

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Pamela Walsh
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
Sep 19 - 25, 2016	Edmonton, Calgary	Business Meetings	276.60	329.36	130.00	-	-	-	735.96
Oct 31 - Nov 3, 2016	Edmonton, Ottawa	Business Meetings	1,068.15	676.02	140.00	-	-	-	1,884.17
Nov 8 - 29, 2016	Edmonton	Business Meetings	153.60	305.36	55.00	-	-	-	513.96
Sep 26, 2016	Calgary	Business Meetings	-	-	-	-	51.14	-	51.14
			\$ 1,498.35	\$ 1,310.74	\$ 325.00	\$ -	\$ 51.14	\$ -	\$ 3,185.23

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>



83

09-22-16

Mrs Pamela Walsh	Folio No. :	224187	Room No. :	601
	A/R Number :		Arrival :	09-19-16
	Group Code :		Departure :	09-21-16
	Company :	Athabasca University	Conf. No. :	
	Membership No. :		Rate Code :	IPF05
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
09-19-16	Parking	12.00	
09-19-16	*Accommodation	136.00	
09-19-16	Marketing Fee	4.08	
09-19-16	GST #87857 8491 RT0002	7.00	
09-19-16	AB Tourism Levy	5.60	
09-20-16	Parking	12.00	
09-20-16	*Accommodation	136.00	
09-20-16	Marketing Fee	4.08	
09-20-16	GST #87857 8491 RT0002	7.00	
09-20-16	AB Tourism Levy	5.60	
09-21-16	Visa		329.36
Total		329.36	329.36
Balance		0.00	

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express Downtown
Edmonton10010 - 104 Street
Canada T5J 0Z1 Edmonton, AB
Telephone: (780) 423-2450 Fax: (780) 426-6090
OGST #896724515
www.hiexdowntown.com



INVOICE

Date: 2016-09-20

You can reach us at:

PAMELA WALSH

Calgary North Stop
304 - 35 Avenue NE
Calgary, AB
phone: 1-800-232-1958

ORDER #	ORDERED	CUSTOMER #	P.O	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
157454 3	2016- 09-19	79124			2016-09- 21	2016-09- 21	-	CHANTA L

Travellers:

WALSH/PAMELA

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
---------------------	----------	-----------	-----	------------	--------

EDMCAL 14:00 YYC : 3 hrs 50 mins Adult 1 \$ 70.48 \$ 74.00

Assigned to: 08A

Departs Edmonton (EDMTO /
Edmonton Ticket Office) at 14:00 on
2016-09-21.

Arrives Calgary (CGYNORTH /
Calgary North) at 17:50 on 2016-09-
21. (3 hrs 50 mins)

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2016-09- 19	customer: PAMELA WALSH	Visa	\$ 74.00

Base Price:	\$ 70.48
Discounts:	\$ 0.00
Service Charges:	\$ 0.00
GST:	\$ 3.52
Invoice Total:	\$ 74.00



INVOICE

Date: 2016-09-21

You can reach us at:

PAMELA WALSH

Fort McMurray Ticket
Office
8217 FRANKLIN
AVENUE
FORT
MCMURRAY, AB T9H
4P4
phone: 780-791-2990

ORDER #	ORDERED	CUSTOMER #	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
157543 4	2016- 09-21	79124			2016-09- 25	2016-09- 25	-	KRYSTL E

Travellers:

WALSH/PAMELA

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
---------------------	----------	-----------	-----	------------	--------

CALEDM 12:00 YYC 2 hrs 5 mins Adult 1 \$ 46.67 \$ 49.00

Assigned to: 03A
Departs Red Deer (REDHOL / Red Deer Radisson Hotel) at 14:00 on 2016-09-25.
Arrives Edmonton (EDMTO / Edmonton Ticket Office) at 16:05 on 2016-09-25. (2 hrs 5 mins)

