

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Peter MacKinnon
President
February 1, 2015 to March 31, 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
Dec 10 - 12	Edmonton	Business Meetings	153.60	-	50.00	-	-	-	203.60
Jan 27 - 28	Edmonton	Business Meetings	153.60	-	25.00	-	-	-	178.60
Feb 13 - 27	Calgary/Ottawa/Toronto/Edmonton	Business Meetings	1,414.22	-	75.00	-	-	-	1,489.22
Jan	Edmonton	Business Meetings	-	538.89	124.63	-	-	-	663.52
Feb	Calgary, Edmonton, Ottawa	Business Meetings	320.29	1,244.99	41.80	-	-	-	1,607.08
			\$ 2,041.71	\$ 1,783.88	\$ 316.43	\$ -	\$ -	\$ -	\$ 4,142.02

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>



SALES PERSON: 70 ITINERARY/INVOICE NO. 0270065 DATE: 09 FEB 15
 CUSTOMER NBR: 010039 DUPLICATE NCHVVR PAGE: 02

TO: ATHABASCA UNIVERSITY
 1 UNIVERSITY DRIVE
 ATHABASCA, AB T9S 3A3

FOR: MACKINNON/ROBERT MR

RECONFIRM RETURNING AND CONTINUING RESERVATIONS
 72 HOURS IN ADVANCE FOR INTERNATIONAL FLIGHTS AND
 SUGGEST 48 HOURS IN ADVANCE FOR DOMESTIC FLIGHTS
 CAUTION: TICKETS HAVE VALUE IF UNUSED. RETURN FOR REFUND

18 NOV 15 - WEDNESDAY
 OTHER EDMONTON AB
 HAVE A SAFE AND PLEASANT TRIP

TOTAL BASE	981.00
TOTAL TAX	71.25
TOTAL G.S.T./H.S.T.	54.77
NET CC BILLING	1,107.02*

TOTAL AMOUNT DUE	0.00

.....
 ..AN ADMINISTRATION FEE WILL BE APPLIED ON
 ..EACH CHANGE REQUESTED

..PREPARED BY DONNA KRUEGER
 ..AFTER HOURS NUMBER 1-800-757-7676 IN NORTH AMERICA
 ..INTERNATIONAL 001-303-876-4247
 ..THERE IS A 35.00 CHARGE PER AFTER HOURS CALL
 BAGGAGE ALLOWANCE VARIES BY DESTINATION AND BY
 CLASS OF SERVICE. FOR MORE INFORMATION
 GO TO WWW.AIRCANADA.COM/BAGGAGE

-----PENALTY/CHANGE RULES-----

ALL FARES ARE 100 PERCENT NON-REFUNDABLE.
 CHANGES ARE PERMITTED FOR A CHANGE FEE
 AND ANY FARE DIFFERENCE.
 AIR CANADA OFFERS ONLINE CHECKIN 24 HRS PRIOR TO DEPARTURE
 GO TO WWW.AIRCANADA.COM OR MOBILE.AIRCANADA.COM
 RECOMMENDED CHECK-IN TIME IS AT LEAST 60 MINUTES PRIOR TO DEPARTURE.
 AFTER CHECK-IN YOU MUST BE AVAILABLE AT THE BOARDING GATE AT LEAST
 30 MINUTES PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.
 PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED PHOTO I.D.
 GATE ASSIGNMENTS AND DEPARTURE/ARRIVAL INFORMATION ARE
 SUBJECT TO CHANGE. PLEASE CHECK MONITORS AT THE AIRPORT.
 PLEASE RECONFIRM ALL FLIGHTS
 BAGGAGE ALLOWANCES VARY BY DESTINATION AND AIRLINE. CHECK WITH
 THE AIRLINE DIRECTLY FOR BAGGAGE ALLOWANCES AND EXTRA BAGGAGE FEES.

MATRIX
HOTEL

Mr Peter Mackinnon

Room Number: 1504
Arrival Date: 01-21-15
Departure Date: 01-23-15
Page No: 1 of 1
Confirmation No: 17196893

INVOICE

Folio No: 204315

01-23-15

Date	Description	Charges	Credits
01-21-15	Room Revenue	160.00	
01-21-15	Destination Marketing Fee - 3%	4.80	
01-21-15	Tourism Levy - 4%	6.59	
01-21-15	Room GST - 5%	8.24	
01-22-15	Room Revenue	160.00	
01-22-15	Destination Marketing Fee - 3%	4.80	
01-22-15	Tourism Levy - 4%	6.59	
01-22-15	Room GST - 5%	8.24	
01-23-15	Visa XXXXXXXXXXXXXXXXXX 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. #105631154 RT 0001

THE WESTIN EDMONTON
Share Restaurant
GST# 861336493RT0005

215 Daisy 1

1 1 / 1 6 1 0 GST 4
23JAN'15 7:43AM

1 2 Egg 8.00
Over Easy
1 Bacon 7.00
2 ***** 0.00
1 Muesli Bry Apl 13.00
1 Toast 4.00
Wheat Toast
DRY
* SPEC PREP *
1 Frt & Berries 13.00
3 Coffee @ 5.50 16.50

Subtotal 61.50
Tax 3.08
Payment 74.58
Open @ Srvc Chg 10.00
XXXXXXXXXXXX3490 XX/XX
Visa 74.58

-----215 CLOSED 23JAN 9:27AM-----

CREDIT CARD VOUCHER

Share Restaurant
CHECK: 610
TABLE: 1 1 / 1
SERVER: 215 Daisy
DATE: 23JAN'15 8:27AM
CARD TYPE: Visa
ACCT #: XXXXXXXXXXXX3490
EXP DATE: XX/XX
AUTH CODE: 011982
PETER MACKINNON

SUBTOTAL: 64.58
GRATUITY 10.00
TOTAL 74.58

SIGNATURE _____

PHONE # _____

THANK YOU

HOTEL COPY
(PLEASE SIGN BOTH COPIES)

Mr Peter Mackinnon

Room Number: 1603
Arrival Date: 01-27-15
Departure Date: 01-28-15
Page No: 1 of 1
Confirmation No 17279838

INFORMATION INVOICE

Folio No:

01-28-15

Date	Description	Charges	Credits
01-27-15	Room Revenue	160.00	
01-27-15	Destination Marketing Fee - 3%	4.80	
01-27-15	Touriam Levy - 4%	6.59	
01-27-15	Room GST - 5%	8.24	
01-28-15	Visa XXXXXXXXXXXXXXXXXX XX/XX		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. #105631154 RT 0001

Zimbra Collaboration Suite

gailb@athabascau.ca

Invoice

2/11/2015, 2:06:56 PM

From: itinerary@redarrow.ca

To: gailb@athabascau.ca



Invoice

Date: 2015-02-11

Bill To:

You can reach us at:

Website User

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1362606	2015-02-11	139230	-	-	2015-02-18	2015-02-18	-	Website User

Travellers:

MacKinnon/Peter

Product	Details	Duration	Price Basis	Qty	Each	Billed
EDMCAL 15:30 YYC Assigned to: 07A	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-02-18 at 15:30 Arrives Calgary (CALTO / Calgary Ticket Office) 2015-02-18 at 19:35	4 hrs 5 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
------	------	-----------	--------

Base Price: 70.48 CAD
Discounts: 0.00 CAD

Date	From	Reference	Amount
2015-02-11	Website User	Visa *****3490	74.00 CAD

Service Charges:	0.00 CAD
GST	3.52 CAD
Invoice Total:	74.00 CAD
Received:	74.00 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
If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior
Failure to arrive on time or no showing for your departure will result in forfeit of full fare
**Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of
**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
Thank you for choosing Red Arrow.

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude

Mr Peter Mackinnon

Room Number: 1215
 Arrival Date: 02-16-15
 Departure Date: 02-18-15
 Page No: 1 of 1

Guest Name

INFORMATION INVOICE

Folio No: 206581

02-18-15

Date	Description	Charges	Credits
02-16-15	Room Revenue	160.00	
02-16-15	Destination Marketing Fee - 3%	4.80	
02-16-15	Tourism Levy - 4%	6.59	
02-16-15	Room GST - 5%	8.24	
02-17-15	Room Revenue	160.00	
02-17-15	Destination Marketing Fee - 3%	4.80	
02-17-15	Tourism Levy - 4%	6.59	
02-17-15	Room GST - 5%	8.24	
02-18-15	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

Edmonton: Matrix to Airport 19 Feb
Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

Terminal 282/66234803
Driver 4778
05/02/19 04:42:57

VISA
Card : *****3490
VISA CREDIT
CHIP CARD
AID : A0000000031010
TVR : 0080008000
Ref # 0010011150 C
Auth # 077377

FARE : \$ PURCHASE 63.00

TOTAL : \$ 63.00

APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain a
copy for your records

Customer Copy

Mr Peter Mackinnon

Room Number: 1510
Arrival Date: 02-18-15
Departure Date: 02-19-15
Page No: 1 of 1

Guest Name

INFORMATION INVOICE

Folio No:

02-19-15

Date	Description	Charges	Credits
02-18-15	Room Revenue	160.00	
02-18-15	Destination Marketing Fee - 3%	4.80	
02-18-15	Tourism Levy - 4%	6.59	
02-18-15	Room GST - 5%	8.24	
02-19-15	Visa XXXXXXXXXXXXX3490 XX/XX		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

All Calgary → Airport

CALGARY UNITED CAB'S
5660 10 ST NE
CALGARY AB T2E 8W7
(403) 777-1111

SALE

MID: 5683513
TID: D5683513 REF#: 0000024
Batch #: 059 SEQ: 059001001024
02/19/15 15:05:40
CVC: Y

APPR CODE: 061851

VISA

*****3490C

AMOUNT

\$41.80

00 - APPROVED - 001

VISA CREDIT

AID: A0000000031010

TVR: 00 80 00 80 00

TS: F8 00

CUSTOMER COPY

OTTAWA AIRPORT
to Hotel

OTTAWA AIRPORT TAXI

613-523-1234

TAXI DE L'AEROPORT D'OTTAWA

TERMINAL ID: 324 363 405
VEHICLE ID: 4776
DRIVER ID: 00056128
TRIP NUMBER: 0969
PASSENGERS: 1

02/20/2015
START: 01:36
END: 01:37

FARE AMOUNT: \$ 32.50

SURCHARGE AMOUNT: \$ 1.50

TOTAL : \$ 34.00

VISA SALE : 44443430

APPROVAL NUMBER : 011307

~~306306~~ PASSENGER COPY ~~306306~~

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

OTTAWA HOTEL
TO
AIRPORT

CAPITAL TAXI
(613) 744 - 3333

TERMINAL ID: 324-301-036
VEHICLE ID : 2854
DRIVER ID : 00050115

TRIP NUMBER: 1290
PASSENGERS: 1

02/21/2015
START: 06:14 END: 06:14

FARE AMOUNT: \$ 33.09

SURCHARGE AMOUNT: \$ 1.50

TOTAL : \$ 34.59

VISA SALE : XXXX3490

APPROVAL NUMBER : 034301

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



Edmonton Airport
to Pecco Hills Trust

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6N-1C2
780-462-3456

Trans ID: 45024124782249

Item #: 1227

JULIA CREDIT

PURCHASE

UP ID: 251960

Card #: XXXXXXXXXXXX3490

UID: A0000006031010

APPROVED

AMOUNT

CA\$400.00

Ref. #: C

Inst. #: 012838

Resp. Code: 00

TUR: 4000000000

ST: FBCC

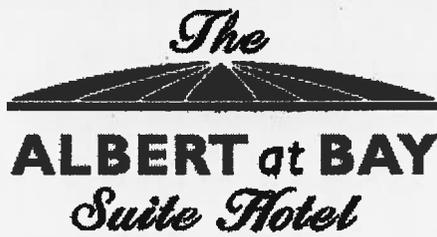
BOOK ON LINE AT EDMAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2015/02/21 Time: 13:47:10

Response: AUTH 012838

CUSTOMER COPY

The

ALBERT at BAY
Suite Hotel

Mr. Peter MacKinnon
 1 University Drive
 Athabasca AB T9S 3A3
 Canada

Room Number : 0815
 Invoice Number :
 Folio Number : 18421199
 Cashier Number : 42
 Page Number : 1 of 1
 Arrival Date : 19-FEB-2015
 Departure Date : 21-FEB-2015

Date	Description	Charges	Credits
02-19-15	Best Available Rate	149.00	
02-20-15	Best Available Rate	149.00	
02-20-15	HST 13%	39.90	
02-20-15	Destination Marketing Fee	8.94	
02-20-15	Visa XXXXXXXXXXXXXXX AU		346.84
Total		346.84	346.84
Balance Due			0.00

Registration Number: 82766 2024 RT0001

*At the Albert at Bay Suite Hotel you are more than a customer,
 you are our personal guest.
 We look forward to your next visit.*

Signature: _____

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

DOWNTOWN OTTAWA

435 Albert Street, Ottawa, Ontario, Canada K1R 7X4 * Reservations: 1-800-267-8644 * Fax (613) 238-1433 * Telephone: (613) 238-8858

info@albertatbay.com * albertatbay.com

*Calgary Airport To
All Calgary*

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2015/02/19
PICK-UP TIME: 08:07
DROP-OFF TIME: 08:43
TRIP ID: 959429
LOCATION: 073000-45024103707
CAR NUMBER: 1601
CARD TYPE: VISA
CARD: *****3490
EXPIRY: **/**
AUTH: 086907

FARE (\$): 51.70
EXTRA (\$): 0.00
SUBTTL (\$): 51.70

TIP (\$): _____

TOTAL (\$): _____

SIGNATURE: _____

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY

Mr Peter Mackinnon

Room Number: 0815
 Arrival Date: 02-25-15
 Departure Date: 02-27-15
 Page No: 1 of 1

Guest Name

INFORMATION INVOICE

Folio No:

02-27-15

Date	Description	Charges	Credits
02-25-15	Room Revenue	160.00	
02-25-15	Destination Marketing Fee - 3%	4.80	
02-25-15	Tourism Levy - 4%	6.59	
02-25-15	Room GST - 5%	8.24	
02-26-15	Room Revenue	160.00	
02-26-15	Destination Marketing Fee - 3%	4.80	
02-26-15	Tourism Levy - 4%	6.59	
02-26-15	Room GST - 5%	8.24	
02-27-15	Visa XXXXXXXXXXXXXXX3490 XX/XX		359.26
Total		359.26	359.26
Balance		0.00	

Signature:

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