

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Mike Battistel
Vice President, Information Technology & CIO
December 1, 2015 to January 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
Nov 1 - 2, 2015	Edmonton	Business Meetings	69.60	155.89	-	-	-	-	225.49
Dec 9 - 10, 2015	Edmonton	Business Meetings	153.60	179.63	40.00	10.00	-	-	383.23
Jan 14 - 15, 2016	Edmonton	Business Meetings / Video conf annual subscription	-	170.76	-	150.15	41.48	-	362.39
			\$ 223.20	\$ 506.28	\$ 40.00	\$ 160.15	\$ 41.48	\$ -	\$ 971.11

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>



Chateau Nova Yellowhead

13920 Yellowhead Trail
Edmonton, Alberta
T5L 3C2

Phone: 780-454-5441
Email: edmontonyellowhead@novahotels.ca



Guest Folio

Cesarion Battistel

Arrival Date: 01 Nov 2015

Departure Date: 02 Nov 2015

Room Type: 1K

Folio: 28465-0

Room: 428

CC Number: *****3007

Date	Folio	Reference	Amount	Tax	Total
1 Nov 2015	1	Room Accommodation	\$139.00	\$16.89	\$155.89
2 Nov 2015	1	Payment: American Express	\$-155.89	\$0.00	\$-155.89
Room Charges			\$139.00	\$16.89	\$155.89
Other Charges			\$0.00	\$0.00	\$0.00
Credits			\$-155.89	\$0.00	\$-155.89
Balance					\$0.00
Tourism Levy		\$4.00 % \$139.00	\$5.56		
GST (805267945RT0001)		\$5.00 % \$143.17	\$7.16	Reg # RT0001	
DMF		\$3.00 % \$139.00	\$4.17		

Signature _____

Thank you for staying with us! We hope to see you in the near future.

CHATEAU NOVA YELLOWHEAD
13920 YELLOWHEAD TRAIL
EDMONTON, AB T5L 3C2
(780) 454-5441

TERM ID: 04294855
EMPLOYEE ID: 7

BATCH#: 141
SHIFT#: 003

Completion

INV#: 000035510
AMEX

Seq#: 141001001002

*****3007

Total: CAD\$ 155.89

APPROVED 525102
000/00

02-Nov -15

07:53:08

CUSTOMER COPY

THANK YOU FOR STAYING WITH US!

Mr Cesarino Battistel

Room Number: 1207
Arrival Date: 12-09-15
Departure Date: 12-10-15
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

Date	Description	Charges	Credits
12-09-15	Room Revenue	160.00	
12-09-15	Destination Marketing Fee - 3%	4.80	
12-09-15	Tourism Levy - 4%	6.59	
12-09-15	Room GST - 5%	8.24	
12-10-15	American Express		179.63
Total		179.63	179.63
Balance		0.00	

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

Mr Cesarino Battistel

Canada

Guest Name:

Room Number: 0401
Arrival Date: 01-13-16
Departure Date: 01-14-16
Page No: 1 of 1

INFORMATION INVOICE

Folio No:

01-14-16

Date	Description	Charges	Credits
01-13-16	Room Revenue	152.10	
01-13-16	Destination Marketing Fee - 3%	4.56	
01-13-16	Tourism Levy - 4%	6.27	
01-13-16	Room GST - 5%	7.83	
01-14-16	American Express		170.76
Total		170.76	170.76
Balance		0.00	

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



INVOICE

Used CC on File
Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113
billing@zoom.us

Invoice Date: 12/18/2015
Invoice #: INV00014111
Payment Terms: Due Upon Receipt
Due Date: 12/18/2015
Account Number: 165228
Account Information: Athabasca University
1 University Drive,
Athabasca, Alberta
Canada
(780) 875-8739

Purchase Order #:

CHARGE SUMMARY			
Charge Detail	Service Period	Subtotal	TOTAL
Charge Name: Standard Pro Annual Quantity: 1 Unit Price: \$149.90	12/18/2015-12/17/2016	\$149.90	\$149.90
Charge Name: Discount Quantity: 1 Unit Price: 30.00%	12/18/2015-12/17/2016	(\$44.97)	(\$44.97)

INVOICE TOTALS	
Subtotal:	\$104.93
Total:	\$104.93
Invoice Balance:	\$0.00

TRANSACTIONS				
Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
12/18/2015	P-00013736	Payment		(\$104.93)
Invoice Total				\$104.93
Invoice Balance				\$0.00



Statement of Account

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ALLEGRO ITALIAN KITCHEN
10011 109 STREET
EDMONTON AB

CARD *****3007
CARD TYPE AMEX
DATE 2016/01/14
TIME 1539 14:46:23
RECEIPT NUMBER
C82040580-001-430-005-0

PURCHASE
AMOUNT \$36.07
TIP \$5.41
TOTAL

\$41.48

AMERICAN EXPRESS
A000000025010801
67F53101531300F2
0000008000-E800
081858954CE56C72
0000008000-F800

APPROVED

AUTH# 882001 00-025
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Prepared For
CESARINO BATTISTEL

Account Number
XXXX XXXX1 13007

Opening Date Closing Date
Nov 29, 2015 - Dec 28, 2015

Transaction Date	Posting Date	Details	Amount (\$)
Dec 17	Dec 17	PAC-WESTJETCONNECT LAKE FOREST	7.99
Dec 18	Dec 19	ZOOM.US 0440 SAN JOSE UNITED STATES DOLLAR 104.93 @ 1.43095	150.15

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

Your GST# 896140894

66 NORMAN

Check: 260

Guests: 1
PIANO

01/14/2016 11:52AM

1 SOUP OF THE DAY 8.95
1 MINISTRONE DI VERDUR 8.95
1 LASAGNA 16.45

Subtotal 34.35
G.S.T. 1.72

Total Due \$36.07

Please Pay Server