

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

**Dr. Alexander Kondra
Acting Vice President, Academic
October 1, 2013 to November 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
Aug 26 to Sept 19	Calgary, Olds, Edmonton	Business meetings (8 trips)	1,198.40	999.41	270.00	80.00	51.15	-	2,598.96
Oct 2 to Oct 18	Edmonton	Business meetings (4 trips)	633.40	488.37	120.00	30.00	-	-	1,271.77
			\$ 1,831.80	\$ 1,487.78	\$ 390.00	\$ 110.00	\$ 51.15	\$ -	\$ 3,870.73

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>

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

Room Number: 1504
Arrival Date: 09-02-13
Departure Date: 09-03-13
Page No: 1 of 1
Confirmation No 10173831

INFORMATION INVOICE

Folio No:

09-03-13

Date	Description	Charges	Credits
09-02-13	Room Revenue	145.00	
09-02-13	Destination Marketing Fee - 3%	4.35	
09-02-13	Tourism Levy - 4%	5.97	
09-02-13	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



109 CHRISTIN

Tbl 41/1 Chk 677 Gst 2
Sep12'13 11:56AM

1 SOFT DRINK	3.00
1 VOSS SPARKLING	8.00
2 FEATURE RISOTTO	
@ 16.00	32.00

Subtotal	43.00
43.00 GST Percent	2.15
Amount Due	45.15

+ 6.00 Tip /

B1

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



Kondra, Alex	Page Number	1	Invoice Nbr	1000132304
Caubo Edmon	Guest Number	796455	Arrive Date	09-12-2013
	Folio ID	A	Depart Date	09-14-2013
Athabasca, AB	No. Of Guest	1		
	Room Number	503		
	Time	09-14-2013 04:00		

Information Invoice

Date	Reference	Description	Charges	Credits
09-12-2013	RT503	Room Charge	\$174.00	
09-12-2013	RT503	GST	\$8.96	
09-12-2013	RT503	DMF	\$5.22	
09-12-2013	RT503	Tourism Levy	\$7.17	
09-12-2013	RT503	Parking Self	\$13.00	
09-12-2013	RT503	GST	\$0.65	
09-13-2013	RT503	Room Charge	\$174.00	
09-13-2013	RT503	GST	\$8.96	
09-13-2013	RT503	DMF	\$5.22	
09-13-2013	RT503	Tourism Levy	\$7.17	
09-13-2013	RT503	Parking Self	\$13.00	
09-13-2013	RT503	GST	\$0.65	
09-14-2013	VI	Visa		\$-418.00
		** Total	\$418.00	\$-418.00
		** Balance	\$0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
09-12-2013	\$174.00	\$8.96	\$7.17	\$0.00	\$0.00	\$18.87	\$209.00	\$0.00
09-13-2013	\$174.00	\$8.96	\$7.17	\$0.00	\$0.00	\$18.87	\$209.00	\$0.00
09-14-2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-418.00
Total	\$348.00	\$17.92	\$14.34	\$0.00	\$0.00	\$37.74	\$418.00	\$-418.00

Your SPG Account earned at least 748 Starpoints. Get 10,000 more with the SPG Credit Card. spg.com/axpcard

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

Tell us about your stay. www.westin.com/reviews

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

Alex Kondra
Athabasca University

ATHABASCA, AB

Email:
AUI15A - Athabasca University

Page Number : 1 Invoice Nbr: 162852
Guest Number: 802841 Arrive Date: 16-SEP-13 18:10
Folio ID : A Depart Date: 17-SEP-13
No. Of Guest: 1
Room Number : 1803
Room Rate : 175.00
Club Account: SPG -
AR Account : 25342 - Athabasca University

Information Invoice

Tax ID: 861336493RT0005
The Westin Edmonton 17-SEP-13 07:38 SHUAKAD

Date	Reference	Description	Charges	Credits
16-SEP-13	RT1803	Room Charge	175.00	
16-SEP-13	RT1803	GST	9.01	
16-SEP-13	RT1803	DMF	5.25	
16-SEP-13	RT1803	Tourism Levy	7.21	
16-SEP-13	RT1803	Parking Self	26.00	
16-SEP-13	RT1803	GST	1.30	
		** Total	223.77	0.00
		*** Balance	223.77	

As a Starwood Preferred Guest you have earned at least 402 Starpoints for
this visit A41960368639

Continued on the next page



ST ALBERT INN & SUITES

#156 St. Albert Trail, St. Albert, Alberta, T8N 0P5 Canada
 Toll Free: 1-800-450-8612 Local: 780-459-5551
 Email: reserve@stab-inn-suites.ca Website: www.stab-inn-suites.ca

**GUEST
ACCOUNT**

KONDRA ALEX

**ATHABASCA UNIVERSITY
Room # 234 Folio # 164304**

Arrive 09/18/13 Depart 09/19/13

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
09/18/13	PLL	2-Accommodat		135.00
09/18/13	PLL	3-Tourism Le	On Accommodation	5.40
09/19/13	PLL	92-Visa	GST On Accommodatio	-147.15 ✓
			Tax Reg. # R105053797	6.75
BILLING INSTRUCTIONS			BALANCE DUE →	0.00

COMPANY _____

ADDRESS _____

CITY _____ POSTAL _____

ATTENTION _____

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 association fails to pay for any part or the full amount of these charges.

SIGNATURE _____

PRINT NAME _____

7710710

MATRIX
HOTEL

RECEIVED

OCT 24 2013

FINANCE

N/A Alex Kondra

*

*

* AB

Room Number: 1608

Arrival Date: 10-06-13

Departure Date: 10-07-13

Page No: 1 of 1

Confirmation No 10740080

INFORMATION INVOICE

Folio No:

10-07-13

Date	Description	Charges	Credits
10-06-13	Room Revenue	145.00	
10-06-13	Destination Marketing Fee - 3%	4.35	
10-06-13	Tourism Levy - 4%	5.97	
10-06-13	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

N/A Alex Kondra

*
*
* AB

Room Number: 1505
Arrival Date: 10-16-13
Departure Date: 10-18-13
Page No: 1 of 1
Confirmation No 10826333

INFORMATION INVOICE

Folio No:

10-18-13

Date	Description	Charges	Credits
10-16-13	Room Revenue	145.00	
10-16-13	Destination Marketing Fee - 3%	4.35	
10-16-13	Tourism Levy - 4%	5.97	
10-16-13	Room GST - 5%	7.47	
10-17-13	Room Revenue	145.00	
10-17-13	Destination Marketing Fee - 3%	4.35	
10-17-13	Tourism Levy - 4%	5.97	
10-17-13	Room GST - 5%	7.47	
Total		325.58	0.00
Balance		325.58	

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