



Expense Disclosure Summary

Name Len Vandervaart **Position** Vice President Academic
Period Covered July 1 - September 30 2013

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
May 13, 2013	Medicine Hat, AB	Academic Department Discussion	\$ -	\$ -	\$ -	\$ -	\$ 9.64	\$ -	\$ 9.64
May 31, 2013	Medicine Hat, AB	Retirement Celebration - Dean of Business	\$ -	\$ -	\$ -	\$ -	\$ 892.85	\$ -	\$ 892.85
June 20, 2013	Medicine Hat, AB	Academic Department Discussion	\$ -	\$ -	\$ -	\$ -	\$ 30.04	\$ -	\$ 30.04
September 6, 2013	Medicine Hat, AB	Post Secondary Collaboration	\$ -	\$ -	\$ -	\$ -	\$ 106.57	\$ -	\$ 106.57
September 11, 2013	Brooks, AB	Program Discussion	\$ -	\$ 99.00	\$ -	\$ -	\$ -	\$ -	\$ 99.00
September 19 - 20, 2013	Calgary, AB	Post Secondary Collaborations	\$ -	\$ 264.00	\$ 226.48	\$ -	\$ -	\$ -	\$ 490.48
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ 363.00	\$ 226.48	\$ -	\$ 1,039.10	\$ -	\$ 1,628.58

* 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



MEDICINE HAT
COLLEGE

Date: May 13 2013
VALID ONLY ON DATE ISSUED

MEAL VOUCHER

002758

Guest Name: Len vandervlaart & [REDACTED]
Amount open not to exceed \$ 9.64

GL code _____ Host Signature: [Signature]

**COLLEGE HOST: PLEASE PROVIDE ADVANCE NOTICE TO FOOD SERVICES
MANAGER WHEN ISSUING MEAL VOUCHERS TO LARGE GROUPS.**



Shooting Star Events
Medicine Hat College

299 College Drive SE
 Medicine Hat, Alberta T1A 3Y6
 Ph. (403) 529-3810 Fax (403) 529-2437
 GST# 122005846

INVOICE

Invoice No. **5813**
 Date: June 9, 2013

To: Medicine Hat College
 c/o Financial Services

RE: Vouchers

Function Description	Date of Event	Location	G.L. Number	Terms
	May-13	Starbuck's Café	various	30 days 2%

Quantity	Menu / Description	Unit Price	Amount
	Dr. Weeks, No Voucher ✓ <i>12000-9250</i>	\$ 27.83	\$ 27.83
	Student Association - No voucher ✓ <i>? B5008</i>	\$ 7.09	\$ 7.09
	002344, 2345 GL 1-33400-9250 ✓	\$ 21.05	\$ 21.05
	002513, GL 1-33700-9250 ✓	\$ 8.03	\$ 8.03
	002749, GL 1-12450-9250 ✓	\$ 23.73	\$ 23.73
	002783, 1-76800-9250 ✓	\$ 35.02	\$ 35.02
	002759, GL 1-32100-9250 ✓	\$ 9.64	\$ 9.64
	002364 GL 12500-9250 ✓	\$ 6.31	\$ 6.31
	¹⁹³⁰ 009450, 1-32800-9250 ✓	\$ 16.43	\$ 16.43
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
	GST included in above prices		2013 JUN 11 AM 10:46

Subtotal	\$ 155.13
GST	
Total Due	\$155.13

Make all cheques payable to: **Shooting Star Events (MHC).**

If you have any questions concerning this invoice, call: [Redacted] (403) 529-3

Thank you for your Business.



Expense Disclosure Sheet

Name Len Vandervaart

Date May 31, 2013

Destination

Medicine Hat, AB

Position Vice President, Academic

Purpose

Retirement Celebration - Dean of Business

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Total
5/24/2013	Michaels	Hospitality	Decorations	20.74
5/24/2013	Grand Rental Station	Hospitality	Decorations	50.38
5/31/2013	Safeway	Hospitality	Cake	24.99
5/31/2013	Shooting Star	Hospitality	Food and Drinks	796.74
Total Receipts				892.85

3201 13TH AVE SE
MEDICINE HAT, AB T1B 1E2

** Return Barcode **

8-9141-3665-8865-4655-1111-4117-1540-5636



115 SALE 5571 3918 003 5/24/13 11:5

RBN CLOSEDOUT RIBB 750265464078 1.00 1 e 1.00 G
 RBN CLOSEDOUT RIBB 750265464078 1.00 1 e 1.00 G
 RBN CLOSEDOUT RIBB 750265464078 1.00 1 e 1.00 G
 RBN CLOSEDOUT RIBB 750265464078 1.00 1 e 1.00 G
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 CROCHET DOILY FAB 886946144530 1.50 1 e 1.50 G
 CROCHET DOILY FAB 886946144530 1.50 1 e 1.50 G

(RETURN VALUE .75)

COUPON GET 60% OFF .75

Coupons Applied:

400100978856 50% ADPFI

SUBTOTAL 19.75

GST 5% 8R135299063 .99

TOTAL 20.74

Auth # 026020

Visa #0187 20.74

8-9141-3665-8865-4655-1111-4117-1540-5636

YOU SAVED \$.75

0084-9994-0964-4304-3161-5157-0643-566



SIGN UP AT MICHAELS.COM OR LIKE US ON
FACEBOOK TO RECEIVE SPECIAL OFFERS AND
CREATIVE PROJECT IDEAS.

