

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Pamela Walsh
Vice President Advancement
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
May 3 - May 8, 2015	Edmonton	Business Meetings	153.60	156.06	15.00	-	-	-	324.66
May 10 - May 15, 2015	Edmonton	Business Meetings	-	898.15	160.00	40.00	-	-	1,098.15
May 18 - May 19, 2015	Edmonton	Business Meeting	76.80	168.06	-	-	-	-	244.86
May 25 - May 29, 2015	Edmonton	Business Meetings	153.60	179.63	15.00	-	-	-	348.23
Jun 2 - Jun 3, 2015	Calgary	Business Meetings	213.60	193.76	55.00	-	-	-	462.36
Jun 29, 2015	Calgary	Business Meetings	-	-	15.00	-	-	-	15.00
Jul 13 - Jul 17, 2015	Edmonton	Business Meetings	76.80	-	-	-	-	-	76.80
Jul 20 - Jul 24, 2015	Calgary	Business Meetings	101.80	165.12	15.00	-	218.06	-	499.98
Aug 10 - Aug 13, 2015	Edmonton	Business Meetings	76.80	-	-	-	-	-	76.80
Aug 3, 2015	Edmonton, Calgary	Business Meetings	175.80	209.16	55.00	-	-	-	439.96
Jul 27 - Jul 31, 2015	Edmonton, Calgary	Business Meetings	173.25	-	55.00	-	78.10	-	306.35
			\$ 1,202.05	\$ 1,969.94	\$ 385.00	\$ 40.00	\$ 296.16	\$ -	\$ 3,893.15

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>



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05-04-15

Mrs Pamela Walsh Canada	Folio No. :	Room No. :	317
	A/R Number :	Arrival :	05-03-15
	Group Code :	Departure :	05-04-15
	Company :	Conf. No. :	66609269
	Membership No. :	Rate Code :	IPF05
	Invoice No. :	Page No. :	1 of 1

Date	Description	Charges	Credits
05-03-15	*Room	139.00	
05-03-15	GST Tax	6.95	
05-03-15	Trsm Levy Tax	5.56	
05-03-15	Municipal DMF	4.17	
05-03-15	Municipal DMF GST	0.21	
05-03-15	Municipal DMF Tourism Levy	0.17	
05-04-15	Visa XXXXXXXXXXXXX		156.06
Total		156.06	156.06
Balance		0.00	

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.

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.

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

Room Number: 1514
Arrival Date: 05-10-15
Departure Date: 05-15-15
Page No: 1 of 2

Guest Name

INFORMATION INVOICE

Folio No:

05-15-15

Date	Description	Charges	Credits
05-10-15	Room Revenue	160.00	
05-10-15	Destination Marketing Fee - 3%	4.80	
05-10-15	Tourism Levy - 4%	6.59	
05-10-15	Room GST - 5%	8.24	
05-11-15	Room Revenue	160.00	
05-11-15	Destination Marketing Fee - 3%	4.80	
05-11-15	Tourism Levy - 4%	6.59	
05-11-15	Room GST - 5%	8.24	
05-12-15	Room Revenue	160.00	
05-12-15	Destination Marketing Fee - 3%	4.80	
05-12-15	Tourism Levy - 4%	6.59	
05-12-15	Room GST - 5%	8.24	
05-13-15	Room Revenue	160.00	
05-13-15	Destination Marketing Fee - 3%	4.80	
05-13-15	Tourism Levy - 4%	6.59	
05-13-15	Room GST - 5%	8.24	
05-14-15	Room Revenue	160.00	
05-14-15	Destination Marketing Fee - 3%	4.80	
05-14-15	Tourism Levy - 4%	6.59	
05-14-15	Room GST - 5%	8.24	
05-15-15	Visa	XXXXXXXXXXXXXX	898.15

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

Room Number: 1514
Arrival Date: 05-10-15
Departure Date: 05-15-15
Page No: 2 of 2

