

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Estelle Lo
Vice President, Finance and Administration
April 1, 2016 to May 31, 2016

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 22 - 23	Edmonton	Business Meeting	153.60	212.19	35.00	-	-	-	400.79
N/A	N/A	Insurance	212.00	-	-	-	-	-	212.00
			\$ 365.60	\$ 212.19	\$ 35.00	\$ -	\$ -	\$ -	\$ 612.79

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>

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

WESTIN®

HOTELS & RESORTS

Estelle Lo
 Caubo Edmonton

Page Number : 1 Invoice Nbr : 27675832
 Guest Number : 987774
 Folio ID : A
 Arrive Date : 22-MAR-16 20:21
 Depart Date : 23-MAR-16 07:56
 No. Of Guest : 1
 Room Number : 1149

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton 23-MAR-16 08.00 BRADSMO

Date	Reference	Description	Charges (CAD)	Credits (CAD)
22-MAR-16	RT1149	Room Charge	189.00	
22-MAR-16	RT1149	GST	9.73	
22-MAR-16	RT1149	Destination Marketing Fee	5.67	
22-MAR-16	RT1149	Tourism Lev	7.79	
23-MAR-16	AX			-212.19
		** Total	212.19	-212.19
		*** Balance	-0.00	

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Continued on the next page

March 14, 2016

SI FONG LO

Home and Automobile Insurance Program
Certified Management Accountants of Canada
(CMA)
Your Insurer: Security National Insurance Company
Your automobile insurance policy No.: [REDACTED]

Dear Miss,

We are pleased to confirm that your vehicle LEXUS VAN RX350 4DR AWD 2012 - REVISED is insured for *Business and Pleasure* use on the above-mentioned automobile insurance policy.

The difference in premium between *Pleasure without Driving to Work* use and *Business and Pleasure* use is \$357.00 for the period from November 2, 2015 to November 2, 2016.

We trust this information is in order.
less: 145 (already pd + claimed in Dec 2015)
Net = 212 -

TD INSURANCE MELOCHE MONNEX