

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Estelle Lo
Vice President, Finance and Administration
August 1, 2016 to September 30, 2016

1) Travel expenses

* "Transportation" includes airfare, public transportation, taxis, parking, mileage per diem, and fuel

** "Incidentals" includes registration fees, telephone calls, internet charges, etc

*** "Recovery" refers to reimbursements from external parties

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
Apr 25 - 28, 2016	Edmonton	Business Meetings	24.00	636.57	40.00	10.00	-	-	710.57
Aug 16, 2016	N/A	Equipment purchase (PD funds)	-	-	-	1,531.11	-	-	1,531.11
Aug 16, 2016	Edmonton	Business Meetings	236.25	-	-	-	-	-	236.25
Jun 11 - 19, 2016	Edmonton, Quebec City	Business Meetings, Attend Conference	969.32	564.90	75.00	745.00	-	-	2,354.22
Jun 26 - 30, 2016	Edmonton	Business Meetings	11.50	343.04	35.00	-	81.58	-	471.12
			\$ 1,241.07	\$ 1,544.51	\$ 150.00	\$ 2,286.11	\$ 81.58	\$ -	\$ 5,303.27

Receipts for the respective expenses are attached. The balance represents per diem payments that are not receipted.

Please refer to the "Travel and Expense Claim Policy" for per diem rates. <http://ous.athabascau.ca/policy/finance/travelexpenseclaimpolicy.htm>

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454

WESTIN®

HOTELS & RESORTS

Estelle Lo
 Caubo Edmonton

Page Number : 1 Invoice Nbr : 27682224
 Guest Number : 1036131
 Folio ID : A
 Arrive Date : 25-APR-16 22:20
 Depart Date : 26-APR-16 06:05
 No. Of Guest : 1
 Room Number : 2006

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton 26-APR-16 06:10 SONISIN3

Date	Reference	Description	Charges (CAD)	Credits (CAD)
25-APR-16	RT2006	Room Charge	189.00	
25-APR-16	RT2006	GST	9.73	
25-APR-16	RT2006	Destination Marketing Fee	5.67	
25-APR-16	RT2006	Tourism Levy	7.79	
26-APR-16	VI	Visa-0248		-212.19
		** Total	212.19	-212.19
		*** Balance	-0.00	

FIND CLARITY, BOOST HAPPINESS - Like a gym membership for your mind, Headspace gives you simple tools to feel happier, work smarter and sleep better. Get some Headspace at westin.com/headspace

Tell us about your stay. www.westin.com/reviews

Continued on the next page

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2016/04/26 Time: 08:41:37
Response: AUTH 040946

MERCHANT COPY

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6N 1C2
780-462-3456

Term Id: 45024124782520
Item #: 0026
VISA CREDIT
PURCHASE
Op Id: 676389
Card #: XXXXXXXXXXXX0248

AID: A0000000031010

APPROVED

AMOUNT CAD\$9.00

Ref. #: C
Auth. #: 040946
Resp. Code: 00
TVR: 8080000000
TSI: 7800

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2016/04/26 Time: 08:41:37
Response: AUTH 040946

CUSTOMER COPY

YELLOW CAB

780.462.3456

GST# _____

Date: _____ Amount: \$15

Driver: JEMIL Car#: 335

From: Waste Hotel

To: 11515 Saskatchewan Dr

10135-31 Avenue, Edmonton, AB T6N 1C2

6

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454

WESTIN®

HOTELS & RESORTS

Estelle Lo
 Caubo Edmonton

Page Number : 1 Invoice Nbr : 27682555
 Guest Number : 1057688
 Folio ID : A
 Arrive Date : 26-APR-16 06:06
 Depart Date : 27-APR-16 04:15
 No. Of Guest : 2
 Room Number : 2006
 Club Account :

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton 27-APR-16 04:20 SUFISAK

Date	Reference	Description	Charges (CAD)	Credits (CAD)
26-APR-16	RT2006	Room Charge	189.00	
26-APR-16	RT2006	GST	9.73	
26-APR-16	RT2006	Destination Marketing Fee	5.67	
26-APR-16	RT2006	Tourism Levy	7.79	
27-APR-16	VI	Visa-0248		-212.19
		** Total	212.19	-212.19
		*** Balance	-0.00	

STAY LONGER - Enjoy more time to explore your destination with the benefits of Westin Weekend, from extended breakfast hours to late Sunday checkouts. Book your next Westin Weekend at westin.com/weekend

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Continued on the next page

The Westin Edmonton
10135 100 St
Edmonton, AB T5J 0N7
Canada
Tel: 780-426-3636 Fax: 780-428-1454

WESTIN®

HOTELS & RESORTS

Estelle Lo
Caubo

Page Number : 2 Invoice Nbr : 27682773
Guest Number : 1064557
Folio ID : A
Arrive Date : 27-APR-16 04:15
Depart Date : 28-APR-16
No. Of Guest : 1
Room Number : 2006
Club Account :

Tell us about your stay. www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
04-27-2016	189.00	9.73	7.79	0.00	0.00	5.67	212.19	0.00
Total	189.00	9.73	7.79	0.00	0.00	5.67	212.19	0.00



Apple Store, West Edmonton
 8882 170 St.
 West Edmonton, Alberta T5T 4M2
 westedmonton@apple.com
 (780) 701-0540
 www.apple.com/ca/retail/westedmonton
 Apple GST No 10023 6199 RT0001

16 August, 2016 04:08 PM

Estelle Lo

IPAD PRO 9.7 WIFI CL 128GB ROSE-CLA \$ 1,179.00
 Part Number: MLYL2CL/A
 Serial Number: DMPRF559H258
 IMEI: 355651071628094
 Return Date: Aug. 30, 2016
 For Support, Visit: www.apple.com/ca/support
 Recycling Fee \$ 1.20
 Educational Institution (\$ 20.00)

APPLECARE+ FOR IPAD \$ 99.00
 Part Number: S4729Z/A
 Agreement Number: 970273016010554
 Plan End Date: Aug. 16, 2018
 Sales Associate ID: 1563280057
 Serial Number: DMPRF559H258

This plan is registered automatically.
 Verify your coverage at
apple.com/support/applecare/ww/
 For Support, Visit: www.apple.com/ca/support

Powerbeats2 WL Siren Red Active \$ 219.95
 Part Number: MKPY2AM/A
 Return Date: Aug. 30, 2016
 For Support, Visit: www.apple.com/ca/support
 Summer Beats 2016 - iPad (\$ 219.95)

Sub-Total	\$ 1,259.20
GST/HST	\$ 62.96
Total	\$ 1,322.16
Amount Paid Via AMERICAN EXPRESS (Chip)	\$ 1,322.16
XXXXXXXXXXXX1004	
848038	

Please debit my account XXXXXXXXXXXX1004 by \$ 1,322.16 (sale)
 Application ID: A000000025010801
 Terminal ID: XXXX0075
 Merchant ID: XXXXXXXX01565
 Verified by PIN.
 APPROVED
 Application PAN Sequence Number: 00
 TVR: 0000008000
 TSI: F800



* R 1 7 3 6 3 4 7 1 1 4 *



Apple Store, West Edmonton
 8882 170 St.
 West Edmonton, Alberta T5T 4M2
 westedmonton@apple.com
 (780) 701-0540
 www.apple.com/ca/retail/westedmonton
 Apple GST No 10023 6199 RT0001

16 August, 2016 04:10 PM

Estelle LO

iPad Pro 9.7 Smart Keyboard \$ 199.00
 Part Number: MM2L2AM/A
 Serial Number: FTPRV3VJH6Q8
 Return Date: Aug. 30, 2016
 For Support, Visit: www.apple.com/ca/support

Sub-Total	\$ 199.00
GST/HST	\$ 9.95
Total	\$ 208.95
Amount Paid Via AMERICAN EXPRESS (Chip)	\$ 208.95
xxxxxxxxxx1004	
821042	

Please debit my account xxxxxxxxxxxx1004 by \$ 208.95 (Sale)
 Application ID: A000000025010801
 Terminal ID: xxxx0075
 Merchant ID: xxxxxxxx01565
 verified by PIN.
 APPROVED
 Application PAN Sequence Number: 00
 TVR: 0000008000
 TSI: F800



* R 2 7 3 6 3 4 7 1 1 5 *

http://www.apple.com/legal/sales_policies/retail.html
 Please retain for your records



AC8142

0hr50

Operated by: Air Canada Express - Jazz | Q400

Purchase summary

Full details can be found in your attached Itinerary/Receipt

Additional
Charges

Tax information
1adult

Canada Goods and Services Tax
(GST/HST #10009-2287 RT0001)
\$11.25

	Additional Charges
	adult
Air Transportation Charges	
Base Fare	125.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	6.25
Total Additional Fare - per passenger	131.25
Extras (Change Fee)	
Change Fee	100.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	5.00
Total Extras (Change Fee) - per passenger	105.00
Total (per passenger)	236.25
Seat selection	
MS SIFONG LO	
AC8142: 5D - Standard Seat (Aisle)	0.00
Number of passengers	X 1
GRAND TOTAL(Canadian dollars)	\$236²⁵

Baggage allowance

Carry-on Baggage

When your flight is operated by Air Canada, Air Canada Rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.



