

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Peter MacKinnon  
President  
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
Jun 9 - 13	Athabasca	Business Meetings	-	828.95	-	-	-	-	828.95
Oct 9 - Nov 2	Edmonton, Ottawa, Milton Keynes	Business Meetings	-	2,743.48	-	-	-	-	2,743.48
			<b>\$ -</b>	<b>\$ 3,572.43</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,572.43</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>



**Folio (Detailed)**

Name: **MAC KINNON, PETER**

Room: 308  
 Rate Plan: RACK  
 Arrival: 6/9/2014 (Mon)

Room Type: ENK1, EFFICIENCY 1 KING  
 Daily Rate: \$152.10 + \$13.69 Tax  
 Departure: 6/14/2014 (Sat)

Nights: 5  
 GTD: DR - DIRECT BILL  
 \*ATHABASCA UNIVERSITY  
 Guests: 1/0

Room Rate:  
 6/9/2014 (Mon) - 6/13/2014 (Fri) \$152.10 + \$13.69 Tax per night.

Date	Code	Description	Amount	Balance
6/9/2014	RM	ROOM CHARGE	\$152.10	\$152.10
6/9/2014	TAX1	GST	\$7.61	\$159.71
6/9/2014	TAX2	TOURISM LEVY	\$6.08	\$165.79
6/10/2014	RM	ROOM CHARGE	\$152.10	\$317.89
6/10/2014	TAX1	GST	\$7.61	\$325.50
6/10/2014	TAX2	TOURISM LEVY	\$6.08	\$331.58
6/11/2014	RM	ROOM CHARGE	\$152.10	\$483.68
6/11/2014	TAX1	GST	\$7.61	\$491.29
6/11/2014	TAX2	TOURISM LEVY	\$6.08	\$497.37
6/12/2014	RM	ROOM CHARGE	\$152.10	\$649.47
6/12/2014	TAX1	GST	\$7.61	\$657.08
6/12/2014	TAX2	TOURISM LEVY	\$6.08	\$663.16
6/13/2014	RM	ROOM CHARGE	\$152.10	\$815.26
6/13/2014	TAX1	GST	\$7.61	\$822.87
6/13/2014	TAX2	TOURISM LEVY	\$6.08	\$828.95
6/14/2014	DR	MAC KINNON, PETER [*ATHABASCA UNIVERSITY GOVERN]	(\$828.95)	\$0.00
6/18/2014	DR	MAC KINNON, PETER [*ATHABASCA UNIVERSITY GOVERN]	\$828.95	\$828.95
6/18/2014	VI	VISA XXXX XXXX XXXX 7000	(\$828.95)	\$0.00

**Summary**

Room	Tax	F&B	Other	CC	Cash	DB
\$760.50	\$68.45	\$0.00	\$0.00	(\$828.95)	\$0.00	\$0.00

By signing below, I agree to these terms and conditions.

DAYS INN ATHABASCA  
 2885 46TH AVE  
 ATHABASCA, AB T5S0A4  
 7806767020

Merchant ID: 87438380016  
 Term ID: 001  
 Ref #: 818

**Sale**

XXXXXXXXXX7000  
 VISA

Entry Method: Manual

10:02:18  
 App Code: 093960  
 Batch#: 000580  
 06/18/14  
 Inv #: 000018  
 AppVid  
 Total: \$ 828.95

Customer Copy

ATHABASCA  
 NUNE  
 0A4 CA  
 7020  
 '83  
 mail.com  
 02:07 AM

Confirmation Number: 87034686  
 Account Number: 579-147816  
 Receivable Account Number: 500-810504



Mr Peter MacKinnon  
Canada

Room Number : 0710  
 Arrival Date : 10-08-14  
 Departure Date : 10-09-14  
 Page : 1 of 1  
 Follo Number : 370805  
 Confirmation : 18104026  
 Cashier : 348

