

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Deborah Meyers  
Vice President Finance and Administration & CFO  
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 27 -28, 2018  | Calgary            | Business Meetings/Conference Registration | 536.81             | -                | -                | 315.00           | -                              | -            | 851.81             |
| September 4 - 15, 2018  | Athabasca          | Business Meetings                         | 470.40             | -                | 190.00           | -                | -                              | -            | 660.40             |
| September 17 - 28, 2018 | Athabasca, Calgary | Business Meetings                         | 555.90             | 171.59           | 270.38           | -                | -                              | -            | 997.87             |
| October 1 - 15, 2018    | Athabasca          | Business Meetings                         | 338.75             | -                | 210.00           | -                | -                              | -            | 548.75             |
| October 26 - 31, 2018   | Regina/Edmonton    | Business Meetings                         | 84.25              | 239.36           | -                | -                | 30.15                          | -            | 353.76             |
| October 11, 2018        | Regina             | Business Meetings                         | 506.36             | -                | -                | -                | -                              | -            | 506.36             |
|                         |                    |   | <b>\$ 2,492.47</b> | <b>\$ 410.95</b> | <b>\$ 670.38</b> | <b>\$ 315.00</b> | <b>\$ 30.15</b>                | <b>\$ -</b>  | <b>\$ 3,918.95</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>



# Booking Confirmation

Booking Reference: **QZ84NA**

Date of issue: 24 Sep, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the [general conditions of carriage and applicable tariffs](#) that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the [IATA Travel Centre website](#) or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view [Air Canada's Privacy Policy](#) directly.

## - Depart

Economy - Standard

Thursday  
27 Sep, 2018

15:30  
**Edmonton**  
Edmonton Int. (YEG), AB



16:23  
**Calgary**  
Calgary Int. (YYC), AB



**0hr53**  
Economy Q  
Operated by: Air Canada Express -  
Jazz | **Q400**

## - Return

Economy - Standard

Friday  
28 Sep, 2018

18:35  
**Calgary**  
Calgary Int. (YYC), AB



19:29  
**Edmonton**  
Edmonton Int. (YEG), AB



**0hr54**  
Economy H  
Operated by: Air Canada Express -  
Jazz | **Dash 8-300**

## Passengers

**Deborah L. Meyers**

**Ticket Number**  
0142101001032

**Seats**

**AC8151** 12D  
**AC8164** 1D



## Purchase summary

Amount paid: \$536.81

### Tax information

GST/HST no. 10009-2287 RT0001  
\$25.56

1 adult

### Airfare

|   |        |
|---|--------|
| Base Fare - Depart - Economy - Standard | 183.00 |
| Base Fare - Return - Economy - Standard | 204.00 |
| Surcharges                              | 24.00  |

### Taxes, fees and charges

|  |                           |
|--|---------------------------|
| Goods and Services Tax - Canada no. 100092287 RT0001 | 24.26                     |
| Air Travellers Security Charge - Canada              | 14.25                     |
| Airport Improvement Fee - Canada                     | 60.00                     |
| <b>Total airfare and taxes before options</b>        | <b>\$509<sup>51</sup></b> |

### Seat selection

|  |       |
|--|-------|
| Deborah L. Meyers                                    |       |
| AC8151: 12D - Standard Seat (Aisle)                  | 11.00 |
| AC8164: 1D - Preferred Seat (Aisle)                  | 15.00 |
| Goods and Services Tax - Canada no. 100092287 RT0001 | 1.30  |

**Total with options and seat selection fee: \$536<sup>81</sup>**

**GRAND TOTAL (Canadian dollars) \$536<sup>81</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.

---

**From:** Constance.hammermeister@uregina.ca  
**Sent:** October 4, 2018 11:02 AM  
**To:**  
**Subject:** Order Confirmation (#56780)

You have received this email from Constance.hammermeister@uregina.ca in response to your Order.

## Order Receipt

---

### Thank you for shopping.

Congratulations! You have successfully registered for the COWFLOP Fall 2018 Conference in Regina, SK, October 25 & 26, 2018.

