

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Rick Harland  
Interim Vice President University Relations  
October 1, 2018 to November 30, 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
September 10 - October 1, 2018	Ottawa, Athabasca	Business Meetings	397.62	662.81	-	1,534.75	93.94	-	2,689.12
September 13 - 15, 2018	Athabasca	Business Meetings	-	526.79	-	-	-	-	526.79
September 25 - 26, 2018	Athabasca	Business Meetings	-	-	70.00	-	-	-	70.00
			<b>\$ 397.62</b>	<b>\$ 1,189.60</b>	<b>\$ 70.00</b>	<b>\$ 1,534.75</b>	<b>\$ 93.94</b>	<b>\$ -</b>	<b>\$ 3,285.91</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>

OTTAWA TAXI #934  
455 CONVENTRY DRIVE  
OTTAWA, ON K1G 5C2

BLUE LINE TAXI  
(613) 238-1111

ARC THE HOTEL OTTAWA F&B  
140 SLATER STREET  
OTTAWA ON K1P 5H6  
(613) 238-2888

Merchant ID: 000000004533711  
Term ID: 07543546  
25268260015

TERMINAL ID: 324-363-519  
MERCHANT ID: 4325211A  
ARTICLE ID: 1261  
DRIVER ID: 00052436

SALE

REF#: 00000005  
Batch #: 321 SEQ: 321001001005  
09/12/18 10:18:44  
APPR CODE: 101824

Purchase

AID: A0000000041010  
Entry Method: Chip  
Batch#: 000935  
09/10/18 15:35:39

09-11-2018  
START: 06:45 END: 06:46

AMOUNT \$9.04  
TIP \$1.36  
TOTAL \$10.40

00 - APPROVED - 001

Ref#: 000042561458  
Inv #: 003901 Appr Code: 153713

AMOUNT \$ 5.55  
TIP AMOUNT \$ 2.00  
TOTAL \$ 7.55

AID: A0000000041010  
TVR: 00 00 00 80 00  
TSI: E8 00

Amount: \$ 30.3'  
Tip: \$ 4.F  
Total: \$ 34

MASTER CARD SALE: \*\*\*\*2415  
APPROVAL NUMBER: 064550  
PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXI.FAB.COM



(613) 744-3333

Customer Copy  
TAXI #934

Merchant ID: 4326110A  
Driver ID: 54232  
Record Num.: 0002

Sale

ARC THE HOTEL OTTAWA F&B  
140 SLATER STREET  
OTTAWA ON K1P 5H6  
(613) 238-2888

RECEIPT  
GST NO. R122556194

TKT NO: 180134378  
EXIT No. A15  
IN: 09/10/18 07:44  
OUT: 09/12/18 21:38  
DURATION: 2 13: 54  
PAID: \$ 47.10  
(GST INCLUDED)

AID: A0000000041010  
Entry Method: Chip

REF#: 00000003  
Batch #: 321 SEQ: 321001001003  
09/12/18 08:48:35  
APPR CODE: 084835

Amount: \$ 33.21  
Tip: \$ 4.98  
Total: CAD\$ 38.19

AMOUNT \$53.11  
TIP \$7.97  
TOTAL \$61.08

AUTH. CODE 233818  
REF. 46  
THANK YOU FOR  
YOUR VISIT

2018/09/12 13:43:48  
Resp Code: 00  
TVR: 0000000000  
TSI: 6800

00 - APPROVED - 001

Inv#: 000432 Appr Code: 144348  
Apprvd: Online Batch#: 000671  
TRN Ref #: MCF5GBPRE912

AID: A0000000041010  
TVR: 00 00 00 80 00  
TSI: E8 00



CUSTOMER COPY

DESCRIPTION: \_\_\_\_\_

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXI.FAB.COM  
TAXITAB

# ARC

## THE HOTEL

Rick Harland

Calgary AB  
Canada

Room No./ No de chambre : 517  
 Arrival / Arrivée : 09-10-18  
 Departure / Départ : 09-12-18  
 Page No./ Nombre de page : 1 of 1  
 Folio No./ No de compte : 282489  
 Conf. No. / No de conf. : 1165369  
 Cashier No. / No du caissier : 28  
 GST # / No TPS 786264713 RT0002

