

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

**Rick Harland
Interim Vice President, Advancement
August 1, 2017 to September 30, 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
Jul 23 - 27, 2017	Athabasca, Edmonton	Business Meetings	508.80	576.95	160.00	-	-	-	1,245.75
Aug 2 - 4, 2017	Edmonton	Business Meetings	283.20	359.26	25.00	-	634.06	-	1,301.52
Aug 10 - 11, 2017	Edmonton, Athabasca	Business Meetings	432.00	128.79	80.00	-	-	-	640.79
Aug 29 - 30, 2017	Edmonton	Business Meetings	283.20	179.63	50.00	-	-	-	512.83
Sep 6 - 8, 2017	Edmonton	Business Meetings	283.20	359.26	65.00	-	-	-	707.46
			\$ 2,073.60	\$ 1,603.89	\$ 430.00	\$ -	\$ 634.06	\$ -	\$ 4,741.55

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>



SUPER 8 - ATHABASCA, AB

4820B WOOD HEIGHTS ROAD
ATHABASCA AB T9S 1V4 CA

Phone: 780-675-8888

Fax: 780-675-8889

Email: f.super8athabasca@gmail.com

Printed: 7/26/2017 7:35:37 AM

Folio (Detailed)

Name: HARLAND, RICK

Confirmation Number: 62527489

Account Number:

Address:

Room: 102	Room Type: NQQ1, STANDARD / 2Q	Nights: 3	Guests: 1/0
Rate Plan: L03	Daily Rate: \$121.50 + \$10.94 Tax	GTD:	
Arrival: 7/23/2017 (Sun)	Departure: 7/26/2017 (Wed)		

Room Rate:

7/23/2017 (Sun) - 7/25/2017 (Tue) \$121.50 + \$10.94 Tax per night.

Date	Code	Description	Amount	Balance
7/23/2017	RM	ROOM CHARGE	\$121.50	\$121.50
7/23/2017	TAX1	GST	\$6.08	\$127.58
7/23/2017	TAX2	ALBERTA TOURISM LEVY	\$4.86	\$132.44
7/24/2017	RM	ROOM CHARGE	\$121.50	\$253.94
7/24/2017	TAX1	GST	\$6.08	\$260.02
7/24/2017	TAX2	ALBERTA TOURISM LEVY	\$4.86	\$264.88
7/25/2017	RM	ROOM CHARGE	\$121.50	\$386.38
7/25/2017	TAX1	GST	\$6.08	\$392.46
7/25/2017	TAX2	ALBERTA TOURISM LEVY	\$4.86	\$397.32
7/26/2017	MC		(\$397.32)	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$364.50	\$32.82	\$0.00	\$0.00	(\$397.32)	\$0.00	\$0.00

By signing below, I agree

Guest Signature:

(1) Regardless of charge in management reserves the any personal valuables of a Opt/Privacy, Wyndham Hot

ATHABASCA SUPER 8
4820 B WOOD HEIGHTS RD.
ATHABASCA, AB T9S1V4
7806758888

Merchant ID: 5770603
Term ID: 002

Ref #: 052

Pre-Auth Compl

Entry Method: Chip

07/26/17 07:35:53

Inv #: 000001 Appr Code: 025515

Apprvd Batch#: 000289

Original Pre-Auth Amount: \$ 450.00

Total: \$ 397.32

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: MasterCard
AID: A0000000041010
TVR: 00 00 00 00 00
TSI: E8 00

copy

ately owned and f money, jewelry or 3 or write to licity.

Thank you for selecting our friendly Super 8 of Athabasca, AB! We look forward to your next visit.



Mr. Rick Harland

Room Number: 0714
Arrival Date: 07-26-17
Departure Date: 07-27-17
Page No: 1 of 1

INFORMATION INVOICE

Folio No: 288588

07-27-17

Date	Description	Charges	Credits
07-26-17	Room Revenue	160.00	
07-26-17	Destination Marketing Fee - 3%	4.80	
07-26-17	Tourism Levy - 4%	6.59	
07-26-17	Room GST - 5%	8.24	
07-27-17			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

LARONDE RESTAURANT
 GST#S16322242RT0001
 JOIN US FOR SUNDAY BRUNCH
 FROM 10.30AM - 2PM.
 RESERVATIONS RECOMMENDED

404 Jae L

Tbl 431/1 Chk 4079 Gst 9
 Aug03'17 05:48PM

1 JUICE LGE	4.50
1 POP	4.00
4 MUSHROOM SOUP	48.00
1 DAILY SOUP	12.00
=====	
1 GREENS SM	12.00
=====	
1 GREENS SM as Entree	12.00
1 JUMBO PRAWNS as Entree	21.00
1 KALE SALAD as Entree	13.00
2 SABLE FISH	80.00
2 BOAR CHOP	98.00
1 BISON FILET med rare	52.00
1 RETRO ONION SOUP STEAK	66.00
DIANE JUBILEE	
1 pickup entree	0.00
1 LG ICE CREAM	6.00
1 SM BL/ORANGE SOR	4.50
BLACKBERRY *message*	
1 CATCH OF THE DAY	42.00
18 %	
(18 % Grat ✓	85.50)
Subtotal	475.00
Gratuity	85.50
475.00 GST	23.75
Amount Due	584.25 ✓

10111 Bellamy Hill
 Edmonton AB T5J 1N7
 780-428-8611

** TRANSACTION RECORD **

Tran. #: 11747
 RUC: LARONDE
 Table #: 431
 Check #: 4079
 Group #: 1
 Employee #: 404
 Employee Name: Jae L

Pre-Auth Purchase

AID: A0000000041010

Amount CAD\$584.25

APPROVED 07917S
 00-001 07917S
 CHLCWS04/CHLCWC04
 017001001003
 2017/08/03 20:10:16

TUR: 0000008000
 TSI: E800

No signature required

Customer Copy

GRATUITY _____
 TOTAL _____
 SIGNATURE: _____
 PRINTED NAME: _____
 ROOM: _____

ST. ALBERT TRAIL
 0044 Table 58 #Party 2
 120CORY L SvrCk: 2 12:22 08/04/17
 1 POP, ice tea 3.75
 2 SALMN COBB SALAD 37.50
 Sub Total: 41.25
 GST : 2.06
 08/04 12:57 TOTAL: 43.31

THANK YOU!
 PLEASE PAY SERVER

G.S.T 864278957
 THANKS FOR YOUR PATRONAGE !
 PLEASE COME AGAIN !
 Mention @moxies_official
 in your instagram posts and
 share your love for food with us!

We want to hear from you!
www.moxies.ca/contact-us

MOXIE'S GRILL BAR #389
 ST. ALBERT TRAIL
 13551 St. Albert Trail
 St. Albert AB T5L 6E7
 706-488-8492

** TRANSACTION RECORD **

Trans. #: 14725
 User ID: 120
 Term ID: 1382111
 Merchant #: 25451450050
 Trace #: 002768

AID: A0000000041010

APPROVED

Amount \$43.31
 Tip ✓ \$6.50 ✓
 =====
 TOTAL CAD \$49.81 ✓

No signature required

Ref. #: 00000000584: C
 Auth. #: 030415
 TUR: 0000008000
 TSI: E800
 MOXIE389CS17/NOVIL/0001
 00-001
 2017/08/04 13:00:00

Customer ID:

THANK YOU
 Come Again



Mr. Rick Harland

Room Number: 1015
Arrival Date: 08-02-17
Departure Date: 08-04-17
Page No: 1 of 1

INFORMATION INVOICE

Folio No:

08-04-17

Date	Description	Charges	Credits
08-02-17	Room Revenue	160.00	
08-02-17	Destination Marketing Fee - 3%	4.80	
08-02-17	Tourism Levy - 4%	6.59	
08-02-17	Room GST - 5%	8.24	
08-03-17	Room Revenue	160.00	
08-03-17	Destination Marketing Fee - 3%	4.80	
08-03-17	Tourism Levy - 4%	6.59	
08-03-17	Room GST - 5%	8.24	
08-04-17			359.26
Total		359.26	359.26
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



SUPER 8 - ATHABASCA, AB

4820B WOOD HEIGHTS ROAD

ATHABASCA AB T9S 1V4 CA

Phone: 780-675-8888

Fax: 780-675-8889

Email: f.super8athabasca@gmail.com

Printed: 8/11/2017 6:28:57 AM

Folio (Detailed)

Name: HARLAND, RICK

Confirmation Number: 67351557

Account Number:

Address:

Room: 107 Room Type: BNK1, BUSINESS KING / 1K & Nights: 1 Guests: 1/0
 Rate Plan: L04 Daily Rate: \$118.15 + \$10.64 Tax GTD:
 Arrival: 8/10/2017 (Thu) Departure: 8/11/2017 (Fri)

Room Rate:

8/10/2017 (Thu) - 8/10/2017 (Thu) \$118.15 + \$10.64 Tax per night.

Date	Code	Description	Amount	Balance
8/10/2017	RM	ROOM CHARGE	\$118.15	\$118.15
8/10/2017	TAX1	GST	\$5.91	\$124.06
8/10/2017	TAX2	ALBERTA TOURISM LEVY	\$4.73	\$128.79
8/11/2017			(\$128.79)	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$118.15	\$10.64	\$0.00	\$0.00	(\$128.79)	\$0.00	\$0.00

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

Guest Signature: _____

(1) Regardless of charge instructions, the undersigned acknowledges the above as personal indebtedness. (2) This property is privately owned and management reserves the right to refuse services to any one, and will not be responsible for injury or accidents to guests or loss of money, jewelry or any personal valuables of any kind. (3) We or our affiliates may contact you about goods and services unless you call 888-946-4283 or write to Opt/Privacy, Wyndham Hotel Group, LLC, 22 Sylvan Way, Parsippany, NJ 07054 to opt out. Visit our website to view our privacy policy.

Thank you for selecting our friendly Super 8 of Athabasca, AB! We look forward to your next visit.



Mr. Rick Harland

Room Number: 0712
Arrival Date: 08-29-17
Departure Date: 08-30-17
Page No: 1 of 1

INFORMATION INVOICE

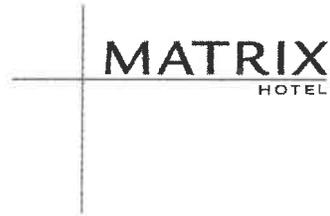
Folio No:

08-30-17

Date	Description	Charges	Credits
08-29-17	Room Revenue	160.00	
08-29-17	Destination Marketing Fee - 3%	4.80	
08-29-17	Tourism Levy - 4%	6.59	
08-29-17	Room GST - 5%	8.24	
08-30-17			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



Mr. Rick Harland

Date : 09-07-17
Time : 07:08 AM
Room : 0909
Receipt No. : 319187

Canada
Tax ID

PAYMENT RECEIPT		
Date	Description	Amount
09-07-17	F&B	179.63CAD

Guest Signature

Cashier No. 1118



Rick Harland

Room Number: 1011
Arrival Date: 09-07-17
Departure Date: 09-08-17
Page No: 1 of 1

INFORMATION INVOICE

Folio No: 292075

09-08-17

Date	Description	Charges	Credits
09-07-17	Room Revenue	160.00	
09-07-17	Destination Marketing Fee - 3%	4.80	
09-07-17	Tourism Levy - 4%	6.59	
09-07-17	Room GST - 5%	8.24	
09-08-17	F&B		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