

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Peter MacKinnon
President
December 1, 2015 to January 31, 2016

1) Travel expenses

* "Transportation" includes airfare, public transportation, taxis, parking, mileage per diem, and fuel

** "Incidentals" includes registration fees, telephone calls, internet charges, etc

*** "Recovery" refers to reimbursements from external parties

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
Sep 1 - 30, 2015	Edmonton, Calgary	Business Meetings	550.80	-	175.00	-	238.36	-	964.16
Oct 1 - 31, 2015	Edmonton, Fort McMurray, Ottawa	Business Meetings	412.30	579.62	25.00	-	-	-	1,016.92
Nov 1 - 30, 2015	Edmonton	Business Meetings	-	-	-	-	1,202.76	-	1,202.76
Dec 1 -31, 2015	Edmonton	Business Meetings	139.20	-	-	-	-	-	139.20
Dec 3, 2015	Edmonton	Registration/Business Meeting	-	133.46	-	99.75	-	-	233.21
Dec 1 - 31, 2015	Edmonton, Calgary	Business Meetings	74.00	1,947.26	-	-	-	-	2,021.26
Jan 1 - 31, 2016	Edmonton, Calgary	Business Meetings	74.00	582.68	-	-	-	-	656.68
			\$ 1,250.30	\$ 3,243.02	\$ 200.00	\$ 99.75	\$ 1,441.12	\$ -	\$ 6,234.19

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>

Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

CASH RECEIPT

TERMINAL: 335/66233628
DRIVER : 4579
TRIP #: 6818180
2015/09/15 17:27:14

FARE : \$ 22.00

TOTAL: \$ 22.00

Thank you for choosing
Co-op Taxi

YELLOW CAB

780.462.3456

GST# 853 534477

Date: Sep 15 2017 Amount: 20.00

Driver: AA Car#: 445

From: manfred inw

To: Matrix

10135-31 Avenue, Edmonton, AB T6N 1C2



THE MARC RESTAURANT
GROUP LTD.
9940 106 ST NW
EDMONTON AB



9940 106 Street
Edmonton, AB
780-429-2828
www.themarc.ca
GST#807555859

CARD *****1007
CARD TYPE AMEX
DATE 2015/09/21
TIME 3248 20:03:38
RECEIPT NUMBER
082027026-001-384-012-0

PURCHASE
AMOUNT \$265.65
TIP \$40.00
TOTAL

\$305.65

AMERICAN EXPRESS
0000000025010801
3E6B99E33CF9B05A
0000008000-E800
057FC16F0206B977
0000008000-F800

APPROVED

AUTH# 897275 00-025
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

100 Jenni

Check: 1694 Guests: 4
Table: 7-1

09/21/2015 06:05PM

4	6oz "FEUDI PINOT GRIGIO"	46.00
2	6oz "GRAN PASSIONE"	24.00
2	6oz "RHONE BTG"	25.00
3	SOUP OF THE DAY	21.00
1	CAESAR SALAD	10.00
1	ENTRECOTE	39.00
1	ARCTIC CHAR	26.00
2	SAUSAGE	56.00
2	COFFEE	6.00

Subtotal 263.00
G.S.T. 12.65

Total Due \$265.65

****PLEASE PAY SERVER****
Thank You

less:

Alcohol (99.75)

tip (15.11)

Amt \$190.79

Chined

UC: Christina 23/9

CEST JAPON A SUIHA
208 SLATER ST
OTTAWA ON K1P 5H8
(613) 236-9602

SALE

MID: 5680513
TID: D5680513 REF#: 00000013
Batch # 977 SEQ: 977001001013
09/23/15 13:07:52
APPR CODE: 870659
AMERICAN EXPRESS
*****1007C **/*

AMOUNT	\$40.57
TIP	\$7.00
TOTAL	\$47.57

00 - APPROVED - 000

AMERICAN EXPRESS
AID: A000000025010801
TVR: 00 00 00 80 00
TSE: F8 00

CUSTOMER COPY

Sun Taxi
140 MacKenzie King Road
Fort McMurry, AB
T9H 4L2
780-743-5050

TAXI: 136/66222834

15/10/20

09:17:09

AMEX

Card : *****1007
Order 6462101
Ref 0011000020 S
Auth 544636

FARE : \$ PURCHASE
31.90

TIP : \$ 5.00

TOTAL: \$ 36.90

X _____

APPROVED - THANK YOU
(00-025)