Text FFP1 to 273/83 to download Michaels Mobile App

THANK YOU FOR SHOPPING AT MICHAELS

Dear Valued Customer:

Our coupon policy is to accept one coupon type per customer per day. Certain exclusions apply, please review the exclusion on the coupon and speak with a manager on duty for any questions you may have.

Thank you

Michaels

Michaels

Michaels

Michaels

Michaels

Michaels

Michaels

Michaels

Michaels

Party.

SAFEWAY

STORE MGR COLIN LAIRD 403-504-2920
GST/HST #119347672

WELCOME AIR MILES COLLECTOR 5806

BAKED GOODS

VAN CPCK CK W/KIT 24.99
**** TAX .00 BAL 24.99
VF Visa 24.99

ACCOUNT NUMBER *****0187
AUTHOR. #: 026210

CHANGE .00
TOTAL NUMBER OF ITEMS SOLD = 1
5/31/13 10:38 2220 08 0118 8425

YOUR CASHIER TODAY WAS MARIT

AND RENTAL STA

62 S. Railway St

Medicine Hat, A

T1A 2W2

Ph: (403) 526-4588

May 24/13

OM	AME
DRESSE	DDRESS

AMOUNT PAR CREDIT	C.F. ID	FACTURE CHANGE	A CREDIT ON ACCOUNT	MONTRANT REPORTE AMOUNT FWD.
----------------------	---------	-------------------	------------------------	---------------------------------

Balloons		47.98

TPS/GST 240
TVH/HST

TE DE TAXE TVP/PST

20

TOTAL 50.38

RECU PAR RECEIVED BY

LIVRET DE VENTE SALES BOOK

30B

CARDHOLDER COPY

Decorations for THIS retrograde party

GRAND RENTAL STATION 9457

962 SOUTH RAILWAY ST SE MEDICINE HAT AB

CARD *****0187
CARD TYPE VISA
DATE 2013/05/24
TIME 0555 14:37:32
RECEIPT NUMBER
C30880154-001-481-039-C

PURCHASE TOTAL \$50.38

VISA CREDIT
A0000000031010
B40A20CAA1904BDD
0000008000
A60A0A193B9516CC

APPROVED

AUTH# 019717 01-027
THANK YOU



Shooting Star Events
Medicine Hat College

299 College Drive SE
 Medicine Hat, Alberta T1A 3Y6
 Ph. (403) 529-3810 Fax (403) 529-2437
 GST# 122005846

INVOICE

Invoice No. 5811
 Date: June 10, 2013

To: Medicine Hat College
 [Redacted]

RE: [Redacted]
 Retirement Party

Function Description	Date of Event	Location	G.L. Number	Terms
	May 31/13	Courtyard		30 days 2%

Quantity	Menu / Description	Unit Price	Amount
75	people for fruit tray	\$ 2.50	\$ 187.50
60	brownie bites and vanilla bites	\$ 2.50	\$ 150.00
60	servings of lemon loaf, cranberry orange loaf	\$ 1.25	\$ 75.00
60	servings of cinnamon coffee cake and white raspberry scones	\$ 1.50	\$ 90.00
100	punch	\$ 1.75	\$ 175.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

Subtotal	\$ 677.50
Gratuity	\$81.30
GST	\$37.94
Total Due	\$796.74

Make all cheques payable to: **Shooting Star Events (MHC)**.
 If you have any questions concerning this invoice, call: [Redacted] (403) 529-38

Thank you for your Business.



