

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Dr. Alexander Kondra
Acting, Vice President Academic
February 1, 2014 - March 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
Jan 8 - 23	Edmonton, AB	Business Meetings	384.00	510.83	55.00	30.00	-	-	979.83
Feb 5 - 25	Edmonton, AB	Business Meetings	460.80	522.06	80.00	30.00	-	-	1,092.86
Mar 5 - 9	Victoria, BC	Attend Conference	674.21	264.82	40.00	420.00	-	-	1,399.03
			\$ 1,519.01	\$ 1,297.71	\$ 175.00	\$ 480.00	\$ -	\$ -	\$ 3,471.72

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>

N/A Alex Kondra
1 University Dr
Athabasca AB T9S 3A3
Canada

Room Number: 0408
Arrival Date: 01-08-14
Departure Date: 01-10-14
Page No: 1 of 1
Confirmation No 11969830

INVOICE

Folio No: 168746

01-10-14

Date	Description		Charges	Credits
01-08-14	Room Revenue		155.00	
01-08-14	Destination Marketing Fee - 3%		4.65	
01-08-14	Tourism Levy - 4%		6.39	
01-08-14	Room GST - 5%		7.98	
01-09-14	Room Revenue		155.00	
01-09-14	Destination Marketing Fee - 3%		4.65	
01-09-14	Tourism Levy - 4%		6.39	
01-09-14	Room GST - 5%		7.98	
01-10-14	Refreshment Centre - Snickers	0	8.40	
01-10-14	Visa	XXXXXXXXXXXXXXXX7284 XX/XX		356.44
Total			356.44	356.44
Balance			0.00	

ture:
my liability for all charges is not waived and agree to be held personally liable in the event
licated person, company or association fails to pay for any part or the full amount of these
charges. G.S.T. #86634 4302 RT 0001

RECEIVED
JAN 23 2014
FINANCE

N/A Alex Kondra
1 University Dr
Athabasca AB T9S 3A3
Canada

Room Number: 0406
Arrival Date: 01-19-14
Departure Date: 01-20-14
Page No: 1 of 1
Confirmation No 11934589

INVOICE

Folio No: 169578

01-20-14

Date	Description	Charges	Credits
01-19-14	Room Revenue	145.00	
01-19-14	Destination Marketing Fee - 3%	4.35	
01-19-14	Tourism Levy - 4%	5.97	
01-19-14	Room GST - 5%	7.47	
01-20-14	Visa XXXXXXXXXXXXXXXX7284 XX/XX		162.79
Total		162.79	162.79
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

RECEIVED

MAR 04 2014

FINANCE

MATRIX
HOTEL

N/A Alex Kondra

Room Number: 0814
Arrival Date: 02-05-14
Departure Date: 02-07-14
Page No: 1 of 1
Confirmation No 12147586

INFORMATION INVOICE

Folio No:

02-07-14

Date	Description		Charges	Credits
02-05-14	Room Revenue		155.00	
02-05-14	Destination Marketing Fee - 3%		4.65	
02-05-14	Tourism Levy - 4%		6.39	
02-05-14	Room GST - 5%		7.98	
02-06-14	Room Revenue		155.00	
02-06-14	Destination Marketing Fee - 3%		4.65	
02-06-14	Tourism Levy - 4%		6.39	
02-06-14	Room GST - 5%		7.98	
02-07-14	Visa	XXXXXXXXXXXX7284 XX/XX		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

470 17

MATRIX
HOTEL

Dr. Alex Kondra

RECEIVED

MAR 04 2014

FINANCE

Room Number: 0601
Arrival Date: 02-24-14
Departure Date: 02-25-14
Page No: 1 of 1
Confirmation No 12508330

INFORMATION INVOICE

Folio No:

02-25-14

Date	Description	Charges	Credits
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	
Total		174.02	0.00
Balance		174.02	

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



Inn at Laurel Point

Alex Kondra

Room No. : 423
 Arrival : 03/05/14
 Departure : 03/07/14
 Folio No. :
 Conf. No. : 2961087

Date	Description		Charges	Credits
03/05/14	Room Service Food	Line# 423 : CHECK# 9008	31.37	
03/05/14	Room		114.00	
03/06/14	Room		114.00	
03/06/14	Destination Marketing Fee 1%		2.28	
03/06/14	Provincial Hotel Tax 8%		18.42	
03/06/14	Municipal Hotel Tax 2%		4.60	
03/06/14	Goods and Service Tax 5%		11.52	
03/07/14	Visa	XXXXXXXXXXXXXXXX7284 XX/XX		296.19
			Total Charges	296.19
			Total Credits	296.19
			Balance	0.00
				CAD

Net Amount	257.30
Destination Marketing Fee 1%	2.28
Provincial Hotel Tax 8%	23.02
Goods and Service Tax 5%	12.99
	0.00
Liquor Tax 10%	0.60
Total Charges	0.00
	CAD



Reservation Confirmation

WestJet Airlines

to:

Alex Kondra

07/01/2014 03:48 PM

Sent by:

noreply@itinerary.westjet.com

Hide Details

From: WestJet Airlines <noreply@itinerary.westjet.com>

To:

Sent by: noreply@itinerary.westjet.com

Security:

To ensure privacy, images from remote sites were prevented from downloading. Show Images

History: This message has been forwarded.

WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.

Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.

This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is: **JUMQUQ**

Main contact: Mr Alex Kondra

E-mail:

Phone Number:

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Guest

Mr. Alex Kondra	Flight	Edmonton (YEG)-Victoria (YYJ),Victoria (YYJ)-Edmonton (YEG)
	WestJet FF	111159646
	Ticket Number	TN8382195149474
	Seat	YEG-YYJ: *;YYJ-YEG: *

Air Itinerary Details

WS173 WestJet	Edmonton, CA Wed 05 Mar, 2014 04:40 PM	Victoria, CA Wed 05 Mar, 2014 05:20 PM	Fare type: Econo Non-stop
WS192 WestJet	Victoria, CA Sat 08 Mar, 2014 06:30 PM	Edmonton, CA Sat 08 Mar, 2014 08:59 PM	Fare type: Econo Non-stop

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 238.00	CAD 36.00	CAD 65.41	CAD 339.41	x 1	CAD 339.41
						Total airfare: CAD 339.41

Tax details

Yellow Cab

250-381-2222 250-381-2242

Toll Free: 1-800-808-8881 anywhere in North America

Date: 05/14/14 Amount: 72.00

Driver: [Signature] Car #: 62

From: NP To: Viet



GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code: CA5%

POF 1st Fl 08/03/14 21:15
Receipt 035625

Short-term parking tkt

HL - No. 056832

05/03/14 15:27 -

09/03/14 15:27 -

Period 4d0h0'

(Tax) \$92.00

Total \$92.00

Payment Received \$92.00

VISA

XXXXXXXXXXXX7284

Merch: 820054013

Auth: 056437

Type: Swiped

Sub Total \$87.62

Tax 5% 4.38

8822898 - 1/1

E