---

Order:56780  
Terminal Id:DEVICE\_ID  
Store:COWFLOP Fall 2018 Registration  
Date/Time:October 4, 2018 11:01:58 AM CST  
Total:CAD315.00

#### Billed To:

Athabasca University  
1 University Drive  
Athabasca, AB  
T9S 3A3  
Canada

#### Contact Email:

@athabascau.ca

#### Payment Information:

Payment Type:Credit Card  
Credit Card Number:  
Reference Number:20181004000001  
Card Type:  
\*\*\* Card Not Present \*\*\*

#### Shipping Information:

Shipping Information:54755

Delivery Method:None

| Item                | Quantity | Unit Price | Detail Total |
|---------------------|----------|------------|--------------|
| <b>Registration</b> | 1        | CAD300.00  | CAD300.00    |

Name: Deborah Meyers

University: Athabasca University

Preferred Email Address:  
dmeyers@athabascau.ca

Dietary Needs/Restrictions: None

Are you bringing a guest to the  
October 25th Dinner?: No

**Subtotal: CAD300.00**

**Tax: CAD15.00**

**Total: CAD315.00**

For questions, comments, or Order status, send email to [Constance.hammermeister@uregina.ca](mailto:Constance.hammermeister@uregina.ca) and refer to Order 56780. Visit us [online](#).

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307 41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#1567

**SALE**

MID: 4189233  
TID: TY189233 REF#: 00000031  
Batch #: 068 SEQ: 068001001031  
09/27/18 17:15:34  
APPR CODE: 059901

AMOUNT \$39.50  
TIP \$5.93 ✓  
TOTAL \$45.43

00 - APPROVED - 001

AID: A0000000031010  
TVR: 00 00 00 00 00

THANK YOU

CUSTOMER COPY

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

TERMINAL ID: 314-674-080  
MERCHANT ID: CC000072  
VEHICLE ID: 0868  
DRIVER ID: 11379  
GST ACCOUNT #: 403-681-8756  
TRIP NUMBER: 17521491  
PASSENGERS: 1

DATE: 09/27/18  
START: 15:14  
DISTANCE: 186.00  
END: 16:44  
RATE: 1

FARE AMOUNT: \$ 32.19

TAX AMOUNT: 1.61 ✓  
TIP AMOUNT: 5.07

TOTAL : \$ 38.87

VISA SALE : \*\*2724

APPROVAL NUMBER : 058391

\*\*\*PASSENGER COPY\*\*\*

THANK YOU  
(403)299-9999  
WWW.THECHECKERGROUP.COM



316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

TERMINAL ID: 314-651-719  
MERCHANT ID: 4327655V  
VEHICLE ID: 0661  
DRIVER ID: 10581  
GST ACCOUNT #: 807784956  
TRIP NUMBER: 17510028  
PASSENGERS: 1

DATE: 09/27/2018  
START: 18:03  
DISTANCE: 60.00  
END: 18:19  
RATE: 1

FARE AMOUNT: \$ 15.24

TAX AMOUNT: 0.76  
TIP AMOUNT: 2.40 ✓

TOTAL : \$ 18.40

APPROVAL NUMBER : 002211

\*\*\*PASSENGER COPY\*\*\*

THANK YOU  
(403)299-9999  
WWW.THECHECKERGROUP.COM



GST# R128599776

Edmonton Airports  
Can-T5J 2T2 Edmonton  
Tax-Code CA5%

POF 1st Fl 28/09/18 17:41  
Receipt 025840

Short-term parking tkt  
DL - No. 002575  
27/09/18 13:41  
28/09/18 17:41  
Period 1d4h1'  
(Tax) \$50.00

Total \$50.00

Payment Received \$50.00

Merch:82005340013  
Auth:046931  
Type: Swiped

Sub Total \$47.62  
Tax 5% \$2.38

01826438 - 1/1

OSTERIA  
201B 10 ST NW  
CALGARY AB

DATE 2018/09/27  
TIME 5550 21:10:40  
RECEIPT NUMBER  
C82013125-001-001-540-0

PURCHASE  
AMOUNT \$52.50  
TIP \$7.88 ✓  
TOTAL

\$60.38

A0000000031010  
13947D0EB185BAB9  
8080008000-6800  
CA7453171B983BF7  
8080008000-7800

APPROVED

AUTH# 011441 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**Best Western Plus Village Park Inn**

1804 Crowchild Trail NW  
Calgary, AB T2M3Y7

(403) 289-0241

info@villageparkinn.com  
www.villageparkinn.com  
GST# 825502917RT0001

C/O 09/28/2018 07:33 AM life

Room # 528-A  
Conf # 648644204-01  
Arrival 09/27/18  
Departure 09/28/18  
Room Type KAP-King Atrium Le  
Guests 1 / 0  
Payment Acct

**Registered To:**

Meyers, Deborah  
CAUBO - CANADIAN ASSOC OF UNIV  
1 University Drive  
Athabasca, AB T9S 3A3

(780) 222-7672

| Posting Date       | Oper  | AcctCode | Description       | From | Reference | Amount        |
|--------------------|-------|----------|-------------------|------|-----------|---------------|
| 09/27/18           | Vance | RC       | ROOM CHRG REVENUE |      |           | \$153.00      |
| 09/27/18           | Vance | 9        | GST               |      |           | \$7.65        |
| 09/27/18           | Vance | 91       | TOURISM LEVY      |      |           | \$6.12        |
| 09/27/18           | Vance | 92       | DMF               |      |           | \$4.82        |
| 09/28/18           | life  | 2VS      | PAYMENT           |      |           | \$171.59-     |
| <b>Balance Due</b> |       |          |                   |      |           | <b>\$0.00</b> |

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE DUE PORTION OF THIS INVOICE. IF THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES TO BE PERSONALLY LIABLE FOR PAYMENT OF THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES.

