

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Peter MacKinnon
President
February 1, 2016 to March 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
Jan 1 - 31, 2016	Edmonton	Business Meetings	230.40	-	-	-	-	-	230.40
Jan 21, 2016	Edmonton	Business Meeting	-	-	-	-	160.09	-	160.09
Feb 1 - 29, 2016	Edmonton	Business Meetings	460.80	-	-	-	-	-	460.80
Jan 15 - Feb 06, 2016	Edmonton	Business Meetings	-	1,301.14	-	-	-	-	1,301.14
			\$ 691.20	\$ 1,301.14	\$ -	\$ -	\$ 160.09	\$ -	\$ 2,152.43

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>

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

Your GST# 896140894

121 JENNA

Check: 489

Guests: 1
ROOM

01/21/2016 11:57AM

1	1/2 AFFUMICATO	13.95
1	AFFUMICATO	16.45
1	THREE CHEESE RAVIOLI	16.45
1	CANNELLONI	16.45
1	ZITTI CON POLLO	17.95
1	LASAGNA	16.45
1	VEAL PARM	22.00
1	PELLEGRINO	6.25
1	COFFEE	3.00
	Subtotal	128.95
	G.S.T.	6.14
	Total Due	\$135.09

Please Pay Server

ALLEGRO ITALIAN KITCHEN
10011 109 STREET
EDMONTON AB

CARD *****1007
CARD TYPE AMEX
DATE 2016/01/21
TIME 3176 14:40:43
RECEIPT NUMBER
C82040591-001-446-007-0

PURCHASE
AMOUNT \$135.09
TIP \$25.00
TOTAL

\$160.09

AMERICAN EXPRESS
A000000025010801
FOBE1338B52A449D
0000008000-E800
4BCB6C0707FB13FF
0000008000-F800

APPROVED

AUTH# 844839 00-025
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

704805

4236 - 36 Street, Edmonton International Edmonton AB T9E 0V4
 t: 780.488.7159 f: 780.488.6372

736 MACKINNON/PETER

219.00 01/22/16 12:00

Room Name Rate Depart Time ACCI#
VQ **ASK** **01/21/16 16:54**
 Type Arrive Time

78 ASK
ASK
ATHABASCA AB T9S3A3 **(XXXXXXXXXXXX)**
 Room Clerk Address Payment RWD#

DATE	REFERENCE	CHARGE	CREDITS	BALANCE DUE
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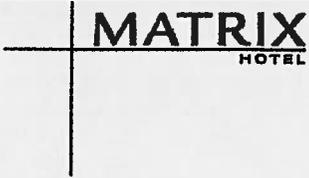
01/21	ROOM	736, 1	219.00	
01/21	DMF	736, 1	6.57	
01/21	GST	736, 1	11.28	
01/21	TRSM LEV	736, 1	9.02	
01/22	CCARD-VS			

PAYMENT RECEIVED BY: **245.87**
XXXXXXXXXXXX

.00

AS REQUESTED, A FINAL COPY OF YOUR RTII WILL BE EMAILED TO:
 SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM





Mr Peter Mackinnon
Athabasca AB
Canada

Room Number: 1102
Arrival Date: 01-12-16
Departure Date: 01-15-16
Page No: 1 of 2

Guest Name:

INFORMATION INVOICE

Folio No:

01-15-16

Date	Description	Charges	Credits
01-12-16	Room Revenue	155.00	
01-12-16	Destination Marketing Fee - 3%	4.65	
01-12-16	Tourism Levy - 4%	6.39	
01-12-16	Room GST - 5%	7.98	
01-13-16	GST - 5% 279660/279661	4.41	
01-13-16	Room Revenue	155.00	
01-13-16	Destination Marketing Fee - 3%	4.65	
01-13-16	Tourism Levy - 4%	6.39	
01-13-16	Room GST - 5%	7.98	
01-14-16	Room Revenue	155.00	
01-14-16	Destination Marketing Fee - 3%	4.65	
01-14-16	Tourism Levy - 4%	6.39	
01-14-16	Room GST - 5%	7.98	
01-15-16	XXXXXX		526.47

Mr Peter Mackinnon
Athabasca AB
Canada

Room Number: 1102
Arrival Date: 01-12-16
Departure Date: 01-15-16
Page No: 2 of 2

Guest Name:

INFORMATION INVOICE

Folio No:

01-15-16

Date	Description	Charges	Credits
	Total	526.47	526.47
	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 Peter Mackinnon
Athabasca AB
Canada

Room Number: 1606
Arrival Date: 01-19-16
Departure Date: 01-21-16
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

01-21-16

Date	Description	Charges	Credits
01-19-16	Room Revenue	158.00	
01-19-16	Destination Marketing Fee - 3%	4.74	
01-19-16	Tourism Levy - 4%	6.51	
01-19-16	Room GST - 5%	8.14	
01-20-16	Room Revenue	158.00	
01-20-16	Destination Marketing Fee - 3%	4.74	
01-20-16	Tourism Levy - 4%	6.51	
01-20-16	Room GST - 5%	8.14	
01-21-16	XXXXXXXX		354.78
Total		354.78	354.78
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 Peter MacKinnon
1 University Dr
*
Athabasca AB T9S 3A3

Room Number: 1409
Arrival Date: 02-04-16
Departure Date: 02-05-16
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

02-05-16

Date	Description	Charges	Credits
02-04-16	Room Revenue	155.00	
02-04-16	Destination Marketing Fee - 3%	4.65	
02-04-16	Tourism Levy - 4%	6.39	
02-04-16	Room GST - 5%	7.98	
02-05-16			174.02
Total		174.02	174.02
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