

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Mike Battistel
Vice President, Information Technology & CIO
June 1, 2016 to July 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
May 26 - 27	Edmonton	Business Meeting	153.60	170.82	40.00	10.00	-	-	374.42
Jun 4	Edmonton	Business Meeting	161.60	-	-	-	-	-	161.60
Jun 11 - 12	Edmonton	Business Meeting	153.60	183.46	10.00	-	-	-	347.06
Jun 19 - 22	Edmonton	Business Meeting	153.60	513.63	75.00	450.00	-	-	1,192.23
			\$ 622.40	\$ 867.91	\$ 125.00	\$ 460.00	\$ -	\$ -	\$ 2,075.31

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>



Mr Cesarino Battistel

Room Number: 0304
Arrival Date: 05-26-16
Departure Date: 05-27-16
Page No: 1 of 1

INFORMATION INVOICE

Folio No: 251997

05-27-16

Date	Description		Charges	Credits
05-26-16	Deposit Transfer at C/I	Adv dep		170.82
05-26-16	Room Revenue		152.15	
05-26-16	Destination Marketing Fee - 3%		4.56	
05-26-16	Tourism Levy - 4%		6.27	
05-26-16	Room GST - 5%		7.84	
Total			170.82	170.82
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. #105631154 RT 0008

MacEwan University
Robbins Parkade
RECEIPT C4

ENTRY TIME:
06/04/16 07:36
EXIT TIME:
06/04/16 14:24
PARK-DUR.: HRS:MIN
0:06:48
AMOUNT: \$ 8.00

KIND OF PAYMENT:

TYPE: PURCHASE

ACCT: VISA
\$ 8.00

CARD NUMBER:
*****5910
DATE/TIME:
16/06/04 14:25:15
REFERENCE #:
66205805
0017690090 C
AUTHOR. #: 055410

Visa Credit
A0000000031010
0000008000 F800

VERIFIED BY PIN

01/027
APPROVED - THANK
YOU

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Name & Address

Battisel, Cesarino

ATHABASCA AB
 CANADA

Room 2806/NKS
 Arrival Date 6/11/2016 4:33:00 PM
 Departure Date 6/12/2016

Adult/Child 2/0
 Room Rate 204.25

Rate Plan: AFP
 HH # 320598394 BLUE
 AL:
 Car:

Folio

Confirmation Number: 83919988

6/12/2016

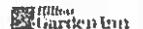


DATE	REFERENCE	DESCRIPTION	AMOUNT
6/11/2016	850273	GUEST ROOM	\$204.25
6/11/2016	850273	AB TOURISM LEVY	\$8.42
6/11/2016	850273	DMF	\$6.13
6/11/2016	850273	GST	\$10.52
6/12/2016	850273	SERVICE RECOVERY: REVENUE	(\$40.85)
6/12/2016	850273	AB TOURISM LEVY	(\$1.68)
6/12/2016	850273	DMF	(\$1.23)
6/12/2016	850273	GST	(\$2.10)
6/12/2016	850450	AX *3007	(\$183.46)
		BALANCE	\$0.00

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Total Invoice Amount \$163.40 \$20.06



ACCOUNT NO

CARD MEMBER NAME

ESTABLISHMENT NO & LOCATION
 GST# 86563-0222 RT0001

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

CARD MEMBER'S SIGNATURE
 X

DATE OF CHARGE

FOLIO NO/CHECK NO.
 138792 A

AUTHORIZATION

INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT -183.46

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT

Mr Cm Battistel
 Athabasca
 Canada

INFORMATION INVOICE

Membership No. : mbattistel@athaba:

Room Number : 2605
 Arrival Date : 06-19-16
 Departure Date : 06-22-16
 Page : 1 of 1
 Folio Number : 435487
 Confirmation : 18720050
 Cashier : 514

GST No: 121767065 RT 0001 06-22-16

Date	Description	Charges	Credits
06-19-16	Savour Sutton Promotion	137.08	
06-19-16	Room Alberta Tourism Levy	4.44	
06-19-16	Room D.M.F.	3.33	
06-19-16	Room GST	5.55	
06-19-16	Room D.M.F. GST	0.17	
06-20-16	Savour Sutton Promotion	164.68	
06-20-16	Room Alberta Tourism Levy	5.55	
06-20-16	Room D.M.F.	4.16	
06-20-16	Room GST	6.93	
06-20-16	Room D.M.F. GST	0.21	
06-21-16	Savour Sutton Promotion	164.68	
06-21-16	Room Alberta Tourism Levy	5.55	
06-21-16	Room D.M.F.	4.16	
06-21-16	Room GST	6.93	
06-21-16	Room D.M.F. GST	0.21	
06-22-16	American Express	XXXXXXXXXXXX	XXXX 513.63
Total		513.63	513.63
Balance		0.00	CAD

Room GST 19.41
 F&B GST 0.00
 Misc GST 4.30
 Total 23.71

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Sutton Place Hotel and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

Guest Signature: _____

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 email: info_edmonton@suttonplace.com website: www.edmonton.suttonplace.com

From: Cesarino (Mike) Battistel info@cvent.com
Subject: CANHEIT HPCS 2016: Registration Confirmation
Date: 12May, 2016 at 15:00MDT
To: mbattistel@athabasca.ca



a copy of your receipt

 [Add to Calendar](#)  [Get Driving Directions](#)

General Options

Name: Cesarino (Mike) Battistel
Title: VP IT and CIO
Company: Athabasca University
Address: 1 University Drive
Athabasca, Alberta
Canada
Number of People Registered: 1
Event Title: CANHEIT HPCS 2016
Location: University of Alberta, CCIS Building
Phone: 780-492-6057
Date: 19/06/2016
Time: 6:00 PM

Current Registration Details

Cesarino (Mike) Battistel

Agenda Items

Registration Item	Cost
Regular	CAD 400.00

Additional Fees

Taxes

Tax Name	Tax Amount
5% GST	CAD 20.00

Order Summaries

Order

Date	Type	Amt Ordered	Amt Paid	Amt Due
09/05/2016 5:43 PM MT	online order	CAD 420.00	CAD 420.00	CAD 0.00
Total:		CAD 420.00	CAD 420.00	CAD 0.00

Payment Details

Details

Date	Type	Reference #	Amt Paid
09/05/2016	American Express	3007	CAD 420.00