

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

**Rick Harland  
Interim Vice President, Advancement  
December 1, 2016 to January 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
Nov 22 - 23, 2016	Edmonton, Calgary	Business Meetings	283.20	-	40.00	-	-	-	323.20
Nov 25, 2016	Edmonton, Calgary	Business Meetings	283.20	-	50.00	-	-	-	333.20
Dec 8, 2016	Edmonton, Calgary	Business Meetings	283.20	-	50.00	-	-	-	333.20
Jan 9 - 13, 2016	Athabasca, Calgary	Business Meetings	427.20	-	155.00	-	-	-	582.20
			<b>\$ 1,276.80</b>	<b>\$ -</b>	<b>\$ 295.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,571.80</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>