

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Kristine Williamson
Vice President University Relations
February 1, 2019 to March 31, 2019

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

Expenditure Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
January 11 - February 1, 2019	Edmonton, Athabasca	Business Meetings	35.50	1,398.24	-	-	-	-	1,433.74
February 7 - 28, 2019	Edmonton, Athabasca	Business Meetings	874.11	1,285.73	-	454.01	-	-	2,613.85
January 8 - 10, 2019	Edmonton	Business Meetings	436.80	-	115.00	20.00	-	-	571.80
January 15 - 17, 2019	Edmonton	Business Meetings	324.28	-	85.00	20.00	-	-	429.28
January 22 - 24, 2019	Edmonton	Business Meetings	315.54	-	100.00	20.00	-	-	435.54
January 29 - 31, 2019	Edmonton, Athabasca	Business Meetings	484.85	-	100.00	20.00	-	-	604.85
February 5 - 7, 2019	Edmonton, Athabasca	Business Meetings	490.05	-	115.00	20.00	-	-	625.05
February 12 - 13, 2019	Edmonton	Business Meetings	323.65	-	65.00	10.00	-	-	398.65
February 19 - 21, 2019	Edmonton	Business Meetings	334.05	-	115.00	20.00	-	-	469.05
February 25 - 27, 2019	Edmonton, Athabasca	Business Meetings	491.61	-	115.00	20.00	-	-	626.61
March 5 - 18, 2019	Edmonton, Winnipeg	Business Meetings	102.70	505.16	-	-	442.90	-	1,050.76
			\$ 4,213.14	\$ 3,189.13	\$ 810.00	\$ 604.01	\$ 442.90	\$ -	\$ 9,259.18

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>