ATHABASCA UNIVERSITY EXECUTIVE EXPENSE REPORT

Kristine Williamson Vice President University Relations October 1, 2018 to November 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
October 30, 2018	Edmonton	Business Meetings	-	359.26	29.17	-	-	-	388.43
October 6, 2018	N/A	Office Supplies	-	-	-	90.56	-	-	90.56
October 27 - 28, 2018	St. Albert	Business Meetings	306.24	179.63	10.00	-	-	-	495.87
October 30 - 31, 2018	St. Albert	Business Meetings	151.10	_	90.00	10.00	_	-	251.10
			\$ 457.34	\$ 538.89	\$ 129.17	\$ 100.56	\$-	\$-	\$ 1,225.96

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

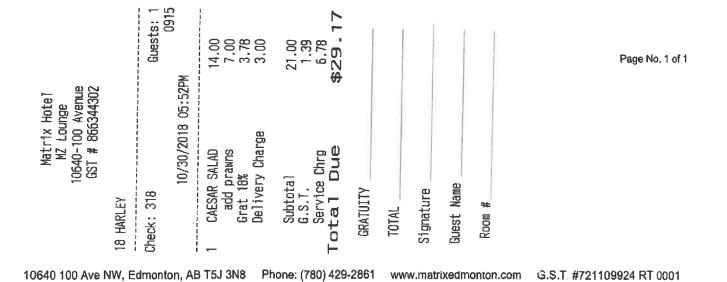


Mrs. Kristine Williamson	Room No.	: 0915
	Arrival	: 10-30-18
Calgary AB	Departure Date	: 11-01-18
Canada	Folio No.	: 5206814
	Conf. No.	: 45054336
Company Name: Athabasca University	P.O. No.	:
Group Name:		

INVOICE

Date	Description	Charges	Credits
10-30-18	Mz. Lounge - Dinner	29.17	
	Room# 0915 : CHECK# 318		
10-30-18	Room Revenue	160.00	
10-30-18	Destination Marketing Fee	4.80	
10-30-18	Room GST	8.24	
10-30-18	Tourism Levy	6,59	
10-31-18	Room Revenue	160.00	
10-31-18	Destination Marketing Fee	4.80	
10-31-18	Room GST	8.24	
10-31-18	Tourism Levy	6.59	
10-31-18			388.43

Total Charges Total Credits	388.43	388.43
Balance		0.00



 STAPLES Canada Store # 62 Calgary, AB T2H2W7 (403) 259-6928 00092 2 006 32961 Sale 0062 10/06/18 12:15 ****** ENTER TO WIN! \$1,000 STAPLES SHOPPING SPREE Staples listens and values your feedback. Tell us how we did today! Visit www.StaplesListens.ca Your Survey Code: Barcode at the bottom Expires: 10/13/2018 ******* 1802706 WIRE FILE BLACK 1 13.29G 718103014601 OMAHA LETTER TROUGH 1 6.99G 095787160627 POP WHT SIL TRAY 1 9.99G 846680024581 FEL: DESIGNER LAPTOP 1 25.99G 043859528066 OB Monitor Stand J 1 29,99G 718103057165 86.25 Subtotal 4.31 GST 5.00% \$90.56 Total 90.56 Visa TRANSACTION RECORD \$90.56 Purchase 03546I Authorization Number 66278943 32961 0010011950 12:14:51 10/06/18 01/027 APPROVED - THANK YOU A000000031010 Thank you for shopping at STAPLES!

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Ms. Kristine Williamson	Room No.	: 0916
	Arrival	: 10-27-18
Canada	Departure Date	: 10-28-18
	Folio No.	: 5678560
	Conf. No.	: 45343684
Company Name:	P.O. No.	:
Group Name:		

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INVOICE

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Date	Description	Charges	Credits
10-27-18	Room Revenue	160.00	
10-27-18	Destination Marketing Fee	4.80	
10-27-18	Room GST	8.24	
10-27-18	Tourism Levy	6.59	
10-27-18			179.63

Balance		0.00
Total Credits		179.63
Total Charges	179.63	

Balance

Page No. 1 of 1