

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

**John Latremouille  
Interim Vice President Information Technology & CIO  
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 16 - 31, 2017	Edmonton	Business Meetings	755.52	380.01	25.00	-	-	-	1,160.53
Apr 18 - 20, 2017	Leduc	Business Meetings	172.80	-	-	-	-	-	172.80
			<b>\$ 928.32</b>	<b>\$ 380.01</b>	<b>\$ 25.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,333.33</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>*

# Hotels.com

Hotels.com Confirmation Number : **136703430167-1**

Booked: Online - Sunday, March 19, 2017 11:03:05 o'clock AM MST

## Your Receipt

Billing Name: John B Latremouille

## Booking Details

Guest Name:	John B Latremouille	Room Type:	Standard Room, 2 Queen Beds
Check-in:	Wednesday, March 29, 2017	Hotel Details:	Courtyard by Marriott
Check-out:	Friday, March 31, 2017		Edmonton Downtown
Number of Nights:	2		One Thornton Court
Number of Rooms:	1		99 Street & Jasper Avenue
			Edmonton
			CA
			+17804239999

Charges:	CAD \$
Wednesday, March 29, 2017:	\$159.22 CAD
Thursday, March 30, 2017:	\$179.25 CAD
Discount applied:	\$0.00 CAD
<b>Sub-total:</b>	<b>\$338.47 CAD</b>
Taxes & fees:	\$41.54 CAD
<b>Total Price:</b>	<b>\$380.01 CAD</b>
Amount paid:	\$380.01 CAD
Amount still due:	\$0.00 CAD
Payment Method:	Visa
Card number:	

### Cancellation Policy

#### Free cancellation until 03/28/2017

- If you change or cancel your booking after 11:59 PM, 03/28/2017 ((GMT-07:00) Mountain Time (US & Canada)) you will be charged for 1 night (including tax)

*We will not be able to refund any payment for no-shows or early check-out.*