

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Estelle Lo
Vice President, Finance and Administration
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
Feb 20 to 21	Edmonton	Business meetings (1 trip)	147.20	156.06	35.00	-	-	-	338.26
Feb 28 to Mar 1	Edmonton	Business meetings (1 trip, 2 meetings)	155.95	162.79	25.00	-	8.90	-	352.64
Mar 5 to 11	Vancouver	Business meetings/workshops (1 trip)	820.26	-	35.00	20.00	-	-	875.26
Mar 20 to 21	Edmonton	Business meetings (1 trip, 7 meetings)	147.20	366.72	35.00	-	-	-	548.92
			\$ 1,270.61	\$ 685.57	\$ 130.00	\$ 20.00	\$ 8.90	\$ -	\$ 2,115.08

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
 780-426-3636
<http://www.westin.com/edmonton>

WESTIN[®]

HOTELS & RESORTS

Lo, Estelle	Page Number	1	Invoice Nbr	1000102561
Caubo Edmon	Guest Number	743769	Arrive Date	02-20-2013
	Folio ID	A	Depart Date	02-21-2013
	No. Of Guest	2		
	Room Number	945		
	Time	02-21-2013 09:40		

Invoice

Date	Reference	Description	Charges	Credits
02-20-2013	RT945	Room Charge	\$139.00	
02-20-2013	RT945	GST	\$7.16	
02-20-2013	RT945	DMF	\$4.17	
02-20-2013	RT945	Tourism Levy	\$5.73	
02-21-2013	VI	Visa		\$-156.06
	** Total		\$156.06	\$-156.06
	** Balance		\$-0.00	

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
02-20-2013	\$139.00	\$7.16	\$5.73	\$0.00	\$0.00	\$4.17	\$156.06	\$0.00
02-21-2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-156.06
Total	\$139.00	\$7.16	\$5.73	\$0.00	\$0.00	\$4.17	\$156.06	\$-156.06

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 10,000 more with the SPG Credit Card. spg.com/axpcard

Thank you for choosing Starwood Hotels We look forward to welcoming
 you back soon!

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Ms Estelle Lo

Canada

Guest Name

Room Number: 1511
 Arrival Date: 02-28-13
 Departure Date: 03-01-13
 Page No: 1 of 1

INVOICE

Folio No: 141409

03-01-13

Date	Description	Charges	Credits
02-28-13	Room Revenue	145.00	
02-28-13	Destination Marketing Fee - 3%	4.35	
02-28-13	Tourism Levy - 4%	5.97	
02-28-13	Room GST - 5%	7.47	
03-01-13	Visa XXXXXXXXXXXX XX/XX		162.79
Total		162.79	162.79
Balance		0.00	

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



Good Earth

COFFEEHOUSE AND BAKERY

GOOD EARTH CAFE #13
8623 11 NW
EDMONTON AB

CARD
EXPIRY *****
CARD TYPE VISA
DATE 2013/02/28
TIME 5091 14:47:07
RECEIPT NUMBER
C30706171-001-013-085-0

-0280 #Party 1
SvrCk:276 14:29 02/28/13

APPUCCINO, med cappuccino 12oz, 3.35
2% 2.85
ROISSANT, hazelnut 2.85
AN PELLEGRINO 2.30

Sub Total: 8.50

GST : 0.43

28 14:30 TOTAL : 8.93

GST #835848938RT0001

Good Earth Coffeehouse & Bakery
Campus Towers

Please visit us on Facebook!
www.goodearthcafes.com

AMT-TEND	CHANGE	TALLY
8.93	0.00	8.93

		8.93

28/13 14:30

B-1

PURCHASE
TOTAL

\$8.90

VISA CREDIT
A000000003101001
DB26DDCE8912B1DD
000000B000-EB00
B762BA16C31F25D3
000000B000-FB00

APPROVED

AUTH# 012350 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

B

DETACH RECEIPT FROM TICKET

DATE ISSUED 28/02/13 TIME ISSUED 02:28 PM AMOUNT PAID \$ 8.75

CREDIT CARD NUMBER

LOT C-NORTH



UNIVERSITY OF
ALBERTA

1137360

RECEIPT GST# R108102831

Mobile: 1-780-6890709
Work: 1-780-6756909

Online Services

- [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
AC253	Edmonton, Edmonton Int'l (YEG) Tue 05-Mar 2013 18:40	Vancouver, Vancouver Int'l (YVR) Tue 05-Mar 2013 19:25 - Terminal M	0	1hr45	<u>E90</u>	<u>Tango, G</u>	
AC232	Vancouver, Vancouver Int'l (YVR) Mon 11-Mar 2013 07:00 - Terminal M	Edmonton, Edmonton Int'l (YEG) Mon 11-Mar 2013 09:30	0	1hr30	<u>E90</u>	<u>Tango, N</u>	

Passenger Information

1: Ms Si-fong Lo : Adult (16+), Ticket Number: 0142118299517

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

Purchase Summary

Fare Summary

	<u>Adult</u>
Passenger Type	
Departing Flight - <u>Tango</u>	169.00
Return Flight - <u>Tango</u>	204.00
<u>Surcharges</u>	36.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	45.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	22.41
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	2.40
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	493.06
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$493.06

Payment Information**Credit/Debit Card x**paid: **\$493.06**

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

- Air Canada: \$493.06 (Airfare - per ticket)

Ticket number(s): 0142118299517

enRoute City Guide

Vancouver

Ask a Vancouverite what they like about their city and the response will almost always be "the lifestyle." Well, The Economist certainly agrees that it's a major selling feature - Vancouver is a perennial contender for the top spot in their "World's Most Liveable Cities" survey - but there's more to Canada's newest Olympic city than soy lattes and yoga...

