

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Kristine Williamson
Vice President University Relations
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 7 - December 5, 2018	Athabasca, Edmonton	Business Meetings	96.45	1,737.21	-	-	-	-	1,833.66
December 5 - 18, 2018	Edmonton, Calgary	Business Meetings	29.00	669.63	-	-	-	-	698.63
October 2 - 4, 2018	Edmonton	Business Meetings	337.68	-	70.00	20.00	49.69	-	477.37
October 16 - 18, 2018	Athabasca, Edmonton	Business Meetings	436.80	381.72	130.75	20.00	-	-	969.27
November 1, 2018	Edmonton	Business Meetings	157.15	-	50.00	10.00	-	-	217.15
November 5 - 8, 2018	Athabasca, Edmonton	Business Meetings	432.96	-	150.00	30.00	-	-	612.96
November 13 - 15, 2018	Edmonton	Business Meetings	286.08	-	135.00	20.00	-	-	441.08
November 24 - 29, 2018	Edmonton	Business Meetings	376.30	425.50	210.00	50.00	-	-	1,061.80
December 4 - 6, 2018	Athabasca, Edmonton	Business Meetings	447.55	-	115.00	20.00	-	-	582.55
December 13 - 14, 2018	Edmonton	Business Meetings	283.20	-	65.00	10.00	-	-	358.20
December 17 - 19, 2018	Edmonton	Business Meetings	322.36	-	75.00	20.00	-	-	417.36
			\$ 3,205.53	\$ 3,214.06	\$ 1,000.75	\$ 200.00	\$ 49.69	\$ -	\$ 7,670.03

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>



Ms. Kristine Williamson
1 University Drive
Athabasca University AB T9S 3A3
Canada

Room No. : 0615
 Arrival : 11-13-18
 Departure Date : 11-15-18
 Folio No. : 6034139

Company Name:
 Group Name:

Conf. No. : 45850594
 P.O. No. :

INVOICE

Date	Description	Charges	Credits
11-13-18	Room Revenue	160.00	
11-13-18	Destination Marketing Fee	4.80	
11-13-18	Room GST	8.24	
11-13-18	Tourism Levy	6.59	
11-14-18	Room Revenue	160.00	
11-14-18	Destination Marketing Fee	4.80	
11-14-18	Room GST	8.24	
11-14-18	Tourism Levy	6.59	
11-15-18			359.26
		Total Charges	359.26
		Total Credits	359.26
		Balance	0.00

Merchant ID
Transaction ID 5708937
Approval Code 201123
Approval Amount 359.26

Credit Card #
Capture Method Swiped
Transaction Amount 359.26

MATRIX HOTEL

**Ms. Kristine Williamson
1 University Drive
Athabasca AB T9S 3A3
Canada**

Room No. : 1203
Arrival : 11-26-18
Departure Date : 11-29-18
Folio No. : 6107000

Conf. No. : 46424965
P.O. No. :

Company Name:
Group Name:

INVOICE

Date	Description	Charges	Credits
11-26-18	Room Revenue	160.00	
11-26-18	Destination Marketing Fee	4.80	
11-26-18	Room GST	8.24	
11-26-18	Tourism Levy	6.59	
11-27-18	Room Revenue	160.00	
11-27-18	Destination Marketing Fee	4.80	
11-27-18	Room GST	8.24	
11-27-18	Tourism Levy	6.59	
11-28-18	Room Revenue	160.00	
11-28-18	Destination Marketing Fee	4.80	
11-28-18	Room GST	8.24	
11-28-18	Tourism Levy	6.59	
11-29-18			538.89
		Total Charges	538.89
		Total Credits	538.89
		Balance	0.00

Merchant ID
Transaction ID 5766401
Approval Code 195100
Approval Amount 538.89

Credit Card #
Capture Method Swiped
Transaction Amount 538.89



Mrs. Kristine Williamson

Room No. : 1207
Arrival : 11-07-18
Departure Date : 11-08-18
Folio No. : 6019325

Canada

Conf. No. : 45749992
P.O. No. :

Company Name:
Group Name:

INVOICE

Date	Description	Charges	Credits
11-07-18	Room Revenue	160.00	
11-07-18	Destination Marketing Fee	4.80	
11-07-18	Room GST	8.24	
11-07-18	Tourism Lev	6.59	
11-07-18			179.63
		Total Charges	179.63
		Total Credits	179.63
		Balance	0.00



Kristine Williamson

Canada

Company Name: Booking.com
Group Name:

Room No. : 611
Arrival : 11-24-18
Departure Date : 11-25-18
Folio No. : 6165399

Conf. No. : 45510570
P.O. No. :

INVOICE

Date	Description	Charges	Credits
11-24-18	Valet Parking	15.00	
11-24-18	GST	0.75	
11-25-18			15.75
Total Charges		15.75	
Total Credits			15.75
Balance			0.00

Merchant ID
Transaction ID 5433368
Approval Code 205517
Approval Amount 15.75

Credit Card #
Capture Method Swiped
Transaction Amount 15.75

Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

TRANSACTION RECORD
Terminal 338/66286143
Driver 4999
18/11/25 18:59:40

Card :

CHIP CARD

A0000000041010
0000008000 E800
VERIFIED BY PIN
Ref # 0010015160 C
Auth # 205940

		PURCHASE
FARE	: \$	27.20
TIP	: \$	4.00
TOTAL	: \$	31.20

APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain this
copy for your records

Merchant Copy

Thank you for choosing
Co-op taxi



DAYS INN ATHABASCA

2805-48TH AVENUE
 ATHABASCA AB T9S 0A4 CA
 Phone: 780-675-7020
 Fax: 780-675-7783
 Email: daysinnatha@gmail.com
 Printed: 2018-11-07 7:31:12 AM

Folio (Detailed)

Name: WILLIAMSON, KRISTINE Confirmation Number: 83614EC007102
 Account Number: 977-146902

Room: 303 Room Type: NK1, 1 KING NSMK Nights: 2 Guests: 1/0
 Rate Plan: S3A Daily Rate: \$130.50 + \$11.75 Tax GTD: SAT - CREDIT CARD
 Arrival: 2018-11-05 (Mon) Departure: 2018-11-07 (Wed) TERMINAL

Room Rate:
 2018-11-05 (Mon) - 2018-11-06 (Tue) \$130.50 + \$11.75 Tax per night.

Date	Code	Description	Amount	Balance
2018-11-05	RM	ROOM CHARGE	\$130.50	\$130.50
2018-11-05	TAX1	GST	\$6.53	\$137.03
2018-11-05	TAX2	TOURISM LEVY	\$5.22	\$142.25
2018-11-06	RM	ROOM CHARGE	\$130.50	\$272.75
2018-11-06	TAX1	GST	\$6.53	\$279.28
2018-11-06	TAX2	TOURISM LEVY	\$5.22	\$284.50
2018-11-07			-\$284.50	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$261.00	\$23.50	\$0.00	\$0.00	-\$284.50	\$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 ch
 management reserve
 any personal valuabl
 Privacy, Wyndham I

DAYS INN ATHABASCA
 2805 48TH AVE.
 ATHABASCA, AB T9S0A4
 7806757020

Merchant ID: 5672574
 Term ID: 004

Ref #: 005

Pre-Auth Comp 1

Entry Method: Chip

11/07/18 09:30:24
 Inv #: 000005 Appr Code: 181409
 Approval Batch#: 311001
 Original Pre-Auth Amount: \$ 400.00
 Total: \$ 284.50

I agree to pay above total amount
 according to card issuer agreement
 (Merchant agreement if credit voucher).
 Retain this copy for statement
 verification.

Application Label: VISA CREDIT
 AID: 48000000001010
 TVR: 00 00 00 00 00
 TST: 68 00

Customer Copy

is privately owned and
 loss of money, jewelry or
 3-4283 or write to Opt Out/

GST# 83485 8763 I



DAYS INN ATHABASCA

2805-48TH AVENUE
ATHABASCA AB T9S 0A4 CA
Phone: 780-675-7020
Fax: 780-675-7783
Email: daysinnatha@gmail.com
Printed: 2018-12-05 6:57:45 AM

Folio (Detailed)

Name:	WILLIAMSON, KRISTINE	Confirmation Number:	83614EC007724
		Account Number:	358-673536
Address:	1 UNIVERSITY DRIVE ATHABASCA, AB T9S 3A3 CA		
Room:	220	Room Type:	PNK1, ACCESSIBLE 1 KING
Rate Plan:	RACK	Daily Rate:	NSMK
Arrival:	2018-12-04 (Tue)	Departure:	2018-12-05 (Wed)
		Nights:	1
		Guests:	1/0
		GTD:	SAT - TERMINAL

Room Rate:
2018-12-04 (Tue) - 2018-12-04 (Tue) \$139.00 + \$12.51 Tax per night.

Date	Code	Description	Amount	Balance
2018-12-04	RM	ROOM CHARGE	\$139.00	\$139.00
2018-12-04	TAX1	GST	\$6.95	\$145.95
2018-12-04	TAX2	TOURISM LEVY	\$5.56	\$151.51
2018-12-05			-\$151.51	\$0.00

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$139.00	\$12.51	\$0.00	\$0.00	-\$151.51	\$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."

Merchant ID: 6671574 Ref #: 004
Term ID: 004

Pre-Auth Compl

DAYS INN ATHABASCA
2805 48TH AVE
ATHABASCA AB T9S0A4
7806757020

Entry Method: Chip

12/05/18 06:57:31

Inv #: 000003 Appr Code: 161705

Approved Batch#: 339001

Original Pre-Auth Amount: \$ 200.00

Total: \$ 151.51

I agree to pay above total amount according to card issuer agreement (Merchant agreement if credit voucher). Retain this copy for statement verification.

Application Label: MasterCard
ATN: 6606000091010
TRN: 00 00 00 00 00
TSI: 88 00

Customer Copy



Hyatt Place Edmonton-West
 18004 100 Avenue NW
 Edmonton, Alberta, Canada, T5S 2T6
 Tel1: +1 780 244 4900
 Tel2: +1 844 379 2401
 edmontonwest.place.hyatt.com

INFORMATION INVOICE

Kristine Williamson
 1 University Drive
 Athabasca AB T9S 3A3

Room No. 0523
 Arrival. 11/25/18 Sun
 Departure 11/26/18 Mon
 Page No. 1 of 1
 Folio Window
 Folio 1
 Invoice

Membership
 Bonus Code
 Confirmation No. 17866080-1
 Group Name

Date	Description	Charges	Credits
11/25	Guest Room	199.00	
11/25	DMF	5.97	
11/25	Tourism Levy	8.20	
11/25	GST	10.25	
11/26			-223.42

Total	223.42	-223.42
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Balance	0.00
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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 or the full amount of these charges. If I do not check out in the Lounge with a host, I authorize the hotel to process all charges incurred during the stay to the credit card I presented at the time of check-in.

Please direct any billing inquiries/concerns to:
 Email: na.customerservice@hyatt.com
 Phone: 1-888-472-2870

RECEIPT
Impark Lot 02-4
License Plate Number

Expiration Date/Time
12:52 PM
NOV 25, 2018

Purchase Date/Time: 08:52am Nov 25, 2018
Total Parking: \$0.48
Total GST: \$1.62
Total Due: \$32.01
Total Paid: \$32.00
Ticket #: 1083114
S/N #: 50001245106
Setting: Lot 4
Mach Name: Meter 2

Rate: \$32 - 4 Hours
Pmt Type: CC (Swipe)

Auth #: 105257

gst #867315638RT0006
NO IN AND OUT PRIVILEGES

REC U DE STATIONNEMENT
PARKING RECEIPT
REC U DE STATIONNEMENT
PARKING RECEIPT

Impark Lot 57
01:54 PM
NOV 14, 2018

Purchase Date/Time: 11:24am Nov 14, 2018
Total Parking: \$16.67
Total GST: \$0.83
Total Due: \$17.50 Rate: \$17.50 - 2.5 HOURS
Total Paid: \$17.50 Payment Type: Card
Ticket #: 40006130
Serial #: 100008460017
Setting: Lot 57
Machine Name: old Meter 2

Auth #: 132452

GST #887316638RT0006
NO IN AND OUT PRIVILEGES

RECEIPT
Impark Lot 57

01:54pm Nov 14, 2018
Purchase Date/Time: 11:24am Nov 14, 2018
Total Parking: \$16.67
Total GST: \$0.83
Total Due: \$17.50 Rate: \$17.50 - 2.5 HOURS
Total Paid: \$17.50 Payment Type: Card
Ticket #: 40006130
Setting: Lot 57
Machine Name: old Meter 2

Auth #: 132452

RECU DE STATIONNEMENT PARKING RECEIPT RECU DE STATIONNEMENT PARKING RECEIPT RECU DE STATIONNEMENT PARKING RECEIPT



Ms. Kristine Williamson
1 University Drive
Athabasca AB T9S 3A3
Canada

Room No. : 611
 Arrival : 12-05-18
 Departure Date : 12-06-18
 Folio No. : 6168226

Company Name:
 Group Name:

Conf. No. : 46906065
 P.O. No. :

INVOICE

Date	Description	Charges	Credits
12-05-18	Room Revenue	151.20	
12-05-18	Destination Marketing Fee	4.54	
12-05-18	Room GST	7.79	
12-05-18	Tourism Levy	6.23	
12-05-18	Valet Parking	15.00	
12-05-18	GST	0.75	
12-06-18			185.51
		Total Charges	185.51
		Total Credits	185.51
		Balance	0.00

Merchant ID
Transaction ID 5816765
Approval Code 194319
Approval Amount 185.51

Credit Card #
Capture Method Swiped
Transaction Amount 185.51

Hyatt Regency Calgary

Hyatt Regency Parking Calgary

DATE :12/10/18

TIME :07:44: PM

* Original *

Receipt No. 17/2076/211

Ticket - **42828**

TAX included **29.00**

Credit Payment 29.00

Credit :

Entry - 12/10/18 04:58: PM

Valid - 12/10/18 07:44: PM

GST# 859734659 RT0002



Ms. Kristine Williamson
1 University Drive
Athabasca AB T9S 3A3
Canada

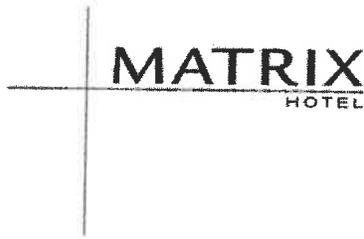
Room No. : 0516
Arrival : 12-13-18
Departure Date : 12-14-18
Folio No. : 6167989

Company Name:
Group Name:

Conf. No. : 46902692
P.O. No. :

INFORMATION INVOICE

Date	Description	Charges	Credits
12-13-18	Room Revenue	151.20	
12-13-18	Destination Marketing Fee	4.54	
12-13-18	Room GST	7.79	
12-13-18	Tourism Levy	6.23	
12-13-18			169.76
		Total Charges	169.76
		Total Credits	169.76
		Balance	0.00



Ms. Kristine Williamson
1 University Drive
Athabasca AB T9S 3A3
Canada

Room No. : 0902
 Arrival : 12-17-18
 Departure Date : 12-19-18
 Folio No. : 6204044

Company Name:
 Group Name:

Conf. No. : 47179541
 P.O. No. :

INFORMATION INVOICE

Date	Description	Charges	Credits
12-17-18	Room Revenue	140.00	
12-17-18	Destination Marketing Fee	4.20	
12-17-18	Room GST	7.21	
12-17-18	Tourism Levy	5.77	
12-18-18	Room Revenue	140.00	
12-18-18	Destination Marketing Fee	4.20	
12-18-18	Room GST	7.21	
12-18-18	Tourism Levv	5.77	
12-18-18			314.36
		Total Charges	314.36
		Total Credits	314.36
		Balance	0.00



Ms. Kristine Williamson
1 University Drive
Athabasca AB T9S 3A3
Canada

Room No. : 0516
 Arrival : 12-13-18
 Departure Date : 12-14-18
 Folio No. : 6237135

Company Name:
 Group Name:

Conf. No. : 46902692
 P.O. No. :

INFORMATION INVOICE

Date	Description	Charges	Credits
12-14-18			3.15
12-18-18			-3.15
		Total Charges	0.00
		Total Credits	0.00
		Balance	0.00

Merchant ID
Transaction ID 5816928
Approval Code 191946
Approval Amount 3.15

Credit Card #
Capture Method Swiped
Transaction Amount 3.15

Merchant ID
Transaction ID 5816928
Approval Code
Approval Amount -3.15

Credit Card #
Capture Method Manual
Transaction Amount -3.15

M

metterra

HOTEL ON WHYTE

Mrs. Kristine Williamson

Room No. : 806
 Arrival : 10-16-18
 Departure Date : 10-18-18
 Folio No. : 5206774

Conf. No. : 45054206
 P.O. No. :

Company Name: Athabasca University
 Group Name:

INVOICE

Date	Description		Charges	Credits
10-16-18	Room Revenue		170.00	
10-16-18	Destination Marketing Fee		5.10	
10-16-18	Room GST		8.76	
10-16-18	Tourism Levy		7.00	
10-17-18	Food & Beverage 7461	0 • C	21.95	Food
10-17-18	Room Revenue		170.00	
10-17-18	Destination Marketing Fee	422.47 +	5.10	
10-17-18	Room GST	21.95 -	8.76	
10-17-18	Tourism Levy	18.80 -	7.00	
10-18-18	Food & Beverage 7400		18.80	Food
10-18-18		- 999		424.47
10-23-18		381.72 GF		-2.00

Total Charges	422.47	
Total Credits		422.47
Balance		0.00

381.72
Accommodation

Merchant ID
Transaction ID 4979541
Approval Code 03789I
Approval Amount 424.47

Credit Card #
Capture Method Swiped
Transaction Amount 424.47

Merchant ID
Transaction ID 4979541
Approval Code
Approval Amount -2.00

Credit Card #
Capture Method Manual
Transaction Amount -2.00



Kristine Williamson

Room No. : 611
Arrival : 11-24-18
Departure Date : 11-25-18
Folio No. : 5699076

Canada

Conf. No. : 45510570
P.O. No. :

Company Name: Booking.com

Group Name:

INVOICE

Date	Description	Charges	Credits
11-24-18	Deposit Transfer at C/I		425.50
11-24-18	Room Revenue	379.00	
11-24-18	Destination Marketing Fee	11.37	
11-24-18	Room GST	19.52	
11-24-18	Tourism Levy	15.61	
		Total Charges	425.50
		Total Credits	425.50
		Balance	0.00

Thanks for riding, Kristine

We hope you enjoyed your ride this afternoon.

Total	CA\$40.98
--------------	------------------

Base Fare	CA\$2.75
Distance	CA\$15.10
Time	CA\$5.83

Normal Fare	CA\$23.68
Surge x1.5	CA\$11.84

Subtotal	CA\$35.52
Booking Fee	CA\$3.00
Per-Trip Fee	CA\$0.30
Wait Time	CA\$0.21
GST (5%)	CA\$1.95

Amount Charged

CA\$40.98

Your fare includes a booking fee of \$1, plus \$0.15 per 0.5km, up to maximum \$4.75. The booking fee will be \$3.00 when the actual trip time and distance differ significantly from expected, or destination or stops change. Fares include GST.

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Pardeep

UberX 17.77 kilometers | 23 min



02:36pm | 18004 100 Ave NW, Edmonton, AB T5S 2T6, Canada

03:00pm | 11232 86 St NW, Edmonton, AB T5B 3H8, Canada

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.