

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

**Rick Harland  
Interim Vice President, Advancement  
June 1, 2017 to July 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
May 7 - 12, 2017	Athabasca, Edmonton	Business Meetings	432.00	835.00	200.00	-	-	-	1,467.00
May 23 - 25, 2017	Edmonton	Business Meetings	283.20	359.26	90.00	-	-	-	732.46
Jun 4 - 10, 2017	Athabasca	Business Meetings	427.20	935.88	175.00	-	-	-	1,538.08
Jun 20 - 22, 2017	Edmonton	Business Meetings	283.20	355.84	90.00	-	-	-	729.04
July 5 - 6, 2017	Athabasca	Business Meetings	427.20	125.08	65.00	-	-	-	617.28
			<b>\$ 1,852.80</b>	<b>\$ 2,611.06</b>	<b>\$ 620.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,083.86</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.athabasca.ca/policy/finance/travelexpenseclaimpolicy.htm>



### SUPER 8 - ATHABASCA, AB

4820B WOOD HEIGHTS ROAD  
ATHABASCA AB T9S 1V4 CA

Phone: 780-675-8888

Fax: 780-675-8889

Email: f.super8athabasca@gmail.com

Printed: 5/10/2017 6:53:45 AM

## Folio (Detailed)

Name: HARLAND, RICK

Confirmation Number: 28550578

Account Number: 829-657096

Address: 1 UNIVERISTY DRIVE  
ATHABASCA, AB T9S 1K8 CA

Room: 321	Room Type: ENQ2, UPGRADED STANDARD	Nights: 3	Guests: 1/0
Rate Plan: L03	Daily Rate: \$143.10 + \$12.88 Tax	GTD: MC - MASTERCARD	
Arrival: 5/7/2017 (Sun)	Departure: 5/10/2017 (Wed)	XXXX XXXX XXXX 7722	

Room Rate:

5/7/2017 (Sun) - 5/9/2017 (Tue) \$143.10 + \$12.88 Tax per night.

Date	Code	Description	Amount	Balance
5/7/2017	RM	ROOM CHARGE	\$143.10	\$143.10
5/7/2017	TAX1	GST	\$7.16	\$150.26
5/7/2017	TAX2	ALBERTA TOURISM LEVY	\$5.72	\$155.98
5/8/2017	RM	ROOM CHARGE	\$143.10	\$299.08
5/8/2017	TAX1	GST	\$7.16	\$306.24
5/8/2017	TAX2	ALBERTA TOURISM LEVY	\$5.72	\$311.96
5/9/2017	RM	ROOM CHARGE	\$143.10	\$455.06
5/9/2017	TAX1	GST	\$7.16	\$462.22
5/9/2017	TAX2	ALBERTA TOURISM LEVY	\$5.72	\$467.94
5/10/2017	MC	MASTER CARD XXXX XXXX XXXX	(\$467.94)	\$0.00

## Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$429.30	\$38.64	\$0.00	\$0.00	(\$467.94)	\$0.00	\$0.00

By signing below, I agree

### Guest Signature:

(1) Regardless of charge management reserves the any personal valuables of Opt/Privacy, Wyndham H

*Rick Harland*

ATHABASCA SUPER 8  
4820 B WOOD HEIGHTS RD.  
ATHABASCA, AB T9S1V4  
7806758888

Merchant ID: 57706683  
Term ID: 002  
Ref #: 026

Pre-Auth Compl

XXXXXXXXXXXX7722

MASTERCARD

Entry Method: Chip

05/10/17

06:53:56

Inv #: 0000065

Appr Code: 060385

Apprvd

Batch#: 000212

Original Pre Auth Amount: \$ 608.06

Total: \$ 467.94

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  
TSI: E8 00

Customer Copy

privately owned and of money, jewelry or 83 or write to policy.

Thank you for selecting our friendly Super 8 of Athabasca, AB! We look forward to your next visit.



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05-12-17

<b>Rick Harland</b>	Folio No. : <b>236229</b>	Room No. : <b>311</b>
	A/R Number :	Arrival : <b>05-10-17</b>
	Group Code :	Departure : <b>05-12-17</b>
<b>Calgary</b>	Company : <b>Athabasca University</b>	Conf. No. : <b>60667070</b>
<b>Canada</b>	Membership No. : <b>PC 677695940</b>	Rate Code : <b>IPF05</b>
	Invoice No. :	Page No. : <b>1 of 1</b>

Date	Description	Charges	Credits
05-10-17	Parking	14.00	
05-10-17	*Accommodation	151.00	
05-10-17	Marketing Fee	4.53	
05-10-17	GST #87857 8491 RT0002	7.78	
05-10-17	AB Tourism Levy	6.22	
05-11-17	Parking	14.00	
05-11-17	*Accommodation	151.00	
05-11-17	Marketing Fee	4.53	
05-11-17	GST #87857 8491 RT0002	7.78	
05-11-17	AB Tourism Levy	6.22	
05-12-17	MasterCard XXXXXXXXXXXX		367.06
<b>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 - <a href="http://www.ihg.com/reviews">www.ihg.com/reviews</a>. We look forward to welcoming you back soon.</b>		<b>Total</b>	<b>367.06</b>
		<b>Balance</b>	<b>0.00</b>

**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.



Mr. Rick Harland  
Calgary AB  
Canada

Room Number: 0916  
Arrival Date: 05-23-17  
Departure Date: 05-25-17  
Page No: 1 of 1



**INFORMATION INVOICE**

Folio No: 283549

05-25-17

Date	Description	Charges	Credits
05-23-17	Room Revenue	160.00	
05-23-17	Destination Marketing Fee - 3%	4.80	
05-23-17	Tourism Levy - 4%	6.59	
05-23-17	Room GST - 5%	8.24	
05-24-17	Room Revenue	160.00	
05-24-17	Destination Marketing Fee - 3%	4.80	
05-24-17	Tourism Levy - 4%	6.59	
05-24-17	Room GST - 5%	8.24	
05-25-17	Mastercard		359.26
<b>Total</b>		<b>359.26</b>	<b>359.26</b>
<b>Balance</b>		<b>0.00</b>	

**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: 6/10/2017 7:55:52 AM

**Folio (Detailed)**

Name: HARLAND, RICK Confirmation Number: 93369845  
 Account Number: 189-594140

Room: 406 Room Type: SNK1, SUITE 1 KING NSMK Nights: 6 Guests: 1/0  
 Rate Plan: S3A Daily Rate: \$143.10 + \$12.88 Tax GTD: MC - MASTER CARD  
 Arrival: 6/4/2017 (Sun) Departure: 6/10/2017 (Sat) XXXX XXXX XXXX 7722

Room Rate:  
 6/4/2017 (Sun) - 6/9/2017 (Fri) \$143.10 + \$12.88 Tax per night.

Date	Code	Description	Amount	Balance
6/4/2017	RM	ROOM CHARGE	\$143.10	\$143.10
6/4/2017	TAX1	GST	\$7.16	\$150.26
6/4/2017	TAX2	TOURISM LEVY	\$5.72	\$155.98
6/5/2017	RM	ROOM CHARGE	\$143.10	\$299.08
6/5/2017	TAX1	GST	\$7.16	\$306.24
6/5/2017	TAX2	TOURISM LEVY	\$5.72	\$311.96
6/6/2017	RM	ROOM CHARGE	\$143.10	\$455.06
6/6/2017	TAX1	GST	\$7.16	\$462.22
6/6/2017	TAX2	TOURISM LEVY	\$5.72	\$467.94
6/7/2017	RM	ROOM CHARGE	\$143.10	\$611.04
6/7/2017	TAX1	GST	\$7.16	\$618.20
6/7/2017	TAX2	TOURISM LEVY	\$5.72	\$623.92
6/8/2017	RM	ROOM CHARGE	\$143.10	\$767.02
6/8/2017	TAX1	GST	\$7.16	\$774.18
6/8/2017	TAX2	TOURISM LEVY	\$5.72	\$779.90
6/9/2017	RM	ROOM CHARGE	\$143.10	\$923.00
6/9/2017	TAX1	GST	\$7.16	\$930.16
6/9/2017	TAX2	TOURISM LEVY	\$5.72	\$935.88
6/10/2017	MC	MASTER CARD	(\$935.88)	\$0.00

**Summary**

Room  
 \$858.60

DB  
 \$0.00

By signing below, I agree t

GST# 83485 8763 RT0C

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

Merchant ID: 97438980616 Ref #: 005  
 Term ID: 001

**Pre-Auth**

XXXXXXXXXX7722

MASTERCARD

Entry Method: Chip

06/10/17

07:55:15

Inv #: 013420

Appr Code: 065665

Apprvd

Batch#: 000030

Amount:

\$ 935.88

By entering a verified PIN, cardholder agrees to pay issuer such total in accordance with issuer's agreement with cardholder (Merchant agreement if credit voucher).

