

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Pamela Walsh
Vice President Advancement
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 |
|----------------------|-------------------|-------------------|------------------|--------------------|------------------|---------------|--------------------------------|--------------|--------------------|
| Mar 16 - 20, 2015 | Edmonton, Calgary | Business Meetings | - | 164.69 | 50.00 | - | - | - | 214.69 |
| Mar 23 - 27, 2015 | Edmonton | Business Meetings | 153.60 | 359.26 | 40.00 | - | - | - | 552.86 |
| Apr 6 - 10, 2015 | Edmonton | Business Meetings | 146.40 | 174.39 | 40.00 | - | - | - | 360.79 |
| Apr 13 - 17, 2015 | Edmonton, Calgary | Business Meetings | 76.80 | 321.51 | 65.00 | - | - | - | 463.31 |
| Apr 27 - May 1, 2015 | Calgary | Business Meetings | - | 310.02 | 95.00 | - | - | - | 405.02 |
| | | | \$ 376.80 | \$ 1,329.87 | \$ 290.00 | \$ - | \$ - | \$ - | \$ 1,996.67 |

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>



6

05-22-15

| | | | | |
|---------------------|------------------|---------------------|-------------|-----------------|
| Pamela Walsh | Folio No. : | 13057 | Room No. : | 510 |
| | A/R Number : | | Arrival : | 03-17-15 |
| | Group Code : | | Departure : | 03-18-15 |
| | Company : | Caubo | Conf. No. : | 63175970 |
| | Membership No. : | PC 382009865 | Rate Code : | IGN03 |
| | Invoice No. : | | Page No. : | 1 of 1 |

| Date | Description | Charges | Credits |
|----------|------------------|---------|---------|
| 03-17-15 | *Room Charge | 149.60 | |
| 03-17-15 | 1% Marketing Fee | 1.50 | |
| 03-17-15 | 5% GST Room Tax | 7.55 | |
| 03-17-15 | 4% Tourism Levy | 6.04 | |
| 03-18-15 | Visa -Manual | | 164.69 |

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

| | | |
|----------------|---------------|---------------|
| Total | 164.69 | 164.69 |
| 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 & Suites Calgary University
 2373 Banff Trail North West
 Calgary, Alberta Canada T2M 4L2
 Telephone: (587) 390-6100 Fax: (587) 390-6111
 GST R890139793 RT0001

Dr Pamela Walsh

Room Number: 1608
 Arrival Date: 03-25-15
 Departure Date: 03-27-15
 Page No: 1 of 2

Guest Name

INFORMATION INVOICE

Folio No: 210215

05-22-15

| Date | Description | Charges | Credits |
|----------|--------------------------------|---------|----------|
| 03-25-15 | Room Revenue | 160.00 | |
| 03-25-15 | Destination Marketing Fee - 3% | 4.80 | |
| 03-25-15 | Tourism Levy - 4% | 6.59 | \$179.63 |
| 03-25-15 | Room GST - 5% | 8.24 | |
| 03-26-15 | Room Revenue | 160.00 | |
| 03-26-15 | Destination Marketing Fee - 3% | 4.80 | |
| 03-26-15 | Tourism Levy - 4% | 6.59 | \$179.63 |
| 03-26-15 | Room GST - 5% | 8.24 | |
| 03-27-15 | Visa | XX/XX | 359.26 |
| 03-27-15 | Ref: 1 | | |
| | | XX/XX | |



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

Room Number: 1608
Arrival Date: 03-25-15
Departure Date: 03-27-15
Page No: 2 of 2

Guest Name

INFORMATION INVOICE
Folio No: 210215

05-22-15

| Date | Description | Charges | Credits |
|------|----------------|---------------|---------------|
| | Total | 369.76 | 369.76 |
| | Balance | 0.00 | |

↓
 \$10.50
 paid separately not
 expensed.

 TOTAL CLAIM
 \$359.26

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



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

May 22, 2015

1:07 pm

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

Pamela Walsh

Folio #: 68268

Room Number: 319

Rate: \$159.99

Pay Method: VI5807

Arrival Date: Wednesday, April 08, 2015

Departure Date: Thursday, April 09, 2015

Best Western Rewards Member #: _____

Best Western Rewards Tier: PLATINUM

Information:

| Date | Department | Reference | Voucher | Room | Debit | Credit |
|----------|---------------|-------------------|---------|------|----------|----------|
| 4/8/2015 | Room postings | Auto Posted | | 319 | \$159.99 | |
| 4/8/2015 | Room GST | Auto Posted | | 319 | \$8.00 | |
| 4/8/2015 | Tourism Levy | Auto Posted | | 319 | \$6.40 | |
| 4/9/2015 | Visa | CHECKED-OUTVI5807 | | 319 | | \$174.39 |