 [Read the complete guide](#)



What do you think of our new City Guide feature?

Fare Rules**Departing Flight** Edmonton (YEG) To Vancouver (YVR) - **Tango****Return Flight** Vancouver (YVR) 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 per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance

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

Term Id: 45024124782123
Item #: 0898
VISA CREDIT
PURCHASE
Card #: XXXXXXXXXXXX4512

AID: A000000003101001

APPROVED

AMOUNT CAD\$57.00

Ref. #: C
Auth. #: 078354
Resp. Code: 00
TUR: 4000000000
TSI: F800

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

GST 100403070

Date: 2013/03/05 Time: 16:29:27
Response: AUTH 078354

CUSTOMER COPY

B

MACLURE'S CABS
1510 W 3RD AVE VANCOUVER BC
HST# 121458582
604-683-6666

DATE: 2013/03/07
PICK UP TIME: 08:18
DROP-OFF TIME: 08:24
TRIP ID: 438529
LOCATION: 073000-45024193875
CAR NUMBER: 0075
CARD TYPE: VISA S
CARD: *****4512
EXPIRY: *****
AUTH: AP021528

FARE (\$): 11.50
EXTRA (\$): 0.00
SUBTTL (\$): 11.50

TIP (\$): _____

TOTAL (\$): 11.50

SIGNATURE: _____

THANK YOU FOR USING MACLURE'S
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C

YELLOW CAB CO LTD
1441 CLARK DR V6L3K9
VANCOUVER BC
21158659

|||| PURCHASE ||||
03-07-2013 21:15:06
Acct #4512 CN
Exp Date ' / ' Card Type VI
Name: ESTELLE LO
A000000003101001 VISA CREDIT

Trace # 380001
N21158659223
Inv. # 5
Auth # 052156 RRN 001635001

Purchase \$9.55
Tip \$1.45
Total \$11.00

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

D

MACLURE'S CABS
1510 W 3RD AVE VANCOUVER BC
HST# 121458582
604-683-6666

DATE: 2013/03/08
PICK-UP TIME: 10:53
DROP-OFF TIME: 10:59
TRIP ID: 433098
LOCATION: 073000-45024193875
CAR NUMBER: 0025
CARD TYPE: VISA S
CARD: *****4512
EXPIRY: **/**
AUTH: AP083958

FARE (\$): 10.50
EXTRA (\$): 0.00
SUBTTL (\$): 10.50

TIP (\$): _____

TOTAL (\$) : 10.50

SIGNATURE: _____

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E

MACLURE'S CABS
1510 W 3RD AVE VANCOUVER BC
HST# 121458582
604-683-6666

DATE: 2013/03/11
PICK-UP TIME: 04:25
DROP-OFF TIME: 04:39
TRIP ID: 440784
LOCATION: 073000-45024193875
CAR NUMBER: 0093
CARD TYPE: VISA S
CARD: *****4512
EXPIRY: **/**
AUTH: AP075552

FARE (\$): 30.00
EXTRA (\$): 0.00
SUBTTL (\$): 30.00

TIP (\$): _____

TOTAL (\$) : 30-

SIGNATURE: _____

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F

AIRPORT TAXI SERVICE26
4608-101-ST T6E5G9
EDMONTON AB

22296106

|||| PURCHASE ||||

03-11-2013 10:16:53
Acct #4512 C
Exp Date ' / ' Card Type VI
Name: ESTELLE LO
A000000003101001 VISA CREDIT

Trace # 340002 Operator 644
FV2229610601
Inv. # 386
Auth # 066304 RRN 001034002

Purchase \$55.00
Tip \$5.00 ✓
Total \$60.00

(00) APPROVED-THANK YOU

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GST 805437878 RT0001

780-890-7070

G

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

Estelle To

Canada

Email:

Page Number : 1 Invoice Nbr: 147045
 Guest Number: 741513 Arrive Date: 21-MAR-13 08:00
 Folio ID : A Depart Date: 22-MAR-13 14:25
 No. Of Guest: 1
 Room Number : 1047
 Room Rate : 139.00
 Club Account:

Tax Invoice

Tax ID: 861336493RT0005
 The Westin Edmonton 22-MAR-13 14:26 TAZMBI

Date	Reference	Description	Charges	Credits
21-MAR-13	RT1047	Room Charge	139.00	
21-MAR-13	RT1047	GST	7.16	
21-MAR-13	RT1047	DMF	4.17	
21-MAR-13	RT1047	Tourism Levy	5.73	
21-MAR-13	RT1047	Parking Self	26.00	
21-MAR-13	RT1047	GST	1.30	
22-MAR-13	VI	Visa		-183.36
		** Total	183.36	-183.36
		*** Balance	-0.00	

As a Starwood Preferred Guest you have earned at least 495 Starpoints for this visit

Continued on the next page

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