

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

David Head
Acting Vice President, Finance and Administration
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 16, 2018	N/A	Non-Travel	-	-	-	95.57	-	-	95.57
Jan 18 - 19, 2018	Edmonton	Business Meetings	173.60	122.37	35.00	-	-	-	330.97
Jan 25 - 27, 2018	Calgary	Business Meetings	283.20	236.39	50.00	-	-	-	569.59
Nov 27, 2017	Slave Lake	Business Meetings	127.68	-	-	-	-	-	127.68
Jan 30, 2018	Lac La Biche	Business Meetings	96.00	-	-	-	-	-	96.00
Feb 15 - 16, 2018	Edmonton	Business Meetings	193.60	114.23	65.00	-	-	-	372.83
Feb 21, 2018	Edmonton	Business Meetings	178.60	-	-	-	-	-	178.60
Feb 26 - 27, 2018	Edmonton	Business Meetings	203.60	111.29	65.00	-	-	-	379.89
Mar 9, 2018	Edmonton	Business Meetings	173.60	-	25.00	-	-	-	198.60
			\$ 1,429.88	\$ 584.28	\$ 240.00	\$ 95.57	\$ -	\$ -	\$ 2,349.73

Receipts for the respective expenses are attached. The balance represents per diem payments that are not received.
Please refer to the "Travel and Expense Claim Policy" for per diem rates. <http://ous.athabascau.ca/policy/finance/travelexpenseclaimpolicy.htm>

STAPLES Canada
Store # 111
40 445 St Albert Trail
St Albert, AB T8N6T9
780-418-3650

Sale 00002 2 004 73448
0111 01/16/18 06:36

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Expires: 01/23/2018

999999
SEAGATE 2TB PORTABLE
763649052877 91.02
Subtotal 91.02
GST 5.00% 4.55
Total \$95.57

Authorization Number 06592S
0010015950 73448 66164059
2 01/16/18 18:35:54
01/027 APPROVED - THANK YOU

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0 1 1 1 0 1 1 5 1 5 7 3 4 4 8 0 4

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
 Athabasca, AB,

Page Number : 1 Invoice # 189790
 Guest Number : 455256
 Folio ID : A
 Arrive Date : 18-JAN-18 20:23
 Depart Date : 19-JAN-18 08:01
 No. Of Guest : 1
 Room Number : 709
 Club Account :

Tax ID : 895695716RT0002
 Four Points Edmonton JAN-19-2018 08:01 JEFF

Date	Reference	Description	Charges (CAD)	Credits (CAD)
18-JAN-18	RT709	Room Charge	109.00	
18-JAN-18	RT709	Destination Marketing Fee	3.27	
18-JAN-18	RT709	Tourism Levy	4.49	
18-JAN-18	RT709	GST	5.61	
19-JAN-18				-122.37

For Authorization Purpose Only

Date Code Authorized
 18-JAN-18 867724 250 ✓

Approve EMV Receipt for PIN Verified
 TC:59BCF4745C1CA572 TVR:0000008000 AID:A000000025010801
 Application Label:AMERICAN EXPRESS

** Total 122.37 -122.37 ✓
 *** Balance -0.00

Continued on the next page

PLACE ON DASH THIS SIDE UP

VALID ONLY IF PROPERLY DISPLAYED
ON STREETSIDE DASHBOARD

THIS SIDE UP

Impark 02000002
Lot 383-2/ 10034 - 106 Street
GST 88731-5638-RT0006



Expires

19 Jan 18

06:00 PM Paid \$ 20.00C

Entry time 19 Jan 18 08:32 AM

PLACE ON DASH THIS SIDE UP



KEEP THIS PORTION

Expires

19 Jan 18
06:00 PM

Paid
\$ 20.00C

RECEIPT

PROOF OF PURCHASE

HOTEL ALMA

AT THE UNIVERSITY OF CALGARY

Hotel Alma
169 UNIVERSITY GATE NW
403-220-3203

Head, David

Confirmation Number: 20298201-1

Room Number: 514

Athabasca, AB

Room Type: SQN

No. of Guests: 1

TAX ID	ARRIVAL	DEPARTURE	RATE PLAN	ACCOUNT
	01/25/2018	01/26/2018	GRINT	20784

DATE	CODE	DESCRIPTION	COMMENT	AMOUNT (CAD)
01/25/2018	7000	ROOM CHARGE		115.00
01/25/2018	8052	ROOM FEE		3.45
01/25/2018	8051	GST		5.92
01/25/2018	8050	ALBERTA TOURISM LEVY		4.74
01/25/2018	6001	PARKING		10.00
01/26/2018	8006			(139.11)

TOTAL DUE: 0.00

TERMS / DUE AND PAYABLE UPON PRESENTATION. I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THE INDICATED PERSON OR THIRD PARTY FAILS TO PAY FOR ANY PART OF, OR THE FULL AMOUNT OF THE CHARGES.

