

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Dr. Cindy Ives
Acting Vice President, Academic
June 1 to July 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
May 12 - 17	Kamloops, BC	Attend Conference (PD Funds used)	739.19	741.75	165.00	355.00	-	-	2,000.94
May 7 - 9	Edmonton	Business meetings	153.60	322.88	80.00	-	-	-	556.48
May 28 - 30	Edmonton	Business meetings	153.60	289.44	15.00	-	-	-	458.04
May 21 - 22	Edmonton	Business meetings	153.60	322.88	40.00	-	-	-	516.48
Jun 8 - 11	Edmonton	Business meetings	153.60	172.22	25.00	-	-	-	350.82
Jun 18 - 20	Edmonton	Business meetings	153.60	300.44	-	-	-	-	454.04
May 20	Athabasca	Business meetings	-	-	-	-	55.43	-	55.43
Jun 26	Edmonton	Business meetings	153.60	-	-	-	-	-	153.60
			\$ 1,660.79	\$ 2,149.61	\$ 325.00	\$ 355.00	\$ 55.43	\$ -	\$ 4,545.83

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>



Zimbra Collaboration Suite

cindy@athabasca.ca

CNIE/RCIÉ - Online Purchase Confirmation

Thu Mar 13 06:42:17 2014

From: cnie-rcie@cnie-rcie.ca

To: cindy@athabasca.ca

**CNIE/RCIÉ ONLINE CREDIT CARD
PURCHASE CONFIRMATION**

**Order Number: CNIE-2014-CONFERENCE
Order Date: 2014-03-13 8:41:42 AM**

**Name on Card: Cindy Ives
Card Type: VI
Email Address: cindy@athabasca.ca**

**Bank Auth Number: 043150
Order Total: 315.00 CAD**

**BILL TO:
Name: Cindy Ives
Address Line 1:
Address Line 2:
City: ATHABASCA
State/Province: AB
Zip/Postal Code:
Country: CA
Phone Number:**

**MERCHANT INFO:
Merchant Name: CNIE - RCIÉ
Address: 260 Dalhousie Suite/Bureau 204
City: OTTAWA
Province: ON
Postal Code: K1N 7E4
Country: CA
Phone Number: 613-241-0018
Web site: www.assocsrv.ca/cnie-rcie**

Comment: &trncomment&

Charge may appear as CADE on statement.

①

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
17May	WESTJET WS 3291	CALGARY INTL AB, CANADA	EDMONTON INTL AB, CANADA	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis XBRWO3 Not Valid Before 17 MAY Not Valid After 17 MAY
	Operated by: WESTJET ENCORE	Time 6:30pm	Time 7:19pm	

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXXX 4740
Endorsement / Restrictions	NONREF - FEE FOR CHG/CXL
Fare Calculation Line	YEA WS X/YYC WS YKA172.80WS X/YYC WS YEA105.00CAD277.80END
Fare	CAD 277.80
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 18.15 XG (GOODS AND SERVICES TAX (GST))
	CAD 35.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 6.00 YQF (OTHER AIR TRANSPORTATION CHARGES)
	CAD 30.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 381.20

Positive identification required for airport check in

Notice:

Thank you for choosing WestJet

QST # 1202807956TQ0001

GST # 866112535

- We look forward to welcoming you on board your upcoming WestJet flight.
- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airline partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances

HOTEL FIVE540FORTY

540 Victoria Street
Kamloops, BC V2C 2B2 CA
Direct: 250-372-2281 Fax: 250-372-1125
Toll Free: 1-800-663-2837
GST : 845696814