Retain this copy for statement verification.

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

Customer Copy



**DAYS INN ATHABASCA**

2805-48TH AVENUE  
ATHABASCA AB T9S 0A4 CA

Phone: 780-675-7020

Fax: 780-675-7783

Email: daysinnatha@gmail.com

Printed: 6/10/2017 7:55:42 AM

**Folio (Detailed)**

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**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."



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06-22-17

<b>Rick Harland</b>  <b>Calgary Canada</b>	Folio No. :	<b>238261</b>	Room No. :	<b>215</b>
	A/R Number :		Arrival :	<b>06-20-17</b>
	Group Code :		Departure :	<b>06-22-17</b>
	Company :	<b>Athabasca University</b>	Conf. No. :	<b>62811842</b>
	Membership No. :	<b>PC 677695940</b>	Rate Code :	<b>IPF05</b>
	Invoice No. :		Page No. :	<b>1 of 1</b>

Date	Description	Charges	Credits	
06-20-17	Parking	14.00		
06-20-17	*Accomodation	146.00		
06-20-17	Marketing Fee	4.38		
06-20-17	GST #87857 8491 RT0002	7.52		
06-20-17	AB Tourism Levy	6.02		
06-21-17	Parking	14.00		
06-21-17	*Accomodation	146.00		
06-21-17	Marketing Fee	4.38		
06-21-17	GST #87857 8491 RT0002	7.52		
06-21-17	AB Tourism Levy	6.02		
06-22-17	MasterCard		355.84	
<b>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 - <a href="http://www.ihg.com/reviews">www.ihg.com/reviews</a>. We look forward to welcoming you back soon.</b>		<b>Total</b>	<b>355.84</b>	<b>355.84</b>
		<b>Balance</b>	<b>0.00</b>	

**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.



**SUPER 8 - ATHABASCA, AB**

4820B WOOD HEIGHTS ROAD  
ATHABASCA AB T9S 1V4 CA

Phone: 780-675-8888

Fax: 780-675-8889

Email: f.super8athabasca@gmail.com

Printed: 7/6/2017 7:31:56 AM

**Folio (Detailed)**

Name: HARLAND, RICK

Confirmation Number: 56111644

Account Number:

Address:

Room:	216	Room Type:	NQQ1, STANDARD / 2Q	Nights:	1	Guests:	1/0
Rate Plan:	L04	Daily Rate:	\$114.75 + \$10.33 Tax	GTD:			
Arrival:	7/5/2017 (Wed)	Departure:	7/6/2017 (Thu)				

Room Rate:

7/5/2017 (Wed) - 7/5/2017 (Wed) \$114.75 + \$10.33 Tax per night.

Date	Code	Description	Amount	Balance
7/5/2017	RM	ROOM CHARGE	\$114.75	\$114.75
7/5/2017	TAX1	GST	\$5.74	\$120.49
7/5/2017	TAX2	ALBERTA TOURISM LEVY	\$4.59	\$125.08
7/6/2017			(\$125.08)	\$0.00

**Summary**

Room	Tax	F&B	Other	CC	Cash	DB
\$114.75	\$10.33	\$0.00	\$0.00	(\$125.08)	\$0.00	\$0.00

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

**Guest Signature:**

(1) Regardless of charge management reserves the right to retain any personal valuables of Opt/Privacy, Wyndham H

ATHABASCA SUPER 8  
4820 B WOOD HEIGHTS RD.  
ATHABASCA AB T9S1V4  
7806758888

Merchant ID: 5770603  
Term ID: 002

Ref #: 030

**Pre-Auth Compl**

Entry Method: Chip

07/06/17 07:31:49

Inv #: 0000008 Appr Code: 025175

Approved Batch#: 000269

Original Pre-Auth Amount: \$ 156.00

**Total: \$ 125.08**

I agree to pay above total amount according to card issuer's agreement (Merchant agreement if credit voucher). Retain this copy for statement verification.

Application Label: INTERAC  
AID: A0000000041010  
TVR: 00 00 00 00 00  
TSI: E8 00

Customer Copy

privately owned and of money, jewelry or 283 or write to policy.

Thank you for selecting our friendly Super 8 of Athabasca, AB! We look forward to your next visit.