

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Dr. Cindy Ives
Interim Vice President, Academic
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
Oct 20 - 23, 2015	Edmonton, Calgary, Red Deer	Business Meetings	427.20	655.87	25.00	-	-	-	1,108.07
Oct 26 -28, 2015	Edmonton	Business Meetings	153.60	359.26	40.00	-	-	-	552.86
Nov 1 - 5, 2015	Edmonton	Business Meetings	153.60	672.35	100.00	-	-	-	925.95
Nov 16 - 21, 2015	Edmonton, Calgary	Business Meetings	427.20	1,001.35	190.00	-	285.63	-	1,904.18
Dec 9 - 12, 2015	Edmonton	Business Meetings	153.60	538.89	65.00	-	-	-	757.49
Nov 23 - Dec 2, 2015	Edmonton, Vancouver	Business Meetings / Workshop	822.37	1,527.77	185.00	-	-	-	2,535.14
			\$ 2,137.57	\$ 4,755.49	\$ 605.00	\$ -	\$ 285.63	\$ -	\$ 7,783.69

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>

RECEIVED

OCT 20 2015

FINANCE

Dr Cindy Ives

Room Number: 1101
 Arrival Date: 10-20-15
 Departure Date: 10-21-15
 Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

10-21-15

Date	Description	Charges	Credits
10-20-15	Room Revenue	160.00	
10-20-15	Destination Marketing Fee - 3%	4.80	
10-20-15	Tourism Levy - 4%	6.59	
10-20-15	Room GST - 5%	8.24	
10-21-15	Visa		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



DELTA

CALGARY AIRPORT

2001 Airport Road NE, Calgary, Alberta T2E 6Z8

Tel: 403-291-2600 Fax: 403-250-8722

Sait Polytechnic
Cindy Ives

Room: 825
Folio: 10484
Cashier: 23
Arrival: 10-21-15
Departure: 10-23-15

Group: SAIT PROVOSTS/SAO

Date	Description	Additional Information	Charges	Credits
10-21-15	Room Charge		199.00	
10-21-15	Rooms Destination Marketing Fee		5.97	
10-21-15	Rooms Tourism Levy		8.20	
10-21-15	Rooms GST		10.25	
10-22-15	Room Charge		199.00	
10-22-15	Rooms Destination Marketing Fee		5.97	
10-22-15	Rooms Tourism Levy		8.20	
10-22-15	Rooms GST		10.25	
10-23-15	Self Parking		14.00	
10-23-15	Parking GST		0.70	
10-23-15	Self Parking		14.00	
10-23-15	Parking GST		0.70	
10-23-15	Visa	XXXXXXXXXXXX	XX/XX	476.24

GST Summary	
Registration No:	826085417
Room	20.50
F&B	0.00
Other	13.34
Total	33.84

Total	476.24	476.24
Balance Due	0.00	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

RECEIVED
NOV - 3 2015
FINANCE

Dr Cindy Ives

Room Number: 1601
Arrival Date: 10-26-15
Departure Date: 10-28-15
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

10-28-15

Date	Description	Charges	Credits
10-26-15	Room Revenue	160.00	
10-26-15	Destination Marketing Fee - 3%	4.80	
10-26-15	Tourism Levy - 4%	6.59	
10-26-15	Room GST - 5%	8.24	
10-27-15	Room Revenue	160.00	
10-27-15	Destination Marketing Fee - 3%	4.80	
10-27-15	Tourism Levy - 4%	6.59	
10-27-15	Room GST - 5%	8.24	
10-28-15	Visa		359.26
Total		359.26	359.26
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



Chateau Nova Yellowhead

13920 Yellowhead Trail
Edmonton, Alberta
T5L 3C2

Phone: 780-454-5441

Email: edmontonyellowhead@novahotels.ca



Guest Folio

Cindy Ives

Arrival Date: 01 Nov 2015
Departure Date: 02 Nov 2015

Room Type: 1K

RECEIVED
NOV 12 2015
FINANCE

Folio: _____

Room: 203

CC Number: *****6766

Group/Corporation: Athabasca University, Office of the University Sec

Date	Folio	Reference	Amount	Tax	Total
1 Nov 2015	1	Room Accommodation	\$119.00	\$14.46	\$133.46
2 Nov 2015	1	Payment: VISA	\$-133.46	\$0.00	\$-133.46
Room Charges			\$119.00	\$14.46	\$133.46
Other Charges			\$0.00	\$0.00	\$0.00
Credits			\$-133.46	\$0.00	\$-133.46
Balance					\$0.00
Tourism Levy		\$4.00 % \$119.00	\$4.76		
GST (805267945RT0001)		\$5.00 % \$122.57	\$6.13		Reg # RT0001
DMF		\$3.00 % \$119.00	\$3.57		