Reservation Number 116534

Send to **Cindy Ives**

Phone

Guest Name **Cindy Ives**

Arrival Date
5/12/2014

Departure Date
5/17/2014

Group **CNIE Confeence at TRU**

Room Information

439 - Deluxe Queen Queen

Bill To **Ives, Cindv**

Phone
Folio Number 165497

Trans Date	Description		Voucher	Amount
Charges				
5/12/2014	SMERF Group Rate	CNIE Confeence at TRU	540-439	129.00
5/12/2014	MDRT		540-439	2.58
5/12/2014	GST 5%		540-439	6.45
5/12/2014	PST - 8% Accomodation		540-439	10.32
5/13/2014	SMERF Group Rate	CNIE Confeence at TRU	540-439	129.00
5/13/2014	MDRT		540-439	2.58
5/13/2014	GST 5%		540-439	6.45
5/13/2014	PST - 8% Accomodation		540-439	10.32
5/14/2014	SMERF Group Rate	CNIE Confeence at TRU	540-439	129.00
5/14/2014	MDRT		540-439	2.58
5/14/2014	GST 5%		540-439	6.45
5/14/2014	PST - 8% Accomodation		540-439	10.32
5/15/2014	SMERF Group Rate	CNIE Confeence at TRU	540-439	129.00
5/15/2014	MDRT		540-439	2.58
5/15/2014	GST 5%		540-439	6.45

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 association 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.

Guest Signature: _____

HOTEL FIVE540FORTY

540 Victoria Street
Kamloops, BC V2C 2B2 CA
Direct: 250-372-2281 Fax: 250-372-1125
Toll Free: 1-800-663-2837
GST : 845696814

2 of 2
May 17, 2014

Reservation Number 116534

Send to **Cindy Ives**

Phone

Guest Name **Cindy Ives**

Arrival Date
5/12/2014

Departure Date
5/17/2014

Group **CNIE Confeence at TRU**

Room Information

439 - Deluxe Queen Queen

Bill To **Ives, Cindy**

Phone

Folio Number 165497

Trans Date	Description	Voucher	Amount
5/15/2014	PST - 8% Accomodation	540-439	10.32
5/16/2014	SMERF Group Rate CNIE Confeence at TRU	540-439	129.00
5/16/2014	MDRT	540-439	2.58
5/16/2014	GST 5%	540-439	6.45
5/16/2014	PST - 8% Accomodation	540-439	10.32
Total Charges			741.75
Payments			
5/17/2014	Visa		-741.75
Total Payments			-741.75
Balance Due:			0.00

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Guest Signature: _____

#TR 000 736



2

MAY 20 2014

113

05-09-14

Cindy Ives	Folio No. :	179253	FINANCE	Room No. :	815
	A/R Number :			Arrival :	05-07-14
	Group Code :			Departure :	05-09-14
	Company :	Athabasca University		Conf. No. :	61098621
	Membership No. :	PC 137362297		Rate Code :	IPF05
	Invoice No. :			Page No. :	1 of 1

Date	Description	Charges	Credits	
05-07-14	Parking	11.00		
05-07-14	*Room	134.00		
05-07-14	GST Tax	6.70		
05-07-14	Trsm Levy Tax	5.36		
05-07-14	Municipal DMF	4.02		
05-07-14	Municipal DMF GST	0.20		
05-07-14	Municipal DMF Tourism Levy	0.16		
05-08-14	Parking	11.00		
05-08-14	*Room	134.00		
05-08-14	GST Tax	6.70		
05-08-14	Trsm Levy Tax	5.36		
05-08-14	Municipal DMF	4.02		
05-08-14	Municipal DMF GST	0.20		
05-08-14	Municipal DMF Tourism Levy	0.16		
05-09-14	Visa XXXXXXXXXXXXXXX4740		322.88	
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 vlew your statement please visit www.priorityclub.com. We look forward to welcoming you back soon.		Total	322.88	322.88
		Balance	0.00	

Guest Signature: _____

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#TR000962

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JUN 02 2014
FINANCE



3

112

05-30-14

Cindy Ives	Folio No. :	180533	Room No. :	608
	A/R Number :		Arrival :	05-28-14
	Group Code :		Departure :	05-30-14
	Company :	Athabasca University	Conf. No. :	67064232
	Membership No. :	PC 137362297	Rate Code :	IPF05
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
05-28-14	Parking	11.00	
05-28-14	*Room	124.00	
05-28-14	GST Tax	6.20	
05-28-14	Trsm Levy Tax	4.96	
05-28-14	Municipal DMF	3.72	
05-28-14	Municipal DMF GST	0.19	
05-28-14	Municipal DMF Tourism Levy	0.15	
05-29-14	*Room	124.00	
05-29-14	GST Tax	6.20	
05-29-14	Trsm Levy Tax	4.96	
05-29-14	Municipal DMF	3.72	
05-29-14	Municipal DMF GST	0.19	
05-29-14	Municipal DMF Tourism Levy	0.15	
05-30-14	Visa XXXXXXXXXXXXXXX4740		289.44