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 | \$8.00 |
| Tourism Lev | \$6.40 |

Balance:

Signature _____



88

04-16-15

| | | | | |
|-------------------------|------------------|-----------------------------|-------------|-----------------|
| Mrs Pamela Walsh | Folio No. : | | Room No. : | 813 |
| | A/R Number : | | Arrival : | 04-15-15 |
| | Group Code : | | Departure : | 04-16-15 |
| | Company : | Athabasca University | Conf. No. : | 62106867 |
| | Membership No. : | | Rate Code : | IPF05 |
| | Invoice No. : | | Page No. : | 1 of 1 |

| Date | Description | Charges | Credits |
|---|----------------------------|----------------|---------------|
| 04-15-15 | Parking | 12.00 | |
| 04-15-15 | *Room | 129.00 | |
| 04-15-15 | GST Tax | 6.45 | |
| 04-15-15 | Trsm Levy Tax | 5.16 | |
| 04-15-15 | Municipal DMF | 3.87 | |
| 04-15-15 | Municipal DMF GST | 0.19 | |
| 04-15-15 | Municipal DMF Tourism Levy | 0.15 | |
| 04-16-15 | Visa XXXXXXXXXXXXXXX5807 | | 156.82 |
| 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 | 156.82 |
| | | 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
 0GST #896724515
www.hiexdowntown.com



6

06-16-15

| | | | | |
|---------------------|------------------|--------------|-------------|-----------------|
| Pamela Walsh | Folio No. : | 14193 | Room No. : | 409 |
| | A/R Number : | | Arrival : | 04-16-15 |
| | Group Code : | | Departure : | 04-17-15 |
| | Company : | Caubo | Conf. No. : | 63126207 |
| | Membership No. : | | Rate Code : | IGN03 |
| | Invoice No. : | | Page No. : | 1 of 1 |

| Date | Description | Charges | Credits |
|----------|------------------|---------|---------|
| 04-16-15 | *Room Charge | 149.60 | |
| 04-16-15 | 1% Marketing Fee | 1.50 | |
| 04-16-15 | 5% GST Room Tax | 7.55 | |
| 04-16-15 | 4% Tourism Levy | 6.04 | |
| 04-17-15 | Visa -Manual | | 164.69 |
| | XXXXXXXXXXXX5807 | | |

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 | 164.69 | 164.69 |
| 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 *****
CARD TYPE VISA
DATE 2015/04/30
TIME 6729 07:29:38
RECEIPT NUMBER
C84068378-001-221-041-0

PRE-AUTH COMPLETION
TOTAL

\$155.01

VISA CREDIT
A0000000031010

APPROVED

AUTH# 031438 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

HOLIDAY INN EXPRESS
CALGARY UN
2373 BANFF TRAIL NW
CALGARY AB

CARD *****
CARD TYPE VISA
DATE 2015/04/30
TIME 0860 07:29:14
RECEIPT NUMBER
M84068378-001-221-040-0

PRE-AUTH COMPLETION
TOTAL

\$155.01

APPROVED

AUTH# 070490 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



85

04-30-15

| | | | | |
|---------------------|------------------|---------------------|-------------|-----------------|
| Pamela Walsh | Folio No. : | 14690 | Room No. : | 510 |
| | A/R Number : | | Arrival : | 04-28-15 |
| | Group Code : | | Departure : | 04-30-15 |
| | Company : | Caubo | Conf. No. : | 62253745 |
| | Membership No. : | PC 382009865 | Rate Code : | IGN03 |
| | Invoice No. : | | Page No. : | 1 of 1 |

| Date | Description | Charges | Credits |
|----------------|------------------|---------------|---------------|
| 04-28-15 | *Room Charge | 140.80 | |
| 04-28-15 | 1% Marketing Fee | 1.41 | |
| 04-28-15 | 5% GST Room Tax | 7.11 | |
| 04-28-15 | 4% Tourism Levy | 5.69 | |
| 04-29-15 | *Room Charge | 140.80 | |
| 04-29-15 | 1% Marketing Fee | 1.41 | |
| 04-29-15 | 5% GST Room Tax | 7.11 | |
| 04-29-15 | 4% Tourism Levy | 5.69 | |
| 04-30-15 | Visa -Manual | | 155.01 |
| 04-30-15 | Visa -Manual | | 155.01 |
| Total | | 310.02 | 310.02 |
| 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.ihgrewardsclub.com/review. We look forward to welcoming you back soon.

Guest Signature: _____

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