

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Dr. Cindy Ives
Interim Vice President, Academic
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 9 - 13	Edmonton	Business Meetings	153.60	696.08	120.00	-	51.32	-	1,021.00
May 24 - 27	Edmonton	Business Meetings	153.60	522.06	105.00	-	-	-	780.66
May 31	Edmonton	Business Meetings	153.60	-	-	-	-	-	153.60
May 16 - 20	Calgary	Business Meetings	435.20	828.36	130.00	30.00	-	-	1,423.56
N/A	N/A	Membership	-	-	-	295.00	-	-	295.00
Jun 2 - 3	Edmonton	Business Meetings	153.60	286.29	-	-	-	-	439.89
Jun 11 - 12	Edmonton	Business Meetings	153.60	200.96	10.00	-	-	-	364.56
Jun 15 - 16	Edmonton	Business Meetings	153.60	174.02	15.00	-	-	-	342.62
Jun 23 - 24	Edmonton	Business Meetings	153.60	179.42	40.00	-	-	-	373.02
Jun 29 - 30	Edmonton	Business Meetings	153.60	157.18	15.00	-	-	-	325.78
			\$ 1,664.00	\$ 3,044.37	\$ 435.00	\$ 325.00	\$ 51.32	\$ -	\$ 5,519.69

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>

49TH STREET GRILL
 4901 49 ST
 ATHABASCA AB

CARD *****6766
 CARD TYPE VISA
 DATE 2016/05/09
 TIME 3450 13:14:41
 RECEIPT NUMBER
 C84118624-001-045-010-0

PURCHASE
 AMOUNT \$44.63
 TIP \$6.69
 TOTAL

\$51.32

VISA
 A0000000031010
 4691F722DDFB6B63
 0080008000-E800
 2405827EF03D5D72
 0080008000-F800

APPROVED

AUTH# 032690 01-027
 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

DATE	SERVER	TABLE NO	PERSONS	CHECK NO.
	Kelle	AB		45859
FOOD				AMOUNT
W-LMB/CA				1300
W-Pain/BF NO toast				1300
Fish taco/toss				1300

BEVERAGE	
Hot L	
Sasmini	350
Hot	
Ms Sandra Mr. Mary Mrs. Cheryl	

GUEST RECEIPT

49th Street Grill

4901 - 49 Street
 Athabasca, AB T9S 1C5

GST# 889187225 RT0001

45859

DATE
 20

\$

Dr Cindy Ives

Athabasca AB

Room Number: 1014
Arrival Date: 05-09-16
Departure Date: 05-13-16
Page No: 1 of 2

INFORMATION INVOICE

Folio No: 250471

05-13-16

Date	Description	Charges	Credits
05-09-16	Room Revenue	155.00	
05-09-16	Destination Marketing Fee - 3%	4.65	
05-09-16	Tourism Levy - 4%	6.39	
05-09-16	Room GST - 5%	7.98	
05-10-16	Room Revenue	155.00	
05-10-16	Destination Marketing Fee - 3%	4.65	
05-10-16	Tourism Levy - 4%	6.39	
05-10-16	Room GST - 5%	7.98	
05-11-16	Room Revenue	155.00	
05-11-16	Destination Marketing Fee - 3%	4.65	
05-11-16	Tourism Levy - 4%	6.39	
05-11-16	Room GST - 5%	7.98	
05-12-16	Room Revenue	155.00	
05-12-16	Destination Marketing Fee - 3%	4.65	
05-12-16	Tourism Levy - 4%	6.39	
05-12-16	Room GST - 5%	7.98	
05-13-16	Visa		696.08

RECEIVED
MAY 17 2016
FINANCE



Mrs Cindy Ives

Athabasca AB
Canada

Room Number: 1601
Arrival Date: 05-24-16
Departure Date: 05-27-16
Page No: 1 of 2

Guest Name:

INFORMATION INVOICE

Folio No:

05-27-16

Date	Description	Charges	Credits
05-24-16	Room Revenue	155.00	
05-24-16	Destination Marketing Fee - 3%	4.65	
05-24-16	Tourism Levy - 4%	6.39	
05-24-16	Room GST - 5%	7.98	
05-25-16	Room Revenue	155.00	
05-25-16	Destination Marketing Fee - 3%	4.65	
05-25-16	Tourism Levy - 4%	6.39	
05-25-16	Room GST - 5%	7.98	
05-26-16	Room Revenue	155.00	
05-26-16	Destination Marketing Fee - 3%	4.65	
05-26-16	Tourism Levy - 4%	6.39	
05-26-16	Room GST - 5%	7.98	
05-27-16	Visa XXXXXXXX		522.06

HOTEL ALMA



169 UNIVERSITY GATE NW
 CALGARY, ALBERTA, CANADA T2N 1N4
 1.877.498.3203 T 403.220.3203 F 403.284.4184
 W HOTELALMA.CA

TR 010906

IVES, CINDY

Room Number: 703
 Daily Rate: 205.00
 Room Type: OBKL
 No. of Guests: 2 / 0

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
16-May-16	18-May-16	XXXXXXXXXX	BAR	TRAN	20090199050

DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT
16-May-16	703	PARKING	PARKING	\$10.00
16-May-16	703	ROOM CHARGE	#703 IVES, CINDY	\$205.00
16-May-16	703	ROOM FEE	ROOM FEE	\$6.15
16-May-16	703	GST	GST	\$10.56
16-May-16	703	ALBERTA TOURISM LEVY	ALBERTA TOURISM LEVY	\$8.45
17-May-16	703	PARKING	PARKING	\$10.00
17-May-16	703	ROOM CHARGE	#703 IVES, CINDY	\$205.00
17-May-16	703	ROOM FEE	ROOM FEE	\$6.15
17-May-16	703	GST	GST	\$10.56
17-May-16	703	ALBERTA TOURISM LEVY	ALBERTA TOURISM LEVY	\$8.45
18-May-16	703	VISA	VISA	(\$480.32)

Mount Royal University

Terminal: LOT A-1

Plate: LAL199

Valid through:

WEDNESDAY 18 MAY 16

11:59 PM

AMOUNT PAID: \$8.00

ENTRY TIME: 5/18/2016 12:58 PM

RECEIPT NO: 42659

TERMINAL:

LOT A-1

PLATE: LAL199

VALID THROUGH:

18MAY16

11:59 PM

AMOUNT PAID:

\$8.00

ENTRY TIME:

5/18/2016

12:58 PM

RECEIPT NO:42659

PLACE ON DASH FACE UP

00247035 ; 00247035

RECEIPT

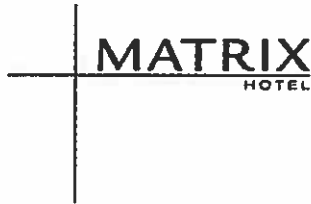
RECEIVED
 JUN 02 2016
 FINANCE

CREDIT DUE: _____ (\$0.00)

SIGNATURE _____

TERMS: DUE AND PAYABLE UPON PRESENTATION. I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THE INDICATED PERSON OR THIRD PARTY FAILS TO PAY FOR ANY PART OF, OR THE FULL AMOUNT OF, CHARGES.

The Destination Marketing Fee is subject to 5% GST and 4% ATL
 GST R#108102864



Mrs Cindv Ives

Athabasca AB
Canada

Guest Name:

Room Number: 1502
Arrival Date: 05-18-16
Departure Date: 05-21-16
Page No: 1 of 2

INFORMATION INVOICE

Folio No:

05-21-16

Date	Description	Charges	Credits
05-18-16	Room Revenue	155.00	
05-18-16	Destination Marketing Fee - 3%	4.65	
05-18-16	Tourism Levy - 4%	6.39	
05-18-16	Room GST - 5%	7.98	
05-19-16	Room Revenue	155.00	
05-19-16	Destination Marketing Fee - 3%	4.65	
05-19-16	Tourism Levy - 4%	6.39	
05-19-16	Room GST - 5%	7.98	
05-20-16	Room Revenue	155.00	
05-20-16	Destination Marketing Fee - 3%	4.65	
05-20-16	Tourism Levy - 4%	6.39	
05-20-16	Room GST - 5%	7.98	
05-21-16	Visa		522.06

XXXXXX

\$ 348.04

008


155.00 +
4.65 +
6.39 +
7.98 +
155.00 +
4.65 +
6.39 +
7.98 +
348.04 GT



Payment Receipt

TR 010920

Thank-you - Approved

Merchant Name: CANADIAN SOCIETY FOR THE STUDY OF HIGHER EDUCATION
Date: Jun 02, 2016
Time: 07:34:36am PDT
Transaction Type: Purchase
Card Number: xxxxxxxxxxxx
Expiry Date (MMYY):
Total Amount:  CAD \$295.00

