

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Rick Harland  
Interim Vice President University Relations  
August 1, 2018 to September 30, 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
August 22, 2018	Edmonton	Business Meetings	-	179.63	-	-	-	-	179.63
July 9, 2018	Edmonton	Business Meetings	283.20	-	50.00	-	-	-	333.20
July 19, 2018	Edmonton	Business Meetings	283.20	-	25.00	-	-	-	308.20
July 23 - 25, 2018	Athabasca	Business Meetings	427.20	-	110.00	-	-	-	537.20
August 14, 2018	N/A	Advertising	-	-	-	564.71	-	-	564.71
August 16, 2018	Edmonton	Business Meetings	283.20	-	50.00	-	-	-	333.20
August 21 - 23, 2018	Athabasca, Edmonton	Business Meetings	432.00	-	40.00	-	-	-	472.00
August 29, 2018	Edmonton	Business Meetings	283.20	-	25.00	-	-	-	308.20
September 13 -16, 2018	Athabasca	Business Meetings	427.20	-	65.00	-	-	-	492.20
September 10 - 12, 2018	Ottawa	Business Meetings	919.33	-	100.00	-	-	-	1,019.33
			<b>\$ 3,338.53</b>	<b>\$ 179.63</b>	<b>\$ 465.00</b>	<b>\$ 564.71</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,547.87</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>

**MATRIX**  
HOTEL

Mr. Rick Harland



Room No. : 0902  
Arrival : 08-22-18  
Departure Date : 08-23-18  
Folio No. : 3794829

Conf. No. : 43656774  
P.O. No. :

Company Name: Athabasca University  
Group Name:

**INVOICE**

Date	Description	Charges	Credits
08-22-18	Room Revenue	160.00	
08-22-18	Destination Marketing Fee	4.80	
08-22-18	Room GST	8.24	
08-22-18	Tourism Levy	6.59	
08-22-18			179.63
		<b>Total Charges</b>	<b>179.63</b>
		<b>Total Credits</b>	<b>179.63</b>
		<b>Balance</b>	<b>0.00</b>

# Receipt for email campaign delivery

Your email campaign (Student Town Hall - September 2018) was successfully sent to all 50,883 recipients. You were charged a total of **\$564.71**.

Order Number

**33333448**

Order Date

14 Aug, 2018

## Billed to

Alumni

## Order details

Product	Total
Deliver email campaign to 50,883 recipients	<b>\$564.71</b>

## Thanks for sending with Athabasca University

### Credit card statement

Your payment has been processed by Createsend and your credit card statement will show a transaction from:

CREATESEND.COM EMAIL NEWSLETTER SOFTWARE  
Level 38, 201 Elizabeth St, Sydney NSW 2000, Australia

Billing questions? Email us at [billing@createsend.com](mailto:billing@createsend.com)

*Composi Monitor*



[Login](#) to your account



## eTicket Receipt

Prepared For  
HARLAND/RICHARD MR

RESERVATION CODE	EKGNIB
ISSUE DATE	31Aug18
TICKET NUMBER	8382139733598
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	WS402373845

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
10Sep18	WESTJET WS 610	CALGARY INTL AB, CANADA  Time 09:20	OTTAWA ON, CANADA  Time 15:07	Seat Number 11C - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis PC10L Not Valid Before 10SEP18 Not Valid After 10SEP18
12Sep18	WESTJET WS 613	OTTAWA ON, CANADA  Time 18:55	CALGARY INTL AB, CANADA  Time 21:20	Seat Number 07C - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis PC10TL Not Valid Before 12SEP18 Not Valid After 12SEP18

## Allowances

### Baggage Allowance

YYC to YOW - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YOW to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS  
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER  
INTERNET,ETC

### Carry On Allowances

YYC to YOW , YOW to YYC - 1 Piece (WS - WESTJET)

### Carry On Charges

YYC to YOW , YOW to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

## Payment/Fare Details

Form of Payment	CREDIT CARD -
Fare Calculation Line	YYC WS YOW365.00WS YYC335.00CAD700.00END
Fare	CAD 700.00
Taxes/Fees/Carrier-Imposed Charges	CAD 46.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 38.01 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 53.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 2.99 RC2 (HARMONIZED SALES TAX (HST))
	CAD 1.50 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 855.75

## Other Charges

SEAT ASSIGNMENT # 8381501888933 (YYC-YOW / QTY 1, YOW-YYC / QTY 1)	CAD 44.00
Taxes	CAD 2.20
Form of Payment	CREDIT CARD -
Total	CAD 46.20
Total Fare and Other Charges	<b>CAD 901.95</b>

**Positive identification required for airport check in**

**Notice:**

**QST # 1202807956TQ0001 GST # 866112535**

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

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