**INVOICE**

Membership No. / No de membr :  
 A/R Number / No du C/P :  
 Group Code / Code du groupe :  
 Company / Nom de compagnie :

Date	Description	Exchange Rate Taux de change	Charges Débit	Payment Paiement
09-10-18	Room Charge / Chambre		235.00	
09-10-18	HST Room		30.55	
09-10-18	M.A.T. 4%		9.40	
09-10-18	HST M.A.T 4%		1.22	
09-11-18	Room Charge / Chambre		329.00	
09-11-18	HST Room		42.77	
09-11-18	M.A.T. 4%		13.16	
09-11-18	HST M.A.T 4%		1.71	
09-12-18				662.81
			<i>Balance:</i>	0.00

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

GST 838442929  
PC0467205:7788501  
TERMINAL: 027788553  
PAYPOINT: 027788501

2018-09-26 15:15

PUMP 03  
REGULAR  
LITRES L 44.761  
PRICE/L \$ 1.349  
FUEL SALES \$ 60.38\*

TOTAL OWED \$ 60.38

TOTAL PAID  
CREDIT CARD \$ 60.38

\* GST INCL. \$ 2.88

AUTH 171600  
PURCHASE  
C 0010010010 00 027

A0000000041010  
0000008000  
E800  
INVOICE 341288

VERIFIED BY PIN

00 APPROVED  
THANK YOU 027

-- IMPORTANT --  
RETAIN THIS COPY  
FOR YOUR RECORDS  
- CUSTOMER'S COPY -

LEARN HOW TO  
SAVE 3 CENTS/L  
EVERY DAY AT  
PETRO-CANADA.CA/RBC

SURVEY! EARN POINTS  
& CHANCE TO WIN GAS  
PETRO-CANADA.CA/HERO

PETRO-CANADA  
2235 33 AVENUE S.W  
CALGARY  
ALBERTA T2T 1Z9  
(403) 217-1589

GST 0890725054  
PC0003719:0259101  
TERMINAL: 020259152  
PAYPOINT: 020259101

2018-09-27 06:46

PUMP 02  
REGULAR  
LITRES L 28.015  
PRICE/L \$ 1.289  
FUEL SALES \$ 36.11\*

TOTAL OWED \$ 36.11

TOTAL PAID  
CREDIT CARD \$ 36.11

\* GST INCL. \$ 1.72

AUTH 084647  
PURCHASE  
C 0010010010 00 027

A0000000041010  
0000008000  
E800  
INVOICE 167277

VERIFIED BY PIN

00 APPROVED  
THANK YOU 027

-- IMPORTANT --  
RETAIN THIS COPY  
FOR YOUR RECORDS  
- CUSTOMER'S COPY -

LEARN HOW TO  
SAVE 3 CENTS/L  
EVERY DAY AT  
PETRO-CANADA.CA/RBC

SURVEY! EARN POINTS  
& CHANCE TO WIN GAS  
PETRO-CANADA.CA/HERO



# RENTAL RECORD



HERTZ CANADA LIMITED AS AGENT FOR  
HERTZ CANADA VEHICLES PARTNERSHIP

RENTAL RECORD: 920564433  
FORM# 920564433-03

RICK HARLAND

RENTAL: 09-24-18 0741 MACLEOD TRAIL SOUTH  
RETURN: 09-27-18 0700 MACLEOD TRAIL SOUTH

0804217  
0804217

OWN/VEH: 08191/4328050		MODEL: 17 NISSAN ALTIMA 4	
VIN#: 1N4AL3AP4HN328292	PO#:	VEH CLASS: F	LIC: EF284E
CDP: XXXXXXXXXXXX		FT:	DL:13860XXXX

  