Expense Disclosure Sheet

Name Len Vandervaart Date June 20, 2013 Desination Medicine Hat, AB

Position Vice President, Academic Purpose Academic Department Discussion

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

<u>Date</u>	<u>Vendor</u>	<u>Expense Category</u> (Select from drop down menu)	<u>Description</u>	<u>Total</u>
6/20/2013	Crave Pub	Hospitality	Lunch with Manager of Trades and Director of Human Resources	30.04
				-
				-
				-
				-
				-
				-
				-
				-
				-
			Total Receipts	30.04

CRAVE PUB
299 COLLEGE DRIVE SE
MEDICINE HAT AB T1A3Y6
4035283925

MERCHANT ID: 57153060017 TERM ID: 002
SERVER: 1

SALE

XXXXXXXXXXXXXXXX8983

VISA ENTRY METHOD: CHIP
06/20/13 13:14:58
INV #: 000008 APPR CODE: 037690
BATCH #: 000221
REF #: 008

AMOUNT	\$26.12
TIP	\$3.92
	=====
TOTAL	\$30.04

PIN VERIFIED BY CARD ISSUER
CARDHOLDER AGREES TO PAY ABOVE
TOTAL AMOUNT IN ACCORDANCE WITH
CARD ISSUER'S AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT
VERIFICATION

CARDHOLDER COPY

APPROVED

APPLICATION LABEL: VISA CREDIT
AID: A0000000031010
TUR: 00 00 00 80 00
TSI: FB 00

CRAVE PUB
299 COLLEGE DRIVE SE
MEDICINE HAT AB T1A3Y6
4035283925

MERCHANT ID: 87153060017 TERM ID: 002
SERVER: 1

SALE

XXXXXXXXXXXXXXXXXXXX8983
VISA ENTRY METHOD: CHIP
09/06/13 13:33:27
INV #: 000024 APPR CODE: 098211
BATCH #: 000263
REF #: 024

AMOUNT \$92.67
TIP \$13.90
TOTAL \$106.57
=====

PIN VERIFIED BY CARD ISSUER
CARDHOLDER AGREES TO PAY ABOVE
TOTAL AMOUNT IN ACCORDANCE WITH
CARD ISSUER'S AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT
VERIFICATION

CARDHOLDER COPY
APPROVED

APPLICATION LABEL: VISA CREDIT
AID: A000000000031010
TUR: 00 00 00 80 00
TS1: FB 00

1400 10/10/13

CRAVE
MEDICINE HAT, AB
(403) 504-3540
GSI# 107687782

S E R V I C E

Server: TRACY
Guest:

Table #26

1: POP	2.48
1: SOUTHWEST SALAD	10.25
2: POP	2.48
2: SOUTHWEST SALAD	10.25
3: POP	2.48
3: SOUTHWEST SALAD	10.25
4: POP	2.48
4: CHICKEN TENDERS	9.25
5: POP	2.48
5: BEEF DIP	10.50
6: POP	2.48
6: CHIC SPINACH	12.45
7: POP	2.48
7: CAESAR SALAD	7.95

Total	92.67
Net Sales	88.26
Total Tax	4.41
12:28 PM 9/6/2013	

**CRAVE WHAT YOU WANT
THANK YOU!**



Expense Disclosure Sheet

Name Len Vandervaart **Date** September 11, 2013 **Destination** Brooks, AB

Position Vice President, Academic **Purpose** Program Discussion

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

Date	Vendor	Expense Category (Select from drop down menu)	Description	Total
9/11/2013	Medicine Hat College Fleet	Other Transportation	Travel to Brooks Campus for staff meeting	99.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
Total Receipts				99.00



September 24, 2013

Department	Name	Date	Vehicle Number	Destination	Odometer Reading		Total Mileage	Rate	Amount Charged	G.L. Code
					Out	In				
Adult Development	[REDACTED]	August 29, 2013	3	Brooks	59,114	59,334	220	0.44	96.80	1-39719-9240
		September 4, 2013	8	Brooks	154,110	154,337	227	0.44	99.88	1-39719-9240
		September 5, 2013	7	Brooks	154,338	154,568	230	0.44	101.20	1-39719-9240
		September 11, 2013	3	Brooks	155,096	155,328	232	0.44	102.08	1-39719-9240
Business & Enterprise	[REDACTED]	September 10, 2013	3	Hanna	154,604	155,095	491	0.44	216.04	1-32690-9240
		September 19, 2013	3	Oyen	60,157	60,546	389	0.44	171.16	1-32660-9240
Health Studies	[REDACTED]	September 18, 2013	7	Calgary	155,595	156,193	598	0.44	263.12	1-11000-9240
		September 19, 2013	10	Irvine	86,448	86,584	136	0.44	59.84	1-33433-9240
I.T. Services	[REDACTED]	August 29, 2013	3	Brooks	58,880	59,114	234	0.44	102.96	1-32396-9245
		August 29, 2013	7	Brooks	153,865	154,104	239	0.44	105.16	1-32396-9245
		September 12, 2013	7	Brooks	155,329	155,563	234	0.44	102.96	1-32396-9245
Library	[REDACTED]	August 27, 2013	1	Brooks	21,665	21,891	226	0.44	99.44	1-39900-9240
		August 27, 2013	5	Brooks	143,996	144,222	226	0.44	99.44	1-39900-9240
		August 27, 2013	8	Brooks	195,591	195,591	226	0.44	99.44	1-39900-9240
		September 11, 2013	3	Brooks	59,656	59,886	228	0.44	100.32	1-39900-9240
Science	[REDACTED]	September 5, 2013	1	Cypress Hills			235	0.44	103.40	1-32423-9240
		September 5, 2013	8	Cypress Hills	196,267	196,522	235	0.44	103.40	1-32423-9240
		September 16, 2013	8	Westcastle	196,637	197,257	620	0.44	272.80	1-32422-9560
		September 17, 2013	8	Lethbridge	197,276	197,836	360	0.44	158.40	1-33415-9560
		September 19, 2013	1	Seven Persons	23,412	23,475	63	0.44	27.72	1-32423-9240
		September 19, 2013	8	Seven Persons	197,645	197,709	64	0.44	28.16	1-32423-9240
		September 21, 2013	8	Onefour	197,716	198,105	389	0.44	171.16	1-32423-9240
Senior Admin	Len Vandervaart	September 11, 2013	5	Brooks	144,348	144,573	225	0.44	99.00	1-32100-9240
Sport & Wellness	[REDACTED]	September 1, 2013	8	Calgary	195,560	196,280	720	0.44	316.80	1-32555-9243
		September 1, 2013	1	Lethbridge/Calgary	22,194	22,956	762	0.44	335.28	1-32554-9240
		September 12, 2013	3	Brooks	59,896	60,118	222	0.44	97.68	1-32597-9240
Student Services	[REDACTED]	September 10, 2013	3	Brooks	59,434	59,657	223	0.44	98.12	1-76105-9240
		September 20, 2013	5	British Columbia	144,585	146,077	1,492	0.44	656.48	1-76105-9240

Prepared by: [REDACTED]

September 24, 2013

4,288.24



Expense Disclosure Sheet

Name Len Vandervaart Date September 19 - 20, 2013 Destination Calgary, AB

Position Vice President, Academic Purpose Post Secondary Collaborations

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

<u>Date</u>	<u>Vendor</u>	<u>Expense Category (Select from drop down menu)</u>	<u>Description</u>	<u>Total</u>
9/20/2013	Delta Calgary Airport	Accommodation	Hotel - Senior Academic Officers Meeting (1 night)	226.48
9/20/2013	Medicine Hat College Travel Claim	Other Transportation	Mileage to Calgary - Senior Academic Officers Meeting	264.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
			Total Receipts	490.48



DELTA

CALGARY AIRPORT

2001 Airport Road N.E., Calgary, Alberta, T2E 6Z8

Tel: 403-291-2500 Fax: 403-250-6121

Red Deer College
Dr Len Vandervaat
299 College Drive SE
Medicine Hat AB T1A2L2
Canada

Room: 821
Folio: 388316
Cashier: 48
Arrival: 09-19-13
Departure: 09-20-13

Group: Red Deer College Seniors Academic

Date	Description	Additional Information	Charges	Credits
09-19-13	Room Charge		169.00	
09-19-13	Room Destination Marketing Fee		5.07	
09-19-13	Room Tourism Levy		6.96	
09-19-13	Room GST		8.70	
09-19-13	Valet Parking		35.00	
09-19-13	Miscellaneous GST		1.75	
09-20-13	Visa	XXXXXXXXXXXX8983	XX/XX	226.48
			Total	226.48
				226.48
			Balance Due	0.00 CDN

GST Summary	
Registration No:	846543619
Room	8.70
F&B	0.00
Other	1.75
Total	10.45

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



MEDICINE HAT COLLEGE

TRAVEL CLAIM

(To be submitted upon return from travelling)

Name
Address

Claimant: Len Vandervaart

Meeting/Conference: Senior Academic Officers Meeting
Location: Delta Calgary Airport

(Address only necessary if claimant is not an employee or if you want cheque mailed to an address other than your residence)

DAYS INVOLVED: Departure date: 09/19/2013
Return date: 09/20/2013
Total Number of Days: 1

Time: 11:00 AM/PM
Time: 6:00 AM/PM

EXPENSES:

Table with columns: Description, Days, Rate, Total. Includes Meals (Breakfast, Lunch, Dinner, Full Per diem, Overnight incidental, Hotel, Hospitality Allowance, Miscellaneous).

TRANSPORTATION:

Table for transportation with columns: Description, Rate, Total. Includes Own Car (600 @ 0.44 = 264.00).

TOTAL EXPENSE

Less - Advance

NET CLAIM DUE (Repayable)

Requester information: Date (October 07 2013), REQUEST BY, DEPT. CODE (1-32100-9240), DEPT. APPROVAL, FINANCE.

FOR OFFICE USE ONLY table with columns: Amount, GST. Includes INVOICE TOTAL of 264.00.

FOR OFFICE USE ONLY table with columns: VENDOR NUMBER, CONTROL # (02-29481), GL CODE, AMOUNT, GST, TOTAL.