Your Statement page

Estelle Lo 48400 your balance status is: **CAD (Canadian Dollar) \$0.00**

Invoice

Description	UNIT PRICE	QUANTITY	Total
Full Conference Registration (Member)	\$725 00	1	\$725 00
05 - Better Measures, Better Outcomes	\$0 00	1	\$0 00
07 - Delivering Campus wide Change	\$0 00	1	\$0 00
18 - Metrics Influenced Decision-Making in Human Resources	\$0 00	1	\$0 00
22 - Untangling the Complexities of Enrolment Forecasting	\$0 00	1	\$0 00
26 - Does LEAN Work in Higher Education?	\$0.00	1	\$0 00
31 - Aligning Operational Activities with Strategic Initiatives	\$0 00	1	\$0 00
		Sub-Total	\$725 00
		Total	\$725 00

Payments

Date	Method	Description	Amount
25-May-16	CC	Payment	\$725 00
		Total	\$725 00

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6N-1C2
780-462-3456

Term Id: 45024124782549
Item #: 0292
VISA CREDIT
PURCHASE
Op Id: 854394
Card #: XXXXXXXXXXXX0248

AID: A0000000031010

APPROVED

AMOUNT CAD\$23.00

No signature required

I agree to pay above total,
as per cardholder or merchant
agreement. Retain this copy
for your records.

Ref. #: C
Auth. #: 085597
Resp. Code: 00
TUR: 0090000000
TSI: 7800

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2016/06/11 Time: 19:06:20
Response: AUTH 085597

MERCHANT COPY

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6N-1C2
780-462-3456

Term Id: 45024124782549
Item #: 0294
VISA CREDIT
PURCHASE
Op Id: 854394
Card #: XXXXXXXXXXXX0248

AID: A0000000031010

APPROVED

AMOUNT CAD\$23.00

Ref. #: C
Auth. #: 055135
Resp. Code: 00
TUR: 0080000000
TSI: 7800

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2016/06/11 Time: 21:45:18
Response: AUTH 055135

CUSTOMER COPY

LES TAXIS MARCEL HAN

3164 QUATRE BOURGEOIS,
QUEBEC, QC G1M 2K5

Merchant ID: 000000002974505
Term ID: 05695253

Purchase

VISA CREDIT

XXXXXXXXXXXX0248

AID: A0000000031010

Entry Method: Chip

Batch#: 000115

06/12/16

16:48:13

Invoice #: 000017

Appr Code: 077167

Apriva Transaction #: 3058

Ref #: 000023891532
Host Response: Success

Amount:	\$	39.00
Tip:	\$	0.00
Total:	\$	39.00

Customer Copy

AIRPORT TAXI SERVICE
4608 101 ST.
(7808907070)
EDMONTON AB

CARD *****0248
CARD TYPE VISA
DATE 2016/06/12
TIME 06:49 05:20:38
INVOICE # 404
RECEIPT NUMBER
CB5013867-001-035-001-0

PURCHASE
TOTAL
\$54.00

VISA CREDIT
A0000000031010
81BE8C6575394678
8080008000-6800
A4E2DD3155744188
8080008000-7800

APPROVED
AUTH# 011403 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

AIRPORT TAXI SERVICE
4608 101 ST.
(7808907070)
EDMONTON AB

CARD *****0248
CARD TYPE VISA
DATE 2016/06/18
TIME 07:55 10:53:50
INVOICE # 404
RECEIPT NUMBER
CB5013867-001-035-026-0

PURCHASE
TOTAL
\$62.00

VISA CREDIT
A0000000031010
~~535AC97AAC8758C2~~
8080008000-6800
93E3127E5DEE701A
8080008000-300

APPROVED
AUTH# 005325 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

TAXIS COOP QUEBEC
496, 2E AVENUE
QUEBEC QC G1L 3B1
TAXI #179

Term Id: 36752302
Invoice #: 3000722
VISA PURCHASE CREDIT
App Label: VISA CREDIT
AID: A0000000031010
TVR: 8080008000
TSI: 7800
Card #: XXXXXXXXXXXX0248

