

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Mike Battistel  
Vice President, Information Technology & CIO  
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
Oct 18	Edmonton	Business Meeting	153.60	222.04	10.00	-	-	-	385.64
Oct 25	Edmonton	Business Meeting	153.60	-	-	-	-	-	153.60
Oct 29 to 31	Ottawa, Edmonton	Business Meetings	1,097.98	370.12	40.00	10.00	-	-	1,518.10
Nov 7	Athabasca	Business Meeting	-	-	-	-	61.54	-	61.54
Nov 15	Edmonton	Business Meeting	153.60	-	-	-	-	-	153.60
			<b>\$ 1,558.78</b>	<b>\$ 592.16</b>	<b>\$ 50.00</b>	<b>\$ 10.00</b>	<b>\$ 61.54</b>	<b>\$ -</b>	<b>\$ 2,272.48</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>



**CHATEAU  
LACOMBE**  
HOTEL

10-18-13

<b>Mr Mike Battistel</b> <b>1 Univ Dr</b> <b>Athabasca AB T9S 3A3</b> <b>Canada</b>	Folio No. :	Room No. :	<b>1804</b>
	A/R Number :	Arrival :	<b>10-17-13</b>
	Group Code :	Departure :	<b>10-18-13</b>
	Company : <b>Athabasca University</b>	Conf. No. :	<b>180930755</b>
	Membership No. :	Rate Code :	<b>SELLPROI</b>
		Page No. :	<b>1 of 1</b>

Date	Description	Charges	Credits
10-17-13	*Accommodation	183.75	
10-17-13	ERDMF-3%	5.51	
10-17-13	Tourism Levy	7.57	
10-17-13	Room GST	9.46	
10-17-13	Parking	15.00	
10-17-13	Parking GST	0.75	
10-17-13	American Express		222.04
<b>Total</b>		<b>222.04</b>	<b>222.04</b> ✓

**Balance 0.00**


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

I have received the goods and / or services in the amount shown hereon. 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.

**GST Summary:**

Room	9.46
F&B	0.00
Misc.	0.75

G.S.T. Registration Number: R816322242

 **Need a car in Ottawa?** Great rates and additional Aeroplan Miles ~~AVIS~~ **Budget**

 **Looking for ground transportation or attractions?**

## Booking Information

Booking Reference: **PAGHS5**

### Customer Care

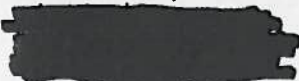
**Air Canada**  
1-888-247-2262

**Flight Arrivals and  
Departures**  
1-888-422-7533

**Electronic Ticketing confirmed. This is your official  
itinerary/receipt.**

#### Main Contact:

Mr Cesarino lipsio Michael Battistel




#### Online Services

- **Manage** my booking online (view/change my booking; select seats\*).
- **Select Seats**
- **Maple Leaf Lounge | Meal Vouchers | On My Way**
- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** - check online if my flight is on time.
- **Check-in online** and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC192	<b>Edmonton, Edmonton Int'l (YEG)</b> Mon 28-Oct 2013 11:25	<b>Ottawa, Ottawa Int'l (YOW)</b> Mon 28-Oct 2013 17:17	0	3hr52	<u>E90</u>	<u>Tango, E</u>	U/S F
AC193	<b>Ottawa, Ottawa Int'l (YOW)</b> Fri 01-Nov 2013 08:00	<b>Edmonton, Edmonton Int'l (YEG)</b> Fri 01-Nov 2013 10:24	0	4hr24	<u>E90</u>	<u>Tango, A</u>	U/S F

 **F: Food for purchase on board** All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

## Passenger Information

**1: Mr Cesarino lipsio Michael Battistel : Adult (16+), Ticket Number: 0142126158700**

Air Canada - Aeroplan : ██████████  
Payment Card: xxxx-xxxx-xxxx-████████  
Seat Selection: None

Meal Preference : None  
Special Needs: None

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## Purchase Summary

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### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - <u>Tango</u>	<b>289.00</b>
Return Flight - <u>Tango</u>	<b>219.00</b>
<u>Surcharges</u>	46.00
<b>Taxes, Fees and Charges</b>	
<u>Canada Airport Improvement Fee</u>	45.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	29.66
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	2.60
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	<b>645.51</b>
Number of passengers	1
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$645.51</b>

### Payment Information

**Credit/Debit Card** xxxx-xxxx-xxxx-████████ - Amount paid: **\$645.51**

The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$645.51 (Airfare - per ticket)

Ticket number(s): 0142126158700

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## enRoute City Guide

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# Ottawa

Long tagged "the town that fun forgot," Canada's capital has made an art of defending itself against its reputation. While the postcard view - the Ottawa River, Parliament Hill, the politicians - tends to dominate the collective consciousness, that's only the beginning...

▶ [Read the complete guide](#)

What do you think of our new City Guide feature?

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From: **Air Canada** confirmation@aircanada.ca  
 Subject: Air Canada - 29-Oct: Edmonton - Ottawa (booking ref: PAGHS5) - booking modified  
 Date: October 11, 2013 at 18:37 MDT  
 To: mbattistel@me.com

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*



**AIR CANADA**   
**Itinerary/Receipt**

**Your booking is confirmed.** Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



 **Want travel insurance?** Protect yourself and your family against unforeseen circumstances.

 **Need a car in Ottawa?** Great rates and additional Aeroplan Miles. **AVIS** 

 **Looking for ground transportation or attractions?**

**Booking Information**

**Booking Reference:** **PAGHS5**

**Customer Care**

**Air Canada**  
1-888-247-2262

**Flight Arrivals and Departures**  
1-888-422-7533

**Electronic Ticketing confirmed. This is your official itinerary/receipt.**

**Main Contact:**  
Mr Cesarino Ippio Battistel


Mobile: [REDACTED]  
Home: [REDACTED]  
Work: [REDACTED]

**Online Services**

- **Manage** my booking online (view/change my booking; select seats\*).
- **Select Seats**
- **Maple Leaf Lounge | Meal Vouchers | On My Way**
- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** - check online if my flight is on time.
- **Check-in online** and print my boarding pass.

\* Can my booking be changed online?

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC192	Edmonton, Edmonton Int'l (YEG) Tue 29-Oct 2013 11:25	Ottawa, Ottawa Int'l (YOW) Tue 29-Oct 2013 17:17	0	3hr52	E90	Tango, A	 F

AC193 **Ottawa, Ottawa Int'l (YOW)** Thu 31-Oct 2013 08:00 **Edmonton, Edmonton Int'l (YEG)** Thu 31-Oct 2013 10:24 0 4hr24 E90 Tango, A 11\$ F

**F: Food for purchase on board** All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

**Passenger Information**

**1: Mr Cesarino Ippio Battistel : Adult (16+), Ticket Number: 0142126550579**  
 Air Canada - Aeroplan : ██████████ Meal Preference : **Regular**  
 Payment Card: **xxxx-xxxx-xxxx-██████** Special Needs: **None**  
 Seat Selection: **None**

**Additional charges and/or refund summary**

	<b>Additional charges</b>
	<b>Adult</b>
<b>Passenger Type</b>	
<b>Air Transportation Charges</b>	
Airfare (includes <u>Surcharges</u> )	<b>0.00</b>
<b>Extra Charges (Change Fee)</b>	
Change Fee	150.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	7.50
Total Extra Charge (Change Fee)	<b>157.50</b>
Number of passengers	1
<b>Grand Total - Canadian dollars</b>	<b>\$157.50</b>

**Payment Information**  
**Credit/Debit Card xxxxx-xxxx-xxxx-007 - Amount paid: \$157.50**  
 The following charges (tax inclusive) will appear on your credit or debit card statement:  
 • Air Canada: \$157.50 (Change Fee per ticket)

Ticket number(s): 0142126550579



**enRoute City Guide**

**Ottawa**

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**▶ Read the complete guide**

