

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Estelle Lo
Vice President, Finance and Administration
October 1, 2013 to November 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 |
|------------------|-------------|-------------------|--------------------|------------------|------------------|-----------------|--------------------------------|--------------|--------------------|
| Sept 16 | Calgary | Business meeting | 713.16 | 564.73 | 60.00 | 10.00 | - | - | 1,347.89 |
| Sept 6 | Edmonton | Business meeting | 153.60 | - | 15.00 | - | - | - | 168.60 |
| June 19 and 26 | Edmonton | Business meetings | 147.20 | - | 25.00 | - | 46.50 | - | 218.70 |
| Aug 1 | Edmonton | Business meeting | 147.20 | - | - | - | - | - | 147.20 |
| Aug 19 to Aug 20 | Edmonton | Business meeting | 147.20 | 222.65 | 50.00 | - | - | - | 419.85 |
| Sept 11 | Athabasca | Business meeting | - | - | - | - | 36.45 | - | 36.45 |
| Sept 12 to 13 | Edmonton | Business meeting | 153.60 | 179.65 | 25.00 | - | - | - | 358.25 |
| | | | \$ 1,461.96 | \$ 967.03 | \$ 175.00 | \$ 10.00 | \$ 82.95 | \$ - | \$ 2,696.94 |

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>

Search Select Review Passengers Purchase Seats Itinerary

Itinerary/ReceiptYour booking is confirmed. Booking reference: **LII63R**An email booking confirmation has been sent to: **losifong@hotmail.com**.Use your booking reference to **retrieve your official Itinerary/Receipt at aircanada.com**.**Passengers Ms Si-fong Lo**

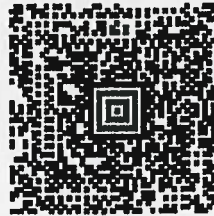
| | |
|-------------------------|---------------------------|
| Airfare | 318.00 |
| Options | 0.00 |
| Taxes, fees and charges | 88.61 |
| Travel Insurance | Purchase Travel Insurance |
| Grand Total | \$406.61 |
| Canadian dollars | |

| Flight | From | To | Departure | Arrival |
|--------|----------------|----------------|--------------------------|--------------------------|
| AC8141 | Edmonton (YEG) | Calgary (YYC) | 11:00 Sun 15-Sep 2013 | 11:52 Sun 15-Sep 2013 |
| AC8134 | Calgary (YYC) | Edmonton (YEG) | 08:30 Tue 17-Sep 2013 | 09:20 Tue 17-Sep 2013 |

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.

AIR CANADA **Booking Information**Booking Reference: **LII63R****Customer Care**

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

Air Canada
1-888-247-2262

Main Contact:

Flight Arrivals and Departures
1-888-422-7533**Flight Itinerary**

| Flight | From | To | Stops | Duration | Aircraft | Fare Type | Meal |
|---------------------|--|--|-------|----------|----------|-----------|------|
| AC8141 ¹ | Edmonton, Edmonton Int'l (YEG) Sun 15-Sep 2013 11:00 | Calgary (YYC) Sun 15-Sep 2013 11:52 | 0 | 0hr52 | DH3 | Tango, G | |
| AC8134 ¹ | Calgary (YYC) Tue 17-Sep 2013 08:30 | Edmonton, Edmonton Int'l (YEG) Tue 17-Sep 2013 09:20 | 0 | 0hr50 | DH4 | Tango, G | |

Operated by:

¹ Air Canada Express - Jazz**Passenger Information****1: Ms Si-fong Lo : Adult (16+), Ticket Number: 0142125440649**

Air Canada - Aeroplan :

Meal Preference: **None**Payment Card: **xxxx-xxxx-xxxx-4512**Special Needs: **None**Seat Selection: **None**

Purchase Summary**Fare Summary**

| Passenger Type | Adult |
|--|-----------------|
| Air Transportation Charges | |
| Departing Flight - Tango | 152.00 |
| Return Flight - Tango | 142.00 |
| Surcharges | 24.00 |
| Taxes, Fees and Charges | |
| Canada Airport Improvement Fee | 55.00 |
| Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) | 19.36 |
| Air Travellers Security Charge (ATSC) | 14.25 |
| Total airfare and taxes before options (per passenger) | 406.61 |
| Number of passengers | 1 |
| Travel Insurance (declined) | 0.00 |
| Grand Total - Canadian dollars | \$406.61 |

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-4512 - Amount paid: \$406.61
 The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$406.61 (Airfare - per ticket)

Ticket number(s): 0142125440649

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.
- **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$75 CAD/USD per direction, per passenger.
- **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.
- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (Altitude Qualifying Miles) 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

ASSOCIATED CAB ALTA LTD
387 - 41 AVE NE (483) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2013/09/15
PICK-UP TIME: 11:55
DROP-OFF TIME: 12:12
TRIP ID: 0
LOCATION: 073000-45024103707
CAR NUMBER: 0000
CARD TYPE: VISA
CARD: *****4512
EXPIRY: **/**
AUTH: 000043

FARE (\$): 42.00
EXTRA (\$): 0.00
SUBTTL (\$): 42.00

TIP (\$): _____

TOTAL (\$): 42.

SIGNATURE: _____

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

CUSTOMER'S COPY

B

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

Taxi Service

TYPE: Visa
CARD: *****4512
EXP: xx/xx
DATA: SWIPED
TerminalID: 000015571F38
DATE: 2013/09/16 21:55:35
AUTH: 035862
IFID: 0252723
DRV: 1573
VEH: 1299
GST: 128639325

FLAT : \$ 36.19
TAX : \$ 1.81
TOTAL FARE: \$ 38.00
PAYMENT AMOUNT: \$ 38.00
TIP: \$ 0.00

TOTAL PAYMENT: \$ 38.00
Purchase Auth Complete C
Cardholder Copy

The Westin Calgary
 320 Fourth Ave SW
 Calgary, AB T2P 2S6
 403-266-1611
<http://www.starwood.com/>

WESTIN[®]

HOTELS & RESORTS

| | | | | |
|---------------|--------------|------------------|-------------|------------|
| Lo, Estelle | Page Number | 1 | Invoice Nbr | 1000161577 |
| Caubo Edmon | Guest Number | 930095 | Arrive Date | 09-15-2013 |
| | Folio ID | A | Depart Date | 09-16-2013 |
| Athabasca, AB | No. Of Guest | 1 | Agent | RUSSSHE |
| | Room Number | 955 | | |
| | Time | 09-16-2013 17:40 | | |

Invoice

Tax Identification 861336493RT0004

| Date | Reference | Description | Charges | Credits |
|------------|-----------|---------------------------|----------|-----------|
| 09-15-2013 | RT955 | Room Charge | \$264.00 | |
| 09-15-2013 | RT955 | Good And Services Tax | \$13.60 | |
| 09-15-2013 | RT955 | Destination Marketing Fee | \$7.92 | |
| 09-15-2013 | RT955 | Tourism Levy | \$10.88 | |
| 09-16-2013 | VI | Visa | | \$-296.40 |
| | | ** Total | \$296.40 | \$-296.40 |
| | | ** Balance | \$0.00 | |

GST Summary

| | |
|-----------------|-------|
| Room | 13.60 |
| Food & Beverage | 0.00 |
| Telephone | 0.00 |
| Other Revenue | 0.00 |
| | 13.60 |

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Signature _____



TD Canada Trust
EasyWeb

Accounts

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Account Activity

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OK

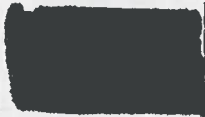
Since Last Statement

Note: You are still receiving paper statements for this account. If you would like to change this, [click here](#)

EDM AIRPORT
9/15, 9/16

Credit Limit:

Current Available Credit*:



Bottom

| Posted Date | Description | Debit | Credit | Balance |
|---------------|---------------------------------|----------------|---------------|---------|
| Sep 19, 2013 | EDMONTON INTERNATIONAL EDMONTON | 53.75 | | |
| Total: | | \$53.75 | \$0.00 | |

[Top](#) [About This Statement - Sep 20, 2013](#)

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All transactions to the close of the previous BUSINESS day will be downloaded.

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(Printed: 09/20/2013 17:48:45 ET)



DELTA
CALGARY AIRPORT

2001 Airport Road N.E., Calgary, Alberta, T2E 6Z8
 Tel: 403-291-2600 Fax: 403-250-6121

CAUBO CDN ASSOC UNIVERSITY BUSINESS OFFI
 Mrs Estelle Lo

Athabasca AB
 Canada

Room: 711
 Folio: 387609
 Cashier: 48
 Arrival: 09-16-13
 Departure: 09-17-13

| Date | Description | Additional Information | Charges | Credits |
|----------|--------------------------------|------------------------|--------------------|-----------------|
| 09-16-13 | Room Charge | | 239.00 | |
| 09-16-13 | Room Destination Marketing Fee | | 7.17 | |
| 09-16-13 | Room Tourism Levy | | 85 | |
| 09-16-13 | Room GST | | 12.31 | |
| 09-17-13 | Visa | XXXXXXXXXXXX4512 | XX/XX | 268.33 |
| | | | Total | 268.33 |
| | | | | 268.33 |
| | | | Balance Due | 0.00 CDN |

| GST Summary | |
|------------------|--------------|
| Registration No: | 846543619 |
| Room | 12.31 |
| F&B | 0.00 |
| Other | 0.00 |
| Total | 12.31 |

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.

F

Mikado Downtown
MIKADO RESTAURANT
DOWNTOWN EDMONTON
10350 - 109st.
EDMONTON, AB T5J 4X9

Date: Jun 26, 2013 15:41:13

Table: T32

TableTransId: 9174077

TransId: 9186357

Server: mom nichelle

Headcount: 2

| | |
|---------------|-------|
| 2 A-1 | 0.00 |
| Sushi | 28.00 |
| 1 DRAGON EYES | 12.00 |
| Subtotal | 40.00 |
| GST | 2.00 |
| Total | 42.00 |
| Balance | 42.00 |

www.mikadorestaurant.com
780-425-8096

GST# R103689121

MIKADO RESTAURANT
DOWNTOWN
10350 109 STREET
EDMONTON, AB T5J4X9
T5J4X9

MERCHANT ID: 5559169
SERVER: 1789

TERM ID: 002

SALE

XXXXXXXXXXXXXXXX4512

VISA

06/26/13

INV #: 000008

ENTRY METHOD: CHIP

15:42:31

APPR CODE: 069605

BATCH #: 000195

REF #: 008

CUST REF #: 9186357

AMOUNT

\$42.00

TIP

\$4.50

TOTAL

=====
\$46.50

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

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 | 1000128313 |
| Caubo Edmon | Guest Number | 794074 | Arrive Date | 08-19-2013 |
| | Folio ID | A | Depart Date | 08-20-2013 |
| Athabasca, AB | No. Of Guest | 1 | | |
| | Room Number | 1518 | | |
| | Time | 08-20-2013 07:20 | | |

Invoice

| Date | Reference | Description | Charges | Credits |
|------------|-----------|--------------|----------|-----------|
| 08-19-2013 | RT1518 | Room Charge | \$174.00 | |
| 08-19-2013 | RT1518 | GST | \$8.96 | |
| 08-19-2013 | RT1518 | DMF | \$5.22 | |
| 08-19-2013 | RT1518 | Tourism Levy | \$7.17 | |
| 08-19-2013 | RT1518 | Parking Self | \$26.00 | |
| 08-19-2013 | RT1518 | GST | \$1.30 | |
| 08-20-2013 | VI | Visa | | \$-222.65 |
| | | ** Total | \$222.65 | \$-222.65 |
| | | ** Balance | \$0.00 | |

EXPENSE SUMMARY REPORT

Currency: CAD

| Date | Room | GST | Tour Levy | Food\Bev | Phone | Other | Total | Payment |
|------------|----------|--------|-----------|----------|--------|---------|----------|-----------|
| 08-19-2013 | \$174.00 | \$8.96 | \$7.17 | \$0.00 | \$0.00 | \$32.52 | \$222.65 | \$0.00 |
| 08-20-2013 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$-222.65 |
| Total | \$174.00 | \$8.96 | \$7.17 | \$0.00 | \$0.00 | \$32.52 | \$222.65 | \$-222.65 |

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A



The Sutton Place Hotel

Ms Estelle Lo
Athabasca University
Athabasca AB
Canada

Room Number : 1711
Arrival Date : 09-12-13
Departure Date : 09-13-13
Page : 1 of 1
Folio Number : 320075
Confirmation : 17744729
Cashier : 325

INFORMATION INVOICE

Company Name : CAUBO*

GST No: 121767065 RT 0001 09-13-13

| Date | Description | Charges | Credits |
|----------|-------------------------------|---------|---------|
| 09-12-13 | Room Charge | 137.00 | |
| 09-12-13 | Room Alberta Tourism Levy | 5.48 | |
| 09-12-13 | Room D.M.F. | 4.11 | |
| 09-12-13 | Room GST | 6.85 | |
| 09-12-13 | Room D.M.F. GST | 0.21 | |
| 09-12-13 | Daily Parking Self | 26.00 | |
| 09-13-13 | Visa XXXXXXXXXXXXXXX4512 XXXX | | 179.65 |

Total 179.65 179.65

Balance 0.00 CAD

| | |
|--------------|-------------|
| Room GST | 6.85 |
| F&B GST | 0.00 |
| Misc GST | 1.67 |
| Total | 8.52 |

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Sutton Place Hotel and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

Guest Signature: _____

A MEMBER OF THE SUTTON PLACE HOTELS GROUP - CHICAGO, EDMONTON, TORONTO, VANCOUVER

10235-101 Street, Edmonton, AB Canada T5J 3E9 Tel 780.428.7111 * Fax 780.441.3098 * 1.866.3.SUTTON (1.866.378.8866)
email: info_edmonton@suttonplace.com website: www.edmonton.suttonplace.com