

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

**Dr. Matthew Prineas
Provost and Vice President Academic
December 1, 2018 to January 31, 2019**

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
November 8 - December 3, 2018	Calgary	Business Meetings	171.00	-	-	-	-	-	171.00
December 8 - 10, 2018	Edmonton, Calgary	Business Meetings	65.00	325.93	-	-	-	-	390.93
October 18 - 26, 2018	Edmonton, Calgary	Business Meetings	91.06	379.46	75.00	-	-	-	545.52
October 29 - November 4, 2018	Montreal	Attend Conferences	1,110.92	1,274.80	185.00	-	-	-	2,570.72
November 5 - 16, 2018	Edmonton	Business Meetings	57.21	-	-	-	-	-	57.21
November 19 - 30, 2018	Edmonton	Business Meetings	85.91	-	-	-	-	-	85.91
December 3 - 20, 2018	Edmonton, Calgary	Business Meetings	137.18	-	-	-	-	-	137.18
			\$ 1,718.28	\$ 1,980.19	\$ 260.00	\$ -	\$ -	\$ -	\$ 3,958.47

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>

Red Arrow Itinerary/Receipt



Red Arrow Reservations <itinerary@redarrow.ca>

Mon 12/3/2018 3:38 PM

To

Our Logo

ITINERARY/RECEIPT

2018-12-03

You can reach us at:

ATHABASCA UNIVERSITY
 1 UNIVERSITY DRIVE
 ATHABASCA, AB T9S 3A3
 Attn:

Red Arrow - FTO
 Central Reservations: 1-800-232-1958
 sales@redarrow.ca

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
1875933	2018-12-03	71878			2018-12-10	2018-12-11	-	MADISON

Travellers:

PRINEAS/MATTHEW

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
ECEXP 06:00. Assigned to: 01A Departs Edmonton (EDMTO / ETO 10014 104 St) at 06:00 on 2018-12-10. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 09:20 on 2018-12-10. (3 hrs 20 mins)	3 hrs 20 mins	Corporate 1	1	\$ 71.43	\$ 75.00
CALEDM 08:00. Assigned to: 10A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 08:00 on 2018-12-11. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 11:50 on 2018-12-11. (3 hrs 50 mins)	3 hrs 50 mins	Corporate 1	1	\$ 71.43	\$ 75.00

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2018-12-03	MATTHEW PRINEAS		\$ 150.00

Base Price:	\$ 142.86
Discounts:	\$ 0.00
Service Charges:	\$ 0.00
GST:	\$ 7.14
Invoice Total:	\$ 150.00

Hyatt Regency Calgary

Guest	Matthew Prineas
Arrive	Monday, December 10, 2018
Depart	Tuesday, December 11, 2018
Adults	1
Room	1 Guest Room, Standard Room

»
Rates per room

Room 1: Guest Room, Standard Room (Matthew Prineas - 1 adults, 0 children)

Free Cancellation

Mon, Dec 10	CA\$239.00
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»
Costs & Fees

Subtotal	CA\$239.00
Tax Recovery Charges & Service Fees ?	CA\$86.93
Total	CA\$325.93

»
Payment Info

Payment Method	
Card Number	
Amount Charged	CA\$325.93
Your card was charged in Canadian Dollars	
This payment will be processed in the United States and will appear on your statement as "cci*Hotel Res".	
By booking this reservation you have accepted the Terms and Conditions.	

»
Billing Address

Name	Matthew Prineas
Address	#1 University Drive Athabasca, AB T9S 3A3
Phone	780 519 7354

Additional Fees Collected by the Property

The following additional fees may apply to your reservation and, if so, will be charged to you by the property.
Resort Fee: CA\$9.78 Destination fee

»
Cancellation Policy

Each room in this reservation is subject to the hotel's cancellation policy which is: Cancellations before 12/07/2018, 11:59 PM (America/Edmonton) are fully refundable. Bookings cancelled after 12/07/2018, 11:59 PM (America/Edmonton) are subject to a fee of 1 night's room and tax. Bookings cancelled after 12/09/2018, 11:59 PM (America/Edmonton) are subject to a fee of 1 night's room and tax. There is no refund for no-shows, early checkouts, or cancellations after 12/10/2018, 10:00 AM (America/Edmonton).

»
Booking Ref. Number

DIC03220652XRJ

PLACE ON DASH THIS SIDE UP

Park 103
Impark Edmonton Lot 303

Terminal: 02030302

Plate: [REDACTED]

Valid through:

MONDAY 17 DEC 18
5:45 AM

AMOUNT PAID: \$65.00

ENTRY TIME: 12/10/2018 5:45 AM

RECEIPT NO: 3700

Tel: 780-420-1976

PLACE ON DASH THIS SIDE UP

GST No: #887315638RT0001

PROOF OF PUR



impark



VALID ONLY IF PROPERLY DISPLAYED
ON STREET SIDE DASHBOARD



Calgary Airport Marriott In-Terminal Hotel
 2600 Airport Road NE Calgary, Alberta, Canada T2E 3B9
 Telephone: (403) 717-4622 Fax: (403) 232-6666

Matthew Prasad
 Xcs
 Xcs AB XXX
 Canada

Room 516
 Fono
 Cashier 18
 Arrival: 10-24-18
 Departure: 10-25-18

Group: SAOs/ACoSADs, M-DC7, DYO

Date	Description	Additional Information	Charges	Credits
10-24-18	Room Charge		169.00	
10-24-18	Rooms Destination Market Fee		5.97	
10-24-18	Rooms Tourism Levy		8.96	
10-24-18	Room GST		8.70	
10-25-18	Room Charge		169.00	
10-25-18	Rooms Destination Market Fee		5.97	
10-25-18	Rooms Tourism Levy		8.96	
10-25-18	Room GST		8.70	
10-25-18	Visa Card			379.46

GST Summary	
Reg No: 741907497 RT0001	
Room	17.40
F&B	0.00
Other	0.00
Total	17.40

Total	379.46	379.46
Balance Due	0.00	CDN

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 asso-
 ply for any part of or the full amount of these charges.

UNIPAYMENT
SVC LIMO ET TAXI
(514) 659 1892

VIGNETTE 7120
POCKET 31851

TERM ID: A7609150

BATCH#: 205
SHIFT#: 000

Sale

INV#: 000000000

VISA

Chip
CARD: 05001001000

Application Label:
AID: A0000000031010
TVR:00 00 00 00 00
TSI:F0 00
XXXXXXXXXX7554

Amount: \$ 41.00
TIP: \$ 8.20

=====
Total: CAD\$ 49.20

APPROVED 082523
001/00

30-Oct -18

00:16:08

CUSTOMER COPY

MERCI/THANK YOU!

Booking Confirmation

Booking Reference: **NGECSV**

Date of issue: 25 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 - Comfort

Monday 29 Oct, 2018	15:40 Edmonton Edmonton Int. (YEG), AB		16:35 Calgary Calgary Int. (YYC), AB	 AC8153	0hr55 Economy L Operated by: Air Canada Express - Jazz CRJ900 Wi-Fi
			Layover in Calgary	1hr10	
Monday 29 Oct, 2018	17:45 Calgary Calgary Int. (YYC), AB		23:42 Montréal Trudeau (YUL), QC	 AC322	3hr57 Economy L Operated by: Air Canada A320-200 Wi-Fi Food for purchase on board
			Total duration	6hr02	



Return

Economy - Comfort

Sunday 04 Nov, 2018	14:00 Montréal Trudeau(YUL), QC		15:32 Toronto Toronto-Pearson Int. (YYZ), ON Terminal 1	 AC415	1hr32 Economy T Operated by: Air Canada A320-200 Wi-Fi
			Layover in Toronto	0hr48	
Sunday 04 Nov, 2018	16:20 Toronto Toronto-Pearson Int. (YYZ), ON Terminal 1		18:37 Edmonton Edmonton Int. (YEG), AB	 AC171	4hr17 Economy T Operated by: Air Canada A321-200 Wi-Fi Food for purchase on board
			Total duration	6hr37	

 **Matthew Prineas**

Ticket Number
0142101097468

Seats
AC8153 19F
AC322 18F
AC415 17E
AC171 16E



Ticket Number
0142101097469

Seats
AC8153 19D
AC322 18E
AC415 17D
AC171 16D



Purchase summary

	2 adults
Amount paid: \$1792.14	
Tax information	
QST no. 1000043172 TQ1991 \$5.98	
GST/HST no. 10009-2287 RT0001 \$84.62	
GST/HST no. 10009-2287 RT0001 \$1.04	
 Air Transportation Charges	
Base Fare - Depart - Economy - Comfort	696.00
Surcharges	76.00
 Taxes fees and charges	
Quebec Sales Tax - Canada no. 1000043172 TQ1991	2.99
Goods and Services Tax - Canada no. 100092287 RT0001	42.31
Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	0.52
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	64.00
Total airfare and taxes before options (per passenger)	\$896⁰⁷
Number of passengers	X 2
Total	\$1,792¹⁴
GRAND TOTAL (Canadian dollars)	\$1792¹⁴



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.

Le Westin Montreal
 270 St. Antoine Ouest
 Montreal, PQ H2Y 0A3
 Canada
 Tel: 514-380-3333 Fax: 514-380-3332



Dr. Matthew Prineas

Page No : 1
 Client No : 805900
 Folio ID : A
 Arrivee : 29-OCT-18 00:25
 Depart : 04-NOV-18 11:26
 No de Client : 2
 Chambre No : 709
 Carte Club : SPG - A4635

Canada
 CBJ30A - Caubo - 2018 Fbs Annual Conf

Tax ID : TPS824621544TVQ1211177698
 Le Westin Montreal NOV-04-2018 11:30 JUSTWAD

Date	Reference	Description	Debits (CAD)	Credits (CAD)
29-OCT-18	RT709	Chambre/ Room Charge	269.00	
29-OCT-18	RT709	Taxe Hebergement/ Lodging Tax	9.42	
29-OCT-18	RT709	TPS/GST 5%	13.45	
29-OCT-18	RT709	TVQ/QST 9.975%	26.83	
30-OCT-18	.	Boutique Snack	7.20	
30-OCT-18	.	TPS / GST 5%	0.36	
30-OCT-18	.	TVQ/QST9.975%	0.72	
30-OCT-18	RT709	Chambre/ Room Charge	269.00	
30-OCT-18	RT709	Taxe Hebergement/ Lodging Tax	9.42	
30-OCT-18	RT709	TPS/GST 5%	13.45	
30-OCT-18	RT709	TVQ/QST 9.975%	26.83	
31-OCT-18	4098	WIFI-INternet Haute Vitesse	11.95	
31-OCT-18	4098	TPS / GST 5%	0.60	
31-OCT-18	4098	TVQ /QST 9.975%	1.25	
31-OCT-18	1329	Gazette Rest.Nourriture	38.75	
31-OCT-18	1329	Gazette Rest.Pourboire	8.00	
31-OCT-18	1329	TPS / GST 5%	1.94	
31-OCT-18	1329	TVQ /QST 9.975%	3.87	
31-OCT-18	water	Boutique Snack	22.50	

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269 • 00 +
 9 • 42 +
 13 • 45 +
 26 • 83 +

004

318 • 70 G

Le Westin Montreal
 270 St. Antoine Ouest
 Montreal, PQ H2Y 0A3
 Canada
 Tel: 514-380-3333 Fax: 514-380-3332



Dr. Matthew Prineas

Page No : 2
 Client No : 805900
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 Arrivee : 29-OCT-18 00:25
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 Chambre No : 709
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Canada
 CBJ30A - Caubo - 2018 Fbs Annual Conf

Date	Reference	Description	Debits (CAD)	Credits (CAD)
31-OCT-18	water	TPS / GST 5%	1.13	
31-OCT-18	water	TVQ/QST9.975%	2.24	
31-OCT-18	RT709	Chambre/ Room Charge	269.00	
31-OCT-18	RT709	Taxe Hebergement/ Lodging Tax	9.42	
31-OCT-18	RT709	TPS/GST 5%	13.45	
31-OCT-18	RT709	TVQ/QST 9.975%	26.83	
01-NOV-18	dc	Boutique Snack	6.75	
01-NOV-18	dc	TPS / GST 5%	0.34	
01-NOV-18	dc	TVQ/QST9.975%	0.67	
01-NOV-18	RT709	Chambre/ Room Charge	269.00	
01-NOV-18	RT709	Taxe Hebergement/ Lodging Tax	9.42	
01-NOV-18	RT709	TPS/GST 5%	13.45	
01-NOV-18	RT709	TVQ/QST 9.975%	26.83	
02-NOV-18	4120	WIFI-INternet Haute Vitesse	11.95	
02-NOV-18	4120	TPS / GST 5%	0.60	
02-NOV-18	4120	TVQ /QST 9.975%	1.25	
02-NOV-18	RT709	Chambre/ Room Charge	269.00	
02-NOV-18	RT709	Taxe Hebergement/ Lodging Tax	9.42	
02-NOV-18	RT709	TPS/GST 5%	13.45	
02-NOV-18	RT709	TVQ/QST 9.975%	26.83	
03-NOV-18	2156	Gazette Rest.Nourriture	48.00	
03-NOV-18	2156	Gazette Rest.Pourboire	10.00	

Suite page suivante

Le Westin Montreal
 270 St. Antoine Ouest
 Montreal, PQ H2Y 0A3
 Canada
 Tel: 514-380-3333 Fax: 514-380-3332



Dr. Matthew Prineas

Page No : 3
 Client No : 805900
 Folio ID : A
 Arrivee : 29-OCT-18 00:25
 Depart : 04-NOV-18 11:26
 No de Client : 2
 Chambre No : 709
 Carte Club : SPG - A4635

Canada
 CBJ30A - Caubo - 2018 Fbs Annual Conf

Date	Reference	Description	Debits (CAD)	Credits (CAD)
03-NOV-18	2156	TPS / GST 5%	2.40	
03-NOV-18	2156	TVQ /QST 9.975%	4.79	
03-NOV-18	RT709	Chambre/ Room Charge	269.00	
03-NOV-18	RT709	Taxe Hebergement/ Lodging Tax	9.42	
03-NOV-18	RT709	TPS/GST 5%	13.92	
03-NOV-18	RT709	TVQ/QST 9.975%	27.77	
04-NOV-18	2426	Gazette Rest.Nourriture	48.00	
04-NOV-18	2426	Gazette Rest.Pourboire	9.00	
04-NOV-18	2426	TPS / GST 5%	2.40	
04-NOV-18	2426	TVQ /QST 9.975%	4.79	
04-NOV-18	VI	Visa-7554		-2165.06
Pour le but d Autorization Seulement				
xxxxxx7554				
Date	Code	Autorise		
30-OCT-18	025355	2259.6		
** Total			2165.06	-2165.06
*** Solde			0.00	

Suite page suivante

Le Westin Montreal
270 St. Antoine Ouest
Montreal, PQ H2Y 0A3
Canada
Tel: 514-380-3333 Fax: 514-380-3332



Dr. Matthew Prineas

Page No : 4
Client No : 805900
Folio ID : A
Arrivee : 29-OCT-18 00:25
Depart : 04-NOV-18 11:26
No de Client : 2
Chambre No : 709
Carte Club : SPG - A4635

Canada
CBJ30A - Caubo - 2018 Fbs Annual Conf

Sommaire TPS/GST Summary:

Montant (CAD)

TPS Chambre/GST Room	299.61
TPS Nourr & Boiss/GST Food & Bev	6.74
TPS Telephone/GST Telephone	0.00
TPS Autre/GST Other	3.03
TPS Total/GST Total	309.38

Partagez vos commentaires: www.westin.com/reviews ** Tell us about your stay: www.westin.com/reviews

Bring the Westin experience home. Shop WestinStore.com.

Can-T5J 2T2 Edmonton
Tax Code CA5%

POF 1st F1 04/11/18 18:22
Receipt 000670

Short-term parking tkt

VP - No. 002164

29/10/18 13:39

04/11/18 18:22

Period 6d4h44'

(Tax)

\$75.00

\$75.00

Total

Payment Received

\$75.00

Merch: 82005340013

Auth: 064510

Type: Swiped

Sub Total

\$71.43

Tax

5%

\$3.57

DATE
J/D M/M A/Y
04 11 18

REÇU DE



RECEIPT

MONTANT - AMOUNT
Toutes les taxes incluses
All taxes included

45.00

COMMENTAIRES
COMMENTS

N° du permis de travail
Driver's work permit #

(514) 280-6600

N° de vignette

Signature :

COUINS Driver