APPROVED 000
THANK YOU
AMOUNT \$40.00

No signature required

Seq. #: 1000752 D
Auth. #: 030971
TC: 247AA3CF01F0A470
TS: 20160615031438
Date: 2016/06/15 Time: 03:14:30

*****CUSTOMER COPY*****

CLAIM \$75.00

F: Food for purchase on board

All Air Canada Café purchases made on board Air Canada and Air Canada rouge flights, as well as on Air Canada Express flights operated by Jazz, are payable only with Visa, MasterCard and American Express credit cards.

Operated by:

Air Canada Express - Jazz

Passenger Information**1: Ms Si-fong Lo : Adult (16+), Ticket Number: 0142163093776-77**

Air Canada - Aeroplan	Meal Preference:	None
Payment Card: xxx-xxxx-xxxx-0248	Special Needs:	None
Seat Selection: None		

Purchase Summary**Fare Summary**

Passenger Type	Adult
Air Transportation Charges	
Flight 1 (Tango)	290.00
Flight 2 (Tango)	109.00
Flight 3 (Tango)	228.00
Surcharges	58.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	88.00
Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)	3.29
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	38.11
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.25
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	831.90
Number of passengers	x 1
Total with options	831.90
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	831.90

Jan 7769.32

Payment Information**Credit/Debit Card xxx-xxxx-xxxx-0248 - Amount paid: \$831.90**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$831.90 (Air Transp. Charges - per ticket)

Ticket number(s): 0142163093776-77

Fare Rules**Flight 1: Edmonton (YEG) To Quebec (YQB) - Tango****Flight 2: Quebec (YQB) To Toronto (YYZ) - Tango****Flight 3: Toronto (YYZ) To Edmonton (YEG) - Tango**



DELTA

QUÉBEC

690, boul. Rene-Levesque East, Quebec, Quebec, G1R 5A8
 Telephone: 418-647-1717 Fax: 418-647-2146

Caubo Cdn Assoc University
 ELVIRA LO

Canada

Room: 0886
 Folio: 21742
 Cashier: 12
 Arrival: 12/06/16
 Departure: 15/06/16

Date	Description	Additional Information	Charges	Credits
12/06/16	CHAMBRE / Room Charge		159.00	
12/06/16	TAXE HEBERGEMENT / Housing Tax		4.77	
12/06/16	CHAMBRE TPS / Rooms-GST		8.19	
12/06/16	CHAMBRE TVQ / Rooms - PST		16.34	
13/06/16	CHAMBRE / Room Charge		159.00	
13/06/16	TAXE HEBERGEMENT / Housing Tax		4.77	
13/06/16	CHAMBRE TPS / Rooms-GST		8.19	
13/06/16	CHAMBRE TVQ / Rooms - PST		16.34	
14/06/16	CHAMBRE / Room Charge		159.00	
14/06/16	TAXE HEBERGEMENT / Housing Tax		4.77	
14/06/16	CHAMBRE TPS / Rooms-GST		8.19	
14/06/16	CHAMBRE TVQ / Rooms - PST		16.34	
15/06/16	Visa	XXXXXXXXXXXX	XX/XX	564.90

GST Summary	
Registration No:	865734958
Room	24.57
F&B	0.00
Other	14.31
Total	38.88

PST Summary	
Registration No:	1202669375
Room	49.02
F&B	0.00
Other	0.00
Total	49.02

Total	564.90	564.90
Balance Due	0.00	CDN

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.

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454

WESTIN®

HOTELS & RESORTS

Estelle Lo
 Caubo Edmonton

Page Number : 1 Invoice Nbr : 27696107
 Guest Number : 1084890
 Folio ID : A
 Arrive Date : 27-JUN-16 05:49
 Depart Date : 28-JUN-16 13:06
 No. Of Guest : 1
 Room Number : 749
 Club Account :

Copy Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton 17-JUL-16 19:08 A0000248

