amount</b> 621.05
	<b>GPBR</b> C511