



Expense Disclosure Summary

Name Irlanda Price **Position** Associate Vice President Student Development
Period Covered January - March 2019

Please attach supporting documentation i.e.: Expense Disclosure Sheet and applicable receipts

Dates (Travel Dates if applicable)	Destination/Location	Purpose	Airfare	Other Transportation*	Accommodation	Meals	Hospitality	Incidentals	Total (CAD)	Total (USD)
January 21-24, 2019	Washington, DC	AACRAO LEAD Working Group Meeting	\$ 727.43	\$ 41.19	\$ 751.77	\$ 118.50	\$ -		\$ 1,638.89	\$ 2,182.59
February 11, 2019	Brooks, AB	Brooks Awards Ceremony	\$ -	\$ 95.92			\$ -	\$ -	\$ 95.92	
February 14, 2019	Medicine Hat, AB	Lunch meeting					\$ 45.59		\$ 45.59	
March 1, 2019	Medicine Hat, AB	Staff member farewell breakfast					\$ 106.97		\$ 106.97	
			\$ 727.43	\$ 137.11	\$ 751.77	\$ 118.50	\$ 152.56	\$ -	\$ 1,887.37	\$ 2,182.59

* 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 Irlanda Price **Date** January 21-24, 2019
Position Associate Vice President Student Development **Purpose** American Association of Collegiate Registrars and Admissions Officers (AACRAO) LEAD Working Group Meeting **Destination** Washington, DC

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total (USD)	Total (CAD)
January 21, 2019	Medicine Hat College Travel Claim	Airfare	Airfare Medicine Hat to Washington	591.68	135.75	727.43	968.75
January 21-23, 2019	The Madison Washington DC	Accommodation	Hotel Accommodation	654.00	97.77	751.77	1001.17
January 21, 2019	AACRAO Expense Report	Meals	Meals during travel day	59.25		59.25	78.91
January 22, 2019	AACRAO Expense Report	Other Transportation	Taxi	19.44		19.44	25.89
January 24, 2019	AACRAO Expense Report	Other Transportation	Taxi	21.75		21.75	28.96
January 24, 2019	AACRAO Expense Report	Meals	Meals during travel day	59.25		59.25	78.91
Total Receipts						\$ 1,638.89	\$ 2,182.59

** No receipts attached as all expenses (other than airfare) were paid by AACRAO.*

Exchange rate for the period of January 21 - 25, 2019: 1.331748

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Irlanda Price
Address:

MEETING/CONFERENCE

Name: AACRAO LEAD Initiative Meeting
Location: Washington, DC



DAYS INVOLVED [3.96]

Departure date: Jan 21 2019 11:55AM
Return date: Jan 25 2019 11:00AM

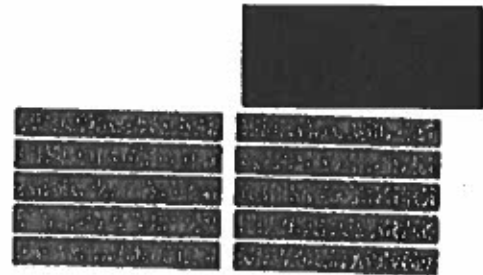
EXPENSES

	Days	Rate	Total
Meals			
Breakfast	0	@ \$10.00	= \$0.00
Lunch	0	@ \$12.00	= \$0.00
Dinner	0	@ \$22.00	= \$0.00
Full Per diem	0	@ \$44.00	= \$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

The flight was not previously claimed for, as AACRAO was going to cover the cost. However, they will no longer be covering the cost of this flight, but will be reimbursing people for the next 2 meetings instead.

TRANSPORTATION

Own Car	0 KM @ 0.44/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)	\$727.43 US
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required)	\$0.00
	CND	\$0.00
	USD \$727.43 *\$1.00/CND	



INVOICE TOTAL

TOTAL EXPENSE \$727.43
Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 727.43

FOR OFFICE USE ONLY

GL CODE	AMOUNT	VENDOR NUMBER	GST	CONTROL 03 - 17095 TOTAL

Written Signatures

Request By

Department Signatures
(if Necessary Signatures)

Electronic Signatures
Active Directory

Department Code

Finance

If you have any questions please contact the Finance Department at 403-520-3856.