LDW	ACCEPTED	MILEAGE IN:	41945	<b>INITIAL CHARGES</b>			
P&P	DECLINED	MILEAGE OUT:	41624	DAYS	\$ 21.77/DAY @ 3 DAYS	(G)	\$ 65.31
N/A	DECLINED	MILES DRIVEN:	321	<b>SUBTOTAL</b>			\$ 65.31
FPO	DECLINED - FUEL & SVC APPLIED	TR-X MILES DRIVEN:		<b>CHARGES ADDED DURING RENTAL</b>			
	\$ 3.69 Litre TK CAP: 71.0	MILES ALLOWED:	321	LDW	\$ 31.99/DAY	(G)	\$ 95.97
	FUEL OUT: 8/8 FUEL IN: 8/8	MILES CHARGED:		DL_VER	\$ 1.99/ITEM	(G)	\$ 1.99
PLAN IN: FILM	\$149.50 / EX HOUR			LATE RTN	\$ 15.50/DAY	(G)	\$ 31.00
PLAN OUT: FILM	\$21.77 / DAY			LATE RTN	\$ 30.00/DAY	(G)	\$ -30.00
RATE CLASS: F				<b>SERVICE CHARGES/TAXES</b>			
	\$0.25 / KM			ENERGY SRG	\$ .88/ITEM	(G)	\$ 0.88
				GST 5.000%			
				ON TAXABLE TT	\$165.15	(N)	\$ 8.26
				<b>TOTAL AMOUNT DUE</b>			\$ 173.41
				CHARGED ON	(173.41)		\$ 173.41

  

RENTAL FORM OF PAYMENT	AUTH :\$1145.00/0941420924
RETURN FORM OF PAYMENT	AUTH :\$1145.00/0941420924

How was your experience?  
We'd like your feedback.

a. Visit [hertzsurvey.ca](http://hertzsurvey.ca)  
b. Enter Access Code 0804217

We value your opinion and  
Look forward to your feedback.

FOR EXPLANATION OF THE ABOVE CHARGES,  
PLEASE ASK A REPRESENTATIVE OR GO TO  
[WWW.HERTZ.CA/CHARGEEXPLAINED](http://WWW.HERTZ.CA/CHARGEEXPLAINED)

\* A MESSAGE FROM HERTZ \*  
SKIP THE COUNTER, GET REWARDS, AND BE ELIGIBLE TO EARN 275 BONUS PTS!  
Join Hertz Gold Plus Rewards. It's FREE! Enroll on  
[Hertz.com/goldplusrwards](http://Hertz.com/goldplusrwards).  
\* WE LOOK FORWARD TO YOUR NEXT VISIT! \*

RESERVATION INFORMATION: 0/  
PREPARED BY: V1154 COMPLETED BY: V1154  
STATEMENT OF CHARGES - NOT VALID FOR RENTAL

GST REGISTRANT NUMBER R102337847

Printed by: 09-27-18 0715 V1154 804217

THANK YOU FOR RENTING FROM HERTZ

CUSTOMER SERVICE: 1-800-654-4173

RENTAL LOCATION: 403-221-1340



**Bow Valley College**

345 - 6 Avenue SE, Calgary, Alberta T2G 4V1  
403-410-1743 splash@bowvalleycollege.ca

Date: 27-Sep-2018

**Sold to: Athabasca University**

Quantity	Description	Price
140	Annual Reports	1,395.00
-----	-----	-----
-----	-----	-----
-----	-----	-----

Sub-total \$ **1,395.00**

Payment Type:

Cash  Credit Card/Debit

GST \$ 69.75

**Total \$ 1,464.75**

**RECEIPT ONLY - THIS IS NOT AN INVOICE**

**SPLASH IMAGING**

#026508 09/27/2018 10:11:20AM  
01 CLERK 000000

1@ 1464.75 \$1464.75  
MANUAL  
MDSE ST \$1464.75  
GST INC 69.75

ITEMS 10 \$1464.75

**THANKYOU!**

BOW VALLEY COLLEGE  
345 6TH AVE SE  
CALGARY AB

DATE 2018/09/27  
TIME 8672 10:32:40  
RECEIPT NUMBER  
C84125486-001-390-012-0

PURCHASE  
TOTAL  
**\$1,464.75**

A0000000041010  
31FC202C7E5119AA  
0000008000-E800  
0F35DDAAD6719BB6

**APPROVED**  
AUTH# 123240 01-027  
THANK YOU

CARDHOLDER COPY  
IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**\*DUPLICATE\***

