

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Margaret Mrazek, Vice 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
Jun 8 - 10, 2017	Athabasca	Business Meetings	-	351.20	-	-	-	-	351.20
			<u>\$ -</u>	<u>\$ 351.20</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 351.20</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:	MRAZEK, MARGARET	Confirmation Number:	11390201
Company:	*ATHABASCA UNIVERSITY GOVERN	Account Number:	315-328297
		Receivable Account Number:	500-810504
Address:	1 UNIVERSITY DRIVE ATHABASCA, AB T9S 3A3 CA		
Room:	211	Room Type:	ENQ1, EFFICIENCY 1 QUEEN
Rate Plan:	S3A	Daily Rate:	\$161.10 + \$14.50 Tax
Arrival:	6/8/2017 (Thu)	Departure:	6/10/2017 (Sat)
		Nights:	2
		Guests:	1/0
		GTD:	DR - DIRECT BILL
			*ATHABASCA UNIVERSITY

Room Rate:
 6/8/2017 (Thu) - 6/9/2017 (Fri) \$161.10 + \$14.50 Tax per night.

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

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$322.20	\$29.00	\$0.00	\$0.00	(\$351.20)	\$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."