

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Pamela Walsh  
Vice President, Advancement  
June 1, 2013 to July 31, 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
Apr 14 to 20	Edmonton	Business meetings	147.20	-	15.00	-	-	-	162.20
Apr 21 to 27	Edmonton, Calgary	Business meetings	422.00	336.81	80.00	-	-	-	838.81
Apr 28 to May 4	Edmonton	Business meetings	157.20	139.22	-	-	-	-	296.42
May 5 to 11	Edmonton, Calgary	Business meetings	276.50	449.38	75.00	10.00	-	-	810.88
May 12 to 17	Edmonton, Calgary	Business meetings	209.30	189.22	110.00	20.00	-	-	528.52
May 26 to 31	Calgary	Business meetings	168.60	245.87	65.00	-	31.02	-	510.49
June 2 to 8	Edmonton, Calgary	Business meetings	121.60	552.69	50.00	-	-	-	724.29
May 19 to 25	Edmonton	Business meetings	147.20	174.02	50.00	-	42.07	-	413.29
			<b>\$ 1,649.60</b>	<b>\$ 2,087.21</b>	<b>\$ 445.00</b>	<b>\$ 30.00</b>	<b>\$ 73.09</b>	<b>\$ -</b>	<b>\$ 4,284.90</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>

# HOTEL ALMA



169 UNIVERSITY GATE NW  
 CALGARY, ALBERTA, CANADA T2N 1N4  
 1.977.498.3203 T 403.220.3203 F 403.284.4184  
 W HOTELALMA.CA

WALSH, MS PAMELA  
 Athabasca University  
 1 UNIVERSITY DRIVE  
 ATHABASCA, AB T9S 3A3 CA

Room Number: 551  
 Daily Rate: 145.00  
 Room Type: SQN  
 No. of Guests: 1 / 0

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
24-Apr-13	26-Apr-13		BAR1	TRAN	20090143599

DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT
24-Apr-13	551	ROOM CHARGE	#551 WALSH, MS PAMELA	\$155.00
24-Apr-13	551	ROOM FEE	ROOM FEE	\$4.65
24-Apr-13	551	GST	GST	\$7.98
24-Apr-13	551	ALBERTA TOURISM LEVY	ALBERTA TOURISM LEVY	\$6.39
25-Apr-13	551	PARKING	PARKING CHARGE	\$8.00
25-Apr-13	551	ROOM CHARGE	#551 WALSH, MS PAMELA	\$145.00
25-Apr-13	551	ROOM FEE	ROOM FEE	\$4.35
25-Apr-13	551	GST	GST	\$7.47
25-Apr-13	551	ALBERTA TOURISM LEVY	ALBERTA TOURISM LEVY	\$5.97
26-Apr-13	551	VISA	VISA	(\$344.81)

TOTAL DUE:                      \$0.00

SIGNATURE \_\_\_\_\_

TERMS DUE AND PAYABLE UPON PRESENTATION. I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT  
 LIMITED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THE INDICATED PERSON OR THIRD  
 PARTY FAILS TO PAY FOR ANY PART OF, OR IS THE FULL RESPONSIBLE FOR, CHARGES.

The Destination Marketing Fee is subject to 5% GST and 4% ATL  
 GST R#108102864.



110

05-23-13

<b>Mrs Pamela Walsh</b> <b>Athabasca AB</b> <b>CA DESCRIPTION</b>	Folio No. :	<b>156800</b>	Room No. :	<b>702</b>
	A/R Number :		Arrival :	<b>05-02-13</b>
	Group Code :		Departure :	<b>05-03-13</b>
	Company :	<b>Athabasca University</b>	Conf. No. :	<b>66285504</b>
	Membership No. :	<b>PC</b>	Rate Code :	<b>IPF05</b>
	Invoice No. :		Page No. :	<b>1 of 1</b>

Date	Description	Charges	Credits
05-02-13	Parking	10.00	
05-02-13	*Room	124.00	
05-02-13	GST Tax	6.20	
05-02-13	Trsm Levy Tax	4.96	
05-02-13	Municipal DMF Tax	3.72	
05-02-13	Municipal DMF Tax GST	0.19	
05-02-13	Municipal DMF Tax Tourism Le	0.15	
05-03-13	Visa		149.22
<b>Total</b>		<b>149.22</b>	<b>149.22</b>
<b>Balance</b>		<b>0.00</b>	

Thank you for staying at Holiday Inn Express Downtown Edmonton. Qualifying points for this stay will automatically be credited to your account. To make additional reservations online, update your account information or view your statement please visit [www.priorityclub.com](http://www.priorityclub.com). We look forward to welcoming you back soon.

