

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Estelle Lo
Vice President, Finance and Administration
October 1, 2017 to November 30, 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
Aug 29 - 31, 2017	Edmonton	Business Meetings	153.60	442.36	50.00	50.35	118.48	-	814.79
Sep 6 - 8, 2017	Edmonton	Business Meetings	153.60	442.36	50.00	-	-	-	645.96
Sep 14 - 16, 2017	Edmonton	Business Meetings	153.60	-	-	-	-	-	153.60
Sep 19 - 21, 2017	Edmonton	Business Meetings	-	252.68	-	-	152.00	-	404.68
Oct 5, 2017	N/A	Business Meetings	-	-	-	43.05	-	-	43.05
Sep 26 - 28, 2017	Edmonton	Business Meetings	153.60	505.36	50.00	-	-	-	708.96
Oct 5, 2017	Edmonton	Business Meetings	153.60	-	-	-	45.35	-	198.95
Oct 19 - 20, 2017	Edmonton	Business Meetings	163.00	252.68	-	315.00	-	-	730.68
Oct 23 - 24, 2017	Edmonton	Business Meetings	153.60	221.18	-	-	-	-	374.78
			\$ 1,084.60	\$ 2,116.62	\$ 150.00	\$ 408.40	\$ 315.83	\$ -	\$ 4,075.45

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>

49TH STREET Gi
4901 49 ST
ATHABASCA AB

CARD
CARD TYPE
DATE 2017/08/10
TIME 2451 12:34:44
RECEIPT NUMBER
C84118624-001-479-002-0

PURCHASE
AMOUNT \$104.48 ✓
TIP ✓ \$14.00 ✓
TOTAL

\$118.48 ✓

A000000025010801
5B9C4804D7959E00
0000008000-E800
477EBA269C137401
0000008000-F800

APPROVED

AUTH# 800003 00-025
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Estelle Lo
 Caubo

Page Number : 1 Invoice Nbr : 27777659
 Guest Number : 1179266
 Folio ID : A
 Arrive Date : 29-AUG-17 17:00
 Depart Date : 30-AUG-17 15:41
 No. Of Guest : 1
 Room Number : 1243
 Club Account :

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton AUG-30-2017 15:50 A0063385

Date	Reference	Description	Charges (CAD)	Credits (CAD)
29-AUG-17	RT1243	Room Charge	197.00	
29-AUG-17	RT1243	GST	10.15	
29-AUG-17	RT1243	Destination Marketing Fee	5.91	
29-AUG-17	RT1243	Tourism Levy	8.12	
30-AUG-17				-221.18

Approve EMV Receipt for PIN Verified
 TC:C9E4B880D87C22BB TVR:0000008000 AID:A000000025010801
 Application Label:

** Total 221.18 -221.18 ✓
 *** Balance 0.00

BETTER BALANCE - The soothing scent of White Tea revitalizes and uplifts from the moment you step through our doors. Enhance any environment by taking our signature scent home with you. Learn more at westin.com/store

Continued on the next page

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Estelle Lo

Page Number : 1 Invoice Nbr : 27777817
 Guest Number : 1180382
 Folio ID : A
 Arrive Date : 30-AUG-17 15:42
 Depart Date : 31-AUG-17 15:25
 No. Of Guest : 1
 Room Number : 1243
 Club Account :

Copy Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton SEP-03-2017 12:42 JACKKIA

Date	Reference	Description	Charges (CAD)	Credits (CAD)
30-AUG-17	RT1243	Room Charge	197.00	
30-AUG-17	RT1243	GST	10.15	
30-AUG-17	RT1243	Destination Marketing Fee	5.91	
30-AUG-17	RT1243	Tourism Levy	8.12	
31-AUG-17				-221.18
** Total			221.18	-221.18
*** Balance			0.00	

STAY LONGER - Enjoy more time to explore your destination with the benefits of Westin Weekend, from extended breakfast hours to late Sunday checkouts. Book your next Westin Weekend at westin.com/weekend

