

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Mike Battistel  
Vice President, Information Technology & CIO  
August 1 to September 30, 2014

1) Travel expenses

\* "Transportation" includes airfare, public transportation, taxis, parking, mileage per diem, and fuel

\*\* "Incidentals" includes registration fees, telephone calls, internet charges, etc

\*\*\* "Recovery" refers to reimbursements from external parties

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
Jul 10 - 11	Calgary	Business Meetings	427.20	220.17	75.00	10.00	39.85	-	772.22
Jul 23	Edmonton	Business Meetings	153.60	-	15.00	-	-	-	168.60
Jul 28	Non-travel	Equipment Purchase (PD Funds used)	-	-	-	194.19	-	-	194.19
			<b>\$ 580.80</b>	<b>\$ 220.17</b>	<b>\$ 90.00</b>	<b>\$ 204.19</b>	<b>\$ 39.85</b>	<b>\$ -</b>	<b>\$ 1,135.01</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.athabasca.ca/policy/finance/travelexpenseclaimpolicy.htm>



6

07-11-14

<b>Battistel</b>	Folio No. : <b>3231</b>	Room No. : <b>423</b>
<b>Athabasca</b>	A/R Number :	Arrival : <b>07-10-14</b>
<b>Canada</b>	Group Code :	Departure : <b>07-11-14</b>
	Company :	Conf. No. : <b>68693157</b>
	Membership No. : <b>PC 334008583</b>	Rate Code : <b>IGCOR</b>
	Invoice No. :	Page No. : <b>1 of 1</b>

Date	Description	Charges	Credits
07-10-14	Deposit Transfer at Check-In		220.17
07-10-14	*Room Charge	199.99	
07-10-14	1% Marketing Fee	2.00	
07-10-14	5% GST Room Tax	10.10	
07-10-14	4% Tourism Levy	8.08	
<p>Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - <a href="http://www.lhgwardsclub.com/review">www.lhgwardsclub.com/review</a>. We look forward to welcoming you back soon.</p>		<b>Total</b>	<b>220.17</b>
		<b>Balance</b>	<b>0.00</b>

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

I have received the goods and / or services in the amount shown heron. I agree that my libity 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 & Suites Calgary University  
 2373 Banff Trail North West  
 Calgary, Alberta Canada T2M 4L2  
 Telephone: (587) 390-6100 Fax: (587) 390-6111  
 GST R890139793 RT0001

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Dairy Lane Cafe  
Order #: 1-41948  
Table 15  
Server: AM  
Cashier: AM  
Register: Receipt (receipt)  
2014-07-11 13:24:55

1 Chicken Club	17.00
- Baguette - House Salad	1.00
1 Pesto Veggie Burger	15.00
- Multigrain Bun - French Fries	

Subtotal:	33.00
Sales Tax (5% of 33.00):	1.65
Total:	34.65

Amount Due: 34.65

Dairy Lane Cafe  
319 19 ST NW  
Calgary, Alberta T2N 2J2  
Canada  
403.283.2497  
Info@dairylanecafe.ca  
www.dairylanecafe.ca  
Manager: GST 863954574

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THE DAIRY LANE CAFE  
319 19 ST NW  
CALGARY AB

CARD \*\*\*\*\*  
CARD TYPE VISA  
DATE 2014/07/11  
TIME 0301 13:27:30  
RECEIPT NUMBER  
CB2011031001-286-060-0

PURCHASE  
AMOUNT \$34.65  
TIP \$5.20  
TOTAL

**\$39.85**

VISA CREDIT  
A0000000031010  
17C355BBEE6B6578  
00E000B000-EB00  
2DC423A04617C099  
00E000B000-FB00

**APPROVED**

AUTH# 019416 01-027  
THANK YOU

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B

KINDLE

STAPLES Canada  
Store # 253  
130 Country Village Road NE Unit 307  
Calgary, AB T3K6B8  
403-509-3265

Sale 00091 4 001 86031  
0253 07/11/14 02:38

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9999999

1	KINDLE PW LEATHER	
	848719005486	45.94G
1	AMAZON KINDLE PAPE	
	848719020472	139.00G
Subtotal		184.94
GST 5.00%		9.25
Total		\$194.19
Visa		194.19

\*\*\*\*\*3769

Visa	C	Purchase
Authorization Number		048222
0010019670	86031	66164607
91	07/11/14	14:38:26
01/027 APPROVED - THANK YOU		
VISA CREDIT		A0000000031010
0080008000 F800		

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