

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

**Rick Harland
Interim Vice President, Advancement
April 1, 2017 to May 31, 2017**

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
Mar 29 - 30, 2017	Edmonton	Business Meetings	283.20	179.63	40.00	-	-	-	502.83
May 2 - 5, 2017	St. Paul	Attend Conference	-	-	-	150.00	-	-	150.00
Apr 9 - 11, 2017	Athabasca, Edmonton	Business Meetings	432.00	321.88	80.00	-	-	-	833.88
May 1 - 4, 2017	St. Paul, Athabasca, Edmonton	Business Meetings	563.52	468.41	130.00	-	-	-	1,161.93
			\$ 1,278.72	\$ 969.92	\$ 250.00	\$ 150.00	\$ -	\$ -	\$ 2,648.64

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>

MATRIX
HOTEL

RECEIVED
APR 06 2017

Mr Rick Harland
1 University Dr
6th Floor
Calgary AB T3E B7T1

Room Number: 0810
Arrival Date: 03-29-17
Departure Date: 03-30-17
Page No: 1 of 1

Guest Name:

RECEIVED
APR 06 2017
FINANCE

INFORMATION INVOICE

Folio No:

03-30-17

Date	Description	Charges	Credits
03-29-17	Room Revenue	160.00	
03-29-17	Destination Marketing Fee - 3%	4.80	
03-29-17	Tourism Levy - 4%	6.59	
03-29-17	Room GST - 5%	8.24	
Total		179.63	0.00
Balance		179.63	

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

RECEIVED
APR 06 2017

UNIVERSITY OF ALBERTA

University nuhelot'jne thaiyots'j nistameyimâ

Box 279
St. Paul, Alberta T0A 3A0
Phone: (780) 645-4455
Fax: (780) 645-5215

DOCUMENT NO.: PY04656

DATE: 30/03/2017

Conference

AMOUNT RECEIVED 150.00 CAD

FROM Rick Harland

RECEIVED
APR 06 2017
FINANCE

SIGNATURE

PAID BY: CC

CHECK/RECEIPT NO.: 000000470-00007

DATE RECEIVED: 30/03/2017

DESCRIPTION	AMOUNT
Registration Fee - Day 1	75.00
Registration Fee - Day 4	75.00
SUB-TOTAL: 150.00	
<p>BLUE QUILLS FIRST NATI NE2 1/4 11 58 10 W T0A3A0 ST PAUL AB 21291336 GH2129133601</p> <p>**** PURCHASE ****</p> <p>03-30-2017 14:36:51 Acct # *****7722 M Exp Date **/** Card Type MC Name:</p> <p>Trace # 484 Inv. # 506 CVD Resp Y Auth # 09525Z RRN 001065006</p> <p>Total \$150.00</p> <p>(001) APPROVED-THANK YOU</p> <p>Retain this copy for your records Customer copy</p>	
TOTAL: 150.00	



DAYS INN ATHABASCA

2805-48TH AVENUE
ATHABASCA AB T9S 0A4 CA
Phone: 780-675-7020
Fax: 780-675-7783
Email: daysinnatha@gmail.com
Printed: 4/10/2017 7:04:39 AM

Folio (Detailed)

Name: HARLAND, RICK
Confirmation Number: 98143731
Account Number: 046-808043
Room: 303 Room Type: NK1, 1 KING NSMK Nights: 1 Guests: 1/0
Rate Plan: S3A Daily Rate: \$130.50 + \$11.75 Tax GTD: MC - MASTER CARD
Arrival: 4/9/2017 (Sun) Departure: 4/10/2017 (Mon)

Room Rate:
4/9/2017 (Sun) - 4/9/2017 (Sun) \$130.50 + \$11.75 Tax per night.

Table with 5 columns: Date, Code, Description, Amount, Balance. Rows include ROOM CHARGE, GST, TOURISM LEVY, and MASTER CARD.

Summary

Summary table with 7 columns: Room, Tax, F&B, Other, CC, Cash, DB. Values: Room \$130.50, Tax \$11.75, F&B \$0.00, Other \$0.00, CC (\$142.25), Cash \$0.00, DB \$0.00.

By signing below, I agree to these terms and conditions.



Guest Signature:

(1) Regardless of cl management reserv any personal valuat "We or our affiliates 22 Sylvan Way, Par:

DAYS INN ATHABASCA
2805 48TH AVE
ATHABASCA, AB T9S0A4
7806757020

Merchant ID: 97438380016 Ref #: 005
Term ID: 001

Pre-Auth Compl

XXXXXXXXXX7722
MASTERCARD Entry Method: Chip
04/10/17 07:04:22
Inv #: 000001 Appr Code: 05576Z
Apprvd Batch#: 000969
Original Pre-Auth Amount: \$ 200.00
Total: \$ 142.25

I agree to pay above total amount according to card issuer agreement. (Merchant agreement if credit voucher). Retain this copy for statement verification.

