

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

**Rick Harland
Interim Vice President, Advancement
February 1, 2017 to March 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
Jan 17 - 19, 2017	Calgary, Edmonton	Business Meetings	283.20	359.26	75.00	-	-	-	717.46
Feb 12 - 16, 2017	Athabasca	Business Meetings	427.20	632.20	160.00	-	-	-	1,219.40
Feb 22, 2017	Edmonton	Business Meetings	283.20	-	35.00	-	-	-	318.20
Mar 1 - 2, 2017	Edmonton	Business Meetings	283.20	179.63	80.00	-	-	-	542.83
Mar 7 - 8, 2017	Edmonton	Business Meetings	283.20	163.92	40.00	-	-	-	487.12
Mar 12 - 16, 2017	Athabasca, Edmonton	Business Meetings	424.80	653.78	145.00	-	-	-	1,223.58
Jan 6 - 16, 2017	Athabasca	Business Meetings	-	632.20	-	194.25	-	-	826.45
			\$ 1,984.80	\$ 2,620.99	\$ 535.00	\$ 194.25	\$ -	\$ -	\$ 5,335.04

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>



Mr Rick Harland
 1 University Dr
 Calgary AB T3E B7T1
 Canada

Room Number: 1005
 Arrival Date: 01-17-17
 Departure Date: 01-19-17
 Page No: 1 of 1

INFORMATION INVOICE

Folio No:

01-18-17

Date	Description	Charges	Credits
01-17-17	Room Revenue	160.00	
01-17-17	Destination Marketing Fee - 3%	4.80	
01-17-17	Tourism Levy - 4%	6.59	
01-17-17	Room GST - 5%	8.24	
01-18-17	Room Revenue	160.00	
01-18-17	Destination Marketing Fee - 3%	4.80	
01-18-17	Tourism Levy - 4%	6.59	
01-18-17	Room GST - 5%	8.24	
Total		359.26	0.00
Balance		359.26	

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



DAYS INN ATHABASCA

2805-48TH AVENUE
ATHABASCA AB T9S 0A4 CA

Phone: 780-675-7020

Fax: 780-675-7783

Email: daysinnatha@gmail.com

Printed: 2/16/2017 6:54:20 AM

Folio (Detailed)

Name: HARLAND, RICHARD

Confirmation Number: 77318948
Account Number: 008-076365
WyndhamRewards #: 159185551B

Address:

Room: 403 Room Type: NK1, 1 KING NSMK Nights: 4 Guests: 1/0
Rate Plan: RACK Daily Rate: \$145.00 + \$13.05 Tax GTD: MC - MASTER CARD
Arrival: 2/12/2017 (Sun) Departure: 2/16/2017 (Thu) XXXX XXXX XXXX 7722

Room Rate:

2/12/2017 (Sun) - 2/15/2017 (Wed) \$145.00 + \$13.05 Tax per night.

Date	Code	Description	Amount	Balance
2/12/2017	RM	ROOM CHARGE	\$145.00	\$145.00
2/12/2017	TAX1	GST	\$7.25	\$152.25
2/12/2017	TAX2	TOURISM LEVY	\$5.80	\$158.05
2/13/2017	RM	ROOM CHARGE	\$145.00	\$303.05
2/13/2017	TAX1	GST	\$7.25	\$310.30
2/13/2017	TAX2	TOURISM LEVY	\$5.80	\$316.10
2/14/2017	RM	ROOM CHARGE	\$145.00	\$461.10
2/14/2017	TAX1	GST	\$7.25	\$468.35
2/14/2017	TAX2	TOURISM LEVY	\$5.80	\$474.15
2/15/2017	RM	ROOM CHARGE	\$145.00	\$619.15
2/15/2017	TAX1	GST	\$7.25	\$626.40
2/15/2017	TAX2	TOURISM LEVY	\$5.80	\$632.20
2/16/2017	MC	MASTER CARD XXXX XXXX XXXX	(\$632.20)	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$580.00	\$52.20	\$0.00	\$0.00	(\$632.20)	\$0.00	\$0.00

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

DAYS INN ATHABASCA
2805 48TH AVE
ATHABASCA, AB T9S0A4
7806757020

Merchant ID: 97438380016
Term ID: 001

Ref #: 006

Pre-Auth Comp I

XXXXXXXXXXXX7722

MASTERCARD

Entry Method: Chip

02/16/17

06:54:08

Inv #: 000009

Appr Code: 06477S

Apprvd

Batch#: 000916

Original Pre-Auth Amount: \$ 700.00

Total: \$ 632.20

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: VISA
AID: A0000000041010
TVR: 00 00 00 00 00
TSI: E8 00

Customer Copy

Mr. Rick Harland
1 Unversity Dr
Athabasca AB T9S 3A3
Canada

Room Number: 1416
Arrival Date: 03-01-17
Departure Date: 03-02-17
Page No: 1 of 1

INFORMATION INVOICE

Folio No:

03-02-17

Date	Description	Charges	Credits
03-01-17	Room Revenue	160.00	
03-01-17	Destination Marketing Fee - 3%	4.80	
03-01-17	Tourism Levy - 4%	6.59	
03-01-17	Room GST - 5%	8.24	
Total		179.63	0.00
Balance		179.63	

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



142

03-08-17

Rick Harland	Folio No. :	Room No. : 612
	A/R Number :	Arrival : 03-07-17
	Group Code :	Departure : 03-08-17
Canada	Company : Athabasca University	Conf. No. : 62699285
	Membership No. :	Rate Code : IPF05
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
03-07-17	*Accomodation	146.00	
03-07-17	Marketing Fee	4.38	
03-07-17	GST #87857 8491 RT0002	7.52	
03-07-17	AB Tourism Levy	6.02	
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.		Total	0.00
		Balance	163.92

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



RECEIVED

MAR 03 2017

DAYS INN ATHABASCA

2805-48TH AVENUE
ATHABASCA AB T9S 0A4 CA

Phone: 780-675-7020

Fax: 780-675-7783

Email: daysinnatha@gmail.com

Printed: 3/15/2017 7:15:51 AM

RECEIVED

MAR 23 2017

FINANCE

Folio (Detailed)

Name: HARLAND, RICHARD Confirmation Number: 83428243
 Account Number: 085-744650

Room: 203 Room Type: NK1, 1 KING NSMK Nights: 3 Guests: 1/0
 Rate Plan: RACK Daily Rate: \$145.00 + \$13.05 Tax GTD: MC - MASTER CARD
 Arrival: 3/12/2017 (Sun) Departure: 3/15/2017 (Wed) XXXX XXXX XXXX 7722

Room Rate:
 3/12/2017 (Sun) - 3/14/2017 (Tue) \$145.00 + \$13.05 Tax per night.

Date	Code	Description	Amount	Balance
3/12/2017	RM	ROOM CHARGE	\$145.00	\$145.00
3/12/2017	TAX1	GST	\$7.25	\$152.25
3/12/2017	TAX2	TOURISM LEVY	\$5.80	\$158.05
3/13/2017	RM	ROOM CHARGE	\$145.00	\$303.05
3/13/2017	TAX1	GST	\$7.25	\$310.30
3/13/2017	TAX2	TOURISM LEVY	\$5.80	\$316.10
3/14/2017	RM	ROOM CHARGE	\$145.00	\$461.10
3/14/2017	TAX1	GST	\$7.25	\$468.35
3/14/2017	TAX2	TOURISM LEVY	\$5.80	\$474.15
3/15/2017	MC	MASTER CARD XXXX XXXX XXXX 7722	(\$474.15)	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$435.00	\$39.15	\$0.00	\$0.00	(\$474.15)	\$0.00	\$0.00

By signing below, I agree to

Guest Signature: _____
 (1) Regardless of charge instrument management reserves the right to retain any personal valuables of any kind. We or our affiliates may contact you at 22 Sylvan Way, Parsippany, NJ 07054.

Merchant ID: 97438380016 Ref #: 012
 Term ID: 001

DAYS INN ATHABASCA
 2805 48TH AVE
 ATHABASCA, AB T9S0A4
 7806757020

Pre-Auth Compl

XXXXXXXXXXXX7722
 MASTERCARD Entry Method: Chip
 03/15/17 07:15:35
 Inv #: 000008 Appr Code: 05392Z
 Approved Batch#: 000943

Original Pre-Auth Amount: \$ 500.00
 Total: \$ 474.15

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: VISA CREDIT
 AID: A0000000041010
 TVR: 00 00 00 00 00
 TSI: EB 00

Customer Copy

is privately owned and operated by Days Inn Hotel Group, LLC, a subsidiary of Days Inn Hotel Group, LLC.



