

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Pamela Walsh
Vice President Advancement
April 1, 2014 to May 31, 2014

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
Feb 23 to 25	Edmonton	Business Meetings	-	348.04	15.00	-	56.75	-	419.79
Feb 27	Calgary	Business Meetings	432.00	1,017.69	275.00	40.00	23.06	-	1,787.75
March 11	Edmonton	Business Meetings	153.60	-	25.00	-	78.32	-	256.92
March 19	Edmonton	Business Meetings	158.60	-	-	-	-	-	158.60
March 23 to April 4	Edmonton, San Francisco	Business Meetings/Conference	1,072.75	806.25	165.00	20.00	-	-	2,064.00
April 7 to 8	Edmonton	Business Meetings	76.80	158.06	-	-	157.22	-	392.08
			\$ 1,893.75	\$ 2,330.04	\$ 480.00	\$ 60.00	\$ 315.35	\$ -	\$ 5,079.14

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>

PLACE ON DASH THIS SIDE UP



KEEP THIS PORTION

Imperial Parking Canada Corp.
Lot 383-2/ 10001 - 107 Street
GST 88731-5638-RT0001

VALID ONLY IF PROPERLY DISPLAYED
ON STREETSIDE DASHBOARD
THIS SIDE UP

Expires RECEIVED

20 Mar APR 22 2014

06:00 AM Paid \$ 5.00C

Entry time 19 Mar 14 07:00 PM

03409 450003*1623

PLACE ON DASH THIS SIDE UP

PROOF OF PURCHASE

Fairmont Hotel Macdonald
The Harvest Room

121 GLORIA *121* 1

301/1 CHK 1358 GST 2
FEB24*14/ 8:00AM

1 BREAKFAST BUFFET 28.00
1 CON'T. BUFFET 19.00

Food 47.00
47.00 GST 2.35

Total Due .. \$49.35

master card Grat 9.40 ✓
\$58.75

FAIRMONT HOTEL MACDONALD
GST# 848543819

GRATUITY _____

TOTAL _____

ROOM # _____

PRINT NAME _____

SIGNATURE _____

NOT A CREDIT CARD VOUCHER
PLEASE PAY YOUR SERVER

N/A Pamela Walsh

Room Number: 1002
 Arrival Date: 02-23-14
 Departure Date: 02-25-14
 Page No: 1 of 1
 Confirmation No: 12609080

COPY OF INVOICE

Folio No: 172959

03-13-14

Date	Description	Charges	Credits
02-23-14	Room Revenue	155.00	
02-23-14	Destination Marketing Fee - 3%	4.65	
02-23-14	Tourism Levy - 4%	6.39	
02-23-14	Room GST - 5%	7.98	
02-24-14	Room Revenue	155.00	
02-24-14	Destination Marketing Fee - 3%	4.65	
02-24-14	Tourism Levy - 4%	6.39	
02-24-14	Room GST - 5%	7.98	
02-25-14	Visa		348.04
Total		348.04	348.04
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



Best Western PLUS Port O'Call Hotel

1935 McKnight Blvd. N.E.
(info@bwportocallhotel.com)

Calgary, AB T2E 6V4

Telephone: (403)291-4600 Fax: (403)250-6827

Feb 28, 2014
7:51 am

Each Best Western® branded hotel is independently owned and operated

PAMELA WALSH

Folio #: 345449
Room Number: 646
Rate: \$127.99
Pay Method: 0041283

Arrival Date: Thursday, February 27, 2014
Departure Date: Friday, February 28, 2014

Member #:

Information:

Date	Department	Reference	Voucher	Room	Debit	Credit
2/27/2014	Room postings	Auto Posted		646	\$127.99	
2/27/2014	Tourism Levy	Auto Posted		646	\$5.12	
2/27/2014	GST Room	Auto Posted		646	\$6.40	
2/28/2014	Visa		116017	646		\$139.51

Balance: \$0.00

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 full amount of these charges. I also agree that all charges contained in this account are correct and any disputes or requests for copies of charge must be made within five days after my departure. GST #104608658

Signature _____



DELTA

BOW VALLEY

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

GOVT CDA
Ms Pamela Walsh

Room: 1015
Folio: 322722
Cashier: 167
Arrival: 03-02-14
Departure: 03-04-14

Date	Description	Additional Information	Charges	Credits
03-02-14	Room Charge		199.00	
03-02-14	Room GST		10.25	
03-02-14	Tourism Levy		8.20	
03-02-14	DMF - Destination Marketing Fee		5.97	
03-03-14	Room Charge		199.00	
03-03-14	Room GST		10.25	
03-03-14	Tourism Levy		8.20	
03-03-14	DMF - Destination Marketing Fee		5.97	
03-04-14	Visa	XX/XX		446.84
GST Summary			Total	446.84
Registration No: 826085417				446.84
Room 20.50				
F&B 0.00				
Other 0.00				
Total 20.50			Balance Due	0.00 CDN

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.



BY CHOICE HOTELS

Clarion Hotel and Conference Centre (CNA28)

2120 16 Ave NE
Calgary, AB T2E 1L4
(403) 291-4666

Account: 327399496

Date: 3/8/14

Room: 0112 SSA

Arrival Date: 3/4/14

Departure Date: 3/8/14

Check In Time: 3/4/14 3:13 PM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: kt

Total Balance Due: 0.00

WALSH, PAMELA

Post Date	Description	Comment	Amount
3/4/14	Room Charge	#0112 WALSH, PAMELA	125.10
3/4/14	Goods & Services Tax		6.45
3/4/14	Destination Marketing Fee		3.75
3/4/14	Tourism Levy		5.15
3/5/14	Room Charge	#0112 WALSH, PAMELA	125.10
3/5/14	Goods & Services Tax		6.45
3/5/14	Destination Marketing Fee		3.75
3/5/14	Tourism Levy		5.15
3/6/14	Visa Payment		(280.90)

Folio Summary 3/4/14 - 3/8/14

Room Charge	250.20
Destination Marketing Fee	7.50
Goods & Services Tax	12.90
Tourism Levy	10.30
Visa Payment	(280.90)

Balance Due: 0.00

GST 865627822

The Clarion Hotel Conference Centre may authorize your card for incidental charges. Upon check-out, any additional holds are released by the hotel. Only your financial institution (i.e., your bank) has access to these funds. These funds may remain on hold for up to 10 business days.

x _____

choiceprivileges

HealthFare Restaurant
209 240 4 Ave SW
Calgary, AB
P:403-264-8746

Order # 227

Table Q#1

Trans#: 108227
3/6/2014 2:07 PM

Serv: Service
Cust:1

Quan	Descript	Cost
2	San Pelligrino	\$4.98
1	Chicken Peanut Lime	\$8.99
1	Greek Village Salad	\$7.99

Net Total: \$21.96
GST \$1.10

TOTAL: \$23.06

Food: \$16.98
Beverage: \$4.98

=====
Visa \$23.06
=====

GST# 84571 5119 RT0001

Have a HealthFul Day!



135

03-07-14

Mrs Pamela Walsh	Folio No. :		Room No. :	312
	A/R Number :		Arrival :	03-06-14
	Group Code :		Departure :	03-07-14
	Company :	Athabasca University	Conf. No. :	65070956
	Membership No. :		Rate Code :	IPF05
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
03-06-14	*Room	134.00	
03-06-14	GST Tax	6.70	
03-06-14	Trsm Levy Tax	5.36	
03-06-14	Municipal DMF	4.02	
03-06-14	Municipal DMF GST	0.20	
03-06-14	Municipal DMF Tourism Levy	0.16	
03-07-14	Visa		150.44
Total		150.44	150.44
Balance		0.00	

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. 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
 0GST #896724515
www.hiexdowntown.com

 IL FORNO RISTORANTE Check 102584
 14981 STONY PLAIN RD
 EDMONTON AB T5P 4W1
 Tel. 455 0443

03/11/14 2:25 PM
 Table 20 Cust 0
 Waiter 7 GLORIA

1 CARBONARA	13.95
1 LARGE SOUP	8.00
1 LG CAESAR	9.00
1 GOAT CHEESE SALAD	14.00
3 CRANBERRY JUICE	10.50
1 CAPPUCINO	3.50
2 COFFEE	5.90

