

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Estelle Lo  
Vice President, Finance and Administration  
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
Apr 14 - 16	Edmonton	Business Meetings	206.60	485.28	25.00	10.00	26.25	-	753.13
May 9 - 10	Edmonton	Business Meetings	153.60	212.19	40.00	-	102.83	-	508.62
May 12 - 13	Edmonton	Business Meetings	153.60	242.64	40.00	-	-	-	436.24
Jun 2 - 3	Edmonton	Business Meetings	153.60	212.19	25.00	-	-	-	390.79
Jun 11 - 12	Edmonton	Business Meetings	153.60	242.64	-	-	36.00	-	432.24
May 17 - 18	Edmonton	Business Meetings	153.60	242.64	25.00	-	-	-	421.24
May 26 - 27	Edmonton	Business Meetings	153.60	242.64	25.00	-	-	-	421.24
			<b>\$ 1,128.20</b>	<b>\$ 1,880.22</b>	<b>\$ 180.00</b>	<b>\$ 10.00</b>	<b>\$ 165.08</b>	<b>\$ -</b>	<b>\$ 3,363.50</b>

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>

SAL'S FAMOUS 2  
5012 A 50 AVENUE  
ATHABASCA, AB T9F 1H3  
(780) 675-5616

TERM ID: A5531577

BATCH#: 130  
SHIFT#: 004

**Sale**

\*\*\*\*\*0000010

Chip  
SEDN: 130001001010  
VISA CREDIT  
AID: 1010  
TVR: 00  
TST

\*\*\*\*\*0248

Total: CAD\$ 26.25

APPROVED 078350

001/00

V-Code: MATCH Y

NO SIGNATURE REQUIRED

10-Apr -16

12:39:29

MERCHANT COPY  
THANK YOU

Sal's Famous  
5012 50th Ave.  
5012 A 50 Ave  
(780)  
Athabasca, AB  
GST

Table Q#1

Trans #: 61244 Serv: MARCO 1  
4/10/2016 12:39 PM # Cust: 1

Quan	Descript	Cost
2	CHICKEN DONAIR	\$18.00
1	CHEESE BURGER	\$7.00

Net Total: \$25.00  
GST \$1.25

TOTAL: \$26.25

Food: \$25.00

Visa \$26.25

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



Estelle Lo  
 Caubo

Page Number : 1 Invoice Nbr : 27679926  
 Guest Number : 1067538  
 Folio ID : A  
 Arrive Date : 14-APR-16 17:40  
 Depart Date : 15-APR-16 13:43  
 No. Of Guest : 2  
 Room Number : 1245

Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edmonton 15-APR-16 13:50 SANDBER3

Date	Reference	Description	Charges (CAD)	Credits (CAD)
14-APR-16	RT1245	Room Charge	189.00	
14-APR-16	RT1245	GST	9.73	
14-APR-16	RT1245	Destination Marketing Fee	5.67	
14-APR-16	RT1245	Tourism Levy	7.79	
14-APR-16	RT1245	Parking Self	29.00	
14-APR-16	RT1245	GST	1.45	
15-APR-16	AX			-242.64
		** Total	242.64	-242.64
		*** Balance	-0.00	

FUEL YOUR BODY - It's easy to maintain a healthy lifestyle on the road. Our extensive SuperFoodsRx(TM) menu features nutrient-rich, delicious dishes that fuel your body and give you the focused energy you need. Discover dishes to supercharge your day at [westin.com/eatwell](http://westin.com/eatwell)

Continued on the next page

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



Estelle Lo  
 Caubo

Page Number : 1 Invoice Nbr : 27680242  
 Guest Number : 1068116  
 Folio ID : A  
 Arrive Date : 15-APR-16 13:49  
 Depart Date : 16-APR-16 13:04  
 No. Of Guest : 1  
 Room Number : 1245

Copy Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton 17-APR-16 14:12 BENTJE

Date	Reference	Description	Charges (CAD)	Credits (CAD)
15-APR-16	RT1245	Room Charge	189.00	
15-APR-16	RT1245	GST	9.73	
15-APR-16	RT1245	Destination Marketing Fee	5.67	
15-APR-16	RT1245	Tourism Levy	7.79	
15-APR-16	RT1245	Parking	29.00	
15-APR-16	RT1245	GST	1.45	
16-APR-16	AX			-242.64
		** Total	242.64	-242.64
		*** Balance	-0.00	

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Continued on the next page

YELLOW CAB  
10135 31 AVENUE NW  
EDMONTON AB T6N-1C2  
780-462-3456

Term Id:45024124782511  
Item #:0466  
VISA CREDIT  
PURCHASE  
Op Id:194452  
Card #:XXXXXXXXXX0240

AID:A0000000031010

APPROVED

AMOUNT CAD\$13.00

Ref. #: C  
Auth. #: 001723  
Resp. Code: 00  
TUR: 0000000000  
TSI: 7800

BOOK ON LINE AT EDMTAXI.COM  
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2016/04/15 Time: 22:36:07  
Response: AUTH 001723

