

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

John Latremouille  
Interim Vice President Information Technology & CIO  
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	Edmonton	Business Meetings	213.60	290.08	25.00	-	-	-	528.68
Feb 20 - 23, 2017	Montreal	Attend Conference	926.90	449.82	50.00	-	-	-	1,426.72
Mar 2 - 3, 2017	Edmonton	Business Meetings	153.60	230.98	-	-	-	-	384.58
			<b>\$ 1,294.10</b>	<b>\$ 970.88</b>	<b>\$ 75.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,339.98</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>



Courtyard Edmonton Downtown

1 Thornton Court Nw  
Edmonton, Ab T5j 2e7  
T 780.423.9999

John Latremouille

Room: 614

Room Type: GENR

Number of Guests: 1

Expedia

Clerk: LHA

Arrive: 17Jan17

Time: 08:13PM

Depart: 19Jan17

Time: 07:50AM

Folio Number: 93469

---

Date	Description	Charges	Credits
17Jan17	Daily Parking	28.57	
17Jan17	Gst 831018205	1.43	
18Jan17	Daily Parking	28.57	
18Jan17	Gst 831018205	1.43	
19Jan17	Master Card		60.00
	Card #: MCXXXXXXXXXXXXX		
	Amount: 60.00 Auth: 095471 Signature on File		
	This card was electronically swiped on 17Jan17		
	<b>Balance:</b>	<b>0.00</b>	

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

Thank You For Choosing Courtyard By Marriott Edmonton Downtown

Want your final hotel bill by email? Just ask the Front Desk! See "Internet Privacy Statement" on Marriott.com.

Operated under license from Marriott International, Inc. or one of its affiliates.

The undersigned agrees to make immediate payment upon receipt of statement. In the event such payment is not made within 30 days after receipt of the original statement, it is agreed that the hotel may impose a late payment charge at a rate of 1 1/2% per month (annual rate of 18%), or the maximum allowed by law, on the unpaid balance, and the reasonable cost of collection, including attorney's fees.

# Hotels.com

Hotels.com Confirmation Number : **135084053619**

Booked: Online - Friday, January 13, 2017 1:13:23 o'clock PM MST

## Your Receipt

Billing Name: John Latremouille

## Booking Details

Guest Name:	John Latremouille	Room Type:	Room, 1 King Bed, City View
Check-in:	Tuesday, January 17, 2017	Hotel Details:	Courtyard by Marriott
Check-out:	Thursday, January 19, 2017		Edmonton Downtown
Number of Nights:	2		One Thornton Court
Number of Rooms:	1		99 Street & Jasper Avenue
			Edmonton
			CA
			+17804239999

Charges:	CAD \$
Tuesday, January 17, 2017:	\$129.19 CAD
Wednesday, January 18, 2017:	\$129.19 CAD
Discount applied:	\$0.00 CAD
Sub-total:	\$258.38 CAD
Taxes & fees:	\$31.70 CAD
<b>Total Price:</b>	<b>\$290.08 CAD</b>
Amount paid:	\$290.08 CAD
Amount still due:	\$0.00 CAD
Payment Method:	
Card number:	XXXXXXXXXXXX

### Cancellation Policy

#### Special non-refundable rate

*This special discounted rate is non-refundable. If you choose to change or cancel this booking you will not be refunded any of the payment.*

You were charged for the full payment of this booking.

**John Latremouille**

---

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Monday, February 20, 2017 8:40 PM  
**To:** John Latremouille  
**Subject:** Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2017-02-21

Passenger: JOHN LATREMOUILLE  
Departure city: EDMONTON-YEG YEG  
Destination city: MONTREAL YUL

**Fee Breakdown:**

Excess baggage fee (1 piece): 25.00 CAD

GST/TPS: 1.25 CAD

Total CAD: 26.25 CAD

Form of payment used: Visa XXXXXXXXXXXXX

Please Note: This fee is non refundable.

XG - GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!  
Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <http://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:  
<http://mymessages.aircanada.com/en/vmAINU11Efc1WLzDMu7AA>

\*\*\*\*\*  
This service email was sent by Air Canada to you and contains important information that must be communicated to you regarding an Air Canada Product or Service that you have requested. This service email is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our Privacy Policy (<http://www.aircanada.com/en/about/legal/privacy/policy.html>).

Please do not reply to this email, as this inbox is not monitored. If you have any questions regarding other Air Canada product or service please visit [aircanada.com \(http://www.aircanada.com/en/customer-care/index.html\)](http://www.aircanada.com/en/customer-care/index.html).

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7



## Receipt for Montreal

21 Feb 2017 - 23 Feb 2017

Itinerary # 7241661102704

### Booked Items

Flight: Edmonton (YEG) to Montreal (YUL)

Depart: 21/02/2017 | Return: 23/02/2017 ,1 round trip ticket

### Traveller Information

John Latremouille - Adult

Ticket # 0141304509663

### Cost Summary

Booked Date: 2 Feb 2017

Traveller 1: Adult	C\$566.60
Flight	C\$468.00
Taxes & Fees	C\$98.60

Total: **C\$566.60**Paid: **C\$566.60**  
[Visa 3021]

All prices quoted in Canadian dollars.



# DELTA

## MONTRÉAL

475 Avenue President Kennedy , Montreal, Quebec, H3A 1J7  
Tel: 514-286-1986 Fax: 514-284-4342

Athabasca University  
Mr John Latremouille

Room: 0602  
Folio:  
Cashier: 99  
Arrival: 02-21-17  
Departure: 02-23-17

Group: CUCCIO Member Meeting

Date	Description	Additional Information	Charges	Credits
02-21-17	Room		189.00	
02-21-17	Room - Housing Tax / Chambre - Taxe		6.62	
02-21-17	Room - GST / Chambre - TPS		9.78	
02-21-17	Room - PST / Chambre - TVQ		19.51	
02-22-17	Room		189.00	
02-22-17	Room - Housing Tax / Chambre - Taxe		6.62	
02-22-17	Room - GST / Chambre - TPS		9.78	
02-22-17	Room - PST / Chambre - TVQ		19.51	
02-22-17	Visa			449.82
<b>Total</b>			<b>449.82</b>	<b>449.82</b>
<b>Balance Due</b>			<b>0.00</b>	<b>0.00</b>

GST Summary	
Registration No:	865648026
Room	19.56
F&B	0.00
Other	0.00
<b>Total</b>	<b>19.56</b>

PST Summary	
Registration No:	1202665175
Room	39.02
F&B	0.00
Other	0.00
<b>Total</b>	<b>0.00</b>

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

**John Latremouille**

---

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Wednesday, February 22, 2017 10:10 PM  
**To:** John Latremouille  
**Subject:** Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2017-02-23

Passenger: JOHN LATREMOUILLE  
Departure city: MONTREAL YUL  
Destination city: EDMONTON YEG

**Fee Breakdown:**

Excess baggage fee (1 piece): 25.00 CAD

GST/TPS: 1.25 CAD

Total CAD: 26.25 CAD

Form of payment used: Visa XXXXXXXXXX

Please Note: This fee is non refundable.

XG - GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!  
Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <http://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:  
<http://mymessages.aircanada.com/en/vmAINU11Efc1WLzDMu7AA>

\*\*\*\*\*  
This service email was sent by Air Canada to you and contains important information that must be communicated to you regarding an Air Canada Product or Service that you have requested. This service email is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our Privacy Policy (<http://www.aircanada.com/en/about/legal/privacy/policy.html>).

Please do not reply to this email, as this inbox is not monitored. If you have any questions regarding other Air Canada product or service please visit [aircanada.com \(http://www.aircanada.com/en/customer-care/index.html\)](http://www.aircanada.com/en/customer-care/index.html).

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

**REÇU - RECEIPT**

DATE /j/d m/m a/y

23/02/17

\$ 45.00  
T.P.S. & I.V.G. inclus  
G.S.T. & P.S.T. included

VOYAGE  
TRIP

DE/FROM

À/TO

No. Vignette  
Sticker No.

No. Permis de travail  
Workpermit No.

TPS/GST

TVQ/QST

CHAMPLAIN TAXIS FAX: (514) 273-4445  
ADMINISTRATION: (514) 273-3377

Signature du chauffeur  
Driver's signature

*[Handwritten signature]*

DATE  
21/02/17

REÇU DE TAXI RECEIPT

MONTANT - AMOUNT  
Toutes les taxes incluses  
All taxes included

45,00

COMMENTAIRES  
COMMENTS

N° du permis de travail  
Driver's work permit #

28759

(514) 280-6600

N° de vignette

3207

Signature

Chauffeur / Driver

*[Handwritten signature]*

GST# R128599776

Edmonton Airports

Can-T53 2T2 Edmonton  
Tax Code CA5%

POF 1st Fl 23/02/17 23:04  
Receipt 001894

Short-term parking tkt  
VP - No. 056770  
21/02/17 10:19  
23/02/17 23:04  
Period 3d0h0'  
(Tax)

Total \$45.00

Payment Received  
VISA \$45.00  
XXXXXXXXXXXX3021  
Merch: 82005340013  
Auth: 419182  
Type: Swiped

Sub Total \$42.86  
Tax 5% \$2.14

009-15005 - 1/1



Courtyard Edmonton Downtown

1 Thornton Court Nw  
Edmonton, Ab T5j 2e7  
T 780.423.9999

J. Latremouille

Room: 717

Room Type: QNQN

Number of Guests: 1

Rate: \$179.01

Clerk:

Arrive: 02Mar17

Time: 06:45PM

Depart: 03Mar17

Time:

Folio Number: 97249

---

Date	Description	Charges	Credits
02Mar17	Room Charge	179.01	
02Mar17	Marketing Fee	5.37	
02Mar17	Gst 831018205	9.22	
02Mar17	Tourism Levy	7.38	
02Mar17	Daily Parking	28.57	
02Mar17	Gst 831018205	1.43	
03Mar17	Visa		230.98
	Card #: VXXXXXXXXXXXXX XX		
	Amount: 230.98 Auth: 435141 Signature on File		
	This card was electronically swiped on 02Mar17		
	<b>Balance:</b>	<b>0.00</b>	

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

---

Description	Tax
Gst Room	9.22
Hst Room	7.38

Thank You For Choosing Courtyard By Marriott Edmonton Downtown

Want your final hotel bill by email? Just ask the Front Desk! See "Internet Privacy Statement" on Marriott.com.