Payments Received

DATE	GUEST	REFERENCE	AMOUNT

Base Price: \$ 46.67
Discounts: \$ 0.00

2016-09- customer: PAMELA Visa \$ 49.00
21 WALSH

Service Charges:	\$ 0.00
GST:	\$ 2.33
Invoice Total:	\$ 49.00
Payments Received:	\$ 49.00
Balance Due:	\$ 0.00

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958. ****Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices****
****Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time**** **CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES.**
Thank you for choosing Red Arrow. Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

Four Points By Sheraton Edmonton Airport
 403 11 Avenue
 Nisku, AB T9E 7N2
 Canada
 Tel: 780.770.9099 Fax: 780.770.9098



Ms. Pamela Walsh

Page Number : 1
 Guest Number : 156571
 Folio ID : A
 Arrive Date : 30-OCT-16 14:57
 Depart Date : 31-OCT-16 05:30
 No. Of Guest : 1
 Room Number : 401
 Club Account :

Canada

Information Invoice

Tax ID : 131788788RT00008
 FPbS Edmonton Airpt 31-OCT-16 02:10 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
30-OCT-16	DEPOSIT	Deposit Applied		-104.74
30-OCT-16	1618	Rick's Grill & Lounge (NOT CLAIMING)	-19.85	
30-OCT-16	RT401	Room Charge	96.09	
30-OCT-16	RT401	Room GST	4.80	
30-OCT-16	RT401	Tourism Levy	3.84	
31-OCT-16	VI	Visa		-19.84
		** Total	124.58	124.58 # 104.74
		*** Balance	0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

415168 B.C. Ltd. - Operator

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room & Tax	Food & Bev	Telecom	Other	Total	Payment
10-30-2016	99.93	15.75	0.00	-95.84	19.84	0.00
Total	99.93	15.75	0.00	-95.84	19.84	0.00

Continued on the next page

Booking Confirmation



Booking Reference **KAXGXR**

Date of issue: Oct 04, 2016

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the **general conditions of carriage and applicable tariffs** that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

 **- Depart**

Economy Flex

Monday
31 Oct, 2016

08:00
Edmonton
Edmonton Intl. (YEG), Alberta



13:50
Ottawa
Ottawa Intl. (YOW), Ontario


AC104

3hr50
Operated by: Air Canada | E190 | Wi-Fi
Air Canada Café
Flex G

 **- Return**

Economy Flex

Wednesday
02 Nov, 2016

18:30
Ottawa
Ottawa Intl. (YOW), Ontario



20:56
Edmonton
Edmonton Intl. (YEG), Alberta


AC171

4hr26
Operated by: Air Canada | E190 | Wi-Fi
Air Canada Café
Flex G

 **Passengers**

Travel Options

Seats

Ms. Pamela Walsh

Ticket Number
0142168157020

 None

AC104 18D
AC171 18D

Air Canada - Aeroplan
964453724

 None

Purchase summary

Credit/Debit Card
Amount paid: \$914.55

Tax information
1 adult

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)
\$42.31
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)
\$2.99

1 adult

Air Transportation Charges

Base Fare 756.00
Surcharges 46.00

Taxes, fees and charges

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) 42.31
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) 2.99
Air Travellers Security Charge 14.25
Airport Improvement Fee - Canada 53.00

Total airfare and taxes before options (per passenger) \$914.55

Number of passengers X 1

Total \$914.55

GRAND TOTAL (Canadian dollars) \$914.55



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Sheraton Ottawa Hotel
 150 Albert Street
 Ottawa, ON K1P 5G2
 Canada
 Tel: 613-238-1500 Fax: 613-235 2723



Dr. Pamela Walsh

Page Number : 1
 Guest Number : 850084
 Follo ID : A
 No. Of Guest : 1
 Room Number : 1715
 Club Account :
 Arrive Date : 31-OCT-16 14:29
 Depart Date : 02-NOV-16 12:11

Tax ID : 122417470

Sheraton Ottawa 09-NOV-16 10:45 SCOTT

Date	Reference	Description	Charges (CAD)	Credits (CAD)
31-OCT-16	RT1715	Room	175.00	
31-OCT-16	RT1715	Room HST 13%	22.75	
31-OCT-16	RT1715	DMF 3%	5.25	
31-OCT-16	RT1715	DMF HST 13%	0.68	
01-NOV-16	RT1715	Room	175.00	
01-NOV-16	RT1715	Room HST 13%	22.75	
01-NOV-16	RT1715	DMF 3%	5.25	
01-NOV-16	RT1715	DMF HST 13%	0.68	
02-NOV-16	VI	Visa		-407.36
** Total			407.36	-407.36
*** Balance			0.00	

Summary of HST for your stay:

	Amount (CAD)
HST for Room Revenue:	45.50
HST for Food and Beverage:	0.00
HST for Telephone:	0.00
HST for Other:	1.36
HST for entire stay:	46.86

With more than 70 destinations worldwide, Sheraton Resorts help you reboot, recharge and get the most out of your stay. Relax, play and experience what the world has to offer. Book your next vacation at www.sheraton.com/resorts

Continued on the next page



140

11-24-16

Mrs Pamela Walsh	Folio No. : 226593	Room No. : 312
	A/R Number :	Arrival : 11-02-16
Canada	Group Code :	Departure : 11-03-16
	Company : Athabasca University	Conf. No. :
	Membership No. :	Rate Code : IPF05
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
11-02-16	Parking	12.00	
11-02-16	*Accomodation	146.00	
11-02-16	Marketing Fee	4.38	
11-02-16	GST #87857 8491 RT0002	7.52	
11-02-16	AB Tourism Levy	6.02	
11-03-16	Visa		175.92
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.lhg.com/reviews. We look forward to welcoming you back soon.		Total	175.92
		Balance	0.00

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express Downtown
 Edmonton10010 - 104 Street
 Canada T5J 0Z1 Edmonton, AB
 Telephone: (780) 423-2450 Fax: (780) 426-6090
 0GST #896724515
www.hiexdowntown.com



85

11-24-16

Mrs Pamela Walsh Canada	Folio No. :	227728	Room No. :	210
	A/R Number :		Arrival :	11-22-16
	Group Code :		Departure :	11-24-16
	Company :	Athabasca University	Conf. No. :	
	Membership No. :		Rate Code :	IPF05
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
11-22-16	*Accommodation	136.00	
11-22-16	Marketing Fee	4.08	
11-22-16	GST #87857 8491 RT0002	7.00	
11-22-16	AB Tourism Levy	5.60	
11-23-16	*Accommodation	136.00	
11-23-16	Marketing Fee	4.08	
11-23-16	GST #87857 8491 RT0002	7.00	
11-23-16	AB Tourism Levy	5.60	
11-24-16	Visa		305.36
Total		305.36	305.36
Balance		0.00	

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.

Guest Signature: _____

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express Downtown
 Edmonton 10010 - 104 Street
 Canada T5J 0Z1 Edmonton, AB
 Telephone: (780) 423-2450 Fax: (780) 426-6090
 GST #896724515
www.hiexdowntown.com



F-0218a #Party 1
E SvrCk:218 11:18 09/23/16

1 CATERING, \$ amount 48.70
48.70,INV1700 48.70

Sub Total: 48.70

GST : 2.44

09/23 11:19 TOTAL: 51.14

GST# 834 907 131

Good Earth Coffeehouse
CITY HALL
403-234-9564

In love with great coffee..
www.goodearthcafes.com

	AMT-TEND	CHANGE	TALLY
VISA	51.14		51.14

			51.14

09/23/16 11:19

E

DUPLICATE

GOOD EARTH CAFE #48
800 MACLEOD TRAIL SE
CALGARY AB

DUPLICATE

CARD *****9110
CARD TYPE VISA
DATE 2016/09/23
TIME 7190 11:20:04
RECEIPT NUMBER
CB4011486-001-511-014-0

PURCHASE
TOTAL

\$51.14

VISA CREDIT
A0000000031010
51D6EC08369CF950
0080008000-E800
72F48BE39B2E4C58
0080008000-F800

APPROVED

AUTH# 043139 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS