

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Margaret Mrazek, Acting Chair Board of Governors
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, and internet charges

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

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
Jan 10 - 12, 2017	Athabasca	Business Meetings	139.20	-	-	-	-	-	139.20
Jan 10 - 12, 2017	Athabasca	Business Meetings	-	368.42	-	-	-	-	368.42
			\$ 139.20	\$ 368.42	\$ -	\$ -	\$ -	\$ -	\$ 507.62

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>



DAYS INN ATHABASCA

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Printed: 1/12/2017 7:22:31 AM

Folio (Detailed)

Name: MRAZEK, MARGARET

Confirmation Number: 69588998

Account Number: 339-993510

Address: 1 UNIVERSITY DRIVE
ATHABASCA, AB T9S 3A3 CA

Room: 411 Room Type: ENK1, EFFICIENCY 1 KING Nights: 2 Guests: 1/0
Rate Plan: RACK Daily Rate: \$169.00 + \$15.21 Tax GTD: MC - MASTER CARD
Arrival: 1/10/2017 (Tue) Departure: 1/12/2017 (Thu) XXXX XXXX XXXX 4575

Room Rate:

1/10/2017 (Tue) - 1/11/2017 (Wed) \$169.00 + \$15.21 Tax per night.

Date	Code	Description	Amount	Balance
1/10/2017	RM	ROOM CHARGE	\$169.00	\$169.00
1/10/2017	TAX1	GST	\$8.45	\$177.45
1/10/2017	TAX2	TOURISM LEVY	\$6.76	\$184.21
1/11/2017	RM	ROOM CHARGE	\$169.00	\$353.21
1/11/2017	TAX1	GST	\$8.45	\$361.66
1/11/2017	TAX2	TOURISM LEVY	\$6.76	\$368.42
1/12/2017	MC	MASTER CARD XXXX XXXX XXXX 4575	(\$368.42)	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$338.00	\$30.42	\$0.00	\$0.00	(\$368.42)	\$0.00	\$0.00

By signing below, I agree to these terms and conditions

Guest Signature: _____

(1) Regardless of charge instructions, the undersigned acknowledges the above as personal indebtedness. (2) This property is privately owned and management reserves the right to refuse services to any one, and will not be responsible for injury or accidents to guests or loss of money, jewelry or any personal valuables of any kind.

"We or our affiliates may contact you about goods and services unless you call 888-946-4283 or write to Opt Out/Privacy, Wyndham Hotel Group, LLC, 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our website about privacy."