

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Estelle Lo, Vice President, Finance and Administration
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
Sept 17 to Sept 25	Edmonton	Business Meetings (3 trips/5 meetings)	15.00	618.93	50.00	-	299.70	-	983.63
July 23 to Sept 6	Edmonton	Business Meetings (5 trips/5 meetings)	764.00	206.31	15.00	-	-	-	985.31
			\$ 779.00	\$ 825.24	\$ 65.00	\$ -	\$ 299.70	\$ -	\$ 1,968.94

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>

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: 123010
 Guest Number: 699376 Arrive Date: 17-SEP-12 16:27
 Folio ID : A Depart Date: 18-SEP-12 07:17
 No. Of Guest: 1
 Room Number : 1416
 Room Rate : 165.00
 Club Account: SPG - B42485393140

Email:

Tax Invoice

Tax ID: 861336493RT0005
 The Westin Edmonton 18-SEP-12 07:17 ADILADA

Date	Reference	Description	Charges	Credits
17-SEP-12	RT1416	Govt PKG	165.00	
17-SEP-12	RT1416	Room Revenue	14.01	
17-SEP-12	RT1416	Parking Self	26.00	
17-SEP-12	RT1416	GST	1.30	
18-SEP-12	164	Share Restaurant	23.00	
18-SEP-12	package	Share Restaurant		
18-SEP-12	VI	Visa		-23.00
				-206.31
		** Total	229.31	-229.31
		*** Balance	0.00	

As a Starwood Preferred Guest you have earned at least 382 Starpoints for this visit B42485393140

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: 123482
 Guest Number: 692973 Arrive Date: 19-SEP-12 18:07
 Folio ID : A Depart Date: 21-SEP-12 16:00
 No. Of Guest: 1
 Room Number : 1020
 Room Rate : 165.00
 Club Account: SPG - G42485393140

Email:

Tax Invoice

Tax ID: 861336493RT0005
 The Westin Edmonton 21-SEP-12 11:20 BRUAWAR

Date	Reference	Description	Charges	Credits
19-SEP-12	RT1020	Govt PKG	165.00	
19-SEP-12	RT1020	Room Revenue	14.01	
19-SEP-12	RT1020	Parking Self	26.00	
19-SEP-12	RT1020	GST	1.30	
20-SEP-12	RT1020	Govt PKG	165.00	
20-SEP-12	RT1020	Room Revenue	14.01	
20-SEP-12	RT1020	Parking Self	26.00	
20-SEP-12	RT1020	GST	1.30	
21-SEP-12	462	Share Restaurant	7.00	
21-SEP-12	VI	Visa		-419.62
** Total			419.62	-419.62
*** Balance			<i>not claimed</i> (7.00) 0.00 <u>412.62</u>	

Continued on the next page

ALLEGRO ITALIAN KITCHEN
10011 109 STREET
EDMONTON AB

CARD *****4512
CARD TYPE VISA
DATE 2012/09/20
TIME 8483 13:30:16
RECEIPT NUMBER
C06634250-001-107-009-0

PURCHASE
AMOUNT \$46.88
TIP \$5.00
TOTAL

\$51.88

VISA CREDIT
A000000003101001
484D132036370087
0000008000-EB00
E7B6C975E02B46CA
0000008000-FB00

APPROVED

AUTH# 004946 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

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

Your GST# 896140894

1001 Adam

Check: 1622 Guests: 1
Table: 13-1

09/20/2012 11:59AM

1	INSALATA DI MARE	20.00
1	POLLO GRIGLAITO	14.45
1	HOT WATER/LEMON	0.75
1	Diet	3.25
1	CAPPUCINO	4.25
1	COFFEE	1.95

Subtotal 44.65
G.S.T. 2.23

Total Due \$46.88

****Please Pay Server****

D-1

49TH STREET GRILL
4901 49 ST
ATHABASCA, AB

Term ID: 26211389

Purchase

XXXXXXXXXXXX4612

VISA

Entry Method: C

Amount: \$ 104.41
Tip: \$ 11.00

Total: \$ 115.41

2012/09/24 20:01:00
Seq #: 0010010630
Appr Code: 032718
Resp Code: 01/027

CREDIT
15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 00

115.41

-22.02

93.39

APPROVED
Thank You

Customer Copy

IMPORTANT
retain this copy for your records

TABLETS PERSONS CHECKED
2691

FOOD	AMOUNT
Soup ^{Pizza} / Salad / On	22.99
8 (Mr) Ric / Mad	24.99
Soup ^{Pizza} / Salad / On	22.99

