

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Estelle Lo
Vice President, Finance and Administration
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
Jun 25 - Jun 26, 2015	Edmonton	Business Meetings	153.60	174.02	15.00	-	-	-	342.62
Aug 7, 2015	Edmonton	Business Meetings	153.60	-	15.00	-	-	-	168.60
			\$ 307.20	\$ 174.02	\$ 30.00	\$ -	\$ -	\$ -	\$ 511.22

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>

Ms Estelle Lo

Room Number: 0810
 Arrival Date: 06-25-15
 Departure Date: 06-26-15
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Guest Name

INFORMATION INVOICE

Folio No: 219368

07-23-15

Date	Description	Charges	Credits
06-25-15	Room Revenue	155.00	
06-25-15	Destination Marketing Fee - 3%	4.65	
06-25-15	Tourism Levy - 4%	6.39	
06-25-15	Room GST - 5%	7.98	
06-26-15	American Express XXXXXXXXXXXXXXX1000 XX/XX		174.02
Total		174.02	174.02
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