

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Rick Harland  
Interim Vice President, Advancement  
April 1, 2018 to May 31, 2018

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
Mar 14 - 15, 2018	Edmonton	Business Meetings	283.20	179.63	50.00	-	-	-	512.83
Mar 21 - 23, 2018	Athabasca, Edmonton	Business Meetings	432.00	325.80	25.00	-	-	-	782.80
Apr 3, 2018	Edmonton	Business Meetings	283.20	-	50.00	-	-	-	333.20
Apr 11 - 12, 2018	Athabasca	Business Meetings	427.20	146.17	30.00	-	-	-	603.37
Apr 16 - 17, 2018	Athabasca	Business Meetings	427.20	158.05	55.00	-	-	-	640.25
Apr 19 - 20, 2018	Athabasca	Business Meetings	427.20	158.05	55.00	-	-	-	640.25
Apr 25, 2018	Calgary	Business Meetings	-	-	-	-	135.85	-	135.85
May 2 - 3, 2018	Edmonton	Business Meetings	283.20	-	-	-	-	-	283.20
			<b>\$ 2,563.20</b>	<b>\$ 967.70</b>	<b>\$ 265.00</b>	<b>\$ -</b>	<b>\$ 135.85</b>	<b>\$ -</b>	<b>\$ 3,931.75</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.athabascau.ca/policy/finance/travelexpenseclaimpolicy.htm>



Mr. Rick Harland

Room No. : 1016  
Arrival : 03-14-18  
Departure Date : 03-15-18  
Folio No. : 752529

Calgary AB  
Canada

Conf. No. : 5524854  
P.O. No. :

Company Name:  
Group Name:

**INVOICE**

Date	Description	Charges	Credits
03-14-18	Room Revenue	160.00	
03-14-18	Destination Marketing Fee	4.80	
03-14-18	Room GST	8.24	
03-14-18	Tourism Levv	6.59	
03-15-18			179.63
		<b>Total Charges</b>	179.63
		<b>Total Credits</b>	179.63
		<b>Balance</b>	<b>0.00</b>



**DAYS INN ATHABASCA**

2805-48TH AVENUE  
ATHABASCA AB T9S 0A4 CA  
Phone: 780-675-7020  
Fax: 780-675-7783  
Email: daysinnatha@gmail.com  
Printed: 2018-03-22 6:57:12 AM

**Folio (Detailed)**

Name:	HARLAND, RICK	Confirmation Number:	83614EC002385
		Account Number:	662-892197
Room:	201	Room Type:	NQQ1, 2 QUEENS NSMK
Rate Plan:	S3A	Daily Rate:	\$134.10 + \$12.07 Tax
Arrival:	2018-03-21 (Wed)	Departure:	2018-03-22 (Thu)
		Nights:	1
		Guests:	1/0
		GTD:	SAT - CREDIT CARD
			TERMINAL

Room Rate:  
2018-03-21 (Wed) - 2018-03-21 (Wed)      \$134.10 + \$12.07 Tax per night.

Date	Code	Description	Amount	Balance
2018-03-21	RM	ROOM CHARGE	\$134.10	\$134.10
2018-03-21	TAX1	GST	\$6.71	\$140.81
2018-03-21	TAX2	TOURISM LEVY	\$5.36	\$146.17
2018-03-22		TERMINAL	-\$146.17	\$0.00

**Summary**

Room	Tax	F&B	Other	CC	Cash	DB
\$134.10	\$12.07	\$0.00	\$0.00	-\$146.17	\$0.00	\$0.00

Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. Points can be redeemed for free nights, gift cards, merchandise and more. If you're not already a member, join at the front desk, visit us at [www.wyndhamrewards.com](http://www.wyndhamrewards.com) or call 1-866-WYN-RWDS.

**Guest Signature:**

(1) Regardless of management liability, any personal or property damage, injury or loss of money, jewelry or other personal property is privately owned and the responsibility of the guest. Please call 1-866-4283 or write to Opt Out/Privacy, Wyndham Rewards.

DAYS INN ATHABASCA  
2805-48TH AVE  
ATHABASCA, AB T9S0A4  
780-675-7020

Merchant ID: 5671574  
Term ID: 004  
Ref #: 003

**Pre-Auth Compl**

Entry Method: Chip

03/22/18 06:56:29  
Inv #: 000003 Appr Code: 038115  
Approved Batch#: 061001

Original Pre-Auth Amount: \$ 200.00  
Total: \$ 146.17

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

Authorized Signer:  
REV: AUTHORIZED  
IWR: 00000000000000000000000000000000  
ISI: LI

Customer Copy

Property is privately owned and the responsibility of the guest. Please call 1-866-4283 or write to Opt Out/Privacy, Wyndham Rewards.



**Mr. Rick Harland**

**Calgary AB  
Canada**

Room No. : 1508  
Arrival : 03-22-18  
Departure Date : 03-23-18  
Folio No. : 752734

Conf. No. : 5525330  
P.O. No. :

Company Name:  
Group Name:

**INVOICE**

<b>Date</b>	<b>Description</b>	<b>Charges</b>	<b>Credits</b>
03-22-18	Room Revenue	160.00	
03-22-18	Destination Marketing Fee	4.80	
03-22-18	Room GST	8.24	
03-22-18	Tourism Levy	6.59	
03-22-18			179.63
		<b>Total Charges</b>	179.63
		<b>Total Credits</b>	179.63
		<b>Balance</b>	<b>0.00</b>



**DAYS INN ATHABASCA**

2805-48TH AVENUE  
 ATHABASCA AB T9S 0A4 CA  
 Phone: 780-675-7020  
 Fax: 780-675-7783  
 Email: daysinnatha@gmail.com  
 Printed: 2018-04-12 6:30:53 AM

**Folio (Detailed)**

Name: HARLAND, RICK      Confirmation Number: 83614EC002729  
 Account Number: 419-171331

Room: 201      Room Type: NQQ1, 2 QUEENS NSMK      Nights: 1      Guests: 1/0  
 Rate Plan: S3A      Daily Rate: \$134.10 + \$12.07 Tax      GTD:  
 Arrival: 2018-04-11 (Wed)      Departure: 2018-04-12 (Thu)

Room Rate:  
 2018-04-11 (Wed) - 2018-04-11 (Wed)      \$134.10 + \$12.07 Tax per night.

Date	Code	Description	Amount	Balance
2018-04-11	RM	ROOM CHARGE	\$134.10	\$134.10
2018-04-11	TAX1	GST	\$6.71	\$140.81
2018-04-11	TAX2	TOURISM LEVY	\$5.36	\$146.17
2018-04-12		TERMINAL	-\$146.17	\$0.00

**Summary**

Room	Tax	F&B	Other	CC	Cash	DB
\$134.10	\$12.07	\$0.00	\$0.00	-\$146.17	\$0.00	\$0.00

Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. Points can be redeemed for free nights, gift cards, merchandise and more. If you're not already a member, join at the front desk, visit us at [www.wyndhamrewards.com](http://www.wyndhamrewards.com) or call 1-866-WYN-RWDS.

**Guest Signature:**

(1) Regardless of charge i management reserves the any personal valuables of Privacy, Wyndham Hotel C

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

Merchant ID: 5671574      Ref #: 002  
 Term ID: 004

**Pre-Auth Compl**

Entry Method: Manual  
 06:30:24  
 04/12/18      In #: 000002      Appr Code: 062065      Batch#: 102001  
 Approved  
 Original Pre-Auth Amount: \$ 200.00  
 Total: \$ 146.17

Customer Copy

) This property is privately owned and :s to guests or loss of money, jewelry or u call 888-946-4283 or write to Opt Out/ out privacy. "





**DAYS INN ATHABASCA**

2805-48TH AVENUE  
 ATHABASCA AB T9S 0A4 CA  
 Phone: 780-675-7020  
 Fax: 780-675-7783  
 Email: daysinnatha@gmail.com  
 Printed: 2018-04-20 7:02:00 AM

**Folio (Detailed)**

Name:	HARLAND, RICK	Confirmation Number:	83614EC002975				
		Account Number:	707-147073				
Room:	303	Room Type:	NK1, 1 KING NSMK	Nights:	1	Guests:	1/0
Rate Plan:	RACK	Daily Rate:	\$145.00 + \$13.05 Tax	GTD:			
Arrival:	2018-04-19 (Thu)	Departure:	2018-04-20 (Fri)				

Room Rate:  
 2018-04-19 (Thu) - 2018-04-19 (Thu)      \$145.00 + \$13.05 Tax per night.

Date	Code	Description	Amount	Balance
2018-04-19	RM	ROOM CHARGE	\$145.00	\$145.00
2018-04-19	TAX1	GST	\$7.25	\$152.25
2018-04-19	TAX2	TOURISM LEVY	\$5.80	\$158.05
2018-04-20			-\$158.05	\$0.00

**Summary**

Room	Tax	F&B	Other	CC	Cash	DB
\$145.00	\$13.05	\$0.00	\$0.00	-\$158.05	\$0.00	\$0.00

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**Guest Signature:**

(1) Regardless of cha management reserve any personal valuable Privacy, Wyndham H

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

7806757020

Merchant ID: 5671574  
 Term ID: 004

Ref #: 003

**Pre-Auth Compl**

Entry Method: Manual

04/20/18      07:01:05  
 Inv #: 000002      Appr Code: 021045  
 Approved      Batch#: 110001  
 Original Pre-Auth Amount: \$ 200.00  
 Total: \$ 158.05

Customer Copy

ess. (2) This property is privately owned and accidents to guests or loss of money, jewelry or ess you call 888-946-4283 or write to Opt Out/ site about privacy. "

NOTABLE THE RESTAURANT  
4611 BOWNESS RD NW UNIT

1  
CALGARY AB

CARD  
CARD TYP  
DATE 2018/04/25  
TIME 5140 13:32:05  
SERVR ID 5459  
CHECK # 293945  
TABLE # 14  
RECEIPT NUMBER  
C82010792-001-238-005-0

PURCHASE  
AMOUNT \$118.13  
TIP \$17.72  
TOTAL

**\$135.85**

A0000000041010  
@CD0F6F6724DF5E6  
0000008000-E800  
EDA18EB2DD0FC594

**APPROVED**

AUTH# 06130S 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

\*\*\*\*\*  
CHECK # 293945 DATE 4/25/18  
TABLE # 14 TIME 1:30PM  
\*\*\*\*\* DUPLICATE CHECK \*\*\*\*\*

-- DINING : CAITLIN --

SEAT#	ITEMS ORDERED	AMOUNT
4	LG GREEK SALAD	21.00
	COFFEE	3.50
	NOTABLE BURGER	19.00
	STILTON CHEESECAKE	11.00
	Q WATER SPARKLING	1.50
	Q WATER SPARKLING	1.50
	SM SCALLOP	26.00
	Q WATER SPARKLING	1.50
	GELATO SCOOP 1	3.00
	LG GREEK SALAD	21.00
	COFFEE	3.50

SUBTOTAL 112.50  
GST 5.63

118.13

TOTAL 118.13

\*\*\*\*\*

SUBTOTAL 112.50  
GST 5.63

TOTAL DUE 118.13

ROUNDED TOTAL 118.15

NOTABLE The Restaurant  
www.notabletherestaurant.ca  
403-288-4372

GST # 80279 3893 RT 0001

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