

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Dr. Cindy Ives  
Interim Vice President, Academic  
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
Apr 1	N/A	Membership Dues (PD Funds used)	-	-	-	152.25	-	-	152.25
Mar 23 - 27	Edmonton	Business Meetings	153.60	718.52	105.00	-	-	-	977.12
Mar 15 - 19	Calgary, Edmonton	Business Meetings	437.20	706.17	145.00	-	-	-	1,288.37
Apr 29	Edmonton	Business Meetings	153.60	-	-	-	-	-	153.60
Apr 13 - 16	Edmonton	Business Meetings	153.60	538.89	105.00	-	-	-	797.49
Apr 21 - 25	Banff	Attend Conference	542.40	584.71	150.00	645.75	-	-	1,922.86
May 4	Edmonton	Business Meetings	132.86	-	-	-	-	-	132.86
			<b>\$ 1,573.26</b>	<b>\$ 2,548.29</b>	<b>\$ 505.00</b>	<b>\$ 798.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,424.55</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.athabasca.ca/policy/finance/travelexpenseclaimpolicy.htm>

TR 005437

Zimbra Collaboration Suite

cindy@athabasca.ca

Payment Receipt

3/31/2015, 2:51:27 PM

From: STLHESAPES@wildapricot.org  
To: cindy@athabasca.ca  
Reply To: ADMIN@STLHE.Ca



RECEIVED  
APR 07 2015  
FINANCE

OFFICIAL RECEIPT

From: Society for Teaching and Learning in Higher Education  
Date: 31 Mar 2015  
Amount: \$152.25  
Tender: Global Payments Credit Card

Payment received from:  
Cindy Ives  
Athabasca University  
cindy@athabasca.ca

Payment for:

Date	Document	
28 Mar 2015	<a href="#">Invoice 01531</a> Membership renewal. Level: Preferred Membership: One-time Payment. Renewing until 11 Apr 2016 Extras: EDC Membership - Regular Membership	Settled amount \$152.25 Invoice total \$152.25 Due \$0.00

Dear Cindy,

You are part of a community advocating for the improvement of quality learning and teaching in post-secondary education within Canada and beyond. Thank you for supporting us!

Please take a moment to update your personal profile by logging into the [Members Only Centre](#) where you can quickly connect with like-minded colleagues through our directory, and access member resources.

If you have any questions or suggestions, please email us.

Thank you for supporting our goals and activities!

Yours sincerely,

Zimbra Collaboration Suite

cindy@athabasca.ca

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**Membership renewal completed at Society for Teaching and Learning in Higher Education**

3/31/2015, 2:51:27 PM

**From:** STLHESAPES@wildapricot.org  
**To:** cindy@athabasca.ca  
**Reply To:** ADMIN@STLHE.Ca

Dear Cindy Ives,

Your membership renewal at Society for Teaching and Learning in Higher Education until 11 Apr 2016 has been completed successfully.

Your updated profile details:

**Email:** cindy@athabasca.ca

**Organization:** Athabasca University

**Member since:** 03 Apr 2013

**Membership Status:** Active

**Next renewal date:** 11 Apr 2016

**Membership Level:** Preferred Membership: One-time Payment (\$95.00 (CAD))

You can log in at <http://stlhesapes.wildapricot.org/> and with your email cindy@athabasca.ca and password.

Don't know your password? Reset it here <http://stlhesapes.wildapricot.org/Sys/ResetPasswordRequest>

[Back](#)**Invoice #01531**

Payment successful

**Invoice details**

**Balance due** \$0.00  
**Amount** \$152.25  
[\\$152.25 paid on 31 Mar 2015](#)  
**Invoice #** 01531  
**Date** 28 Mar 2015  
**Origin** Member renewal  
 Preferred Membership: One-time Payment  
**Invoiced to** Cindy Ives, Athabasca University  
 cindyj@athabascau.ca

Item	Amount
Membership renewal, Level: Preferred Membership, One-time Payment, Renewing until 11 Apr 2016	\$95.00
Extras: EDC Membership - Regular Membership	\$50.00
<b>Subtotal</b>	<b>\$145.00</b>
<b>Alberta</b>	<b>\$7.25</b>
<b>Invoice total</b>	<b>\$152.25</b>