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANTName: Irlanda Price
Address:*EM1002983***MEETING/CONFERENCE**Name: AACRAO LEAD Initiative Meeting
Location: Washington, DC**DAYS INVOLVED [3.96]**Departure date: Jan 21 2019 11:55AM
Return date: Jan 25 2019 11:00AM**EXPENSES**

Meals	Days Rate	Total
Breakfast	0 @ \$10.00	= \$0.00
Lunch	0 @ \$12.00	= \$0.00
Dinner	0 @ \$22.00	= \$0.00
Full Per diem	0 @ \$44.00	= \$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

FOR OFFICE USE ONLY

Amount GST

Amount	GST

TRANSPORTATION

Own Car	0 KM @ 0.44/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)	\$727.43 US
Taxi, buses, parking, road tolls	(Less than \$10 receipt is not required)	\$0.00

Amount	GST

INVOICE TOTALCND \$0.00
USD \$727.43 *\$1.00/CND

TOTAL EXPENSE 727.43

Less - Advance (if applicable) -\$0.00
NET CLAIM DUE (Repayable) 727.43*Should have paid \$968.75**PAID***FOR OFFICE USE ONLY**

GL CODE

AMOUNT

GST

CONTROL
03 - 17095
TOTAL

Written Signatures

Request By

Department Signature
(If Necessary Signatures)Electronic Signature
Active Directory

Department Code

Finance:

*PD020109 (2000)**Exch. Rate 1.331748**Original Payment in 9090PI11 receipt was in USD and it should have been converted to CAD*

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

We owe Irlanda \$241.32



American Association of Collegiate Registrars and Admissions Officers
 One Dupont Circle, NW Suite 520 Washington, D.C 20036

Phone: 202-293-9161

Fax: 202-672-8857 (Attn: Accounting)

Email: consulting@aacrao.org

Expense Report

Please attach all receipts according to the AACRAO travel policy.

Purpose: LEAD Curriculum Development meeting

Name: Irlanda Price
 Address: [Redacted]
 City: [Redacted]
 State: [Redacted]
 Zip: [Redacted]

Submitted By: Irlanda Price
 Approved By: _____

Expense Period

[Redacted]

Date	Account (#-##-####)	Description	County and State	5241	5550	5550	5250	Misc.	5250	TOTAL
				Hotel	Transport	Mileage*	Meals		Business Meals	
1/21/2019		Attend first LEAD Curriculum Committee Meeting in person	Washington, DC USA	\$0.00	\$727.43	\$0.00				\$727.43
1/22/2019		Transportation to Hotel upon arrival. Arrived at hotel just after midnight on the 22nd.			\$19.44					\$19.44
1/24/2019		Transportation to Airport from Hotel			\$21.75					\$21.75
1/21/2019		Meals during travel day					\$59.25			\$59.25
1/24/2019		Meals during travel day					\$59.25			\$59.25
				\$0.00	\$768.62	\$0.00	\$118.50	\$0.00	\$0.00	\$887.12
									Subtotal	\$ 887.12
									Advances	
									TOTAL	\$ 887.12

AACRAO PrePaid Ticket Amount**

**Attach Ticket Receipt

*Mileage will be reimbursed at the rate of \$.545 cents per mile effective 1/1/2018. Must attach mileage report (mapquest/Google maps, etc).

Notes

I am not sure if I submitted appropriately for the meal expenses on travel days. 75% of \$79.00 = \$59.25 Thank you so much for the opportunity to serve AACRAO

Important: Please submit reimbursement request within 21 days of expense period



Washington

Jan 21, 2019 - Jan 25, 2019 | Itinerary # 7402162088070

Important Information

- We combined two one-way tickets to get you the best deal on this flight. If you need to make changes or cancel, you'll need to do it twice-once for each one-way ticket.
- All passengers traveling to the US must provide valid travel documents and details of their full US destination address for US Immigration.
- Proof of citizenship is required for international travel. Be sure to bring all necessary documentation (e.g. passport, visa, transit permit). To learn more, visit our Visa and Passport page.