Date	Reference	Description	Charges (CAD)	Credits (CAD)
27-JUN-16	DEPOSIT	Deposit-VI-4512		-185.85
27-JUN-16	RT749	Room Chrg Restricted SW	165.54	
27-JUN-16	RT749	GST	8.53	
27-JUN-16	RT749	Destination Marketing Fee	4.97	
27-JUN-16	RT749	Tourism Levy	6.82	
28-JUN-16	06/28	Adj Room Chrg Retail		-0.01
		** Total	185.86	-185.86
		*** Balance	0.00	

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Continued on the next page



VARSCONA
hotel on whyte

Ms Estelle Lo

AB
Canada

Guest Name:

Room Number: 408
Arrival Date: 06-29-16
Departure Date: 06-30-16
Page No: 1 of 1

INVOICE

Folio No:

06-30-16

Date	Description	Charges	Credits
06-29-16	Room Revenue	140.00	
06-29-16	Destination Marketing Fee - 3%	4.20	
06-29-16	Tourism Levy - 4%	5.77	
06-29-16	Room GST - 5%	7.21	
06-30-16	American Express		157.18
Total		157.18	157.18
Balance		0.00	

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #105631154 RT0010

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456

Term Id: 4502412478223
Item #: 1275
AMERICAN EXPRESS
PURCHASE
Op Id: 231186
Card #: XXXXXXXXXXXX1004

AID: A000000025010801

APPROVED

AMOUNT CAD\$10.00
TIP CAD\$1.50
=====

TOTAL CAD\$11.50

Ref. #: C
Auth. #: 837955
Resp. Code: 00
TUR: 0000000000
TSI: F800

BOOK ON LINE AT EDHTAXI.COM
THANK YOU FOR BEING OUR GUEST

6ST 100403070

Date: 2016/06/29 Time: 18:06:00
Response: AUTH 837955

CUSTOMER COPY

SAL'S FAMOUS 2
5012 A 50 AVENUE
ATHABASCA, AB T9F 1H3
(780) 675-5616

TERM ID: 85531E77

BATCH#: 007
SHIFT#: 003

Sale

INVT: 0000000040

VISA

Chip
SEC#: 007001001040

Application Label: VISA CREDIT

AID: A000000031010

TUR: 00 00 00 00 00

TSI: 78 00

XXXXXXXXXX0240

Total: CAD\$ 37.54

APPROVED 087437
001/00

13-Jul-16

18:29:59

CUSTOMER COPY
THANK YOU

Sal's Famous
5012 50th Ave.
5012 A 50 Ave
(780)

Athabasca, AB

GST

Table Q#1

Trans #: 69739
7/13/2016 6:26 PM

Serv: MARCO 1
Cust: 1

Quan	Descript	Cost
1	FOUNTAIN POP	\$2.25
1	Can Pop	\$1.50
2	REGULAR CHEESE	\$16.00
1	CHICKEN DONAIR	\$9.00
1	SIDE CESAR SALAD	\$7.00

Net Total: \$35.75
GST \$1.79

TOTAL: \$37.54

Food: \$32.00

Beverage: \$3.75

Amex \$37.54

DOMINO'S PIZZA 10175
4810 5051
ATHABASCA, AB T9S1C9
7806757575

Merchant ID: 5765114
Term ID: 011

Ref #: 031

Sale

XXXXXXXXXXXX0248

VISA

Entry Method: Chip

07/14/16

18:59:21

Inv #: 000031

Appr Code: 002254

Apprvd

Batch#: 196001

Total: \$ 44.04

By entering a verified PIN, cardholder
agrees to pay issuer such total in
accordance with issuer's agreement with
cardholder (Merchant agreement if credit
voucher).

Retain this copy for statement
verification.

Application Label: VISA CREDIT
AID: A00000031010
TVR: 00 00 00 00 00
ISI: 78 00

Customer Copy

Carry-Out
PAID
Domino's Pizza 10175
10175
(780) 675-7575

7/14/2016

Save 7:00 PM

Server 4421
Order 110681

Dominos Pizza #10175
850414442 RT0001

ESTELLE

1 14" Hand Tossed Pizz \$20.99
Green Pepper
Mushroom
Sausage
Hot Peppers
1 14" Hand Tossed Pizz \$25.99
Pepperoni
Onion
Double Mushroom
Black Olives
Jalapeno
3 500ML Cool Nestea \$7.47
1 10pc Hot \$9.99
1 Ranch
50% off any Pizzas at -\$22.50
(8700)

Sub Total \$41.94
G.S.T. \$2.10

Total \$44.04

Cash \$44.04

Amount Tendered \$44.04

Balance Due \$0.00