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express Downtown  
 Edmonton 10010 - 104 Street  
 Canada T5J 0Z1 Edmonton, AB  
 Telephone: (780) 423-2450 Fax: (780) 426-6090  
 OGST #896724515  
[www.hiexdowntown.com](http://www.hiexdowntown.com)



**INTERNATIONAL HOTEL**

S U I T E S C A I G A R Y

220 4th Avenue S.W., Calgary, Alberta T2P 0H5 Canada  
 Telephone No. (403) 265-9600  
 Fax No. (403) 290-7879  
 GST R121402523RT0001

Reservation Number 426374

**Send to** Pamela Walsh  
 # 1 University Dr  
 Athabasca, AB T9S 3A3

**Phone**

<b>Guest Name</b>	Ms Pamela Walsh	<b>Arrival Date</b>	5/8/2013	<b>Departure Date</b>	5/10/2013
<b>Company</b>	Athabasca University				

**Room Information** 0307 - International Studio

**Bill To** Walsh, Pamela  
 # 1 University Dr  
 Athabasca, AB T9S 3A3

**Phone**

Folio Number 553190

Trans Date	Description	Voucher	Amount
<b>Charges</b>			
5/8/2013	Room Charge CAUBO University Room Rate	mbI-0307	189.00
5/8/2013	Tourism Levy	mbI-0307	7.79
5/8/2013	Goods & Services Tax	mbI-0307	9.73
5/8/2013	Destination Marketing Fee	mbI-0307	5.67
5/8/2013	Parking - Week Days Parking	-	32.00
5/8/2013	Goods & Services Tax	-	1.60
5/9/2013	Room Charge CAUBO University Room Rate	mbI-0307	189.00
5/9/2013	Tourism Levy	mbI-0307	7.79
5/9/2013	Goods & Services Tax	mbI-0307	9.73
5/9/2013	Destination Marketing Fee	mbI-0307	5.67
5/9/2013	Parking - Week Days Parking	-	32.00
5/9/2013	Goods & Services Tax	-	1.60
<b>Total Charges</b>			<b>491.58</b>
<b>Payments</b>			
5/10/2013	Payment - American Express	0307	-491.58
<b>Total Payments</b>			<b>-491.58</b>
<b>Balance Due:</b>			<b>0.00</b>

I agree to remain personally liable for the payment of this account if the corporation or other third party fails to pay part or all of these charges

Guest Signature: \_\_\_\_\_



130

05-17-13

<b>Mrs Pamela Walsh</b> <b>Athabasca AB</b> <b>CA DESCRIPTION</b>	Folio No. :	<b>157680</b>	Room No. :	<b>317</b>
	A/R Number :		Arrival :	<b>05-16-13</b>
	Group Code :		Departure :	<b>05-17-13</b>
	Company :	<b>Athabasca University</b>	Conf. No. :	<b>68879545</b>
	Membership No. :	<b>PC</b>	Rate Code :	<b>IPF05</b>
	Invoice No. :		Page No. :	<b>1 of 1</b>

Date	Description	Charges	Credits
05-16-13	*Room	124.00	
05-16-13	GST Tax	6.20	
05-16-13	Trsm Levy Tax	4.96	
05-16-13	Municipal DMF Tax	3.72	
05-16-13	Municipal DMF Tax GST	0.19	
05-16-13	Municipal DMF Tax Tourism Le	0.15	
05-17-13	American Express		139.22
<b>Total</b>		<b>139.22</b>	<b>139.22</b>
<b>Balance</b>		<b>0.00</b>	

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**Guest Signature:** \_\_\_\_\_