Cardholder will pay card
Issuer above amount
pursuant to Cardholder Agreement

IMPORTANT: Retain a
copy for your records

GST# 125868893

Thank-you-for-using

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

Pd F 1st F1 20/10/15 18:39
Receipt 035244

Short-term parking tkt
VP - No. 088827

20/10/15 05:48
21/10/15 05:47

Period 1d0h0
(Tax) \$15.00

Total \$15.00

Payment Received

AMEX \$15.00

XXXXXXXXXXXX1007
Merch:9326641900
Auth:592632
Type: Swiped

Sub Total \$14.29
Tax 5% \$0.71

0228916F - 1/1

Sun Taxi

140 MacKenzie King Road
Fort McMurry, AB
T9H 4L2
780-743-5050

TAXI: 8/66219818

15/10/20

16:09:16

AMEX

Card : *****1007
Order 6462704
Ref 0011420000 S
Auth 53120

FARE : \$ PURCHASE
22.60

TIP : \$ 5.00

TOTAL: \$ 27.60

X _____

APPROVED - THANK YOU
(00-025)

Cardholder will pay card
Issuer above amount
pursuant to Cardholder Agreement

IMPORTANT: Retain a
copy for your records

GST# 125868893

Thank you for using

The Westin Ottawa
 11 Colonel By Drive
 Ottawa, ON K1N 9H4
 Canada
 Tel: 613-560-7000 Fax: 613-234-5396



Peter Mackinnon
 MEETING ENCORE

Page Number : 1 Invoice Nbr : 187352
 Guest Number :
 Folio ID : A
 Arrive Date : 27-OCT-15 13:52
 Depart Date : 29-OCT-15 11:48
 No. Of Guest : 1
 Room Number : 1219
 Club Account :

Tax Invoice

Tax ID : 811719848RT0001
 The Westin Ottawa 29-OCT-15 11:50 MARCDOU1

Date	Reference	Description	Charges (CAD)	Credits (CAD)
27-OCT-15	RT1219	Room	249.00	
27-OCT-15	RT1219	Tax-HST Rooms	32.37	
27-OCT-15	RT1219	Destination Marketing Program	7.47	
27-OCT-15	RT1219	Dest Marketing Program HST	0.97	
28-OCT-15	RT1219	Room	249.00	
28-OCT-15	RT1219	Tax-HST Rooms	32.37	
28-OCT-15	RT1219	Destination Marketing Program	7.47	
28-OCT-15	RT1219	Dest Marketing Program HST	0.97	
29-OCT-15	AX	American Express		-579.62
		** Total	579.62	-579.62
		*** Balance	0.00	

Continued on the next page

The Westin Ottawa
11 Colonel By Drive
Ottawa, ON K1N 9H4
Canada
Tel: 613-560-7000 Fax: 613-234-5396

WESTIN[®]

HOTELS & RESORTS

Peter Mackinnon
MEETING ENCORE

Page Number	:	2	Invoice Nbr	:	187352
Guest Number	:				
Folio ID	:	A			
Arrive Date	:	27-OCT-15	13:52		
Depart Date	:	29-OCT-15	11:48		
No. Of Guest	:	1			
Room Number	:	1219			
Club Account	:				

Amount (CAD)

0.00
0.00
0.00
0.00
0.00

WESTIN FINDS FROM AFAR - Delve deeper into your destination with a curated selection of hidden gems and off-the-beaten-path experiences right by your hotel, all with a Westin point of view. Discover more at westin.com/FindsfromAFAR

Tell us about your stay. www.westin.com/reviews

YELLOW CAB

return from

780.462.3456

Est UC mtg.

GST# _____

Date:

29 Oct 2015

Amount:

64.00

Driver:

John

Car#:

627

From:

EIA

To:

MAXIMA ST. Jm

10135-31 Avenue, Edmonton, AB T6N 1C2

Edm



UNION BANK INN
RESTAURANT
10053 JASPER AVENUE
EDMONTON, AB T5J1S5
7804233600

SALE

Server #: 000003
MID: 87016120024
TID: 002 REF#: 00000014
Batch #: 246
11/23/15 21:03:38
APPR CODE: 828825
AMEX
*****1007C **/**