Application Label: AMERICAN EXPRESS
AID: A00000000001010
TVR: 00 00 00 80 00
TSI: E8 00

Customer Copy

is privately owned and or loss of money, jewelry or
Vyndham Hotel Group, LLC,



Mr. Rick Harland
1 University Dr
6th Floor
Calgary AB T3E 7T1



Room Number: 1106
Arrival Date: 04-10-17
Departure Date: 04-11-17
Page No: 1 of 1

INFORMATION INVOICE

Folio No: 279848

04-11-17

Date	Description	Charges	Credits
04-10-17	Room Revenue	160.00	
04-10-17	Destination Marketing Fee - 3%	4.80	
04-10-17	Tourism Levy - 4%	6.59	
04-10-17	Room GST - 5%	8.24	
04-11-17	Mastercard		179.63
Total		179.63	179.63
Balance		0.00	

RECEIVED
APR 21 2017
FINANCE

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



CANALTA ST PAUL
 5008 43 STREET
 ST PAUL ALBERTA T0A3A2 CA

Phone: 780-645-5581

Fax: 780-645-5081

Email: GM@CANALTASTPAUL.COM

http://www.canaltahotels.com

Printed: 5/2/2017 9:20:10 AM

Folio (Detailed)

Name: HARLAND, RICK

Confirmation Number: 68864SB0125

Address: athabasca university
 6th floor 345 6th avenue se
 Calgary, AB T2G 4V1 CA

Room: 222 Room Type: N1KH, STANDARD KING WITH HIDE A BED

Nights: 1 Guests: 1/0

Rate Plan: NDCRP Daily Rate: \$130.50 + \$16.03 Tax GTD: MC - MASTERCARD

Arrival: 5/1/2017 (Mon) Departure: 5/2/2017 (Tue)

Room Rate:

5/1/2017 (Mon) - 5/1/2017 (Mon) \$130.50 + \$16.03 Tax per night.

Date	Code	Description	Amount	Balance
5/1/2017	MC	MASTERCARD	(\$146.53)	(\$146.53)
5/1/2017	ROOM	ROOM CHARGE	\$130.50	(\$16.03)
5/1/2017	TAX1	GST	\$6.53	(\$9.50)
5/1/2017	TAX2	HOTEL LEVY	\$5.22	(\$4.28)
5/1/2017	TAX3	DESTINATION MARKETING FEE	\$3.92	(\$0.36)
5/1/2017	TAX4	GST ON THE DMF	\$0.20	(\$0.16)
5/1/2017	TAX5	HOTEL LEVY ON DMF	\$0.16	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$130.50	\$16.03	\$0.00	\$0.00	(\$146.53)	\$0.00	\$0.00

By signing below

Guest Sign:
 (1) Regardless
 management r

CANALTA SUPER 8
 5008 43 ST
 ST. PAUL AB

CARD
 CARD TYPE MASTERCARD
 DATE 2017/05/01
 TIME 7:25:19:10:52
 RECEIPT NUMBER
 C84062212-001-039-022-0

 PURCHASE
 TOTAL

\$146.53

MASTERCARD
 A000000041010
 0EF69EDD0AB839B7
 000008000-E800
 74EAF34CAE2E2C6F

APPROVED

AUTH# 01608S 01-027
 THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

ed and



DAYS INN ATHABASCA

2805-48TH AVENUE
 ATHABASCA AB T9S 0A4 CA
 Phone: 780-675-7020
 Fax: 780-675-7783
 Email: daysinnatha@gmail.com
 Printed: 5/3/2017 7:31:35 AM

Folio (Detailed)

Name: HARLAND, RICK Confirmation Number: 26156591
 Account Number: 599-743908

Room: 414 Room Type: NK1, 1 KING NSMK Nights: 1 Guests: 1/0
 Rate Plan: S3A Daily Rate: \$130.50 + \$11.75 Tax GTD: MC - MASTER CARD
 Arrival: 5/2/2017 (Tue) Departure: 5/3/2017 (Wed)

Room Rate:
 5/2/2017 (Tue) - 5/2/2017 (Tue) \$130.50 + \$11.75 Tax per night.

Date	Code	Description	Amount	Balance
5/2/2017	RM	ROOM CHARGE	\$130.50	\$130.50
5/2/2017	TAX1	GST	\$6.53	\$137.03
5/2/2017	TAX2	TOURISM LEVY	\$5.22	\$142.25
5/3/2017	MC	MASTER CARD	(\$142.25)	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$130.50	\$11.75	\$0.00	\$0.00	(\$142.25)	\$0.00	\$0.00

By signing below, I agree to these terms and conditions.

Guest Signature:

(1) Regardless of charge management reserves the right to place a hold on any personal valuables or cash. We or our affiliates may contact you at 22 Sylvan Way, Parsippany, NJ 07054.

DAYS INN ATHABASCA
 2805-48TH AVE
 ATHABASCA, AB T9S0A4
 7806757020

Merchant ID: 97436360016 Ref #: 027
 Term ID: 001

Pre-Auth Compl

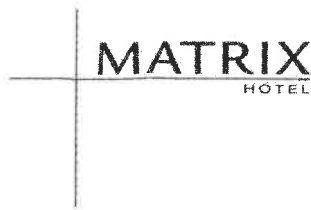
MASTERCARD Entry Method: Chip
 05/03/17 07:31:22
 Inv #: 0000008 Appr Code: 0449065
 Apprvd Batch#: 000591
 Original Pre-Auth Amount: \$ 200.00
 Total: \$ 142.25

I agree to pay above total amount according to card issuer agreement (Merchant agreement if credit voucher). Retain this copy for statement verification.

Application Label: Interac
 AID: A0000000041010
 TVR: 00 00 00 80 00
 TSI: E8 00

Customer Copy

Days Inn Athabasca is privately owned and operated by Days Inn Athabasca, a subsidiary of Days Inn Hotel Group, LLC,



Mr. Rick Harland
 1 University Dr
 6th Floor
 Calgary AB T3E 7T1

Room Number: 1509
 Arrival Date: 05-03-17
 Departure Date: 05-04-17
 Page No: 1 of 1

INFORMATION INVOICE

Folio No: 281836

05-04-17

Date	Description	Charges	Credits
05-03-17	Room Revenue	160.00	
05-03-17	Destination Marketing Fee - 3%	4.80	
05-03-17	Tourism Levy - 4%	6.59	
05-03-17	Room GST - 5%	8.24	
05-04-17	Mastercard		179.63
Total		179.63	179.63
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