

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Pamela Walsh
Vice President Advancement
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
Feb 22 - 24	Edmonton/Calgary	Business Meetings	185.80	312.12	80.00	-	-	-	577.92
Mar 11 - 13	Calgary	Business Meetings	-	363.69	65.00	-	-	-	428.69
			<u>\$ 185.80</u>	<u>\$ 675.81</u>	<u>\$ 145.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,006.61</u>

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>

Invoice

Date: 2015-02-13

RECEIVED

MAY 13 2015

FINANCE

Bill To:

PAMELA WALSH

You can reach us at:

101, 205 - 9th AVENUE S.E.
CALGARY, AB
Phone: [403-531-0350](tel:403-531-0350)
Fax: [403-264-1004](tel:403-264-1004)

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1363608	2015-02-13	79124	-	-	2015-02-22	2015-02-22	-	CORRIE

Travellers:

WALSH/PAMELA

Product	Details	Duration	Price Basis	Qty	Each	Billed
CALEDM 10:30 YYC Assigned to: 09A	Departs Calgary (CGYNORTH / CALGARY NORTH) 2015-02-22 at 10:45 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-02-22 at 14:35	3 hrs 50 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2015-02-13	customer: PAMELA WALSH	Visa	74.00 CAD

Base Price:	70.48 CAD
Discounts:	0.00 CAD
Service Charges:	0.00 CAD
GST	3.52 CAD
Invoice Total:	74.00 CAD
Commission:	0.00 CAD
Received:	74.00 CAD
Balance:	0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

Holiday Blackout - December 15 2014 to January 5 2015. All changes to reservations including cancellations require at least 24 hours notice prior to departure.

~~If you wish to time change, date change, or cancel for a full refund~~ 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change.

Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at [1-800-232-1958](tel:1-800-232-1958).

Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices

Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time



Invoice

Date : 2015-03-12

Alberta Bus

You can reach us at:
www.myebus.ca

Phone: 1-877-769-3287

Order #	Order Date	Customer #	Departing	Returning	Sales Rep	Bus Line
126391	2015-02-13	1795	2015-02-22	2015-02-22	-	Alberta Bus

Travellers: WALSH/PAMELA

Product Description	Duration	Price	Origin	Qty	Each	Bill To
16:15 E>FM Standard Fare Departs Edmonton (ETO / EDMONTON TICKET OFFICE) at 16:15 on 2015-02-22 Arrives ATHABASCA (ATHABASCA (Jack's Petro Canada)) at 18:15	2 hrs	Regular		1	40.00	42.00

Payments Received:

Date	Amount Received From	Reference	Amount
2015-02-13	Full Payment due:		37.80 CAD

Base Price:	40.00
Discounts:	0.00
Service Charges:	0.00
GST	2.00
Invoice Total:	42.00
Commission:	4.20
Received:	0.00
Balance Due:	37.80

TERMS: DUE UPON RECEIPT
GST# BN139981476

STANDARD FARES ARE NON-REFUNDABLE. You may change your trip to another departure on the original travel date as long as seats are still available and you provide notice at least 1 hour prior to your original departure time.

7 DAY FLEX FARES ARE NON-REFUNDABLE. You may make 1 change to your trip to any date within 7 days of the original travel date as long as you provide notice at least 1 hour prior to your original departure time.

Additional changes or changes beyond the above parameters are subject to a \$15.75 Change Fee.

ebus will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, ebus does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.myebus.ca or view the policy posted on our information boards at our Ticket Offices

ebus reserves the right to check I.D. or perform carry-on baggage checks at any time

Red Arrow is the Ticket Agent for ebus.
The description field of your credit card statement will read Red Arrow Express Ltd.

Thank you for Choosing ebus.

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty |



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02-27-15

Mrs Pamela Walsh	Folio No. :		Room No. :	620
	A/R Number :		Arrival :	02-25-15
	Group Code :		Departure :	02-27-15
	Company :	Athabasca University	Conf. No. :	61111847
	Membership No. :		Rate Code :	IPF05
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits	
02-25-15	*Room	139.00		
02-25-15	GST Tax	6.95		
02-25-15	Trsm Levy Tax	5.56		
02-25-15	Municipal DMF	4.17		
02-25-15	Municipal DMF GST	0.21		
02-25-15	Municipal DMF Tourism Levy	0.17		
02-26-15	*Room	139.00		
02-26-15	GST Tax	6.95		
02-26-15	Trsm Levy Tax	5.56		
02-26-15	Municipal DMF	4.17		
02-26-15	Municipal DMF GST	0.21		
02-26-15	Municipal DMF Tourism Levy	0.17		
02-27-15	Visa		312.12	
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.		Total	312.12	312.12
		Balance	0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate 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.

Holiday Inn Express Downtown
 Edmonton10010 - 104 Street
 Canada T5J 0Z1 Edmonton, AB
 Telephone: (780) 423-2450 Fax: (780) 426-6090
 OGST #896724515
www.hiexdowntown.com

Invoice

Date: 2015-02-20

Bill To:

You can reach us at:

PAMELA WALSH

Lethbridge

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1366689	2015-02-20	79124	-	-	2015-02-27	2015-02-27	-	HOLLY

Travellers:

WALSH/PAMELA

Product	Details	Duration	Price Basis	Qty	Each	Billed
EDMCAL 15:30 YYC Assigned to: 06A	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-02-27 at 15:30 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2015-02-27 at 19:20	3 hrs 50 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2015-02-20	customer: PAMELA WALSH	Visa	74.00 CAD

Base Price:	70.48 CAD
Discounts:	0.00 CAD
Service Charges:	0.00 CAD
GST	3.52 CAD
Invoice Total:	74.00 CAD
Commission:	0.00 CAD
Received:	74.00 CAD
Balance:	0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

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03-13-15

Pamela Walsh	Folio No. :	12837	Room No. :	408
	A/R Number :		Arrival :	03-12-15
	Group Code :		Departure :	03-13-15
	Company :	Caubo	Conf. No. :	67155146
	Membership No. :		Rate Code :	IGN03
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
03-12-15	*Room Charge	167.20	
03-12-15	1% Marketing Fee	1.67	
03-12-15	5% GST Room Tax	8.44	
03-12-15	4% Tourism Levy	6.75	
03-13-15	Visa -Manual		184.06
XXXXXXXXXXXX5807			

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihgwardsclub.com/review. We look forward to welcoming you back soon.

Total	184.06	184.06
Balance	0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my libty for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate 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.

HOLIDAY INN EXPRESS
CALGARY UN
2373 BANFF TRAIL NW
CALGARY AB

CARD *****5807
CARD TYPE VISA
DATE 2015/03/13
TIME 0862 07:30:58
RECEIPT NUMBER
MB4068378-001-173-053-0

PRE-AUTH COMPLETION
TOTAL **\$184.06**

APPROVED
AUTH# 001407 01-027
THANK YOU

CARDHOLDER COPY
IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

Holiday Inn Express & Suites Calgary University
2373 Banff Trail North West
Calgary, Alberta Canada T2M 4L2
Telephone: (587) 390-6100 Fax: (587) 390-6111
GST R890139793 RT0001

Dr Pamela Walsh
#1 University Drive
Athabasca T9S 3A3
Canada

Room Number: 0302
Arrival Date: 03-11-15
Departure Date: 03-12-15
Page No: 1 of 1

Guest Name

INFORMATION INVOICE

Folio No: 208725

04-08-15

Date	Description		Charges	Credits
03-11-15	Room Revenue		160.00	
03-11-15	Destination Marketing Fee - 3%		4.80	
03-11-15	Tourism Levy - 4%		6.59	
03-11-15	Room GST - 5%		8.24	
03-12-15	Visa	XXXXXXXXXXXXXXXXXX		179.63
03-12-15	Refreshment Centre - Water	1	1.05	
03-12-15	Visa	XXXXXXXXXXXXXXXXXX		1.05
				NOT CLAIMED
	Total		180.68	180.68
	Balance		0.00	

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