

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Rick Harland
Interim Vice President, Advancement
October 1, 2017 to November 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
Sep 18 - 22, 2017	Athabasca	Business Meetings	427.20	515.16	185.00	-	-	-	1,127.36
Sep 26 - 28, 2017	Edmonton	Business Meetings	283.20	333.36	65.00	-	-	-	681.56
Oct 11 - 12, 2017	Edmonton	Business Meetings	293.20	177.92	55.00	-	585.12	-	1,111.24
Oct 22 - 24, 2017	Athabasca	Business Meetings	427.20	272.72	30.00	-	-	-	729.92
Nov 7, 2017	Edmonton	Business Meetings	283.20	-	50.00	-	-	-	333.20
Nov 9, 2017	Edmonton	Business Meetings	304.20	-	-	-	-	-	304.20
			\$ 2,018.20	\$ 1,299.16	\$ 385.00	\$ -	\$ 585.12	\$ -	\$ 4,287.48

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>



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: 9/22/2017 7:25:15 AM

Folio (Detailed)

Name: HARLAND, RICK

Confirmation Number:

81938972

Account Number:

738-032838

Address:

Room: 107 Room Type: BNK1, BUSINESS KING / 1K & Nights: 4 Guests: 1/0
 Rate Plan: L04 Daily Rate: \$118.15 + \$10.64 Tax GTD:
 Arrival: 9/18/2017 (Mon) Departure: 9/22/2017 (Fri)

Room Rate:

9/18/2017 (Mon) - 9/21/2017 (Thu)

\$118.15 + \$10.64 Tax per night.

Date	Code	Description	Amount	Balance
9/18/2017	RM	ROOM CHARGE	\$118.15	\$118.15
9/18/2017	TAX1	GST	\$5.91	\$124.06
9/18/2017	TAX2	ALBERTA TOURISM LEVY	\$4.73	\$128.79
9/19/2017	RM	ROOM CHARGE	\$118.15	\$246.94
9/19/2017	TAX1	GST	\$5.91	\$252.85
9/19/2017	TAX2	ALBERTA TOURISM LEVY	\$4.73	\$257.58
9/20/2017			(\$257.58)	\$0.00
9/20/2017	RM	ROOM CHARGE	\$118.15	\$118.15
9/20/2017	TAX1	GST	\$5.91	\$124.06
9/20/2017	TAX2	ALBERTA TOURISM LEVY	\$4.73	\$128.79
9/21/2017	RM	ROOM CHARGE	\$118.15	\$246.94
9/21/2017	TAX1	GST	\$5.91	\$252.85
9/21/2017	TAX2	ALBERTA TOURISM LEVY	\$4.73	\$257.58
9/22/2017			(\$257.58)	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$472.60	\$42.56	\$0.00	\$0.00	(\$515.16)	\$0.00	\$0.00

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

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



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09-28-17

Rick Harland Calgary Canada	Folio No. :	244372	Room No. :	816
	A/R Number :		Arrival :	09-26-17
	Group Code :		Departure :	09-28-17
	Company :	Athabasca University	Conf. No. :	61219339
	Membership No. :	PC 677695940	Rate Code :	IPF05
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
09-26-17	Parking	14.00	
09-26-17	*Accommodation	136.00	
09-26-17	Marketing Fee	4.08	
09-26-17	GST #87857 8491 RT0002	7.00	
09-26-17	AB Tourism Levy	5.60	
09-27-17	Parking	14.00	
09-27-17	*Accommodation	136.00	
09-27-17	Marketing Fee	4.08	
09-27-17	GST #87857 8491 RT0002	7.00	
09-27-17	AB Tourism Levy	5.60	
09-28-17			333.36
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 - www.ihg.com/reviews. We look forward to welcoming you back soon.		Total	333.36
		Balance	0.00

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.

Holiday Inn Express Downtown
 Edmonton 10010 - 104 Street
 Canada T5J 0Z1 Edmonton, AB
 Telephone: (780) 423-2450 Fax: (780) 426-6090
 GST #878578491 RT0002
www.hiexdowntown.com

LARONDE RESTAURANT
GST#816322242RT0001
JOIN US FOR SUNDAY BRUNCH
FROM 10.30AM - 2PM.
RESERVATIONS RECOMMENDED

CHATEAU LACOMBE HOTEL
10111 Bellamy Hill
Edmonton AB T5J 1N7
780-428-6611

** TRANSACTION RECORD **

404 Jae L

Tran. #: 910
RUC: LARONDE
Table #: 427
Check #: 8050
Group #: 1
Employee #: 505
Employee Name: Aaron F

Tbl 427/1 Chk 8050 Gst 1
Oct12'17 06:15PM
*** Reprint Memo Check ***

AID: A0000000041010

Amount CAD\$35.37

SEAT:2
2 GL WH CANADA 22.00
1 CANADIAN 6.75
18 %
18 % Grat 5.18
Subtotal 28.75
Gratuity 5.18
28.75 GST 1.44
Amount Due 35.37

APPROVED 04729S
00-001 04729S
CHLCWS04/CHLCWC04
087001001003
2017/10/12 20:11:59

TUR: 0000008000
TSI: E800

No signature required

Customer Copy

GRATUITY _____

TOTAL _____

SIGNATURE: _____

PRINTED NAME: _____

ROOM: _____

LARONDE RESTAURANT
 GST#816322242RT0001
 JOIN US FOR SUNDAY BRUNCH
 FROM 10.30AM - 2PM.
 RESERVATIONS RECOMMENDED

CHAT ... HOTEL
 10111 Bellamy Hill
 Edmonton AB T5J 1N7
 780-428-6611

** TRANSACTION RECORD **

404 Jae L

Tran. #: 896
 RVC: LARONDE
 Table #: 427
 Check #: 8050
 Group #: 1
 Employee #: 505
 Employee Name: Aaron F

Tbl 427/1 Chk 8050 Gst 1
 Oct12'17 06:15PM
 *** Reprint Memo Check ***

MASTERCARD
 Pre-Auth Purchase
 xxxxxxxxxxxx7722 C
 AID: A0000000041010

Amount CAD\$549.75

APPROVED 01521S
 00-001 01521S
 CHLCWS04/CHLCWC04
 087001001002
 2017/10/12 20:10:52

TUR: 0000008000
 TSI: E800

No signature required

Customer Copy

SEAT:1

3 POP	12.00
1 JUICE LGE	4.50
1 PELLEGRINO LGE	6.95
1 POP REFILL	0.00
2 CAESAR SM	26.00
2 GREENS SM	24.00
2 DAILY SOUP	24.00
=====	
1 RATATOUILLE	29.00
1 LEMON RISOTTO	31.00
2 STRIPLOIN med med well	86.00
1 PRIME RIB med rare	46.00
1 BISON FILET med	52.00
1 pickup entree	0.00
4 COFFEE	17.00
1 SM LIME/TEQ SORB	4.50
BLACKBERRY *message*	
1 CATCH OF THE DAY	42.00
GLUTEN/DAIRY ***Allergy	
1 CATCH OF THE DAY	42.00
18 %	
18 % Grat	80.45
Subtotal	446.95
Gratuity	80.45
446.95 GST	22.35
Amount Due	549.75

GRATUITY _____

TOTAL _____

SIGNATURE: _____

PRINTED NAME: _____

ROOM: _____



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10-12-17

Rick Harland 6th Floor, 345 6th Av Se 345 6 Ave Se Flr 6 Calgary T2G 4V1 Canada	Folio No. : 245460 A/R Number : Group Code : Company : Athabasca University Membership No. : PC 677695940 Invoice No. :	Room No. : 318 Arrival : 10-11-17 Departure : 10-12-17 Conf. No. : 68095726 Rate Code : IPF05 Page No. : 1 of 1
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Date	Description	Charges	Credits
10-11-17	Parking	14.00	
10-11-17	*Accommodation	146.00	
10-11-17	Marketing Fee	4.38	
10-11-17	GST #87857 8491 RT0002	7.52	
10-11-17	AB Tourism Levy	6.02	
10-12-17	MasterCard XXXXXXXXXXXXXXX7722		177.92
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 - www.ihg.com/reviews. We look forward to welcoming you back soon.		Total	177.92
		Balance	0.00

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.

RECEIPT
Impark Lot 6

License Plate Number

VMA432

Expiration Date/Time

06:00 AM
OCT 13, 2017

Purchase Date/Time: 06:59pm Oct 12, 2017

Total Parking: \$9.52

Total GST: \$0.48

Total Due: \$10.00

Total Paid: \$10.00

Ticket #: 06340421

S/N #: 52016251001

Setting: Lot 6

Mach Name: Meter 3

Rate: \$10 - All Evening
Payment Type: Card

*****-7722, MasterCard

Auth #: 08558S

gst #887315638RT0006
NO IN AND OUT PRIVILEGES

RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING REC

RECEIPT
Impark Lot 02-1

License Plate Number

1VMA432

Expiration Date/Time

01:37 PM
NOV 09, 2017

Purchase Date/Time: 10:37am Nov 09, 2017
Total Parking: \$20.00
Total GST: \$1.00
Total Due: \$21.00 Rate: \$21.00 - 3 hours
Total Paid: \$21.00 Payment Type: Card
Ticket #: 24021730
S/N #: 520014461783
Setting: Lot 1
Mach Name: Meter 2

#****-7722, MasterCard

Auth #: 04229S

NO IN AND OUT PRIVILEGES
GST #887315638RT0006
No In And Out Privileges

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PAR