

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

**Rick Harland
Interim Vice President, Advancement
June 1, 2018 to July 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
May 24 - 25, 2018	Edmonton	Business Meetings	283.20	-	80.00	-	-	-	363.20
May 28 - 29, 2018	Edmonton	Business Meetings	283.20	-	80.00	-	-	-	363.20
June 4, 2018	Edmonton	Business Meetings	283.20	-	40.00	-	-	-	323.20
June 7 - 9, 2018	Athabasca	Business Meetings	427.20	-	45.00	-	-	-	472.20
May 24 - 28, 2018	Edmonton	Business Meetings	-	359.26	-	-	-	-	359.26
			\$ 1,276.80	\$ 359.26	\$ 245.00	\$ -	\$ -	\$ -	\$ 1,881.06

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>

MATRIX

HOTEL

Mr. Richard Harland
1 University Dr
Athabasca AB T9S3A3
Canada

Room No. : 0801
Arrival : 05-24-18
Departure Date : 05-25-18
Folio No. : 1970980

Conf. No. : 25680242
P.O. No. :

Company Name: Athabasca University

Group Name:

INVOICE

Date	Description	Charges	Credits
05-24-18	Room Revenue	160.00	
05-24-18	Destination Marketing Fee	4.80	
05-24-18	Room GST	8.24	
05-24-18	Tourism Levy	6.59	
05-24-18			179.63
Total Charges		179.63	
Total Credits			179.63
Balance			0.00

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MATRIX

Mr. Richard Harland
1 University Dr
Athabasca AB T9S3A3
Canada

Room No. : 1206
Arrival : 05-28-18
Departure Date : 05-29-18
Folio No. : 1979088

Company Name: Athabasca University
Group Name:

Conf. No. : 25739630
P.O. No. :

INVOICE

Date	Description	Charges	Credits
05-28-18	Room Revenue	160.00	
05-28-18	Destination Marketing Fee	4.80	
05-28-18	Room GST	8.24	
05-28-18	Tourism Levy	6.59	
05-29-18			179.63
		Total Charges	179.63
		Total Credits	179.63
		Balance	0.00

Merchant ID
Transaction ID 2021294
Approval Code 132906
Approval Amount 179.63

Credit Card #
Capture Method Swiped
Transaction Amount 179.63

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