

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

David Head  
Interim Vice President, Finance and Administration  
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	58.69	122.37	60.00	-	-	-	241.06
May 27 - 28, 2018	Edmonton	Business Meetings	134.40	152.06	15.00	-	-	-	301.46
June 9 - 13, 2018	Vancouver	Attend Conference	531.11	1,018.74	75.00	755.00	-	-	2,379.85
June 9, 2018	Edmonton	Business Meeting	172.80	-	-	-	-	-	172.80
June 19 - 20, 2018	Edmonton	Business Meetings	153.60	25.00	25.00	-	-	-	203.60
June 27 - 28, 2018	Edmonton	Business Meetings	-	25.00	50.00	-	-	-	75.00
3-Jul-18	Edmonton	Business Meetings	134.40	-	40.00	-	-	-	174.40
June 9 - 10, 2018	Edmonton	Business Meetings	-	187.49	-	-	-	-	187.49
			<b>\$ 1,185.00</b>	<b>\$ 1,530.66</b>	<b>\$ 265.00</b>	<b>\$ 755.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,735.66</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



David Head	Page Number	:	1	Invoice #	:	197249
	Guest Number	:			:	
Athabasca, AB,	Folio ID	:	A		:	
Canada	Arrive Date	:	24-MAY-18	18:25	:	
	Depart Date	:	25-MAY-18	07:10	:	
	No. Of Guest	:	1		:	
	Room Number	:	618		:	
	Club Account	:			:	

Tax ID : 895695716RT0002  
 Four Points Edmonton MAY-25-2018 07:10 ERIKAC

Date	Reference	Description	Charges (CAD)	Credits (CAD)
24-MAY-18	RT618	Room Charge	109.00	
24-MAY-18	RT618	Destination Marketing Fee	3.27	
24-MAY-18	RT618	Tourism Levy	4.49	
24-MAY-18	RT618	GST	5.61	
25-MAY-18				-122.37
***For Authorization Purpose Only***				
Date	Code	Authorized		
24-MAY-18		250		
** Total			122.37	-122.37
*** Balance			-0.00	

Continued on the next page

PETRO-CANADA  
2015 - 50TH AVENUE  
ATHABASCA  
ALBERTA T9S 1H3  
(867) 334-5313

GST 838442929  
PC0395512:7788501  
TERMINAL: 027788501  
PAYPOINT: 027788501

2018-05-24 14:21

PUMP 07  
PREPAID GAS SALE  
REGULAR  
LITRES L 44.50  
PRICE/L \$ 1.34  
FUEL SALES \$ 60.00  
SAVINGS \$ -1.34

TOTAL OWED \$ 58.66

TOTAL PAID  
CREDIT CARD \$ 58.66

\* GST INCL. \$ 2.79

AUTH 03110S  
PURCHASE  
C 0010010010 00 027

0000008000  
E800  
INVOICE 294750

VERIFIED BY PIN

00 APPROVED  
THANK YOU



**Clarion Hotel & Conference Centre  
(CNB06)**

2100 Premier Way  
Sherwood Park, AB T8H 2G4  
(780) 464-4900  
GM.CNB06@choicehotels.com

Account: 587455291

Date: 5/28/18

Room: 324 S3A

Arrival Date: 5/26/18

Departure Date: 5/28/18

Check In Time: 5/26/18 11:49 AM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: cbalta

**Total Balance Due: 152.06**

HEAD, DAVID

ATHABASCA, AB

Post Date	Description	Comment	Amount
5/27/18	Room Charge	#324 HEAD, DAVID	139.50
5/27/18	Goods & Services Tax		6.98
5/27/18	Tourism Levy		5.58
<b>Folio Summary 5/27/18 - 5/27/18</b>			
	Room Charge		139.50
	Goods & Services Tax		6.98
	Tourism Levy		5.58
		<b>Balance Due:</b>	<b>152.06</b>

GST100495605RT001

x





Vancouver - 2018

# Discover the diversity Découvrir la diversité

June 10 - 12 juin

## Your Statement page

**Invoice No.: E9EB0B30-53658**

**Invoice Date: 26-April 2018**



53658



[Print](#)

Mr. David Head  
Athabasca University  
1 University Drive  
Athabasca, AB, T9S 3A3  
Canada  
780-675-6485  
dhead@athabascau.ca  
Guest Reservation ID

CAUBO/ACPAU  
350 Albert Street, Suite 315  
Ottawa, ON, K1R 1B1  
Canada  
Phone:613-230-6760, Fax:613-563-7739

### Your selection(s)

Description	UNIT PRICE	QUANTITY	Total
I DO NOT WISH TO ATTEND ANY PRE- CONFERENCE SEMINARS	\$0.00	1	\$0.00
Main Conference Registration (Member)	\$755.00	1	\$755.00
Benchmarking administrative efficiency: the Uniforum experience	\$0.00	1	\$0.00
Towards a Strategic and Sustainable Budget	\$0.00	1	\$0.00
Marijuana --'Hashing Out' Your Obligations	\$0.00	1	\$0.00
Threat Assessment Teams in Higher Education	\$0.00	1	\$0.00
Social Purpose Finance and Administration: Next Gen Finance and Admin Practices- Part 1	\$0.00	1	\$0.00
Social Purpose Finance and Administration: Next Gen Finance and Admin Practices- Part 2	\$0.00	1	\$0.00
		<b>Sub-Total</b>	\$755.00
		<b>Total</b>	\$755.00
		<b>Payments</b>	\$755.00
		<b>Balance Owing</b>	\$0.00

### Payments

Date	Method	Description	Amount
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## Purchase summary

Amount paid: \$356.21

### Tax information

GST/HST no. 10009-2287 RT0001  
\$16.96



### Air Transportation Charges

Base Fare - Depart - Economy - Standard	132.00
Base Fare - Return - Economy - Standard	119.00
Surcharges	24.00



### Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	16.96
Air Travellers Security Charge	14.25
Airport Improvement Fee - Canada	50.00

Total airfare and taxes before options **\$356<sup>21</sup>**

GRAND TOTAL (Canadian dollars) **\$356<sup>21</sup>**



## Check-in and boarding gate deadlines

Within Canada

**90**

minutes

### Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

**45**

minutes<sup>1</sup>

### Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

**15**

minutes

### Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

<b>Filter by Date Range</b>		<b>Additional Filtering Options</b>	
From:	June 9 2018	From lower limit:	Transaction Type
To:	June 9 2018	2%	All
<b>Filter by Month</b>		To upper limit:	Transaction location:
Month:	June 2018	2%	All
		Category:	
		All	

[Get Details](#)

TRANSACTION DATE ▾	DETAILS	AMOUNT
Jun 9, 2018	AIR CAN* 00142195093183 AIRCANADA.COM, MB	-\$26.25

The icons indicate the spend category for each of the transactions. Spend categories are assigned based on where the goods or services were purchased.

To view the transaction totals for each spend category, select "Spend Report".

- Personal & Household Expenses
- Retail and Grocery
- Hotels, Entertainment, and Recreation
- Home & Office Improvement
- Cash Advances and Balance Transfers
- Other Transactions
- Professional and Financial Services
- Transportation
- Restaurants
- Health & Education
- Foreign Currency Transactions

+ As of the last statement date.

[Credit Card eStatement Terms and Conditions \(November 2011\) \(PDF 126 KB\)](#)

**dwhead@live.com**

---

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Tuesday, June 12, 2018 10:13 AM  
**To:**  
**Subject:** Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2018-06-13

Passenger: DAVID HEAD  
Departure city: VANCOUVER YVR  
Destination city: EDMONTON YEG

Fee Breakdown:

Excess baggage fee (1 piece): 25.00 CAD

GST/TPS: 1.25 CAD

Total CAD: 26.25 CAD

Form of payment used:

Please Note: This fee is non refundable.

XG - GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!  
Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:  
<https://mymessages.aircanada.com/en/R4ii0QaQgUW6v8ERu2acA>

\*\*\*\*\*

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Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

BLACKTOP & CHECKER  
CABS#144  
777 PACIFIC ST  
VANCOUVER BC

SURDELL TAXI 080  
12975 84TH AVE V3W1B3  
SURREY BC  
20358697

CARD  
CARD TYPE -----  
DATE 2018/06/13  
TIME 4139 06:22:04  
CLERK ID 1  
RECEIPT NUMBER  
5010813-001-315-004-0

|||| PURCHASE ||||  
06-10-2018 13:46:41  
acct #  
Exp Date '11/11' Card Type  
Name: DAVID W HEAD  
0000000041010

CHASE  
AMOUNT \$31.00  
TAX \$2.00  
TOTAL

Trace # 160003 Operator 18  
FB2035869701  
Acct # 11463  
Card # 09186S RRN 001631003

