

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

**Dr. Margaret Haughey, Vice President, Academic
December 1, 2012 to January 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
Sept 25 - 26th	Toronto, ON	Business meeting	-	281.37	-	-	-	-	281.37
Nov 13 to Nov 28	Edmonton, AB	Business meetings - 4 Trips	588.80	-	-	-	-	-	588.80
Oct 9 to Oct 24	Edmonton, AB	Business meetings - 2 Trips	294.40	-	-	-	-	-	294.40
Dec 3 to 17th	Edmonton, AB	Business meetings - 3 Trips	441.60	-	-	-	-	-	441.60
Oct 27 to Nov 4th	Edmonton, AB	Travel to airport	36.80	-	-	-	-	-	36.80
Dec 24	Beijing, China	Recovery of travel expenses. Expenditure reported on Oct 1 to Nov 30, 2012 expenditure report	-	-	-	-	-	(1,370.43)	(1,370.43)
			\$ 1,361.60	\$ 281.37	\$ -	\$ -	\$ -	\$ (1,370.43)	\$ 272.54

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>

Sheraton Gateway Hotel
 PO Box 3000
 Toronto AMF
 Toronto, ON L5P 1C4
 905-672-7000 / 905-672-7100
<http://www.starwood.com/>



Mrs Haughey, Margaret	Page Number	1	Invoice Nbr	1000076727
	Guest Number	1532092	Arrive Date	09-25-2012
	Folio ID	A	Depart Date	09-26-2012
	No. Of Guest	1		
	Room Number	517		
	Time	09-26-2012 02:40		

Information Invoice

Tax Identification 140047879

Date	Reference	Description	Charges	Credits
09-25-2012	RT517	Room Charge - Retail	\$249.00	
09-25-2012	RT517	Rooms HST	\$32.37	
09-26-2012	VI	Visa		\$-281.37
		** Total	\$281.37	\$-281.37
		** Balance	\$0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

HST Summary for your stay:

Room Revenue HST	32.37
Food & Beverage HST	0.00
Photo/Fax/Copy Services HST	0.00
Other Revenue HST	0.00
	32.37

Sheraton Gateway Hotel HST Vendor # 140047879

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