

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Jennifer Schaeffer
Vice President Information Technology & CIO
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
Apr 15 - 19, 2018	San Diego	Attend Conference	957.69	1,549.00	-	1,193.00	-	-	3,699.69
Apr 15 - 19, 2018	San Diego	Attend Conference	79.07	-	32.13	-	-	-	111.20
			\$ 1,036.76	\$ 1,549.00	\$ 32.13	\$ 1,193.00	\$ -	\$ -	\$ 3,810.89

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>

Receipt

Reference Number 1182313
Created At 3/29/18, 2:02 PM

Registrant Details

Full Name	Email Address	Registrant Type	Discount Code	Payment Price	Payment Method
Ms. Jennifer Schaeffer	jschaeffer@atha bascau.ca	Non-Profit (501c3 Number Required)		\$900.00	Credit Card

Selections

Selection	Quantity	Unit Price	Total
Non-Profit (501c3 Number Required)	1	\$900.00	\$900.00
		Total	\$900.00

Billed To

Company	Athabasca University
Full Name	Ms. Jennifer Schaeffer
Line 1	1 University Drive
City	Athabasca
State/Province/County	AB
Zip/Postal Code	T9S 3A3
Country	Canada
Email Address	jschaeffer@athabascau.ca

Transactions

Date	Transaction Type	Amount
	Balance Due	\$0.00

Date	Transaction Type	Amount
Mar 29, 2018	Order Amount	\$900.00
Mar 29, 2018	Online Credit Card Payment	(\$900.00)
Balance Due		\$0.00

Payment Instructions

If you have questions regarding login or registration, please email asugsvsummit@reemanxp.com or call 415.528.8731.

Terms and Conditions and Cancellation Policy

No refunds will be granted. If you are unable to attend, you may substitute another individual in your place for a \$50 processing fee.

The Vice President Information Technology and Chief Information Officer has purchased this item to attend Arizona State University and Global Silicon Valley 2018 ASU+GSV Summit whose focus is raising learning and career outcomes through scaled innovation. The summit has 4,000 leaders attending and speaking from across the learning and talent spectrum for higher education, K-12 and professional development learning.



YOUR BOOKING IS CONFIRMED

Booking Reference : **N6HI5Z**

Travel booked/ticket issued on:29 March 2018

Passengers

Jennifer Griffin Chesney

Seats

Ticket Number

0142192527131

AC239 22F

AC8668 17F

Aeroplan

742759749

AC8629 17F

AC240 16F

Depart

Economy Tango

Sunday
15 Apr, 2018

10:15
Edmonton
Edmonton Intl. (YEG), Canada



10:48
Vancouver
Vancouver Intl. (YVR), Canada
Terminal M


1 hr 33
AC239 Economy (W)
Operated by Air Canada **A320-200** | **Wi-Fi**

13:15

Vancouver
Vancouver Intl. (YVR), Canada
Terminal M



16:08
San Diego
Lindberg Field San Diego (SAN),
United States

 **2 hr 53**
AC8668 **Economy (W)**
Operated by Air Canada Express - Jazz

 Return


Economy Tango

Thursday
19 Apr, 2018

06:55
San Diego
Lindberg Field San Diego
(SAN), United States



09:56
Vancouver
Vancouver Intl. (YVR), Canada
Terminal M

 **3 hr 01**
AC8629 **Economy (T)**
Operated by Air Canada Express - Jazz

12:40
Vancouver
Vancouver Intl. (YVR), Canada
Terminal M



15:09
Edmonton
Edmonton Intl. (YEG), Canada

 **1 hr 29**
AC240 **Economy (T)**
Operated by Air Canada **A320-200** |  **Wi-Fi**

Purchase summary

1 Adult

 **Air Transportation Charges**

Base Fare - Departing Flight - Economy Tango	430.00
Base Fare - Return Flight - Economy Tango	286.00
Surcharges	25.00

Taxes, fees and charges

September 11 Security Fee	7.20
Goods and Services Tax - Canada <u>no.</u> 100092287 RT0001	40.66
<u>U.S.</u> Immigration User Fee	9.00
Agriculture Fee - United States	5.09
<u>U.S.</u> Federal Customs Fee	7.27
Air Travellers Security Charge	12.10
Airport Improvement Fee - Canada	30.00
Passenger Facility Charge - United States	5.79
Transportation Tax - <u>U.S.</u>	47.08
Total	905.19

Seat selection

Jennifer Chesney	
AC239: 22F - Standard Seat (Window)	10.00
AC8668: 17F - Standard Seat (Window)	15.00
AC8629: 17F - Standard Seat (Window)	15.00
AC240: 16F - Standard Seat (Window)	10.00
Goods and Services Tax - Canada <u>no.</u> 100092287 RT0001	2.50

Baggage allowance

Carry-on Baggage

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View [Air Canada's additional checked baggage policy](#).
- View the [additional checked baggage policy of Air Canada's codeshare and interline partners](#).