(Note: Your card number is hidden for privacy)

Response Code: 001
Response Message: 0APPROVED 030838
Approval Code: 030838
Miraid: CAD4878076
Invoice Number: EJ-10670

A copy of this receipt has been emailed to cindy@athabascau.ca

RECEIVED
 JUN 02 2016
 FINANCE

Mrs Cindy Ives

Athabasca AB
Canada

Guest Name:

Room Number: 1601
Arrival Date: 06-02-16
Departure Date: 06-03-16
Page No: 1 of 1

INFORMATION INVOICE

Folio No:

06-03-16

Date	Description	Charges	Credits
06-02-16	Room Revenue	255.00	
06-02-16	Destination Marketing Fee - 3%	7.65	
06-02-16	Tourism Levy - 4%	10.51	
06-02-16	Room GST - 5%	13.13	
06-03-16	Visa XXXXXX		286.29
Total		286.29	286.29
Balance		0.00	

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JUN 13 2016
FINANCE

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



16615 - 109 Avenue • Edmonton, AB T5P 4K8
 Phone (780) 484-0821 • Fax (780) 486-1634
 For reservations across the nation
 www.westedmonton.doubletree.com or 1-800-222-TREE

Name & Address

IVES, CINDY
 XX
 XX AB XX
 CANADA

Room 1806/NQ
 Arrival Date 6/11/2016 5:43:00 PM
 Departure Date 6/12/2016
 Adult/Child 1/0
 Room Rate 179.00
 Rate Plan: LV3
 HH #
 AL:
 Car:

Folio

Confirmation Number: 87018715

6/12/2016



DATE	REFERENCE	DESCRIPTION	AMOUNT
6/11/2016	850174	GUEST ROOM	\$179.00
6/11/2016	850174	AB TOURISM LEVY	\$7.37
6/11/2016	850174	DMF	\$5.37
6/11/2016	850174	GST	\$9.22
6/12/2016	850438	VS *6766	(\$200.96)
		BALANCE	\$0.00
Total Invoice Amount		\$179.00	\$21.96

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 JUN 13 2016
 FINANCE



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.
 138094 A

AUTHORIZATION

INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC

TOTAL AMOUNT

-200.96



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

PAYMENT DUE UPON RECEIPT



Mrs Cindy Ives

Athabasca AB
Canada

Guest Name:

RECEIVED
JUN 20 2016
FINANCE

Room Number: 1602
Arrival Date: 06-15-16
Departure Date: 06-16-16
Page No: 1 of 1

INFORMATION INVOICE

Folio No:

06-16-16

Date	Description	Charges	Credits
06-15-16	Room Revenue	155.00	
06-15-16	Destination Marketing Fee - 3%	4.65	
06-15-16	Tourism Levy - 4%	6.39	
06-15-16	Room GST - 5%	7.98	
06-16-16	Visa XXXXXXX		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. #105631154 RT 0008

Mrs Cindy Ives

Athabasca AB
Canada

Guest Name:

INFORMATION INVOICE

Folio No:

Room Number: 1604
Arrival Date: 06-23-16
Departure Date: 06-24-16
Page No: 1 of 1

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JUN 28 2016

FINANCE

06-24-16

Date	Description	Charges	Credits
06-23-16	Room Revenue	199.00	
06-23-16	Destination Marketing Fee - 3%	5.97	
06-23-16	Tourism Levy - 4%	8.20	
06-23-16	Room GST - 5%	10.25	
06-24-16	Adj - Room Revenue 8	-44.00	
06-24-16	Visa (XXXXX)		179.42
Total		179.42	179.42
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



VARSCONA
 hotel on whyte

Mrs Cindy Ives

Athabasca AB
 Canada

Guest Name:

INVOICE

Folio No: 114759

Room Number: 608
 Arrival Date: 06-29-16
 Departure Date: 06-30-16
 Page No: 1 of 1

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 JUL 11 2016
 FINANCE

06-30-16

Date	Description	Charges	Credits
06-29-16	Room Revenue	140.00	
06-29-16	Destination Marketing Fee - 3%	4.20	
06-29-16	Tourism Levy - 4%	5.77	
06-29-16	Room GST - 5%	7.21	
06-30-16	Visa (XXXX)		157.18
Total		157.18	157.18
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 RT0010