

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

**Dr. Alexander Kondra  
Acting Vice President, Academic  
April 1, 2013 to May 31, 2013**

**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 & Working Sessions	Recovery ***	Total
Mar 8 to Mar 25	Edmonton	Business meetings (3 trips)	487.60	162.79	25.00	20.00	-	-	695.39
Mar 21 to Apr 26	Edmonton, St. Albert	Business meetings (3 trips)	427.80	651.16	150.00	40.00	-	-	1,268.96
Apr 5 to Apr 7	Chicago	Attend Conference	1,371.50	485.41	135.00	659.88	-	-	2,651.79
			<b>\$ 2,286.90</b>	<b>\$ 1,299.36</b>	<b>\$ 310.00</b>	<b>\$ 719.88</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,616.14</b>

*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.athabasca.ca/policy/finance/travelexpenseclaimpolicy.htm>*

Mr Alex Kondra  
1 University Drive  
Athabasca AB T9S 3A3  
Canada

RECEIVED  
MAR 23 2013  
FINANCE

Room Number: 1416  
Arrival Date: 03-13-13  
Departure Date: 03-14-13  
Page No: 1 of 1

Guest Name

**INVOICE**

Folio No: 142631

03-14-13

Date	Description	Charges	Credits
03-13-13	Room Revenue	145.00	
03-13-13	Destination Marketing Fee - 3%	4.35	
03-13-13	Tourism Levy - 4%	5.97	
03-13-13	Room GST - 5%	7.47	
03-14-13	Visa XXXXXXXXXXXXXX		162.79
<b>Total</b>		<b>162.79</b>	<b>162.79</b>
<b>Balance</b>		<b>0.00</b>	

**Tax Summary**

GST on DMF	0.00
Destination Marketing Fee - 1%	4.35
Tourism Levy - 4 %	5.97
Room GST - 5%	7.47
GST - 5%	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. #866344302 RT 0001

TICKET VOID

impark

IMPARK  
PHONE 780-420-1976

EARLY BIRD

Meter : LOT 383

Time: 8 48A MAR 14

Price: \$18.00  
Card: \*\*\*\*\*  
Exp.:  
Expires:

impark

6:00PM THU  
MAR 14 13

GST NO. 887315838RT0001  
INSTRUCTIONS ON BACK

UP ON DASH

PLACE THIS S

UP ON DASH

PL

TICKET VOID IF RE-SOLD

TICKET VOID IF RE-SOLD

IMPARK

PHONE 780-420-1976

EARLY BIRD

Meter : LOT 383

Time: 8 00A MAR 22

Price: \$18.00  
Card: \*\*\*\*\*  
Exp.:  
Expires:

6:00PM FRI  
MAR 22 13

GST NO. 887315838RT000  
INSTRUCTIONS ON BACK

PLACE THIS SIDE UP ON DASH

DID IF RE-SOLD

PLACE THIS SIDE U

Mr Alex Kondra  
1 University Drive  
Athabasca AB T9S 3A3  
Canada

Room Number: 0901  
Arrival Date: 03-21-13  
Departure Date: 03-22-13  
Page No: 1 of 1

Guest Name

**INVOICE**

Folio No: 143458

03-22-13

Date	Description	Charges	Credits
03-21-13	Room Revenue	145.00	
03-21-13	Destination Marketing Fee - 3%	4.35	
03-21-13	Tourism Levy - 4%	5.97	
03-21-13	Room GST - 5%	7.47	
03-22-13	Visa XXXXXXXXXXXXXXX7284 XX/XX		162.79
<b>Total</b>		<b>162.79</b>	<b>162.79</b>
<b>Balance</b>		<b>0.00</b>	

**Tax Summary**

GST on DMF	0.00
Destination Marketing Fee - 1%	4.35
Tourism Levy - 4 %	5.97
Room GST - 5%	7.47
GST - 5%	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. #866344302 RT 0001

Mr Alex Kondra  
1 University Drive  
Athabasca AB T9S 3A3  
Canada

RECEIVED

APR 30 2013

FINANCE

Room Number: 0915  
Arrival Date: 04-07-13  
Departure Date: 04-11-13  
Page No: 1 of 2

