

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Margaret Mrazek, Acting Board Chair
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, and internet charges

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

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
Apr 27 - May 16	Halifax	Business Meetings	1,234.19	682.68	-	-	-	-	1,916.87
			<u>\$ 1,234.19</u>	<u>\$ 682.68</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,916.87</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>

Your booking is confirmed. Booking reference: PQQ6CZ

An email booking confirmation has been sent to: mrmrazek@telus.net

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Mrs Margaret L Mrazek

Flight	From	To	Departure	Arrival	Air Transp. Charges	
AC8226	Edmonton (YEG)	Halifax (YHZ)	09:15	20:53		922.60
AC118	- Connection in Calgary -		Wed 27-Apr 2016	Wed 27-Apr 2016	Options	0.00
					Taxes, fees and charges	121.34
AC671	Halifax (YHZ)	Edmonton (YEG)	17:30	21:48	Travel Insurance	Purchase travel insurance
			Mon 02-May 2016	Mon 02-May 2016		
Grand Total						\$1043.94
					Canadian dollars	

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



Booking Information

Booking Reference: **PQQ6CZ**

Customer Care

Air Canada
1-888-247-2262

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8226 ¹	Edmonton, Edmonton Int'l (YEG)	Calgary (YYC)	0	8hr38	DH4	Flex, G	
	Wed 27-Apr 2016 09:15	Wed 27-Apr 2016 10:05					
AC118	Calgary (YYC)	Halifax, Halifax Int'l (YHZ)	1 /YOW ²		E90	Flex, G	F
	Wed 27-Apr 2016 11:35	Wed 27-Apr 2016 20:53					
AC671	Halifax, Halifax Int'l (YHZ)	Edmonton, Edmonton Int'l (YEG)	1 /YMQ ³	7hr18	E90	Flex, G	F
	Mon 02-	Mon 02-					



The Prince George Hotel
HALIFAX

Ms. Margaret Mrazek

Canada

Room No. : 414
Arrival : 04-27-16
Departure : 05-02-16
Folio No. :
Cashier No. : 98
Conf. No. : 388498

Date	Description	Charges	Credits
04-28-16	Room Charge	194.00	
04-28-16	HRM Room Levy	3.88	
04-28-16	HST	29.68	
04-29-16	Room Charge	194.00	
04-29-16	HRM Room Levy	3.88	
04-29-16	HST	29.68	
04-30-16	Room Charge	194.00	
04-30-16	HRM Room Levy	3.88	
04-30-16	HST	29.68	
05-02-16			682.68
	XXXXX^^^XXXX2007 XX/XX		

Total Charges	682.68	
Total Credits		682.68
Balance		0.00

Guest Signature: _____

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Mini Van Service to and from Halifax Airport
and Around the Maritimes

Date: 28/04/16 Time: 2205 Flight: _____

Name: _____

From: _____

To: _____

Notes: _____

- Cash Debit American Express Master Card
- Visa Discover Card Charge Other

Amount: _____ Tip: _____ Total: 68.00
HST INCLUDED

Signature: _____

Driver's Name: _____ Roof Light #: _____

Cell: (902) 802-4047 Office: (902) 832-4297
aircab@hotmail.ca
1-855-809-7887

Nova Scotia Owned and Operated for 40+ Years

Atlantis Limousine

Airport & Tours Service
1-2 hours notice



Phone: 902.240.7100
Toll Free: 1.888.220.1101
Website: www.atlantislmd.ca

Date 02 05 16 Fare _____

From HFX Tip _____

To HA Total \$59

Driver NAND

Charge to _____

Name (print) _____

Signature _____

Thank you for choosing us.
Please call again

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

Hotel Exit 12/05/16 17:58
Receipt 057904

Short-term parking tkt
HR - No. 043908
10/05/16 21:01
12/05/16 21:00
Period 2d0h0'
(Tax) \$25.00

Total \$25.00

Payment Received
H 1DF 123 1 Day(s)
VISA \$25.00
XXXXXXXXXXXX6016
Merch:82005340013
Auth:073480
Type: Swiped

Sub Total \$23.81
Tax 5% \$1.19

82200766 - 1/1

Exit: 22:30 on Monday, 02 May 2016

License Plate:

Payment Details

Booking Rate: 63.75

GST @ 5%: \$3.04 (CAD GST)

Total: ~~63.75~~

Credit Card Number: XXXXXXXXXXXX

*3 days =
\$38.25
m.mayk*

Access Card Number: XXXXXXXXXXXX

This is your booking confirmation and GST receipt: R128599776.

[Change my booking](#)

Parking Instructions

Directions to Value Park:

Follow the signs to Value Park and enter on the left. Upon arriving, insert the same credit card specified at the time of online reservation. DO NOT press the button at the entry gate to pull a ticket. Proceed to finding an open parking stall. Upon return after collecting your luggage, please proceed to the exit gates. Using the credit card express exits, insert the same credit card used upon entering. We hope you have a great trip!

