

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Vivian Manasc, Chair, Board of Governors
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, and internet charges

*** "Recovery" refers to reimbursements from external parties

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
August 17, 2017	Edmonton	Business Meeting	-	-	-	-	128.00	-	128.00
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 128.00</u>	<u>\$ -</u>	<u>\$ 128.00</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>

CHARACTERS FINE DINING
10257 105th Street
Edmonton AB T5J 1E3
780-421-4100

** TRANSACTION RECORD **

Tran. #: 16746
RUC: RESTAURANT
Table #: 2
Check #: 6986
Group #: 1
Employee #: 146
Employee Name: LEFEBURE

MasterCard Purchase
XXXXXXXXXXXX2171 C
AID: A0000000041010

Amount \$111.30
Tip \$16.70
=====

TOTAL CAD\$128.00

APPROVED 224724
00-001 224724
CHARAUS1/CHARAUC1
037001001007
2017/08/17 20:47:24

TUR: 0000008000
TSI: E800

No signature required

Customer Copy

CHARACTERS REST
10257 - 105 Street
EDMONTON, AB.
T5J 1E3
(780) 421-4100
GST# 89206-4429

146 LEFEBVRE

Tbl 2/1 Chk 6986 Gst 1
 2MIKE
 Aug17'17 06:46PM

1 DAILY BREAD	0.00
1 MIXED GREENS	10.00
1 TUNA	42.00
1 SEA BASS	46.00
1 HERBAL TEA	4.00
1 COFFEE	4.00

Subtotal 106.00
GST 5.30
08:23PM Amount Du**111.30**

WELCOME TO CHARACTERS!
& HAVE A GREAT DAY!!

