ATHABASCA UNIVERSITY EXECUTIVE EXPENSE REPORT

Estelle Lo Vice President, Finance and Administration February 1, 2015 to March 31, 2015

1) Travel expenses

- * "Transportation" incudes 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
Nov 26 - 29	Edmonton	Business Meetings	165.60	586.05	65.00	10.00	42.00	-	868.65
Dec 17 - 18	Edmonton	Business Meetings	153.60	225.80	25.00	10.00	_	-	414.40
Jan 5	N/A	Equipment	-	-	-	1,010.31	-	-	1,010.31
Jan 11 - 12	Edmonton	Business Meetings	161.60	225.80	35.00	-	-	_	422.40
Feb 1 - 2	Edmonton	Business Meetings	171.60	225.80	40.00	10.00	-	_	447.40
Mar 3	N/A	Professional Membership			_	987.00	-	_	987.00
Feb 25 - 27	Edmonton	Business Meetings	161.60	390.70	60.00	10.00	-	_	622.30
Mar 3 - 4	Edmonton	Business Meetings	153.60	225.80	40.00	-	_	_	419.40
Mar 11 - 12	Edmonton	Business Meetings	153.60	195.35	35.00	10.00	_	_	393.95
Feb 17	Edmonton	Business Meetings	153.60		-	10.00	45.90		199.50
Mar 15 - 16	Edmonton	Business Meetings	153.60	195.35	25.00	10.00	31.00	<u> </u>	414.95
			\$ 1,428.40	\$ 2,270.65	\$ 325.00	\$ 2,057.31	\$ 118.90	\$ -	\$ 6,200.26

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

CHOP SUTTON EDM-110 10235 - 101 STREET EDMONTON, AB T5J 3E9 (780) 441-3075

TERM ID: E4291471 EMPLOYEE ID: 17 CLERK NAME:17

BATCH#: 031 SHIFT#: 001

Sale INV#: 000000005

Chip SEOM: 051001001001005 AID: A0000000031010 TVR: 00 00 00 00 00 TSI:F8 00 MARKEREREE

Amount:

36.62 5.38

Total:CAD\$

42.00

APPROVED 095148 001/00

27-Nov -14

08:03:16

CUSTOMER COPY

0012 TABLE # 41 WANITA_17 H SvrCk: 6 7:14a 11/27/14

COFFEE 2,99 COFFEE 2.99 TWO EGGS W\STYLE W/OTHER 13.95 OPEN FACE VEGGIE OMELETITE 14.95

> Sub Total: 34.88

GST 1.74 1 11/27 8:02aTOTAL: 36.62

> GST# 802860874 RT0001 PLEASE PAY SERVER THANK YOU!

TODAY'S STEAKHOUSE

Purchase \$50 in CHOP Gift Cards and receive a \$5 gift.

AEOOOOOOOOOOOO 10235-101 ST EDMONTON, AB T5J3E9 7804201995

MERCHANT ID: 8718002D018

TERM ID: 101

SALE

ENTRY METHOD: PROXIMITY VISA 11/27/14 08:13:23 INU #: 000001 APPR CODE: 096906 BATCH #: 0002B3 REF #: 001

AMOUNT

\$12.00

NO SIGNATURE REQUIRED CARDHOLDER AGREES TO PAY ABOVE TOTAL AMOUNT IN ACCORDANCE WITH CARD ISSUER'S AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER) RETAIN THIS COPY FOR STATEMENT

> **VERIFICATION** MERCHANT COPY

APPROVED

APPLICATION LABEL: VISA CREDI.

