

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Vivian Manasc, Chair, Board of Governors
April 1, 2018 to May 31, 2018

1) Travel expenses

* "Transportation" includes airfare, public transportation, taxis, parking, mileage per diem, and fuel

** "Other" 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
Apr 7 - 13, 2018	Edmonton, Victoria	Attend Conference	-	198.00	-	1,207.50	-	-	1,405.50
Apr 6, 2018	Victoria	Attend Conference	64.50	-	-	-	-	-	64.50
			\$ 64.50	\$ 198.00	\$ -	\$ 1,207.50	\$ -	\$ -	\$ 1,470.00

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>



100 Harbour Road, Victoria, British Columbia, V9A 0G1
 Telephone: 250- 360-2999 Fax: 250- 360-1041

Athabasca University
 Ms Vivian Manasc

Room: 507
 Folio:
 Cashier: 59
 Arrival: 04-06-18
 Departure: 04-07-18
 Reference:

Group: CUBA Conference

Date	Description	Additional Information	Charges	Credits
04-06-18	Room Charge		169.00	
04-06-18	Destination Marketing Fee (DMF)		1.69	
04-06-18	Municipal Tax		5.12	
04-06-18	Rooms - GST		8.53	
04-06-18	Rooms - PST		13.66	
04-07-18				198.00

GST Summary	
Registration No:740982525	
Room	8.53
F&B	0.00
Other	6.81
Total	15.34

PST Summary	
Room	0.00
F&B	0.00
Other	0.00
Total	0.00

Total	198.00	198.00
Balance Due	0.00	0.00 CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Order Information

Receipt

Order Details

Order ID: #41334
Date Added: 13/04/2018

Payment Method:

Payment

Card:
Card Type:

Payment Address

Athabasca University
1 University Drive
Athabasca T9S 3A3
Alberta
Canada

Product Name	Model	Quantity	Price	Total
Orchestrating Your Board - Program Location / Start Date: Edmonton - May 28, 2018	EEG-OrchestratingYourBoard-2017-18	1	\$1,150.00 (CAD)	\$1,150.00 (CAD)
			Sub-Total:	\$1,150.00 (CAD)
			GST:	\$57.50 (CAD)
			Total:	\$1,207.50 (CAD)

Order Comments

I am registering for Vivian Manasc, Board Chair, The Governors of Athabasca University

Order History

Date Added	Status	Comment
13/04/2018	Payment Complete	

PRINT

BACK

24
YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH21852400A1

**** PURCHASE ****

04-06-2018 19:40:11

Acct #

Exp Date **/** Card Type

Name: VIVIAN MANASC

A0000000031010

operator: 100

Trace # 2440

Inv. # 1137

Auth # 002910 RRN 001240005

Purchase	\$50.50
Tip	\$5.00
Total	\$64.50

(001) APPROVED-THANK YOU

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records
Customer copy

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