

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Mike Battistel  
Vice President, Information Technology & CIO  
December 1, 2013 to January 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
Nov 19 to Nov 29	Edmonton, Calgary, Banff	Business Meetings	475.46	309.12	110.00	20.00	-	-	914.58
Dec 4 to 6	Edmonton	Business Meetings	153.60	325.58	69.75	10.00	-	-	558.93
Dec 13	Edmonton	Business Meetings	153.60	162.79	32.08	10.00	-	-	358.47
Jan 10	Edmonton	Business Meetings	153.60	327.58	-	10.00	-	-	491.18
			<b>\$ 936.26</b>	<b>\$ 1,125.07</b>	<b>\$ 211.83</b>	<b>\$ 50.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,323.16</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>

Guest Name: **Mike Battistel**  
**1 University Dr**  
**Athabasca, AB T9S 3A3 CA**

Room #: **8224**  
Folio #: **R6C078 - 1**  
Group #: **CYB1311**  
Guests: **1**  
Clerk:

CL #: **\*\*\*\*\***  
CC #: **\*\*\*\*\***

Arrive: 11/27/13 Time: 02:56 PM Depart: 11/29/13 Time: 08:28:39 Status: FOL

Date	Description	Reference	Comment	Charges	Credits
11/27/2013	PACKAGE	CYB1311	Pkg: Cyber Summit 2013	\$146.26	\$0.00
11/28/2013	ROOM CHARGE	8224		\$124.00	\$0.00
11/28/2013	GST TAX	8224t	GST TAX	\$6.32	\$0.00
11/28/2013	ATL	8224t	ALBERTA TOURISM LEVY	\$5.06	\$0.00
11/28/2013	TIF	8224t	TIF	\$2.48	\$0.00
11/29/2013	PAY AMEX	11299528191		\$0.00	(\$284.12)

**Folio Balance: \$0.00**

**Package Taxes**

Only applies if you paid for package

Alberta Tourism Levy	\$5.06
GST Other Tax	\$0.40
GST Tax (Room)	\$6.32
Tourism Improvement Fee	\$2.48



# RENTAL RECORD



HERTZ CANADA LIMITED AS AGENT FOR  
HERTZ CANADA VEHICLES PARTNERSHIP

RENTAL RECORD: 933888620  
FORM# 933888620-04

JOHN BATTISTEL

RENTAL: 11-26-13 1845 CALGARY AIRPORT  
RETURN: 11-29-13 1542 DOWNTOWN

0812511  
0812110

OWN/VEH: 08193/4015590	MODEL: 13 COROLLA CE
VIN#: 2T1BU4EE9DC065093 PO#:	VEH CLASS: C
CDP: XXXXXXXXXX	FT: ZE 1
	LIC: K18271
	DL: <del>XXXXXXXXXX</del>

LDW DECLINED	MILEAGE IN: 23378	INITIAL CHARGES	
P&P DECLINED	MILEAGE OUT: 22785	DAYS \$ 60.49/DAY @ 3 DAYS (G) \$	181.47
N/A DECLINED	MILES DRIVEN: 593	EXTRA KM \$ /KM	\$ 0.00
FPO DECLINED - FUEL & SVC APPLIED	TR-X MILES DRIVEN:	DISCOUNT 5%	\$ -9.07
\$ 3.99 Litre TK CAP: 50.0	MILES ALLOWED: 593	SUBTOTAL LESS DISCOUNTS	\$ 172.40
FUEL OUT: 8/8 FUEL IN: 8/8	MILES CHARGED:		
PLAN IN: REZ-D \$30.25 / EX HOUR		SERVICE CHARGES/TAXES	
PLAN OUT: REZ-D \$60.49 / DAY		CFC \$ 6.00/DAY (G) \$	18.00
RATE CLASS: C		VLCR \$ .41/DAY (G) \$	1.23
		ENERGY SRG \$ .88/ITEM (G) \$	0.88
		ACSRG \$ 1.00/DAY (G) \$	3.00
		CFR 15.610% (G) \$	27.71
		GST 5.000%	
		ON TAXABLE TT \$223.22 (N) \$	11.16
		TOTAL AMOUNT DUE	\$ 234.38
		CHARGED ON AMK (234.38)	\$ 234.38

RENTAL FORM OF PAYMENT: AMX 3733\*3007 AUTH : \$435.00/16 1126  
 RETURN FORM OF PAYMENT: AMX 3733\*3007

I REPRESENT THAT I AM SPECIFICALLY AUTHORIZED TO RECEIVE THE BENEFITS  
 EXTENDED TO EMPLOYEES/MEMBERS OF AMEX CORP PLATINUM LOYALTY PGM

Gold Plus Rewards Points Earned for this Rental: 414

Save up to \$25  
 on your next rental  
 by taking a brief survey:

hertzsurvey.ca

or 1-800-408-4116

Enter access code: 08125

FOR EXPLANATION OF THE ABOVE CHARGES,  
 PLEASE ASK A REPRESENTATIVE OR GO TO  
 WWW.HERTZ.CA/CHARGEEXPLAINED

\* A MESSAGE FROM HERTZ \*  
 CHECK OUT OUR GREAT RATES ON HERTZ.COM! Enjoy great deals and fast  
 reservations to meet all your needs... work or pleasure! Visit  
 www.Hertz.com!

\* WE LOOK FORWARD TO YOUR NEXT VISIT! \*

RESERVATION INFORMATION: F9983428433 / C  
 PREPARED BY: R2878 COMPLETED BY: H8670  
 STATEMENT OF CHARGES - NOT VALID FOR RENTAL

GST REGISTRANT NUMBER R102337847

Printed by: 11-29-13 1545 H8670 812110

THANK YOU FOR RENTING FROM HERTZ

CUSTOMER SERVICE: 1-800-654-4173 RENTAL LOCATION: 403-221-1676



Thank You for calling **CAPITAL TAXI** www.capitaltaxiedmonton.com

date: 19-11-13 Amount: 10.00  
from: 10011-109-st  
to: Hotel Westin  
Init: 244 Driver: ah GST: A

**780-423-2425** 24 Hour Service

**YELLOW CAB** 780.462.3456

GST# \_\_\_\_\_  
Date: Nov 20 13 Amount: 10.00  
Driver: Amou Car#: 337  
From: \_\_\_\_\_  
To: \_\_\_\_\_ **B**  
10135-31 Avenue, Edmonton, AB T6N 1C2 **C**

BANFF EAST GATE  
101 MOUNTAIN AVENUE  
PO BOX 900  
BANFF, AB T1L 1K2  
4037621504

**SALE**

MID: 17322722018  
TID: 002 REF#: 00000036  
Batch #: 035  
11/27/13 10:03:40  
APPR CODE: 549326  
AMEX  
\*\*\*\*\*3007S \*\*/\*\*

**AMOUNT \$19.60**

APPROVED

X \_\_\_\_\_  
BATTISTEL CM

I AGREE TO PAY ABOVE TOTAL AMOUNT  
IN ACCORDANCE WITH CARD ISSUER'S  
AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VOUCHER)  
RETAIN THIS COPY FOR STATEMENT  
VERIFICATION

THANK YOU  
PLEASE COME AGAIN

MERCHANT COPY **C**

**Gas Southway Serv**  
**Ice**

37427 - Hwy 2 S  
Red Deer CouAB

ATE: 2013/11/29 TIME: 13:55:14

**PURCHASE**

QUANTITY	PRICE	AMOUNT
THNDL REG 33.363L	\$1.109/L	37.00H

**TOTAL \$37.00**

ST 5.0% INCLUDED \$1.76

= TAXES INCLUDED

MEX ENTRY METHOD: S  
 \*\*\*\*\*3007  
 013/11/29 13:55:55  
 EFN: 28568502 0012860250  
 JITH: 544170 RESP CODE: 00/025  
 RECEIPT#: 90001105 BATCH#: 286

**APPROVED - THANK YOU**

- IMPORTANT -  
RETAIN THIS COPY FOR YOUR RECORDS

CUSTOMER COPY

E

9904 - 82nd Avenue  
Edmonton AB T6E 1V8

**ESSO EXPRESS**

WHYTE AVENUE ESSO  
 00302361  
 9884 - 82ND AVE  
 EDMONTON, AB T6E 1V  
 URN:R121461107  
 11/29/2013 259750687  
 03:28:02 PM

PUMP# 4  
 EREG 10.177L  
 PRICE/L 1.069  
 FUEL TOTAL \$ 10.88

GST in fuel \$ 0.52  
 CREDIT \$ 10.88

TYPE: PURCHASE  
 ACCOUNT: AIREX \$10.88  
 AUTH: 540510-F INVOICE: 11147904  
 CARD NUMBER: 5 244 11111 13007  
 AEROPLAN MILES THIS SALE: 0  
 AEROPLAN #6927  
 IMPORTANT - retain this copy for your records

Thank You  
Please Come Again

F



N/A Cesarino Battistel

Athabasca AB

Room Number: 0306  
Arrival Date: 12-04-13  
Departure Date: 12-06-13  
Page No: 1 of 1  
Confirmation No 11598836

**INFORMATION INVOICE**

Folio No:

12-06-13

Date	Description	Charges	Credits
12-04-13	Room Revenue	145.00	
12-04-13	Destination Marketing Fee - 3%	4.35	
12-04-13	Tourism Levy - 4%	5.97	
12-04-13	Room GST - 5%	7.47	
12-05-13	Room Service	2.00	
12-05-13	Room Revenue	145.00	
12-05-13	Destination Marketing Fee - 3%	4.35	
12-05-13	Tourism Levy - 4%	5.97	
12-05-13	Room GST - 5%	7.47	
<b>Total</b>		<b>327.58</b>	<b>0.00</b>
<b>Balance</b>		<b>327.58</b>	

Room# 0306 : CHECK# 793

**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

WILDFLOWER RESTAURANT  
 10009 107th Street  
 Edmonton, AB  
 T5J 1J1  
 780-990-1938



\*\* TRANSACTION RECORD \*\*

Tran. #: 9561

Check #: 1709  
 Employee #: 106  
 Employee Name: KAMILLA  
 Workstation #: 2

American Express  
 Pre-Auth Purchase  
 xxxxxxxxxxxx3007 S

Amount \$44.10 30.45

Tip \$ 6.- 6.-

TOTAL \$ 50.10 (36.45)

APPROVED 522424  
 00-000 522424  
 S0001T0002/WILDFC02  
 928001001021  
 2013/12/04 21:30:45

Matrix Hotel  
 10640-100 Avenue  
 GST # 866344302

15 ART

Check: 900 Guests: 1  
 Table: 43-1  
 12, 05/2013 08:47PM

1 SAMOSAS 13.75  
 1 HOUSE SALAD 12.25  
 Subtotal 26.00  
 G.S.T. 1.30  
**Total Due \$27.30**

GRATUITY                     

TOTAL                     

Signature                     

Guest Name                     

Room #                     

106 KAMILLA

Tbl 32/2 Chk 1709 Gst 1  
 Dec04'13 08:31PM

1 G1 Nine North Merlot 13.00  
 1 MIXED VEG SALAD 15.00  
 1 DN GNOCCHI 14.00

Subtotal 42.00 - 13.00 = 29  
 42.00 GST Percent 2.10 - 0.65 = 7.45  
 Amount Due **44.10**

= 30.45

A2

MATRIX HOTEL  
 10001 107 ST. NW  
 EDMONTON, AB

Term ID: 05073836

Purchase

xxxxxxxxxxx3007

ANEX Entry Method: S

Amount: \$ 27.30

Tip: \$ 9.10 ✓

Total: \$ 36.40

2013/12/05 21:21:13

Seq #: 0016510040

Appr Code: 589072

Resp Code: 00/025

APPROVED  
 Thank You

Customer Copy

- IMPORTANT -  
 retain this copy for your records

Mr. Mike Battistel  
1 Univesity Dr.  
Athabasca AB T9S 3A3  
Canada

Room Number: 0801  
Arrival Date: 12-12-13  
Departure Date: 12-13-13  
Page No: 1 of 1  
Confirmation No 11713583

**INFORMATION INVOICE**

Folio No:

12-13-13

Date	Description	Charges	Credits
		145.00	
12-12-13	Room Revenue	4.35	
12-12-13	Destination Marketing Fee - 3%	5.97	
12-12-13	Tourism Levy - 4%	7.47	
12-12-13	Room GST - 5%		
<b>Total</b>		<b>162.79</b>	<b>0.00</b>
<b>Balance</b>		<b>162.79</b>	

**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

Matrix Hotel  
10640-100 Avenue  
GST # 866344302

NIESHA

A.K.

Check: 1822                      Guests: 2  
Table: 43-1  
12/12/2013 07:56PM

8oz NUGAN ESTATE                      12.38 - P  
HOUSE SALAD                              12.25  
VEGGIE SANDWICH                      14.50  
CANADIAN                                  6.19 - P

Subtotal → 26.75                      45.32  
G.S.T. → 1.33                              2.27  
Total Due                                  \$47.59  
4 TIP

GRATUITY                                  TOTAL

TOTAL                                      32.08

Signature \_\_\_\_\_

Guest Name \_\_\_\_\_

Room # \_\_\_\_\_

A1

Matrix HOTEL  
10001 107 ST. NW  
EDMONTON, AB

Term ID: 05073836

### Pre Auth

XXXXXXXXXXXX3007  
ANEX                                      Entry Method: S

Amount: \$                                  47.59

Tip:    8-

Total:    55.59

2013/12/12                                  21:08:47

Seq #:    0016580050

Appr Code:                                  520635

Resp Code: 00/025

APPROVED  
Thank You

Customer Copy

- IMPORTANT -  
retain this copy for your records



Mr. Mike Battistel  
 1 Univesity Dr.  
 Athabasca AB T9S 3A3  
 Canada

Room Number: 0406  
 Arrival Date: 01-09-14  
 Departure Date: 01-10-14  
 Page No: 1 of 1  
 Confirmation No 11747331

**INVOICE**

Folio No: 168750

01-10-14

Date	Description		Charges	Credits
01-09-14	Room Revenue		145.00	
01-09-14	Destination Marketing Fee - 3%		4.35	
01-09-14	Tourism Levy - 4%		5.97	
01-09-14	Room GST - 5%		7.47	
01-09-14	Room Service	Room# 0406 : CHECK# 1450	2.00	
01-10-14	American Express	XXXXXXXXXXXX3007 XX/XX		164.79
01-10-14	Room Revenue	0	162.79	
01-10-14	American Express	XXXXXXXXXXXX3007 XX/XX		162.79
<b>Total</b>			<b>327.58</b>	<b>327.58</b>
<b>Balance</b>			<b>0.00</b>	

**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