**What do you think** of our new City Guide feature?

TAXI Tow → HOTEL

WESTWAY TAXI  
11 BENTLEY AVE  
NEPEAN ON K2E 6T7

TERM # 42290006  
RECORD # 000987  
HOST INVOICE # 1000391  
HOST SEQ # 1001943

CARD \*\*\*\*\*  
CREDIT/AMEX S  
2013/10/29 17:51:25

**Purchase**

AMOUNT \$29.50  
TIP \$4.42 ✓  
AIRTIME FEE \$1.50  
TOTAL \$35.42

AUTH#:546189 B:0001  
HTS: 20131029175235

TRANSACTION

APPROVED - 000

CUSTOMER COPY

OTTAWA TAXI  
613 500 1834

.....  
BLUE LINE TAXI  
613-238-1111  
CAR 1494  
TAXI TAB

10/31/2013 06:51:00  
PURCHASE

Transaction # 1  
Card Type: AmericanExp  
Acc: \*\*\*\*\*  
Entry: Swiped  
Terminal ID: 29R31344  
Merchant ID: 29RRRR  
Batch: 000086  
Trace Number: 000298  
Bse Amt: 31.00  
Tip: 1.50 ✓  
Total: 32.50

Auth.Code: 582548  
Response: APPROVED

CUSTOMER COPY

CUSTOMER SERVICE  
1 866 565 8294  
help@taxitab.com  
DRIVER # 50731

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax CodeCA5%

P3 North E 31/10/13 10:37  
Receipt 024996

Short-term parking tkt  
DL - No. 056669  
29/10/13 10:07 -  
31/10/13 10:36 -  
Period 2d0h30'  
(Tax) \$49.25

Total \$49.25

Payment Received  
VISA \$49.25  
XXXXXXXXXXXX  
Merch:82005340013  
Auth:027329  
Type: Swiped

Sub Total \$46.90  
Tax 5% 2.35

86258980 - 11



# Minto Suite Hotel

185 Lyon Street North  
Ottawa, Ontario, Canada K1R 7Y4  
Phone: 613.232.2200 Fax: 613.232.6962  
info@mintosuitehotel.com  
mintosuitehotel.com

Reservations  
Canada & USA 1.800.267.3377  
Ottawa 613.782.2350  
mintosuitehotel.com

Mr. Mike Battistel  
[REDACTED]  
[REDACTED]

Suite: 0701

HST Registration #: 853961480RT0001  
Arrival: Tue Oct 29/2013  
Exp. Departure: Thu Oct 31/2013  
Guests: Adult: 1 Child: 0  
Rate: \$ .00  
Hotel Merchant Number:

Bill to: Battistel 411470

Page: 1 Folio Number: 780487  
Reservation Number: 611967

Date	Description of Charge or Credit	Reference	Amount
Tue Oct 29	Group Suite	msh-0701	159.00
Tue Oct 29	OGHA Destination Marketing Fee	msh-0701	4.77
Tue Oct 29	HST	msh-0701	21.29
Wed Oct 30	Group Suite	msh-0701	159.00
Wed Oct 30	OGHA Destination Marketing Fee	msh-0701	4.77
Wed Oct 30	HST	msh-0701	21.29
Thu Oct 31	AX xxxx3007 563944	0001456023	-370.12 ✓
Account Balance:			.00

Summary of Charges:  
Group Suite 318.00

Summary of Taxes and Fees:  
OGHA Destination Marketing Fee 9.54  
HST 42.58

Total Credits: 370.12

Account Balance: .00

We trust you enjoyed your stay with us and we look forward to the privilege of serving you again. Thank you.

GUEST SIGNATURE / SIGNATURE DU CLIENT

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, and I shall be responsible for any loss or damage to the premises or it's contents.



Je m'engage personnellement à défrayer les frais encourus soit en partie ou en entier à défaut de paiement complet par la compagnie, l'association ou son représentant désigné et serai responsable des pertes ou dommages aux locaux ou à leur contenu.



DATE	SERVER	TABLE NO.	PERSONS	CHECK NO.
	Sandra G.			15312
FOOD				AMOUNT
N-Sou/Gr				1295
N-Sou/Gr				1295
N-Sou/Gr				1295
Chicken Burger / F				5.00
				53.85
GST				2.69
				56.54

BEVERAGE		TIP
H/20		5.00
		61.54
GST		
PROV TAX		
TOTAL		

GUEST RECEIPT  
**49th Street Grill**  
 4901 - 49 Street  
 Athabasca, AB T9S 1C5  
 GST# 889187225 RT0001

15312

DATE  
20

\$