

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Pamela Walsh
Vice President Advancement
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
Jul 24 - Aug 1, 2016	Edmonton, Calgary	Business Meetings	381.20	351.84	65.00	-	-	-	798.04
Aug 5 - 16, 2016	Edmonton, Calgary	Business Meetings	378.40	176.02	135.00	-	-	-	689.42
Aug 21 - 22, 2016	Edmonton	Business Meetings	153.60	164.68	-	-	-	-	318.28
Sep 12 - 21, 2016	Edmonton, Grande Prairie, Calgary	Business Meetings	714.34	557.09	105.00	-	-	-	1,376.43
			\$ 1,627.54	\$ 1,249.63	\$ 305.00	\$ -	\$ -	\$ -	\$ 3,182.17

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>



142

08-05-16

Mrs Pamela Walsh	Folio No. :	Room No. : 608
	A/R Number :	Arrival : 07-24-16
	Group Code :	Departure : 07-25-16
	Company : Athabasca University	Conf. No. :
	Membership No. :	Rate Code : IPF05
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
07-24-16	Parking	12.00	
07-24-16	*Accommodation	146.00	
07-24-16	Marketing Fee	4.38	
07-24-16	GST #87857 8491 RT0002	7.52	
07-24-16	AB Tourism Levy	6.02	
07-25-16	Visa		175.92
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.lhg.com/reviews. We look forward to welcoming you back soon.		Total	175.92
		Balance	0.00

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.

Holiday Inn Express Downtown
 Edmonton10010 - 104 Street
 Canada T5J 0Z1 Edmonton, AB
 Telephone: (780) 423-2450 Fax: (780) 426-6090
 0GST #896724515
www.hiexdowntown.com



84

09-20-16

Mrs Pamela Walsh	Folio No. :		Room No. :	411
	A/R Number :		Arrival :	07-27-16
	Group Code :		Departure :	07-28-16
	Company :	Athabasca University	Conf. No. :	
	Membership No. :		Rate Code :	IPF05
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
07-27-16	Parking	12.00	
07-27-16	*Accommodation	146.00	
07-27-16	Marketing Fee	4.38	
07-27-16	GST #87857 8491 RT0002	7.52	
07-27-16	AB Tourism Levy	6.02	
07-28-16	Visa		175.92
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	175.92
		Balance	0.00

Guest Signature: _____

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 OGST #896724515
www.hiexdowntown.com

red arrow Invoice



Date: 2016-07-26

Bill To: You can reach us at:

Website User

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
	2016-07-26	-	-		2016-07-28	2016-07-28	-	Website User

Travellers:

Walsh/Pamela

Product	Details	Duration	Price Basis	Qty	Each	Billed
EDMCAL 14:00 YYC Assigned to: 05A	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2016-07-28 at 14:00 Arrives Calgary (CGYNORTH / Calgary North) 2016-07-28 at 17:50	3 hrs 50 mins	Adult	1	70.48	74.00

Payments Received:	Base Price:	70.48 CAD			
	Discounts:	0.00 CAD			
	Service Charges:	0.00 CAD			
	GST	3.52 CAD			
Date	From	Reference	Amount	Invoice Total:	74.00 CAD
2016-07-26	Website User		74.00 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

Our Core Values: Safety | Customer Service



INVOICE

Date: 2016-08-10

PAMELA WALSH

You can reach us at:

Corporate Sales

ORDER #	ORDERED	CUSTOMER #	P.O .	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
1559438	2016-08-04	79124			2016-08-10	2016-08-15	-	Website User

Travellers:

WALSH/PAMELA

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
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EDMCAL 14:00 YYC 4 hrs 5 mins Adult 1 \$ 70.48 \$ 74.00

Assigned to: 06A
 Departs Edmonton (EDMTO /
 Edmonton Ticket Office) at 14:00 on
 2016-08-10.
 Arrives Calgary (CALTO / Calgary
 Ticket Office) at 18:05 on 2016-08-
 10. (4 hrs 5 mins)

CALEDM 18:30 YYC 3 hrs 45 mins Adult 1 \$ 70.48 \$ 74.00

Assigned to: 06A
 Departs Calgary (CALTO / Calgary
 Ticket Office) at 18:30 on 2016-08-
 15.
 Arrives Edmonton (EDMTO /

Edmonton Ticket Office) at 22:15 on
2016-08-15. (3 hrs 45 mins)

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2016-08-04	Pamela Walsh		\$ 148.00

Base Price:	\$ 140.96
Discounts:	\$ 0.00
Service Charges:	\$ 0.00
GST:	\$ 7.04
Invoice Total:	\$ 148.00
Payments Received:	\$ 148.00
Balance Due:	\$ 0.00

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. departures must be given. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958. **Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices** **Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time** CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES. Thank you for choosing Red Arrow. Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication



85

09-22-16

Mrs Pamela Walsh	Folio No. :	222866	Room No. :	818
	A/R Number :		Arrival :	08-21-16
	Group Code :		Departure :	08-22-16
	Company :	Athabasca University	Conf. No. :	
	Membership No. :		Rate Code :	IPF05
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits	
08-21-16	Parking	12.00		
08-21-16	*Accommodation	136.00		
08-21-16	Marketing Fee	4.08		
08-21-16	GST #87857 8491 RT0002	7.00		
08-21-16	AB Tourism Levy	5.60		
08-22-16	Visa		164.68	
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.		Total	164.68	164.68
		Balance	0.00	

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Mrs Pamela Walsh

Room Number: 0510
 Arrival Date: 09-12-16
 Departure Date: 09-14-16
 Page No: 1 of 2

Guest Name:

INFORMATION INVOICE

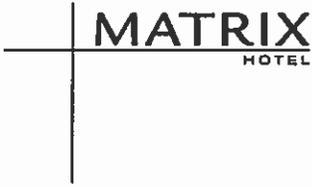
Folio No: 261724

09-22-16

Date	Description	Charges	Credits
09-12-16	Room Revenue	155.00	
09-12-16	Destination Marketing Fee - 3%	4.65	
09-12-16	Tourism Levy - 4%	6.39	
09-12-16	Room GST - 5%	7.98	
09-13-16	Room Service Room# 0510 : CHECK# 1489	(14.55)	
09-13-16	Room Revenue	155.00	
09-13-16	Destination Marketing Fee - 3%	4.65	
09-13-16	Tourism Levy - 4%	6.39	
09-13-16	Room GST - 5%	7.98	
09-14-16	Room Service Room# 0510 : CHECK# 1605	(5.00)	
09-14-16	Visa		367.59
09-14-16	Refreshment Centre - Diet Coke 1	3.68	
09-14-16	Visa		3.68

0.00
 367.59 +
 14.55 -
 5.00 -
 999
 348.04

paid personally
paid personally
 } less: amounts not claimed
 Net amount Claimed



Mrs Pamela Walsh
[Redacted]

Room Number: 0510
Arrival Date: 09-12-16
Departure Date: 09-14-16
Page No: 2 of 2

Guest Name:

INFORMATION INVOICE

Folio No: 261724

09-22-16

Date	Description	Charges	Credits
	Total	371.27	371.27
	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



09-23-16

Pamela Walsh	Folio No.	: 114117	Room No.	: 331
	A/R Number	:	Arrival	: 09-14-16
	Company	: Athabasca University	Departure	: 09-15-16
	Membership No.	:	Conf. No.	:
	Invoice No.	:	Rate Code	: IDME1
			Page No.	: 1 of 1

Date	Description	Charges	Credits	
09-14-16	*Accommodation	186.20		
09-14-16	Destination Marketing Fee	5.59		
09-14-16	GST Tax 5%	9.31		
09-14-16	Tourism Tax 4%	7.45		
09-14-16	DMF Tax GST	0.28		
09-14-16	DMF Tax Tourism	0.22		
09-15-16	Manual-Visa		209.05	
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.		Total	209.05	209.05
		Balance	0.00	

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Pomeroy Lodging LP o/a
HOLIDAY INN EXPRESS GRANDE PRAIRIE
10226 117 Avenue
Grande Prairie, Alberta Canada T8V 7S5
Telephone: (780) 814-9446 Fax: (780) 814-9684
www.hiexpress.com
GST855473310RT0012



Purchase summary

Credit/Debit Card *****
 Amount paid \$546.26
 Tax information
 1adult
 Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)
 \$26.01

	1adult
Air Transportation Charges	
Base Fare	432.00
Surcharges	24.00
Taxes, fees and charges	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	26.01
Air Travellers Security Charge	14.25
Airport Improvement Fee - Canada	50.00
Total airfare and taxes before options (per passenger)	\$546 ²⁶
Number of passengers	X 1
Total	\$546 ²⁶
GRAND TOTAL (Canadian dollars)	\$546²⁶



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Booking Reference: **QUVVCE**

Date of issue: Sep 08, 2016

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the fare rules and conditions of carriage that apply to your itinerary, as well as baggage, dangerous goods and other important information related to your trip.

 - Flight 1

Economy Flex

Wednesday
14 Sep, 2016

14:50
Edmonton
Edmonton Intl. (YEG), AB



16:05
Grande Prairie
(YQU), AB


AC8365

1hr15
Operated by: Air Canada Express -
Jazz | **Dash 8-300**
Flex W

 - Flight 2

Economy Flex

Thursday
15 Sep, 2016

14:50
Grande Prairie
(YQU), AB



16:19
Calgary
Calgary Intl. (YYC), AB


AC8478

1hr29
Operated by: Air Canada Express -
Jazz | **Dash 8-300**
Flex Q



Passengers

Travel Options

Seats

Ms. Pamela Walsh

Ticket Number
0142167081411

 None

AC8365 6D
AC8478 8D

Air Canada - Aeroplan
964453724

 None

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

Terminal 106/66234666
Driver 1949
16/09/14 13:20:56

VISA
Card : *****
VISA CREDIT
CHIP CARD
A0000000031010
0080008000

VERIFIED BY PIN
Ref # 0010010770 C
Auth # 016601

PURCHASE
FARE : \$ 55.00
TIP : \$ 9.00

TOTAL : \$ 64.00

APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain this
copy for your records

Merchant Copy

Thank you for choosing
Co-op taxi