

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Estelle Lo
Vice President, Finance and Administration
October 1 to November 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 |
|----------------|--------------|-------------------|------------------|------------------|-----------------|-----------------|--------------------------------|--------------|--------------------|
| Aug 12 - 13 | Edmonton | Business Meetings | 168.60 | 225.80 | 25.00 | 10.00 | - | - | 429.40 |
| Aug 25 - 26 | Edmonton | Business Meetings | 153.60 | 225.80 | 35.00 | - | - | - | 414.40 |
| Sep 10 - 12 | Cochrane, AB | Business Meetings | 459.50 | - | - | 10.00 | - | - | 469.50 |
| | | | \$ 781.70 | \$ 451.60 | \$ 60.00 | \$ 20.00 | \$ - | \$ - | \$ 1,313.30 |

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>

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| | | | | |
|-------------|--------------|--------|-------------|------------------|
| Lo, Estelle | Page Number | 1 | Invoice Nbr | 1000185222 |
| | Guest Number | 898640 | Arrive Date | 08-12-2014 12:37 |
| | Folio ID | A | Depart Date | 08-13-2014 20:22 |
| | No. Of Guest | 1 | Agent | AKASKAU |
| | Room Number | 1616 | | |

Invoice

| Date | Reference | Description | Charges | Credits |
|------------|-----------|------------------|----------|-----------|
| 08-12-2014 | RT1616 | Room Charge | \$174.00 | |
| 08-12-2014 | RT1616 | GST | \$8.96 | |
| 08-12-2014 | RT1616 | DMF | \$5.22 | |
| 08-12-2014 | RT1616 | Tourism Levy | \$7.17 | |
| 08-12-2014 | RT1616 | Parking Self | \$29.00 | |
| 08-12-2014 | RT1616 | GST | \$1.45 | |
| 08-13-2014 | AX | American Express | | \$-225.80 |
| | | ** Total | \$225.80 | \$-225.80 |
| | | ** Balance | \$-0.00 | |

EXPENSE SUMMARY REPORT
 Currency: CAD

| Date | Room | GST | Tour Levy | Food\Bev | Phone | Other | Total | Payment |
|--------------|-----------------|---------------|---------------|---------------|---------------|----------------|-----------------|------------------|
| 08-12-2014 | \$174.00 | \$8.96 | \$7.17 | \$0.00 | \$0.00 | \$35.67 | \$225.80 | \$0.00 |
| 08-13-2014 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$-225.80 |
| Total | \$174.00 | \$8.96 | \$7.17 | \$0.00 | \$0.00 | \$35.67 | \$225.80 | \$-225.80 |

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Op Id:211895
Card #:XXXXXXXXXXXX16

AID:A00000025010402

APPROVED

AMOUNT CAD\$15.00

Ref. #: C
Auth. #: 492992
Resp. Cod.: 00
TVR: 00001200
TST: F800

BOOK FOR THE CITY OF EDMONTON
FOR BEING COUNCILS

SST 100403070

Date: 2014-07-17 Time: 18:22:49
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