RECEIVED

MAR 23 2017

Mr. Rick Harland
1 University Dr
Athabasca AB T9S 3A3
Canada

RECEIVED

MAR 23 2017

FINANCE

Room Number: 1201
Arrival Date: 03-15-17
Departure Date: 03-16-17
Page No: 1 of 1

INFORMATION INVOICE

Folio No:

03-16-17

Date	Description	Charges	Credits
03-15-17	Room Revenue	160.00	
03-15-17	Destination Marketing Fee - 3%	4.80	
03-15-17	Tourism Levy - 4%	6.59	
03-15-17	Room GST - 5%	8.24	
Total		179.63	0.00
Balance		179.63	

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



DAYS INN ATHABASCA

2805-48TH AVENUE
 ATHABASCA AB T9S 0A4 CA
 Phone: 780-675-7020
 Fax: 780-675-7783
 Email: daysinnatha@gmail.com
 Printed: 1/13/2017 6:06:21 AM

Folio (Detailed)

Name: HARLAND, RICK
 Confirmation Number: 69353582
 Account Number: 167-616821

Room: 203 Room Type: NK1, 1 KING NSMK Nights: 4 Guests: 1/0
 Rate Plan: RACK Daily Rate: \$145.00 + \$13.05 Tax GTD: VI - VISA
 Arrival: 1/9/2017 (Mon) Departure: 1/13/2017 (Fri) XXXX XXXX XXXX 5571

Room Rate:
 1/9/2017 (Mon) - 1/12/2017 (Thu) \$145.00 + \$13.05 Tax per night.

Date	Code	Description	Amount	Balance
1/9/2017	RM	ROOM CHARGE	\$145.00	\$145.00
1/9/2017	TAX1	GST	\$7.25	\$152.25
1/9/2017	TAX2	TOURISM LEVY	\$5.80	\$158.05
1/10/2017	RM	ROOM CHARGE	\$145.00	\$303.05
1/10/2017	TAX1	GST	\$7.25	\$310.30
1/10/2017	TAX2	TOURISM LEVY	\$5.80	\$316.10
1/11/2017	RM	ROOM CHARGE	\$145.00	\$461.10
1/11/2017	TAX1	GST	\$7.25	\$468.35
1/11/2017	TAX2	TOURISM LEVY	\$5.80	\$474.15
1/12/2017	RM	ROOM CHARGE	\$145.00	\$619.15
1/12/2017	TAX1	GST	\$7.25	\$626.40
1/12/2017	TAX2	TOURISM LEVY	\$5.80	\$632.20
1/13/2017	VI	VISA XXXX XXXX XXXX 5571	(\$632.20)	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$580.00	\$52.20	\$0.00	\$0.00	(\$632.20)	\$0.00	\$0.00

By signing below, I agree

Guest Signature:

(1) Regardless of charge in management reserves the any personal valuables of "We or our affiliates may c 22 Sylvan Way, Parsippan)

DAYS INN ATHABASCA
 2805 48TH AVE
 ATHABASCA, AB T9S0A4
 7806757020

Merchant ID: 87438380016
 Term ID: 001
 Ref #: 012

Pre-Auth Compl

XXXXXXXXXXXX5571
 VISA
 Entry Method: Chip
 01/13/17 06:06:12
 Inv #: 000003 Appr Code: 081354
 Apprvd Batch#: 000082
 Original Pre-Auth Amount: \$ 800.00
 Total: \$ 632.20

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: VISA
 AID: 40000000031010
 TVR: 00 80 00 00 00 00
 TSI: F8 00

erty is privately owned and or loss of money, jewelry or yndham Hotel Group, LLC,

GST# 83485 8763 RT0



Bow Valley College

345 - 6 Avenue SE, Calgary, Alberta T2G 4V1
403-410-1743 splash@bowvalleycollege.ca

Date: 6-Jan-2017

Sold to: **Athabasca University**

- program for nails installation -

Quantity	Description	Price
450	programs	185.00
-----	-----	-----
-----	-----	-----
-----	-----	-----

Sub-total \$ **185.00**

Payment Type:

Cash Credit Card/Debit

GST \$ 9.25

Total \$ 194.25

RECEIPT ONLY - THIS IS NOT AN INVOICE

BOW VALLEY COLLEGE
345 6TH AVE SE
CALGARY AB

CARD 4715*****5571
CARD TYPE VISA
DATE 2017/01/06
TIME 16:15 14:05:42
RECEIPT NUMBER
C84125486-001-210-014-0

PURCHASE
TOTAL

\$194.25

VISA CREDIT
A000000000000000
0F9457EEA9 91779
0080008000-E800
D0C56974D40768D6
0080008000 E800

APPROVED

AUTH# 092572 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY