

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Margaret Mrazek, Interim Board Chair
August 1, 2016 to September 30, 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
June 8 - 11, 2016	Athabasca	Business Meetings	-	451.26	-	-	-	-	451.26
			<u>\$ -</u>	<u>\$ 451.26</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 451.26</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>



DAYS INN ATHABASCA

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Folio (Detailed)

Name:	MRAZEK, MARGARET	Confirmation Number:	33421955				
Company:	*ATHABASCA UNIVERSITY GOVERN	Account Number:	590-692452				
		Receivable Account Number:	500-810504				
Room:	212	Room Type:	ENK1, EFFICIENCY 1 KING	Nights:	3	Guests:	1/0
Rate Plan:	RACK	Daily Rate:	\$138.00 + \$12.42 Tax	GTD:	DR - DIRECT BILL		
Arrival:	6/8/2016 (Wed)	Departure:	6/11/2016 (Sat)				*ATHABASCA UNIVERSITY

Room Rate:
 6/8/2016 (Wed) - 6/10/2016 (Fri) \$138.00 + \$12.42 Tax per night.

Date	Code	Description	Amount	Balance
6/8/2016	RM	ROOM CHARGE	\$138.00	\$138.00
6/8/2016	TAX1	GST	\$6.90	\$144.90
6/8/2016	TAX2	TOURISM LEVY	\$5.52	\$150.42
6/9/2016	RM	ROOM CHARGE	\$138.00	\$288.42
6/9/2016	TAX1	GST	\$6.90	\$295.32
6/9/2016	TAX2	TOURISM LEVY	\$5.52	\$300.84
6/10/2016	RM	ROOM CHARGE	\$138.00	\$438.84
6/10/2016	TAX1	GST	\$6.90	\$445.74
6/10/2016	TAX2	TOURISM LEVY	\$5.52	\$451.26
6/11/2016	DR	MRAZEK, MARGARET [*ATHABASCA UNIVERSITY GOVERN]	(\$451.26)	\$0.00
6/15/2016	DR	MRAZEK, MARGARET [*ATHABASCA UNIVERSITY GOVERN]	\$451.26	\$451.26
6/15/2016	VI	VISA XXXX XXXX XXXX	(\$451.26)	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$414.00	\$37.26	\$0.00	\$0.00	(\$451.26)	\$0.00	\$0.00

By signing below, I agree to these terms and conditions.

Guest Signature: _____

(1) Regardless of charge instructions, the undersigned acknowledges the above as personal indebtedness. (2) This property is privately owned and management reserves the right to refuse services to any one, and will not be responsible for injury or accidents to guests or loss of money, jewelry or any personal valuables of any kind.

"We or our affiliates may contact you about goods and services unless you call 888-946-4283 or write to Opt Out/Privacy, Wyndham Hotel Group, LLC, 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our website about privacy."