

**ATHABASCA UNIVERSITY  
EXECUTIVE EXPENSE REPORT**

Nancy Laird, Chair, Board of Governors  
August 16, 2019 to September 30, 2019

**1) Travel expenses**

\* "Transportation" includes airfare, public transportation, taxis, parking, mileage per diem, and fuel

\*\* "Other" includes registration fees, telephone calls, and internet charges

\*\*\* "Recovery" refers to reimbursements from external parties

Travel Date(s)	Destination	Purpose	Transportation*	Accommodation	Meals	Incidentals**	Hospitality & Working Sessions	Recovery ***	Total
Aug 19 - Sep 4, 2019	Edmonton	Business Meeting	1,339.27	-	-	-	-	-	1,339.27
			<u>\$ 1,339.27</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,339.27</u>

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>