AID: A000000031010 TUR: 00 00 00 00 00





HOTELS & RESORTS

Lo, Estelle

Total

\$522.00 \$26.88

Page Number 1 Guest Number 928325

Folio ID A

No. Of Guest 1 Room Number

1245 Invoice Invoice Nbr 1000200933

Arrive Date

11-26-2014 15:21 Depart Date 11-29-2014 14:28

Agent

JENNSOL1

Date	Reference	De	scription		No. of London	Cì	arges	Credits
11-26-2014	RT1245	Ro	om Charge			\$3	174.00	
11-26-2014	RT1245	GS	T				\$8.96	
11-26-2014	RT1245	DM	P				\$5.22	
11-26-2014	RT1245	To	urism Levy				\$7.17	
11-27-2014	RT1245	Ro	om Charge			\$3	174.00	
11-27-2014	RT1245	GS:	r				\$8.96	
11-27-2014	RT1245	DM	7				\$5.22	
11-27-2014	RT1245	To	urism Levy				\$7.17	
11-28-2014	RT1245	Ro	om Charge			\$1	74.00	
11-28-2014	RT1245	GB!	r				\$8.96	
11-28-2014	RT1245	DM	7				\$5.22	
11-28-2014	RT1245	Tot	urism Levy				\$7.17	
11-28-2014	195	Sh	are Restau	rant			\$1.25	
11-29-2014	VI	V±	5 a					\$-587.30
		**	Total			\$5	87.30	\$-587.30
		**	Balance				\$0.00	- 1.25
				E SUMMARY REI	PORT			# 586.05
Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
11-26-2014	\$174.00	\$8.96	\$7.17	\$0.00	\$0.00	\$5.22	\$195.35	\$0.00
11-27-2014	\$174.00	\$8.96	\$7.17	\$0.00	\$0.00	\$5.22	\$195.35	\$0.00
11-28-2014	\$174.00 \$0.00	\$8.96	\$7.17 \$0.00	\$1.25 \$0.00	\$0.00 \$0.00	\$5.22 \$0.00	\$196.60 \$0.00	\$0.00 \$-587.30

As a Starwood Preferred Guest you have earned at least 1566 Starpoints for this visit

\$21.51

Continued on the next page

\$1.25

\$0.00

\$15.66

\$587.30

\$-587.30

0 1.0 man



Lo, Estelle	Page Number	1	Invoice Nbr	1000204061
Caubo Edmon	Guest Number	888535	Arrive Date	12-17-2014 12:23
	Folio ID	A	Depart Date	12-18-2014 15:43
	No. Of Guest	1	Agent	MMCGREER
	Room Number	2004		

-			
7.1	UAC	oio	₽

Date	Reference	Description	Charges	Credits
12-17-2014	RT2004	Room Charge	\$174.00	
12-17-2014	RT2004	GST	\$8.96	
12-17-2014	RT2004	DMF	\$5.22	
12-17-2014	RT2004	Tourism Levy	\$7.17	
12-17-2014	RT2004	Parking Self	\$29.00	
12-17-2014	RT2004	GST	\$1.45	
12-18-2014	AX	American Express		\$-225.80
		** Total	\$225.80	\$-225.80
		** Balance	\$-0.00	

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
12-17-2014	\$174.00	\$8.96	\$7.17	\$0.00	\$0.00	\$35.67	\$225.80	\$0.00
12-18-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-225.80
Total	\$174.00	\$8.96	\$7.17	\$0.00	\$0.00	\$35.67	\$225.80	\$-225.80

As a Starwood Preferred Guest you have earned at least 609 Starpoints for this visit

Thank you for choosing Starwood Hotels We look forward to welcoming you back soon! Tell us about your stay. www.westin.com/reviews

Tell us about your stay. www.westin.com/reviews

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Apple Store, West Edmonton

8882 170 St.

West Edmonton, Alberta T5T 4M2

westedmonton@apple.com

(780) 701-0540

www.apple.com/ca/retail/westedmonton

Apple GST No 10023 6199 RT0001

05 January, 2015 12:04 PM

Estelle LO

elo@athabascau.ca

IPAD WI-FI CELLULAR 128GB SPACE GRAY

\$ 899.00

Part Number: MGWL2CL/A Serial Number: DLXNT211G5YP IMEI: 354424065582821

IMEI: 354424065582821 Return Date: Jan. 19, 2015

For Support, Visit: www.apple.com/ca/support

Recycling Fee

\$ 1.20

Business Discount (\$ 18.00)

Telus Postpay Nano Sim Retall

Part Number: HA405VC/A Return Date: Jan. 20, 2015 \$ 0.00

Sub-Total

GST/HST

\$ 882.20 \$ 44.11

Total

Amount Paid Via AMERICAN EXPRESS (Chip)

\$ 926.31 \$ 926.31

869590

Please debit my account

926.31 (Sale)

Application ID: A000000025010801 Terminal ID: xxxx0113 Merchant ID: xxxxxxx01565

Verified by PIN.

