ATHABASCA UNIVERSITY EXECUTIVE EXPENSE REPORT

David Head Interim Vice President, Finance and Administration August 1, 2018 to September 30, 2018

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
Aug 15 - 16, 2018	Edmonton	Business Meetings	153.60	25.00	50.00	_	_	_	228.60
Aug 23 - 24, 2018	Edmonton	Business Meetings							
Aug 19 - 20, 2018	Edmonton	Business Meetings	153.60	25.00	50.00	-	-	-	228.60
		203.11.233	153.60	25.00	50.00	-	-	-	228.60
Sept 4, 2018	Athabasca	Business Meetings	_	_	_	_	50.72	_	50.72
			\$ 460.80	\$ 75.00	\$ 150.00	\$ -	\$ 50.72	\$ -	\$ 736.52

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

4901 49 ST ATHABASCA AB

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2018/09/04

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RECEIPT NUMBER

C84123801-001-044-009

PURCHASE

AMOUNT

\$4.4 10

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\$6 62

TOTAL

\$50.72

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APPROVED

AUTH# 09363S

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THANK YOU

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IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

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