

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Dr. Cindy Ives
Interim Vice President, Academic
June 1, 2017 to June 30, 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 12, 2017	Edmonton	Business Meetings	153.60	-	15.00	-	-	-	168.60
Jun 10 - 11, 2017	Edmonton	Business Meetings	153.60	185.25	10.00	-	-	-	348.85
May 22 - 26, 2017	Edmonton	Business Meetings	153.60	723.77	130.00	-	-	-	1,007.37
			\$ 460.80	\$ 909.02	\$ 155.00	\$ -	\$ -	\$ -	\$ 1,524.82

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>



16615 - 109 Avenue • Edmonton, AB T5P 4K8
 Phone (780) 484-0821 • Fax (780) 486-1634
 For reservations across the nation
 www.westedmonton.doubletree.com or 1-800-222-TREE

Name & Address

IVES, CINDY

ATHABASCA AB
 CANADA

Room 1508/NQ
 Arrival Date 6/10/2017 5:00:00 PM
 Departure Date 6/11/2017

Adult/Child 2/0
 Room Rate 165.00

Rate Plan: UGG
 HH #
 AL:
 Car:

RECEIVED
 JUN 19 2017
 FINANCE

Confirmation Number: 87700759

6/11/2017



DATE	REFERENCE	DESCRIPTION	AMOUNT
6/10/2017	1205256	GUEST ROOM	\$165.00
6/10/2017	1205256	AB TOURISM LEVY	\$6.80
6/10/2017	1205256	DMF	\$4.95
6/10/2017	1205256	GST	\$8.50
6/11/2017	1205482	VS *4740	(\$185.25)
		BALANCE	\$0.00
Total Invoice Amount		\$165.00 \$20.25	



ACCOUNT NO.

CARD MEMBER NAME

ESTABLISHMENT NO. & LOCATION ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT
 GST# 74111-4326 RT0001

CARD MEMBER'S SIGNATURE
 X

DATE OF CHARGE FOLIO NO./CHECK NO.
 179136 A

AUTHORIZATION INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT -185.25

PAYMENT DUE UPON RECEIPT



MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.



Dr Cindy Ives

Room Number: 1607
Arrival Date: 05-22-17
Departure Date: 05-26-17
Page No: 1 of 2

RECEIVED
JUN 19 2017
FINANCE

Guest Name:

INFORMATION INVOICE

Folio No: 283658

05-26-17

Date	Description	Charges	Credits
05-22-17	Room Revenue	160.00	
05-22-17	Destination Marketing Fee - 3%	4.80	
05-22-17	Tourism Levy - 4%	6.59	
05-22-17	Room GST - 5%	8.24	
05-23-17	Refreshment Centre - Smirnoff 3310	5.25	
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	Room Revenue	160.00	
05-25-17	Destination Marketing Fee - 3%	4.80	
05-25-17	Tourism Levy - 4%	6.59	
05-25-17	Room GST - 5%	8.24	
05-26-17	Visa		723.77