

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

**Dr. Matthew Prineas
Provost and Vice President Academic
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
June 18 - 29, 2018	Edmonton	Business Meetings	166.92	-	-	-	-	-	166.92
July 4 - 13, 2018	Edmonton	Business Meetings	97.90	-	-	-	-	-	97.90
July 16 - 31, 2018	Edmonton	Business Meetings	117.48	-	-	-	-	-	117.48
August 1 - 7, 2018	Edmonton	Business Meetings	58.74	-	-	-	-	-	58.74
August 8 - 10, 2018	Seattle	Attend Conference	550.58	954.20	61.53	-	-	-	1,566.31
August 13 - 31, 2018	Edmonton	Business Meetings	221.58	-	-	-	-	-	221.58
			\$ 1,213.20	\$ 954.20	\$ 61.53	\$ -	\$ -	\$ -	\$ 2,228.93

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>



HYATT AT OLIVE 8
 1635 8th Ave
 Seattle, WA 98101
 Tel: 206-695-1234
 Fax: 206-774-6311

INVOICE

Dr Matthew Prineas
 1 University Drive
 Athabasca AB T9S 3A3
 Canada

Room No. 1540
 Arrival 08-08-18
 Departure 08-13-18
 Folio Window 1
 Folio No. 655216

Confirmation No. 681212301
 Group Name AMAZON WEB SERVICES
 Booking No. 32L3KJT3

Date	Description		Charges	Credits
08-08-18	Group Room	<i>366.14 USD x 1.3052 = \$477.90 CAD → \$366.14</i>	315.00	<i>IMAGINE Conference</i>
08-08-18	Room Tax		49.14	
08-08-18	Seattle Tourism Assessment		2.00	
08-09-18	- Urbane Market Food	Room# 1540 : CHECK# 9832	14.56	
08-09-18	Group Room	<i>366.14 USD x 1.30086 = \$476.30 CAD → \$366.14</i>	315.00	<i>- 20.35 USD 1.30368 x = 26.53 CAD</i>
08-09-18	Room Tax		49.14	
08-09-18	Seattle Tourism Assessment		2.00	
08-10-18	- Urbane Market Food	Room# 1540 : CHECK# 9067	5.79	
08-10-18	Group Room		315.00	
08-10-18	Room Tax		49.14	
08-10-18	Seattle Tourism Assessment		2.00	
08-11-18	Internet - Wireless	Room# 1540 :	4.95	<i>NOT CLAIMED (Personal)</i>
08-11-18	Group Room		315.00	
08-11-18	Room Tax		49.14	
08-11-18	Seattle Tourism Assessment		2.00	
08-12-18	- Urbane Market Food	Room# 1540 : CHECK# 9426	5.32	
08-12-18	Group Room		315.00	
08-12-18	Room Tax		49.14	
08-12-18	Seattle Tourism Assessment		2.00	
08-13-18				1,861.32

Total 1,861.32 1,861.32

Guest Signature

Balance 0.00

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 or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

We trust you enjoyed your stay at the Hyatt At Olive 8. Please let us know your thoughts at: SeattleOlive8.Hyatt@hyatt.com or contact us by telephone at (206)695-1234.

World of Hyatt Summary

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Please remit payment to:
 Hyatt at Olive 8
 Hyatt Corporation / Hyatt at Olive 8

Your Flight Receipt - MATTHEW PRINEAS 08AUG18

Wed 7/18/2018 11:29 AM

To: Dr. Matthew Prineas <mprineas@athabascau.ca>;

Hello, MATTHEW

Your Trip Confirmation #: GD5NAU

You're all set. If you need to adjust your itinerary, you can make standard changes to your flight on delta.com including time, date and destination. Explore all of your options here.

Wed, 08AUG	DEPART	ARRIVE
DELTA 5756*	EDMONTON, AB	SEATTLE
Main Cabin (U)	1:25pm	2:23pm

Mon, 13AUG	DEPART	ARRIVE
DELTA 5776*	SEATTLE	EDMONTON, AB
Main Cabin (T)	9:40am	12:39pm

*Flight 5756 Operated by COMPASS DBA DELTA CONNECTION

*Flight 5776 Operated by COMPASS DBA DELTA CONNECTION

TSA CHANGES - ARRIVE EARLY

Please be aware of the recent changes to TSA screening procedures, including the requirement to place powder-like substances over 12oz./350ml in your checked bag when traveling on an international flight to the United States. For more information on powder restrictions, visit delta.com.

In addition to these changes, many airports are experiencing a high volume of travelers, resulting in long check-in, baggage drop and security checkpoint lines. Please plan to arrive at the airport at least 2 hours prior to your departure when traveling domestically (within the U.S) and at least 3 hours prior to your departure when traveling internationally. We also encourage passengers to check-in online at delta.com or via the Fly Delta app to help avoid delays.

NEW SERVICE & SUPPORT ANIMAL REQUIREMENTS

Delta welcomes trained service animals, including psychiatric service and emotional support animals on our flights. Effective March 1, 2018 we are changing our requirements. For these requirements please go to: delta.com/animals.

AUTOMATIC CHECK-IN NOW AVAILABLE

We've added Automatic Check-In to the Fly Delta app to save you time and hassle. This means if you're traveling in the United States, Puerto Rico or the U.S Virgin Islands, we'll automatically

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$7.40 CAD
Canada - Air Travellers Security Charge (CA)	\$12.10 CAD
Canada - Airport Improvement Fee (AIF) (SQ)	\$30.00 CAD
United States - Transportation Tax (US)	\$48.20 CAD
United States - Animal and Plant Health Inspection Service Fee (APHIS User Fee - Passengers (XA)	\$5.20 CAD
United States - Passenger Facility Charge (XF)	\$5.90 CAD
Canada - Goods and Services Tax (GST) (XG)	\$17.66 CAD
United States - Immigration and Naturalization Fee(Immigration User Fee) (XY)	\$9.20 CAD
United States - Custom User Fee (YC)	\$7.40 CAD
TICKET AMOUNT	\$454.06 CAD

NONREF/PENALTY APPLIES

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: YEA DL SEA168.00UAVQA0ME DL YEA143.00TAVNA0ML CAD311.00END XF SEA4.5

Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

Wed 08 Aug 2018	DELTA: YEG SEA	
CARRY ON	FIRST	SECOND
FREE	\$25 ^{CAD}	\$35 ^{CAD}

Mon 13 Aug 2018	DELTA: SEA YEG	
CARRY ON	FIRST	SECOND
FREE	\$25 ^{CAD}	\$35 ^{CAD}

Taxi fare from airport to hotel in Seattle. Paid on my personal American credit card.

Matt
Matthew Prineas, PhD

Yiwonas Takele

How was your experience?

\$62.40

Custom Amount	\$48.00
Purchase Subtotal	\$48.00
Tip	\$14.40
Total	\$62.40

only claiming 7.20

55.20
x 1.30086 =
71.80 CAD

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Aug 8
2018 at