CANADA, U.S.: 1 (888) 247-2262



The Vice President Information Technology and Chief Information Officer has purchased this item to attend Arizona State University and Global Silicon Valley 2018 ASU+GSV Summit whose focus is raising learning and career outcomes through scaled innovation. The summit has 4,000 leaders attending and speaking from across the learning and talent spectrum for higher education, K-12 and professional development learning.

From: reservations@reservations.com
To:
Subject: Your hotel room reservation is confirmed.
Date: March 28, 2018 5:53:37 PM

96



Congratulations Jennifer, you are on your way! Your hotel room reservation at Wyndham San Diego Bayside is confirmed.

Your reservation details are below.

Guest Details

Name: Jennifer Schaeffer
Contact Email: acavalieri@athabascau.ca

Reservation Details

Booking Status: CONFIRMED
Reservation Number: R440151361
Itinerary Number: 304269927
Check-in Date: Sunday, April 15, 2018
Check-out Date: Thursday, April 19, 2018

Hotel Details

Wyndham San Diego Bayside
1355 N Harbor Drive
San Diego CA 92101
US

Room Details

Room 1:
Room Type: Room, 1 King Bed, Bay View
Guests: 1 Adult(s), 0 Children

Please note: Preferences and special requests cannot be guaranteed. Special requests are subject to availability upon check-in and may incur additional charges.

Payment Details

Room Sub Total:USD \$ 936.43 (excluding taxes and fees)

Taxes & Fees:USD \$ 217.32

Sub Total:USD \$ 1153.75

Service Fee:USD \$ 14.99

Total:USD \$ 1168.74 (including taxes and fees)

We have charged your credit card for the total amount of this reservation. All prices are displayed in USD \$. The charges to your credit card were made by Travelscape LLC & Reservations.com

By confirming your booking you have agreed to Reservations.com [Terms of Service](#).

Hotel Cancellation Policy

We understand that sometimes your travel plans change. We do not charge a change or cancel fee. However, this property (Wyndham San Diego Bayside) imposes the following penalty to its customers that we are required to pass on: Cancellations or changes made after 6:00 PM ((GMT-07:00)) on Apr 14, 2018, or no-shows, are subject to a 1 Night Room & Tax penalty. The USD \$ 14.99 fee from Reservations.com included in the total is non-refundable. The room rates listed are for double occupancy per room unless otherwise stated and exclude tax recovery charges and service fees. Any partial hotel stays is subject to be charged for the full reservations amount.

Check-in Instructions

Know Before You Go This property offers transfers from the train station. Guests must contact the property with arrival details before travel, using the contact information on the booking confirmation. Children 12 years old and younger stay free when occupying the parent or guardian's room, using existing bedding. Only registered guests are allowed in the guestrooms. The property has connecting/adjoining rooms, which are subject to availability and can be requested by contacting the property using the number on the booking confirmation. Free in-room WiFi has a 3-device limit. Fees The following fees and deposits are charged by the property at time of service, check-in, or check-out. Breakfast fee: between USD 5 and USD 20 per person (approximately) Fee for wireless Internet in public areas: USD 5.99 per hour (rates may vary) Self parking fee: USD 29 per night Valet parking fee: USD 40 per day Pet fee: USD 25 per pet, per night Refrigerator fee: USD 10 per night Rollaway bed fee: USD 10 per day The above list may not be comprehensive. Fees and deposits may not include tax and are subject to change.

To view or cancel your reservation or if you need help regarding your booking, please visit <http://support.reservations.com> or call 855-516-1090

Thank you,

[Not your receipt?](#)



Haile Debas

How was your experience?



\$15.52

Custom Amount	\$13.50
Purchase Subtotal	\$13.50
Tip	\$2.02
Total	\$15.52



Apr 15 2018 at 4:40 PM

JENNIFER. SCHAEFFER

#bHtG

Auth code: 194028

Square Just Got More Rewarding
Your favorite businesses may send you news and rewards via Square. [Learn more and update preferences.](#)

GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD
CARD TYPE
DATE 2018/04/19
TIME 2032 15:43:16
INVOICE # 126064
RECEIPT NUMBER
C85050053-001-001-251-0

PURCHASE
AMOUNT \$49.00
TIP \$10.00
TOTAL

\$59.00

A0000000041010
6843DEC4827342CF
0000008000-E800
F1320CA52B040C14

APPROVED

AUTH# 174316 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456
BARREL TAXI 780.489.7777
EDMTAXI.COM
GST 100403070