

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Margaret Mrazek, Acting Board Chair
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, and internet charges

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

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
Jan 8 - Feb 1, 2016	Athabasca, Edmonton, Calgary	Business Meetings	244.91	400.48	-	-	-	-	645.39
			<u>\$ 244.91</u>	<u>\$ 400.48</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 645.39</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>

Reservation Confirmation

1/7/2016, 6:51:59 PM

From: noreply@itinerary.westjet.com

To:

Sender: noreply@itinerary.westjet.com



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.

Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.

This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is: **QODQGI**

Main contact: [redacted]
E-mail: [redacted]@isc
Phone Number: [redacted]

For more information on flying with WestJet, including baggage fees, please visit [Travel](#)

Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft following details as there are some differences in allowances and amenities from flights on 737 aircraft.

If you are flying to Dublin, there are also some specific regulations you should be aware of

Guest

[redacted]	Flight	Edmonton (YEG)-Calgary (YYC)
	WestJet FF	522773683
	Ticket Number	TN8382112958819
	Seat	YEG-YYC: 6C
Ms. Margaet Mrazek	Flight	Edmonton (YEG)-Calgary (YYC)
	Ticket Number	TN8382112958820
	Seat	YEG-YYC: 6B
[redacted]	Flight	Edmonton (YEG)-Calgary (YYC)
	Ticket Number	TN8382112958821
	Seat	YEG-YYC: 6A

Air Itinerary Details

WS3288
Operated by WESTJET
ENCORE

Edmonton, CA
Tue 26 Jan, 2016 08:45 PM

Calgary, CA
Tue 26 Jan, 2016 09:45 PM

Fare type: Econo
Non-stop

*Presidential Search Advisory Committee
Stakeholder Consultations - Calgary Jan 27, 2016*

Airfare 120016.150001.700101.601 \$343.74

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 55.00	CAD 12.00	CAD 42.33	CAD 109.33	x 3	CAD 327.99
						Total airfare: CAD 327.99

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 15.63
CA	Air Travellers Security Charge (ATSC)	CAD 21.36
SQ	Airport Improvement Fee (AIF)	CAD 90.00
		Total taxes: CAD 126.99

Fare family benefits

YEG-YYC: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.^{1, 2}
- Second checked bag fee of \$25-29.50 CAD^{1, 2}

¹ Not applicable on flights operated by our airline partners. ² For bookings made on or after November 3, 2015 for travel on or after January 6, 2016 a first checked bag fee applies to all destinations, and a second checked bag fee of \$35-41.30 CAD applies.

Seats

Regular seat	WS 3288 YEG - YYC Seat 6A	CAD 5.00 + CAD 0.25 Tax
Regular seat	WS 3288 YEG - YYC Seat 6B Ms Margaet Mrazek	CAD 5.00 + CAD 0.25 Tax
Regular seat	WS 3288 YEG - YYC Seat 6I	CAD 5.00 + CAD 0.25 Tax
		Total Seats: CAD 15.75

Total

Charged to VISA XXXX XXXX XXXX **CAD 343.74**

WestJet offers

Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share

Air Canada - Aeroplan : 115692121

Meal Preference : None

Payment Card: xxxx-xxxx-xxxx-

Special Needs: None

Seat Selection: AC8140 1C (Preferred) Paid

Purchase Summary

Fare Summary

Passenger Type	<u>Adult</u>
Air Transportation Charges	
Departing Flight - Tango	55.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	5.21
Air Travellers Security Charge (ATSC)	7.12
Total before options (per passenger)	<u>109.33</u>
Number of passengers	x 2
Total with options	<u>218.66</u>

Seat Selection

Ms	
AC8140: 1A - Preferred Seat (Window)	20.00
Mrs Margaret Mrazek	
AC8140: 1C - Preferred Seat (Aisle)	20.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.00
Total with options and seat selection fee:	<u>260.66</u>
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	<u>\$260.66</u>

42.- / 2 = 21.-

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx- Amount paid: ~~\$260.66~~

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$109.33 (Air Transp. Charges - per ticket)
- Air Canada: \$21.00 (Advance Seat Selection - for passenger 1)
- Air Canada: \$21.00 (Advance Seat Selection - for passenger 2)

Ticket number(s): 0142157221650, 0142157221651



DELTA

BOW VALLEY

209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6
Tel: 403-266-1980 Fax: 403-205-5460

ATHABASCA UNIVERSITY
Ms Margaret Mrazek
Xxx
Xxx NE 11111
Canada

Room: 1418
Folio:
Cashier: 137
Arrival: 01-26-16
Departure: 01-27-16

Date	Description	Additional Information	Charges	Credits
01-26-16	Room Charge		230.00	
01-26-16	Destination Marketing Fee (DMF)		6.90	
01-26-16	Rooms - Federal Tax - GST		11.85	
01-26-16	Tourism Levy		9.48	
01-27-16	Visa			258.23

GST Summary	
Registration No: 826085417	
Room	11.85
F&B	0.00
Other	0.00
Total	11.85

Total	258.23	258.23
Balance Due	0.00	CDN

*Presidential Search Advisory Committee
Stakeholder Consultations - Calgary*

*Accom 120016.150001.700105.601 * 258.23*

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.



DAYS INN ATHABASCA

2805-48TH AVENUE
 ATHABASCA AB T9S 0A4 CA
 Phone: 780-675-7020
 Fax: 780-675-7783
 Email: daysinnatha@gmail.com
 Printed: 2/1/2016 9:09:43 AM

Folio (Detailed)

Name: MRAZEK, MARGARET	Confirmation Number: 10283270		
Company: *ATHABASCA UNIVERSITY GOVERN	Account Number:		
	Receivable Account Number:		
Room: 414	Room Type: NK1, 1 KING NSMK	Nights: 1	Guests: 1/0
Rate Plan: S3A	Daily Rate: \$130.50 + \$11.75 Tax	GTD: DR - DIRECT BILL	
Arrival: 1/24/2016 (Sun)	Departure: 1/25/2016 (Mon)	*ATHABASCA UNIVERSITY	

Room Rate:

1/24/2016 (Sun) - 1/24/2016 (Sun) \$130.50 + \$11.75 Tax per night.

Date	Code	Description	Amount	Balance
1/24/2016	RM	ROOM CHARGE	\$130.50	\$130.50
1/24/2016	TAX1	GST	\$6.53	\$137.03
1/24/2016	TAX2	TOURISM LEVY	\$5.22	\$142.25
1/25/2016	DR	MRAZEK, MARGARET [*ATHABASCA UNIVERSITY GOVERN]	(\$142.25)	\$0.00
2/1/2016	DR	MRAZEK, MARGARET [*ATHABASCA UNIVERSITY GOVERN]	\$142.25	\$142.25
2/1/2016	VI	VISA XXXX XXXX XXXX	(\$142.25)	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$130.50	\$11.75	\$0.00	\$0.00	(\$142.25)	\$0.00	\$0.00

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

*Pres. Search Advisory Committee Meeting;
 Stakeholder Consultations - Jan 25, 2016*

Guest Signature:

Accom. 120016. 150001. 700105. 601 = 142.25

(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."