**INFORMATION INVOICE**

GST No: 121767065 RT 0001 11-04-14

Date	Description	Charge	Credits
10-08-14	Promotional Rate	159.00	
10-08-14	Room Alberta Tourism Levy	6.38	
10-08-14	Room D.M.F.	4.77	
10-08-14	Room GST	7.95	
10-08-14	Room D.M.F. GST	0.24	
10-08-14	Daily Parking Valet	39.00	
10-09-14	Visa XXXXXXXXXXXXXXX3480 XXXX		217.32
<b>Total</b>		<b>217.32</b>	<b>217.32</b>
<b>Balance</b>		<b>0.00</b>	<b>CAD</b>

Room GST 7.95  
 F&B GST 0.00  
 Misc GST 2.10  
 Total 10.05

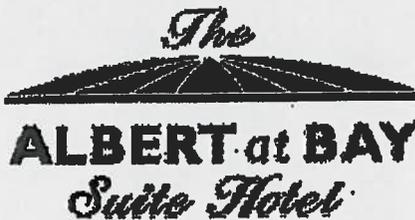
700105 room 178.32  
 700104 parking 39.00

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Sutton Place Hotel and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

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

A MEMBER OF THE SUTTON PLACE HOTELS GROUP - CHICAGO, EDMONTON, TORONTO, VANCOUVER

10296-101 Street, Edmonton, AB Canada T5J 9E9 Tel 780.428.7111 \* Fax 780.441.3098 \* 1.866.3.SUTTON (1.866.378.8868)  
 email: info\_edmonton@suttonplace.com website: www.edmonton.suttonplace.com

*The*  
  
**ALBERT at BAY**  
*Suite Hotel*

Mr. Peter MacKinnon  
 1 University Drive  
 Athabasca AB T9S 3A3  
 Canada

Room Number : 0720  
 Invoice Number :  
 Folio Number : 18402184  
 Cashier Number : 16  
 Page Number : 1 of 1  
 Arrival Date : 09-OCT-2014  
 Departure Date : 10-OCT-2014

Date	Description	Charges	Credits
10-09-14	Best Available Rate	159.00	
10-10-14	HST 13%	21.29	
10-10-14	Destination Marketing Fee	4.77	
10-10-14	Visa XXXXXXXXXXXXXXX3490		185.06
<b>Total</b>		<b>185.06</b>	<b>185.06</b>
<b>Balance Due</b>			<b>0.00</b>

Registration Number: 82768 2024 RT0001

*At the Albert at Bay Suite Hotel you are more than a customer,  
 you are our personal guest.  
 We look forward to your next visit.*

Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or organization fails to pay for any part of or the full amount of items charged, and I shall be responsible for any loss or damage to the premises

DOWNTOWN OTTAWA

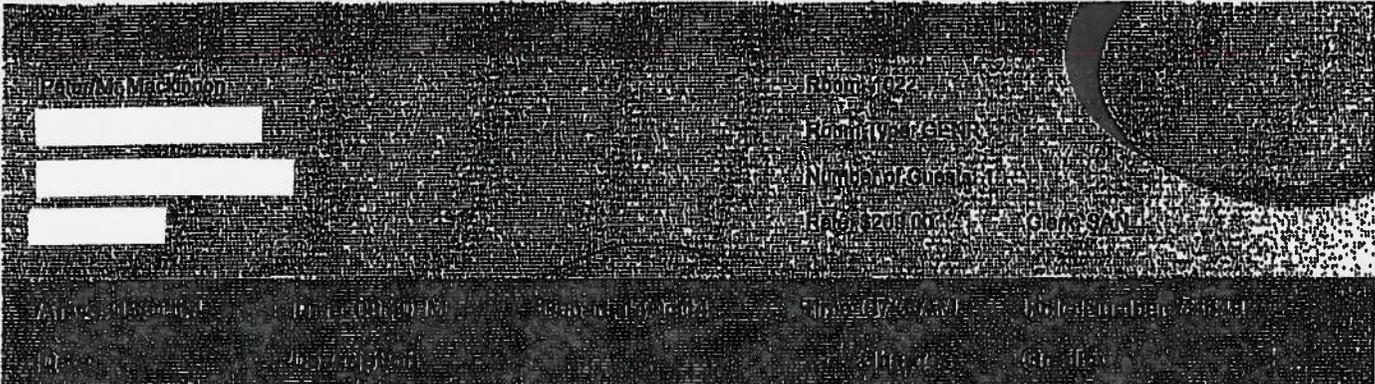
435 Albert Street, Ottawa, Ontario, Canada K1K 7X4 \* Reservations: 1-800-207-0644 \* Fax (613) 238-1433 \* Telephone: (613) 238-6858

