

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Dr. Cindy Ives  
Interim Vice President, Academic  
August 1, 2015 to September 30, 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
Aug 12 - Aug 13, 2015	Edmonton	Business Meetings	153.60	179.63	40.00	-	-	-	373.23
			<b>\$ 153.60</b>	<b>\$ 179.63</b>	<b>\$ 40.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 373.23</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>

Dr Cindy Ives

Room Number: 1608  
Arrival Date: 08-12-15  
Departure Date: 08-13-15  
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RECEIVED  
AUG 13 2015  
FINANCE

Guest Name

**INFORMATION INVOICE**

Folio No: 223830

08-13-15

Date	Description	Charges	Credits
08-12-15	Room Revenue	160.00	
08-12-15	Destination Marketing Fee - 3%	4.80	
08-12-15	Tourism Levy - 4%	6.59	
08-12-15	Room GST - 5%	8.24	
08-13-15	Visa XXXXXXXXXXXXXXXX XX/XX		179.63
<b>Total</b>		<b>179.63</b>	<b>179.63</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