

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Vivian Manasc, Chair, Board of Governors
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, and internet charges

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

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
June 7 - 10, 2017	Athabasca	Business Meetings	-	526.80	-	-	-	-	526.80
			<u>\$ -</u>	<u>\$ 526.80</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 526.80</u>

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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Folio (Detailed)

Name:	MANASC, VIVIAN	Confirmation Number:	11345178
Company:	*ATHABASCA UNIVERSITY GOVERN	Account Number:	722-686737
		Receivable Account Number:	500-810504
Address:	1 UNIVERSITY DRIVE ATHABASCA, AB T9S 3A3 CA		
Room:	412	Room Type:	ENQ1, EFFICIENCY 1 QUEEN
Rate Plan:	S3A	Daily Rate:	\$161.10 + \$14.50 Tax
Arrival:	6/7/2017 (Wed)	Departure:	6/10/2017 (Sat)
		Nights:	3
		Guests:	1/0
		GTD:	DR - DIRECT BILL
			*ATHABASCA UNIVERSITY

Room Rate:

6/7/2017 (Wed) - 6/9/2017 (Fri) \$161.10 + \$14.50 Tax per night.

Date	Code	Description	Amount	Balance
6/7/2017	RM	ROOM CHARGE	\$161.10	\$161.10
6/7/2017	TAX1	GST	\$8.06	\$169.16
6/7/2017	TAX2	TOURISM LEVY	\$6.44	\$175.60
6/8/2017	RM	ROOM CHARGE	\$161.10	\$336.70
6/8/2017	TAX1	GST	\$8.06	\$344.76
6/8/2017	TAX2	TOURISM LEVY	\$6.44	\$351.20
6/9/2017	RM	ROOM CHARGE	\$161.10	\$512.30
6/9/2017	TAX1	GST	\$8.06	\$520.36
6/9/2017	TAX2	TOURISM LEVY	\$6.44	\$526.80
6/10/2017	DR	MANASC, VIVIAN [*ATHABASCA UNIVERSITY GOVERN]	(\$526.80)	\$0.00
6/19/2017	DR	MANASC, VIVIAN [*ATHABASCA UNIVERSITY GOVERN]	\$526.80	\$526.80
6/19/2017	MC	MASTER CARD	(\$526.80)	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$483.30	\$43.50	\$0.00	\$0.00	(\$526.80)	\$0.00	\$0.00

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