

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Pamela Walsh  
Vice President Advancement  
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
Apr 5 - 7	Calgary	Business Meetings	180.80	349.97	65.00	-	-	-	595.77
Mar 22 - 23	Edmonton	Business Meetings	153.60	174.02	40.00	-	-	-	367.62
Apr 11 - 12	Edmonton, Calgary	Business Meetings	76.80	-	50.00	-	-	-	126.80
			<b>\$ 411.20</b>	<b>\$ 523.99</b>	<b>\$ 155.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,090.19</b>

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>



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04-08-16

<b>Mrs Pamela Walsh</b>	Folio No. :	<b>216061</b>	Room No. :	<b>318</b>
	A/R Number :		Arrival :	<b>04-05-16</b>
	Group Code :		Departure :	<b>04-06-16</b>
	Company :	<b>Athabasca University</b>	Conf. No. :	<b>61555036</b>
	Membership No. :		Rate Code :	<b>IPF05</b>
	Invoice No. :		Page No. :	<b>1 of 1</b>

Date	Description	Charges	Credits
04-05-16	Parking	12.00	
04-05-16	*Room	136.00	
04-05-16	GST Tax	6.80	
04-05-16	Trsm Levy Tax	5.44	
04-05-16	Municipal DMF	4.08	
04-05-16	Municipal DMF GST	0.20	
04-05-16	Municipal DMF Tourism Levy	0.16	
04-06-16	Visa		164.68
<p><b>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 - <a href="http://www.lhg.com/reviews">www.lhg.com/reviews</a>. We look forward to welcoming you back soon.</b></p>		<b>Total</b>	<b>164.68</b>
		<b>Balance</b>	<b>0.00</b>

**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.



# BW PLUS SUITES DOWNTOWN

1330 8TH ST SW  
CALGARY, AB T2R1B6  
Tax ID: 129123600RT0003

Account: 382390  
Arrival: 04/06/16  
Departure: 04/07/16  
Room: 880  
Rate: 169.99

**WALSH, PAMELA**

BOOKING.COM:

Rewards Tier: BASE

DATE	ITEM DESCRIPTION	COMMENT	DEBIT	CREDIT
04/06/16	1 ROOM CHARGE	#880 WALSH, PAMELA	\$169.99	
04/06/16	2 GST	GST	\$8.50	
04/06/16	3 TOURISM LEVY	TOURISM LEVY	\$6.80	
04/07/16	4 VISA	#880 WALSH, PAMELA		(\$185.29)
<b>BALANCE DUE:</b>				<b>\$0.00</b>

Tax Desc	Tax Amount
GST	\$8.50
TOURISM LEVY	\$6.80
<b>Total Taxes Paid:</b>	<b>\$15.30</b>
<b>Tax Id: 129123600RT0003</b>	

Merchant ID	
CC Code	
CC Number	
Approval Code	011080
Card Holder	WALSH, PAMELA
Amount:	\$185.29
<b>X</b> _____	

# red arrow Invoice



Date: 2016-03-31

Bill To:

You can reach us at:

10014 - 104th STREET  
ATHABASCA UNIVERSITY EDMONTON, ABT5J 0Z1

Phone: [780-425-0820](tel:780-425-0820) [780-425-0820](tel:780-425-0820)

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1520125	2016-03-31	71878	-	-	2016-04-06	2016-04-06	-	CHRISTIE

Travellers:

WALSH/PAMELA

Product	Details	Duration	Price Basis	Qty	Each	Billed
EDMCAL 12:00 YYC Assigned to: 07B	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2016-04-06 at 12:00 Arrives Calgary (CALTO / Calgary Ticket Office) 2016-04-06 at 16:05	4 hrs 5 mins	Corporate 1	1	69.52	73.00

Payments Received:

Date	From	Reference	Amount
2016-03-31	customer: ATHABASCA UNIVERSITY	Visa	73.00 CAD

Base Price:	69.52 CAD
Discounts:	0.00 CAD
Service Charges:	0.00 CAD
GST	3.48 CAD
Invoice Total:	73.00 CAD
Commission:	0.00 CAD
Received:	73.00 CAD
Balance:	0.00 CAD

Mrs Pamela Walsh

Room Number: 0816  
Arrival Date: 03-22-16  
Departure Date: 03-23-16  
Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Folio No: 245210

03-23-16

Date	Description	Charges	Credits
03-22-16	Room Revenue	155.00	
03-22-16	Destination Marketing Fee - 3%	4.65	
03-22-16	Tourism Levy - 4%	6.39	
03-22-16	Room GST - 5%	7.98	
03-23-16	Visa		174.02
<b>Total</b>		<b>174.02</b>	<b>174.02</b>
<b>Balance</b>		<b>0.00</b>	

**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