Guest Name

**INVOICE**

Folio No: 144976

04-11-13

Date	Description		Charges	Credits
04-07-13	Room Revenue	Kondra Alex #0915=>Athabasca University #9001 Athabasca University #9001=>Kondra Alex #0915	145.00	
04-07-13	Destination Marketing Fee - 3%	Kondra Alex #0915=>Athabasca University #9001 Athabasca University #9001=>Kondra Alex #0915	4.35	
04-07-13	Tourism Levy - 4%	Kondra Alex #0915=>Athabasca University #9001 Athabasca University #9001=>Kondra Alex #0915	5.97	
04-07-13	Room GST - 5%	Kondra Alex #0915=>Athabasca University #9001 Athabasca University #9001=>Kondra Alex #0915	7.47	
04-08-13	Room Revenue	Kondra Alex #0915=>Athabasca University #9001 Athabasca University #9001=>Kondra Alex #0915	145.00	
04-08-13	Destination Marketing Fee - 3%	Kondra Alex #0915=>Athabasca University #9001 Athabasca University #9001=>Kondra Alex #0915	4.35	
04-08-13	Tourism Levy - 4%	Kondra Alex #0915=>Athabasca University #9001 Athabasca University #9001=>Kondra Alex #0915	5.97	
04-08-13	Room GST - 5%	Kondra Alex #0915=>Athabasca University #9001 Athabasca University #9001=>Kondra Alex #0915	7.47	
04-10-13	Room Revenue		145.00	
04-10-13	Destination Marketing Fee - 3%		4.35	
04-10-13	Tourism Levy - 4%		5.97	
04-10-13	Room GST - 5%		7.47	
04-11-13	Visa	XXXXXXXXXXXXXXXX7284      XX/XX		488.37

Mr Alex Kondra  
1 University Drive  
Athabasca AB T9S 3A3  
Canada

Room Number: 0915  
Arrival Date: 04-07-13  
Departure Date: 04-11-13  
Page No: 2 of 2

Guest Name

**INVOICE**

Folio No: 144976

04-11-13

Date	Description	Charges	Credits
	<b>Total</b>	<b>488.37</b>	<b>488.37</b>
	<b>Balance</b>	<b>0.00</b>	

**Tax Summary**

GST on DMF	0.00
Destination Marketing Fee - 1%	13.05
Tourism Levy - 4 %	17.91
Room GST - 5%	22.41
GST - 5%	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. #866344302 RT 0001

please visit [www.united.com](http://www.united.com). Flight AC4331: This flight is a codeshare flight with United Express/Skywest Airlines. A fee for checked bags is charged by United Airlines for codeshare flights it operates between Canada and the U.S. If your itinerary includes a connecting flight, the fee applies only if your first flight is operated by United/United Express. For important information on United Express policies, please visit [www.united.com](http://www.united.com).

Operated by:

\*United Express/Skywest

\*\*Air Canada Express - Jazz

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Passenger Information  
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Passenger 1 - Adult

Name: Mr Alex Z Kondra

Ticket Number: 0142115231792

Frequent Flyer Pgm: [REDACTED]

Program Number: [REDACTED]

Meal Preference: Regular

Special Needs: None

Seat Selection: AC8162 7F

Payment Card:

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Purchase Summary  
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Canadian dollars [REDACTED]

Passenger Type: Adult

Departing Flight (Tango Plus) 326.00

Return Flight (Tango Plus) 565.00

Surcharges: 15.00

Taxes, Fees and Charges

Canada Airport Improvement Fee: 25.00

U.S.A Transportation Tax: 34.08

U.S Agriculture Fee: 5.10

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001): 47.16

U.S Passenger Facility Charge: 4.59

U.S.A Immigration User Fee: 7.14

Air Travellers Security Charge (ATSC): 12.10

September 11 Security Fee: 2.55

U.S. Federal Customs Fee: 5.61

Total airfare and taxes before options (per passenger): 1049.33

Number of passengers: 1

RBC Travel Insurance (declined) 0.00

Grand Total - Canadian dollars: CAD1049.33

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Baggage Allowance and Fees  
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[aircanada.com/baggage](http://aircanada.com/baggage)

Carry-on Baggage:

On your Air Canada- or Air Canada Express-operated flight, you are entitled to 1 standard item (max. size: 9 in x 15.5 in x 21.5 in) and 1 personal item (max. size: 6 in x 13 in x 17 in). Maximum weight for each item is 22 lb.

Sheraton Chicago Hotel & Towers  
 301 E. North Water Street  
 Chicago, IL 60611  
 312-464-1000  
 http://www.starwood.com/



Kondra, Alex	Page Number	1	Invoice Nbr	270390
Aacsb 2013	Guest Number	4582267	Arrive Date	04-05-2013
	Folio ID	A	Depart Date	04-07-2013
ATHABASCA, AB	No. Of Guest	1		
	Room Number	2026		
	AR Account	10197 - Phone (Local & Toll Free)		
	Time	04-07-2013 12:26		

Duplicate Invoice

Date	Reference	Description	Charges	Credits
04-05-2013	DEPOSIT	Deposit Applied		\$-231.64
04-05-2013	S384	Internet	\$13.95	
04-05-2013	RT2026	Room Chrg Grp Association	\$199.00	
04-05-2013	RT2026	Occupancy/Tourism Tax	\$23.68	
04-05-2013	RT2026	Tax Other	\$8.96	
04-06-2013	RT2026	Room Chrg Grp Association	\$199.00	
04-06-2013	RT2026	Occupancy/Tourism Tax	\$23.68	
04-06-2013	RT2026	Tax Other	\$8.96	
04-07-2013	bs	Internet		\$-13.95
04-07-2013	VM	Visa/Mastercard		\$-231.64
	** Total		\$477.23	\$-477.23
	** Balance		\$0.00	

485.41 Cdn

0.00  
 0.00  
 0.00  
 0.00  
 0.00

363796439

Continued on the next page



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### Baggage Receipt

A STAR ALLIANCE MEMBER

Issue Date: 07 APR 2013 080 #10

PRINTED IN U.S.A. BY NTEL, DALLAS, TX REV 3/12 CSM44 RM-13

STAPLE  
HERE

Baggage Document  
0162607480736

Ticket Number  
0142115231792

Description  
First bg Fee

Qty  
1

Fees  
\$24.00

Method of Payment  
Vis

Cardholder Name  
ALEX Z KOHDRA

**BAGGAGE FEES**      Total fees      **USD \$24.00**      Confirmation **K3DPX6**

#### Excess Baggage Terms and Conditions:

- All excess baggage is subject to space availability.
- Receipt for payment must be presented at bag check.
- For refunds or adjustments, see a United representative.

25.12 Cdn

Carrier      Routing  
UA      088 - YYC  
AC      YH - YEG

AGENT REFERENCE: 66 ESC BAG

INSERT

Do not expose to excessive heat or direct sunlight.

14

### Baggage Receipt

Issue Date: 05 APR 2013 YLG A10



M: |  
V: |  
C: |  
A: |

Qty Fees  
1 \$1.20

Description  
First Bag Fee  
Tax

Baggage Document  
0162607368197

Ticket Number  
0142115231792

26.45 Cdn

USD \$25.20

**BAGGAGE FEES** Total Fees

Car: 1

- Excess Baggage Terms and Conditions:
- All excess baggage is subject to space availability.
  - Receipt for payment must be presented at bag check.
  - For refunds or adjustments, see a United representative.

AGENT REFERENCE: GG ESC BAG

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax CodeCA5%

POF 1st Fl 07/04/13 21:16  
Receipt 038610

Short-term parking tkt  
DL - No. 096500  
05/04/13 10:26 -  
08/04/13 10:25 -  
Period 3d0h0'  
(Tax) \$69.00

Total \$69.00

Payment Received \$69.00

Merch:82005340013  
Auth:061111  
Type: Swiped

Sub Total \$65.71  
Tax 5% 3.29

664FC102 - 1/1



Order Confirmation: VTYAA2D92F0D  
 myAACSB  
 to:  
 alexk  
 05/12/2012 09:43 AM  
 Hide Details  
 From: myAACSB@aacsb.edu  
 To: alexk@athabascau.ca,

**This message is to confirm the receipt of your recent order.**

**Customer's Organization Name:** Athabasca University  
**Date:** 12/5/2012

**Authorization Code:** 098156  
**Transaction Date:** 12/05/2012

**Total:** \$645.00  
**Payment Amount:** 645.00 *639.88 Cdn*  
**Balance:** \$0.00

**Bill To:**  
 \_\_\_\_\_

Alex Kondra  
 Dean  
 Athabasca University  
 Faculty of Business

CANADA

**Payment Method:** MasterCard/Visa

Customer	Qty	Item	Sub-Total	Discount	Paid	Balance
Kondra Alex	1.00	2013 April Advisory Council Seminar Chicago: Early Member	\$645.00	\$0.00	\$645.00	\$0.00