

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Brian Stewart, Vice President, Information Technology & CIO  
October 1 to November 30, 2012

1) Travel expenses

\* "Transportation" includes airfare, public transportation, taxis, parking, mileage per diem, and fuel

\*\* "Incidentals" includes registration fees, telephone calls, and internet charges

\*\*\* "Recovery" refers to reimbursements from external parties

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality	Recovery ***	Total
Oct 1 to Oct 4	Calgary	CBUC Conference	72.45	534.54	-	551.25	-	-	1,158.24
Oct 27 to Nov 4	Beijing, China	Business meeting at Beijing Normal University	2,006.69	-	-	-	-	-	2,006.69
			<b>\$ 2,079.14</b>	<b>\$ 534.54</b>	<b>\$ -</b>	<b>\$ 551.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,164.93</b>

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>

## CBUC 2012 Conference

### General Options

**Name:** Mr. Brian Stewart  
**Email:** brians@athabascau.ca  
**Job Title:** VP IT and CIO  
**School/Company:** Athabasca University  
**Address:** 1 University Drive  
 Athabasca, Alberta t9s 3a3  
 Canada  
**Number of People Registered:** 1  
**Confirmation Number:** F2NX4GGH3ST (needed to modify your registration)  
**Display Name on Attendees** No  
**Page:**  
**Event Title:** CBUC 2012 Conference  
**Location:** Hyatt Regency Calgary  
 700 Centre Street SE  
 Calgary, AB T2G 5P6  
 Canada  
**Phone:** (403) 717-1234  
**Date:** 10/02/2012  
**Time:** 7:00 AM [Add to my calendar](#)

### Current Registration Details

#### Registration Items

Brian Stewart	CBUC 2012 Conference Registration	Regular Attendee	CAD \$ 525.00
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#### Sessions

Brian Stewart	10/02/2012 10:15 AM	Break (to 10:45 AM)	CAD \$ 0.00
Brian Stewart	10/02/2012 10:45 AM	The Next Generation of Banner Student Registration (STUDENT)	CAD \$ 0.00
Brian Stewart	10/02/2012 11:45 AM	Lunch Keynote Speaker: John Speer (Elucidian)	CAD \$ 0.00
Brian Stewart	10/03/2012 10:15 AM	Break (to 10:45 AM)	CAD \$ 0.00
Brian Stewart	10/03/2012 11:45 AM	LUNCH Keynote Speaker: Todd Hirsch (ATB)	CAD \$ 0.00
Brian Stewart	10/03/2012 3:45 PM	Break (to 4:00 PM)	CAD \$ 0.00
Brian Stewart	10/03/2012 6:30 PM	Dinner and Dance	CAD \$ 0.00
Brian Stewart	10/04/2012 7:30 AM	BREAKFAST Keynote Speaker: Dr. Lance Ford (Cisco)	CAD \$ 0.00
Brian Stewart	10/04/2012 10:15 AM	Tailoring FlexReg (STUDENT)	CAD \$ 0.00

### Additional Fees

#### Taxes

GST	CAD \$ 26.25
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### Order Summaries

Date	Type	Amt Ordered	Amt Paid	Amt Due
09/08/2012 11:35 AM MT	online order	CAD \$ 551.25	CAD \$ 551.25	CAD \$ 0.00
	<b>Total:</b>	<b>CAD \$ 551.25</b>	<b>CAD \$ 551.25</b>	<b>CAD \$ 0.00</b>

### Payment Details

# Hampton Inn & Suites By Hilton Calgary- University Northwest

## Hampton

### Charge Receipt

Guest name	Mr. Brian Stewart
Guest email	On file
Property name and address	Hampton Inn & Suites By Hilton Calgary- University Northwest 2231 Banff Trail, N.W. Calgary, Alberta T2M 4L2 Canada
Reservation Confirmation #	82284448
Rate type	ADVANCE PURCHASE
Arrival Date	Tuesday, 02 Oct 2012
Departure date	Thursday, 04 Oct 2012
Number of rooms	1

