

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Pamela Walsh
Vice President Advancement
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, internet charges, etc

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

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
Jun 2 - 6, 2016	Calgary	Business Meetings	301.60	152.68	115.00	-	-	-	569.28
July 13 - 18, 2016	Edmonton, Calgary	Business Meetings	153.60	164.68	90.00	-	-	-	408.28
July 24 - Aug 1, 2016	Edmonton	Business Meetings	324.20	351.84	138.54	-	-	-	814.58
			\$ 779.40	\$ 669.20	\$ 343.54	\$ -	\$ -	\$ -	\$ 1,792.14

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>

red arrow Invoice

~~safely~~
home

Date: 2016-05-30

Bill To:

You can reach us at:

PAMELA WALSH

10014 - 104th STREET
EDMONTON, ABT5J 0Z1
Phone: 780-425-0820

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1537455	2016-05-30	79124	-	-	2016-06-02	2016-06-02	-	HEATHER

Travellers:

WALSH/PAMELA

Product	Details	Duration	Price Basis	Qty	Each	Billed
EDMCAL 14:00 YYC Assigned to: 06A	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2016-06-02 at 14:00 Arrives Calgary (CALTO / Calgary Ticket Office) 2016-06-02 at 18:05	4 hrs 5 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2016-05-30	customer: PAMELA WALSH	Visa	74.00 CAD

Base Price:	70.48 CAD
Discounts:	0.00 CAD
Service Charges:	0.00 CAD
GST	3.52 CAD
Invoice Total:	74.00 CAD
Commission:	0.00 CAD
Received:	74.00 CAD
Balance:	0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M.



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06-06-16

Mrs Pamela Walsh	Folio No. :		Room No. :	218
	A/R Number :		Arrival :	06-05-16
	Group Code :		Departure :	06-06-16
	Company :	Athabasca University	Conf. No. :	
	Membership No. :		Rate Code :	IPF05
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits	
06-05-16	*Accommodation	136.00		
06-05-16	Marketing Fee	4.08		
06-05-16	GST #896724515 RT0001	7.00		
06-05-16	AB Tourism Levy	5.60		
06-06-16	Visa		152.68	
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 - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	152.68	152.68
		Balance	0.00	

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.

red arrow Invoice



Date: 2016-05-30

Bill To:

PAMELA WALSH

You can reach us at:

101, 205 - 9th AVENUE S.E.
CALGARY, AB
Phone: 403-531-0350
Fax: 403-264-1004

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1537526	2016-05-30	79124	-	-	2016-06-05	2016-06-05	-	KYLIE

Travellers:

WALSH/PAMELA

Product	Details	Duration	Price Basis	Qty	Each	Billed
CEEXP 16:30	Departs Calgary (CGYNORTH / CALGARY NORTH) 2016-06-05 at 16:45	3 hrs 5 mins	Adult	1	70.48	74.00
Assigned to: 10A	Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2016-06-05 at 19:50					

Payments Received:				Base Price:	70.48 CAD
				Discounts:	0.00 CAD
				Service Charges:	0.00 CAD
				GST	3.52 CAD
Date	From	Reference	Amount	Invoice Total:	74.00 CAD
2016-05-30	customer: PAMELA WALSH	Visa	74.00 CAD	Commission:	0.00 CAD
				Received:	74.00 CAD
				Balance:	0.00 CAD

TERMS: DUE UPON RECEIPT
GST# BN139981476

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85

07-18-16

Mrs Pamela Walsh	Folio No. :	221459	Room No. :	218
	A/R Number :		Arrival :	07-17-16
	Group Code :		Departure :	07-18-16
	Company :	Athabasca University	Conf. No. :	
	Membership No. :		Rate Code :	IPF05
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
07-17-16	Parking	12.00	
07-17-16	*Accommodation	136.00	
07-17-16	Marketing Fee	4.08	
07-17-16	GST #87857 8491 RT0002	7.00	
07-17-16	AB Tourism Levy	5.60	
07-18-16	Visa		164.68
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 - www.ihg.com/reviews. We look forward to welcoming you back soon.		Total	164.68
		Balance	0.00

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.

Holiday Inn Express Downtown
 Edmonton10010 - 104 Street
 Canada T5J 0Z1 Edmonton, AB
 Telephone: (780) 423-2450 Fax: (780) 426-6090
 0GST #896724515
www.hiexdowntown.com



142

08-05-16

Mrs Pamela Walsh	Folio No. :	221722	Room No. :	608
	A/R Number :		Arrival :	07-24-16
	Group Code :		Departure :	07-25-16
	Company :	Athabasca University	Conf. No. :	
	Membership No. :		Rate Code :	IPF05
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits	
07-24-16	Parking	12.00		
07-24-16	*Accommodation	146.00		
07-24-16	Marketing Fee	4.38		
07-24-16	GST #87857 8491 RT0002	7.52		
07-24-16	AB Tourism Levy	6.02		
07-25-16	Visa		175.92	
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 - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	175.92	175.92
		Balance	0.00	

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Edmonton10010 - 104 Street
Canada T5J 0Z1 Edmonton, AB
Telephone: (780) 423-2450 Fax: (780) 426-6090
OGST #896724515
www.hiexdowntown.com

Thank you!

Allegro Italian Kitchen
10011-109th Street
Edmonton, Alberta
780-424-6644

Your GST# 896140894

40 KELLY

Check: 1079

Guests: 1
patio 4

07/25/2016 11:35AM

1	SODA	3.25
1	INSALATA SALMONE	20.00
1	INSALATA ALLEGRO	12.45
1	OPEN FOOD	1.00

Subtotal 36.70

G.S.T. 1.84

Total Due \$38.54

Please Pay Server

ALLEGRO ITALIAN KITCHEN
10011 109 STREET
EDMONTON AB

CARD *****4505
CARD TYPE VISA
DATE 2016/07/25
TIME 9195 14:34:42
RECEIPT NUMBER
C82040591-001-624-002-0

PURCHASE
AMOUNT \$38.54
TIP \$6.17
TOTAL

\$44.71

VISA CREDIT
A0000000031010
86BA2A4580006721
0080008000-E800
05F029546DFDD232
0080008000-F800

APPROVED

AUTH# 032811 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

**INSERT
THIS END UP**

DOV VALLEY
COLLEGE
GST:102466000
RECEIPT A1
ENTRY TIME: 29.07.16 08:58
EXIT TIME: 29.07.16 13:08
PARK-DUR.: HRS:MIN
0:04:10
AMOUNT: \$ 17.00
KIND OF PAYMENT:
VISA

VISIT





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07-28-16

Mrs Pamela Walsh	Folio No. :	Room No. : 411
	A/R Number :	Arrival : 07-27-16
	Group Code :	Departure : 07-28-16
	Company : Athabasca University	Conf. No. :
	Membership No. :	Rate Code : IPF05
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
07-27-16	Parking	12.00	
07-27-16	*Accommodation	146.00	
07-27-16	Marketing Fee	4.38	
07-27-16	GST #87857 8491 RT0002	7.52	
07-27-16	AB Tourism Levy	6.02	
07-28-16	Visa		175.92
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 - www.ihg.com/reviews. We look forward to welcoming you back soon.		Total	175.92
		Balance	0.00

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