**\$33.00**

Purchase \$35.00  
Tip \$3.00  
Total \$38.00

( 00 ) APPROVED-THANK YOU

41BED45BD32D7271  
0000008000-E800  
C0FDA443E41118BC

**APPROVED**

AUTH# 06157S 01-027  
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CA5%

POF 1st Fl 13/06/18 11:50  
Receipt 081201

Short-term parking tkt  
VP - No. 002108  
10/06/18 10:49  
13/06/18 11:50  
Period 3d1h0'  
(Tax) \$50.50

Total \$50.50

Payment Received \$50.50

Merch: 82005340013  
Auth: 01681S  
Type: Swiped

Sub Total \$48.10  
Tax 5% \$2.40

00765929 - 1/1



**COAST**  
coal harbour hotel™  
by **APA**

1180 West Hastings Street  
Vancouver, BC V6E 4R5  
Tel: (604) 697-0202 Fax: (604) 697-0123

**Mr David Head**

Athabasca AB

# Receipt

Invoice date 6/13/2018  
Our reference CCC-FC298668 /  
GST Number 101035467 RT0022

Guest **David Head** Arrival **6/10/2018** Departure **6/13/2018** Room **1215**

Date	Description	Quantity	Unit Price	Total (CAD)
6/10/2018	Room Charge	1	289.00	289.00
6/10/2018	DMF @1.293% Plus Taxes	1	3.74	3.74
6/10/2018	Federal Tax GST	2	0.00	14.64
6/10/2018	Provincial Room Tax	2	0.00	23.42
6/10/2018	Municipal Room Tax	2	0.00	8.78
6/11/2018	Room Charge	1	289.00	289.00
6/11/2018	DMF @1.293% Plus Taxes	1	3.74	3.74
6/11/2018	Federal Tax GST	2	0.00	14.64
6/11/2018	Provincial Room Tax	2	0.00	23.42
6/11/2018	Municipal Room Tax	2	0.00	8.78
6/12/2018	Room Charge	1	289.00	289.00
6/12/2018	DMF @1.293% Plus Taxes	1	3.74	3.74
6/12/2018	Federal Tax GST	2	0.00	14.64
6/12/2018	Provincial Room Tax	2	0.00	23.42
6/12/2018	Municipal Room Tax	2	0.00	8.78

	<b>Total invoice</b>	<b>1,018.74</b>
2/9/2018		-339.57
6/13/2018		-679.17
	<b>Total Paid</b>	<b>-1,018.74</b>
	<b>Total Due</b>	<b>0.00</b>

Total GST 43.92

I agree that my liability for any charges incurred by me 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 of the full amount of these charges. Interest will be charged on any overdue balance.

**Signature X** \_\_\_\_\_

**For reservations: [www.coasthotels.com](http://www.coasthotels.com) or 1-800-663-1144**



16615 - 109 Avenue • Edmonton, AB T5P 4K8  
 Phone (780) 484-0821 • Fax (780) 486-1634  
 For reservations across the nation  
[www.westedmonton.doubletree.com](http://www.westedmonton.doubletree.com) or 1-800-222-TREE

**Name & Address**

ATHABASCA UNIVERSITY  
 201-13220 ST ALBERT TRAIL  
 EDMONTON AB T5L 4W1  
 CANADA

Room A18  
 Arrival Date 6/5/2018 12:00:00 AM  
 Departure Date 6/13/2018 12:00:00 AM

Adult/Child  
 Room Rate

Rate Plan:  
 HH #  
 AL:  
 Car:

6/11/2018



DATE	REFERENCE	DESCRIPTION	AMOUNT
6/9/2018	1563472	GUEST ROOM SINGLE [RTD FR RM HEAD DAVID	\$167.00
6/9/2018	1563472	AB TOURISM LEVY [RTD FR RM HEAD DAVID 1804]	\$6.88
6/9/2018	1563472	DMF [RTD FR RM HEAD DAVID 1804]	\$5.01
6/9/2018	1563472	GST [RTD FR RM HEAD DAVID 1804]	\$8.60
6/9/2018	1563521		\$182.00
6/9/2018	1563521		\$7.50
6/9/2018	1563521		\$5.48
6/9/2018	1563521		\$9.37
6/10/2018	1564568		\$167.00
6/10/2018	1564568		\$8.35
6/10/2018	1564568		\$6.68
		**BALANCE**	\$573.85
Total Invoice Amount		\$516.00	\$57.85



ACCOUNT NO.

CARD MEMBER NAME

ESTABLISHMENT NO. & LOCATION  
 GST# 74111-4326 RT0001

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

CARD MEMBER'S SIGNATURE  
 X

DATE OF CHARGE

FOLIO NO./CHECK NO.  
 186062 B

AUTHORIZATION

INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT

