



Overview

Non-Travel Expenses			
Item #	Date	Description	Amount
1.	August 15, 2013	Continental breakfast and lunch for day-long Expert Forum with faculty and two community members	\$508.08
2.	August 21, 2013	Lunch with senior administration and community member	\$48.04



Detail for Non-Travel Expenses

Non-Travel Expense – Item 1				
For	Dru Marshall, Provost and Vice-President (Academic)			
Description/Purpose	Continental breakfast and lunch for day-long Expert Forum with VPs, faculty and community members (16 people in total)			
Date	August 15, 2013			
Location	Calgary, Alberta			
Type of Expense	Meals	Parking	Other	Total
Amount	508.08			508.08
Notes				

(Attach scanned receipts for Non-Travel Expenses – Item 1)



MacEwan Conference and Event Centre
 2500 University Drive NW, Room 210 MacEwan Student Centre
 Calgary, Alberta, T2N 1N4
 GST# 108044199 RT

08-15-13
 07:10 AM

Office of the Provost
 Ms. Penny Bardsley
 University of Calgary
 2500 University Drive, NW
 Calgary, AB T2N 1N4

Invoice

Business Block Name: Delivery to TFDL 630A - Invoice Number 69200
 Arrival: Thursday, 15 August 2013
 Departure: Friday, 16 August 2013

	Qty	Curr.	Unit Price	Total
Thursday, 15 August 2013				
Delivery to TFDL 630A - Event ID 56534				
Breakfast Delivery	20			
Non Included menu items:				
Mini Breakfast Pastries (10 or More)	15	CAD	1.60	24.00
Mini Muffins (10 or More)	15	CAD	1.00	15.00
Sliced Fruit Platter (10 or more)	15	CAD	3.75	56.25
Selection of Regular and Herbal Teas (10 cup carafe)	1	CAD	16.00	16.00
Freshly Brewed Regular Coffee (10 cup carafe)	2	CAD	17.00	34.00
with Creamers, Sugar and Stir Sticks				
Pitchers of Water	5	CAD	2.00	10.00
With Food Delivery Only				
Proceeds Donated to the Students' Union Food Bank				
Delivery to TFDL 630A - Event ID 56537				
AM Break	20			
Non Included menu items:				
Selection of Regular and Herbal Teas (10 cup carafe)	1	CAD	16.00	16.00
Freshly Brewed Regular Coffee (10 cup carafe)	2	CAD	17.00	34.00
with Creamers, Sugar and Stir Sticks				
Delivery to TFDL 630A - Event ID 56539				
Lunch Delivery	20			
Non Included menu items:				
on Baguette (More than 10)	4	CAD	8.00	32.00
p, Bacon, Cheddar & More than 10)	5	CAD	8.75	43.75
- LABELED				
with Romaine, Parmesan Cheese and e than 10)	2	CAD	8.00	16.00
on an Onion Falone Bun (More than 10)	4	CAD	8.00	32.00
AE AT THIS TIME.				
alsins with Orange Balsamic Dressing	1	CAD	40.99	40.99
	20	CAD	1.50	30.00
	7	CAD	1.70	11.90
	8	CAD	2.25	18.00
	5	CAD	2.00	10.00
n Food Bank				
		CAD		439.89
			GST - 5%	24.19
			Gratuities-10%	44.00
			Total including TAX	508.08

MSC CONFERENCE & EVENT CENTRE
 2500 UNIVERSITY DR SUITE
 CALGARY, AB

Term ID: 28267546

Purchase

s. 17(1)

APEX

Total: \$

Entry Method: H

508.08

2013/08/15

07:12:04

Seq #: 0011500010

Appr Code: 109034

Resp Code: 00/025

APPROVED
Thank You

Customer Copy

- IMPORTANT -
 retain this copy for your records

Signature



Detail for Non-Travel Expenses

Non-Travel Expense – Item 2				
For	Dru Marshall, Provost and Vice-President (Academic)			
Description/Purpose	Lunch with senior administration and community member (4 people in total)			
Date	August 21, 2013			
Location	Calgary, Alberta			
Type of Expense	Meals	Parking	Other	Total
Amount	48.04			48.04
Notes				

(Attach scanned receipts for Non-Travel Expenses – Item 2)



MacEwan
conference & event centre

MacEwan Conference & Event Centre
2500 University Drive NW
MacEwan Student Centre, Room 210
Calgary, AB T2N 1N4
Phone: 403-210-9375 Fax: 403-210-8160

Pick up at MSC 210

Canada

DATE : 08-21-13
TIME : 04:15 PM
CONF. NO. : 55076
RECEIPT NO. : 2489
CASHIER : 23

DEPOSIT RECEIPT		
DATE	DESCRIPTION	AMOUNT
08-21-13	American Express Payment of Catering on August 21, 2013	48.04CAD
	ARRIVAL DEPARTURE	
	08-21-13 09-20-13	

MSC CONFERENCE & EVENT CENTRE
2500 UNIVERSITY DR SUITE
CALGARY, AB

Term ID: 28267546

Purchase

s. 17(1)

AMEX

Entry Method: M

Total: \$ 48.04

2013/08/21

16:15:59

Seq #: 0011540030

Appr Code: 169482

Resp Code: 00/025

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Thank You

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Signature _____



Office of the Provost
 Ms. Penny Bardsley
 University of Calgary
 2500 University Drive, NW
 Calgary, AB T2N 1N4

MacEwan Conference & Event Centre
 2500 University Drive
 Calgary AB T2N 1N4
 Tel: 403-210-9375
 Fax: 403-210-8160

Business Block Name: Pick up at MSC 210 - Block ID 69950
 Arrival: Wednesday, 21 August 2013
 Departure: Thursday, 22 August 2013

Event Invoice

	Qty	Curr.	Unit Price	Total
Wednesday, 21 August 2013				
Pick up at MSC 210 - Event ID 56800 - Catering Pick-Up 1				
Southwest Chicken Club with Lettuce, Tomato, Bacon, Cheddar & Chipotle Mayo on a Toasted Pretzel Bun (Less than 10)	3	CAD	9.25	27.75
** NOTE: (1) ONE ORDER WITH NO RAW TOMATO FOR DRU MARSHALL **				
Coleslaw (Ind) with Shredded Cabbage and Carrot with Pommery Mustard Dressing	3	CAD	3.00	9.00
Chocolate Pudding	3	CAD	3.00	9.00
Summary by Revenue Type				
Food		CAD		45.75
Estimated Total		CAD		45.75
			GST to be added	2.29
			Total	48.04
Deposits Paid				48.04
Estimated Due		CAD		0.00

Deposit	%	Deposit Req.	Due Date	Paid Deposit	Due Amount	Description
All		48.04	08-21-13	48.04	0.00	Payment of Catering on August 21, 2013
		48.04		48.04	0.00	
Total		48.04		48.04	0.00	

Billing Instructions :

Billing Instructions Pcard

All amounts subject to review or adjustment. Any applicable service charges and tax shall be added

 Signature