

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

**Dr. Alexander Kondra
Acting Vice President, Academic
August 1, 2013 to September 30, 2013**

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 & Working Sessions	Recovery ***	Total
July 23 to Aug 18	Edmonton	Business meetings (5 trips)	736.00	933.67	165.00	50.00	-	-	1,884.67
			<u>\$ 736.00</u>	<u>\$ 933.67</u>	<u>\$ 165.00</u>	<u>\$ 50.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,884.67</u>

*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

Alex Kondra	Page Number :	1	Invoice Nbr:	1000124540
Caubo Edmon	Guest Number:	788702	Arrive Date:	23-JUL-13 13:30
	Folio ID :	A	Depart Date:	25-JUL-13 08:28
Athabasca, AB	No. Of Guest:	1		
Canada	Room Number :	944		
	Room Rate :	174.00		
Email: BONNIER@ATHABASCAU.CA	Club Account:			

Tax Invoice

Tax ID: 861336493RT0005
 The Westin Edmonton 25-JUL-13 08:28 AHORNUNG

Date	Reference	Description	Charges	Credits
23-JUL-13	RT944	Room Charge	174.00	
23-JUL-13	RT944	GST	8.96	
23-JUL-13	RT944	DMF	5.22	
23-JUL-13	RT944	Tourism Levy	7.17	
24-JUL-13	RT944	Room Charge	174.00	
24-JUL-13	RT944	GST	8.96	
24-JUL-13	RT944	DMF	5.22	
24-JUL-13	RT944	Tourism Levy	7.17	
24-JUL-13	RT944	Parking Self	26.00	
24-JUL-13	RT944	GST	1.30	
25-JUL-13	07/25/13	Parking Self	26.00	
25-JUL-13	07/25/13	GST	1.30	
25-JUL-13	VI	Visa		-445.30
		** Total	445.30	-445.30
		*** Balance	0.00	

Continued on the next page

Mr Alex Kondra
1 University Drive
Athabasca AB T9S 3A3
Canada

Room Number: 0701
Arrival Date: 07-31-13
Departure Date: 08-01-13
Page No: 1 of 1
Confirmation No 9622830

INVOICE

Folio No: 154852

08-01-13

Date	Description	Charges	Credits
07-31-13	Room Revenue	145.00	
07-31-13	Destination Marketing Fee - 3%	4.35	
07-31-13	Tourism Levy - 4%	5.97	
07-31-13	Room GST - 5%	7.47	
08-01-13	Visa XXXXXXXXXXXXXXX7284 XX/XX		162.79
Total		162.79	162.79
Balance		0.00	

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #86634 4302 RT 0001

Claim # 41891

Mr Alex Kondra
1 University Drive
Athabasca AB T9S 3A3
Canada

RECEIVED
AUG 21 2013
FINANCE

Room Number: 1410
Arrival Date: 08-12-13
Departure Date: 08-13-13
Page No: 1 of 1
Confirmation No 9785580

INFORMATION INVOICE

Folio No:

08-13-13

Date	Description	Charges	Credits
08-12-13	Room Revenue	145.00	
08-12-13	Destination Marketing Fee - 3%	4.35	
08-12-13	Tourism Levy - 4%	5.97	
08-12-13	Room GST - 5%	7.47	
Total		162.79	0.00
Balance		162.79	

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #86634 4302 RT 0001



Mr Alex Kondra
1 University Drive
Athabasca AB T9S 3A3
Canada

Room Number: 0902
Arrival Date: 08-18-13
Departure Date: 08-19-13
Page No: 1 of 1
Confirmation No 10015580

INFORMATION INVOICE

Folio No:

08-19-13

Date	Description	Charges	Credits
08-18-13	Room Revenue	145.00	
08-18-13	Destination Marketing Fee - 3%	4.35	
08-18-13	Tourism Levy - 4%	5.97	
08-18-13	Room GST - 5%	7.47	
Total		162.79	0.00
Balance		162.79	

Signature: _____
I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #86634 4302 RT 0001