

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Vivian Manasc, Chair, Board of Governors  
June 1, 2018 to July 31, 2018

**1) Travel expenses**

\* "Transportation" includes airfare, public transportation, taxis, parking, mileage per diem, and fuel

\*\* "Other" includes registration fees, telephone calls, and internet charges

\*\*\* "Recovery" refers to reimbursements from external parties

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
June 7 - 8, 2018	Athabasca	Business Meetings	-	351.20	-	-	-	-	351.20
			<u>\$ -</u>	<u>\$ 351.20</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 351.20</u>

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>



**DAYS INN ATHABASCA**

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 Printed: 2018-06-11 10:52:35 AM

**Folio (Detailed)**

Name:	VIVIAN, MANASC	Confirmation Number:	44359188				
Company:	*ATHABASCA UNIVERSITY GOVERN	Account Number:	451-031327				
		Receivable Account Number:	1000148963				
Room:	412	Room Type:	ENQ1, EFFICIENCY 1 QUEEN	Nights:	2	Guests:	1/0
Rate Plan:	RACK	Daily Rate:	NSMK	GTD:	DR - DIRECT BILL		
Arrival:	2018-06-07 (Thu)	Departure:	\$161.10 + \$14.50 Tax		*ATHABASCA UNIVERSITY GOVERN		
			2018-06-09 (Sat)				

Room Rate:  
 2018-06-07 (Thu) - 2018-06-08 (Fri)      \$161.10 + \$14.50 Tax per night.

Date	Code	Description	Amount	Balance
2018-06-07	RM	ROOM CHARGE	\$161.10	\$161.10
2018-06-07	TAX1	GST	\$8.06	\$169.16
2018-06-07	TAX2	TOURISM LEVY	\$6.44	\$175.60
2018-06-08	RM	ROOM CHARGE	\$161.10	\$336.70
2018-06-08	TAX1	GST	\$8.06	\$344.76
2018-06-08	TAX2	TOURISM LEVY	\$6.44	\$351.20
2018-06-09	DR	VIVIAN, MANASC [*ATHABASCA UNIVERSITY GOVERN]	-\$351.20	\$0.00
2018-06-11	DR	VIVIAN, MANASC [*ATHABASCA UNIVERSITY GOVERN]	\$351.20	\$351.20
2018-06-11	MCSA	MC-CREDIT CARD TERMINAL	-\$351.20	\$0.00

**Summary**

<b>Room</b>	<b>Tax</b>	<b>F&amp;B</b>	<b>Other</b>	<b>CC</b>	<b>Cash</b>	<b>DB</b>
\$322.20	\$29.00	\$0.00	\$0.00	-\$351.20	\$0.00	\$0.00

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**Guest Signature:**

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(1) Regardless of charge instructions, the undersigned acknowledges the above as personal indebtedness. (2) This property is privately owned and management reserves the right to refuse services to any one, and will not be responsible for injury or accidents to guests or loss of money, jewelry or any personal valuables of any kind. "We or our affiliates may contact you about goods and services unless you call 888-946-4283 or write to Opt Out/ Privacy, Wyndham Hotel Group, LLC, 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our website about privacy."