

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Dr. Cindy Ives  
Interim Vice President, Academic  
October 1, 2016 to November 30, 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
Sep 19 - 22, 2016	Edmonton	Business Meetings	153.60	494.04	70.00	-	-	-	717.64
Sep 14 - 16, 2016	Grande Prairie	Business Meetings	430.08	50.00	100.00	-	-	-	580.08
			<b>\$ 583.68</b>	<b>\$ 544.04</b>	<b>\$ 170.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,297.72</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>



85

09-22-16

<b>Cindy Ives</b>  <b>Canada</b>	Folio No. :	224240	Room No. :	818
	A/R Number :		Arrival :	09-19-16
	Group Code :		Departure :	09-22-16
	Company :	Athabasca University	Conf. No. :	67299301
	Membership No. :	PC 137362297	Rate Code :	IPF05
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
09-19-16	Parking	12.00	
09-19-16	*Accommodation	136.00	
09-19-16	Marketing Fee	4.08	
09-19-16	GST #87857 8491 RT0002	7.00	
09-19-16	AB Tourism Levy	5.60	
09-20-16	Parking	12.00	
09-20-16	*Accommodation	136.00	
09-20-16	Marketing Fee	4.08	
09-20-16	GST #87857 8491 RT0002	7.00	
09-20-16	AB Tourism Levy	5.60	
09-21-16	Parking	12.00	
09-21-16	*Accommodation	136.00	
09-21-16	Marketing Fee	4.08	
09-21-16	GST #87857 8491 RT0002	7.00	
09-21-16	AB Tourism Levy	5.60	
09-22-16	XXXXXXXXXXXX		494.04

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<b>Total</b>	<b>494.04</b>	<b>494.04</b>
<b>Balance</b>	<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

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