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Total	289.44	289.44
Balance	0.00	

Guest Signature: _____

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112

05-23-14

Cindy Ives	Folio No. : 180099	Room No. : 514
	A/R Number :	Arrival : 05-21-14
	Group Code :	Departure : 05-23-14
	Company : Athabasca University	Conf. No. : 67688491
	Membership No. : PC 137362297	Rate Code : IPF05
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
05-21-14	Parking	11.00	
05-21-14	*Room	134.00	
05-21-14	GST Tax	6.70	
05-21-14	Trsm Levy Tax	5.36	
05-21-14	Municipal DMF	4.02	
05-21-14	Municipal DMF GST	0.20	
05-21-14	Municipal DMF Tourism Levy	0.16	
05-22-14	Parking	11.00	
05-22-14	*Room	134.00	
05-22-14	GST Tax	6.70	
05-22-14	Trsm Levy Tax	5.36	
05-22-14	Municipal DMF	4.02	
05-22-14	Municipal DMF GST	0.20	
05-22-14	Municipal DMF Tourism Levy	0.16	
05-23-14	Visa XXXXXXXXXXXXXXX4740		322.88

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Total	322.88	322.88
Balance	0.00	

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TR 001195



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JUN 17 2014
FINANCE

82

06-11-14

Cindy Ives	Folio No. :	181303	Room No. :	602
	A/R Number :		Arrival :	06-08-14
	Group Code :		Departure :	06-11-14
	Company :	Athabasca University	Conf. No. :	67809285
	Membership No. :	PC 137362297	Rate Code :	IPF05
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
06-08-14	Parking	11.00	
06-08-14	*Room	124.00	
06-08-14	GST Tax	6.20	
06-08-14	Trsm Levy Tax	4.96	
06-08-14	Municipal DMF	3.72	
06-08-14	Municipal DMF GST	0.19	
06-08-14	Municipal DMF Tourism Levy	0.15	
06-09-14	Parking	11.00	
06-10-14	Parking	11.00	
06-11-14	Visa XXXXXXXXXXXXX4740		172.22

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Total	172.22	172.22
Balance	0.00	

Guest Signature: _____

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TR 001384



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JUN 24 2014
FINANCE

89

06-20-14

Cindy Ives	Folio No. : 181811	Room No. : 610
	A/R Number :	Arrival : 06-18-14
	Group Code :	Departure : 06-20-14
	Company : Athabasca University	Conf. No. : 61303247
	Membership No. : PC 137362297	Rate Code : IPF05
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
06-18-14	Parking	11.00	
06-18-14	*Room	124.00	
06-18-14	GST Tax	6.20	
06-18-14	Trsm Levy Tax	4.96	
06-18-14	Municipal DMF	3.72	
06-18-14	Municipal DMF GST	0.19	
06-18-14	Municipal DMF Tourism Levy	0.15	
06-19-14	Parking	11.00	
06-19-14	*Room	124.00	
06-19-14	GST Tax	6.20	
06-19-14	Trsm Levy Tax	4.96	
06-19-14	Municipal DMF	3.72	
06-19-14	Municipal DMF GST	0.19	
06-19-14	Municipal DMF Tourism Levy	0.15	
06-20-14	Visa XXXXXXXXXXXXXXX4740		300.44

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Total	300.44	300.44
Balance	0.00	

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CINDY IVES

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MAY 20 2014
FINANCE

TR 000767

49TH STREET GRILL
4901 49TH STREET
ATHABASCA, AB T9S1C5
7806755418

SALE

MID: 5581815
TID: 001 REF#: 00000005
Batch # 076
05/20/14 12:44:20
Auth Code: 026776
VISA
*****0760C **/**

AMOUNT	\$48.20
TIP	\$7.23
TOTAL	\$55.43

APPROVED

VISA
AID: 0000000031010

CUSTOMER COPY