Signature _____

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



Dr Cindy Ives

*

Guest Name:

INFORMATION INVOICE

Folio No:

RECEIVED

NOV 12 2015

FINANCE

Room Number: 1602
Arrival Date: 11-02-15
Departure Date: 11-05-15
Page No: 2 of 2

Date	Description	Charges	Credits
			11-05-15
Total		538.89	538.89
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

Dr Cindy Ives

*

Guest Name:

INFORMATION INVOICE

Folio No:

RECEIVED
NOV 12 2015
FINANCE

Room Number: 1602
Arrival Date: 11-02-15
Departure Date: 11-05-15
Page No: 1 of 2

11-05-15

Date	Description	Charges	Credits
11-02-15	Room Revenue	160.00	
11-02-15	Destination Marketing Fee - 3%	4.80	
11-02-15	Tourism Levy - 4%	6.59	
11-02-15	Room GST - 5%	8.24	
11-03-15	Room Revenue	160.00	
11-03-15	Destination Marketing Fee - 3%	4.80	
11-03-15	Tourism Levy - 4%	6.59	
11-03-15	Room GST - 5%	8.24	
11-04-15	Room Revenue	160.00	
11-04-15	Destination Marketing Fee - 3%	4.80	
11-04-15	Tourism Levy - 4%	6.59	
11-04-15	Room GST - 5%	8.24	
11-05-15	Visa		538.89

RECEIVED

DEC - 7 2015

FINANCE

Dr Cindy Ives

Room Number: 0602
 Arrival Date: 11-16-15
 Departure Date: 11-18-15
 Page No: 1 of 1

Guest Name:

11-18-15

INFORMATION INVOICE

Folio No:

Date	Description	Charges	Credits
11-16-15	Room Revenue	160.00	
11-16-15	Destination Marketing Fee - 3%	4.80	
11-16-15	Tourism Levy - 4%	6.59	
11-16-15	Room GST - 5%	8.24	
11-17-15	Room Revenue	160.00	
11-17-15	Destination Marketing Fee - 3%	4.80	
11-17-15	Tourism Levy - 4%	6.59	
11-17-15	Room GST - 5%	8.24	
11-18-15	Refreshment Centre - Pringles 1	3.15	
11-18-15	Visa		362.41
Total		362.41	362.41
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

TEATRO
ITALIAN MARKET

0010a Table 50 #Party 4
THOMAS D SvrCk: 4 12:41 11/19/15
Separate checks: 1-of-2

1 LASAGNA	39.00
1 BEEF BURGER	20.00
1 MARKET RISOTTO, amount	
24.00	24.00
1 DAILY SOUP	11.00
1 CAESAR INSALATA	16.00
3 EXPRESS LUNCH	75.00
1 OPEN FOOD, amount	
15.00, CHICKEN BREAST	15.00
1 CHOCOLATE TART	12.00
1 SORBETS	12.00
1 CAPPUCCINO	4.50

Sub Total: 228.50

GST : 11.43

Sub Total: 239.93

GRAT 20% 45.70

11/19 14:13 TOTAL: 285.63

Aperitivo Italiano! Mon.-Fri
From 3pm to 6pm
\$5 Highballs/Peroni \$7 Feature Wines
www.teatro.ca
200 8 AVE S.E.
403.290.1012
GST # R136341625

5
Deans + VPA, AVPSAS
Director APP.



DELTA

BOW VALLEY

209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6

Tel: 403-266-1980 Fax: 403-205-5460

Athabasca University
Cindy Ives
Xxx
AB
Canada

Room: 0906
Folio:
Cashier: 183
Arrival: 11-18-15
Departure: 11-21-15

Date	Description	Additional Information	Charges	Credits
11-18-15	Room Charge		225.00	
11-18-15	Destination Marketing Fee (DMF)		6.75	
11-18-15	Rooms - Federal Tax - GST		11.59	
11-18-15	Tourism Levy		9.27	
11-18-15	Self Parking		25.00	
11-18-15	Parking GST		1.25	
11-19-15	Room Charge		179.00	
11-19-15	Destination Marketing Fee (DMF)		5.37	
11-19-15	Rooms - Federal Tax - GST		9.22	
11-19-15	Tourism Levy		7.37	
11-19-15	Self Parking		25.00	
11-19-15	Parking GST		1.25	
11-20-15	Room Charge		109.00	
11-20-15	Destination Marketing Fee (DMF)		3.27	
11-20-15	Rooms - Federal Tax - GST		5.61	
11-20-15	Tourism Levy		4.49	
11-20-15	Self Parking		10.00	
11-20-15	Parking GST		0.50	
11-21-15	Visa			638.94

GST Summary

Registration No:	826085417
Room	26.42
F&B	0.00
Other	39.52
Total	65.94

Total	638.94	638.94
Balance Due	0.00	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

RECEIVED

DEC 18 2015

FINANCE

Dr Cindy Ives

*

Room Number: 1602
 Arrival Date: 12-09-15
 Departure Date: 12-12-15
 Page No: 1 of 2

Guest Name:

INFORMATION INVOICE

Folio No:

12-12-15

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	Room Revenue	160.00	
12-10-15	Destination Marketing Fee - 3%	4.80	
12-10-15	Tourism Levy - 4%	6.59	
12-10-15	Room GST - 5%	8.24	
12-11-15	Room Revenue	160.00	
12-11-15	Destination Marketing Fee - 3%	4.80	
12-11-15	Tourism Levy - 4%	6.59	
12-11-15	Room GST - 5%	8.24	
12-12-15	Visa		538.89

Dr Cindy Ives

Room Number: 1602
Arrival Date: 12-09-15
Departure Date: 12-12-15
Page No: 2 of 2

Guest Name:

INFORMATION INVOICE

Folio No:

12-12-15

Date	Description	Charges	Credits
	Total	538.89	538.89
	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

AIR CANADA
AIRPORT FEE RECEIPT
TICKET NO: 0149604427394

NAME: IVES/CINDYMRS
DATE OF ISSUE: 02DEC2015

PNR RECLOC:
ISSUED BY :

COUPON 1 OF 1
MNNT5A
YVRPR



	AMOUNT	GST	HST	QST	TOTAL
FIRST BAGGAGE FEE	25.00	01.25	00.00	00.00	26.25

GRAND TOTAL 25.00 01.25 / 00.00 / 00.00 26.25

FORM OF PAYMENT: IN CANADIAN DOLLARS VI*****
GST/TPS HST/TVH NO. 100092287 RT000 QST/TVQ NO. 1000-043-172 RT000
FEES ARE NON-REFUNDABLE

AIR CANADA
AIRPORT FEE RECEIPT
TICKET NO: 0149604427394

NAME: IVES/CINDYMRS
DATE OF ISSUE: 27NOV2015

PNR RECLOC:
ISSUED BY :

COUPON 1 OF 1
MNNT5A
YEGNS



	AMOUNT	GST	HST	QST	TOTAL
FIRST BAGGAGE FEE	25.00	01.25	00.00	00.00	26.25

GRAND TOTAL 25.00 01.25 / 00.00 / 00.00 26.25

FORM OF PAYMENT: IN CANADIAN DOLLARS VI*****
GST/TPS HST/TVH NO. 100092287 RT000 QST/TVQ NO. 1000-043-172 RT000
FEES ARE NON-REFUNDABLE

Dr Cindy Ives

Room Number: 1014
Arrival Date: 11-23-15
Departure Date: 11-27-15
Page No: 1 of 2

Guest Name:

RECEIVED
DEC 18 2015
FINANCE

INFORMATION INVOICE

Folio No:

11-27-15

Date	Description	Charges	Credits
11-23-15	Room Revenue	160.00	
11-23-15	Destination Marketing Fee - 3%	4.80	
11-23-15	Tourism Levy - 4%	6.59	
11-23-15	Room GST - 5%	8.24	
11-24-15	Room Revenue	160.00	
11-24-15	Destination Marketing Fee - 3%	4.80	
11-24-15	Tourism Levy - 4%	6.59	
11-24-15	Room GST - 5%	8.24	
11-25-15	Room Revenue	160.00	
11-25-15	Destination Marketing Fee - 3%	4.80	
11-25-15	Tourism Levy - 4%	6.59	
11-25-15	Room GST - 5%	8.24	
11-26-15	Room Revenue	160.00	
11-26-15	Destination Marketing Fee - 3%	4.80	
11-26-15	Tourism Levy - 4%	6.59	
11-26-15	Room GST - 5%	8.24	
11-27-15	Visa		718.52

Dr Cindy Ives

Room Number: 1014
Arrival Date: 11-23-15
Departure Date: 11-27-15
Page No: 2 of 2

Guest Name:

INFORMATION INVOICE

Folio No:

11-27-15

Date	Description	Charges	Credits
	Total	718.52	718.52
	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

AEROCAR LIMOUSINE SERVIC
8360 BRIDGEPORT ROAD
RICHMOND, BC
V6X 3C7
604-298-1000
CAR#5

SALE

MID: 8028017468
TD: 0089250008028017468238
REF#: 00000001

Batch #: 191
11/27/15 18:50:53
APPR CODE: 015735
Trace: 1
VISA Chip
*****4740 **/**

AMOUNT \$55.65
TIP \$8.35
TOTAL \$64.00

APPROVED

VISA
AID: A0000000031010
TVR: 00 80 00 80 00
TST: F8 00

THANK YOU / MERCI

CUSTOMER COPY

VANCOUVER TAXI
290 CLARK DR
VANCOUVER BC

CARD *****4740
CARD TYPE VISA
DATE 2015/12/02
TIME 5194 10:30:40
CLERK ID 65451
RECEIPT NUMBER
CB5002101-001-474-003-0

PURCHASE
AMOUNT \$31.60
TIP \$10.00
TOTAL

\$41.60

VISA
A0000000031010
36717D43B3179120
0080008000-EB00
C3B9D5617202BF83
0080008000-FB00

APPROVED

AUTH# 012065 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

Exit #1 Ca 02/12/15 17:19
Receipt 028189

Short-term parking tkt
VP - No. 002170
27/11/15 14:44
03/12/15 14:43
Period 6d0h0'
(Tax) \$95.00

Total \$95.00

Payment Received
Check \$95.00

Sub Total \$90.48
Tax 5% \$4.52

CARLSON WAGONLIT VOYAGES
 11330 GALERIE PLACE VILLEMARIE
 1 PLACE VILLE MARIE
 MONTREAL, QUE H3B 3Y1
 TVQ1214845322 TQ0001

BRANCH: 011223
 GST REG# R113405179
 PHONE: 514-871-8330



TO:

LOCATOR : EMWNEP
 OUR REF : RBC0105086N
 AGENT : ANTONIETTA D'ANTONIO

I N V O I C E

INV NO: 22290
 DATE: 30OCT15
 PAGE: 1

FOR: AC 73. 288239 MRS CINDY IVES
 AC 731559183

I T I N E R A R Y

*** AIR/RAIL/BUS ***

FROM	TO	CARRIER	FLT/CL	ST DATE	DEPART	ARRIVE	MEALS	BAGS
EDMONTON INTL	VANCOUVER	AIR CANADA	253 A	HK 27NOV	17:30	18:15		NIL
		A319						
VANCOUVER	EDMONTON INTL	AIR CANADA	244 A	HK 02DEC	14:10	16:44		NIL
		A319						

C O S T

AIR CANADA	TKT NO	AC	9604 427393	(INCL 64.25 TAX)	338.25
				GST/HST 16.91	
AIR CANADA	TKT NO	AC	9604 427394	(INCL 64.25 TAX)	338.25
				GST/HST 16.91	
FONDS D'IND	TKT NO	OPC	0000021134		0.73
SERVICE FEE		CNT*	11223-9604427393		39.00
				GST/HST	1.95
SERVICE FEE		CNT*	11223-9604427394		39.00
				GST/HST	1.95

*** SUB-TOTAL EXCLUDING GST/HST & APT	755.23	
*** TOTAL GST/HST	37.72	
*** TOTAL CHARGES THIS INVOICE ***	792.95	
PAYMENT CHARGED TO	VI*****4740	0.73
PAYMENT BY VI*****	TKT 9604427393	355.16
PAYMENT BY VI*****	TKT 9604427394	355.16
PAYMENT BY VI*****	SFB CNT*11223-9604427393	40.95
PAYMENT BY VI*****	SFB CNT*11223-9604427394	40.95
*** BALANCE DUE THIS INVOICE	0.00	
BALANCE DUE TO DATE	0.00	

THANK YOU FOR CHOOSING CARLSON WAGONLIT TRAVEL.
 CLIENT FUNDS WILL BE DEPOSITED INTO A TRUST ACCOUNT.

CONTINUED ON NEXT PAGE

\$ 396.47

Dr. & Mr. Cindy

Room : 0810
Arrival : 11-27-15
Departure : 12-02-15
Page : 1 of 3
Folio :
Conf. : 18551426
Date : 12-02-15

INVOICE

Company : Universities Canada

Date	Description	Reference	Charges	Credits
11-27-15	Room		229.00	
11-27-15	AHRT Room Tax		6.87	
11-27-15	Destination Marketing Fee		2.96	
11-27-15	DMF AHRT Room Tax		0.06	
11-27-15	Room PST		18.32	
11-27-15	DMF Room PST		0.24	
11-27-15	Room GST		11.45	
11-27-15	DMF Room GST		0.15	
11-28-15	Room		229.00	
11-28-15	AHRT Room Tax		6.87	
11-28-15	Destination Marketing Fee		2.96	
11-28-15	DMF AHRT Room Tax		0.06	
11-28-15	Room PST		18.32	
11-28-15	DMF Room PST		0.24	
11-28-15	Room GST		11.45	
11-28-15	DMF Room GST		0.15	
11-29-15	Room		229.00	
11-29-15	AHRT Room Tax		6.87	
11-29-15	Destination Marketing Fee		2.96	
11-29-15	DMF AHRT Room Tax		0.06	
11-29-15	Room PST		18.32	
11-29-15	DMF Room PST		0.24	
11-29-15	Room GST		11.45	
11-29-15	DMF Room GST		0.15	
11-30-15	Telephone - Local Call	Room	2.00	

*Personal.
-538.10*

Dr. & Mr. Cindy

Room : 0810
Arrival : 11-27-15
Departure : 12-02-15
Page : 2 of 3
Folio : 121503
Conf. : 18551426
Date : 12-02-15

INVOICE

Company : Universities Canada

Date	Description	Reference	Charges	Credits
11-30-15	Telephone GST		0.10	
11-30-15	Room		229.00	
11-30-15	AHRT Room Tax		6.87	
11-30-15	Destination Marketing Fee		2.96	
11-30-15	DMF AHRT Room Tax		0.06	
11-30-15	Room PST		18.32	
11-30-15	DMF Room PST		0.24	
11-30-15	Room GST		11.45	
11-30-15	DMF Room GST		0.15	
12-01-15	Room		229.00	
12-01-15	AHRT Room Tax		6.87	
12-01-15	Destination Marketing Fee		2.96	
12-01-15	DMF AHRT Room Tax		0.06	
12-01-15	Room PST		18.32	
12-01-15	DMF Room PST		0.24	
12-01-15	Room GST		11.45	
12-01-15	DMF Room GST		0.15	
12-02-15	Visa			
				1,347.35

- 538.10

\$ 809.25

Dr. & Mr. Cindy

Room : 0810
Arrival : 11-27-15
Departure : 12-02-15
Page : 3 of 3
Folio : 121503
Conf. : 18551426
Date : 12-02-15

INVOICE

Company : Universities Canada

Date	Description	Reference	Charges	Credits
	801 West Georgia Ltd.	Total	1,347.35	1,347.35
GST Summary	GST# 82854 7349 RT0001	Balance	0.00	CAD
Room	57.25			
F&B	0.00			
Other	0.85			
Total	58.10			