

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Estelle Lo  
Vice President, Finance and Administration  
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 15 - 16, 2017	Edmonton	Business Meetings	153.60	252.68	25.00	-	-	-	431.28
Mar 22 - 24, 2017	Edmonton	Business Meetings	153.60	505.36	65.00	10.00	-	-	733.96
Mar 29 - 30, 2017	Edmonton	Business Meetings	153.60	252.68	40.00	-	-	-	446.28
			<u>\$ 460.80</u>	<u>\$ 1,010.72</u>	<u>\$ 130.00</u>	<u>\$ 10.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,611.52</u>

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>

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



Estelle Lo

Page Number : 1 Invoice Nbr : 27748348  
 Guest Number : 1090863  
 Folio ID : A  
 Arrive Date : 15-MAR-17 19:58  
 Depart Date : 16-MAR-17 14:45  
 No. Of Guest : 2  
 Room Number : 1249  
 Club Account :

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton MAR-16-2017 14:50 SANDBER3

Date	Reference	Description	Charges (CAD)	Credits (CAD)
15-MAR-17	RT1249	Room Charge	197.00	
15-MAR-17	RT1249	GST	10.15	
15-MAR-17	RT1249	Destination Marketing Fee	5.91	
15-MAR-17	RT1249	Tourism Levy	8.12	
15-MAR-17	RT1249	Parking Self	30.00	
15-MAR-17	RT1249	GST	1.50	
16-MAR-17	AX			-252.68

Approve EMV Receipt for AX - 1004: PIN Verified  
 TC:C3C464289FC309ED TVR:0000008000 AID:A000000025010801  
 Application Label:AMERICAN EXPRESS

\*\* Total 252.68 -252.68  
 \*\*\* Balance 0.00

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 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



Estelle Lo

Page Number : 1 Invoice Nbr : 27749919  
 Guest Number : 1149689  
 Folio ID : A  
 Arrive Date : 22-MAR-17 21:11  
 Depart Date : 23-MAR-17 04:19  
 No. Of Guest : 1  
 Room Number : 1149  
 Club Account :

Copy Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edmonton MAR-25-2017 16:15 A0000248

Date	Reference	Description	Charges (CAD)	Credits (CAD)
22-MAR-17	RT1149	Room Charge	197.00	
22-MAR-17	RT1149	GST	10.15	
22-MAR-17	RT1149	Destination Marketing Fee	5.91	
22-MAR-17	RT1149	Tourism Levy	8.12	
22-MAR-17	RT1149	Parking Self	30.00	
22-MAR-17	RT1149	GST	1.50	
23-MAR-17	AX			-252.68

Approve EMV Receipt for AX - 1004: PIN Verified  
 TC:3F3DFB2A22C7C79A TVR:0000008000 AID:A000000025010801  
 Application Label:AMERICAN EXPRESS

\*\* Total 252.68 -252.68  
 \*\*\* Balance 0.00

The Westin Edmonton  
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 Canada  
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Estelle Lo

Page Number : 1 Invoice Nbr : 27750070  
 Guest Number : 1149181  
 Folio ID : A  
 Arrive Date : 23-MAR-17 04:20  
 Depart Date : 24-MAR-17 11:10  
 No. Of Guest : 1  
 Room Number : 1149  
 Club Account :

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton MAR-24-2017 11:20 SANDBER3

Date	Reference	Description	Charges (CAD)	Credits (CAD)
23-MAR-17	RT1149	Room Charge	197.00	
23-MAR-17	RT1149	GST	10.15	
23-MAR-17	RT1149	Destination Marketing Fee	5.91	
23-MAR-17	RT1149	Tourism Levy	8.12	
23-MAR-17	RT1149	Parking Self	30.00	
23-MAR-17	RT1149	GST	1.50	
24-MAR-17	AX			-252.68
		** Total	252.68	-252.68
		*** Balance	0.00	

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 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



Estelle Lo

Page Number : 1 Invoice Nbr : 27751103  
 Guest Number : 1096054  
 Folio ID : A  
 Arrive Date : 29-MAR-17 21:03  
 Depart Date : 30-MAR-17 14:27  
 No. Of Guest : 2  
 Room Number : 549  
 Club Account :

Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edmonton MAR-30-2017 14:30 A0048914

Date	Reference	Description	Charges (CAD)	Credits (CAD)
29-MAR-17	RT549	Room Charge	197.00	
29-MAR-17	RT549	GST	10.15	
29-MAR-17	RT549	Destination Marketing Fee	5.91	
29-MAR-17	RT549	Tourism Levy	8.12	
29-MAR-17	RT549	Parking Self	30.00	
29-MAR-17	RT549	GST	1.50	
30-MAR-17	AX			-252.68

Approve EMV Receipt for AX - 1004: PIN Verified  
 TC:F4B0FE89E9ECEAB3 TVR:0000008000 AID:A000000025010801  
 Application Label:AMERICAN EXPRESS

\*\* Total 252.68 -252.68  
 \*\*\* Balance 0.00

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