AMOUNT	\$248.85
TIP	\$44.79
TOTAL	\$293.64

APPROVED

AMERICAN EXPRESS
AID: A000000025010801
TVR: 00 00 00 80 00
TSt: F8 00

THANK YOU
PLEASE COME AGAIN

CUSTOMER COPY

UNION BANK INN
RESTAURANT
10053 JASPER AVENUE
EDMONTON, AB T5J1S5
7804233600

SALE

Server #: 000003
MID: 87016120024
TID: 002 REF#: 00000015
Batch #: 246
11/23/15 21:04:38
APPR CODE: 817265
AMEX
*****1007C **/**

AMOUNT	\$770.44
TIP	\$138.68
TOTAL	\$909.12

APPROVED

AMERICAN EXPRESS
AID: A000000025010801
TVR: 00 00 00 80 00
TSt: F8 00

THANK YOU
PLEASE COME AGAIN

CUSTOMER COPY

MADISON'S GRILL
10053-Jasper Ave
Edmonton, Alberta
780-401-2222

Server: Kevin K 11/23/2015
Table 50/1 9:35 PM
Guests: 13 10005
Receipt #: 1

Bellegirino 750 ml (4 @9.00) 36.00
Room Rental 150.00
Turkey Doria 1.03
Turkey Doria (4 @38.00) 152.00
Julce de leche Cheesecake 11.00
Coffee Tea 4.00
Madison's Greens 10.00
Wild Caught arctic char (2 @41.00) 82.00
Cappucino 5.00
Lamb Shank Confit 39.00
Soft Drink 3.75
Annisfail Lamb Rack (2 @46.00) 92.00
Roasted Vegetable Ravioli 34.00
Caesar Salad (3 @10.00) 30.00
Roasted Pork Tenderloin 36.00
Pan Roasted Duck Breast 38.00
Seasonal Feature 11.00
VOID) Stuffed Turkey Doria -1.03

Subtotal 733.75

3ST Exclusive Tax 36.69

Total 770.44

AMEX 770.44

GRATUITY 138.68

Total 909.12

Grand Total 909.12

ROOM #: _____

PRINT NAME _____

THANK YOU

Please Come Again Soon

GST #R897343794

--- Check Closed ---

MADISON'S GRILL
10053-Jasper Ave
Edmonton, Alberta
780-401-2222

Server: Kevin K 11/23/2015
Table 51/1 9:35 PM
Guests: 1 10004
Reprint #: 1

Glass Malbec (4 @15.00) 60.00
Glass Chardonnay 15.00
White Rum (3 @8.00) 24.00
Terrazas Malbec (2 @69.00) 138.00

Subtotal 237.00

GST Exclusive Tax 11.85

Total 248.85

AMEX 248.85
GRATUITY 44.79
Total 293.64

Grand Total 293.64

ROOM #: _____

PRINT NAME _____

THANK YOU
Please Come Again Soon
GST #R897343794

--- Check Closed ---

Fwd: Order Confirmation

12/3/2015, 7:44:31 PM

From: caroll@athabascau.ca

To: lknoBLOCK@athabascau.ca

Here's another one. I purchased Peters registration for this event. For my p card invoice.

Carol

Sent from my iPad

Begin forwarded message:

From: admin@icd.ca
Date: December 3, 2015 at 4:09:43 PM MST
To: caroll@athabascau.ca, orders@icd.ca
Subject: Order Confirmation

Institute of Corporate Directors

2701-250 Yonge Street, Toronto, ON M5B 2L7

Order Number 75980
Order Date 12/3/2015
Order Total 99.75
Payment Method VISA *****8808
Name on Card Carol Lund

Qty	Item	Price Total
1	Governance and Leadership in the Public Sector - Peter MacKinnon When: 1/13/2016 - 1/13/2016 Where: Mayfair Country Club 9450 Groat Rd NW Edmonton, AB	95.00 95.00
Item Total		95.00
Shipping		0.00
Handling		0.00
GST		4.75
Transaction Grand Total		99.75

GST# 12179 8201

110000-150001-704501-601

Chateau Nova Yellowhead

CHATEAU NOVA YELLOWHEAD
13920 YELLOWHEAD TRAIL
EDMONTON, AB T6L 3C2
(780) 454-5441

13920 Yellowhead Trail
Edmonton, Alberta
T6L 3C2
Phone : 780-454-5441
Email : edmontonyellowhead@novahotels.ca

TERM ID: 04254856 BATCH#: 619
EMPLOYEE ID: 1 SHIFTR: 002

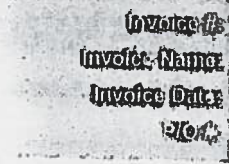
Invoice

Sale
INVT: 000018843
VISA Normal
SEC#: 619001081011

Total: CAD\$ 1,734.98

APPROVED 006415
001/00
10-Nov -15 12:20:22

CUSTOMER COPY
THANK YOU FOR STAYING WITH US!



4284
Athabasca University,
Nov 2, 2015
798847299

Reservation ID: 28327		Guest Name: MacKinnon, Peter			
Date	Code	Reference	Amount	Tax	Total
Nov 1, 2015	ACCOM	Room Accommodation	119.00	14.48	133.48
Balance for Reservation ID: 28327			119.00	14.48	133.48

Invoice

11/17/2015, 2:43:46 PM

From: itinerary@redarrow.ca

To:

Logo

Invoice

Date: 2015-11-17

Bill To:

PETER MACKINNON
1 UNIVERSITY DR
ATHABASCA, ABT9S 3A3

You can reach us at:

Lethbridge

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1487721	2015-11-17	354439	-	-	2015-11-18	2015-11-18	-	MELISSA

Travelers:

MACKINNON/PETER

Product	Details	Duration	Price Basis	Qty	Each	Billed
ECEXP 18:30 Assigned to: 10B	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-11-18 at 18:30 Arrives Calgary (CALTO / Calgary Ticket Office) 2015-11-18 at 19:50	3 hrs 20 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2015-11-17	customer: PETER MACKINNON	Visa	74.00 CAD

Base Price: 70.48 CAD
Discounts: 0.00 CAD
Service Charges: 0.00 CAD
GST: 3.52 CAD
Invoice Total: 74.00 CAD
Commission: 0.00 CAD
Received: 74.00 CAD
Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

Holiday Blackout - December 15 2015 to January 5 2016. All changes to reservations including cancellations require

Mr Peter Mackinnon

Room Number: 1206
 Arrival Date: 11-15-15
 Departure Date: 11-18-15
 Page No: 1 of 2

Guest Name:

INFORMATION INVOICE

Folio No:

Date	Description	Charges	Credits
			11-18-15
11-15-15	Room Revenue		
11-15-15	Destination Marketing Fee - 3%	160.00	
11-15-15	Tourism Levy - 4%	4.80	
11-15-15	Room GST - 5%	6.59	
11-16-15	Room Revenue	8.24	
11-16-15	Destination Marketing Fee - 3%	160.00	
11-16-15	Tourism Levy - 4%	4.80	
11-16-15	Room GST - 5%	6.59	
11-17-15	Room Service	8.24	
11-17-15	Room Revenue	5.00	
11-17-15	Destination Marketing Fee - 3%	160.00	
11-17-15	Tourism Levy - 4%	4.80	
11-17-15	Room GST - 5%	6.59	
11-18-15	Visa	8.24	
			543.89

Room# 1206 : CHECK# 1890

Mr Peter Mackinnon

Room Number: 1206
Arrival Date: 11-15-15
Departure Date: 11-18-15
Page No: 2 of 2

Guest Name:

INFORMATION INVOICE

Folio No:

Date	Description	Charges	Credits
	Total	543.89	543.89
	Balance	0.00	

11-18-15

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



DELTA
BOW VALLEY

209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6
Tel: 403-266-1980 Fax: 403-205-5460

Mr Peter Mackinnon

Room: 1501
Folio: 12637
Cashier: 5
Arrival: 11-18-15
Departure: 11-20-15

Date	Description	Additional Information	Charges	Credits
11-18-15	Room Charge		225.00	
11-18-15	Destination Marketing Fee (DMF)		6.75	
11-18-15	Rooms - Federal Tax - GST		11.59	
11-18-15	Tourism Levy		9.27	
11-19-15	Room Charge		225.00	
11-19-15	Destination Marketing Fee (DMF)		6.75	
11-19-15	Rooms - Federal Tax - GST		11.59	
11-19-15	Tourism Levy		9.27	
11-20-15	Visa			505.22
			Total	505.22
			Balance Due	0.00 CDN

GST Summary

Registration No: 826085417

Room 23.18

F&B 0.00

Other 32.04

Total 55.22

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.



Mr Peter Mackinnon
1 University Dr
Athabasca T9S 3A3
Canada

Room Number: 1514
Arrival Date: 11-22-15
Departure Date: 11-27-15
Page No: 1 of 2

INFORMATION INVOICE

Folio No:

12-08-15

Date	Description	Charges	Credits
11-22-15	Room Revenue		
11-22-15	Destination Marketing Fee - 3%	160.00	
11-22-15	Tourism Levy - 4%	4.80	
11-22-15	Room GST - 5%	6.59	
11-23-15	Room Revenue	8.24	
11-23-15	Destination Marketing Fee - 3%	160.00	
11-23-15	Tourism Levy - 4%	4.80	
11-23-15	Room GST - 5%	6.59	
11-24-15	Room Revenue	8.24	
11-24-15	Destination Marketing Fee - 3%	160.00	
11-24-15	Tourism Levy - 4%	4.80	
11-24-15	Room GST - 5%	6.59	
11-25-15	Room Revenue	8.24	
11-25-15	Destination Marketing Fee - 3%	160.00	
11-25-15	Tourism Levy - 4%	4.80	
11-25-15	Room GST - 5%	6.59	
11-26-15	Room Revenue	8.24	
11-26-15	Destination Marketing Fee - 3%	160.00	
11-26-15	Tourism Levy - 4%	4.80	
11-26-15	Room GST - 5%	6.59	
11-27-15	Visa	8.24	
			898.15



Mr Peter Mackinnon
1 University Dr
Athabasca T9S 3A3
Canada

Room Number: 1514
Arrival Date: 11-22-15
Departure Date: 11-27-15
Page No: 2 of 2

Guest Name: _____

INFORMATION INVOICE

Folio No:

12-08-15

Date	Description	Charges	Credits
	Total	898.15	898.15
	Balance	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

Invoice

12/7/2015, 10:52:28 AM

From: itinerary@redarrow.ca
 To: gaib@athabascau.ca



Invoice

Date: 2015-12-07

Bill To:

PETER MACKINNON
 1 UNIVERSITY DR
 ATHABASCA, ABT9S 3A3

You can reach us at:

Lethbridge

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1478848	2015-12-07	354439	-	-	2015-12-10	2015-12-10	-	HOLLY

Travellers:

MACKINNON/PETER

Product	Details	Duration	Price Basis	Qty	Each	Billed
EDMCAL 15:30 YYC Assigned to: 04A	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-12-10 at 15:30 Arrives Calgary (CALTO / Calgary Ticket Office) 2015-12-10 at 19:35	4 hrs 5 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2015-12-07	customer: PETER MACKINNON		74.00 CAD

Base Price: 70.48 CAD
 Discounts: 0.00 CAD
 Service Charges: 0.00 CAD
 GST: 3.52 CAD
 Invoice Total: 74.00 CAD
 Commission: 0.00 CAD
 Received: 74.00 CAD
 Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

Holiday Blackout - December 15 2015 to January 5 2016. All changes to reservations including cancellations require

Mr Peter Mackinnon
1 University Dr
Athabasca T9S 3A3
Canada

Room Number: 1411
Arrival Date: 12-08-15
Departure Date: 12-10-15
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

12-10-15

Date	Description	Charges	Credits
12-08-15	Room Revenue	160.00	
12-08-15	Destination Marketing Fee - 3%	4.80	
12-08-15	Tourism Levy - 4%	6.59	
12-08-15	Room GST - 5%	8.24	
12-09-15	Room Revenue	160.00	
12-09-15	Destination Marketing Fee - 3%	4.80	
12-09-15	Tourism Levy - 4%	6.59	
12-09-15	Room GST - 5%	8.24	
12-10-15	Visa		359.26
Total		359.26	359.26
Balance		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



DELTA

BOW VALLEY

209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6
 Tel: 403-266-1980 Fax: 403-205-5460

CAUBO CDN ASSOC OF UNIVERSITIES
 Mr Peter Mackinnon

Canada

Room: 1903
 Folio:
 Cashier: 195
 Arrival: 12-10-15
 Departure: 12-11-15

Date	Description	Additional Information	Charges	Credits
12-10-15	Room Charge		199.00	
12-10-15	Destination Marketing Fee (DMF)		5.97	
12-10-15	Rooms - Federal Tax - GST		10.25	
12-10-15	Tourism Levy		8.20	
12-11-15	Visa			223.42

Total	223.42	223.42
Balance Due	0.00	CDN

GST Summary

Registration No: 826085417
 Room 10.25
 F&B 0.00
 Other 0.00
Total 10.25

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.