Total rate for stay	368.75 CAD
Charged to credit card	*****7837

### Rules & Restrictions

#### Taxes

- 9.00 % per room per night

#### Guarantee Policy

Full prepayment is required for this reservation, your credit card will be charged immediately.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

#### Cancellation Policy

If you cancel for any reason, attempt to modify this reservation, or do not arrive on your specified check-in date, your payment is non-refundable.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

**ADVANCE PURCHASE/NON-REFUNDABLE RATES-** Rules & Restrictions Payments for bookings at Advance Purchase/Non-



Date	Date	Merchant Name	Amount
Sept. 08, 2012	Sept. 10, 2012	SAIT POLYTECHNIC CVENT CALGARY, AB	\$551.25
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

The icons indicate the spend category for each of the transactions. Spend categories are assigned based on where the goods or services were purchased.

To view the transaction totals for each spend category, select "Spend Report".

-  Personal & Household Expenses
-  Retail and Grocery
-  Hotels, Entertainment, and Recreation
-  Health & Education
-  Foreign Currency Transactions
-  Professional and Financial Services
-  Transportation
-  Restaurants
-  Home & Office Improvement
-  Cash Advances and Balance Transfers
-  Other Transactions

+ As of the last statement date.

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MasterCard is a registered trademark of MasterCard International Incorporated

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# Express Travel & Tour Ltd.



EXPRESS TRAVEL & TOUR LTD  
 10155 - 112 STREET  
 EDMONTON, AB T5K 1M1

TELEPHONE: 780 414-1291  
 FAX : 780-423 0222

OFFICE OF THE VICE PRESIDENT  
 ACADEMIC  
 ATHABASCA UNIVERSITY  
 1 UNIVERSITY DRIVE  
 ATHABASCA  
 ALBERTA  
 T9S 3A3

INVOICE 0002039906  
 DATE 13SEPTEMBER12  
 BOOKING REF ZJ5SWD  
 AGENT MS/MS

HAUGHEY/MARGARET DR  
 IVES/CINDY DR  
 STEWART/BRIAN ROBERT MR

SERVICE	DATE	FROM	TO	DEPART	ARRIVE
AIR CANADA AC 239 N ECONOMY	27OCT SATURDAY	EDMONTON AB EDMONTON INTL AIRCRAFT: SEATS 20C/20D/20F CONFIRMED	VANCOUVER BC VANCOUVER INTL EMBRAER 190	1015	1053
AIR CANADA AC 29 E ECONOMY	27OCT SATURDAY	VANCOUVER BC VANCOUVER INTL AIRCRAFT: SEATS 28F/28H/28K CONFIRMED	BEIJING CAPITAL INTL BOEING 767-300/300ER	1325	1610 28OCT
AIR CANADA AC 30 N ECONOMY	04NOV SUNDAY	BEIJING CAPITAL INTL AIRCRAFT: SEATS 25F/25H/25K CONFIRMED	VANCOUVER BC VANCOUVER INTL BOEING 767-300/300ER	1740	1225
AIR CANADA AC 244 H ECONOMY	04NOV SUNDAY	VANCOUVER BC VANCOUVER INTL AIRCRAFT: SEATS 17C/17D/17F CONFIRMED	EDMONTON AB EDMONTON INTL EMBRAER 190	1520	1745
MISCELLANEOUS	09JUN SUNDAY	EDMONTON AB HAVE A SAFE AND WONDERFUL TRIP			

AIR FARE:CAD 2817.00  
 OTHER TAXES: 1184.82  
 GST/HST: 3.75  
 INVOICE TOTAL CAD 4005.57

03

PAYMENT: CHEQUE  
 INVOICE NUMBER 0002039906

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= \$ 1,335.19  
 each



# Express Travel & Tour Ltd.



EXPRESS TRAVEL & TOUR LTD  
 10155 - 112 STREET  
 EDMONTON, AB T5K 1M1

INVOICE 0002039903  
 DATE 13SEPTEMBER12  
 BOOKING REF 6LRGPR  
 AGENT CW/LJ

TELEPHONE: 780 414-1291  
 FAX : 780-423 0222

STEWART/BRIAN ROBERT MR

OFFICE OF THE VICE PRESIDENT  
 ACADEMIC  
 ATHABASCA UNIVERSITY  
 1 UNIVERSITY DRIVE  
 ATHABASCA  
 ALBERTA  
 T9S 3A3