info@albertatbay.com \* albertatbay.com



Courtyard by Marriott  
Edmonton Downtown

1 Thornlon Court Nw  
Edmonton, Ab T5J 2e7  
T 780.423.9999



13Oct14	Room Charge	209.00
13Oct14	Marketing Fee	8.27
13Oct14	Get 831018205	10.76
13Oct14	Tourism Levy	8.36
13Oct14	Daily Parking	23.81
13Oct14	Get 831018205	1.19
14Oct14	Visa	

259.39

Card #: VXXXXXXXXXXXXXXXXX3490XXXX  
Amount: 259.39 Auth: 009079 Signature on File  
This card was electronically swiped on 13Oct14

Balance: 0.00

room 700105 234.39  
parking 700104 25.00

Rewards Account # XXXXX5578. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

Description	Tax
Get Room	10.76
Hot Room	8.36

Thank You For Choosing Courtyard By Marriott Edmonton Downtown

Get all your hotel bills by email by updating your Rewards Preferences. Or, ask the Front Desk to email your bill for this stay. See "Internet Privacy Statement" on Marriott.com.

To attend Oct 14 mtg with  
St. Albert developer



Courtyard by Marriott  
Edmonton Downtown

1 Thornton Court Nw  
Edmonton, Ab T5j 2e7  
T 780.423.9999

P Mackinnon

Room: 1020

Room Type: GENR

Number of Guests: 1

Rate: \$189.00

Clerk:

Arrive: 19Oct14

Time: 05:28PM

Depart: 20Oct14

Time:

Folio Number: 74711

Date

Description

Charges

Credits

19Oct14	Room Charge	189.00	
19Oct14	Marketing Fee	5.67	
19Oct14	Gst 831018205	9.73	
19Oct14	Tourism Levy	7.56	
19Oct14	Daily Parking	23.81	
19Oct14	Gst 831018205	1.19	
20Oct14	Visa		236.96

Card #: VXXXXXXXXXXXXXXXX3490XXXX  
Amount: 236.96 Auth: 049898 Signature on File  
This card was electronically swiped on 19Oct14

Balance: 0.00

room 700105 211.96  
parking 700104 25.00

Rewards Account # XXXXX5578. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

Description	Tax
Gst Room	9.73
Hst Room	7.56

Thank You For Choosing Courtyard By Marriott Edmonton Downtown

Get all your hotel bills by email by updating your Rewards Preferences. Or, ask the Front Desk to email your bill for this stay. See "Internet Privacy Statement" on Marriott.com.

236.96  
(40.00)  
-----  
196.36



# DELTA

OTTAWA CITY CENTRE

101 Lyon Street, Ottawa, Ontario K1R 5T9  
Tel: 613-237-3600 Fax: 613-237-2351

Association of Universities and Colleges  
Mr Peter Mackinnon

Canada

Room: 0922  
Folio: 440478  
Cashier:  
Arrival: 10-26-14  
Departure: 11-01-14  
Reference:

Group: Association of Universities and Colleges

Date	Description	Additional Information	Charges	Credits
10-26-14	Room Charge		219.00	
10-26-14	Room - HST		28.47	
10-26-14	Room DMP		6.57	
10-26-14	Room DMP - HST		0.85	
10-27-14	Room Charge		219.00	
10-27-14	Room - HST		28.47	
10-27-14	Room DMP		6.57	
10-27-14	Room DMP - HST		0.85	
10-28-14	Room Charge		219.00	
10-28-14	Room - HST		28.47	
10-28-14	Room DMP		6.57	
10-28-14	Room DMP - HST		0.85	
10-29-14	Room Charge		219.00	
10-29-14	Room - HST		28.47	
10-29-14	Room DMP		6.57	
10-29-14	Room DMP - HST		0.85	
10-30-14	Room Charge		219.00	
10-30-14	Room - HST		28.47	
10-30-14	Room DMP		6.57	
10-30-14	Room DMP - HST		0.85	
10-31-14	Room Charge		179.00	
10-31-14	Room - HST		23.27	
10-31-14	Room DMP		5.37	
10-31-14	Room DMP - HST		0.70	
11-01-14	Visa	XXXXXXXXXXXX3490 XXXX		1,482.79

<b>HST Summary</b>	
Registration No: 865583827	
Room	165.62
F&B	0.00
Other	0.00
<b>Total</b>	<b>170.57</b>

Total	1,482.79	1,482.79
Balance Due	0.00	CDN

1482.79  
(24.86)  
-----  
1457.93

700105 1482.79

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

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

(4)



**Holiday Inn**

**HOLIDAY INN MILTON KEYNES**

500 Saxon Gate West,  
Milton Keynes  
MK9 2HQ  
Great Britain  
Tel:+44 (0)871 942 9057  
Fax:+44 (0)1908 674714

Calls to 0871 numbers cost 10p per minute. Standard network rates apply. Calls from mobiles will be higher.

**Invoice**

Mr Peter Mackinnon

CA

Company:  
Group:  
Member No.:

Room No. : 134  
Arrival : 02/11/14  
Departure : 04/11/14  
Reference :  
Folio Number : 441580  
Cashier : 129/ KALEF  
VAT # : GB 850702740  
Page : 1 of 1  
Date : 04/11/14

**INVOICE**

Date	Description	VAT Rate	Ex VAT £	VAT £	Total £
02/11/14	Room & VAT		87.00	0.00	87.00
03/11/14	Restaurant B/fast - F		0.00	0.00	19.90
03/11/14	Cash		0.00	0.00	-19.90
03/11/14	Room & VAT		141.00	0.00	141.00
04/11/14	Visa XXXXXXXXXXXXXXX3490		0.00	0.00	-228.00
				<b>Total Balance Due £</b>	<b>0.00</b>

**VAT Breakdown**

Total Net	206.58
VAT@ 17.5%	0.00
VAT@ 20%	41.32
VAT@ 3.5%	0.00
VAT@ 4%	0.00
VAT Exempt	0.00
NET@ 0%	0.00
<b>Total</b>	<b>247.90</b>

Signature: \_\_\_\_\_

**CARD SALE VOUCHER  
CUSTOMER COPY**

04/11/14 08:21  
TERMINAL-USER-TRAN  
2261-0001-2831

**HOLIDAY INN MILTON  
KEYNES  
500 SAXON GATE WEST  
MILTON KEYNES MK9 2**

MERCHANT ID : 50629  
GOODS TOTAL  
GBP228.00

CANADIAN \$  
EXCHANGE RATE 1.8720

3490  
ICC

VISA CREDIT APSN=01  
AID = 'A0000000031010'  
VISA

**SALE TOTAL  
TRANSACTION CURRENCY  
CAD426.82**

PETER MACKINNON

**PIN VERIFIED**

CARDHOLDER HAS CHOSEN TO PAY IN CAD. THIS  
TRANSACTION IS BASED ON 03/11/14 14:11  
REUTERS WHOLESALE INTERBANK EXCHANGE  
RATE PLUS 3 PERCENT INTERNATIONAL  
CONVERSION MARGIN.

THIS IS NOT AN ADDITIONAL FEE AND  
REPLACES CURRENCY CONVERSION CHARGES  
NORMALLY APPLIED.

MY CHOICE IS FINAL. TRANSACTIONS CAN  
ALSO BE CONDUCTED IN GBP.

THE CURRENCY CONVERSION SERVICE IS  
PROVIDED BY BARCLAYCARD BUSINESS.

PLEASE RETAIN THIS RECEIPT FOR YOUR  
RECORDS.

**AUTH CODE = 089806 101**