Guest Name

INFORMATION INVOICE

Folio No:

05-15-15

Date	Description	Charges	Credits
	Total	898.15	898.15
	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



135

05-19-15

Mrs Pamela Walsh	Folio No. :	Room No. : 312
	A/R Number :	Arrival : 05-18-15
Canada	Group Code :	Departure : 05-19-15
	Company :	Conf. No. : 67875181
	Membership No. : PC	Rate Code : IGCOR
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
05-18-15	Parking	12.00	
05-18-15	*Room 159.00 Split into 139.00 and 20.00.	139.00	
05-18-15	GST Tax	6.95	
05-18-15	Trsm Levy Tax	5.56	
05-18-15	Municipal DMF	4.17	
05-18-15	Municipal DMF GST	0.21	
05-18-15	Municipal DMF Tourism Levy	0.17	
05-19-15	Visa XXXXXXXXXXXX		168.06
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	168.06
		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

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Dr Pamela Walsh

Room Number: 0802
Arrival Date: 05-28-15
Departure Date: 05-29-15
Page No: 1 of 1

Guest Name

INFORMATION INVOICE

Folio No: 216564

07-07-15

Date	Description	Charges	Credits
05-28-15	Room Revenue	160.00	
05-28-15	Destination Marketing Fee - 3%	4.80	
05-28-15	Tourism Levy - 4%	6.59	
05-28-15	Room GST - 5%	8.24	
05-29-15			179.63
Total		179.63	179.63
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

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85

06-03-15

Pamela Walsh	Folio No. :	16074	Room No. :	419
	A/R Number :		Arrival :	06-02-15
	Group Code :		Departure :	06-03-15
	Company :	Caubo	Conf. No. :	64019936
	Membership No. :	PC	Rate Code :	IGN03
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
06-02-15	*Room Charge	176.00	
06-02-15	1% Marketing Fee	1.76	
06-02-15	5% GST Room Tax	8.89	
06-02-15	4% Tourism Levy	7.11	
06-03-15			193.76

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.lhgwardsclub.com/review. We look forward to welcoming you back soon.

Total	193.76	193.76
Balance	0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my llbity for this bill is not waived and agree to be held personally llable 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 TYPE
 DATE 2015/06/03
 TIME 2880 08:03:11
 RECEIPT NUMBER
 M84068378-001-255-048-0

PRE-AUTH COMPLETION
 TOTAL **\$193.76**

APPROVED
 AUTH# 070382 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



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07-24-15

Pamela Walsh	Folio No. :	18411	Room No. :	620
	A/R Number :		Arrival :	07-23-15
	Group Code :		Departure :	07-24-15
	Company :		Conf. No. :	64684485
	Membership No. :		Rate Code :	IGCOR
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
07-23-15	*Room Charge	149.99	
07-23-15	1% Marketing Fee	1.50	
07-23-15	5% GST Room Tax	7.57	
07-23-15	4% Tourism Levy	6.06	
07-24-15	Visa -Manual		165.12

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.lhgwardsclub.com/review. We look forward to welcoming you back soon.

Total	165.12	165.12
Balance	0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my libity 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 TYPE 2015/07/24
DATE 08:46:50
TIME 4827
RECEIPT NUMBER
C84068378-001-306-038-0
PRE-AUTH COMPLETION
TOTAL **\$165.12**

A0000000031010

APPROVED

AUTH# 065457 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



85

08-13-15

Pamela Walsh	Folio No. : 19140	Room No. : 520
	A/R Number :	Arrival : 08-06-15
	Group Code :	Departure : 08-07-15
	Company : Athabasca University	Conf. No. : 67189977
	Membership No. :	Rate Code : IGCOR
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
08-06-15	*Room Charge	189.99	
08-06-15	1% Marketing Fee	1.90	
08-06-15	5% GST Room Tax	9.59	
08-06-15	4% Tourism Levy	7.68	
08-07-15	Visa -Manual		209.16
	XXXXXXXXXXXX		
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.ihgrewardsclub.com/review . We look forward to welcoming you back soon.		Total	209.16
		Balance	0.00

