

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Margaret Mrazek, Acting Board Chair
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, and internet charges

*** "Recovery" refers to reimbursements from external parties

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
Mar 18 - 21	N/A	Conference Registration	-	-	-	632.50	-	-	632.50
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 632.50</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 632.50</u>

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>

Zimbra Collaboration Suite

*CUBA
Registration
for Mary*

caroll@athabascau.ca

Purchase Receipt

3/18/2016, 11:56:19 AM

From: mike@velocityentertainment.ca

To: caroll@athabascau.ca

INTERNET PURCHASE RECEIPT

Order Date: 2016-03-18 2:56:13 PM
Order Number: 1410709-E1407206
Bank Auth Number: 006043
Order Total: 632.50 CAD

Name on Card: Carol Lund
Card Type: VI
Email Address: caroll@athabascau.ca

BILL TO:

Name: Margaret Mrazek
Address Line 1: 1 University Drive
Address Line 2:
City: Athabasca
State/Province: AB
Zip/Postal Code: T9S 3A3
Country: CA
Phone Number: 7806756271

SHIP TO:

Name:
Address Line 1:
Address Line 2:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:
Shipping Method:

MERCHANT INFO:

Online Address: <http://www.velocityentertainment.ca>
Merchant Name: Velocity Entertainment Inc.
Address: 5 Bay Court
City: Timberlea
Province: NS
Postal Code: B3T1C4
Country: CA
Phone Number: 902 229 0209

PRODUCT INFO:

*Canadian University Boards
ASSOCIATION*

110000-150001-704501-601

Zimbra Collaboration Suite

caroll@athabascau.ca

30th Annual CUBA Conference - Halifax NS Registration Credit 3/18/2016, 11:56:11
Card Receipt AM

From: marina@velocityentertainment.ca

To: caroll@athabascau.ca

Reply To: marina@velocityentertainment.ca

Sender: Registrations@eply.com

Registration Confirmation

INTERNET CREDIT CARD RECEIPT

Event Registration: CUBA - ACCUA 2016

Order Date: 3/18/2016
Order Number: 1410709-E1407206
Bank Auth Code: 006043
SubTotal: \$550.00
HST: \$82.50
Order Total: \$632.50
Name on Card: Carol Lund
Email Address: caroll@athabascau.ca

MERCHANT INFORMATION

Your credit card statement will show this transaction as "**Velocity Entertainment, Inc**"

Merchant Name: Velocity Entertainment, Inc
Address: 5 Bay Court
Halifax, NS B3T 1C4
Phone: 902-454-4714
Email: marina@velocityentertainment.ca
HST No: 831934567

Dear Margaret,

Thank you for registering for the 30th Annual CUBA Conference - Halifax NS.

Please print this invoice for your records.

INVOICE

Primary Registrant: Mrs. Margaret Mrazek

University: Athabasca University

Annual Conference – Early bird by March 18, 2016

SubTotal: \$550.00

HST: \$82.50

Total \$632.50

Velocity Entertainment, Inc
5 Bay Court
Halifax, NS B3T 1C4
HST No: 83196 4567

Cancellation Policy

Registration cancellations or revisions must be submitted in writing.

Registration fees will be refunded if cancellation is received in writing by April 8, 2016 at 23:59 AST.

Registration fees will be refunded at 50% if cancellation is received in writing by April 17, 2016 at 23:59 AST

No refunds will be given for cancellations received after April 17, 2016.

For additional information please contact:

Marina Atwell
Telephone: (902) 229-0209
Facsimile: (902) 450-1596
E-mail: marina@velocityentertainment.ca

Registration Categories

Conference Registration Annual Conference – Early bird by March 18, 2016 \$550.00

Delegate Profile

Title	Mrs.
First Name	Margaret
Last Name	Mrazek
Position	Acting Chair
Company	Athabasca University
Address	1 University Drive
City	Athabasca

Province AB
Postal Code T9S 3A3
Phone Number 780 675-6271
Email caroll@athabascau.ca
Confirm Email caroll@athabascau.ca
FridayDinner Yes
SatLunch Yes

Terms and Conditions

Agree to Terms I Agree