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 Telephone: (780) 423-2450 Fax: (780) 426-6090  
 0GST #896724515  
[www.hiexdowntown.com](http://www.hiexdowntown.com)

Invoice

May 27, 2013 4:14:46 PM

From: itinerary@redarrow.ca

To: suzanneb@athabascau.ca

Logo

Invoice

Date: 2013-05-27

Bill To:

ATHABASCA UNIVERSITY  
1 UNIVERSITY DRIVE  
ATHABASCA, ABT9S 3A3

You can reach us at:

304 - 35 Avenue NE  
Calgary, AB  
Phone: 1-800-232-1958

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1066577	2013-05-27	71878	-	CT0234	2013-05-29	2013-05-29	-	TREENA

Travellers

WALSH/PAMELA

Product	Details	Duration	Price Basis	Qty	Each	Billed
ECEXP 16:30 Assigned to: 06B	Departs: Edmonton (EDMTO / Edmonton Ticket Office) 2013-05-29 at 16:30 Arrives: Calgary (CALTO / Calgary Ticket Office) 2013-05-29 at 19:50	3 hrs 20 mins	Corporate 1	1	69.52	73.00

Payments Received

Date	From	Reference	Amount
2013-05-27	customer: PAMELA WALSH	Visa *****1283	74.00 CAD
2013-05-27	customer: PAMELA WALSH	Visa *****1283	-1.00 CAD

Base Price:	69.52 CAD
Discounts:	0.00 CAD
Service Charges:	0.00 CAD
GST	3.48 CAD
Invoice Total:	73.00 CAD
Commission:	0.00 CAD
Received:	73.00 CAD
Balance:	0.00 CAD

TERMS: DUE UPON RECEIPT

Red Arrow reserves the right to conduct baggage checks at any time.  
When travelling with Red Arrow you may be asked for ID at any time. \*\*\*\*\*  
GST# BN139981476

CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVID

Thank You for choosing

# ASSOCIATED CAB

for all your transportation needs.

Visit our counter at the  
Calgary International Airport  
International arrival door.



Driver Aleg Date Nov 29/13

Car # 1437 Amount 8.00

GST Included # PAID GST

ATTN SUZANNE  
780 675 6450



1 of 1  
June 10, 2013

**INTERNATIONAL HOTEL**

S U I T E S C A L G A R Y

220 4th Avenue S.W., Calgary, Alberta T2P 0H5 Canada  
Telephone No. (403) 265-9600  
Fax No. (403) 290-7879  
GST R121402523RT0001

Reservation Number 434254

**Send to** Pamela Walsh  
# 1 University Dr  
Athabasca, AB T9S 3A3

**Phone**

**Guest Name** Ms Pamela Walsh  
**Company** Athabasca University

**Arrival Date**  
29/05/2013

**Departure Date**  
30/05/2013

**Room Information**

1801 - Orchid Studio

**Bill To** Walsh, Pamela  
# 1 University Dr  
Athabasca, AB T9S 3A3

**Phone**

Folio Number 565237

Trans Date	Description	Voucher	Amount
29/05/2013	Room Charge CAUBO University Room Rate	mbi-1801	219.00
29/05/2013	Tourism Levy	mbi-1801	9.02
29/05/2013	Goods & Services Tax	mbi-1801	11.28
29/05/2013	Destination Marketing Fee	mbi-1801	6.57
<b>Total Charges</b>			245.87
<b>Payments</b>			
30/05/2013	Payment - American Express	1801	-245.87
<b>Total Payments</b>			-245.87
<b>Balance Due:</b>			<b>0.00</b>

**GST Summary**

Registration No. : GST R121402523RT0001

Total GST 11.28

I agree to remain personally liable for the payment of this account if the corporation or other third party fails to pay part or all of these charges

Guest Signature: \_\_\_\_\_

SODEXO  
Bow Valley College  
Riverwalk Cafe

Tbl:0

Ref:32487

Chk:32487

cash

5/30/2013 8:44 am

Aspretto 16 Oz 1.85  
12oz Asprtto Coff 1.65  
Bcon Egg Chs Muffin 3.99  
Morning Muffin W Egg 3.49

