

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Peter MacKinnon
President
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
Jul 1 -31, 2015	Edmonton	Business Meetings	307.20	-	40.00	-	-	-	347.20
Aug 1 - 31, 2015	Edmonton	Business Meetings	153.60	-	-	-	-	-	153.60
Sep 14 - Oct 2, 2015	Edmonton, Calgary, Ottawa, Fort McMurray	Business Meetings	525.26	1,886.56	-	-	-	-	2,411.82
Oct 13 - 30, 2015	Edmonton, Calgary	Business Meetings	-	1,077.78	-	-	-	-	1,077.78
			\$ 986.06	\$ 2,964.34	\$ 40.00	\$ -	\$ -	\$ -	\$ 3,990.40

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>



P card

Peter MacKinnon

Room Number: 0706
Arrival Date: 10-13-15
Departure Date: 10-15-15
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

10-15-15

Date	Description	Charges	Credits
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 471516XXXXXX		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



P card.

Mr Peter Mackinnon

Room Number: 1401
Arrival Date: 10-17-15
Departure Date: 10-18-15
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

11-05-15

Date	Description	Charges	Credits
10-17-15	Room Revenue	160.00	
10-17-15	Destination Marketing Fee - 3%	4.80	
10-17-15	Tourism Levy - 4%	6.59	
10-17-15	Room GST - 5%	8.24	
10-18-15	Visa 471516XXXXXX		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

Peter MacKinnon

Room Number: 1414
 Arrival Date: 10-19-15
 Departure Date: 10-21-15
 Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

Date	Description	Charges	Credits
10-19-15	Room Revenue	160.00	
10-19-15	Destination Marketing Fee - 3%	4.80	
10-19-15	Tourism Levy - 4%	6.59	
10-19-15	Room GST - 5%	8.24	
10-20-15	Room Revenue	160.00	
10-20-15	Destination Marketing Fee - 3%	4.80	
10-20-15	Tourism Levy - 4%	6.59	
10-20-15	Room GST - 5%	8.24	
10-20-15	Visa 471516XXXXX		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



Mr Peter Mackinnon

Room Number: 0404
Arrival Date: 10-29-15
Departure Date: 10-30-15
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

11-05-15

Date	Description	Charges	Credits
10-29-15	Room Revenue	160.00	
10-29-15	Destination Marketing Fee - 3%	4.80	
10-29-15	Tourism Levy - 4%	6.59	
10-29-15	Room GST - 5%	8.24	
10-30-15	Visa 471516XXXXXX		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

SALES PERSON: 70
 CUSTOMER NBR: 010039

ITINERARY/INVOICE NO. 0279057
 DUPLICATE ZANSHR

DATE: 14 SEP 15
 PAGE: 01

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

**YOUR
 ACCOUNTING
 COPY**

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.

20 OCT 15 - TUESDAY

AIR AIR CANADA FLT:8380 ECONOMY
 OPERATED BY AIR CANADA EXPRESS - JAZZ
 LV EDMONTON INTL AB 0745
 AR FORT MCMURRAY AB 0847
 EQP: DH4
 01HR 02MIN
 NON-STOP
 REF: LEDNAZ

MACKINNON/ROBER SEAT-2C AC-125100438
 AIR AIR CANADA FLT:8389 ECONOMY
 OPERATED BY AIR CANADA EXPRESS - JAZZ
 LV FORT MCMURRAY AB 1725
 AR EDMONTON INTL AB 1825
 EQP: DH4
 01HR 00MIN
 NON-STOP
 REF: LEDNAZ

MACKINNON/ROBER SEAT-2C AC-125100438
 OTHER EDMONTON INTL AB
 BOOKING MANAGEMENT FEE - 50.00
 PROFESSIONAL FEE

BILLED TO VIXXXXXXXXXXXXXX 50.00*
 2.50 G.S.T./H.S.T. 2.50* }

16 JUL 16 - SATURDAY

OTHER EDMONTON AB
 HAVE A SAFE AND PLEASANT TRIP

AIR TICKET AC9605457956 MACKINNON ROBERT MR
 ELEC TKT BILLED TO VIXXXXXXXXXXXXXX 450.25*
 22.51 G.S.T./H.S.T. 22.51* 472.76

TOTAL BASE 426.00
 TOTAL TAX 74.25
 TOTAL G.S.T./H.S.T. 25.01
 NET CC BILLING 525.26*

 TOTAL AMOUNT DUE 0.00

CONTINUED ON PAGE 2

① 4 3

SALES PERSON: 70
CUSTOMER NBR: 010039

ITINERARY/INVOICE NO. 0279057
DUPLICATE ZANSHR

DATE: 14 SEP 15
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.

.....
..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.



BOW VALLEY

209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6
 Tel: 403-266-1980 Fax: 403-205-5460

Caubo Cdn Assoc University
 Peter Mackinnon
 Canada

Room: 0814
 Folio:
 Cashier: 194
 Arrival: 09-13-15
 Departure: 09-14-15

Date	Description	Additional Information	Charges	Credits
09-13-15	Room Charge		259.00	
09-13-15	Destination Marketing Fee (DMF)		7.77	
09-13-15	Rooms - Federal Tax - GST		13.34	
09-13-15	Tourism Levy		10.67	
09-13-15	Self Parking		28.00	
09-13-15	Parking GST		1.40	
09-14-15	Visa	XXXXXXXXXXXX	XX/XX	320.18

GST Summary	
Registration No:	826085417
Room	13.34
F&B	0.00
Other	19.84
Total	33.18

Total	320.18	320.18
Balance Due	0.00	CDN

Guest 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.



Mr Peter MacKinnon
1 University Drive
*
Athabasca AB T9S 3A3

Room Number: 0415
Arrival Date: 09-14-15
Departure Date: 09-18-15
Page No: 1 of 2

Guest Name

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	XXXXXXXXXXXX	718.52

XX/XX

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Mr Peter MacKinnon
1 University Drive
*
Athabasca AB T9S 3A3

Room Number: 0415
Arrival Date: 09-14-15
Departure Date: 09-18-15
Page No: 2 of 2

Guest Name

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



Mr Peter Mackinnon
Canada

Room Number: 1606
Arrival Date: 09-20-15
Departure Date: 09-22-15
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

10-15-15

Date	Description	Charges	Credits
09-20-15	Room Revenue	260.00	
09-20-15	Destination Marketing Fee - 3%	7.80	
09-20-15	Tourism Levy - 4%	10.71	
09-20-15	Room GST - 5%	13.39	
09-21-15	Room Revenue	160.00	
09-21-15	Destination Marketing Fee - 3%	4.80	
09-21-15	Tourism Levy - 4%	6.59	
09-21-15	Room GST - 5%	8.24	
09-22-15	Visa 471516XXXXXX		471.53
Total		471.53	471.53
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

The

ALBERT at BAY
Suite Hotel

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

Room Number : 0420
 Invoice Number :
 Folio Number :
 Cashier Number : 12
 Page Number : 1 of 1
 Arrival Date : 22-SEP-2015
 Departure Date : 24-SEP-2015

Date	Description	Charges	Credits
09-22-15	Suite Revenue	169.00	
09-24-15	Destination Marketing Fee	5.07	
09-24-15	HST 13%	22.63	
09-24-15	Visa XXXXXXXXXXXXX		196.70
Total		196.70	196.70
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: 1-800-267-6644 * Fax (613) 238-1433 * Telephone: (613) 238-8858

info@albertathay.com * albertathay.com

(6)



Mr Peter Mackinnon
1 University Dr
Athabasca AB T9S 3A3
Canada

Room Number: 1408
Arrival Date: 10-01-15
Departure Date: 10-02-15
Page No: 1 of 1

Guest Name

INFORMATION INVOICE

Folio No: :

10-02-15

Date	Description	Charges	Credits
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	Visa XXXXXXXXXXXXXX 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

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