

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

**Rick Harland  
Interim Vice President, Advancement  
February 1, 2018 to March 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
Jan 29 - 30, 2018	Edmonton, Lac La Biche	Business Meetings	494.40	359.26	75.00	-	-	-	928.66
Feb 15 - 16, 2018	Edmonton	Business Meetings	283.20	179.63	90.00	-	-	-	552.83
Feb 28 - Mar 2, 2018	Toronto	Business Meetings	1,191.00	545.22	65.00	525.00	-	-	2,326.22
			<b>\$ 1,968.60</b>	<b>\$ 1,084.11</b>	<b>\$ 230.00</b>	<b>\$ 525.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,807.71</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>*



**Mr. Rick Harland**

Room No. : 0704  
 Arrival : 01-29-18  
 Departure Date : 01-31-18  
 Folio No. : 757481

**Canada**

Conf. No. : 5549145  
 P.O. No. :

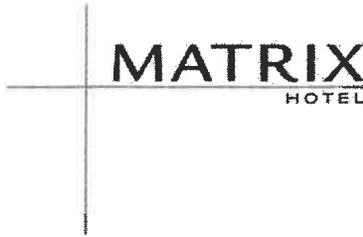
Company Name: Athabasca University  
 Group Name:

**INVOICE**

Date	Description	Charges	Credits
01-29-18	Room Revenue	160.00	
01-29-18	Destination Marketing Fee	4.80	
01-29-18	Room GST	8.24	
01-29-18	Tourism Levy	6.59	
01-30-18	Room Revenue	160.00	
01-30-18	Destination Marketing Fee	4.80	
01-30-18	Room GST	8.24	
01-30-18	Tourism Levy	6.59	
01-31-18			359.26
		<b>Total Charges</b>	359.26
		<b>Total Credits</b>	359.26
		<b>Balance</b>	<b>0.00</b>

**Merchant ID**  
**Transaction ID** 672166  
**Approval Code** 09256S  
**Approval Amount** 359.26

**Credit Card #**  
**Capture Method** Swiped  
**Transaction Amount** 359.26



**Mr. Rick Harland**

**Calgary AB  
Canada**

Company Name:  
Group Name:

Room No. : 1505  
Arrival : 02-15-18  
Departure Date : 02-16-18  
Folio No. :

Conf. No. : 5524059  
P.O. No. :

**INVOICE**

<b>Date</b>	<b>Description</b>	<b>Charges</b>	<b>Credits</b>
02-15-18	Room Revenue	160.00	
02-15-18	Destination Marketing Fee	4.80	
02-15-18	Room GST	8.24	
02-15-18	Tourism Levy	6.59	
02-15-18			179.63
		<b>Total Charges</b>	179.63
		<b>Total Credits</b>	179.63
		<b>Balance</b>	<b>0.00</b>



## eTicket Receipt

Prepared For  
HARLAND/RICHARD MR

RESERVATION CODE	XMFOBS
ISSUE DATE	24Feb18
TICKET NUMBER	8382134274238
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	WS402373845

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
28Feb18	WESTJET WS 662	CALGARY INTL AB, CANADA  Time 9:30am	TORONTO ON, CANADA  Time 3:14pm Terminal TERMINAL 3	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis LC03TL Not Valid Before 28FEB18 Not Valid After 28FEB18
02Mar18	WESTJET WS 665	TORONTO ON, CANADA  Time 3:00pm Terminal TERMINAL 3	CALGARY INTL AB, CANADA  Time 5:20pm	Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis BCL Not Valid After 28FEB19

## Allowances

<b>Baggage Allowance</b> YYC to YYZ - 0 Pieces WESTJET Prices of additional baggage pieces: 1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters 2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters YYZ to YYC - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters Prices of additional baggage pieces: 1. 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
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YYC to YYZ , YYZ to YYC - 1 Piece (WS - WESTJET)

Carry On Charges

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

## Payment/Fare Details

Form of Payment	CREDIT CARD - : XXXXXXXXXXXXX
Fare Calculation Line	YYC WS YTO382.00WS YYC509.00CAD891.00END
Fare	CAD 891.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 49.06 XG (GOODS AND SERVICES TAX (GST))
	CAD 3.25 RC1 (HARMONIZED SALES TAX (HST))
	CAD 55.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 46.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	<b>CAD 1058.56</b>

### Positive identification required for airport check in

Notice:

#### Travel info

**QST # 1202807956TQ0001 GST # 866112535**

For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

At Westjet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without

**AEROFLEET SERVICES**

2601 MATHESON BOULEVARD E

MISSISSAUGA ON

905-678-7077

CAR 14

**SALE**

Clerk #: 001642

TID: PS321013

REF#: 00000010

Batch #: 448

SEQ: 001448010

02/28/18

20:08:50

Invoice #: 10

APPR CODE: 09787S

Chip  
\*\*\*

<b>AMOUNT</b>	<b>\$57.00</b>
<b>TIP</b>	<b>\$10.00</b>
<b>TOTAL</b>	<b>\$67.00</b>

APPROVED

AID: A000000041010

TVR: 00 00 00 80 00

TSI: E8 00

BY ENTERING A VERIFIED PIN  
CARDHOLDER AGREES TO PAY ISSUER  
SUCH TOTAL IN  
ACCORDANCE WITH ISSUER'S  
AGREEMENT  
WITH CARDHOLDER

Thank you for choosing  
Aerofleet Services

CUSTOMER COPY

**RECEIPT**  
**GST NO. R122556194**

-TKT NO:180116821

EXIT No. A15

IN: 02/28/18 11:30

OUT: 03/02/18 17:52

DURATION: 2 06: 22

PAID: \$ 47.10

(GST INCLUDED)

REF. 74

THANK YOU FOR  
YOUR VISIT





**Receipt**

Please review this receipt for any errors or omissions. Refer to the calendar or brochure for the refund policy. Please retain this receipt for Income Tax purposes. Tuition fees may be tax deductible under paragraph 118.5(1)(a) of the Income Tax Act. GST # R119279313

All prices and amounts in Canadian funds.

Mr. Rick Harland

29/01/2018 11:47:44AM

Inv #: 2018484227

**Registrant:** Harland, Rick - X425504

Course Selection / Products	Start/End	Days/Times	Qty	Fee	Amount
<b>2018 CAUCE Deans &amp; Directors Meeting</b> CDDM345 - 2018A - REG	01 March, 2018 02 March, 2018	Th,F	1	\$525.00	\$525.00

**Refund Policy:** Refunds minus a \$25.00 administration fee will be provided if notification of withdrawal is received on or before February 9, 2018. No refunds will be issued after February 9, 2018. Substitutions will be allowed with permission of CAUCE.

**Notes:** Location

InterContinental Toronto Yorkville, Toronto, ON

Thursday, March 1, 2018

7:30 am - 4:30 pm; Reception 6:00 pm

Friday, March 2, 2018

8:00 am - 1:30 pm

Daily Self Parking Fees

\$13 daily - 7:00 am - 6:00 pm

\$7.00 overnight maximum: 6:00 pm - 7:00 am

\$2.50 per 1/2 hr and no in & out privileges

Covered Valet Parking

\$10 per hour - up to \$39

\$39 overnight

**Location:** Intercontinental Toronto Yorkville, ON. Intercontinental, Toronto Yorkville, ON.

Subtotal \$525.00

**Total Owing \$525.00**

**Payments**

Mastercard - Rick Harland, \*\*\*\*\* Auth #: 02292S, Resp #: 027 \$525.00

**Total Payments \$525.00**

**Balance Due \$0.00**



**INTERCONTINENTAL.**  
TORONTO YORKVILLE

03-02-18

<b>Mr Rick Harland</b>	Folio No. :		Room No. :	<b>413</b>
	A/R Number :		Arrival :	<b>02-28-18</b>
	Group Code :	<b>KP9</b>	Departure :	<b>03-02-18</b>
	Company :	<b>Canadian Association for University</b>	Conf. No. :	<b>66224542</b>
	Membership No.:	<b>PC 744809623</b>	Rate Code :	
	Invoice No. :		Page No. :	<b>1 of 2</b>
	Cashier No. :	<b>46</b>		
	User ID :	<b>EABENOJAF</b>	HST# :	<b>855206975</b>

Date	Description	Charges	Credits
02-28-18	*Accommodation	235.00	
02-28-18	Destination Marketing Fees	7.06	
02-28-18	HST 13% on Rooms	30.55	
03-01-18	*Accommodation	235.00	
03-01-18	Destination Marketing Fees	7.06	
03-01-18	HST 13% on Rooms	30.55	
03-02-18	MasterCard XXXXXXXXXXXXX7722		545.22



**INTERCONTINENTAL.**  
TORONTO YORKVILLE

03-02-18

<b>Mr Rick Harland</b>	Folio No. :		Room No. :	<b>413</b>
	A/R Number :		Arrival :	<b>02-28-18</b>
	Group Code :	<b>KP9</b>	Departure :	<b>03-02-18</b>
	Company :	<b>Canadian Association for University</b>	Conf. No. :	<b>66224542</b>
	Membership No.:	<b>PC 744809623</b>	Rate Code :	
	Invoice No. :		Page No. :	<b>2 of 2</b>
	Cashier No. :	<b>46</b>		
	User ID :	<b>EABENOJAF</b>	HST# :	<b>855206975</b>

Date	Description	Charges	Credits
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Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - [www.ihg.com/reviews](http://www.ihg.com/reviews). We look forward to welcoming you back soon.

<b>Total</b>	<b>545.22</b>	<b>545.22</b>
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<b>Balance</b>	<b>0.00</b>	<b>CAD</b>
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0.00	CAD
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0.00	CAD
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0.00	CAD
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**Approval Code 03120S**  
**Approval Amount 545.22**

**HST 13% on Rooms**

61.10	CAD
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0.00	CAD
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0.00	CAD
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0.00	CAD
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0.00	CAD
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*If you have any questions, please contact the accounting department at (416) 324-5869 or fax (416) 324-5895*

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.