SubTotal 10.98  
GST 0.55

Total 11.53

Debit 11.53

Amount Paid 11.53  
Total Due 0.00

BVC MARKET CAFE  
332 6 AVE SE  
CALGARY, AB T2G4S6  
4034406885

Merchant ID: 87331670331  
Term ID: 002

Ref #: 028

Sale

XXXXXXXXXXXX7000

DEBIT

Entry Method: Chip

Acct Type: Chequing

05/30/13

08:44:48

Inv #: 000028

Appr Code: 387054

Apprvd

Batch#: 000099

Trace: 00596954

Retrieval Ref. #: 00000021

Total: \$ 11.53

No signature required. Verified by PIN.  
Your account will be debited with the  
above amount.  
Retain this copy for statement  
verification.

Application Label: INTERAC  
AID: A000000271010  
TVR: 00 00 00 00 00  
ISI: 68 00

Customer Copy

BVC MARKET CAFE  
332-6 AVE SE  
CALGARY, AB T2G4S6  
4034406885

Merchant ID: 87331676331  
Term ID: 001

Ref #:

### Sale

X: \*\*\*\*\*7000

IB:

Entry Method: Chip

Acct Type: Chequing

05/30/13

12:33:52

Inv #: 000061

Appr Code: 524548

Apprvd

Batch#: 000087

Trace: 00799661

Retrieval Ref. #: 00000046

Total: \$ 19.49

No signature required. Verified by PIN  
Your account will be debited with the  
above amount.

Retain this copy for statement  
verification.

Application Label: INTERAC  
AID: A0000002771010  
TVR: 80 80 00 80 00  
TSI: 68 00

Customer Copy

SODEXO  
Bow Valley College  
Riverwalk Cafe

Tbl:0

Ref:26285

Chk:26285

cash

5/30/2013 12:33 pm

2 Wrp Southwstrn Chick	13.98
Bottled Water	2.29
Coca Cola	2.29

SubTotal	18.56
GST	0.93

Total 19.49

Debit 19.49

Amount Paid	19.49
Total Due	0.00

Driver #	<u>Cc</u>	Car #	<u>1042</u>
To:	_____		
From:	_____		
Date:	<u>30.05.13</u>	Amount:	<u>14.02</u>
GST#	_____		

*Thank You* for choosing

## ASSOCIATED CAB

for all your transportation needs.

Visit our counter at the  
Calgary International Airport  
international arrival door.



Driver Will Date Jun 4 113

Car # 973 Amount 10-00

GST Included # \_\_\_\_\_



**B/W PLUS CALGARY CENTER INN**

3630 MACLEOD TRAIL  
 CALGARY, AB T2G 2P9  
 Tax ID: 1207220950RT0002

*ATT: SUSAN*

Account: 233709  
 Arrival: 06/03/13  
 Departure: 06/05/13  
 Room: 219  
 Rate: 161.99

**WALSH, MISS PAMELA**

ATHABASCA, AB

Rewards Number:

Rewards Tier: PLATINUM

DATE	ITEM DESCRIPTION	COMMENT	DEBIT	CREDIT
06/03/13	1 ROOM RENTAL	#219 WALSH, MISS PAMELA	\$161.99	
06/03/13	2 ROOM GST	ROOM GST	\$8.10	
06/03/13	3 ALBERTA TOURISM LEVY	ALBERTA TOURISM LEVY	\$6.48	
06/03/13	4 ECO STAY PROGRAM	ECO STAY PROGRAM	\$2.00	
06/03/13	5 ECO STAY GST	ECO STAY GST	\$0.10	
06/04/13	6 ROOM RENTAL	#219 WALSH, MISS PAMELA	\$161.99	
06/04/13	7 ROOM GST	ROOM GST	\$8.10	
06/04/13	8 ALBERTA TOURISM LEVY	ALBERTA TOURISM LEVY	\$6.48	
06/04/13	9 ECO STAY PROGRAM	ECO STAY PROGRAM	\$2.00	
06/04/13	10 ECO STAY GST	ECO STAY GST	\$0.10	
06/05/13	11 AMERICAN EXPRESS	AMERICAN EXPRESS		
				(\$357.34)
<b>BALANCE DUE:</b>				<b>\$0.00</b>

Tax Desc	Tax Amount
ALBERTA TOURISM LEVY	\$12.96
ECO STAY GST	\$0.20
ROOM GST	\$16.20
<b>Total Taxes Paid:</b>	<b>\$29.36</b>
Tax Id: 1207220950RT0002	

Thank You for choosing

Calgary

for all your transportation needs.  
**ASSOCIATED CAB**

Visit our counter at the  
Calgary International Airport  
international arrival door.



