

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

David Head
Interim Vice President, Finance and Administration
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
Aug 15 - 16, 2018	Edmonton	Business Meetings	153.60	25.00	50.00	-	-	-	228.60
Aug 23 - 24, 2018	Edmonton	Business Meetings	153.60	25.00	50.00	-	-	-	228.60
Aug 19 - 20, 2018	Edmonton	Business Meetings	153.60	25.00	50.00	-	-	-	228.60
Sept 4, 2018	Athabasca	Business Meetings	-	-	-	-	50.72	-	50.72
			\$ 460.80	\$ 75.00	\$ 150.00	\$ -	\$ 50.72	\$ -	\$ 736.52

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>

