

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Peter MacKinnon
President
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 27 - 29	Halifax	3rd party reimbursement	-	-	-	-	-	(1,489.71)	(1,489.71)
1-Jun-16	Edmonton	Business Meetings	-	836.33	-	-	-	-	836.33
Apr 1 - 30	Edmonton	Business Meetings	153.60	-	-	-	-	-	153.60
May 1 - 31	Edmonton, Ottawa	Business Meetings	231.80	-	-	15.00	55.26	-	302.06
Jun 1 - 30	Edmonton, Calgary	Business Meetings	756.00	-	75.00	-	85.73	-	916.73
			\$ 1,141.40	\$ 836.33	\$ 75.00	\$ 15.00	\$ 140.99	\$ (1,489.71)	\$ 719.01

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>



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 Phone (780) 484-0821 • Fax (780) 486-1634
 For reservations across the nation
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Name & Address

MACKINNON, PETER

W

Room 1808/NK
 Arrival Date 6/11/2016 5:01:00 PM
 Departure Date 6/12/2016

Adult/Child 1/0
 Room Rate 161.10

Rate Plan: H2P
 HH # 766729327 BLUE
 AL:
 Car:

Folio

Confirmation Number: 86810221

6/12/2016



DATE	REFERENCE	DESCRIPTION	AMOUNT
6/11/2016	850176	GUEST ROOM	\$161.10
6/11/2016	850176	AB TOURISM LEVY	\$6.63
6/11/2016	850176	DMF	\$4.83
6/11/2016	850176	GST	\$8.30
6/12/2016	850568	STAGES KITCHEN LUNCH	\$19.00
6/12/2016	850568	F&B GST	\$0.95
6/12/2016	850569	STAGES TIP	\$3.00
6/12/2016	850605	VS *3490	(\$203.81)
		BALANCE	\$0.00

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Total Invoice Amount \$183.10 \$20.71



ACCOUNT NO.

CARD MEMBER NAME

ESTABLISHMENT NO & LOCATION ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT
 GST# 86563-0222 RT0001

CARD MEMBER'S SIGNATURE
 X

DATE OF CHARGE FOLIO NO./CHECK NO.
 137622 A

AUTHORIZATION INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT -203.81

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

PAYMENT DUE UPON RECEIPT





Mr Peter MacKinnon
1 University Dr
Athabasca AB T9S 3A3
Canada

Room Number: 1511
Arrival Date: 06-15-16
Departure Date: 06-16-16
Page No: 1 of 1

Guest Name:

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 471516XXXXXX3490 07/18		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



DELTA

BOW VALLEY

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

ATHABASCA UNIVERSITY
Mr Peter Mackinnon

Room: 2110
Folio: 41393
Cashier: 182
Arrival: 06-16-16
Departure: 06-17-16

Date	Description	Additional Information	Charges	Credits
06-16-16	Room Charge		230.00	
06-16-16	Destination Marketing Fee (DMF)		6.90	
06-16-16	Rooms - Federal Tax - GST		11.85	
06-16-16	Tourism Levy		9.48	
06-16-16	Self Parking		25.00	
06-16-16	Parking GST		1.25	
06-17-16	Visa	XXXXXXXXXXXX		284.48

GST Summary	
Registration No:	826085417
Room	11.85
F&B	0.00
Other	1.25
Total	13.10

Total	284.48	284.48
Balance Due	0.00	CDN

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.

Mr Peter MacKinnon
1 University Dr
Athabasca AB T9S 3A3
Canada

Room Number: 1409
Arrival Date: 06-19-16
Departure Date: 06-20-16
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

Date	Description	Charges	Credits
06-19-16	Room Revenue	155.00	
06-19-16	Destination Marketing Fee - 3%	4.65	
06-19-16	Tourism Levy - 4%	6.39	
06-19-16	Room GST - 5%	7.98	
06-20-16	Visa XXXXX 07/18		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

Date 05, 04, 16 Amount \$60⁰⁰
GST INCLUDED

From MATRIX HOTEL
To International Airport
To _____

Driver m Car# 520

780.425.2525 780.425.8310

www.co-optaxi.com



Job #

RECEIPT FOR CAB FARE

Amount 93.00 Date 4-5-2016

From _____

To _____

Cab No. 854 Driver _____

H.S.T. Included in meter fare



Cab from OIA to Hotel

C'est Japon a Suisha
208 Slater St.
Ottawa 613-236-9602

THU MAY 5, 2016

CHECK #466827-1

TABLE #31

2 Teriyaki Combin.	\$45.90
1 Green Tea Pot	\$3.00
SUB-TOTAL	: \$48.90
TAX	: \$6.36

TOTAL \$55.26

Time: 12:57 2 CUSTOMERS

G.S.T # 139961429

P.S.T # 8522-7684

YOU HAVE BEEN SERVED
BY : Suisha

YELLOW CAB

780.462.3456

GST# _____

Date: May 8, 2016 Amount: 60.00

Driver: _____ Car#: 300

From: 177 to 40

To: _____

10135-31 Avenue, Edmonton, AB T6N 1C2



Cab from EIA to
Matrix

49TH STREET GRILL
4901 49 ST
ATHABASCA AB

CARD *****1007
CARD TYPE AMEX
DATE 2016/06/08
TIME 0488 22.08.50
RECEIPT NUMBER
C84118624-001-070-070-0

PURCHASE
AMOUNT 75.59 \$74.55
TIP 10.20 \$11.18
TOTAL (cash) \$85.73

AMERICAN EXPRESS
A00000025010801
DB6CDD91DA44281C no alcohol
0000008000-E800
A83D9C7A6B738808
0000008000-F800

APPROVED
AUTH# 867692 00-025
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

CASH RECEIPT

TERMINAL: 446/66234965
DRIVER : 3786
TRIP #: 9444285
2016/06/15 13:57:03
FARE : \$ 12.00

TOTAL: \$ 12.00

Thank you for choosing
Co-op Taxi