RECEIVED

APR 01 2015

FINANCE

Mrs Cindy Ives

Room Number: 0605  
 Arrival Date: 03-23-15  
 Departure Date: 03-27-15  
 Page No: 1 of 2

Guest Name

**INFORMATION INVOICE**

Folio No:

03-27-15

Date	Description	Charges	Credits
03-23-15	Room Revenue	160.00	
03-23-15	Destination Marketing Fee - 3%	4.80	
03-23-15	Tourism Levy - 4%	6.59	
03-23-15	Room GST - 5%	8.24	
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	Room Revenue	160.00	
03-26-15	Destination Marketing Fee - 3%	4.80	
03-26-15	Tourism Levy - 4%	6.59	
03-26-15	Room GST - 5%	8.24	
03-27-15	Visa XXXXXXXXXXXXXXX XX/XX		718.52

Mrs Cindy Ives

Room Number: 0605  
Arrival Date: 03-23-15  
Departure Date: 03-27-15  
Page No: 2 of 2

Guest Name

**INFORMATION INVOICE**

Folio No:

03-27-15

Date	Description	Charges	Credits
	<b>Total</b>	<b>718.52</b>	<b>718.52</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

# HOTEL ALMA



UNIVERSITY OF CALGARY

169 UNIVERSITY GATE NW  
 CALGARY, ALBERTA, CANADA T2N 1N4  
 T: 403.220.3203 F: 403.284.4184  
 W: HOTELALMA.CA

RECEIVED  
 APR 01 2015  
 FINANCE

Room Number: 657  
 Daily Rate: 149.00  
 Room Type: SQN  
 No. of Guests: 2 / 0

IVES, DR. CINDY  
 INTERNAL UOFC CONFERENCES

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
15-Mar-15	16-Mar-15	XXXXXXXXXXXX	GROUPU	INT	20090172033

  

DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT
15-Mar-15	657	PARKING	PARKING CHARGE	\$10.00
15-Mar-15	657	ROOM CHARGE	#657 IVES, DR. CINDY	\$149.00
15-Mar-15	657	ROOM FEE	ROOM FEE	\$4.47
15-Mar-15	657	GST	GST	\$7.67
15-Mar-15	657	ALBERTA TOURISM LEVY	ALBERTA TOURISM LEVY	\$6.14
16-Mar-15	657	VISA	VISA	(\$177.28)

CREDIT DUE: \_\_\_\_\_ (\$0.00)

SIGNATURE \_\_\_\_\_

TERMS: DUE AND PAYABLE UPON PRESENTATION. I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THE INDICATED PERSON OR THIRD PARTY FAILS TO PAY FOR ANY PART OF, OR THE FULL AMOUNT OF, CHARGE(S).

The Destination Marketing Fee is subject to 5% GST and 4% ATL  
 GST R#108102864

Mrs Cindy Ives

Room Number: 1403  
 Arrival Date: 03-16-15  
 Departure Date: 03-19-15  
 Page No: 1 of 2

\*

Guest Name

**INVOICE**

Folio No: 209425

03-19-15

Date	Description	Charges	Credits
03-16-15	Room Revenue	160.00	
03-16-15	Destination Marketing Fee - 3%	4.80	
03-16-15	Tourism Levy - 4%	6.59	
03-16-15	Room GST - 5%	8.24	
03-17-15	Room Revenue	160.00	
03-17-15	Destination Marketing Fee - 3%	4.80	
03-17-15	Tourism Levy - 4%	6.59	
03-17-15	Room GST - 5%	8.24	
03-18-15	Room Revenue	160.00	
03-18-15	Destination Marketing Fee - 3%	4.80	
03-18-15	Tourism Levy - 4%	6.59	
03-18-15	Room GST - 5%	8.24	
03-19-15	Visa <span style="margin-left: 100px;">XXXXXXXXXXXXXXXX</span> <span style="margin-left: 50px;">XX/XX</span>		538.89

Mrs Cindy Ives

Room Number: 1403  
Arrival Date: 03-16-15  
Departure Date: 03-19-15  
Page No: 2 of 2

