

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Margaret Haughey, Vice President, Academic
October 1 to November 30, 2012

1) Travel expenses

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

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

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

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality	Recovery ***	Total
Oct 27 to Nov 4	Beijing, China	Business meeting at Beijing Normal University	2,006.69	-	-	-	-	-	2,006.69
Jun 1 to Sep 30	Edmonton, AB	Business meetings - 7 Trips	910.80	-	-	-	-	-	910.80
Sept 25 to Sept 26	Toronto, ON	Business meeting regarding copyright issues	873.81	-	-	-	-	-	873.81
Oct 4	Edmonton, AB	Hosting Dinner	-	-	-	-	129.89	-	129.89
			\$ 3,791.30	\$ -	\$ -	\$ -	\$ 129.89	\$ -	\$ 3,921.19

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>



Express Travel & Tour Ltd.



EXPRESS TRAVEL & TOUR LTD
 10155 - 112 STREET
 EDMONTON, AB T5K 1M1

TELEPHONE: 780 414-1291
 FAX : 780-423 0222

OFFICE OF THE VICE PRESIDENT
 ACADEMIC
 ATHABASCA UNIVERSITY
 1 UNIVERSITY DRIVE
 ATHABASCA
 ALBERTA
 T9S 3A3

INVOICE 0002039906
 DATE 13SEPTEMBER12
 BOOKING REF ZJ5SWD
 AGENT MS/MS

HAUGHEY/MARGARET DR
 IVES/CINDY DR
 STEWART/BRIAN ROBERT MR

SERVICE	DATE	FROM	TO	DEPART	ARRIVE
AIR CANADA AC 239 N ECONOMY	27OCT SATURDAY	EDMONTON AB EDMONTON INTL AIRCRAFT: SEATS 20C/20D/20F CONFIRMED	VANCOUVER BC VANCOUVER INTL EMBRAER 190	1015	1053
AIR CANADA AC 29 E ECONOMY	27OCT SATURDAY	VANCOUVER BC VANCOUVER INTL AIRCRAFT: SEATS 28F/28H/28K CONFIRMED	BEIJING CAPITAL INTL BOEING 767-300/300ER	1325	1610 28OCT
AIR CANADA AC 30 N ECONOMY	04NOV SUNDAY	BEIJING CAPITAL INTL AIRCRAFT: SEATS 25F/25H/25K CONFIRMED	VANCOUVER BC VANCOUVER INTL BOEING 767-300/300ER	1740	1225
AIR CANADA AC 244 H ECONOMY	04NOV SUNDAY	VANCOUVER BC VANCOUVER INTL AIRCRAFT: SEATS 17C/17D/17F CONFIRMED	EDMONTON AB EDMONTON INTL EMBRAER 190	1520	1745
MISCELLANEOUS	09JUN SUNDAY	EDMONTON AB HAVE A SAFE AND WONDERFUL TRIP			

AIR FARE:CAD 2817.00
 OTHER TAXES: 1184.82
 GST/HST: 3.75
 INVOICE TOTAL CAD 4005.57

03

PAYMENT: CHEQUE
 INVOICE NUMBER 0002039906

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= \$ 1,335.19
 each



EXPRESS TRAVEL & TOUR LTD
 10155 - 112 STREET
 EDMONTON, AB T5K 1M1

INVOICE 0002039901
 DATE 13SEPTEMBER12
 BOOKING REF 6LRGPR
 AGENT CW/LJ

TELEPHONE: 780 414-1291
 FAX : 780-423 0222

HAUGHEY/MARGARET MRS

OFFICE OF THE VICE PRESIDENT
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 ATHABASCA UNIVERSITY
 1 UNIVERSITY DRIVE
 ATHABASCA
 ALBERTA
 T9S 3A3

MISCELLANEOUS

14SEP EDMONTON AB
 FRIDAY AC TKT REFUND RT YEGPEK 27OCT 4NOV INV
 0002039418 TKT014-2244372086/MARGARET
 014-2244372087/CINDY 014-2244372088/BRIAN

