

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Pamela Walsh  
Vice President Advancement  
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 25 - 26	Edmonton	Business Meetings	153.60	177.39	55.00	-	-	-	385.99
May 9 - 10	Edmonton, Calgary	Business Meetings	150.80	419.89	71.71	-	-	-	642.40
May 26 - 27	Edmonton, Calgary	Business Meetings	150.80	174.02	65.00	-	-	-	389.82
			<b>\$ 455.20</b>	<b>\$ 771.30</b>	<b>\$ 191.71</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,418.21</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>

Mrs Pamela Walsh

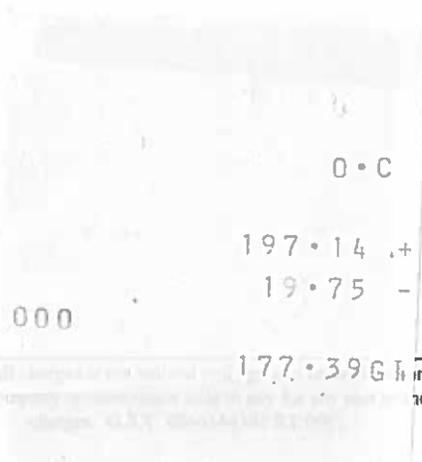
Room Number: 1604  
 Arrival Date: 04-25-16  
 Departure Date: 04-26-16  
 Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Folio No: 248488

Date	Description	Charges	Credits
04-25-16	Room Service	19.75	
04-25-16	Room Revenue	158.00	
04-25-16	Destination Marketing Fee - 3%	4.74	
04-25-16	Tourism Levy - 4%	6.51	
04-25-16	Room GST - 5%	8.14	
04-26-16	Visa		197.14
<b>Total</b>		<b>197.14</b>	<b>197.14</b>
<b>Balance</b>		<b>0.00</b>	



**Signature:** \_\_\_\_\_  
 I agree that my liability for all charges is limited to the amount shown on this invoice. I am personally liable in the event that the indicated person, or the person named above, does not pay the full amount of these charges.

Mrs Pamela Walsh

Room Number: 1603  
Arrival Date: 05-09-16  
Departure Date: 05-10-16  
Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Folio No:

05-10-16

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	Visa		174.02
<b>Total</b>		<b>174.02</b>	<b>174.02</b>
<b>Balance</b>		<b>0.00</b>	

**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. #866344302 RT 0001

# red arrow Invoice



Date: 2016-06-29

Bill To:

You can reach us at:

PAMELA WALSH

Red Arrow Kiosk YYC  
Arrivals Level 1 - Meeting Place B  
Calgary

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1530671	2016-05-03	79124	-	-	2016-05-10	2016-05-10	-	AUDREY

Travellers:

WALSH/PAMELA

Product	Details	Duration	Price Basis	Qty	Each	Billed
ECEXP	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2016-05-10 at 16:30	3 hrs 20 mins	Adult	1	70.48	74.00
Assigned to:	Arrives Calgary (CALTO / Calgary Ticket Office) 2016-05-10 at 19:50					

Payments Received:				Base Price:	70.48 CAD
Date	From	Reference	Amount	Discounts:	0.00 CAD
2016-05-03	customer: PAMELA WALSH		74.00 CAD	Service Charges:	0.00 CAD
				GST	3.52 CAD
				Invoice Total:	74.00 CAD
				Commission:	0.00 CAD
				Received:	74.00 CAD
				Balance:	0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on



# DELTA

## BOW VALLEY

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

Ms Pamela Walsh

Room: 1008  
Folio: 35392  
Cashier: 49  
Arrival: 05-10-16  
Departure: 05-11-16

Date	Description	Additional Information	Charges	Credits
05-10-16	Room Charge		219.00	
05-10-16	Destination Marketing Fee (DMF)		6.57	
05-10-16	Rooms - Federal Tax - GST		11.28	
05-10-16	Tourism Levy		9.02	
05-11-16	Visa			245.87

GST Summary	
Registration No: 826085417	
Room	11.28
F&B	0.00
Other	0.00
<b>Total</b>	<b>11.28</b>

Total	245.87	245.87
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.

# red arrow Invoice

safely  
home

Date: 2016-06-29

Bill To: You can reach us at:

Website User

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1535286	2016-05-21	139230	-	-	2016-05-26	2016-05-26	-	Website User

Travellers:

Walsh/Pamela

Product	Details	Duration	Price Basis	Qty	Each	Billed
CEEXP 16:30	Departs Calgary (CGYNORTH / Calgary North) 2016-05-26 at 16:45	3 hrs 5 mins	Adult	1	70.48	74.00
Assigned to: 10B	Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2016-05-26 at 19:50					

Payments Received:

Date	From	Reference	Amount
2016-05-21	Website User		74.00 CAD

Base Price:	70.48 CAD
Discounts:	0.00 CAD
Service Charges:	0.00 CAD
GST	3.52 CAD
Invoice Total:	74.00 CAD
Commission:	0.00 CAD
Received:	74.00 CAD
Balance:	0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees.

If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M.



Mrs Pamela Walsh

Room Number: 0714  
Arrival Date: 05-26-16  
Departure Date: 05-27-16  
Page No: 1 of 1

Guest Name:

**INVOICE**

Folio No: 251881

05-27-16

Date	Description	Charges	Credits
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		174.02
<b>Total</b>		<b>174.02</b>	<b>174.02</b>
<b>Balance</b>		<b>0.00</b>	

**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