\*\*\*CUSTOMER COPY\*\*\*

YELLOW CAB  
10135 31 AVENUE NW  
EDMONTON AB T6N-1C2  
780-462-3456

Term Id:4502412478277  
Item #:0269  
VISA CREDIT  
PURCHASE  
Op Id:450129  
Card #:XXXXXXXXXX0240

AID:A0000000031010

APPROVED

AMOUNT CAD\$15.00

Ref. #: C  
Auth. #: 004064  
Resp. Code: 00  
TUR: 0000000000  
TSI: 7800

BOOK ON LINE AT EDMTAXI.COM  
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2016/04/15 Time: 09:09:47  
Response: AUTH 004064

\*\*\*CUSTOMER COPY\*\*\*

YELLOW CAB  
10135 31 AVENUE NW  
EDMONTON AB T6N-1C2  
780-462-3456

Term Id:45024124782458  
Item #:1026  
VISA CREDIT  
PURCHASE  
Op Id:727922  
Card #:XXXXXXXXXX0240

AID:A0000000031010

APPROVED

AMOUNT CAD\$12.50

Ref. #: C  
Auth. #: 041308  
Resp. Code: 00  
TUR: 0000000000  
TSI: 7800

BOOK ON LINE AT EDMTAXI.COM  
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2016/04/15 Time: 14:18:05  
Response: AUTH 041308

\*\*\*CUSTOMER COPY\*\*\*

YELLOW CAB  
10135 31 AVENUE NW  
EDMONTON AB T6N-1C2  
780-462-3456

Term Id:45024124782601  
Item #:0420  
VISA CREDIT  
PURCHASE  
Op Id:296155  
Card #:XXXXXXXXXX0240

AID:A0000000031010

APPROVED

AMOUNT CAD\$12.50

Ref. #: C  
Auth. #: 007526  
Resp. Code: 00  
TUR: 0000000000  
TSI: 7800

BOOK ON LINE AT EDMTAXI.COM  
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2016/04/15 Time: 16:33:59  
Response: AUTH 007526

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The Westin Edmonton  
10135 100 St  
Edmonton, AB T5J 0N7  
Canada  
Tel: 780-426-3636 Fax: 780-428-1454

# WESTIN®

HOTELS & RESORTS

Estelle Lo  
Caubo

Page Number : 1 Invoice Nbr : 27685558  
Guest Number : 1072489  
Folio ID : A  
Arrive Date : 09-MAY-16 21:20  
Depart Date : 10-MAY-16 10:45  
No. Of Guest : 1  
Room Number : 1141

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton 10-MAY-16 10:50 MRONDEAU

Date	Reference	Description	Charges (CAD)	Credits (CAD)
09-MAY-16	RT1141	Room Charge	189.00	
09-MAY-16	RT1141	GST	9.73	
09-MAY-16	RT1141	Destination Marketing Fee	5.67	
09-MAY-16	RT1141	Tourism Lev	7.79	
10-MAY-16	VI			-212.19
		** Total	212.19	-212.19
		*** Balance	-0.00	

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Continued on the next page

49TH STREET GRILL  
 4901 49 ST  
 ATHABASCA AB

CARD \*\*\*\*\*0248  
 CARD TYPE VISA  
 DATE 2016/05/11  
 TIME 2803 13:19:11  
 RECEIPT NUMBER  
 C84118624-001-047-024-0

PURCHASE  
 AMOUNT \$90.83  
 TIP \$12.00  
 TOTAL

**\$102.83**

VISA CREDIT  
 A0000000031010  
 8ED250DF5BE4F675  
 8080008000-6800  
 DF902A703EA140D9  
 8080008000-7800

**APPROVED**

AUTH# 073788 01-027  
 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
 COPY FOR YOUR RECORDS

DATE	SERVER	TABLE NO.	PERSONS	CHECK NO.
		714		45896
FOOD				AMOUNT
5-Span.				1400
N Sod/Cae				1300
Tza				200
N CR/SO/GR.				1300
N CR/SO/GR				1300
Tza				200
Mac & Cheese/TF				1300
Mac & Cheese/GR.				1300
BEVERAGE				
Coke				350
Hot L.				
Hot L.				
H2O				
				86.50
GST				4.33
				90.83
G.S.T.				
PROV TAX				
TOTAL				

GUEST RECEIPT

**49th Street Grill**  
 4901 - 49 Street  
 Athabasca, AB T9S 1C5  
 GST# 889187225 RT0001

**45896**

DATE	
	20
\$	

The Westin Edmonton  
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 Edmonton, AB T5J 0N7  
 Canada  
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# WESTIN®

## HOTELS & RESORTS

Estelle Lo  
 Caubo

Page Number : 1 Invoice Nbr : 27686215  
 Guest Number : 1036853  
 Folio ID : A  
 Arrive Date : 12-MAY-16 17:15  
 Depart Date : 13-MAY-16 15:35  
 No. Of Guest : 1  
 Room Number : 1245

Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edmonton 13-MAY-16 15:40 A0000248