\*\*PLEASE BE ADVISED THIS RECEIPT IS PRODUCED FOR THE PURPOSE OF THE EXPRESS CHECK OUT. IF YOUR BILL IS NOT A ZERO BALANCE IT MEANS NO CHARGES HAVE BEEN PROCESSED.

X \_\_\_\_\_  
GUEST SIGNATURE

\_\_\_\_\_  
Signature

# CITY OF EDMONTON

**Terminal: 3037** **Zone: 3037**

**Plate:**

JASPER AVE From 104 ST to 103 ST South Side

Valid through:

**THURSDAY 11 OCT 18**

**6:00 PM**

Amount Paid: \$2.75 (GST incl.)

Auth No:000581

Start Time: 10/11/2018 5:13 PM

Receipt No: 27676

Trn: 30f5e88ada3b21d8

CAPITAL CAB 2000  
473 MCDONALD STREET  
REGINA SK

DATE 2018/10/25  
TIME 0083 10:09:38  
RECEIPT NUMBER  
C85008506-001-001-898-0

-----  
PURCHASE  
AMOUNT \$13.30  
TIP \$2.00  
TOTAL

**\$15.30**  
-----

A0000000041010  
2939A050A10A9DC8  
0000008000-E800  
7663C2A762627BD8

**APPROVED**

AUTH# 120938 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



**1919 Saskatchewan Drive  
Regina, Saskatchewan, S4P 4H2  
Tel: 306-525-5255 Fax: 306-781-7188**

Deborah Meyers

Canada

Room: 2317  
Folio: 119030  
Cashier: 23  
Arrival: 10-25-18  
Departure: 10-26-18  
Reference:

| Date     | Description                | Additional Information | Charges | Credits |
|----------|----------------------------|------------------------|---------|---------|
| 10-25-18 | Room Charge                |                        | 204.00  |         |
| 10-25-18 | Regina Marketing Fee (RMF) |                        | 6.12    |         |
| 10-25-18 | Rooms - GST                |                        | 10.51   |         |
| 10-25-18 | Rooms - PST                |                        | 12.61   |         |
| 10-25-18 | Local Fee                  |                        | 6.12    |         |
| 10-26-18 |                            |                        |         | 239.36  |

| GST Summary                |              |
|----------------------------|--------------|
| Registration No: 806922928 |              |
| Room                       | 10.51        |
| F&B                        | 0.00         |
| Other                      | 12.24        |
| <b>Total</b>               | <b>22.75</b> |

| PST Summary  |             |
|--------------|-------------|
| Room         | 0.00        |
| F&B          | 0.00        |
| Other        | 0.00        |
| <b>Total</b> | <b>0.00</b> |

|                    |               |                 |
|--------------------|---------------|-----------------|
| <b>Total</b>       | <b>239.36</b> | <b>239.36</b>   |
| <b>Balance Due</b> | <b>0.00</b>   | <b>0.00 CDN</b> |

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



PARAMOUNT FINE FOODS  
12926 167 AVE NW  
EDMONTON AB T6V 1J6  
(780) 761-2463

**SALE**

Clerk #: 000204  
MID: 6362150  
TID: B6362150 REF#: 00000006  
Batch #: 691 SEQ: 691001001006  
10/29/18 12:29:05  
APPR CODE: 142905

PARAMOUNT FINE FOODS

-----  
Albany Market Square  
12926-167 Av. Edmonton AB  
780-761-3463

Server: Samira 10/29/2018  
22/1 12:29 PM  
Guests: 1 10007  
  
Hummus Chicken 11.49  
Hummus Beef 11.49  
Nestea 1.99  
  
Subtotal 24.97  
  
GST 5% Tax 1.25  
  
Total 26.22  
  
PAT MC \$26.22  
Tip 3.93  
Total 30.15  
  
Grand Total 30.15  
**Balance Due \$0.00**

**AMOUNT \$26.22**  
**TIP \$3.93**  
**TOTAL \$30.15**

00 - APPROVED - 001

AID: A0000000041010  
TVR: 00 00 00 80 00  
TS: E8 00

CUSTOMER COPY

GST - 798611125RT 0001  
Thank-you for Dining  
Tell Us Survey for a chance to win  
1 of 4 \$50 Gift Cards this month!  
[www.paramountfinefoods.com/tell-u](http://www.paramountfinefoods.com/tell-u)  
Tell Us, We're Listening!

--- Check Closed ---

CO-OP TAXI  
1654 ANGUS STREET  
REGINA, SK S4T 1Z2

Merchant ID: 000000003233420  
Term ID: 07981258  
25870930013

## Purchase

AID: A000000041010

Entry Method: Chip

Batch#: 000149

10/25/18

12:31:31

Ref#: 000038655928

Inv #: 009431 Appr Code: 143400

Amount: \$ 13.00

Tip: \$ 1.95

Total: \$ 14.95

Customer Copy

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT

## CITY OF EDMONTON

**Terminal: 3037**

**Zone: 3037**

**Plate:**

JASPER AVE From 104 ST to 103 ST South Side

Valid through:

**MONDAY 29 OCT 18**

**3:51 PM**

Amount Paid: \$4.00 (GST incl.)

Auth No: 164331

Start Time: 10/29/2018 2:43 PM

Receipt No: 3037

Trn: Dc0e2f0a60270ced

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT



## eTicket Receipt

Prepared For  
MEYERS/DEBORAH LMS

|                  |               |
|------------------|---------------|
| RESERVATION CODE | HCYGVJ        |
| ISSUE DATE       | 11Oct18       |
| TICKET NUMBER    | 8382141906857 |
| ISSUING AIRLINE  | WESTJET       |
| ISSUING AGENT    | WestJet/SDX   |

## Itinerary Details

| TRAVEL DATE | AIRLINE                        | DEPARTURE                   | ARRIVAL                     | OTHER NOTES   |
|-------------|--------------------------------|-----------------------------|-----------------------------|---|
| 25Oct18     | WESTJET<br>WS 3212             | EDMONTON INTL AB,<br>CANADA | REGINA SK, CANADA           | Seat Number 04C -<br>(CONFIRMED)<br>Baggage Allowance NIL<br>Booking Status OK TO FLY<br>Fare Basis XBQF4ELS<br>Not Valid Before 25OCT18<br>Not Valid After 25OCT18 |
|             | Operated by:<br>WESTJET ENCORE | Time<br>08:35               | Time<br>10:02               |   |
| 26Oct18     | WESTJET<br>WS 3263             | REGINA SK, CANADA           | EDMONTON INTL AB,<br>CANADA | Seat Number 04B -<br>(CONFIRMED)<br>Baggage Allowance NIL<br>Booking Status OK TO FLY<br>Fare Basis XBQD0ELS<br>Not Valid Before 26OCT18<br>Not Valid After 26OCT18 |
|             | Operated by:<br>WESTJET ENCORE | Time<br>17:15               | Time<br>18:52               |   |

## Allowances

### Baggage Allowance

YEG to YQR - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YQR to YEG - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS  
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER  
INTERNET,ETC

### Carry On Allowances

YEG to YQR , YQR to YEG - 1 Piece (WS - WESTJET)

### Carry On Charges

YEG to YQR , YQR to YEG - (WS - WESTJET) - Carry-on fees unknown - contact carrier

## Payment/Fare Details

### Form of Payment

|                                    |  |
|------------------------------------|--|
| Fare Calculation Line              | YEA WS YQR172.00WS YEA182.00CAD354.00END         |
| Fare                               | CAD 354.00                                       |
| Taxes/Fees/Carrier-Imposed Charges | CAD 36.00 YQI (OTHER AIR TRANSPORTATION CHARGES) |
|                                    | CAD 20.21 XG8 (GOODS AND SERVICES TAX (GST))     |
|                                    | CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)   |
|                                    | CAD 50.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))     |
|                                    | CAD 2.50 XG9 (GOODS AND SERVICES TAX (GST))      |
| Total Fare                         | CAD 476.96                                       |

## Other Charges

|  |            |
|--|------------|
| SEAT ASSIGNMENT # 8381502214462 (YEG-YQR / QTY 1, YQR-YEG / QTY 1) | CAD 28.00  |
| Taxes  | CAD 1.40   |
| Form of Payment  |            |
| Total  | CAD 29.40  |
| Total Fare and Other Charges                                       | CAD 506.36 |

### Positive identification required for airport check in

#### Notice:

**QST # 1202807956TQ0001 GST # 866112535**

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.latatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

[Important Legal Notices](#)