\*  
Guest Name

**INVOICE**

Folio No: 209425

03-19-15

Date	Description	Charges	Credits
<b>Total</b>		<b>538.89</b>	<b>538.89</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

Mrs Cindy Ives

Room Number: 1103  
Arrival Date: 04-13-15  
Departure Date: 04-16-15  
Page No: 1 of 2

RECEIVED  
MAY 01 2015  
FINANCE

Guest Name

**INFORMATION INVOICE**

Folio No:

04-16-15

Date	Description	Charges	Credits
04-13-15	Room Revenue	160.00	
04-13-15	Destination Marketing Fee - 3%	4.80	
04-13-15	Tourism Levy - 4%	6.59	
04-13-15	Room GST - 5%	8.24	
04-14-15	Room Revenue	160.00	
04-14-15	Destination Marketing Fee - 3%	4.80	
04-14-15	Tourism Levy - 4%	6.59	
04-14-15	Room GST - 5%	8.24	
04-15-15	Room Revenue	160.00	
04-15-15	Destination Marketing Fee - 3%	4.80	
04-15-15	Tourism Levy - 4%	6.59	
04-15-15	Room GST - 5%	8.24	
04-16-15	Visa XXXXXXXXXXXXXXXXXX XX/XX		538.89

Mrs Cindy Ives  
\*  
[Redacted]  
[Redacted]

Room Number: 1103  
Arrival Date: 04-13-15  
Departure Date: 04-16-15  
Page No: 2 of 2

*Guest Name*

**INFORMATION INVOICE**

Folio No:

04-16-15

Date	Description	Charges	Credits
	<b>Total</b>	<b>538.89</b>	<b>538.89</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

Zimbra Collaboration Suite

cindy@athabascau.ca

Notification of Open Education Consortium Conference 2015  
registration

1/9/2015, 8:31:39  
AM

From: do\_not\_reply@athabascau.ca

To: cindy@athabascau.ca

Dear Cindy Ives,

This is to confirm receipt of your payment of \$645.75 for registering in Early Bird Registration (Prior to February 15, 2015), Athabasca University - Open Education Consortium Conference 2015 at 09-Jan-2015 08:31.

Conference Secretariat  
Athabasca University

Note: This is an automated message. Please do not reply to it.

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This communication is intended for the use of the recipient to whom it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communications received in error, or subsequent reply, should be deleted or destroyed.

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**Banff Park Lodge**  
Administrative Centre

RECEIVED

MAY 01 2015

FINANCE

Guest Name: Cindy Ives

CN

Hotel: Banff Park Lodge

Room #: 214

Folio #: R835B7 - 1

Group #: 22040

Guests: 2

Athabasca University

CL #:

CC #: XXXXXXXX\*\*\*\*

Arrive: 04/19/15

Time: 04:06 PM

Depart: 04/25/15

Time: 08:03 AM

Status: HIST

Date	Description	Reference	Comment	Charges	Credits
04/19/2015	ROOM CHARGE	214		\$115.00	
04/19/2015	TOURISM IMPROVEMEN	214t	TOURISM IMPROVEMENT FEE	\$2.30	
04/19/2015	GST 121226195 RT0001	214t	GST	\$5.86	
04/19/2015	TOURISM LEVY	214t	TOURISM LEVY	\$4.69	
04/19/2015	SELF PARKING	Recur 239	Recurring: Ives 214	\$9.50	
04/19/2015	NON-ROOM GST	Recur 239t	Recurring: Ives 214	\$0.48	
04/20/2015	ROOM CHARGE	214		\$115.00	
04/20/2015	TOURISM IMPROVEMEN	214t	TOURISM IMPROVEMENT FEE	\$2.30	
04/20/2015	GST 121226195 RT0001	214t	GST	\$5.86	
04/20/2015	TOURISM LEVY	214t	TOURISM LEVY	\$4.69	
04/20/2015	SELF PARKING	Recur 239	Recurring: Ives 214	\$9.50	
04/20/2015	NON-ROOM GST	Recur 239t	Recurring: Ives 214	\$0.48	
04/21/2015	ROOM CHARGE	214		\$115.00	
04/21/2015	TOURISM IMPROVEMEN	214t	TOURISM IMPROVEMENT FEE	\$2.30	
04/21/2015	GST 121226195 RT0001	214t	GST	\$5.86	
04/21/2015	TOURISM LEVY	214t	TOURISM LEVY	\$4.69	
04/21/2015	SELF PARKING	Recur 239	Recurring: Ives 214	\$9.50	
04/21/2015	NON-ROOM GST	Recur 239t	Recurring: Ives 214	\$0.48	
04/22/2015	ROOM CHARGE	214		\$125.00	
04/22/2015	TOURISM IMPROVEMEN	214t	TOURISM IMPROVEMENT FEE	\$2.50	
04/22/2015	GST 121226195 RT0001	214t	GST	\$6.38	
04/22/2015	TOURISM LEVY	214t	TOURISM LEVY	\$5.10	
04/22/2015	SELF PARKING	Recur 239	Recurring: Ives 214	\$9.50	
04/22/2015	NON-ROOM GST	Recur 239t	Recurring: Ives 214	\$0.48	
04/23/2015	ROOM CHARGE	214		\$125.00	
04/23/2015	TOURISM IMPROVEMEN	214t	TOURISM IMPROVEMENT FEE	\$2.50	
04/23/2015	GST 121226195 RT0001	214t	GST	\$6.38	

*personal.*  
*-275.66*

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 or the full amount of these charges

**Banff Park Lodge Resort Hotel  
and Conference Centre**  
222 Lynx Street P.O. Box 2200  
Banff, Alberta, Canada T1L 1K5  
Toll free: 1-800-661-9266  
Tel: (403) 762-4433  
Fax: (403) 762-3553

**Bow View Lodge**  
228 Bow Avenue, Box 339  
Banff, Alberta, Canada T1L 1A5  
Toll free: 1-800-661-1565  
Tel: (403) 762-2261  
Fax: (403) 762-8093

**The Homestead Inn**  
217 Lynx Street, P.O. Box 669  
Banff, Alberta, Canada T1L 1A7  
Toll free: 1-800-661-1021  
Tel: (403) 762-4471  
Fax: 1-888-317-8220



**Banff Park Lodge**  
Administrative Centre

Guest Name: **Cindy Ives**

**Athabasca University**

CL #:

CC #: XXXXXXXX\*\*\*\*

CN

Hotel : **Banff Park Lodge**

Room #: **214**

Folio #: **R835B7 - 1**

Group #: **22040**

Guests: **2**

Arrive: 04/19/15

Time: 04:06 PM

Depart: 04/25/15

Time: 08:03 AM

Status: HIST

Date	Description	Reference	Comment	Charges	Credits
04/23/2015	TOURISM LEVY	214t	TOURISM LEVY	\$5.10	
04/23/2015	SELF PARKING	Recur 239	Recurring: Ives 214	\$9.50	
04/23/2015	NON-ROOM GST	Recur 239t	Recurring: Ives 214	\$0.48	
04/24/2015	ROOM CHARGE	214		\$125.00	
04/24/2015	TOURISM IMPROVEMEN	214t	TOURISM IMPROVEMENT FEE	\$2.50	
04/24/2015	GST 121226195 RT0001	214t	GST	\$6.38	
04/24/2015	TOURISM LEVY	214t	TOURISM LEVY	\$5.10	
04/24/2015	SELF PARKING	Recur 239	Recurring: Ives 214	\$9.50	
04/24/2015	NON-ROOM GST	Recur 239t	Recurring: Ives 214	\$0.48	
04/25/2015	PAY VISA	Ck Out 08:03	*****		-\$860.37

Folio Balance: **\$0.00**

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

**GST Summary**

Room \$ 36.72  
F & B \$ 0.00  
Other \$ 2.88

**Total GST \$ 39.60**

**GST R12122 6195**

860.37  
- 275.66  

---

\$584.71

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 or the full amount of these charges

**Banff Park Lodge Resort Hotel and Conference Centre**  
222 Lynx Street P.O. Box 2200  
Banff, Alberta, Canada T1L 1K5  
Toll free: 1-800-661-9266  
Tel: (403) 762-4433  
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Tel: (403) 762-2261  
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Banff, Alberta, Canada T1L 1A7  
Toll free: 1-800-661-1021  
Tel: (403) 762-4471  
Fax: 1-888-317-8220