Taxable: 64.85

Sub-total: 64.85

Taxes: 3.25

Total Due: 68.10

GST#848971727RP0001

IL FORNO
 14981 STONY PLAIN RD NW
 EDMONTON AB
 T5P 4W1
 780-455-0443

SALE

MID: 8023277323
 TID: 0089250008
 REF#: 00000015

Batch #: 110
 03/11/14 12:44:08

APPR CODE: 023031

Trace: 15

VISA

*****1283

Chip

AMOUNT	\$68.10
TIP	15% \$10.22
TOTAL	\$78.32

APPROVED

Visa Credit

AID: A0000000031000

TVR: 00 00 01 00 00

TST: F8 00

THANK YOU / MERCI

CUSTOMER COPY

MATRIX HOTEL

Ms Pamela Walsh

Room Number: 0404
Arrival Date: 03-24-14
Departure Date: 03-25-14
Page No: 1 of 1
Confirmation No

INVOICE

Folio No:

03-25-14

Date	Description	Charges	Credits
03-24-14	Room Revenue	139.00	
03-24-14	Destination Marketing Fee - 3%	4.17	
03-24-14	Tourism Levy - 4%	5.73	
03-24-14	Room GST - 5%	7.16	
03-25-14	Visa		156.06
Total		156.06	156.06
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

Passenger Type	<u>Adult</u>
Air Transportation Charges	
Flight 1 - Airfare (<u>Flex</u>)	474.00
Flight 2 - Airfare (<u>Flex</u>)	260.00
<u>Surcharges</u>	15.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	25.00
U.S.A Transportation Tax	40.12
U.S Agriculture Fee	5.73
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	39.31
U.S Passenger Facility Charge	5.16
U.S.A Immigration User Fee	8.02
<u>Air Travellers Security Charge (ATSC)</u>	12.10
September 11 Security Fee	2.87
U.S. Federal Customs Fee	6.30
Total airfare and taxes before options (per passenger)	893.61
Number of passengers	1
Grand Total - Canadian dollars	\$893.61

Payment Information

Credit/Debit Card xxx-xxxx-xxxx-1283 - Amount paid: **\$893.61**

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

- Air Canada: \$893.61 (Airfare - per ticket)

Ticket number(s): 0142131551188

Fare Rules

Flight 1: Edmonton (YEG) To San Francisco (SFO) - Flex

- **Changes:**
 - Prior to day of departure - **Change fee** per transaction, per passenger, is \$200 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
 - **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per transaction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- **Flight AC4516:** This flight is a codeshare flight with United Express/Skywest Airlines. **A fee for checked bags** is charged by United Airlines for codeshare flights it operates between Canada and



Baggage Receipt

Issue Date: 31 MAR 2014 YEG A10

A STAR ALLIANCE MEMBER

Baggage Document
0162605720388

Description
First Bag Fee
Tax

Qty	Fees
1	\$22.00
--	\$1.10

Method of Payment
Visa XXXXXXXXXXXX1283

Ticket Number
0142131551188

Cardholder Name
PAMELA WALSH

BAGGAGE FEES

Total Fees

USD \$23.10

Confirmation: **FL477D**

Excess Baggage Terms and Conditions:

- All excess baggage is subject to space availability.
- Receipt for payment must be presented at bag check.
- For refunds or adjustments, see a United representative.

Carrier	Routing
JA	YEG - SFO

AGENT REFERENCE: 66 ESC BAG

C-1



WALSH, PAMELA

433 Powell Street on Union Square
San Francisco, California 94102
415-362-2004 • 800-428-4748
FAX 415-362-1403
Email: info@chancellorhotel.com
www.chancellorhotel.com

FOLIO
Account: 04330275619
Arrival: 03/31/14
Departure: 04/04/14
Room: 601
Rate: \$169.00

DATE	ITEM DESCRIPTION	COMMENT	DEBIT	CREDIT
03/31/14	1 ROOM	#601 WALSH, PAMELA	\$169.00	
03/31/14	2 S.F. HOTEL TAX	S.F. HOTEL TAX	\$23.66	
03/31/14	3 BUSINESS DISTRICT ASSES	BUSINESS DISTRICT ASSESSME	\$3.80	
03/31/14	4 CALIF TRAVEL-TOURISM COI	CALIF TRAVEL-TOURISM COMM	\$0.10	
04/01/14	5 LAUNDRY / DRY CLEANING	LAUNDRY / DRY CLEANING	\$14.50	- no claim
04/01/14	6 ROOM	#601 WALSH, PAMELA	\$169.00	
04/01/14	7 S.F. HOTEL TAX	S.F. HOTEL TAX	\$23.66	
04/01/14	8 BUSINESS DISTRICT ASSES	BUSINESS DISTRICT ASSESSME	\$3.80	
04/01/14	9 CALIF TRAVEL-TOURISM COI	CALIF TRAVEL-TOURISM COMM	\$0.10	
04/02/14	10 LAUNDRY / DRY CLEANING	LAUNDRY / DRY CLEANING	\$7.00	- no claim
04/02/14	11 ROOM	#601 WALSH, PAMELA	\$169.00	
04/02/14	12 S.F. HOTEL TAX	S.F. HOTEL TAX	\$23.66	
04/02/14	13 BUSINESS DISTRICT ASSES	BUSINESS DISTRICT ASSESSME	\$3.80	
04/02/14	14 CALIF TRAVEL-TOURISM COI	CALIF TRAVEL-TOURISM COMM	\$0.10	
04/04/14	19 VISA	VISA		

\$611.18
~~\$589.68~~

RESERVATIONS 1-800-428-4748

BALANCE DUE: **\$0.00**

Ms. Pamela Walsh

Room Number: 1204
 Arrival Date: 04-07-14
 Departure Date: 04-08-14
 Page No: 1 of 1
 Confirmation No 13325332

INVOICE

Folio No: 177116

04-08-14

Date	Description	Charges	Credits
04-07-14	Room Revenue	139.00	
04-07-14	Destination Marketing Fee - 3%	4.17	
04-07-14	Tourism Levy - 4%	5.73	
04-07-14	Room GST - 5%	7.16	
04-08-14	Room Service <i>DINING Room</i> Room# 1204 : CHECK# 741 <i>TIP For Free Blfst.</i>	2.00	
04-08-14			158.06
Total		158.06	158.06
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

District Coffee Co.

Order #4-475 Apr 8, 2014, 10:10 AM
 Sale Served by General
 Transaction #0402890404081410290

2 x Cappuccino (3.81)	7.62 T
to GO	0.00
2 x Scone (Berry) (2.86)	5.72 T
To Go	0.00
Subtotal	13.34
Tax	0.67
Total	14.01

Cash 14.01

#101, 10011 - 109 Street NW
 Edmonton, Alberta T5J3S8
 780.705.7786
 info@districtcoffee.ca
 www.districtcoffee.ca

Thanks for stopping in.
 GST 817023849RT0001

For catering inquiries please contact our friends at
 Elm Café & Catering (catering@elmcafe.ca) **T21**

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

Your GST# 896140894

122 JEREMY

Check: 1054 Guests: 1
 Table: 6-1
 04/08/2014 11:58AM

2	PELLEGRINO	12.50
1	COZZE PEI	14.45
1	INSALATA DI MARE	20.00
3	INSALATA ALLEGRO	34.35
1	ESSPRESSO	2.25
3	CAPPUCINO	14.25
	Auto-Gratuity	17.60
	Subtotal	97.80
	G.S.T.	4.27
	Service Chrg	17.60
	Total Due	\$119.67

Please Pay Server

C1
B1

DISTRICT COFFEE COMPANY
 1001-109 STREET, UNIT 1
 EDMONTON, AB

Term ID: 28317837

Purchase

XXXXXXXXXXXX1283
 VISA Entry Method: C
 Clerk ID: 01

Amount: \$ 14.01
 Tip: \$ 2.00
Total: \$ 16.01

2014/04/08 10:10:41
 Seq #: 0011380340
 Appr Code: 01272I
 Resp Code: 01/027

Visa Credit
 A0000000031010
 92 17 49 AF 73 5F C1 2E
 00 00 00 00 00
 FB 00
 91 27 24 80 C7 00 51 21

APPROVED
Thank You

Customer Copy
 - IMPORTANT -
 retain this copy for your records

ALLEGRO ITALIAN KITCHEN
 10011 109 STREET
 EDMONTON AB

CARD *****1283
 CARD TYPE VISA
 DATE 2014/04/08
 TIME 9597 15:25:36
 RECEIPT NUMBER
 C06013655-001-135-010-0

PURCHASE
 AMOUNT \$119.67
 TIP \$21.54
TOTAL

\$141.21

Visa Credit
 A0000000031010
 A6EDDFE95D62177D
 0000008000-E800
 A60CBA5F470A996E
 0000008000-F800

APPROVED

AUTH# 061281 01-027
 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN