

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

**Dr. Cindy Ives
Interim Vice President, Academic
June 1, 2015 to July 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
May 10 - 15, 2015	Edmonton	Business Meetings	153.60	870.10	135.00	-	-	-	1,158.70
May 20 - 22, 2015	Edmonton	Business Meetings	153.60	348.04	65.00	10.00	34.65	-	611.29
May 28 - 29, 2015	Edmonton	Business Meetings	153.60	174.02	15.00	-	-	-	342.62
Jun 3 - 5, 2015	Edmonton	Business Meetings	153.60	313.90	15.00	-	-	-	482.50
Jun 13 - 14, 2015	Edmonton	Business Meetings	153.60	220.18	10.00	-	-	-	383.78
Jun 16, 2015	Edmonton	Business Meetings	153.60	-	15.00	-	-	-	168.60
Jun 17 - 19, 2015	Edmonton	Business Meetings	153.60	348.04	55.00	-	-	-	556.64
Jun 25 - 26	Edmonton	Business Meetings	153.60	174.02	15.00	-	-	-	342.62
Jun 28 - 29	Edmonton	Business Meetings	172.80	178.51	50.00	-	-	-	401.31
			\$ 1,401.60	\$ 2,626.81	\$ 375.00	\$ 10.00	\$ 34.65	\$ -	\$ 4,448.06

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>

RECEIVED
MAY 20 2015
FINANCE

Dr Cindv Ives

Room Number: 1203
Arrival Date: 05-10-15
Departure Date: 05-16-15
Page No: 1 of 2

Guest Name

INFORMATION INVOICE

Folio No:

05-15-15

Date	Description	Charges	Credits
05-10-15	Room Revenue	155.00	
05-10-15	Destination Marketing Fee - 3%	4.65	
05-10-15	Tourism Levy - 4%	6.39	
05-10-15	Room GST - 5%	7.98	
05-11-15	Room Revenue	155.00	
05-11-15	Destination Marketing Fee - 3%	4.65	
05-11-15	Tourism Levy - 4%	6.39	
05-11-15	Room GST - 5%	7.98	
05-12-15	Room Revenue	155.00	
05-12-15	Destination Marketing Fee - 3%	4.65	
05-12-15	Tourism Levy - 4%	6.39	
05-12-15	Room GST - 5%	7.98	
05-13-15	Room Revenue	155.00	
05-13-15	Destination Marketing Fee - 3%	4.65	
05-13-15	Tourism Levy - 4%	6.39	
05-13-15	Room GST - 5%	7.98	
05-14-15	Room Revenue	155.00	
05-14-15	Destination Marketing Fee - 3%	4.65	
05-14-15	Tourism Levy - 4%	6.39	
05-14-15	Room GST - 5%	7.98	
05-15-15	Visa XXXXXXXXXXXXXXXXXX	XX/XX	870.10

Dr Cindy Ives

Room Number: 1203
Arrival Date: 05-10-15
Departure Date: 05-16-15
Page No: 2 of 2

Guest Name

INFORMATION INVOICE

Folio No:

05-15-15

Date	Description	Charges	Credits
	Total	870.10	870.10
	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



TR# 0060
 0-0
 155.00 +
 4.65 +
 6.39 +
 7.98 +
 174.02 *
 2.00 =
 348.04 *

Dr Cindy Ives

Guest Name

INVOICE

Folio No: 215978

RECEIVED
 MAY 25 2015
 FINANCE

05-23-15

Date	Description	Charges	Credits
05-20-15	Room Revenue	155.00	
05-20-15	Destination Marketing Fee - 3%	4.65	
05-20-15	Tourism Levy - 4%	6.39	
05-20-15	Room GST - 5%	7.98	
05-21-15	Room Revenue	155.00	
05-21-15	Destination Marketing Fee - 3%	4.65	
05-21-15	Tourism Levy - 4%	6.39	
05-21-15	Room GST - 5%	7.98	
05-22-15	Room Revenue	155.00	
05-22-15	Destination Marketing Fee - 3%	4.65	
05-22-15	Tourism Levy - 4%	6.39	
05-22-15	Room GST - 5%	7.98	
05-23-15	Visa XXXXXXXXXXXXXXXXXX XX/XX		522.06

-74.02
 personal

348.04



Dr Cindy Ives

Room Number: 1103
Arrival Date: 05-20-15
Departure Date: 05-23-15
Page No: 2 of 2

Guest Name

INVOICE

Folio No: 215978

05-23-15

Date	Description	Charges	Credits
	Total	522.06	522.06
	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



9940 106 Street
Edmonton, AB
780-429-2828

www.themarc.ca
GST#807555859

105 LU LU

Check: 1818
Table: 19-1

Guests: 2

05/22/2015 12:10PM

1	ICED TEA	3.00
1	SMOKED SALMON SALAD	14.00
1	SPECIAL DE JOUR	16.00

Subtotal 33.00
TAX 1.65

Total Due \$34.65

****PLEASE PAY SERVER****
Thank You

Dr Cindy Ives

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JUN 02 2015
FINANCE

Room Number: 1203
Arrival Date: 05-28-15
Departure Date: 05-29-15
Page No: 1 of 1

Guest Name

INFORMATION INVOICE

Folio No:

05-29-15

Date	Description	Charges	Credits
05-28-15	Room Revenue	155.00	
05-28-15	Destination Marketing Fee - 3%	4.65	
05-28-15	Tourism Levy - 4%	6.39	
05-28-15	Room GST - 5%	7.98	
05-29-15	Visa XXXXXXXXXXXXXXXX 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



TR 00654

BEST WESTERN PLUS The Inn at St. Albert

www.bestwesternstalbert.com

460 St Albert Trail

St Albert, AB T8N 5J9

Telephone: (780)470-3800 Fax: (780)470-0038

Jun 05, 2015

7:55 am

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JUN 10 2015

FINANCE

Each Best Western® branded hotel is independently owned and operated.

Cindy Ives

Folio #: 71332

Room Number: 427

Rate: \$143.99

Pay Method: V14740

Arrival Date: Wednesday, June 03, 2015

Departure Date: Friday, June 05, 2015

Best Western Rewards Member #: [redacted]

Best Western Rewards Tier: [redacted]

Information:

Date	Department	Reference	Voucher	Room	Debit	Credit
6/3/2015	Room postings	Auto Posted		427	\$143.99	
6/3/2015	Room GST	Auto Posted		427	\$7.20	
6/3/2015	Tourism Levy	Auto Posted		427	\$5.76	
6/4/2015	Room postings	Auto Posted		427	\$143.99	
6/4/2015	Room GST	Auto Posted		427	\$7.20	
6/4/2015	Tourism Levy	Auto Posted		427	\$5.76	
6/5/2015	Visa	CHECKED-OUTV14740		427		\$313.90

Thank you for being our guest.

GST# 84067 3925 RT 0003

I agree that my liability for all charges is not waived

Tax Summary	
Room GST	\$14.40
Tourism Lev	\$11.52

Balance:

Signature _____

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

Cindy Ives

Page Number : 1 Invoice Nbr: 27612136
Guest Number: 980901 Arrive Date: 13-JUN-15 17:31
Folio ID : A Depart Date: 14-JUN-15 10:04
No. Of Guest: 2
Room Number : 1709
Room Rate : 169.00
Club Account:

Email: CINDYI@ATHABASCAU.CA
AUF12C - Athabasca University

Tax Invoice

Tax ID: 815461330RT0001
The Westin Edmonton 14-JUN-15 10:04 TUREHAR

Date	Reference	Description	Charges	Credits
13-JUN-15	RT1709	Room Charge	169.00	
13-JUN-15	RT1709	GST	8.70	
13-JUN-15	RT1709	Destination Marketing Fee	5.07	
13-JUN-15	RT1709	Tourism Levy	6.96	
13-JUN-15	RT1709	Parking Self	29.00	
13-JUN-15	RT1709	GST	1.45	
14-JUN-15	VI	Visa		-220.18
		** Total	220.18	-220.18
		*** Balance	-0.00	

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Continued on the next page

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

Cindy Ives

Page Number : 2 Invoice Nbr: 27612136
Guest Number: 980901 Arrive Date: 13-JUN-15 17:31
Folio ID : A Depart Date: 14-JUN-15 10:04
No. Of Guest: 2
Room Number : 1709
Room Rate : 169.00
Club Account: [REDACTED]

Email: CINDYI@ATHABASCAU.CA
AUF12C - Athabasca University

Date	Total	Food\Bev
Total	-----	-----

Dr Cindy Ives

Room Number: 1602
 Arrival Date: 06-17-15
 Departure Date: 06-20-15
 Page No: 1 of 1

RECEIVED
 JUN 22 2015
 FINANCE

Guest Name

INFORMATION INVOICE

Folio No:

06-19-15

Date	Description	Charges	Credits
06-17-15	Room Revenue	155.00	
06-17-15	Destination Marketing Fee - 3%	4.65	
06-17-15	Tourism Levy - 4%	6.39	
06-17-15	Room GST - 5%	7.98	
06-18-15	Room Revenue	155.00	
06-18-15	Destination Marketing Fee - 3%	4.65	
06-18-15	Tourism Levy - 4%	6.39	
06-18-15	Room GST - 5%	7.98	
06-19-15	Visa	XXXXXXXXXXXXXXXXXX	348.04
	Total	348.04	348.04
	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

Dr Cindy Ives

Room Number: 0307
Arrival Date: 06-25-15
Departure Date: 06-28-15
Page No: 1 of 1

Guest Name

INFORMATION INVOICE

Folio No:

06-28-15

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	
06-28-15	Visa XXXXXXXXXXXXXXX4740 XX/XX		174.02
Total		174.02	174.02
Balance		0.00	

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FINANCE

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