GOOD EARTH COFFEEHOUSE  
800 MACLEOD TRAIL SE 103  
CALGARY AB

**\*DUPLICATE\***

DATE 2018/10/01  
TIME 0689 12:27:32  
RECEIPT NUMBER  
C84114266-001-001-689-0  
-----

PURCHASE  
AMOUNT \$19.53  
TIP \$2.93  
TOTAL

**\$22.46**

A0000000041010  
1DF335628BFA0526  
0000008000-E800  
2B75C99D4F5C9C94

**APPROVED**

AUTH# 142732 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**\*DUPLICATE\***

Price

Delivery

\$12.00

Item Total

**\$70.00**

## Sender Information

Rick Harland

rharland@athabascau.ca

5875811901

Alternate Phone

4032982923

345 6 Avenue SW

Calgary, AB

Canada **T2G 4V1**

## Payment Method

## Order Summary

Thank You For Your Payment.

Price

\$58.00

Delivery

\$12.00

Total Price

**\$70.00**

\*All prices are in Canadian dollars

 **Continue Shopping**



**DAYS INN ATHABASCA**

2805-48TH AVENUE  
 ATHABASCA AB T9S 0A4 CA  
 Phone: 780-675-7020  
 Fax: 780-675-7783  
 Email: daysinnatha@gmail.com  
 Printed: 2018-09-20 12:31:21 PM

**Folio (Detailed)**

Name:	HARLAND, RICK	Confirmation Number:	83614EC005130
Company:	*ATHABASCA UNIVERSITY GOVERN	Account Number:	884-675931
Address:	1 UNIVERSITY DRIVE ATHABASCA, AB T9S 3A3 CA	Receivable Account Number:	1000148963

Room:	412	Room Type:	ENQ1, EFFICIENCY 1 QUEEN	Nights:	3	Guests:	1/0
Rate Plan:	S3A	Daily Rate:	NSMK	GTD:	DR - DIRECT BILL		
Arrival:	2018-09-13 (Thu)	Departure:	See room rate section below. 2018-09-16 (Sun)				*ATHABASCA UNIVERSITY GOVERN

**Room Rate:**

2018-09-13 (Thu) - 2018-09-13 (Thu)	\$179.00 + \$16.11 Tax per night.
2018-09-14 (Fri) - 2018-09-15 (Sat)	\$161.10 + \$14.50 Tax per night.

Date	Code	Description	Amount	Balance
2018-09-13	RM	ROOM CHARGE	\$179.00	\$179.00
2018-09-13	TAX1	GST	\$8.95	\$187.95
2018-09-13	TAX2	TOURISM LEVY	\$7.16	\$195.11
2018-09-14	RM	ROOM CHARGE	\$161.10	\$356.21
2018-09-14	TAX1	GST	\$8.06	\$364.27
2018-09-14	TAX2	TOURISM LEVY	\$6.44	\$370.71
2018-09-15	RM	ROOM CHARGE	\$161.10	\$531.81
2018-09-15	TAX1	GST	\$8.06	\$539.87
2018-09-15	TAX2	TOURISM LEVY	\$6.44	\$546.31
2018-09-16	DR	HARLAND, RICK [*ATHABASCA UNIVERSITY GOVERN]	-\$546.31	\$0.00
2018-09-20	DR	HARLAND, RICK [*ATHABASCA UNIVERSITY GOVERN]	\$546.31	\$546.31
2018-09-20	RM	ROOM CHARGE (RAD)	-\$17.90	\$528.41
2018-09-20	TAX1	GST	-\$0.90	\$527.51
2018-09-20	TAX2	TOURISM LEVY	-\$0.72	\$526.79
2018-09-20			-\$526.79	\$0.00

**Summary**

Room	Tax	F&B	Other	CC	Cash	DB
\$483.30	\$43.49	\$0.00	\$0.00	-\$526.79	\$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](http://www.wyndhamrewards.com) or call 1-866-WYN-RWDS.