

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Estelle Lo
Vice President, Finance and Administration
February 1, 2013 to March 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
Jan 22nd	Edmonton	Business meetings (1 trip)	147.20	156.06	50.00	-	-	-	353.26
Jan 29 to Jan 30	Edmonton & Calgary	Business meetings (2 trips)	738.41	213.32	75.00	-	-	-	1,026.73
Feb 6th	Edmonton	Business meetings (1 trip)	167.20	-	15.00	-	-	-	182.20
Feb 15th	Edmonton	Business meetings (1 trip)	147.20	183.36	25.00	-	-	-	355.56
			\$ 1,200.01	\$ 552.74	\$ 165.00	\$ -	\$ -	\$ -	\$ 1,917.75

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>

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HOTELS & RESORTS

Lo, Estelle	Page Number	1	Invoice Nbr	1000097979
Caubo Edmon	Guest Number	733035	Arrive Date	01-21-2013
	Folio ID	A	Depart Date	01-22-2013
Athabasca, AB	No. Of Guest	1		
	Room Number	545		
	Time	01-22-2013 11:10		

Invoice

Date	Reference	Description	Charges	Credits
01-21-2013	RT545	Room Charge	\$139.00	
01-21-2013	RT545	GST	\$7.16	
01-21-2013	RT545	DMF	\$4.17	
01-21-2013	RT545	Tourism Levy	\$5.73	
01-22-2013	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
01-21-2013	\$139.00	\$7.16	\$5.73	\$0.00	\$0.00	\$4.17	\$156.06	\$0.00
01-22-2013	\$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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307 - 41 AVE NE (403) 299-1111
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DATE: 2013/01/29
PICK-UP TIME: 20:02
DROP-OFF TIME: 20:18
TRIP ID: 0
LOCATION: 073000-45024103707
CAR NUMBER: 1201
CARD TYPE: VISA S
CARD: *****4512
EXPIRY: **/**
AUTH: AP055590

FARE (\$): 40.00
EXTRA (\$): 0.00
SUBTTL (\$): 40.00

TIP (\$): _____

TOTAL (\$): _____

SIGNATURE: _____

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE @ WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY

Search Select Review Passengers Purchase Seats Itinerary

Your booking is confirmed. Booking reference: **K7IGAI**

An email booking confirmation has been sent to: losifong@hotmail.com.

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

[Print Itinerary](#)

[Email Itinerary](#)

[Add to calendar](#)

Passengers Ms Si-fong Lo

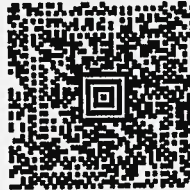
Flight	From	To	Departure	Arrival
AC8157	Edmonton (YEG)	Calgary (YYC)	18:00 Tue 29-Jan 2013	18:53 Tue 29-Jan 2013
AC8154	Calgary (YYC)	Edmonton (YEG)	17:00 Wed 30-Jan 2013	17:54 Wed 30-Jan 2013

Airfare	348.00
Options	0.00
Taxes, fees and charges	84.86
Travel Insurance	Purchase Travel Insurance
Grand Total	\$432.86
Canadian dollars	

[View detailed Itinerary/Receipt](#)

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



Booking Information

Booking Reference: **K7IGAI**

Customer Care

Electronic Ticketing confirmed. This is your official Itinerary/receipt.

Air Canada
1-888-247-2262

Main Contact:
Ms Si-fong Lo

Flight Arrivals and Departures
1-888-422-7533

Home:
Work:

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8157 ¹	Edmonton, Edmonton Int'l (YEG) Tue 29-Jan 2013 18:00	Calgary (YYC) Tue 29-Jan 2013 18:53	0	0hr53	DH3	Tango, N	
AC8154 ¹	Calgary (YYC) Wed 30-Jan 2013 17:00	Edmonton, Edmonton Int'l (YEG) Wed 30-Jan 2013 17:54	0	0hr54	DH3	Tango, N	

Operated by:
¹Air Canada Express - Jazz

Passenger Information

1: Ms Si-fong Lo : Adult (16+), Ticket Number: 0142117119481

Air Canada - Aeroplan :

Meal Preference: None
Special Needs: None

Payment Card:

Seat Selection: none

Purchase Summary

Fare Summary	Adult
Passenger Type	
Departing Flight - Tango	162.00
Return Flight - Tango	162.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	50.00

Canada Goods and Services Tax (GST/HST # 10009-2287 RT0001)	20.61
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	432.86
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$432.86

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

- Air Canada: \$432.86 (Airfare - per ticket)

Ticket number(s): 0142117119481

Fare Rules

Departing Flight Edmonton (YEG) To Calgary (YYC) - Tango

Return Flight Calgary (YYC) 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 purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who no-show their flight will forfeit the fare paid.
- Paid Advance Seat Selection is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (not qualifying for Altitude status) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.
- Read complete fare rules applicable to this fare.

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the Travel documentation page for important information on identification required for travel.


Baggage Policy

Carry-on baggage | Checked baggage

Check-in and boarding times

Links

Manage my booking online: <http://www.aircanada.com/mybookings>
 Flight Departure & Arrivals: <http://www.aircanada.com/flightstatus>
 General conditions of carriage: <http://www.aircanada.com/conditionsofcarriage>
 Information and Services: <http://www.aircanada.com/travelinfo>

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DELTA

BOW VALLEY

209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6
 Tel: 403-266-1980 Fax: 403-266-0007

CAUBO CDN ASSOC UNIVERSITY BUSINESS OFFI
 Miss Si Fond Lo

Athabasca AB
 Canada

Room: 0703
 Folio:
 Cashier: 137
 Arrival: 01-29-13
 Departure: 01-30-13

Date	Description	Additional Information	Charges	Credits
01-29-13	Room Charge		190.00	
01-29-13	Room GST		9.79	
01-29-13	Tourism Levy		7.83	
01-29-13	DMF - Destination Marketing Fee		5.70	
01-29-13	Visa			213.32

GST Summary	
Registration No:	82608541
Room	9.79
F&B	0.00
Other	0.00
Total	9.79

Total	213.32	213.32
Balance Due	0.00	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

* TRANSACTION RECEIPT *
Checker / Yellow Cabs
316 Meridian Road SE
Calgary, AB, T2A 1X2
403-299-9999

Taxi Service

TYPE: Visa
CARD: ****4****4612
EXP :xx/xx
DATA: SWIPED
TerminalID: 000018572760
DATE: 2013/01/30 09:31:20
AUTH: 016914
IFID: 7917095
DRV : 4287
VEH : 815
GST : 865888176
Meter Start Time: 09:22:49
Meter Stop Time: 09:30:41
Distance: 2.7 Km

FARE 1: \$ 8.67
FLAT : \$ 0.00
TAX : \$ 0.43
TOTAL FARE: \$ 9.10
PAYMENT AMOUNT: \$ 9.10
TIP: \$ 0.90

TOTAL PAYMENT: \$ 10.00
Purchase Auth Complete
Cardholder Copy

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DATE: 2013/01/30
PICK-UP TIME: 15:23
DROP-OFF TIME: 15:40
TRIP ID: 0
LOCATION: 073000-45024103/07
CAR NUMBER: 0585
CARD TYPE: VISA S
CARD: ****4512
EXPIRY: **/**
AUTH: AP017457

FARE (\$) : 37.00
EXTRA (\$) : 0.00
SUBTTL (\$) : 37.00

TIP (\$) : _____

TOTAL (\$) : _____

SIGNATURE: _____

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GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

P3 North C 30/01/13 18:25
Receipt 092774

Nested Parking
Short-term parking tkt
DL/EP - No. 033731
29/01/13 15:51 -
30/01/13 18:26 -
Period 1d2h36'
(Tax) \$43.75
Total \$43.75

Payment Received
VISA \$43.75
XXXXXXXXXXXX4512
Merch: 82005340013
Auth: 056893
Type: Swiped

Sub Total \$41.67
Tax 5% 2.08

06060606 - 1/1

IMPARK00020308A
10060 JASPER AVE
EDMONTON, AB T5J3R8
7804201976

MERCHANT ID: 87169880069 TERM ID: 101

SALE

XXXXXXXXXXXXXXXX4512

VISA ENTRY METHOD: CHIP
02/06/13 15:16:31
INV #: 000034 APPR CODE: 088121
BATCH #: 000038
REF #: 034

AMOUNT **\$20.00**

PIN VERIFIED BY CARD ISSUER
CARDHOLDER AGREES TO PAY ABOVE
TOTAL AMOUNT IN ACCORDANCE WITH
CARD ISSUER'S AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT
VERIFICATION

CARDHOLDER COPY

APPROVED

APPLICATION LABEL: VISA CREDIT
AID: A000000003101001
TUR: 00 00 00 B0 00
TS1: FB 00

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 Edmonton, AB T5J 0N7
 780-426-3636
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HOTELS & RESORTS

Lo, Estelle	Page Number	1	Invoice Nbr	1000101626
Caubo Edmon	Guest Number	738508	Arrive Date	02-14-2013
	Folio ID	A	Depart Date	02-15-2013
Athabasca, AB	No. Of Guest	1		
	Room Number	946		
	Time	02-15-2013 12:30		

Invoice

Date	Reference	Description	Charges	Credits
02-14-2013	RT946	Room Charge	\$139.00	
02-14-2013	RT946	GST	\$7.16	
02-14-2013	RT946	DMF	\$4.17	
02-14-2013	RT946	Tourism Levy	\$5.73	
02-14-2013	RT946	Parking Self	\$26.00	
02-14-2013	RT946	GST	\$1.30	
02-15-2013	VI	Visa		\$-183.36
		** Total	\$183.36	\$-183.36
		** Balance	\$-0.00	

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
02-14-2013	\$139.00	\$7.16	\$5.73	\$0.00	\$0.00	\$31.47	\$183.36	\$0.00
02-15-2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-183.36
Total	\$139.00	\$7.16	\$5.73	\$0.00	\$0.00	\$31.47	\$183.36	\$-183.36

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