



Name: Susan Cassidy

Position: Vice President, People, Culture & Learning

Reporting Period: August 1 - September 30, 2017

Date Expense Incurred	Expense Type	Location	Description/Rationale	Amount	Receipt
15-Aug-17	Personal Mileage - return	Calgary to Edmonton	PC&L Information session	\$ 322.19	N/A
15-Aug-17	Lunch	Edmonton	PC&L Information session	\$ 15.07	Receipt
Total				\$ 337.26	

MUCHO BURRITO
5015-101 Avenue NW, Unit 130
Edmonton, AB, T6A 0G7

TYPE: PURCHASE

ACCOUNT: INTERAC FLASH DEFAULT

AMOUNT: \$ 15.07

TOTAL: \$ 15.07

CARD NUMBER: ++++++
DATE/TIME: 15/AUG/2017 10:12:16
REFERENCE NUMBER: 062605580010015410 H
AUTHORIZATION: 547361

INTERAC
A0000002771010
0000000000

*Salad
'and water for lunch for
PC+L Info sessions in Red Deer
and Edmonton.*
NO APPROVED THANK YOU DBI
*** CUSTOMER COPY ***



Missing Itemized Receipt Details and Follow-up

Calgary Head Office
Suite 1000, 250 – 5 Street SW
Calgary, Alberta T2P 0R4
Canada

www.aer.ca

Employee Name: Susan Cassidy

Submission Date: 2-Oct-17

Position: VP People & Culture & Learning

Branch: People and Culture

Expense Type	Date Expense Incurred	Amount	Description/Rationale	Names of guests (where applicable)	The reason why a receipt cannot be provided.
Meal	15-Aug-17	15.07	Item receipt missed		Only the payment receipt was provided. Finance needs the itemized receipt
Total Amount Total		\$ 15.07			

above were

Employee Signature: 

Date: 2-Oct-17

Approver Signature: 

Date: 2-Oct-17