

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Dr. Cindy Ives
Interim Vice President, Academic
October 1, 2015 to November 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
Aug 17 - 20, 2015	Edmonton	Business Meetings	153.60	538.89	50.00	-	137.41	-	879.90
Sep 14 - 18, 2015	Edmonton	Business Meetings	153.60	718.52	145.00	-	-	-	1,017.12
Sep 20 - 27, 2015	Edmonton	Business Meetings	153.60	1,257.41	210.00	-	-	-	1,621.01
Sep 30 - Oct 3, 2015	Edmonton	Business Meetings	153.60	359.26	80.00	-	-	-	592.86
Oct 12 - 15, 2015	Edmonton	Business Meetings	153.60	539.89	80.00	-	-	-	773.49
			\$ 768.00	\$ 3,413.97	\$ 565.00	\$ -	\$ 137.41	\$ -	\$ 4,884.38

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>

P1 0-C
P1 0-C

10.95 +
11.95 +
4.95 +
4.95 +
11.95 +
16.95 +
2.00 +
10.95 +
11.95 +
15.25 +
11.95 +

011

113.80 0
113.80 - 0
5. %
5.69 +
119.49 - *

119.49 - x
15. %
17.92 - *

137.41 %
0-C

*Claimed on
Aug 18/15*

*NOTE: NO date
on receipts.
from Vendor*

DOAN'S
Restaurant

Downtown, 10130-107 St. Edmonton, Alberta Ph: (780)424-3034 Fax: (780)424-6449

Southside 7909-104 St. Edmonton, Alberta Ph: (780)434-4448 Fax: (780)434-5971

Date	Table No.	Persons	N ^o	013869
	P1	8		
			REQUIREMENT	Sharing / Personal
			S	P

B L Hux D
P A B
↓ 1/2 C G W
B C A R I
T O M x L A U S
W O H (S)
C D H x O L
B G T W
B X S W G
B 3 W A n

	Sub Total
	GST
Thank You	Total

GUEST RECEIPT	DATE	AMOUNT
DOAN'S Restaurant		GST #132829219RT (Downtown) G.S.T. #127830149RT (Southside)
Downtown 10130-107 St. Edmonton, Alberta Ph: (780)424-3034 Fax: (780)424-6449	Southside 7909-104 St. Edmonton, Alberta Ph: (780)434-4448 Fax: (780)434-5971	N ^o 013869
		Thank You



Dr Cindy Ives

Room Number: 1607
Arrival Date: 08-17-15
Departure Date: 08-20-15
Page No: 1 of 2

Guest Name

INVOICE

Folio No:

08-20-15

Date	Description	Charges	Credits
08-17-15	Room Revenue	160.00	
08-17-15	Destination Marketing Fee - 3%	4.80	
08-17-15	Tourism Levy - 4%	6.59	
08-17-15	Room GST - 5%	8.24	
08-18-15	Room Revenue	160.00	
08-18-15	Destination Marketing Fee - 3%	4.80	
08-18-15	Tourism Levy - 4%	6.59	
08-18-15	Room GST - 5%	8.24	
08-19-15	Room Revenue	160.00	
08-19-15	Destination Marketing Fee - 3%	4.80	
08-19-15	Tourism Levy - 4%	6.59	
08-19-15	Room GST - 5%	8.24	
08-20-15	Visa	XXXXXXXXXXXX	XX/XX
			538.89

RECEIVED
AUG 25 2015
FINANCE



Dr Cindy Ives

Athabasca AB

Guest Name

Room Number: 1607
Arrival Date: 09-14-15
Departure Date: 09-18-15
Page No: 1 of 2

INFORMATION INVOICE

Folio No:

09-18-15

Date	Description	Charges	Credits
09-14-15	Room Revenue	160.00	
09-14-15	Destination Marketing Fee - 3%	4.80	
09-14-15	Tourism Levy - 4%	6.59	
09-14-15	Room GST - 5%	8.24	
09-15-15	Room Revenue	160.00	
09-15-15	Destination Marketing Fee - 3%	4.80	
09-15-15	Tourism Levy - 4%	6.59	
09-15-15	Room GST - 5%	8.24	
09-16-15	Room Revenue	160.00	
09-16-15	Destination Marketing Fee - 3%	4.80	
09-16-15	Tourism Levy - 4%	6.59	
09-16-15	Room GST - 5%	8.24	
09-17-15	Room Revenue	160.00	
09-17-15	Destination Marketing Fee - 3%	4.80	
09-17-15	Tourism Levy - 4%	6.59	
09-17-15	Room GST - 5%	8.24	
09-18-15	Visa XXXXXXXXXXXXX	XX/XX	718.52

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Athabasca AB

Guest Name

Room Number: 1607
Arrival Date: 09-14-15
Departure Date: 09-18-15
Page No: 2 of 2

INFORMATION INVOICE

Folio No:

			09-18-15
Date	Description	Charges	Credits
Total		718.52	718.52
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

*
Athabasca AB

Guest Name

Room Number: 1414
 Arrival Date: 09-20-15
 Departure Date: 09-21-15
 Page No: 1 of 1

INFORMATION INVOICE

Folio No:

09-21-15

Date	Description	Charges	Credits
09-20-15	Room Revenue	160.00	
09-20-15	Destination Marketing Fee - 3%	4.80	
09-20-15	Tourism Levy - 4%	6.59	
09-20-15	Room GST - 5%	8.24	
Total		179.63	0.00
Balance		179.63	

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 OCT 02 2015
 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

Dr Cindy Ives

Athabasca AB

Guest Name

Room Number: 1601
 Arrival Date: 09-21-15
 Departure Date: 09-27-15
 Page No: 1 of 2

INFORMATION INVOICE

Folio No:

09-27-15

Date	Description	Charges	Credits
09-21-15	Room Revenue	260.00	
09-21-15	Destination Marketing Fee - 3%	7.80	
09-21-15	Tourism Levy - 4%	10.71	
09-21-15	Room GST - 5%	13.39	
09-22-15	Room Revenue	260.00	
09-22-15	Destination Marketing Fee - 3%	7.80	
09-22-15	Tourism Levy - 4%	10.71	
09-22-15	Room GST - 5%	13.39	
09-23-15	Room Revenue	260.00	
09-23-15	Destination Marketing Fee - 3%	7.80	
09-23-15	Tourism Levy - 4%	10.71	
09-23-15	Room GST - 5%	13.39	
09-24-15	Room Revenue	260.00	
09-24-15	Destination Marketing Fee - 3%	7.80	
09-24-15	Tourism Levy - 4%	10.71	
09-24-15	Room GST - 5%	13.39	
09-25-15	Room Revenue	260.00	
09-25-15	Destination Marketing Fee - 3%	7.80	
09-25-15	Tourism Levy - 4%	10.71	
09-25-15	Room GST - 5%	13.39	
09-26-15	Room Revenue	260.00	
09-26-15	Destination Marketing Fee - 3%	7.80	
09-26-15	Tourism Levy - 4%	10.71	
09-26-15	Room GST - 5%	13.39	
09-27-15	Adj - Room Revenue	0	
09-27-15	Adj - Room Revenue	-673.62	
09-27-15	Visa	XXXXXXXXXXXX	1,077.78
		XX/XX	

Dr Cindy Ives

Athabasca AB

Guest Name

Room Number: 1601
 Arrival Date: 09-21-15
 Departure Date: 09-27-15
 Page No: 2 of 2

INFORMATION INVOICE

Folio No:

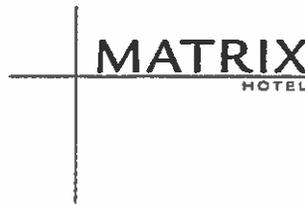
09-27-15

Date	Description	Charges	Credits
	Total	1,077.78	1,077.78
	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

TR007798



Dr Cindy Ives

Room Number: 1601
Arrival Date: 09-30-15
Departure Date: 10-03-15
Page No: 1 of 2

Guest Name

INFORMATION INVOICE

Folio No: 228879

10-03-15

Date	Description	Charges	Credits
09-30-15	Room Revenue	160.00	
09-30-15	Destination Marketing Fee - 3%	4.80	
09-30-15	Tourism Levy - 4%	6.59	
09-30-15	Room GST - 5%	8.24	
10-01-15	Room Revenue	160.00	
10-01-15	Destination Marketing Fee - 3%	4.80	
10-01-15	Tourism Levy - 4%	6.59	
10-01-15	Room GST - 5%	8.24	
10-02-15	Room Revenue	160.00	
10-02-15	Destination Marketing Fee - 3%	4.80	
10-02-15	Tourism Levy - 4%	6.59	
10-02-15	Room GST - 5%	8.24	
10-03-15	Visa		538.89

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OCT 06 2015
FINANCE

personal

XXXXXXXXXXXXXX XX/XX

\$ 359.26

0 • C
538.89 +
160.00 -
4.80 -
6.59 -
8.24 -
997
359.26 *

Dr Cindy Ives

Room Number: 1601
 Arrival Date: 09-30-15
 Departure Date: 10-03-15
 Page No: 2 of 2

*

Guest Name

INFORMATION INVOICE

Folio No: 228879

10-03-15

Date	Description	Charges	Credits
Total		538.89	538.89
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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Room Number: 1601
 Arrival Date: 10-12-15
 Departure Date: 10-15-15
 Page No: 1 of 2

Guest Name:

INFORMATION INVOICE

Folio No:

10-15-15

Date	Description	Charges	Credits
10-12-15	Room Revenue	160.00	
10-12-15	Destination Marketing Fee - 3%	4.80	
10-12-15	Tourism Levy - 4%	6.59	
10-12-15	Room GST - 5%	8.24	
10-13-15	Room Revenue	160.00	
10-13-15	Destination Marketing Fee - 3%	4.80	
10-13-15	Tourism Levy - 4%	6.59	
10-13-15	Room GST - 5%	8.24	
10-14-15	Room Revenue	160.00	
10-14-15	Destination Marketing Fee - 3%	4.80	
10-14-15	Tourism Levy - 4%	6.59	
10-14-15	Room GST - 5%	8.24	
10-15-15	Visa XXXX		538.89



Dr Cindy Ives

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Room Number: 1601
Arrival Date: 10-12-15
Departure Date: 10-15-15
Page No: 2 of 2

Guest Name:

INFORMATION INVOICE

Folio No:

10-15-15

Date	Description	Charges	Credits
	Total	538.89	538.89
	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