MISCELLANEOUS

14SEP EDMONTON AB  
 FRIDAY AC TKT REFUND RT YEGPEK 27OCT 4NOV INV  
 0002039418 TKT014-2244372086/MARGARET  
 014-2244372087/CINDY 014-2244372088/BRIAN

MISCELLANEOUS

05JUN EDMONTON AB  
 WEDNESDAY HAVE A SAFE AND WONDERFUL TRIP

AC TKT REFUND :		* 47.62
GST :		* 2.38
AC TKT REFUND FARE \$-4303.00 X 1 :		-4303.00
TAXES \$-595.21 X 1 :	<i>Credit to pin invoice</i>	-595.21
GST \$-1.25 X 1 :		-1.25
PENALTY FARE \$500.00 X 1 :		* 500.00
TAXES \$0.00 X 1 :		0.00
GST \$0.00 X 1 :		0.00

INVOICE TOTAL 4349.46-

OTHER CHARGES PAYMENT: CHECK

CAD4899.46 P.P.

\* Total \$550

YOUR BOOKING AGENT IS : CATHERINE  
 INV 0002039418 TKT014-2244372086/MARGARET 2087/CINDY 2088/BRIAN  
 PLEASE RECONFIRM YOUR ONWARD/RETURN FLIGHT 72 HOURS PRIOR TO  
 DEPARTURE AND BRING ALONG WITH VALID TRAVELLING DOCUMENTS  
 THANK YOU FOR BOOKING WITH EXPRESS TRAVEL  
 GST #886368653

INVOICE NUMBER 0002039903

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*Note: Original booking cancelled  
 \$550 fee to cancel + rebook*

Zimbra Collaboration Suite

[bonnier@athabascau.ca](mailto:bonnier@athabascau.ca)

STEWART/BRIAN MR 26JUL MISC

Tuesday, September 25, 2012 9:53:09 AM

From: [emailserver2@pop3.amadeus.net](mailto:emailserver2@pop3.amadeus.net)

To: [bonnier@athabascau.ca](mailto:bonnier@athabascau.ca)

Reply To: Please do not respond ;

**STEWART/BRIAN MR 26JUL MISC**

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EXPRESS TRAVEL & TOUR LTD  
10155 - 112 STREET  
EDMONTON, AB T5K 1M1

TELEPHONE: 780 414-1291  
FAX : 780-423 0222

INVOICE 0002039474 **A**  
DATE 25SEPTEMBER12  
BOOKING REF 74IQ30  
AGENT BZ/LJ

STEWART/BRIAN MR

MISCELLANEOUS

26JUL EDMONTON AB  
FRIDAY HAVE A SAFE AND WONDERFUL TRIP

VISA FARE \$81.50 X 1 :	81.50
TAXES \$0.00 X 1 :	0.00
GST \$0.00 X 1 :	0.00
COURIER FARE \$12.00 X 1 :	12.00
TAXES \$0.00 X 1 :	0.00
GST \$0.00 X 1 :	0.00
SERVICE :	26.60
GST :	1.40
INVOICE TOTAL	121.50

OTHER CHARGES PAYMENT: CASH

YOUR BOOKING AGENT IS : BING ZUO  
PLEASE RECONFIRM YOUR ONWARD/RETURN FLIGHT 72 HOURS PRIOR TO  
DEPARTURE AND BRING ALONG WITH VALID TRAVELLING DOCUMENTS  
THANK YOU FOR BOOKING WITH EXPRESS TRAVEL  
GST #886368653

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[HTTPS://BAGS.AMADEUS.COM?R=74IQ30&N=STEWART](https://BAGS.AMADEUS.COM?R=74IQ30&N=STEWART)