

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Mike Battistel  
Vice President, Information Technology & CIO  
April 1, 2015 to May 31, 2015

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
Mar 11 - 12	Edmonton	Business Meeting	76.80	134.72	-	-	-	-	211.52
Mar 24 - 27	Edmonton	Business Meetings	168.60	359.26	40.00	20.00	-	-	587.86
Apr 13 - 19	Vancouver	Business Meetings	693.86	347.16	75.00	1,063.80	-	-	2,179.82
			<b>\$ 939.26</b>	<b>\$ 841.14</b>	<b>\$ 115.00</b>	<b>\$ 1,083.80</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,979.20</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>

Requested report enclosed. Please see attachment.



Mr Cesario Battistel  
1 University Dr  
Athabasca T9s-2s3  
Canada

Room Number: 0405  
Arrival Date: 03-11-15 ✓  
Departure Date: 03-12-15  
Page No: 1 of 1

Guest Name

**INFORMATION INVOICE**

Folio No.

03-12-15

Date	Description		Charges	Credits
03-11-15	Adj - Room Revenue	25	-44.91	
03-11-15	Room Revenue		160.00	
03-11-15	Destination Marketing Fee - 2%		4.80	
03-11-15	Tourism Levy - 4%		6.59	
03-11-15	Room GST - 5%		8.24	
03-12-15	American Express	XXXXXXXXXX	XX XX	134.72
<b>Total</b>			<b>134.72</b>	<b>134.72</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. #865343802 RT 0001

Mr Cesarino Battistel  
1 University Dr  
Athabasca t9s-3a3  
Canada

Room Number: 1104  
Arrival Date: 03-24-15  
Departure Date: 03-26-15  
Page No: 1 of 1

Guest Name

**INVOICE**

Folio No: 209988

03-26-15

Date	Description	Charges	Credits
03-24-15	Room Revenue	160.00	
03-24-15	Destination Marketing Fee - 3%	4.80	
03-24-15	Tourism Levy - 4%	6.59	
03-24-15	Room GST - 5%	8.24	
03-25-15	Room Revenue	160.00	
03-25-15	Destination Marketing Fee - 3%	4.80	
03-25-15	Tourism Levy - 4%	6.59	
03-25-15	Room GST - 5%	8.24	
03-26-15	American Express  XX/XX		359.26
<b>Total</b>		<b>359.26</b>	<b>359.26</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. #866344302 RT 0001

Dear Mr. Mike Battistel,

Thank you for your purchase and continued support of the CIO Association of Canada.

Date/Time: 2/13/2015 2:39 PM

**Purchase Submitted**

Thank you. Your purchase has been submitted. Please reference the confirmation number below for this purchase.

Your confirmation number is: **3713680**

**Billing Address**

**Mike Battistel**

Athabasca AB

Canada

**Purchased By**

Mr. Mike Battistel

**Items in Cart**

Shopping Cart Items Amount Quantity Total

CIO Peer Forum 2015 - Non-member registration

**Main Registration - Badge Name: Mike**

**Fee Type: Non-Member Fee**

\$995.00 1 \$995.00

**Event**

Current Purchases Amount \$995.00

Taxes \$49.75

Shipping \$0.00

Current Purchases Total \$1,044.75

**Payment**

Total: \$1,044.75

Payment: \$1,044.75

Balance: \$0.00

Payment Method: Credit Card

Card Type: AmericanExpress

Card Number: \*\*\*\*\*

Card Date: 10/2018

Cardholder Name: CM Battistel



## Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is: **QHOVGF**

### Guest details

Mr Cesarino Michael Battistel Flight Edmonton (YEG)-Vancouver (YVR), Vancouver (YVR)-Edmonton (YEG)  
 WestJet FF [REDACTED]  
 Ticket number 8382104315604  
 Seat YEG-YVR YVR-YEG

### Air itinerary details

Edmonton (YEG) Fri Apr 3 2015, 11:30 AM Boeing 737-700	Vancouver (YVR) Fri Apr 3 2015, 12:04 PM	WS 137 WestJet	Fare type: Econo Non-stop
Vancouver (YVR) Sun Apr 19 2015, 1:35 PM Boeing 737-700	Edmonton (YEG) Sun Apr 19 2015, 4:05 PM	WS 180 WestJet	Fare type: Flex Non-stop

### Pricing 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	\$396.00	\$36.00	\$89.06	\$521.06	x 1	\$521.06 CAD

**YEG-YVR: Econo fare type benefits**

First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.<sup>1</sup>  
 Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece<sup>1</sup>  
<sup>1</sup> Not applicable on flights operated by our airline partners

**YVR-YEG: Flex fare type benefits**

No fee for first checked bag<sup>1</sup>  
 Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece<sup>1</sup>  
 Lower change and cancellation fees

<sup>1</sup> Not applicable on flights operated by our airline partners

Total airfare: **\$521.06 CAD**

### Change fee

Edmonton (YEG) - Vancouver (YVR) - Edmonton (YEG) \$75.00 CAD + \$3.75 CAD tax

Total Change Fee : **\$75.00 CAD + \$3.75 CAD tax**

Earn WestJet dollars. Pay when you pick up your car. Book now.



# DELTA

## VANCOUVER SUITES

550 West Hastings Street

Vancouver, British Columbia, V6B 1L6

Tel: 604-689-8188 Fax: 604-605-8881

CIO Association of Canada  
Mr Cesarino Battistel

Athabasca  
Canada

Room: 0804  
Folio:  
Cashier: 6  
Arrival: 04-13-15  
Departure: 04-15-15  
Reference:

Group: CIO Association of Canada

Date	Description	Additional Information	Charges	Credits
04-13-15	Room Charge		149.00	
04-13-15	Room DMF		1.94	
04-13-15	Room GST		7.55	
04-13-15	Room PST		15.09	
04-14-15	Room Charge		149.00	
04-14-15	Room DMF		1.94	
04-14-15	Room GST		7.55	
04-14-15	Room PST		15.09	
04-15-15	American Express	XXXXXXXXXXXX [REDACTED]	XX/XX	347.16

GST Summary	
Registration No:	896692290
Room	15.10
F&B	0.00
Other	0.00
<b>Total</b>	<b>15.10</b>

PST Summary	
Room	30.18
F&B	0.00
Other	0.00
<b>Total</b>	<b>30.18</b>

<b>Total</b>	<b>347.16</b>	<b>347.16</b>
<b>Balance Due</b>	<b>0.00</b>	<b>CDN</b>

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.