Total Price

Medicine Hat to Washington \$438.27
 Washington to Medicine Hat \$289.16

Total Price
\$727.43

All prices include taxes & fees and are quoted in US dollars. Your two one-way fares may be processed through multiple transactions.

Medicine Hat (YXH) → Washington (DCA)

Jan 21, 2019 - Jan 21, 2019, 1 one way ticket

COMPLETED

WestJet

NNLRAP

We hope you had a great trip. Thank you for choosing Expedia for your travel reservations.

Traveler Information

IRLANDA ISELA No frequent flyer details provided Ticket # 8387235902772
PRICE
 Adult

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Jan 21, 2019 - Departure 2 stops

Total travel time: 9 h 52 m

Medicine Hat Calgary 1 h 8 m
 YXH 11:55am YYC 1:00pm

Price Summary

Traveler 1: Adult \$432.41
 Flight \$341.00
 Taxes & Fees \$91.41
 Expedia Booking Fee \$5.86

Total: \$438.27

All prices quoted in US dollars.

Additional Flight Services

- The airline may charge additional

WestJet 3015 Economy / Coach (Q) Confirm seats with the airline* Layover: 1 h 50 m		fees for checked baggage or other optional services. • Additional fees for your flight to Washington
Calgary YYC 2:50pm	Minneapolis MSP 6:30pm 2 h 40 m	
WestJet 6354 Economy / Coach (Q) Confirm seats with the airline* Layover: 1 h 50 m		
Minneapolis MSP 8:20pm	Washington DCA 11:47pm 2 h 27 m	
WestJet 7242 Economy / Coach (T) Confirm seats with the airline*		

Airline Rules & Regulations

- This price includes a nonrefundable booking fee.
- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- Tickets are nonrefundable, nontransferable and name changes are not allowed.
- Please read the complete penalty rules for changes and cancellations applicable to this fare.
- Please read important information regarding airline liability limitations .

Washington (DCA) → Medicine Hat (YXH) Jan 24, 2019 - Jan 25, 2019 , 1 ticket		COMPLETED Air Canada UOLSDA
We hope you had a great trip. Thank you for choosing Expedia for your travel reservations.		Price Summary
Traveler Information		Traveler 1: Adult \$289.16 Flight \$244.82 Taxes & Fees \$44.34 Total: \$289.16
IRLANDA ISELA PRICE Adult	No frequent flyer details provided Ticket # 0147235992768	All prices quoted in US dollars.
* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.		Additional Flight Services
Jan 24, 2019 - Departure 2 stops Total travel time: 12 h 39 m		• The airline may charge additional fees for checked baggage or other optional services. • Additional fees for your flight to Medicine Hat • Additional fees for your flight to Medicine Hat
Washington DCA 9:40am Air Canada 7613	Toronto YYZ 11:10am Economy / Coach (T) Confirm seats with the airline* Layover: 3 h 10 m	
Toronto YYZ 2:20pm	Calgary YYC 4:45pm 4 h 25 m	

Air Canada 146

Economy / Coach (T) | Confirm seats with the airline*

Layover: 2 h 30 m

	Calgary	Medicine Hat	1 h 4 m
● AIR CANADA	YYC 7:15pm	YXH 8:18pm	

Air Canada 7239

Economy / Coach (K) | Confirm seats with the airline*

Jan 25, 2019 - Return Nonstop **Total travel time: 1 h 4 m**

	Calgary	Medicine Hat	1 h 4 m
● AIR CANADA	YYC 9:55am	YXH 10:59am	

This flight departs from YYC not YXH

Air Canada 7229

Economy / Coach (T) | Confirm seats with the airline*

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- Tickets are nonrefundable, nontransferable and name changes are not allowed.
- Please read the complete penalty rules for changes and cancellations applicable to this fare.
- Please read Important information regarding airline liability limitations .

Need help with your reservation?

- Visit our Customer Support page.
- Call us at 1-877-261-3623.
- For faster service, mention itinerary #7402162088070

[X]



see you on Jan-21-2019



Your Upcoming Stay

The Madison Washington DC, a Hilton Hotel
1177 15th Street NW
Washington DC 20005, US
T: +1 2028621600

Confirmation #3512120926

Mon

21

January

Check In: 4:00PM

Thu

24

January

Check Out: 12:00PM

3 nights



Maps & Directions

[X]

Your Room Information

Your
Room
Information

2 QUEEN BEDS DELUXE ROOM

Rooms: 1
Guests: 1 Adult

[X]

Your Rate Information

Your Rate
Information

AAA STAY AND SAVE

Rate Per Night:
Jan-21-2019 - Jan-24-2019

218.00 USD

Total for Stay per Room Rate:

654.00 USD

Taxes

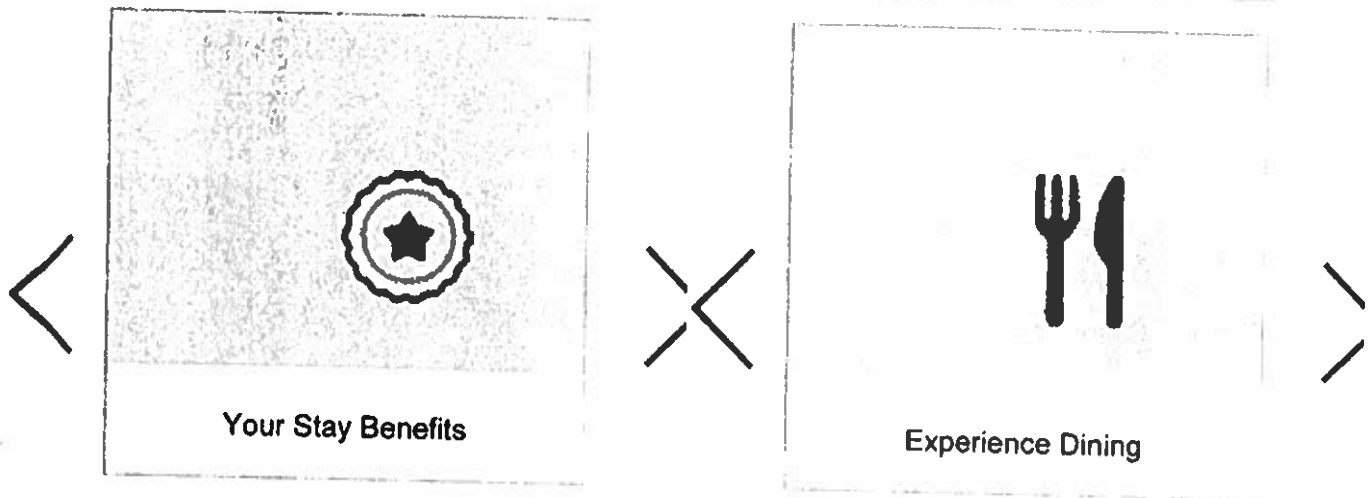
97.77 USD

Total for Stay

751.77 USD



(X)(())





Expense Disclosure Sheet

Name Irlanda Price **Date** February 11, 2019

Position Associate Vice President Student
Development **Purpose** Brooks Awards Ceremony **Destination** Brooks, AB

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
February 11, 2019	Medicine Hat Travel Claim	Other Transportation	Mileage (218 km x \$0.44/km)	95.92		95.92
Total Receipts					\$	95.92

MEDICINE HAT COLLEGE TRAVEL CLAIM

CLAIMANT

Name: Irinda Price
 Address:

MEETING/CONFERENCE

Name: Brooks Awards Ceremony
 Location: Brooks, AB



DAYS INVOLVED [0.19]

Departure date Feb 11 2019 10:30AM
 Return date Feb 11 2019 3:00PM

EXPENSES

Meals	Days	Rate	Total
Breakfast	0	@ \$10.00	= \$0.00
Lunch	0	@ \$12.00	= \$0.00
Dinner	0	@ \$22.00	= \$0.00
Full Per diem	0	@ \$44.00	= \$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

FOR OFFICE USE ONLY

Amount	GST

TRANSPORTATION

Own Car	218 KM @ 0.44/KM	\$95.92
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 \$95.92

USD \$0.00 *\$1.00/CND

TOTAL EXPENSE \$95.92

Less - Advance (if applicable) -\$0.00

NET CLAIM DUE (Repayable) 95.92

INVOICE TOTAL

FOR OFFICE USE ONLY

GL CODE	AMOUNT	VENDOR NUMBER	GST	CONTROL 03 - 17031 TOTAL

Written Signatures

Request By

Department Signatures
 (if Necessary Signature)

Electronic Signatures
 Active Directory

Department Code

Finance:



Expense Disclosure Sheet

Name Irlanda Price **Date** February 14, 2019
Position Associate Vice President Student Development **Purpose** Lunch meeting with Sexual Assault Response Committee (SARC) Coordinator **Destination** Medicine Hat, AB

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
February 14, 2019	Heartwood Café	Hospitality	Lunch meeting	44.75	0.84	45.59
				Total Receipts		\$ 45.59

THE HEARTWOOD CAFE

Sub Total. \$38.64
 Tip: \$6.95
 Total: \$45.59

APPROVED
 01/17/16

THANK YOU

Heartwood Cafe

Check # 1, Date 24
 Customer Name
 PO# Country 3

Date 01

<hr/>	
Tea Lette (12oz)	4.7
1 x 4.75	
<hr/>	
Bowl of Soup (feature)	12.0
1 x 10.00	
+ Gruff (1.00)	
+ Acid soups (3.00)	
<hr/>	
Bill	14.7
1 x 14.75	
+ Cup feature soup	
<hr/>	
cash	6.3
2 x 3.15	
<hr/>	
Subtotal	37.8
GST, 5%	0.9
<hr/>	
Total	38.64
<hr/>	

02/14/2019 1:26 PM



Expense Disclosure Sheet

Name Irlanda Price **Date** March 1, 2019
Position Associate Vice President Student Development **Purpose** Staff member farewell breakfast **Destination** Medicine Hat, AB

Receipt Reconciliation: (Please attach supporting documentation i.e.: receipts)

Date	Vendor	Expense Category (Select from drop down menu)	Description	Subtotal	GST	Total
March 1, 2019	Perkins Restaurant	Hospitality	Breakfast x 5	102.33	4.64	106.97
					Total Receipts	\$ 106.97

**PERKIN'S RESTAURANT &
BAKERY**
2301 TRANS CANADA WAY SE
MEDICINE HAT AB

CARD
CARD TYPE VISA
DATE 2019/03/01
TIME 0362 09:05:35
SERVR ID 127
CHECK # 21668100
TABLE # 62
RECEIPT NUMBER
C02035537-001-009-001-0

PURCHASE
AMOUNT \$96.87
TIP \$10.00
TOTAL

\$106.97

Visa Credit
A0000000031010
33037E29C6A5044C
0080000000-E800
A865F300DF751183
0080000000-F800

APPROVED

AUTH# 063256 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Perkins Restaurant & Bakery
2301 Trans Canada Way S.F.
Medicine Hat, AB T1B 4E9
Phone (403)527-9311
Business # R105395123

Date: Mar 01, 2019 Time: 09:03AM
Server: Kevin # Guest: 5
Bill: 0016 Table : 62

*** Split 1 ***

1 HEARTY HARVEST OML	15.95
1 Coffee	2.95

Subtotal	18.90
GST	0.95

Total	19.85

*** Split 2 ***

1 Tea	2.75
1 BIG COUNTRY SKILLET	15.95

Subtotal	18.70
GST	0.94

Total	19.64

*** Split 3 ***

1 Coffee	2.95
1 Build-A-Breakfast	12.95
1 Juice Large	4.00

Subtotal	19.90
GST	1.00

Total	20.90

*** Split 4 ***

1 Coffee	2.95
1 EVERYTHING SKILLET	15.95

Subtotal	18.90
GST	0.95

Total	19.85

*** Split 5 ***

1 HEARTY HARVEST OML	15.95

Subtotal	15.95
GST	0.80