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liblty 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 & Suites Calgary University
 2373 Banff Trail North West
 Calgary, Alberta Canada T2M 4L2
 Telephone: (587) 390-6100 Fax: (587) 390-6111
 GST R890139793 RT0001

Invoice

Date: 2015-07-29

You can reach us at:

Bill To:

PAMELA WALSH

101, 205 - 9th AVENUE S.E.
CALGARY, AB

Phone: [403-531-0350](tel:403-531-0350)

ax: [403-264-1004](tel:403-264-1004)

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1425784	2015-07-29	79124	-	-	2015-08-06	2015-08-09	-	EMILY

Travellers:

WALSH/PAMELA

Product	Details	Duration	Price Basis	Qty	Each	Billed
ECEXP 12:30 Assigned to: 08A	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-08-06 at 12:30 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2015-08-06 at 15:35	3 hrs 5 mins	Adult	1	70.48	74.00
CEEXP 12:30 Assigned to: 08A	Departs Calgary (CGYNORTH / CALGARY NORTH) 2015-08-09 at 12:45 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-08-09 at 15:50	3 hrs 5 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2015-07-29	customer: PAMELA WALSH	Visa	148.00 CAD

Base Price:	140.96 CAD
Discounts:	0.00 CAD
Service Charges:	0.00 CAD
GST	7.04 CAD
Invoice Total:	148.00 CAD
Commission:	0.00 CAD
Received:	148.00 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

CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES.

CALGARY UNITED CABS
5660 10TH ST NE
SUITE 8
CALGARY AB T2E 8A7
(403) 777-1111

SALE

MID: 5569122 GST: 829476373RT0001
TID: T5569122 REF#: 00000002
Batch #: 020 SEQ: 020001001002
07/28/15 07:58:50
CVC: Y

APPR CODE: 015299
VISA

/

AMOUNT \$18.40
TIP \$4.05
TOTAL \$22.45

00 - APPROVED - 001

VISA CREDIT
AID: A0000000031010
TVR: 00 80 00 80 00
TSt: F8 00

THANK YOU

CUSTOMER COPY



112 STEPHEN AVENUE S.E.
Calgary, Alberta

160 NIKKI 1

1 22 / 1 2749 GST
5

JUL27'15 3:45PM

1 DIET PEPSI 3.00
1 CHILI SHRIMP 18.00
1 STEAK BITES 19.00
1 TRIO DIPS 22.00
Food Sales 62.00
*Serv Charg/Grat 13.00
*GST859734659RT2 3.10
Total Paid \$ 78.10
*CHARGE TIP 13.00
XX/XX
Visa \$ 78.10

-----160 CLOSED JUL27 6:03PM-----

Join Hyatt Gold Passport
today and start earning points
for stays, dining and more.
Visit goldpassport.com.
*Not point earning eligible.
#Not point redemption eligible.

GST#889044129RT0001

Invoice

Date: 2015-07-15

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
1420796	2015-07-15	79124	-	-	2015-07-28	2015-07-28	-	EMILY

Travellers:

WALSH/PAMELA

Product	Details	Duration	Price Basis	Qty	Each	Billed
CEEXP 16:30 Assigned to: 03A	Departs Calgary (CALTO / Calgary Ticket Office) 2015-07-28 at 16:30 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-07-28 at 19:50	3 hrs 20 mins	Adult	1	70.48	74.00

Payments Received:				Base Price:	70.48 CAD
				Discounts:	0.00 CAD
				Service Charges:	0.00 CAD
				GST	3.52 CAD
Date	From	Reference	Amount	Invoice Total:	74.00 CAD
2015-07-15	customer: PAMELA WALSH	Visa	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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****Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time****

CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES.

Thank you for choosing Red Arrow.