

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Jennifer Schaeffer
Vice President Information Technology & CIO
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
June 8, 2018	Athabasca	Business Meetings	-	184.21	-	-	-	-	184.21
June 11	Seattle	Business Meetings	536.82	-	-	-	-	-	536.82
June 6 - 21, 2018	Vancouver	Business Meetings	863.43	791.25	-	538.60	-	-	2,193.28
			\$ 1,400.25	\$ 975.46	\$ -	\$ 538.60	\$ -	\$ -	\$ 2,914.31

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

2805-48TH AVENUE
 ATHABASCA AB T9S 0A4 CA
 Phone: 780-675-7020
 Fax: 780-675-7783
 Email: daysinnatha@gmail.com
 Printed: 2018-06-11 11:06:40 AM

Folio (Detailed)

Name: SCHAEFFER, JENNIFER		Confirmation Number: 44359201	
Company: *ATHABASCA UNIVERSITY GOVERN		Account Number: 514-657124	
		Receivable Account Number: 1000148963	
Room: 308	Room Type: ENK1, EFFICIENCY 1 KING	Nights: 1	Guests: 2/0
Rate Plan: RACK	Daily Rate: NSMK	GTD: DR - DIRECT BILL	
Arrival: 2018-06-08 (Fri)	Departure: \$169.00 + \$15.21 Tax 2018-06-09 (Sat)	*ATHABASCA UNIVERSITY GOVERN	

Room Rate:
 2018-06-08 (Fri) - 2018-06-08 (Fri) \$169.00 + \$15.21 Tax per night.

Date	Code	Description	Amount	Balance
2018-06-08	RM	ROOM CHARGE	\$169.00	\$169.00
2018-06-08	TAX1	GST	\$8.45	\$177.45
2018-06-08	TAX2	TOURISM LEVY	\$6.76	\$184.21
2018-06-09	DR	SCHAEFFER, JENNIFER [*ATHABASCA UNIVERSITY GOVERN]	-\$184.21	\$0.00
2018-06-11	DR	SCHAEFFER, JENNIFER [*ATHABASCA UNIVERSITY GOVERN]	\$184.21	\$184.21
2018-06-11			-\$184.21	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$169.00	\$15.21	\$0.00	\$0.00	-\$184.21	\$0.00	\$0.00

Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. Points can be redeemed for free nights, gift cards, merchandise and more. If you're not already a member, join at the front desk, visit us at www.wyndhamrewards.com or call 1-866-WYN-RWDS.

Guest Signature:

(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."



MY TRIPS BOOK A TRIP FLIGHT STATUS CHECK IN

SIGN UP LOG IN

CONFIRMATION #GSWWLN

THANK YOU FOR TRAVELING WITH DELTA, JENNIFER!

Your booking is complete. We'll send you an email shortly to jschaeffer@athabasca.ca with your receipt and itinerary details.

Edmonton, AB to Seattle, WA
Flight confirmation #GSWWLN - Mon, 11 Jun 2018

TOTAL TRIP COST (CAD) **C\$536.82**

ROUND TRIP | 1 PASSENGER

[GET TRIP NOTIFICATIONS](#)

MILES AVAILABLE

1,285

DON'T LEAVE THESE MILES BEHIND

Create your free Delta SkyMiles® account and earn 1,285 miles after your trip that you can use for flights, upgrades and more. With SkyMiles, your miles don't expire and there are no blackout dates on Delta Air Lines.

WHAT'S NEXT

- Visit My Trips to access your itinerary, see receipts, and manage your flights
- Go to My Trips to request wheelchair assistance, peanut allergy help, or other services
- Also in My Trips, purchase insurance, hotel stays, car rentals, or Trip Extras like Wi-Fi and Priority Boarding
- On international tickets, you may be entitled to a refund of some government taxes or fees. If you believe you qualify for a refund, please submit a request [online](#) or see our [Refunds FAQs](#) for other ways to do so.

FLIGHTS

<p>MON 11 JUN</p> <p>YEG → SEA</p> <p>07:52 AM 08:50 AM</p>	<p>DL 5755¹</p> <p>1h 58m NONSTOP</p>	<p>Main Cabin (V)</p> <p>Changeable / Nonrefundable</p> <p>Delta Air Lines Baggage Information</p>	<p>Price per Passenger C\$326.00</p> <p>Taxes, Fees and Charges C\$141.91</p>
<p>▶ Details</p>			
<p>DEPARTS Mon, 11 Jun 07:52 AM from Edmonton International (YEG)</p> <p>ARRIVES Mon, 11 Jun 08:50 AM at Seattle-Tacoma Intl (SEA)</p> <p>FLIGHT DL 5755 1h 58m Operated by ¹Compass DBA Delta Connection</p> <p>AIRCRAFT Embraer 175 Meal Services</p>			
<p>MON 11 JUN</p> <p>SEA → YEG</p> <p>9:25 PM 12:18 AM</p> <p><small>ARRIVES NEXT DAY</small></p>	<p>DL 5754¹</p> <p>1h 53m NONSTOP</p>	<p>Main Cabin (V)</p> <p>Changeable / Nonrefundable</p> <p>Delta Air Lines Baggage Information</p>	
<p>▶ Details</p>			
<p>DEPARTS Mon, 11 Jun 9:25 PM from Seattle-Tacoma Intl (SEA)</p> <p>ARRIVES Arrives Next Day Tue, 12 Jun 12:18 AM at Edmonton International (YEG)</p> <p>FLIGHT DL 5754 1h 53m Operated by ¹Compass DBA Delta Connection</p> <p>AIRCRAFT Embraer 175 Meal Services</p>			
			<p>Total Price (CAD) C\$467.91</p>

Thank you for being a valued customer. The fees below are based on general passenger information. If you qualify for free or discounted checked baggage, this will be taken into account when you check in.

PASSENGERS, SEATS & EXTRAS					
	SEATS	EXTRAS	SPECIAL SERVICES	Seats	
1	Jennifer G Chesney				C\$38.52
				Extras	\$0
	YEG ▶ SEA 25 C 35 C FIRST D SECOND D	11A			
	SEA ▶ YEG 25 C 35 C FIRST D SECOND D	11A			
<p>¹ On Delta operated flights, you may carry on one bag and a small personal item at no charge. Carry-on allowances may differ and fees may apply for flights operated by carriers other than Delta. Contact the operating carrier for detailed carry-on limitations and charges.</p> <p>IMPORTANT: Visit delta.com for details on baggage embargoes that may apply to your itinerary.</p>				All Seats & Extras Subtotal	C\$38.52

TRIP INSURANCE	
Your request for Trip insurance has been processed.	Trip Insurance C\$30.39

PAYMENT			
CARD TYPE	CARD HOLDER	CARD NUMBER	Amount Charged (CAD)
MasterCard	Jennifer Schaeffer	*****8635	C\$536.82

HOTEL

GREAT NEWS! YOU QUALIFY FOR SPECIAL HOTEL DEALS BECAUSE YOU BOOKED A FLIGHT

Check in: Tuesday, May 8, 2018 **Check out:** Wednesday, May 9, 2018 - 1 room, 1 adult



Red Lion Hotel Seattle Airport
★★★★★
Guest rating
7.6 out of 10

~~\$205~~ **\$179**



La Quinta Inn & Suites Seattle Sea...
★★★★★
Guest rating
7.8 out of 10

\$189



Radisson Hotel Seattle Airport
★★★★★
Guest rating
8 out of 10

~~\$279~~ **\$259**

Powered by SEE MORE DEALS

Please note this third-party content may not meet the accessibility standards followed by Delta Air Lines.

CAR

Great news! Your flight is booked, now add a car rental and get at least 500 miles.



HERTZ
ECONOMY CAR

From
\$123.63
per day



HERTZ
COMPACT CAR

From
\$128.76
per day



HERTZ
INTERMEDIATE CAR

From
\$129.80
per day



HERTZ
STANDARD CAR

From
\$134.78
per day

SEATTLE - SEA Pick-up : Mon 11 Jun 2018 09:50 AM | Drop-Off : Mon 11 Jun 2018 08:25 PM

[VIEW ALL](#)

TERMS AND CONDITIONS

GENERAL CONDITIONS OF PURCHASE

You agree to accept all **Fare Rules** for each flight, all **Trip Extras Terms & Conditions**, and all terms in Delta's applicable **Contract of Carriage**. Once your ticket is purchased, **Risk-Free Cancellation** may apply. No contract exists until you receive confirmation that payment was received and processed.

View **Fare Rules, Change & Cancellation Policies**. This ticket is **changeable/ nonrefundable** . Fees may apply.

The advertised price is not an offer and is subject to change. All prices are (USD) unless otherwise noted. You may see separate transactions to your credit card based on the vendors and the products you are purchasing. Amounts may vary dependant on the rate of exchange at time of transaction.

In-Flight services and amenities may vary and are **subject to change**.

Final baggage fees will be assessed and charged at time of check in. **Baggage fees** may change based on the class of service or frequent flyer status.

Mon, 11JUN	DEPART	ARRIVE
DELTA 5755* Main Cabin (V)	EDMONTON, AB 7:52am	SEATTLE 8:50am
DELTA 5754* Main Cabin (V)	SEATTLE 9:25pm	EDMONTON, AB 12:18am **Tue 12JUN

**Arrival date is different than departure date.

*Flight 5755 Operated by COMPASS DBA DELTA CONNECTION

*Flight 5754 Operated by COMPASS DBA DELTA CONNECTION

NEW SERVICE & SUPPORT ANIMAL REQUIREMENTS

Delta welcomes trained service animals, including psychiatric service and emotional support animals on our flights. Effective March 1, 2018 we are changing our requirements. For these requirements please go to: delta.com/animals.

AUTOMATIC CHECK-IN NOW AVAILABLE

We've added Automatic Check-In to the Fly Delta app to save you time and hassle. This means if you're traveling in the United States, Puerto Rico or the U.S Virgin Islands, we'll automatically check you in 24 hours prior to your scheduled departure. Just open the app and you'll be on your way. Don't have the app? Click [here](#) to download. [Learn more](#) about automatic check-in.

RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, **Delta will no longer accept smart bags with non-removable lithium-ion batteries** as carry-on or checked baggage on any Delta mainline or Connection flight. For more information, please visit our [News Hub](#).

Hoverboards or any lithium battery powered self-balancing personal transportation devices are also not permitted as both carry-on and checked baggage.

Spare batteries for other devices, fuel cells, and e-cigarettes are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, they must be removed and carried in the cabin. Further information and specific guidelines regarding restricted items can be found [here](#).

Passenger Info

NAME	FLIGHT	SEAT
JENNIFER G CHESNEY	DELTA 5755	11A
	DELTA 5754	11A

Visit delta.com or use the [Fly Delta app](#) to view, select or change your seat.

If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit [My Trips](#) to access a receipt of your purchase.

Flight Receipt

Ticket #: [0062324102793](#)

Place of Issue: Delta.com

Ticket Issue Date: 08MAY18

Ticket Expiration Date: 08MAY19

METHOD OF PAYMENT

CA*****8635

\$467.91 CAD

CHARGES

Air Transportation Charges

Base Fare \$326.00 CAD

Taxes, Fees and Charges

United States - September 11th Security \$7.20 CAD

Fee(Passenger Civil Aviation Security Service Fee) (AY)

Canada - Air Travellers Security Charge (CA) \$12.10 CAD

Canada - Airport Improvement Fee (AIF) (SQ) \$30.00 CAD

United States - Transportation Tax (US) \$47.00 CAD

United States - Animal and Plant Health Inspection \$5.10 CAD

Service Fee (APHIS User Fee - Passengers (XA)

United States - Passenger Facility Charge (XF) \$5.80 CAD

Canada - Goods and Services Tax (GST) (XG) \$18.41 CAD

United States - Immigration and Naturalization \$9.00 CAD

Fee(Immigration User Fee) (XY)

United States - Custom User Fee (YC) \$7.30 CAD

TICKET AMOUNT

\$467.91 CAD

NONREF/PENALTY APPLIES

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: YEA DL SEA163.00VAVQAOME DL YEA163.00VAVQAOME CAD326.00END XF SEA4.5

Miscellaneous Service and Fees: RFIC: I

Document #: 0061506957387

Date of issue: 08MAY18

This document expires: 09MAY19

MAIN CABIN PREFERRED SEAT 19.26 CAD

MAIN CABIN PREFERRED SEAT 19.26 CAD

TOTAL TAX**TOTAL****38.52 CAD**

Payment Method

CA*****8635

Routing

YEG-SEA-YEG

NON REFUNDABLE/NO CHANGES/NON TRANSFERABLE/NOT VALID FOR TRAVEL

Important Note: Retain this receipt for your records. If travel or check-in commences on a carrier other than Delta, this receipt must be presented at the time of service or a fee will be assessed. If purchasing Delta Sky Club® memberships, all Delta SkyMiles® and Delta Sky Club® rules apply.

Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

Mon 11 Jun 2018

DELTA: YEG ✈ SEA

CARRY ON

FIRST

SECOND

FREE

\$25^{CAD}\$35^{CAD}

Mon 11 Jun 2018

DELTA: SEA ✈ YEG

CARRY ON

FIRST

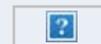
SECOND

FREE

\$25^{CAD}\$35^{CAD}**Transportation of Hazardous Materials**

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit delta.com Restricted Items Section.

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BOOK YOUR SUMMER GETAWAY. >

It's a great time to choose your next escape from more than 325



Purchase summary

MasterCard
 *****8635
 Amount paid: \$420.26
Tax information
 GST/HST no. 10009-2287 RT0001
 \$20.01

1 adult

Air Transportation Charges

Base Fare - Depart - Economy - Standard	192.00
Base Fare - Return - Economy - Standard	91.00
Surcharges	24.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	18.56
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	50.00
Total airfare and taxes before options	\$389⁸¹

Seat selection

Jennifer GRIFFIN Chesney	
AC239: 12E - Preferred Seat (Middle)	19.00
AC248: 23B - Standard Seat (Middle)	10.00
Goods and Services Tax - Canada no. 100092287 RT0001	1.45
Total with options and seat selection fee:	\$420²⁶
GRAND TOTAL (Canadian dollars)	\$420²⁶



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
minutes¹

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.

 781250440973043331001	Event		
	<h1>CANHEIT-TECC 2018</h1>		
	Date+Time	Location	Name
	Monday, 18 June 2018 at 8:00 AM - Thursday, 21 June 2018 at 2:00 PM (PDT)	8888 University Drive Burnaby, BC V5A 1S6 Canada	Jennifer Schaeffer Payment Status Eventbrite Completed
Order Info			
Order #781250440. Ordered by Jennifer Schaeffer on 5 June 2018 10:27 PM			
Type		Full Registration \$525.00 GST \$25.00	

Registration Information:

Privacy Notice Waiver
accepted

The menu for the Awards Gala on Wednesday, June 20th will be West Coast inspired. Please choose your entree (main course) from one of the options below.

Canadian Maple and Forty Creek Whisky Lacquered Cedar Plank Wild Salmon

Women in Technology Breakfast, Wednesday, June 20, 7:00 am - 8:15 am: Join our panel of experts from across Canada in a discussion about the evolving role of women in IT.

Everyone is welcome, but space is limited. To reserve your seat, please RSVP below.

Yes, I will attend the Women in Technology Breakfast.



781250440973043331001

Eventbrite

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www.eventbrite.ca

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CA5%

Exit Lane 12/06/18 00:36
Receipt 074614

Short-term parking tkt
VP - No. 002168
11/06/18 06:13
12/06/18 00:36
Period 1d0h0'
(Tax) \$15.00

Total \$15.00

Payment Received \$15.00

Merch:82005340013
Auth:023632
Type: Swiped

Sub Total \$14.29
Tax 5% \$0.71

03E13B21 - 1/1

EasyPark

CP120002-CP

600 Moberly Road

Ticket 0041582

6:18pm 19/06/18

Fee Paid \$6.50

Card ... Auth 211840

Parking for

PARKING PAID UNTIL

6:00am

Weds 20/6/18

GST# R101476547

Do not leave valuables
in vehicles

RECEIPT

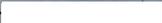
License Plate Number



Expiration Date/Time

11:59 PM
JUN 19, 2018

Purchase Date/Time: 07:40am Jun 19, 2018
Total Due: \$13.00 Rate: Until 12AM \$13.00
Total Paid: \$13.00 Payment Type: Card
Ticket #: 00032903
S/N #: 520015331337
Setting: Visitors North
Mach Name: Visitors North



Auth #: 104119

PARKING REC

PARKING RECEIPT

RECEIPT

Budget Rent a Car of B.C. Ltd.

