

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Estelle Lo
Vice President, Finance and Administration
December 1, 2016 to January 31, 2017

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
Oct 5 - 6, 2016	Edmonton	Business Meetings	153.60	271.76	25.00	-	-	-	450.36
Oct 31, 2016	Athabasca	Business Meetings	-	-	-	-	152.88	-	152.88
Oct 19 - 21, 2016	Edmonton	Business Meetings	153.60	424.38	25.00	-	-	-	602.98
			\$ 307.20	\$ 696.14	\$ 50.00	\$ -	\$ 152.88	\$ -	\$ 1,206.22

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
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454

Estelle Ld
 Caubo Edmon

WESTIN®

HOTELS & RESORTS

Page Number : 1 Invoice Nbr : 27715689
 Guest Number : 1096055
 Folio ID : A
 Arrive Date : 05-OCT-16 18:51
 Depart Date : 06-OCT-16 13:01
 No. Of Guest : 1
 Room Number : 649
 Club Account :

Information Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton 06-OCT-16 03:41 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
05-OCT-16	RT649	Room Charge	214.00	
05-OCT-16	RT649	GST	11.02	
05-OCT-16	RT649	Destination Marketing Fee	6.42	
05-OCT-16	RT649	Tourism Levy	8.82	
05-OCT-16	RT649	Parking Self	30.00	
05-OCT-16	RT649	GST	1.50	
06-OCT-16	AX	American Express		-271.76
		** Total	271.76	-271.76
		*** Balance	0.00	

Continued on the next page

DATE	SERVER	TABLE NO.	PERSONS	CHECK NO.
Stacie		112		50513
FOOD				AMOUNT
10- Chk Salad / Gr Salad				13.00
10- Parm / Coors				13.00
BEVERAGE				
Cof				2.50
Cof				2.50
H2O				
G.S.T.				
PROV TAX				
TOTAL				

49TH STREET GRILL
4901 49 ST
ATHABASCA AB

CARD *****1004
CARD TYPE AMEX
DATE 2016/10/31
TIME 4492 14:45:58
RECEIPT NUMBER
C84118624-001-199-017-0

PURCHASE
AMOUNT \$32.55
TIP \$4.00
TOTAL

\$36.55

AMERICAN EXPRESS
A000000025010801
951B4DC93395FAEB
0000008000-E800
A67CA69A5F0E6524
0000008000-F800

APPROVED

AUTH# 862970 00-025
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GUEST RECEIPT
49th Street Grill
4901 - 49 Street
Athabasca, AB T9S 1C5
GST# 889187225 RT0001

50513

DATE
20

\$

DATE	SERVER	TABLE NO.	PERSONS	CHECK NO.
				49265
FOOD				AMOUNT
Greek Salad				150
Salmon/R				240
1/2 Bread/Salad				250
Chicken/Cash/Rice				290

BEVERAGE				
Water				
Sprite				350
G.S.T.				
PROV TAX				
TOTAL				

49TH STREET GRILL
4901 49 ST
ATHABASCA AB

CARD *****1004
CARD TYPE AMEX
DATE 2016/10/31
TIME 7:17:53:07
RECEIPT NUMBER
C84118624-001-199-042-0

PURCHASE AMOUNT \$101.33
TIP \$15.00 ✓
TOTAL

\$116.33

AMERICAN EXPRESS
A00000025010801
865B3FBD3053DB76
000008000-E800
2DCB7B2BAB5206DB
000008000-F800

APPROVED

AUTH# 879614 00-025
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
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GUEST RECEIPT
49th Street Grill
4901 - 49 Street
Athabasca, AB T9S 1C5
GST# 889187225 RT0001

49265

DATE	
	20
\$	

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WESTIN®

HOTELS & RESORTS

Estelle Lo
 Caubo

Page Number : 1 Invoice Nbr : 27719687
 Guest Number : 1090855
 Folio ID : A
 Arrive Date : 19-OCT-16 13:27
 Depart Date : 21-OCT-16 14:29
 No. Of Guest : 2
 Room Number : 1249
 Club Account :

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton 21-OCT-16 14:40

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-OCT-16	RT1249	Room Charge	189.00	
19-OCT-16	RT1249	GST	9.73	
19-OCT-16	RT1249	Destination Marketing Fee	5.67	
19-OCT-16	RT1249	Tourism Levy	7.79	
20-OCT-16	RT1249	Room Charge	189.00	
20-OCT-16	RT1249	GST	9.73	
20-OCT-16	RT1249	Destination Marketing Fee	5.67	
20-OCT-16	RT1249	Tourism Levy	7.79	
21-OCT-16	AX	American Express		-424.38
** Total			424.38	-424.38
*** Balance			0.00	

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