MISCELLANEOUS

05JUN EDMONTON AB
 WEDNESDAY HAVE A SAFE AND WONDERFUL TRIP

AC TKT REFUND :		* 47.62
GST :		\$ 2.38
AC TKT REFUND FARE \$-4303.00 X 1 :	<i>credit</i>	} -4303.00
TAXES \$-595.21 X 1 :	<i>to prior</i>	
GST \$-1.25 X 1 :	<i>invoice</i>	
PENALTY FARE \$500.00 X 1 :		* 500.00
TAXES \$0.00 X 1 :		0.00
GST \$0.00 X 1 :		0.00

INVOICE TOTAL 4349.46-

OTHER CHARGES PAYMENT: CHECK

CAD4899.46 P.P.

** Total \$ 550*

YOUR BOOKING AGENT IS : CATHERINE

INV 0002039418 TKT014-2244372086/MARGARET 2087/CINDY 2088/BRIAN

PLEASE RECONFIRM YOUR ONWARD/RETURN FLIGHT 72 HOURS PRIOR TO
 DEPARTURE AND BRING ALONG WITH VALID TRAVELLING DOCUMENTS

THANK YOU FOR BOOKING WITH EXPRESS TRAVEL

GST #896368653

INVOICE NUMBER 0002039901

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*Note: original booking cancelled.
 \$550 fee to cancel + rebook.*

Zimbra Collaboration Suite

bonnier@athabascau.ca

HAUGHEY/MARGARET MRS 26JUL MISC

Tuesday, September 25, 2012 9:49:33 AM

From: emailserver2@pop3.amadeus.net

To: bonnier@athabascau.ca

Reply To: Please do not respond: ;

HAUGHEY/MARGARET MRS 26JUL MISC

This document is automatically generated.
Please do not respond to this mail.

EXPRESS TRAVEL & TOUR LTD
10155 - 112 STREET
EDMONTON, AB T5K 1M1

TELEPHONE: 780 414-1291
FAX : 780-423 0222

INVOICE 0002039474 **B**
DATE 25SEPTEMBER12
BOOKING REF 6NAI3Q
AGENT BZ/LJ

HAUGHEY/MARGARET MRS

MISCELLANEOUS 26JUL EDMONTON AB
FRIDAY HAVE A SAFE AND WONDERFUL TRIP

VISA FARE \$81.50 X 1 :		81.50
TAXES \$0.00 X 1 :		0.00
GST \$0.00 X 1 :		0.00
COURIER FARE \$12.00 X 1 :		12.00
TAXES \$0.00 X 1 :		0.00
GST \$0.00 X 1 :		0.00
SERVICE :		26.60
GST :		1.40
INVOICE TOTAL		121.50

OTHER CHARGES PAYMENT: CASH

YOUR BOOKING AGENT IS : BING ZUO
PLEASE RECONFIRM YOUR ONWARD/RETURN FLIGHT 72 HOURS PRIOR TO
DEPARTURE AND BRING ALONG WITH VALID TRAVELLING DOCUMENTS
THANK YOU FOR BOOKING WITH EXPRESS TRAVEL
GST #886368653

CLICK THE FOLLOWING LINK TO ACCESS YOUR ONLINE ITINERARY:

WWW.CHECKMYTRIP.COM/CMTSERVLET?R=6NAI3Q&L=GB&N=HAUGHEY

BAGGAGE POLICY - FOR TRAVEL TO/FROM, WITHIN THE US, PLEASE VISIT:

[HTTPS://BAGS.AMADEUS.COM?R=6NAI3Q&N=HAUGHEY](https://BAGS.AMADEUS.COM?R=6NAI3Q&N=HAUGHEY)

