## ATHABASCA UNIVERSITY EXECUTIVE EXPENSE REPORT

Estelle Lo Vice President, Finance and Administration December 1, 2016 to January 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
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 La Caubo Edmon

# WESTIN

#### HOTELS & RESORTS

Page Number

Invoice Nbr

: 27715689

Guest Number Folio ID

1096055

Arrive Date

05-OCT-16 06-OCT-16 18:51 13:01

Depart Date 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	

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	G	ST# 88918	7225 RT000	)[	\$			

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

\$36.55

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

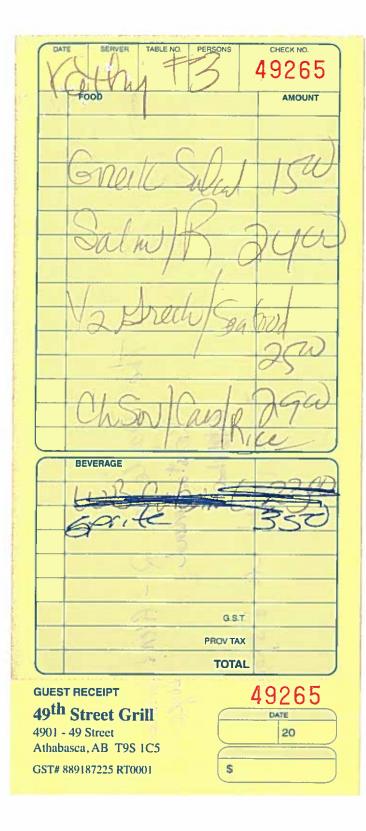
### **APPROVED**

AUTH# 862970 THANK YOU

00-025

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



49TH STREET GRILL 4901 49 ST ATHABASCA

\*\*\*\*\*\*\*\*\*\*\*\*1004 CARD CARD TYPE AMEX

DATE 2016/10/31 7175 19:53:07 TIME RECEIPT NUMBER

C84118624-001-199-042-0

**PURCHASE** AMOUNT TIP TOTAL

\$101.33 \$15.00 🗸

\$116.33

AMERICAN EXPRESS A000000025010801 865B3FBD3053DB76 0000008000-E800 2DCB7B2BAB5206DB 0000008000-F800

## **APPROVED**

AUTH# 879614

00-025

THANK YOU

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

WESTIN

HOTELS & RESORTS

Estelle Lo

Page Number

Invoice Nbr

: 27719687

Caubo

Guest Number

1090855

Folio ID

13:27

Arrive Date Depart Date 19-OCT-16 21-OCT-16

14:29

No. Of Guest

1249

Room Number

Club Account

Tax Invoice

Tax ID: 815461330RT0001 The Westin Edmonton, 21-OCT-16, 14:40

The Westin	umonion 21-0	JC1-16 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	
0-OCT-16	RT1249	GST	9.73	
0-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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