

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

David Head  
Interim Vice President, Finance and Administration  
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. 22 - 23, 2017	Edmonton	Business Meetings	173.60	127.88	25.00	-	-	-	326.48
Dec. 6 - 7, 2017	Edmonton	Business Meetings	173.60	122.37	60.00	-	-	-	355.97
Dec. 14 - 15, 2017	Edmonton	Business Meetings	173.60	99.04	25.00	-	-	-	297.64
Dec 18, 2018	Edmonton	Business Meetings	173.60	-	35.00	-	-	-	208.60
Jan 31, 2018	N/A	Membership Dues (PD funds used)	-	-	-	125.22	-	-	125.22
Oct. 11 - 13, 2017	Edmonton	Conference	-	-	-	106.60	-	-	106.60
Jan. 4 - 5, 2018	Edmonton	Business Meetings	173.60	108.79	50.00	-	-	-	332.39
Jan. 11 - 12, 2018	Edmonton	Business Meetings	172.80	107.91	50.00	-	-	-	330.71
			<b>\$ 1,040.80</b>	<b>\$ 565.99</b>	<b>\$ 245.00</b>	<b>\$ 231.82</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,083.61</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>

Four Points by Sheraton Edmonton South  
 7230 Argyll Road  
 Edmonton, AB T6C 4A6  
 Canada  
 Tel: 780 465 7931 Fax: 780 469 3680



Mr. David Head

Page Number : 1 Invoice # : 187187  
 Guest Number : 452193  
 Folio ID : A  
 Arrive Date : 22-NOV-17 20:45  
 Depart Date : 23-NOV-17  
 No. Of Guest : 1  
 Room Number : 709  
 Club Account : SPG - G3196

Tax ID : 895695716RT0002  
 Four Points Edmonton NOV-23-2017 08:02 EMERALDF

Date	Reference	Description	Charges (CAD)	Credits (CAD)
22-NOV-17	6896	The Duke Of Argyll Pub	38.74	
22-NOV-17	RT709	Room Charge	113.90	
22-NOV-17	RT709	Destination Marketing Fee	3.42	
22-NOV-17	RT709	Tourism Levy	4.69	
22-NOV-17	RT709	GST	5.87	
23-NOV-17				-166.62

\*\*\*For Authorization Purpose Only\*\*\*

Date	Code	Authorized
22-NOV-17	897258	250

*- 38.74*  


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*\$127.88*

\*\* Total 166.62 -166.62  
 \*\*\* Balance 0.00

Continued on the next page

Four Points by Sheraton Edmonton South  
 7230 Argyll Road  
 Edmonton, AB T6C 4A6  
 Canada  
 Tel: 780 465 7931 Fax: 780 469 3680



Mr. David Head

Page Number : 2 Invoice # : 187187  
 Guest Number : 452193  
 Folio ID : A  
 Arrive Date : 22-NOV-17 20:45  
 Depart Date : 23-NOV-17  
 No. Of Guest : 1  
 Room Number : 709  
 Club Account : SPG - G3196

As a Starwood Preferred Guest you have earned at least 417 Starpoints for this visit G3196

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	Food&Bev	GST	Misc.	Other	Total	Payment
11-22-2017	113.90	33.09	7.52	0.00	12.11	166.62	0.00
11-23-2017	0.00	0.00	0.00	0.00	0.00	0.00	-166.62
Total	113.90	33.09	7.52	0.00	12.11	166.62	-166.62

PLACE ON DASH THIS SIDE UP



KEEP THIS PORTION

VALID ONLY IF PROPERLY DISPLAYED  
ON STREET SIDE DASHBOARD  
THIS SIDE UP

Impark 02038302  
Lot 383-2/ 10034 - 106 Street  
GST 88731-5638-RT0006

Expires

23 Nov 17

06:00 PM Paid \$ 20.00C ✓

Entry time 23 Nov 17 08:31 AM  
37335\*\*4003

PLACE ON DASH THIS SIDE UP

Expires

23 Nov 17  
06:00 PM

Paid  
\$ 20.00C

RECEIPT

PROOF OF PURCHASE

Four Points by Sheraton Edmonton South  
 7230 Argyll Road  
 Edmonton, AB T6C 4A6  
 Canada  
 Tel: 780 465 7931 Fax: 780 469 3680



Mr. David Head

Page Number : 1 Invoice # : 187947  
 Guest Number : 453017  
 Folio ID : A  
 Arrive Date : 06-DEC-17 23:42  
 Depart Date : 07-DEC-17  
 No. Of Guest : 1  
 Room Number : 318  
 Club Account : SPG - G3196

Tax ID : 895695716RT0002  
 Four Points Edmonton DEC-07-2017 08:09 EMERALDF

Date	Reference	Description	Charges (CAD)	Credits (CAD)
06-DEC-17	RT318	Room Charge	109.00	
06-DEC-17	RT318	Destination Marketing Fee	3.27	
06-DEC-17	RT318	Tourism Levy	4.49	
06-DEC-17	RT318	GST	5.61	
07-DEC-17				-122.37

\*\*\*For Authorization Purpose Only\*\*\*

\*\* Total 122.37 -122.37  
 \*\*\* Balance -0.00

Continued on the next page

Four Points by Sheraton Edmonton South  
 7230 Argyll Road  
 Edmonton, AB T6C 4A6  
 Canada  
 Tel: 780 465 7931 Fax: 780 469 3680



Mr. David Head

Page Number : 2 Invoice # : 187947  
 Guest Number : 453017  
 Folio ID : A  
 Arrive Date : 06-DEC-17 23:42  
 Depart Date : 07-DEC-17  
 No. Of Guest : 1  
 Room Number : 318  
 Club Account : SPG - G3196

As a Starwood Preferred Guest you have earned at least 309 Starpoints for this visit G3196

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	Food&Bev	GST	Misc.	Other	Total	Payment
12-06-2017	109.00	0.00	5.61	0.00	7.76	122.37	0.00
12-07-2017	0.00	0.00	0.00	0.00	0.00	0.00	-122.37
Total	109.00	0.00	5.61	0.00	7.76	122.37	-122.37

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Impark 02038302  
Lot 383-2/ 10034 - 106 Street  
GST 88731-5638-RT0006



Expires

07 Dec 17

06:00 PM Paid \$ 20.00C

Entry time 07 Dec 17 08:38 AM  
373351\*4003

PLACE ON DASH THIS SIDE UP



Expires

07 Dec 17  
06:00 PM

Paid \$ 20.00C ✓

RECEIPT

PROOF OF PURCHASE

Four Points by Sheraton Sherwood Park  
 1005 Provincial Avenue  
 Sherwood Park, AB T8H 0Y7  
 Canada  
 Tel: 780.705.3552



David Head

Page Number	:	1	Invoice Nbr	:	105204
Guest Number	:	50803			
Folio ID	:	A			
Arrive Date	:	15-DEC-17	19:34		
Depart Date	:	16-DEC-17	09:53		
No. Of Guest	:	1			
Room Number	:	434			
Club Account	:	SPG - G3196			

Tax ID : 837258508RT001  
 FPbS Sherwood Park DEC-16-2017 09:53 BRYDMEN

Date	Reference	Description	Charges (CAD)	Credits (CAD)
15-DEC-17	DEPOSIT	Deposit-AX-2007		-95.94
15-DEC-17	6458	Grain Kitchen & Bar	3.10	
15-DEC-17	RT434	Room Charge	88.02	
15-DEC-17	RT434	Tourism Levy	3.52	
15-DEC-17	RT434	GST	4.40	
16-DEC-17				-3.10
		** Total	99.04	-99.04
		*** Balance	0.00	

Tell us about your stay. [www.fourpoints.com/reviews](http://www.fourpoints.com/reviews)

Continued on the next page

Four Points by Sheraton Sherwood Park  
 1005 Provincial Avenue  
 Sherwood Park, AB T8H 0Y7  
 Canada  
 Tel: 780.705.3552



David Head

Page Number : 2 Invoice Nbr : 105204  
 Guest Number : 50803  
 Folio ID : A  
 Arrive Date : 15-DEC-17 19:34  
 Depart Date : 16-DEC-17 09:53  
 No. Of Guest : 1  
 Room Number : 434  
 Club Account : SPG - G3196

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	Rm Taxes	Food&Bev	Telecom	Other	Total	Payment
12-15-2017	88.02	7.92	3.10	0.00	-95.94	3.10	0.00
12-16-2017	0.00	0.00	0.00	0.00	0.00	0.00	-3.10
	-----	-----	-----	-----	-----	-----	-----
Total	88.02	7.92	3.10	0.00	-95.94	3.10	-3.10

Signature \_\_\_\_\_

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Impark 02038302  
Lot 383-2/ 10034 - 106 Street  
GST 88731-5638-RT0006



impark



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Expires

15 Dec 17

06:00 PM Paid \$ 20.00C ✓

Entry time 15 Dec 17 07:13 AM  
373351 4003

PLACE ON DASH THIS SIDE UP

Expires

15 Dec 17

06:00 PM

Paid

\$ 20.00C

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Impark 02038302  
Lot 383-2/ 10034 - 106 Street  
GST 88731-5638-RT0006



Expires  
**18 Dec** 17

**06:00** PM Paid \$ 20.00C

Entry time 18 Dec 17 08:59 AM  
373351 4003

PLACE ON DASH THIS SIDE UP



KEEP THIS PORTION

Expires

18 Dec 17

06:00 PM

Paid

\$ 20.00C

RECEIPT

PROOF OF PURCHASE



Print Date:  
1/4/2018

Global Risk Management Institute  
P.O. Box 95000-2520  
Philadelphia, PA 19195-2520

Customer #: 001614670I

Mr. David W Head

**Receipt**

Invoice #: 190440

Invoice Date: 09/14/2017

Description	Quantity	Price	Discount	Amount
GRMI Renewal Dues <i>Nov 1/16 - Oct 31/17</i>	1	\$50.00	\$0.00	\$50.00

Invoice Total	\$50.00
Taxes	\$0.00
Amount Paid	\$50.00
<b>AMOUNT DUE</b>	<b>\$0.00</b>

**Payment Details**

Date	Method	Type	Details	Amount
09/14/2017	credit card		Name: David Head CC Number: Exp Date: CC Auth Code: 208558	\$50.00



Print Date:  
1/4/2018

Global Risk Management Institute  
P.O. Box 95000-2520  
Philadelphia, PA 19195-2520

Customer #: 0016146701

Mr. David W Head

### Receipt

Invoice # : 236693

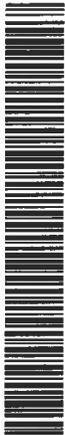
Invoice Date: 01/04/2018

Description	Quantity	Price	Discount	Amount
GRMI Renewal Dues <i>Noo 1/17 - Oct 3/18</i>	1	\$50.00	\$0.00	\$50.00

Invoice Total	\$50.00
Taxes	\$0.00
Amount Paid	\$50.00
<b>AMOUNT DUE</b>	<b>\$0.00</b>

### Payment Details

Date	Method	Type	Details	Amount
01/04/2018	credit card		Name: David Head CC Number: Exp Date: CC Auth Code: 03232S	\$50.00

672416909840870942001 	Event		<b>Joint CARA and CURIE Symposium 2017</b>	CARA   proud partner in Campus Alberta 
	Date+Time	Location	Name	Payment Status
	Wednesday, 11 October 2017 at 6:30 PM - Thursday, 12 October 2017 at 4:00 PM (MDT)	Delta Hotel (Oct 11) and NAIT (Oct 12) 11762 - 106 Street Edmonton, AB T5G 2R1 Canada	David Head	Eventbrite Completed
	Order Info		QR Code	
Order #672416909. Ordered by David Head on 19 September 2017 4:25 PM				
Type	Individual Ticket \$106.60			

**Registration Information:**

What days are you planning to attend?  
I am attending both the evening event and the full day on  
Thursday



672416909840870942001

**Eventbrite**

**Do you organize events?**

Start selling in minutes with Eventbrite!  
www.eventbrite.ca

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Impark 02038302

Lot 383-2/ 10034 - 106 Street

GST 88731-5638-RT0006

Expires

05 Jan 18

06:00 PM Paid \$ 20.00C

Entry time 05 Jan 18 08:06 AM  
54114215791

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Expires

05 Jan 18

06:00 PM

Paid

\$ 20.00C ✓

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Four Points by Sheraton Edmonton South  
 7230 Argyll Road  
 Edmonton, AB T6C 4A6  
 Canada  
 Tel: 780 465 7931 Fax: 780 469 3680



David Head	Page Number	:	1	Invoice #	:	189124
	Guest Number	:	454353			
	Folio ID	:	A			
Canada	Arrive Date	:	04-JAN-18	17:45		
	Depart Date	:	05-JAN-18	07:43		
	No. Of Guest	:	4			
	Room Number	:	613			
	Club Account	:	SPG - G3196			

Tax ID : 895695716RT0002  
 Four Points Edmonton JAN-05-2018 07:43 JEFF

Date	Reference	Description	Charges (CAD)	Credits (CAD)
04-JAN-18	RT613	Room Charge	96.90	
04-JAN-18	RT613	Destination Marketing Fee	2.91	
04-JAN-18	RT613	Tourism Levy	3.99	
04-JAN-18	RT613	GST	4.99	
05-JAN-18				-108.79

\*\*\*For Authorization Purpose Only\*\*\*

Date	Code	Authorized
04-JAN-18	056964	250

** Total	108.79	-108.79
*** Balance	-0.00	

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Four Points by Sheraton Edmonton South  
 7230 Argyll Road  
 Edmonton, AB T6C 4A6  
 Canada  
 Tel: 780 465 7931 Fax: 780 469 3680



David Head	Page Number	:	2	Invoice #	:	189124
	Guest Number	:	454353			
	Folio ID	:	A			
Canada	Arrive Date	:	04-JAN-18	17:45		
	Depart Date	:	05-JAN-18	07:43		
	No. Of Guest	:	4			
	Room Number	:	613			
	Club Account	:	SPG - G3196			

As a Starwood Preferred Guest you have earned at least 275 Starpoints for this visit G3196

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	Food&Bev	GST	Misc.	Other	Total	Payment
01-04-2018	96.90	0.00	4.99	0.00	6.90	108.79	0.00
01-05-2018	0.00	0.00	0.00	0.00	0.00	0.00	-108.79
	-----	-----	-----	-----	-----	-----	-----
Total	96.90	0.00	4.99	0.00	6.90	108.79	-108.79

Four Points By Sheraton Edmonton Airport  
 403 11 Avenue  
 Nisku, AB T9E 7N2  
 Canada  
 Tel: 780.770.9099 Fax: 780.770.9098



David Head

Page Number : 1  
 Guest Number : 191428  
 Folio ID : A  
 Arrive Date : 11-JAN-18 21:06  
 Depart Date : 12-JAN-18 16:06  
 No. Of Guest : 1  
 Room Number : 421  
 Club Account : SPG - G3196

Tax Invoice

Tax ID : 131788788RT00008  
 FPBS Edmonton Airpt JAN-12-2018 16:06 MANDEEP

Date	Reference	Description	Charges (CAD)	Credits (CAD)
11-JAN-18	RT421	Room Charge	99.00	
11-JAN-18	RT421	Room GST	4.95	
11-JAN-18	RT421	Tourism Levy	3.96	
12-JAN-18				-107.91
***For Authorization Purpose Only***				
Date	Code	Authorized		
11-JAN-18	895412	133.65		
** Total			107.91	-107.91
*** Balance			0.00	

415168 B.C. Ltd. - Operator

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room & Tax	Food & Bev	Telecom	Other	Total	Payment
01-11-2018	102.96	0.00	0.00	4.95	107.91	0.00
01-12-2018	0.00	0.00	0.00	0.00	0.00	-107.91
Total	102.96	0.00	0.00	4.95	107.91	-107.91

415168 B.C. Ltd.-Operator

Tax ID Code: 827406745RT0001