Date	Reference	Description	Charges (CAD)	Credits (CAD)
12-MAY-16	RT1245	Room Charge	189.00	
12-MAY-16	RT1245	GST	9.73	
12-MAY-16	RT1245	Destination Marketing Fee	5.67	
12-MAY-16	RT1245	Tourism Levy	7.79	
12-MAY-16	RT1245	Parking Self	29.00	
12-MAY-16	RT1245	GST	1.45	
13-MAY-16	VI			-242.64
		** Total	242.64	-242.64
		*** Balance	-0.00	

BETTER BALANCE - The soothing scent of White Tea revitalizes and uplifts from the moment you step through our doors. Enhance any environment by taking our signature scent home with you. Learn more at [westin.com/store](http://westin.com/store)

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# WESTIN®

## HOTELS & RESORTS

Estelle Lo  
Caubo

Page Number : 1 Invoice Nbr : 27690580  
Guest Number : 1068117  
Folio ID : A  
Arrive Date : 02-JUN-16 18:10  
Depart Date : 03-JUN-16 14:29  
No. Of Guest : 1  
Room Number : 649

### Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton 03-JUN-16 14:40 SANDBER3

Date	Reference	Description	Charges (CAD)	Credits (CAD)
02-JUN-16	RT649	Room Charge	189.00	
02-JUN-16	RT649	GST	9.73	
02-JUN-16	RT649	Destination Marketing Fee	5.67	
02-JUN-16	RT649	Tourism Levy	7.79	
03-JUN-16	VI	Visa-0248		-212.19
		** Total	212.19	-212.19
		*** Balance	-0.00	

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 Tel: 780-426-3636 Fax: 780-428-1454



Estelle Lo  
 Caubo

Page Number : 1 Invoice Nbr : 27692424  
 Guest Number : 1036854  
 Folio ID : A  
 Arrive Date : 11-JUN-16 15:24  
 Depart Date : 12-JUN-16 06:00  
 No. Of Guest : 1  
 Room Number : 949

Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edmonton 12-JUN-16 06:10 A0005589

Date	Reference	Description	Charges (CAD)	Credits (CAD)
11-JUN-16	RT949	Room Charge	189.00	
11-JUN-16	RT949	GST	9.73	
11-JUN-16	RT949	Destination Marketing Fee	5.67	
11-JUN-16	RT949	Tourism Levy	7.79	
11-JUN-16	RT949	Parking Self	29.00	
11-JUN-16	RT949	GST	1.45	
12-JUN-16	VI	Visa-0248		-242.64
** Total			242.64	-242.64
*** Balance			-0.00	

PACK LIGHT, STAY FIT - With the Westin Gear Lending program, New Balance(TM) workout gear is conveniently delivered to your room so you can keep moving. Experience it during your next stay. Learn more at [westin.com/newbalance](http://westin.com/newbalance)

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 Edmonton, AB T5J 0N7  
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# WESTIN®

HOTELS & RESORTS

Estelle Lo  
 Caubo

Page Number : 1 Invoice Nbr : 27687249  
 Guest Number : 1076620  
 Folio ID : A  
 Arrive Date : 17-MAY-16 21:36  
 Depart Date : 18-MAY-16 15:25  
 No. Of Guest : 1  
 Room Number : 649

Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edmonton 18-MAY-16 15:30 A0000248

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-MAY-16	RT649	Room Charge	189.00	
17-MAY-16	RT649	GST	9.73	
17-MAY-16	RT649	Destination Marketing Fee	5.67	
17-MAY-16	RT649	Tourism Levy	7.79	
17-MAY-16	RT649	Parking Self	29.00	
17-MAY-16	RT649	GST	1.45	
18-MAY-16	VI	Visa-0248		-242.64
		** Total	242.64	-242.64
		*** Balance	-0.00	

KIDS EAT WELL AT WESTIN - Discover kids' meals that are as delicious as they are nutritious with the Westin Eat Well Menu for Kids, developed with Superchefs(TM) to make kids and parents happy. Learn more at [westin.com/eatwell](http://westin.com/eatwell)

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 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
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Estelle Lo  
 Caubo

Page Number : 1 Invoice Nbr : 27689216  
 Guest Number : 987777  
 Folio ID : A  
 Arrive Date : 26-MAY-16 17:51  
 Depart Date : 27-MAY-16 07:09  
 No. Of Guest : 1  
 Room Number : 1249

Copy Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edmonton 30-MAY-16 12:11 A0000248

Date	Reference	Description	Charges (CAD)	Credits (CAD)
26-MAY-16	RT1249	Room Charge	189.00	
26-MAY-16	RT1249	GST	9.73	
26-MAY-16	RT1249	Destination Marketing Fee	5.67	
26-MAY-16	RT1249	Tourism Levy	7.79	
26-MAY-16	RT1249	Parking Self	29.00	
26-MAY-16	RT1249	GST	1.45	
27-MAY-16	VI	Visa-0248		-242.64
		** Total	242.64	-242.64
		*** Balance	-0.00	

STAY LONGER - Enjoy more time to explore your destination with the benefits of Westin Weekend, from extended breakfast hours to late Sunday checkouts. Book your next Westin Weekend at [westin.com/weekend](http://westin.com/weekend)

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