ATHABASCA UNIVERSITY EXECUTIVE EXPENSE REPORT

Dr. Cindy Ives Interim Vice President, Academic April 1, 2017 to May 31, 2017

1) Travel expenses

- * "Transportation" incudes 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
Mar 15 - 16, 2017	Edmonton	Business Meetings	153.60	179.63	25.00	_	_	_	358.23
Mar 21 - 30, 2017	Calgary	Business Meetings	427.20	1,580.38	225.00		34.05	_	2,266.63
Apr 18 - 21, 2017	Edmonton	Business Meetings	153.60	538.89	105.00		75.89		873.38
May 4 - 5, 2017	Edmonton	Business Meetings	153.60	179.63	103.00		-		333.23
			\$ 888.00				\$ 109.94		\$ 3,831.47

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



Room Number:

1504

Arrival Date:

Page No:

03-15-17

Departure Date:

03-16-17

1 of 1

Guest Name:

INVOICE

Folio No: 277702

03-16-17

Date	Description		Charges	Credits
03-15-17	Room Revenue		160.00	
03-15-17	Destination Marketing Fee - 3%		4.80	
03-15-17	Tourism Levy - 4%		6.59	
03-15-17	Room GST - 5%		8.24	
03-16-17	Visa			179.63
		Total	179.63	179.63
		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. #105631154 RT 0008



Room Number:

Departure Date:

1601

Arrival Date:

03-21-17

Page No:

03-23-17 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

03-23-17

Date	Description		Charges	Credits
03-21-17	Room Revenue		160.00	
03-21-17	Destination Marketing Fee - 3%		4.80	
03-21-17	Tourism Levy - 4%		6.59	
03-21-17	Room GST - 5%		8.24	
03-22-17	Room Revenue		160.00	
03-22-17	Destination Marketing Fee - 3%		4.80	
03-22-17	Tourism Levy - 4%		6.59	
03-22-17	Room GST - 5%		8.24	
03-23-17	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. #105631154 RT 0008

.00



706 Room GQ Type	IVES/CINDY Name		179.00 03/25/17 Rate Depart 03/23/17 Arrive	Time	2130 984 ACCT# GROUP
22 Room Clerk	ASK ASK ASK Address	AB ASK	Payment		RWD#:
03/23 03/23 03/23 03/24 03/24 03/24	ROOM DMF GST TRSM LEV ROOM DMF GST TRSM LEV CCARD-VS	706, 1 706, 1 706, 1 706, 1 706, 1 706, 1 706, 1 706, 1		1.92	BALANCE DUE .

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:
SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM



Hyatt Regency Calgary 700 Centre Street SE Calgary, AB T2G 5P6 Ph: 403-717-1234 Fax: 403-537-4444

INVOICE

Payee Cindy Ives

Confirmation No.

Group Name

Date

Room No.

1923

Arrival

03-25-17

Departure

03-28-17

Page No.

1 of 1

Folio Window 1

645985

3914270101

Description

Folio No.

Charges Credits

·							10000000	
03-26-17 03-26-17	Accommodation DMF 3.0%						170.10 5.10	
03-26-17	Alberta Room Tax 4.0%						7.01	
03-26-17	Room - GST 5.0%						8.76	
03-26-17	Parking Valet						39.00	
03-27-17	Accommodation						170.10	
03-27-17	DMF 3.0%						5.10	
03-27-17	Alberta Room Tax 4.0%						7.01	
03-27-17	Room - GST 5.0%						8.76	
03-27-17 03-28-17	Parking Valet Visa	(000				39.00	708.80
	visa 				0 •	*	:	700.00
		Tot			170 - 1		708.80	708.80
					170 • 1	, 1	-	
Guest Signatur	e	Bal			5 • 1	+	0.00	
	ility for this bill is not waived and I agree			-	7.01	+		
	ly liable in the event that the indicated rassociation fails to pay for any part or				8 • 76	+	YOUR STAY WITH US!	
the full amount of th		Tha			39 •	+	y. Your feedback is very impo	ortant to us.
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THINKS IN FEMALES OF MOUDLE

HOUSE 10130 107TH ST. EDMONTON AB

CARD *************6766
CARD TYPE VISA
DATE 2017/03/29
TIME 3382 13:24:42

RECEIPT NUMBER

C82025923-001-124-015-0

PURCHASE

AMOUNT \$29.61 TIP \$4.44 TOTAL

\$34.05

VISA A0000000031010 B69B30B9D8581381 0080008000-E800 521965CCF92A2108 0080008000-F800

APPROVED

AUTH# 032674 THANK YOU 01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS



Room Number:

1405

Arrival Date:

03-28-17

Departure Date:

04-01-17

Page No:

1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

04-01-17

Date	Description		Charges	Credits
03-28-17	Room Revenue		160.00	
03-28-17	Destination Marketing Fee - 3%		4.80	
03-28-17	Tourism Levy - 4%		6.59	
03-28-17	Room GST - 5%		8.24	
03-29-17	Room Revenue		160.00	
03-29-17	Destination Marketing Fee - 3%		4.80	
03-29-17	Tourism Levy - 4%		6.59	
03-29-17	Room GST - 5%		8.24	
04-01-17	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. #105631154 RT 0008

Allegro Italian Kitchen 10011-109th Street Edmonton, Alberta 780-424-6644

Your GST# 896140894

121 JENNA	
Check: 1697 Table: 99-1 04/20/2017 12:10PM	Guests: 1
1 PASTA SPECIAL 3 1/2 AFFUMICATO	21.00 41.85
Subtota1	62.85

Please Pay Server

3.14

\$65.99

G.S.T.

Total Due

ALLEGRO ITALIAN KITCHEN 10011 109 STREET EDMONTON AB

CARD *	************6766
CARD TYPE	VISA
DATE	2017/04/20
TIME	1643 14:54:24
RECEIPT N	IUMBER
C8200560	8-001-193-007-0
PURCHASE	
AMOUNT	\$65.99
TIP	\$9.90
TOTAL	

\$75.89

VISA A0000000031010 0A434CCB4804DFCB 0080008000-E800 31E03C3DF4F807D9 0080008000-F800

APPROVED

AUTH# 027211 THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS



Room Number:

1416

Arrival Date:

04-18-17

Departure Date: Page No:

04-21-17 1 of 2

Guest Name:

INFORMATION INVOICE

Folio No: 280711



04-21-17

Date	Description	Charges Credits
04-18-17	Room Revenue	160.00
04-18-17	Destination Marketing Fee - 3%	4.80
04-18-17	Tourism Levy - 4%	6.59
04-18-17	Room GST - 5%	8.24
04-19-17	Room Revenue	160.00
04-19-17	Destination Marketing Fee - 3%	4.80
04-19-17	Tourism Levy - 4%	6.59
04-19-17	Room GST - 5%	8.24
04-20-17	Room Revenue	160.00
04-20-17	Destination Marketing Fee - 3%	4.80
04-20-17	Tourism Levy - 4%	6.59
04-20-17	Room GST - 5%	8.24
04-21-17	Visa	538.89



Room Number:

1416

Arrival Date:

04-18-17

Departure Date:

04-21-17

Page No:

2 of 2

Guest Name:

INFORMATION INVOICE

Folio No: 280711

04-21-17

Date	Description		Charges	Credits
		Total	538.89	538.89
		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. #105631154 RT 0008



Room Number:

1602

Arrival Date:

05-04-17

Departure Date: Page No:

05-05-17 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No: 281950

05-09-17

Date	Description		Charges	Credits
05-04-17	Room Revenue		160.00	
05-04-17	Destination Marketing Fee - 3%		4.80	
05-04-17	Tourism Levy - 4%		6.59	
05-04-17	Room GST - 5%		8.24	
05-05-17	Visa			179.63
		Total	179.63	179.63
		Balance	0.00	

RECEIVED

MAY 1 2 2017

LINUMAE

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. #105631154 RT 0008