

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Rick Harland
Interim Vice President, Advancement
December 1, 2017 to January 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
Nov 26 - 27, 2017	St. Albert	Business Meetings	293.76	179.63	50.00	-	-	-	523.39
Dec 6 - 7, 2017	Edmonton	Business Meetings	283.20	179.63	50.00	-	-	-	512.83
Dec 14 - 15, 2017	Edmonton	Business Meetings	283.20	179.63	25.00	-	-	-	487.83
			\$ 860.16	\$ 538.89	\$ 125.00	\$ -	\$ -	\$ -	\$ 1,524.05

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>



Mr. Rick Harland

Room Number: 0802
Arrival Date: 11-26-17
Departure Date: 11-27-17
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No: 299200

11-29-17

Date	Description	Charges	Credits
11-26-17	Room Revenue	160.00	
11-26-17	Destination Marketing Fee - 3%	4.80	
11-26-17	Tourism Levy - 4%	6.59	
11-26-17	Room GST - 5%	8.24	
11-27-17			179.63
Total		179.63	179.63
Balance		0.00	

Signature:

I agree that my liability for all charges is not waived and 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. G.S.T. #105631154 RT 0008

Mr. Rick Harland

Room Number: 0502
 Arrival Date: 12-06-17
 Departure Date: 12-07-17
 Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No: 300024

12-07-17

Date	Description	Charges	Credits
12-06-17	Room Revenue	160.00	
12-06-17	Destination Marketing Fee - 3%	4.80	
12-06-17	Tourism Levy - 4%	6.59	
12-06-17	Room GST - 5%	8.24	
12-07-17			179.63
Total		179.63	179.63
Balance		0.00	

Signature:

I agree that my liability for all charges is not waived and 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. G.S.T. #105631154 RT 0008



Mr. Rick Harland

Room Number: 0715
Arrival Date: 12-14-17
Departure Date: 12-15-17
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

12-15-17

Date	Description	Charges	Credits
12-14-17	Room Revenue	160.00	
12-14-17	Destination Marketing Fee - 3%	4.80	
12-14-17	Tourism Levy - 4%	6.59	
12-14-17	Room GST - 5%	8.24	
12-15-17			179.63
Total		179.63	179.63
Balance		0.00	

Signature:

I agree that my liability for all charges is not waived and 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. G.S.T. #105631154 RT 0008