

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Peter MacKinnon
President
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 1 - Jun 30, 2015	Edmonton, Calgary	Business Meetings	275.40	-	-	-	-	-	275.40
Jun 21 - Jun 22, 2015	Regina	PD Fund - Book Presentation	342.48	180.15	-	-	-	-	522.63
Aug 13, 2015	Edmonton	Business Meetings	-	359.26	-	-	-	-	359.26
Aug 7, 2015	Edmonton	Business Meetings	-	359.26	-	-	-	-	359.26
June 13 - 14, 2015	Edmonton	Business Meetings	-	230.68	-	-	-	-	230.68
			\$ 617.88	\$ 1,129.35	\$ -	\$ -	\$ -	\$ -	\$ 1,747.23

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>

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BLACK**

LIMO & TAXI

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CIA to
Delta Bow
Valley hotel



alliedblack.com

Driver _____ Date June 22 / 15
Car # _____ Amount 45 \$
GST Included # _____





HOTEL SASKATCHEWAN
Radisson

Mr R. Peter Mackinnon
Canada

Room No. : 0335
Arrival : 06-21-15
Departure : 06-22-15
Page No. : 1 of 1
Folio No. : 23203699
Conf. No. : 22608978
Cashier No. : 6

INVOICE

Membership No. : GR 6015994013773957
A/R Number :
Group Code :
Company Name : Canadian Assn of University B

06-22-15 11:18:51 AM EST

Date	Text	Charges	Credits
06-21-15	Room Charge	159.00	
06-21-15	ROOM PST - 5%	7.95	
06-21-15	ROOM GST - 5%	7.95	
06-21-15	ROOM DMF - 3%	4.77	
06-21-15	GST on DMF 5%	0.24	
06-21-15	PST on DMF 5%	0.24	
06-22-15	American Express new		180.15
XXXXXXXXXXXXX CX/XX			
	GST Room 5%	GST F&B 5%	GST Telephone 5%
	7.95	0.00	0
			GST Other 5%
			0.24
			Total GST 5%
			8.19
Net Amount		159.00	CAD
		Total	180.15
		Balance	180.15
			0.00

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Thank You For Staying With Us

I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay for any portion or the full amount of these charges.

Guest Signature _____

Radisson Plaza Hotel Saskatchewan
2125 Victoria Avenue
Regina, Saskatchewan S4P 0S3
Telephone: (306) 522-7691 Fax: (306) 522-8988 Email: reservations@hotelsask.com
GST #84970 2444 RT0029

Capital Cabs 2000

Phone (306) 791-2222

Date:

21/6/15

Charge To:

Aurora

From:

To:

Hotel Sask

Car #:

Driver:

u.

Fare \$:

20.00

Name:

Authorized Signature



PAULL TRAVEL
 Phone: 780-428-6031
 INFO@PAULLTRAVEL.COM

Electronic Invoice

Prepared For:
 MACKINNON/ROBERT MR

SALES PERSON	29
INVOICE NUMBER	0275694
INVOICE ISSUE DATE	19 Jun 2015
RECORD LOCATOR	
CUSTOMER NUMBER	

Client Address
 ATHABASCA UNIVERSITY
 1 UNIVERSITY DRIVE
 ATHABASCA, AB T9S 3A3

DATE: Fri, Mar 18

Others

EDMONTON AB
 HAVE A SAFE AND
 PLEASANT TRIP

DATE: Wed, Jun 22

Flight: AIR CANADA 8431

From	REGINASK, CANADA	Departs	7:30pm
To	CALGARY INTL AB, CANADA	Arrives	9:06pm
Duration	1hr(s) 36min(s)	Class	Economy
Type		Meal	
Stop(s)	Non Stop		
Seat(s) Details	MACKINNON/ROBERT MR	Seat(s) - 05C	AC - XXXXXXXX 38

DATE: Wed, Jun 22

Others

EDMONTON INTL
 AB
 BOOKING
 MANAGEMENT FEE
 - 50.00
 PFE

Billed to:	AX XXXXXXXXXXXX1007	CAD * 50.00
V.A.T./G.S.T./H.S.T.		CAD * 2.50

Ticket Information

Ticket Number	AC 9238969993	Passenger	MACKINNON ROBERT MR		
		Billed to:	AX XXXXXXXXXXXX1007	CAD	* 257.12
			V.A.T./G.S.T./H.S.T.	CAD	* 12.86
			Total base fare amount		CAD 280.00
			Total Taxes		CAD 27.12



Mr Peter Mackinnon
1 University Drive
*
Athabasca T9S 3A3

Room Number: 1402
Arrival Date: 08-12-15
Departure Date: 08-14-15
Page No: 1 of 1

Guest Name

INFORMATION INVOICE

Folio No: 223922

09-08-15

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	Room Revenue	160.00	
08-13-15	Destination Marketing Fee - 3%	4.80	
08-13-15	Tourism Levy - 4%	6.59	
08-13-15	Room GST - 5%	8.24	
08-14-15	Visa XXXXXXXXXXXXXXX3490 XX/XX		359.26
Total		359.26	359.26
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

Mr Peter Mackinnon
1 University Drive
*
Athabasca AB T9S 3A3

Room Number: 1607
Arrival Date: 07-08-15
Departure Date: 07-10-15
Page No: 1 of 1

Guest Name

INFORMATION INVOICE

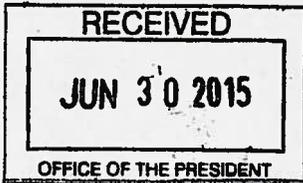
Folio No: 220716

07-10-15

Date	Description	Charges	Credits
07-08-15	Room Revenue	160.00	
07-08-15	Destination Marketing Fee - 3%	4.80	
07-08-15	Tourism Levy - 4%	6.59	
07-08-15	Room GST - 5%	8.24	
07-09-15	Room Revenue	160.00	
07-09-15	Destination Marketing Fee - 3%	4.80	
07-09-15	Tourism Levy - 4%	6.59	
07-09-15	Room GST - 5%	8.24	
07-10-15	Visa XXXXXXXXXXXXXXX3490 XX/XX		359.26
Total		359.26	359.26
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



The Westin Edmonton
10135 100 St
Edmonton, AB T5J 0N7
Canada
Tel: 780-426-3636 Fax: 780-428-1454

Peter MacKinnon
Athabasca University

Page Number : 1 Invoice Nbr: 27612416
Guest Number: Arrive Date: 13-JUN-15 17:33
Folio ID : Depart Date: 14-JUN-15 07:04
No. Of Guest:
Room Number :
Club Account:
AR Account : 12471 - Athabasca University

Copy Invoice

Tax ID: 815461330RT0001
The Westin Edmonton 24-JUN-15 17:55 IPEICHE

Date	Reference	Description	Charges	Credits
13-JUN-15	RT919	Room Charge	169.00	
13-JUN-15	RT919	GST	8.70	
13-JUN-15	RT919	Destination Marketing Fee	5.07	
13-JUN-15	RT919	Tourism Levy	6.96	
13-JUN-15	RT919	Parking Valet	39.00	
13-JUN-15	RT919	GST	1.95	
14-JUN-15	A/R Trans	Transfer to A/R		-230.68
		** Total	230.68	-230.68
		*** Balance	-0.00	

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