

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Dr. Frits Pannekoek

President

August 1, 2013 to September 30, 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
July 26 to July 30	Edmonton, Singapore	Business meetings (2 trips, 12 meetings) <i>Note: Airfare to be reimbursed from external party as well an honorarium payment for attending the meeting in Singapore. Recovery to be reported on Oct to Nov 2013 Expense Report.</i>	9,032.53	320.88	-	-	-	-	9,353.41
			<b>\$ 9,032.53</b>	<b>\$ 320.88</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,353.41</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.athabascau.ca/policy/finance/travelexpenseclaimpolicy.htm>



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09-11-13

<b>Frits Pannekoek</b>	Folio No. : <b>161920</b>	Room No. : <b>606</b>
<b>Athabasca AB</b>	A/R Number :	Arrival : <b>07-23-13</b>
<b>Canada</b>	Group Code :	Departure : <b>07-25-13</b>
	Company : <b>Athabasca University</b>	Conf. No. : <b>60844642</b>
	Membership No. : <b>PC</b>	Rate Code : <b>IPF05</b>
	Invoice No. :	Page No. : <b>1 of 1</b>

Date	Description	Charges	Credits
07-23-13	Parking	10.00	
07-23-13	*Room	134.00	
07-23-13	GST Tax	6.70	
07-23-13	Trsm Levy Tax	5.36	
07-23-13	Municipal DMF Tax	4.02	
07-23-13	Municipal DMF Tax GST	0.20	
07-23-13	Municipal DMF Tax Tourism Le	0.16	
07-24-13	Parking	10.00	
07-24-13	*Room	134.00	
07-24-13	GST Tax	6.70	
07-24-13	Trsm Levy Tax	5.36	
07-24-13	Municipal DMF Tax	4.02	
07-24-13	Municipal DMF Tax GST	0.20	
07-24-13	Municipal DMF Tax Tourism Le	0.16	
07-25-13	American Express XXXXXXXXXXXX1009		320.88

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<b>Total</b>	<b>320.88</b>	<b>320.88</b>
<b>Balance</b>	<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express Downtown  
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 Canada T5J 0Z1 Edmonton, AB  
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 OGST #896724515  
[www.hiexdowntown.com](http://www.hiexdowntown.com)

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SALES PERSON: 70  
CUSTOMER NBR: 010039

ITINERARY/INVOICE NO. 0247880  
DUPLICATE LBLJIN

DATE: 26 JUL 13  
PAGE: 01

TO: ATHABASCA UNIVERSITY  
1 UNIVERSITY DRIVE  
ATHABASCA, AB T9S 3A3

**YOUR  
ACCOUNTING  
COPY**

FOR: PANNEKOEK/FRITS DR

RECONFIRM RETURNING AND CONTINUING RESERVATIONS  
72 HOURS IN ADVANCE FOR INTERNATIONAL FLIGHTS AND  
SUGGEST 48 HOURS IN ADVANCE FOR DOMESTIC FLIGHTS  
CAUTION: TICKETS HAVE VALUE IF UNUSED. RETURN FOR REFUND.

\*\*\*CONTACT LESLEY PAULL AT 780-906-2147 IN EMERGENCY\*\*\*  
\*\*PLEASE CALL OR SEND TEXT MESSAGE IF NEED HELP\*\*

23 SEP 13 - MONDAY

AIR	AIR CANADA	FLT:241	EXECUTIVE CLASS	
	LV EDMONTON INTL AB		1140	EQP: E90 01HR 42MIN NON-STOP REF: LIGH4I
	AR VANCOUVER BC		1222	
	ARRIVE: MAIN TERMINAL			
	PANNEKOEK/FRITS SEAT-2A	AC-938604154		
AIR	AIR CANADA	FLT:7	EXECUTIVE CLASS	MULTI MEALS
	LV VANCOUVER BC		1350	EQP: B77ER 13HR 05MIN
	DEPART: MAIN TERMINAL			

24 SEP 13 - TUESDAY

	AR HONG KONG		1755	NON-STOP REF: LIGH4I
	ARRIVE: TERMINAL 1			
	PANNEKOEK/FRITS SEAT-4A	AC-938604154		
AIR	AIR CANADA	FLT:5419	EXECUTIVE CLASS	
	HONG KONG-SINGAPORE OPERATED BY UNITED AIRLINES			
	LV HONG KONG		2015	EQP: BOEING 777 03HR 50MIN
	DEPART: TERMINAL 1			

25 SEP 13 - WEDNESDAY

	AR SINGAPORE		0005	NON-STOP REF: LIGH4I
	ARRIVE: TERMINAL 3			
	PANNEKOEK/FRITS SEAT-8B	AC-938604154		

27 SEP 13 - FRIDAY

AIR	AIR CANADA	FLT:6303	EXECUTIVE CLASS	
	SINGAPORE-HONG KONG OPERATED BY SINGAPORE AIRLINES			
	LV SINGAPORE		1330	EQP: BOEING 777-200 03HR 45MIN NON-STOP REF: LIGH4I
	DEPART: TERMINAL 3			
	AR HONG KONG		1715	
	ARRIVE: TERMINAL 1			
	PANNEKOEK/FRITS	AC-938604154		

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\* 3 + \* 4



SALES PERSON: 70 ITINERARY/INVOICE NO. 0247880  
CUSTOMER NBR: 010039 DUPLICATE LBLJIN

DATE: 26 JUL 13  
PAGE: 02

TO: ATHABASCA UNIVERSITY  
1 UNIVERSITY DRIVE  
ATHABASCA, AB T9S 3A3

FOR: PANNEKOEK/FRITS DR

RECONFIRM RETURNING AND CONTINUING RESERVATIONS  
72 HOURS IN ADVANCE FOR INTERNATIONAL FLIGHTS AND  
SUGGEST 48 HOURS IN ADVANCE FOR DOMESTIC FLIGHTS  
CAUTION: TICKETS HAVE VALUE IF UNUSED RETURN FOR REFUND

27 SEP 13 - FRIDAY

AIR AIR CANADA FLT:8 EXECUTIVE CLASSMULTI MEALS  
LV HONG KONG 1950 EQP: B77ER  
DEPART: TERMINAL 1 11HR 45MIN  
AR VANCOUVER BC 1635 NON-STOP  
ARRIVE: MAIN TERMINAL REF: LIGH4I

AIR AIR CANADA SEAT-6A AC-938604154  
FLT:246 EXECUTIVE CLASS  
LV VANCOUVER BC 2010 EQP: E90  
DEPART: MAIN TERMINAL 01HR 30MIN  
AR EDMONTON INTL AB 2240 NON-STOP  
REF: LIGH4I

PANNEKOEK/FRITS SEAT-3A AC-938604154  
OTHER EDMONTON INTL AB  
BOOKING MANAGEMENT FEE - 150.00  
PROFESSIONAL FEE

BILLED TO AXXXXXXXXXXXXX1009  
7.50 G.S.T./H.S.T.

150.00\*  
7.50\* #3  
157.50

21 JUN 14 - SATURDAY

OTHER EDMONTON AB  
HAVE A SAFE AND PLEASANT TRIP

AIR TICKETS AC4148726456/57 PANNEKOEK FRITS DR  
ELEC TKT BILLED TO AXXXXXXXXXXXXX1009  
1.25 G.S.T./H.S.T.

8875.03 #4  
8,873.78\*  
1.25\*

TOTAL BASE 8,498.00  
TOTAL TAX 525.78  
TOTAL G.S.T./H.S.T. 8.75  
NET CC BILLING 9,032.53\*  
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TOTAL AMOUNT DUE 0.00

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