Continued on the next page

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Estelle Lo

Page Number : 1 Invoice Nbr : 27779161
 Guest Number : 1177455
 Folio ID : A
 Arrive Date : 06-SEP-17 18:29
 Depart Date : 07-SEP-17 14:40
 No. Of Guest : 1
 Room Number : 949
 Club Account :

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton SEP-07-2017 14:50 A0029386

Date	Reference	Description	Charges (CAD)	Credits (CAD)
06-SEP-17	RT949	Room Charge	197.00	
06-SEP-17	RT949	GST	10.15	
06-SEP-17	RT949	Destination Marketing Fee	5.91	
06-SEP-17	RT949	Tourism Levy	8.12	
07-SEP-17				-221.18

Approve EMV Receipt for : PIN Verified
 TC:FAD03A78CC6738B0 TVR:0000008000 AID:A000000025010801
 Application Label:

** Total 221.18 -221.18
 *** Balance 0.00

REST EASY - Nothing recharges mind and body like sound sleep. Experience superior rest at home with the Westin Heavenly(R) Bed, a revitalizing retreat for the sleep of your dreams. Learn more at westin.com/store

Continued on the next page

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Estelle Lo

Page Number : 1 Invoice Nbr : 27779245
 Guest Number : 1184179
 Folio ID : A
 Arrive Date : 07-SEP-17 14:40
 Depart Date : 08-SEP-17 15:18
 No. Of Guest : 1
 Room Number : 949
 Club Account :

Copy Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton SEP-10-2017 14:01 A0048914

Date	Reference	Description	Charges (CAD)	Credits (CAD)
07-SEP-17	RT949	Room Charge	197.00	
07-SEP-17	RT949	GST	10.15	
07-SEP-17	RT949	Destination Marketing Fee	5.91	
07-SEP-17	RT949	Tourism Levy	8.12	
08-SEP-17				-221.18
		** Total	221.18	-221.18
		*** Balance	0.00	

REST EASY - Nothing recharges mind and body like sound sleep. Experience superior rest at home with the Westin Heavenly(R) Bed, a revitalizing retreat for the sleep of your dreams. Learn more at westin.com/store

Continued on the next page

49TH STREET GRILL
 4901 49 ST
 ATHABASCA AB

Merci
 Thank You

CARD
 CARD TYPE
 DATE 2017/09/18
 TIME 8882 19:27:12
 RECEIPT NUMBER
 C84118624-001-523-031-0

PURCHASE
 AMOUNT \$80.85 ✓
 TIP ✓ \$10.15 ✓
 TOTAL
 \$91.00 ✓

A000000025010801
 79BE1138AF7CB51A
 0000008000-E800
 9FDC1928968C6FD0
 0000008000-F800

APPROVED

AUTH# 860990 00-025
 THANK YOU

VERIFIED BY PIN

MERCHANT COPY

GST/TPS#:

Date	Montant Amount	Personnes Guests	Serveur(euse) Server	4397885
------	-------------------	---------------------	-------------------------	---------

APPT-SOUP/SAL-ENTREE-VEG/POT-DESSERT-BEV

APPT-SOUP/SAL	ENTREE	VEG	POT	DESSERT	BEV
TO GO					
	ca.		3		2
	ca.		3		1
6	MR		25		-
	mes				
	1/2 Gr Rib		28		-
	1/2 BBQ Rib		18		-
			77		-
	REPAS				
	FOOD TOTAL		25.98		
	GST/TPS		3.85		
	SOMME PARTIELLE		80.85		
	SUBTOTAL		80.85		
	PST/TVP				
	TOTAL				

Hy pax... HP-GC23617-5C

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Estelle Lo
 Caubo

Page Number : 1 Invoice Nbr : 27781877
 Guest Number : 1184180
 Folio ID : A
 Arrive Date : 20-SEP-17 21:38
 Depart Date : 21-SEP-17 09:25
 No. Of Guest : 1
 Room Number : 1041

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton SEP-21-2017 09:30 BRADSMO

Date	Reference	Description	Charges (CAD)	Credits (CAD)
20-SEP-17	RT1041	Room Charge	197.00	
20-SEP-17	RT1041	GST	10.15	
20-SEP-17	RT1041	Destination Marketing Fee	5.91	
20-SEP-17	RT1041	Tourism Levy	8.12	
20-SEP-17	RT1041	Parking Self	30.00	
20-SEP-17	RT1041	GST	1.50	
21-SEP-17				-252.68

Approve EMV Receipt for PIN Verified
 TC:CCC56F6DF2EF291E TVR:0000008000 AID:A000000025010801
 Application Label:

** Total 252.68 -252.68 ✓
 *** Balance 0.00

49th STREET GRILL
 4901 49 ST
 ATHABASCA AB

CARD
 CARD TYPE
 DATE 2017/09/25
 TIME 5674 13:44:29
 RECEIPT NUMBER
 C84118624-001-529-011-0

PURCHASE
 AMOUNT \$54.60 ✓
 TIP ✓ \$6.40 ✓
 TOTAL

\$61.00 ✓

A000000025010801
 B885287B6FE845E1
 0000008000-E800
 50C4A51D2CC030FF
 0000008000-F800

APPROVED

AUTH# 846501 00-025
 THANK YOU

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DATE	SERVER	TABLE NO.	PERSONS	CHECK NO.
				81192
FOOD				AMOUNT
Wch 500 / Gr				1300
TAL				200
Wch 500 / Gr				1300
TAL				200
Wclassico / Toss				1400
B				
1400				
BEVERAGE				
Toffee				800
G.S.T.				
PROV TAX				
TOTAL				

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

81192
 DATE
 Sept 25 2017
 \$ 54.60 ✓

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Estelle Lo
 Caubo

Page Number : 1 Invoice Nbr : 27783519
 Guest Number : 1187182
 Folio ID : A
 Arrive Date : 26-SEP-17 18:20
 Depart Date : 28-SEP-17 09:06
 No. Of Guest : 1
 Room Number : 1048

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton SEP-28-2017 09:10 A0048914

Date	Reference	Description	Charges (CAD)	Credits (CAD)
26-SEP-17	RT1048	Room Charge	197.00	
26-SEP-17	RT1048	GST	10.15	
26-SEP-17	RT1048	Destination Marketing Fee	5.91	
26-SEP-17	RT1048	Tourism Levy	8.12	
26-SEP-17	RT1048	Parking Self	30.00	
26-SEP-17	RT1048	GST	1.50	
27-SEP-17	RT1048	Room Charge	197.00	
27-SEP-17	RT1048	GST	10.15	
27-SEP-17	RT1048	Destination Marketing Fee	5.91	
27-SEP-17	RT1048	Tourism Levy	8.12	
27-SEP-17	RT1048	Parking Self	30.00	
27-SEP-17	RT1048	GST	1.50	
28-SEP-17				-505.36

Approve EMV Receipt for
 TC:D0EFB86E225FB548 TVR:0000008000 AID:A000000025010801
 Application Label:

ALLEGRO ITALIAN KITCHEN
10011 109 STREET
EDMONTON AB

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

Your GST# 896140894

CARD *****
CARD TYPE
DATE 2017/10/05
TIME 9536 15:01:11
RECEIPT NUMBER
C82005608-001-363-013-0

66 NORMAN

Check: 1100 Guests: 1
Table: 4-1

10/05/2017 11:56AM

PURCHASE
AMOUNT \$39.85
TIP \$5.50
TOTAL

1590 L

\$45.35

1 INSALATA SALMONE 20.00
1 ZITTI CON POLLO 17.95

Subtotal 37.95
G.S.T. 1.90

Total Due \$39.85

Please Pay Server

000000025010801
40299FD22791B30
000008000-E800
ED6D1E029737DE8
000008000-F800

APPROVED

AUTH# 841616 00-025
THANK YOU

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Council of Western Financial Logistical and Operational Personnel (COWFLOP)

General Options

Name:
Estelle Lo

Title:
Vice President, Finance and Administration

Company:
Athabasca University

Address:
University Drive
Athabasca, Alberta T9S 3A3
Canada

Number of People Registered:
1

Confirmation Number:
F3NRH36LY9G (needed to modify your registration)

Event Title:
Council of Western Financial Logistical and Operational Personnel (COWFLOP)

Location:
MacEwen University -Conference Centre - Allard Hall (11-204)
11110 - 104 Avenue
Edmonton
Edmonton, Alberta T5K 1M9
Canada

Phone:
7806333621

Date:
10/19/2017

Time:
12:00 PM

Current Registration Details

Estelle Lo

Agenda Items

Registration Item	Cost
Event Registration	CAD \$ 300.00

Additional Fees

Taxes

Tax Name	Tax Amount
GST	CAD \$ 15.00

Order Summaries

Order

Date	Type	Amt. Ordered	Amt. Paid	Amt. Due
09/13/2017 5:34 PM MT	online order	CAD \$ 315.00	CAD \$ 315.00	CAD \$ 0.00
Total:		CAD \$ 315.00	CAD \$ 315.00	CAD \$ 0.00

Payment Details

Details

Date	Type	Reference #	Amt. Paid
09/13/2017	Visa	1697	CAD \$ 315.00

GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD *****
CARD TYPE
DATE 2017/10/19
TIME 1194 14:09:24
INVOICE # 458805
RECEIPT NUMBER
C85011176-001-001-250-0

PURCHASE
TOTAL

\$9.40

A000000025010801
27E1FD2B2B5D1CAB
000008000-E800
6B862A954D5FDBA9
000008000-F800

APPROVED

AUTH# 868651 00-025
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YELLOW CAB 780.462.3456
BARREL TAXI 780.489.7777
EDMTAXI.COM
GST 100403070

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Estelle Lo
 Caubo

Page Number : 1 Invoice Nbr : 27788207
 Guest Number : 1169236
 Folio ID : A
 Arrive Date : 19-OCT-17 13:47
 Depart Date : 20-OCT-17 13:14
 No. Of Guest : 1
 Room Number : 949
 Club Account :

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton OCT-20-2017 13:20 A0065545

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-OCT-17	RT949	Room Charge	197.00	
19-OCT-17	RT949	GST	10.15	
19-OCT-17	RT949	Destination Marketing Fee	5.91	
19-OCT-17	RT949	Tourism Levy	8.12	
19-OCT-17	RT949	Parking Self	30.00	
19-OCT-17	RT949	GST	1.50	
20-OCT-17				-252.68

Approve EMV Receipt for : PIN Verified
 TC:FF45C05C024B217A TVR:0000008000 AID:A000000025010801
 Application Label:

** Total 252.68
 *** Balance 0.00

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Estelle Lo
 Caubo

Page Number : 1 Invoice Nbr : 27789019
 Guest Number : 1193998
 Folio ID : A
 Arrive Date : 23-OCT-17 20:20
 Depart Date : 24-OCT-17 07:48
 No. Of Guest : 1
 Room Number : 1049
 Club Account :

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton OCT-24-2017 07:50 LUKERAT

Date	Reference	Description	Charges (CAD)	Credits (CAD)
23-OCT-17	RT1049	Room Charge	197.00	
23-OCT-17	RT1049	GST	10.15	
23-OCT-17	RT1049	Destination Marketing Fee	5.91	
23-OCT-17	RT1049	Tourism Levy	8.12	
24-OCT-17				-221.18

Approve EMV Receipt for PIN Verified
 TC:5FEBA9907EB0850F TVR:0000008000 AID:A000000025010801
 Application Label:

** Total 221.18 -221.18 ✓
 *** Balance 0.00

KIDS EAT WELL AT WESTIN - Discover kids' meals that are as delicious as they are nutritious with the Westin Eat Well Menu for Kids, developed with Superchefs(TM) to make kids and parents happy. Learn more at westin.com/eatwell

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