BEVERAGE	AMOUNT
W/B	6.99
W/B	6.99
2x Coffee	5.00
Tea	2.50
GST	
HSTV TAX	
TOTAL	21.48

paid by
Eto

Not
claimed

Athabasca Golf & Country Club
 Box 2225
 Athabasca, Alberta
 Canada T9S 2B7
 Phone: 780-875-4599
 Fax: 780-875-7027
 GST#: 108124801
 #:

Athabasca Golf & Country Club
 Box 2225
 Athabasca, Alberta
 Canada T9S 2B7
 Phone: 780-875-4599
 Fax: 780-875-7027
 GST#: 108124801
 #:

Check# 587315 September 25, 2012
 Customer 1 12:44 pm
 RESTAURANT Laurie M
 Table: 112, Seat: 1

1 DELI SANDWICH	\$10.00
1 CLASSIC BEEF DIP	\$12.00
1 GRAVY	\$1.50
1 6OZ STEAK SANDWICH	\$14.00
2 CHICKEN PECAN SALAD	\$28.00
2 PEPSI	\$5.24
2 TEA	\$4.28
1 GINGERALE	\$2.62
1 VEGGIE QUESADILLA	\$10.00

SubTotal: \$85.64
 GST: \$4.29
 Total: \$89.93

Gratuity: 10.00

TOTAL: 99.93

Visa \$89.93

COMPLETE AMOUNT \$89.93
 xxxxxxxxxxxxxx4512
 Approval Code: 023724
 Reference# 5873150

Cardmember acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth by the cardmember's agreement with the issuer.

Signature _____

Check# 587348 September 25, 2012
 Customer 1 07:37 pm
 RESTAURANT MIKAELA M
 Table: 108, Seat: 1

Not claimed *paid by ELO* *\$9.04*
\$10.48
 3 6OZ STEAK SANDWICH \$45.87
 CEASAR SALAD \$1.28

SubTotal: \$88.39
 GST: \$3.28
 Total: \$88.65

Gratuity: 6.35

75.00
~~20.50~~
\$54.50 ← Total

TOTAL: 75.00

Visa *Reimbur Sed.* \$88.65

COMPLETE AMOUNT \$88.65
 xxxxxxxxxxxxxx4512
 Approval Code: 024545
 Reference# 5873480

Cardmember acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth by the cardmember's agreement with the issuer.

Signature _____

6

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: 116626
Guest Number: 688727 Arrive Date: 08-AUG-12 22:36
Folio ID : A Depart Date: 09-AUG-12
No. Of Guest: 1
Room Number : 1413
Room Rate : 165.00
Club Account: SPG - B42485393140

Email:

Information Invoice

Tax ID: 861336493RT0005
The Westin Edmonton 09-AUG-12 08:39 ADILADA

Date	Reference	Description	Charges	Credits
08-AUG-12	RT1413	Govt PKG	165.00	
08-AUG-12	RT1413	Room Revenue	14.01	
08-AUG-12	RT1413	Parking Self	26.00	
08-AUG-12	RT1413	GST	1.30	
09-AUG-12	272	Share Restaurant	22.00	
09-AUG-12	8/9/12	Share Restaurant		-22.00
		** Total	228.31	-22.00
		*** Balance	206.31	

As a Starwood Preferred Guest you have earned at least 382 Starpoints for this visit B42485393140

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C

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

Estelle Lo

Page Number : 2 Invoice Nbr: 116626
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Folio ID : A Depart Date: 09-AUG-12
No. Of Guest: 1
Room Number : 1413
Room Rate : 165.00
Club Account: SPG - B42485393140

Email:

EXPENSE SUMMARY REPORT

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other
08-AUG-12	0.00	7.01	5.61	0.00	0.00	193.69
09-AUG-12	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	7.01	5.61	0.00	0.00	193.69

Date	Total	Payment
08-AUG-12	206.31	0.00
09-AUG-12	0.00	0.00
Total	206.31	0.00

IMPERIAL PARKING
PH: 780-420-1978

Day Parker

PLATE: 101 210

Time: 9:02~~7~~ JUL 28

Price: ~~1.00~~

Card: *****4b12

X: 1307

A: 110

6:00AM FRI
JUL 27 12

INSTRUCTIONS ON BACK
GST No 8731583841000