

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Kristine Williamson
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
October 30, 2018	Edmonton	Business Meetings	-	359.26	29.17	-	-	-	388.43
October 6, 2018	N/A	Office Supplies	-	-	-	90.56	-	-	90.56
October 27 - 28, 2018	St. Albert	Business Meetings	306.24	179.63	10.00	-	-	-	495.87
October 30 - 31, 2018	St. Albert	Business Meetings	151.10	-	90.00	10.00	-	-	251.10
			\$ 457.34	\$ 538.89	\$ 129.17	\$ 100.56	\$ -	\$ -	\$ 1,225.96

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>

MATRIX HOTEL

Mrs. Kristine Williamson

**Calgary AB
Canada**

Room No. : 0915
 Arrival : 10-30-18
 Departure Date : 11-01-18
 Folio No. : 5206814

Company Name: Athabasca University
 Group Name:

Conf. No. : 45054336
 P.O. No. :

INVOICE

Date	Description	Charges	Credits
10-30-18	Mz. Lounge - Dinner Room# 0915 : CHECK# 318	29.17	
10-30-18	Room Revenue	160.00	
10-30-18	Destination Marketing Fee	4.80	
10-30-18	Room GST	8.24	
10-30-18	Tourism Levy	6.59	
10-31-18	Room Revenue	160.00	
10-31-18	Destination Marketing Fee	4.80	
10-31-18	Room GST	8.24	
10-31-18	Tourism Levv	6.59	
10-31-18			388.43
Total Charges		388.43	
Total Credits			388.43
Balance			0.00

Matrix Hotel
 MZ Lounge
 10640-100 Avenue
 GST # 866344302

18 HARLEY

Check: 318

Guests: 1
0915

10/30/2018 05:52PM

1 CAESAR SALAD 14.00
 add prawns 7.00
 Grat 18% 3.78
 Delivery Charge 3.00

Subtotal 21.00
 G.S.T. 1.39
 Service Chrg 6.78

Total Due \$29.17

GRATUITY _____

TOTAL _____

Signature _____

Guest Name _____

Room # _____

STAPLES Canada
Store # 62
Calgary, AB T2H2W7
(403) 259-6928

Sale 00092 2 006 32961
0062 10/06/18 12:15

ENTER TO WIN!
\$1,000 STAPLES SHOPPING SPREE

Staples listens and values your feedback.
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Your Survey Code: Barcode at the bottom
Expires: 10/13/2018

1802706

1	WIRE FILE BLACK	
	718103014601	13.29G
1	OMAHA LETTER TROUGH	
	095787160627	6.99G
1	POP WHT SIL TRAY	
	846680024581	9.99G
1	FEL: DESIGNER LAPTOP	
	043859528066	25.99G
1	OB Monitor Stand J	
	718103057165	29.99G
Subtotal		86.25
GST 5.00%		4.31
Total		\$90.56
Visa		90.56

TRANSACTION RECORD

\$90.56

Purchase

Authorization Number 03546I
0010011950 32961 66278943
10/06/18 12:14:51
01/027 APPROVED - THANK YOU

A0000000031010

Thank you for shopping at STAPLES!

GST No. 126152586
*** CARDHOLDER COPY ***



0 0 6 2 1 0 0 6 1 8 3 2 9 6 1 0 6



Ms. Kristine Williamson

Canada

Company Name:

Group Name:

Room No. : 0916

Arrival : 10-27-18

Departure Date : 10-28-18

Folio No. : 5678560

Conf. No. : 45343684

P.O. No. :

INVOICE

Date	Description	Charges	Credits
10-27-18	Room Revenue	160.00	
10-27-18	Destination Marketing Fee	4.80	
10-27-18	Room GST	8.24	
10-27-18	Tourism Levy	6.59	
10-27-18			179.63
		Total Charges	179.63
		Total Credits	179.63
		Balance	0.00