

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Pamela Walsh  
Vice President, Advancement  
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
Sept 8 to 14	Calgary	Business meetings	213.60	469.28	125.00	-	-	-	807.88
Sept 15 to 21	Edmonton, Calgary	Business meetings	367.20	128.91	60.00	-	41.64	-	597.75
Sept 29 to Oct 3	Edmonton	Business meetings	76.80	139.22	120.00	-	-	-	336.02
			<b>\$ 657.60</b>	<b>\$ 737.41</b>	<b>\$ 305.00</b>	<b>\$ -</b>	<b>\$ 41.64</b>	<b>\$ -</b>	<b>\$ 1,741.65</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>



# DELTA

## BOW VALLEY

209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6  
Tel: 403-266-1980 Fax: 403-266-0007

CAUBO CDN ASSOC UNIVERSITY BUSINESS OFFI  
Ms Pamela Walsh

Room: 0903  
Folio: 293510  
Cashier:  
Arrival: 09-11-13  
Departure: 09-13-13

Date	Description	Additional Information	Charges	Credits
09-11-13	Room Charge		209.00	
09-11-13	Room GST		10.76	
09-11-13	Tourism Levy		8.61	
09-11-13	DMF - Destination Marketing Fee		6.27	
09-11-13	Parking - Valet Service		<del>30.00</del>	no claim
09-11-13	Parking - GST		<del>1.50</del>	no claim
09-12-13	Room Charge		209.00	
09-12-13	Room GST		10.76	
09-12-13	Tourism Levy		8.61	
09-12-13	DMF - Destination Marketing Fee		6.27	
09-12-13	Parking - Valet Service		<del>30.00</del>	no claim
09-12-13	Parking - GST		<del>1.50</del>	no claim
09-13-13	Visa			
				532.28

GST Summary	
Registration No: 826085417	
Room	21.52
F&B	0.00
Other	3.00
<b>Total</b>	<b>24.52</b>

Total	532.28	532.28
Balance Due	0.00 CDN	469.28

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

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

# Chateau Louis

## HOTEL & CONFERENCE CENTRE

Pamela Walsh

Room No. : 250  
Arrival : 09.19.13  
Departure : 09.20.13  
Folio No. : 100917  
Company :  
Cashier : 132  
Booking No :

### GUEST FOLIO

Date	Description	Charges	Credits
09.19.13	Room Charge	119.00	
09.19.13	Tourism Levy	3.96	
09.19.13	Room GST	5.95	
09.20.13	American Express		128.91

Transaction Recap		Total Charges	128.91
Description	Recap Total	Total Credits	128.91
Room GST	5.95	Balance	0.00
Tourism Levy	3.96		CAD

Guest Signature

11727 Kingsway NW, Edmonton, Alberta T5G 3A1

Phone: 780.452.7770  
chateaulouis.com

Fax: 780.454.3436  
info@chateaulouis.com

Toll Free Reservations: 1.800.661.9843  
GST 103021499





T13 10-10-13

<b>Mrs Pamela Walsh</b>	Folio No. : 166109	Room No. : 720
:	A/R Number :	Arrival : 10-01-13
:	Group Code :	Departure : 10-02-13
:	Company : Government Alberta	Conf. No. : 68948786
:	Membership No. : PC	Rate Code : IPHQS
:	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
10-01-13	*Room	124.00	
10-01-13	GST Tax	6.20	
10-01-13	Trsm Levy Tax	4.96	
10-01-13	Municipal DMF Tax	3.72	
10-01-13	Municipal DMF Tax GST	0.19	
10-01-13	Municipal DMF Tax Tourism Le	0.15	
10-02-13	Visa		139.22
<b>Total</b>		<b>139.22</b>	<b>139.22</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 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.

Holiday Inn Express Downtown  
 Edmonton10010 - 104 Street  
 Canada T5J 0Z1 Edmonton, AB  
 Telephone: (780) 423-2450 Fax: (780) 426-6090  
 0GST #898724515  
[www.hiexdowntown.com](http://www.hiexdowntown.com)