Contract No: 2267275

Renter: schaeffer, jennifer G

Expire: *****

Unit #: 197687
Time Out: 17/06/2018 11:02:00 AM
Kms Out: 3192
Time In: 20/06/2018 03:19:20 PM
Kms In: 3433
Location In: B- 01 YVR Airport
Kms Driven: 241
Est. Fuel Level: FULL
Condition: OK

Optional Extra: Item	Unit#	Status
Graduated Driver- Surcharge		Returned

Charges: Item	Qty	Unit Price	Charges
Vehicle Rental	4	30.60	122.40
Graduated Driver- Surcharge	4	19.00	76.00
VLF/AC Recovery Fee	4	0.85	3.40
Customer Facility Charge	4	5.00	20.00
Location Recovery Fee	1	35.32	35.32
Aeroplan FTP Surcharge	4	Day	3.00
Location Recovery Fee		17.5 Percent	0.52

Total: 260.64

GST/HST	13.34
PST	18.25
PVRT	6.00
Total:	37.59

Payments & Refunds:

Amount Owing:

Net Charges & Taxes	298.23
Less Net Payment & Refunds	0.00
Less Prepayment	0.00
Less Amount Billed	0.00
Non Refundable Balance	0.00
Amount Owing	298.23

The outstanding balance will be collected against the credit card or the direct bill company used to authorize the rental.

All amounts in Canadian funds.
Express Rcpt Copy: 2 20/06/2018 03:19:20 PM

This is an Express Receipt.
Refer to the original contract for complete terms of the agreement. Contract subject to final audit.

RECEIPT

License Plate Number



Expiration Date/Time

11:59 PM
JUN 20, 2018

Purchase Date/Time: 06:48am Jun 20, 2018

Total Due: \$13.00 Rate: Until 12AM \$13.00

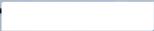
Total Paid: \$13.00 Payment Type: Card

Ticket #: 00032931

S/N #: 520015331337

Setting: Visitors North

Mach Name: Visitors North



PARKING RECEIPT

PARKING RECEIPT

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CA5%

Exit Lane 20/06/18 22:15
Receipt 019891

Short-term parking tkt
VP - No. 002161
17/06/18 08:37
20/06/18 22:15
Period 4d0h0'
(Tax) \$60.00

Total \$60.00

Payment Received \$60.00

MPN: 82005340013
Auth: 001529
Type: Swiped

Sub Total \$57.14
Tax 5% \$2.86

04866FHS - 1/1

Best Western Plus Coquitlam Inn

319 North Road
Coquitlam, BC V3K 3V8

(604) 931-9011

info@bestwesterncoquitlam.com

www.bestwesterncoquitlam.com

GST: 796077527RT0001

06/20/2018 06:36 AM

Loyalty Club: 6006637456988948

Registered To:

Schaeffer, Jennifer



Room # 405-A
Conf # 595601064-01
Arrival 06/17/18
Departure 06/20/18
Room Type 2BR-2 BDR SUITE, 1
Guests 2 / 0
Payment Acct

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
06/17/18	AS	RC	ROOM CHRG REVENUE			
06/17/18	AS	GS	GST : 79607 7527 RT0001			\$161.49
06/17/18	AS	RT	PROVINCIAL ROOM TAX			\$8.07
06/17/18	AS	PRKG	Daily Parking			\$12.92
06/18/18	BL	RC	ROOM CHRG REVENUE			\$6.35
06/18/18	BL	GS	GST : 79607 7527 RT0001			\$219.66
06/18/18	BL	RT	PROVINCIAL ROOM TAX			\$10.98
06/18/18	BL	PRKG	Daily Parking			\$17.57
06/19/18	BL	RC	ROOM CHRG REVENUE			\$6.35
06/19/18	BL	GS	GST : 79607 7527 RT0001			\$302.22
06/19/18	BL	RT	PROVINCIAL ROOM TAX			\$15.11
06/19/18	BL	PRKG	Daily Parking			\$24.18
06/20/18	BL		PAYMENT			\$6.35
						\$791.25-

Balance Due	\$0.00
-------------	--------

This folio shall be considered your final statement in the event that all items are correct and you have not made any additional purchases on the morning of departure. All new charges will be added to your account.

Authorization holds are released from your credit card account at the discretion of your credit card issuer and may take up to 7 business days. Please contact your credit card issuer for details, if necessary.

Signature _____

Each Best Western® branded hotel is independently owned and operated