APPROVED

Application PAN Sequence Number: 00

TVR: 0000008000 TSI: F800



* R 2 7 3 5 7 5 2 7 5 4 *

http://www.apple.com/legal/sales_policies/retail.html
Tell us about your experience at the Apple Store.
Visit www.apple.com/retail/feedback
Please retain for your records



Apple Store, West Edmonton 8882 170 St. West Edmonton, Alberta T5T 4M2 westedmonton@apple.com (780) 701-0540 www.apple.com/ca/retall/westedmonton Apple GST No 10023 6199 RT0001

05 January, 2015 12:23 PM

Estelle LO

elo@athabascau.ca

IPAD AIR SMART CASE BRIGHT RED

Part Number: MGTW2ZM/A

Return Date: Jan. 19, 2015

For Support, Visit: www.apple.com/ca/support

Business Discount

(\$ 9.00)

\$ 80.00

\$ 84.00

\$89.00

Sub-Total

GST/HST

\$ 4.00 \$ 84.00

Total

Amount Paid Via AMERICAN EXPRESS (Chip)

882191

\$ 84.00 (Sale)

Please debit my account

Application ID: A000000025010801

Terminal ID: xxxx0113 Merchant ID: xxxxxxx01565

Verified by PIN.

APPROVED

Application PAN Sequence Number: 00

TVR: 0000008000

TSI: F800



* R 2 7 3 5 7 5 2 7 5 5 *

http://www.apple.com/legal/sales_policies/retail.html Tell us about your experience at the Apple Store. Visit www.apple.com/retail/feedback Please retain for your records



Lo, Estelle

Page Number

1 940380

Arrive Date 01-11-2015 17:07

Invoice Nbr 1000206284

Caubo Edmon

Guest Number Folio ID A

No. Of Guest

1

Depart Date 01-12-2015 12:00

Room Number

849

Information Invoice

Date	Reference	Description	Charges	Credits
01-11-2015	RT849	Room Charge	\$174.00	
01-11-2015	RT849	GST	\$8.96	
01-11-2015	RT849	DMF	\$5.22	
01-11-2015	RT849	Tourism Levy	\$7.17	
01-11-2015	RT849	Parking Self	\$29.00	
01-11-2015	RT849	GST	\$1.45	
01-12-2015	AX	American Express		\$-225.80
		** Total	\$225.80	\$-225.80
		** Balance	\$0.00	

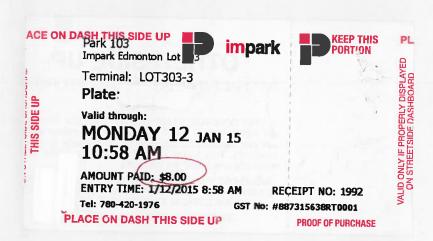
For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
01-11-2015	\$174.00	\$8.96	\$7.17	\$0.00	\$0.00	\$35.67	\$225.80	\$0.00
Total	\$174.00	\$8.96	\$7.17	\$0.00	\$0.00	\$35.67	\$225.80	\$0.00

As a Starwood Preferred Guest you have earned at least 609 Starpoints for this visit



JUSTUMER'S COPY

SKYSTUTTIE Airport Shuttle Service

VEHICLE: DRIVER#

4 'Si7 83572 510301

Payment CRITI

AMOUNT:

18, 00

IIb.

SUETOTAL

18. 00

TOTAL

Approved AUTHORIZATION

MANUAL

Thanks for allowing skyshuttle!
Go to edmontom kyshuttle, comfor more information or to
book online.

PHONE 780 401 3515 10135 31 AV, EDRONTON, AB



Lo, Estelle

Page Number 1 Guest Number

Invoice Nbr 946814 Arrive Date

1000208815

A

02-01-2015 10:43

Folio ID

Depart Date 02-02-2015

No. Of Guest 1

Room Number 1049

Information Invoice

Date	Reference	Description	Charges	Credits
02-01-2015	RT1049	Room Charge	\$174.00	
02-01-2015	RT1049	GST	\$8.96	
02-01-2015	RT1049	DMF	\$5.22	
02-01-2015	RT1049	Tourism Levy	\$7.17	
02-01-2015	RT1049	Parking Self	\$29.00	
02-01-2015	RT1049	GST	\$1.45	
02-02-2015	AX	American Express		\$-225.80
		** Total	\$225.80	\$-225.80
		** Balance	\$0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
02-01-2015	\$174.00	\$8.96	\$7.17	\$0.00	\$0.00	\$35.67	\$225.80	\$0.00
Total	\$174.00	\$8.96	\$7.17	\$0.00	\$0.00	\$35.67	\$225.80	\$0.00

As a Starwood Preferred Guest you have earned at least 609 Starpoints for this visit



CMA Alberta

300, 1210 - 8 Street SW, Calgary, AB T2R 1L3 Tel: 403.269.5341 Fax: 403.262.5477 Toll Free: 1.877.CMA.2000 info@cma-alberta.com | www.cma-alberta.com

DUES

Ms. Estelle S. Lo, CMA

. 9

Athabasca University 1 University Drive Athabasca, AB T9S 3A3 CANADA Member ID:

Due Date: April 1,2015 Invoice Date: 27/2/2015 Invoice No. 91337

Description			Amount
CMA Dues	4/1/2015 - 3/31/2016		\$560.00
GST CMA Dues			\$28.00
CPA National Dues	<u>4/1/2015 - 3/31/2016</u>		\$380.00
CPA National Dues GST			\$19.00
SST # 12223 8504		Promoted Dues:	\$987.00

Invoices may be paid by Visa, MasterCard, American Express, online or telephone banking, or by cheque.

For credit card payments, please login to our secure website at www.cma-alberta.com/login and select "Dues Payment and Declarations".

Payments received after the due date will be subject to a late payment fee pursuant to Bylaw 6.06 (1).



Certified Management Accountants™ **CMA Alberta**

300, 1210 - 8 Street SW, Calgary, AB T2R 1L3 Tel: 403.269.5341 Fax: 403.262.5477 Toli Free: 1.877.CMA.2000 info@cma-alberta.com | www.cma-alberta.com

Member ID:

Invoice No. 91337

Lo, Estelle

Payment Options:

- 1. Credit Card We accept VISA, MasterCard and American Express. Please login to our secure website at www.cma-alberta.com/login and select "Dues Payment and Declarations".
- Cheque made payable to CMA Alberta. Please send your cheque along with the remittance portion of this invoice to our office.



Estelle Lo

Certified Management Accountants of Alberta Purchase Confirmation

accounting@cma-alberta.com <accounting@cma-alberta.com> To:

28 February 2015 at 17:50

Thank you for paying your Certified Management Accountants of Alberta dues. Please save this for reference in case you have any questions about this transaction. A recap is provided below.

OFFICIAL RECEIPT

Name: Ms. Estelle S. Lo, CMA

ID:

Company: Athabasca University

Authorization Code: 261246 Order-ID:

Thanks again for paying your dues.

Certified Management Accountants of Alberta

657 862184769

Date: 2015/02/26 Time: 13:56:18 Response: AUTH 820124

HERCHANT COPY

PRESTIGE CAB'S 10135 31 Avenue HW Edmonton AB 16N-1C2 780-462-4444

Term Id:4502412509439 Iten #:0183 AMERICAN EXPRESS PURCHASE OP Id:213015 Card #: XXXXXXXXXXX1000

AID: A0000000025010801

APPROVED

THUOMA

CAD\$8.00

Ref. #: C Auth.#: 820124 Resp. Code: 80 TVR: 0000088000 TSI: F800

> Book on line at EDMIAXI.COM Thank you for being our guest GSI 862184769

Date: 2015/02/26 | Time: 13:56:18 Response: AUTH 820124

CUSTOMER COPY

WESTIN'

HOTELS & RESORTS

Estelle Lo Caubo

Page Number **Guest Number**

896571

Invoice Nbr

: 27587863

Folio ID

Arrive Date

25-FEB-15

13:25

Depart Date No. Of Guest 27-FEB-15

15:23

Room Number

1144

Club Account

Copy Tax Invoice

Tax ID 815461330RT0001

The Westin Edmonton 28-FEB-15 03:50 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
25-FEB-15	RT1144	Room Charge	174.00	
25-FEB-15	RT1144	GST	8.96	
25-FEB-15	RT1144	DMF	5.22	
25-FEB-15	RT1144	Tourism Levy	7.17	
26-FEB-15	RT1144	Room Charge	174.00	
26-FEB-15	RT1144	GST	8.96	
26-FEB-15	RT1144	DMF	5.22	
6-FEB-15	RT1144	Tourism Levy	7.17	
7-FEB-15	09:31:14		-1.57	
27-FEB-15	AX	American Express		-392.27
		** Total	392.27	-392,27
		*** Balance	0.00	

WESTIN FINDS FROM AFAR - Delve deeper into your destination with a curated selection of hidden gems and off-the-beaten-path experiences right by your hotel, all with a Westin point of view. Discover more at westin.com/FlndsfromAFAR

Continued on the next page

390.70

WESTIN'

HOTELS & RESORTS

Estelle Lo

Page Number

: 27589144

Guest Number Caubo Edmon

962866

Folio ID

16:55

Invoice Nbr

Arrive Date Depart Date

03-MAR-15 04-MAR-15

16:43

No. Of Guest

Room Number

1049

Club Account

Tax Involce

815461330RT0001 Tax ID

The Westin Edmonton 04-MAR-15 16:50 BOGDMAR

Date R	Reference	Description	Charges (CAD)	Credits (CAD)
03-MAR-15 R	RT1049	Room Charge	174.00	
03-MAR-15 R	RT1049	GST	8.96	
03-MAR-15 R	RT1049	DMF	5.22	
03-MAR-15 R	RT1049	Tourism Levy	7.17	
03-MAR-15 R	RT1049	Parking Self	29.00	
03-MAR-15 R	RT1049	GST	1.45	
04-MAR-15 A	×	American Express		-225.80
		** Total	225.80	-225.80
		*** Balance	-0.00	

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WESTIN

HOTELS & RESORTS

Invoice Nbr

: 27591019

Estelle Lo Caubo

Page Number : 1
Guest Number : 896572
Folio ID : A
Arrive Date : 11-MAR

11-MAR-15 17:24 12-MAR-15 14:09

No. Of Guest : 1 Room Number : 748

Club Account

Depart Date

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton 12-MAR-15 14:20 MMCGREER

Date	Reference	Description	Charges (CAD)	Credits (CAD)
11-MAR-15	RT748	Room Charge	174.00	
11-MAR-15	RT748	GST	8.96	
11-MAR-15	RT748	DMF	5.22	
11-MAR-15	RT748	Tourism Levy	7.17	
12-MAR-15	AX	American Express		-195.35
		** Total	195.35	-195.35
		*** Balance	0,00	

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Tell us about your stay. www.westin.com/reviews



Allegro Italian Kitchen Catering 10011 - 109 Street NW Edmonton, AB (780) 424-6644 info@allegroitaliankitchen.ca

INVOICE

Tuesday February 17th 2015

Ziti con Poli Entree Spec				QTY 1 QTY 1		7.95 1.00
		GST Total	4		\$1. \$40.	95 90
ALLEGRO 1TALIAN KITCHEN 10011 109 STREET EDMONTON AB	CARD TYPE AMEX DATE 2015/02/17 TIME 0087 15:03:58 RECEIPT NUMBER C82040580-001-102-005-0	TOTAL \$40.80 TOTAL \$5.00	ANNEKICAN EATRESS A00000025010801 82BB436A28457A1E 0000008000-E800 B66AE1E4085ZE689 0000008000-F800	APPROVED AUTH# 807804 00-025 THANK YOU	된	IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

G.S.T # 89140894

RIGQLETTOS CAFE _ 10305 100 AVE NW EDMONTON, AB T5J 3C8 780-429-0701

SALE

MED: 8023120036

TID: 0089250008023120036002

REF#: 00000009

Batch # 440

03/16/15

11:52:47

APPR CODE: 568206

Trace: 9

ANEX *********1000 Swiped **/**

AMOUNT TIP TOTAL

\$27.30

\$3.70 \$31.00

APPROVED

THANK YOU / MERCI

CUSTOMER COPY

RIGOLETTO'S CAFE

10305-100 Avenue Edmonton, AB T5J 3C8 TEL:780-429-0701 FAX:780-425-6506 GST#104857842

102 NANCI

Check: 2051

Guests: 1

Table: 12-1

03/16/2015 1::37AM

TORTELLINI 12.00

LINGUINI SERGIO

14.00

Subtotal

25.00

G.S.T.

1.30

Total Due

\$27.30

****PLEASE PAY SERVER***

Thank You

WESTIN'

HOTELS & RESORTS

Invoice Nbr

: 27592075

Estelle Lo Caubo Page Number : 1
Guest Number : 965371
Folio ID : A
Arrive Date : 15-MAF

15-MAR-15 17:22 16-MAR-15 13:51

No. Of Guest : 1 Room Number : 1249

Club Account

Depart Date

ny Involon

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton 16-MAR-15 14:00 BOGDMAR

Date	Reference	Description	Charges (CAD)	Credits (CAD)
15-MAR-15	RT1249	Room Charge	174.00	0.00,00
15-MAR-15	RT1249	GST	8.96	
15-MAR-15	RT1249	DMF	5.22	
15-MAR-15	RT1249	Tourism Levy	7.17	
16-MAR-15	AX	American Express		-195.35
		** Total	195.35	-195.35
		*** Balance	0.00	.50.55

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