- **Manage** my booking online (view/change my booking; select seats*).
- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** - check online if my flight is on time.
- **Check-in online** and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC154	Edmonton, Edmonton Int'l (YEG) Tue 25-Sep 2012 17:50	Toronto, Pearson Int'l (YYZ) Tue 25-Sep 2012 23:29 - Terminal 1	0	3hr39	319	Tango, E	YIS F
AC1161	Toronto, Pearson Int'l (YYZ) Wed 26-Sep 2012 19:25 - Terminal 1	Edmonton, Edmonton Int'l (YEG) Wed 26-Sep 2012 21:31	0	4hr06	321	Tango, G	YIS F

YIS F: Food for purchase onboard All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

Passenger Information

1: Dr Margaret Haughey : Adult (16+), Ticket Number: 0142112453061
 Frequent Flyer Pgm : **None** Meal Preference : **None**
 Payment Card: **xxxx-xxxx-xxxx-9018** Special Needs: **None**
 Seat Selection: **None**

Purchase Summary

Fare Summary	
Passenger Type	Adult
Departing Flight - <u>Tango</u>	259.00
Return Flight - <u>Tango</u>	326.00
<u>Surcharges</u>	46.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	33.51
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.25
<u>Air Travellers Security Charge (ATSC)</u>	14.25

Total airfare and taxes before options (per passenger)	732.01
Number of passengers	1
RBC Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$732.01

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

- Air Canada: \$732.01 (Airfare - per ticket)

Ticket number(s): 0142112453061

enRoute City Guide

Toronto

It's sprawling, it's noisy, it's the commercial capital of Canada, but if you get a little cozy with Toronto, you soon realize that, at its core, it's just a big softy...

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Fare Rules

Departing Flight Edmonton (YEG) To Toronto (YYZ) - **Tango**

Return Flight Toronto (YYZ) To Edmonton (YEG) - **Tango**

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded), for whom the flat fee is \$75 CAD/USD. Same-day flights only.
 - **Same-day standby** is not permitted.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee

5858984
 092612
 53.40

DESCRIPTION	AMOUNT / MONTHLY
BAZ/BA	48.00
HAZ/HA	
RSZ/RS	
OSZ/OS	
COLLECTOR	
TOTAL	53.40

AIRLINE LIMOUSINE
 Car 29
 1-800-283-4488
 4186763638
 4186763210
 9068763210

SALE

Clerk #: 001888
 MID: EMV000000
 TID: PS320223 REF#: 00000005
 Batch # 154 SEQ: 001154008
 08/28/12 13:48:50
 Invoice # 5
 APPR CODE: 087848
 VISA Chip/Swiped
 *****9018

AMOUNT \$46.00
TIP \$8.00
TOTAL \$52.00

APPROVED

WWW.AIRLINELIMO.COM
 THANK YOU FOR CHOOSING
 AIRLINE LIMOUSINE

CUSTOMER COPY

SICILIAN PASTA KITCHEN
11239 JASPER AVE NW
EDMONTON AB

CARD *****9018
CARD TYPE VISA
DATE 2012/10/04
TIME 4468 19:44:00
SERV ID 9076
CHECK # 193857
TABLE # 19 PASTA KITCHN
RECEIPT NUMBER
C06849140-001-010-012-0

PURCHASE
TOTAL

\$129.89

Visa Credit
A0000000031010
0A7449D017CBF150
0000008000-EB00
860926D72B320422
0000008000-FB00

APPROVED

AUTH# 020547 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS *A*

CHECK # 193857 DATE 10/04/12
TABLE # 19 TIME 7:08PM

-- PASTA KITCHN : JODY

SEAT#	ITEMS ORDERED	AMOUNT
1	DIET PEPSI	3.00
	IL PASTICCIO	18.95
	DIET PEPSI	3.00
	PENNE ARRABIATA	18.95
	PENNE GORGONZOLA	17.95
	POLLO CREMA	28.95
	LING DI MARE	17.95
	LINGUINE GRANCHI	17.95

SUBTOTAL 123.70
GST PLUS 6.19

129.89

TOTAL 129.89

SUBTOTAL 123.70
GST PLUS 6.19

TOTAL DUE **129.89**

Thank You!!
THANK YOU FOR YOUR PATRONAGE!

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sicilianpk.com

R135988835 *Jody*

A-1