Driver [Signature] Date 5/6 Jun  
Car # 455 Amount 14.00  
GST Included # \_\_\_\_\_

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 780-426-3636  
<http://www.westin.com/edmonton>

# WESTIN®

## HOTELS & RESORTS

Dr. Walsh, Pamela	Page Number	1	Invoice Nbr	1000117941
	Guest Number	770363	Arrive Date	06-08-2013
Athabasca, AB	Folio ID	A	Depart Date	06-09-2013
	No. Of Guest	1		
	Room Number	1802		
	Time	06-09-2013 10:30		

### Invoice

Date	Reference	Description	Charges	Credits
06-08-2013	RT1802	Room Charge	\$174.00	
06-08-2013	RT1802	GST	\$8.96	
06-08-2013	RT1802	DMF	\$5.22	
06-08-2013	RT1802	Tourism Levy	\$7.17	
06-09-2013	AX	American Express		\$-195.35
		** Total	\$195.35	\$-195.35
		** Balance	\$0.00	

### EXPENSE SUMMARY REPORT Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
06-08-2013	\$174.00	\$8.96	\$7.17	\$0.00	\$0.00	\$5.22	\$195.35	\$0.00
06-09-2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-195.35
Total	\$174.00	\$8.96	\$7.17	\$0.00	\$0.00	\$5.22	\$195.35	\$-195.35

As a Starwood Preferred Guest, you could have earned 348 Starpoints for this visit. Please provide your member number or enroll today.

Thank you for choosing Starwood Hotels We look forward to welcoming you back soon!

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)



ALLEGRO ITALIAN KITCHEN  
10011 109 STREET  
EDMONTON AB

CARD \*\*\*\*\*1283  
CARD TYPE VISA  
DATE 2013/05/23  
TIME 0258 13:4, 13  
RECEIPT NUMBER  
C06800023-001-275-019-0

PURCHASE  
AMOUNT \$35.07  
TIP \$6.00  
TOTAL

**\$42.07**

Visa Credit  
A0000000031010  
D0C2B0529AF672C1  
0000008000-ER00  
65C5594E501934EE  
0000008000-F800

**APPROVED**

AUTH# 020529 01-027  
THANK YOU

CARDHOLDER COPY

*Thank You!!*

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

Your GST# 896140894

117 KERI

Check: 1700 guests: 1  
Table: 4-1

05/23/2013 12:56

1	RIGATONI DE MAMA	15.45
1	INSALATA ESTE	15.00
2	COFFEE	3.30

Subtotal 34.35  
G.S.T. 1.72

**Total Due \$36.07**

**\*\*Please Pay Server\*\***



Ms Pamela Walsh  
Athabasca AB  
Canada

Room Number: 1006  
Arrival Date: 05-23-13  
Departure Date: 05-24-13  
Page No: 1 of 1  
Confirmation No 8330330

**INVOICE**

Folio No: 149074

05-24-13

Date	Description		Charges	Credits
05-23-13	Room Revenue		155.00	
05-23-13	Destination Marketing Fee - 3%		4.65	
05-23-13	Tourism Levy - 4%		6.39	
05-23-13	Room GST - 5%		7.98	
05-24-13	Room Service	Room# 1006 ; CHECK# 1600	<del>2.00</del>	
05-24-13	Refreshment Centre - Water	0	<del>2.10</del>	
05-24-13	American Express			178.12
<b>Total</b>			<b>178.12</b>	<b>178.12</b>
<b>Balance</b>			<b>0.00</b>	<u>&lt;4.10&gt;</u> <u>174.02</u>

**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