**THE DESTINATION MARKETING FEE IS SUBJECT TO 5% GST AND 4% ATL
GST R#108102864**

SIGNATURE / _____

DATE / _____

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 : ---
 Folio ID : A
 Arrive Date : 26-JAN-18 19:44
 Depart Date : 27-JAN-18 11:45
 No. Of Guest : 1
 Room Number : 231
 Club Account :

Canada

Tax Invoice

Tax ID : 131788788RT00008
 FPbS Edmonton Airt JAN-27-2018 11:45 MICHELLE

Date	Reference	Description	Charges (CAD)	Credits (CAD)
26-JAN-18	RT231	Room Charge	89.25	
26-JAN-18	RT231	Room GST	4.46	
26-JAN-18	RT231	Tourism Levy	3.57	
27-JAN-18	5806	Ric's Grill & Lounge	19.80	
27-JAN-18				-117.08

For Authorization Purpose Only

Date	Code	Authorized
26-JAN-18	853782	120.49

** Total 117.08 -117.08
 *** Balance -0.00

Handwritten:
 -19.80

 \$ 97.28 ✓

415168 B.C. Ltd. - Operator

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room & Tax	Food & Bev	Telecom	Other	Total	Payment	
01-26-2018	92.82	0.00	0.00	4.46	97.28	0.00	0 • C
01-27-2018	0.00	16.95	0.00	2.85	19.80	-117.08	000
Total	92.82	16.95	0.00	7.31	117.08	-117.08	0 • *

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Handwritten summary:
 117.08 +
 19.80 -

 97.28 +

 000

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 0 • *

k



Impark 02102102
Lot 383-2/ 10034 - 106 Street
GST 88731-5638-RT0006

Expires

15 Feb 18

01:45 PM Paid \$ 20.00C ✓

Entry time 15 Feb 18 09:45 AM
37335*10034

Expires

15 Feb 18
01:45 PM

Paid
\$ 20.00C

RECEIPT

k



Impark 02030302
Lot 383-2/ 10034 - 106 Street
GST 88731-5638-RT0006

Expires

16 Feb 18

06:00 PM Paid \$ 20.00C ✓

Entry time 16 Feb 18 07:19 AM
552490*10034

Expires

16 Feb 18
06:00 PM

Paid
\$ 20.00C ✓

RECEIPT

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 # : 191392
 Guest Number : 457638
 Folio ID : A
 Arrive Date : 15-FEB-18 21:48
 Depart Date : 16-FEB-18 07:27
 No. Of Guest : 3
 Room Number : 708
 Club Account :

Tax ID : 895695716RT0002
 Four Points Edmonton FEB-16-2018 07:27 MAYLYNA

Date	Reference	Description	Charges (CAD)	Credits (CAD)
15-FEB-18	DEPOSIT	Deposit-AX-2007		-114.23
15-FEB-18	RT708	Room Charge	101.75	
15-FEB-18	RT708	Destination Marketing Fee	3.05	
15-FEB-18	RT708	Tourism Levy	4.19	
15-FEB-18	RT708	GST	5.24	

** Total 114.23 ✓
 *** Balance -0.00 -114.23

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rk



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

Expires

21 ✓ **Feb** 18

05:00 AM Paid \$ 25.00C

Entry time 20 Feb 18 02:48 PM
373351*4003

Expires

21 Feb 18
05:00 AM

Paid \$ 25.00C ✓

RECEIPT ✓

ark



Impark 02038302

Lot 383-2/ 10034 - 106 Street

GST 88731-5638-RT0006

Expires

26 Feb 18

06:00 PM Paid \$ 25.00C

Entry time 26 Feb 18 11:02 AM

552490*1658

Expires

26 Feb 18

06:00 PM

Paid

\$ 25.00C

RECEIPT

rk



Impark 02038302

Lot 383-2/ 10034 - 106 Street

GST 88731-5638-RT0006

Expires

27 Feb 18

06:00 PM Paid \$ 25.00C

Entry time 27 Feb 18 11:30 AM

552490 1658

Expires

27 Feb 18

06:00 PM

Paid

\$ 25.00C

RECEIPT

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 # : 192021
 Guest Number :
 Folio ID : A
 Arrive Date : 26-FEB-18 19:21
 Depart Date : 27-FEB-18 11:10
 No. Of Guest : 1
 Room Number : 709
 Club Account :

Tax ID : 895695716RT0002
 Four Points Edmonton FEB-27-2018 11:10 EMERALDF

Date	Reference	Description	Charges (CAD)	Credits (CAD)
26-FEB-18	RT709	Room Charge	99.13	
26-FEB-18	RT709	Destination Marketing Fee	2.97	
26-FEB-18	RT709	Tourism Levy	4.08	
26-FEB-18	RT709	GST	5.11	
27-FEB-18	2974	East 75 Restaurant	16.18	
27-FEB-18				-127.47

For Authorization Purpose Only

Date Code Authorized
 26-FEB-18

Approve EMV Receipt
 TC:E44502BF89DB6CA4
 Application Label:

** Total 127.47 -127.47
 *** Balance 0.00

- 16.18

 #111.29

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0.00
 127.47
 16.18
 111.29

rk



Impark 02038302

Lot 383-2/ 10034 - 106 Street

GST 88731-5638-RT0006

Expires

09 Mar 18

06:00 PM Paid \$ 20.00C

Entry time 09 Mar 18 06:45 AM

54114 5791

Expires

09 Mar 18

06:00 PM

Paid

\$ 20.00C

RECEIPT