

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Peter MacKinnon
President
June 1, 2015 to July 31, 2015

1) Travel expenses

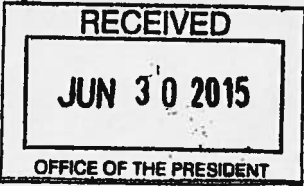
* "Transportation" includes airfare, public transportation, taxis, parking, mileage per diem, and fuel

** "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
Jun 13 - 14, 2015	Edmonton	Business Meetings	-	230.69	-	-	-	-	230.69
Apr 1 - 30, 2015	Edmonton, Calgary, Halifax, Montreal	Business Meetings	430.00	-	290.00	-	-	-	720.00
May 1 - 31, 2015	Edmonton, Calgary	Business Meetings	275.80	-	-	-	-	-	275.80
May 11, 2015	Edmonton	Business Meeting	-	-	-	-	310.59	-	310.59
May 13 - June 1, 2015	Edmonton, Calgary	Business Meetings	200.96	1,077.78	-	-	-	-	1,278.74
June 18 - 29, 2015	Edmonton, Calgary	Business Meetings	74.00	1,010.44	-	-	-	-	1,084.44
			\$ 980.76	\$ 2,318.91	\$ 290.00	\$ -	\$ 310.59	\$ -	\$ 3,900.26

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>



The Westin Edmonton
10135 100 St
Edmonton, AB T5J 0N7
Canada
Tel: 780-426-3636 Fax: 780-428-1454

Peter MacKinnon
Athabasca University

Page Number : 1 Invoice Nbr: 27612416
Guest Number: 988139 Arrive Date: 13-JUN-15 17:33
Folio ID : D Depart Date: 14-JUN-15 07:04
No. Of Guest: 1
Room Number : 919
Club Account:
AR Account : 12471 - Athabasca University

Copy Invoice

Tax ID: 815461330RT0001
The Westin Edmonton 24-JUN-15 17:55 IPEICHE

Date	Reference	Description	Charges	Credits
13-JUN-15	RT919	Room Charge	169.00	
13-JUN-15	RT919	GST	8.70	
13-JUN-15	RT919	Destination Marketing Fee	5.07	
13-JUN-15	RT919	Tourism Levy	6.96	
13-JUN-15	RT919	Parking Valet	39.00	
13-JUN-15	RT919	GST	1.95	
14-JUN-15	A/R Trans	Transfer to A/R		-230.68
		** Total	230.68	-230.68
		*** Balance	-0.00	

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Continued on the next page

Tell us about your stay. www.westin.com/reviews


The Westin Edmonton
10135 100 St
Edmonton, AB T5J 0N7
Canada
Tel: 780-426-3636 Fax: 780-428-1454

Peter MacKinnon
Athabasca University

Athabasca
AB, CA
CAN
AUF12C - Athabasca University

Page Number : 2 Invoice Nbr: 27612416
Guest Number: 988135 Arrive Date: 13-JUN-15 17:33
Folio ID : D Depart Date: 14-JUN-15 07:04
No. Of Guest: 1
Room Number : 919
Club Account:
AR Account : 12471 - Athabasca University (

Date	Total	Food\Bev
	-----	-----
Total		

Car No. 149 

DATE/TIME 23 APR 15

CHARGE TO.....


FROM.....

TO.....

No. Pass 1 Extras.....

FARE 70.00

PASS. NAME.....

SIGNED .....

FILE #.....

420-0000

Cab after Aucc meeting
- from hotel to airport

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

POF 1st F1 28/05/15 17:34
Receipt 025304

Short-term parking tkt
DL - No. 070634
28/05/15 06:08
29/05/15 06:07
Period 1d0h0'
(Tax) \$25.00

Total \$25.00

Payment Received
AMEX \$25.00
XXXXXXXXXXXX1007
Merch:9326641900
Auth:541631
Type: Swiped

Sub Total \$23.81
Tax 5% \$1.19

8118289806 - 21



LIMO & TAXI

Try our **ON-DEMAND** Taxi app
Connecting you Directly with your Driver



alliedblack.com

Driver K Date MAY 27/15
Car # 117 Amount 78.00
GST Included # _____

1004452

E0005715

May 29/15
Maie Brennan

RECEIVED
JUN 01 2015
FINANCE

Allegro Italian Kitchen 704806
10711-109th Street
Edmonton, Alberta
780-424-6644

Your GST# 896140894

1001 Adam

Check: 1014 Guests: 1
Table: 25-1
05/11/2015 02:07PM

- 6 INSALATA ALLEGRO 90.00
- 4 TAGG BOLOGNESE 76.00
- 2 MARE MONTE 45.90
- 2 PENNE DIAVOLA 35.90
- 2 TIRAMISU 16.00
- 2 FANTASY CAKE 16.00
- 2 CHEESE CAKE 16.00

Subtotal 295.80
 G.S.T. 14.79
Total Due **\$310.59**

Please Pay Server

Dinner for working EG meeting
May 11, 2015

Zimbra Collaboration Suite

gailb@athabascau.ca

Invoice

6/18/2015, 1:20:02 PM

From: itinerary@redarrow.ca

To: gailb@athabascau.ca



Invoice

Date: 2015-06-18

Bill To:

You can reach us at:

Website User

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1411782	2015-06-18	139230	-	-	2015-06-24	2015-06-24	-	Website User

Travellers:

MackInnon/Peter

Product	Details	Duration	Price Basis	Qty	Each	Billed
CEEXP 18:30 YYC Assigned to: 08A	Departs Calgary (CALTO / Calgary Ticket Office) 2015-06-24 at 18:30 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-06-24 at 22:05	3 hrs 35 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
------	------	-----------	--------

Base Price: 70.48 CAD

Discounts: 0.00 CAD



Mr Peter Mackinnon
1 University Drive
*
Athabasca T9S 3A3

Room Number: 0607
Arrival Date: 06-24-15
Departure Date: 06-26-15
Page No: 1 of 1

Guest Name

INFORMATION INVOICE

Folio No: 219350

06-26-15

Date	Description	Charges	Credits
06-24-15	Room Revenue	160.00	
06-24-15	Destination Marketing Fee - 3%	4.80	
06-24-15	Tourism Levy - 4%	6.59	
06-24-15	Room GST - 5%	8.24	
06-25-15	Room Revenue	160.00	
06-25-15	Destination Marketing Fee - 3%	4.80	
06-25-15	Tourism Levy - 4%	6.59	
06-25-15	Room GST - 5%	8.24	
06-26-15	Visa XXXXXXXXXXXXXXX3490 XX/XX		359.26
Total		359.26	359.26
Balance		0.00	

Signature: _____

I agree that my liability for all charges is not waived and 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. G.S.T. #866344302 RT 0001



DELTA

BOW VALLEY

209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6
Tel: 403-266-1980 Fax: 403-266-0007

Mr Peter Mackinnon

Room: 2401
Folio: 137
Cashier:
Arrival: 06-22-15
Departure: 06-24-15

Date	Description	Additional Information	Charges	Credits
06-22-15	Room Charge		290.00	
06-22-15	Room GST		14.94	
06-22-15	Tourism Levy		11.95	
06-22-15	DMF - Destination Marketing Fee		8.70	
06-23-15	Room Charge		290.00	
06-23-15	Room GST		14.94	
06-23-15	Tourism Levy		11.95	
06-23-15	DMF - Destination Marketing Fee		8.70	
06-23-15	Visa			651.18
Total			651.18	651.18
Balance Due			0.00 CDN	

GST Summary

Registration No: 826085417

Room 29.88

F&B 0.00

Other 0.00

Total 29.88

June 23 lunch
w/ UofC
June 24 Conversation
w/ the
President
(Calgary)

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.

Mr Peter Mackinnon
1 University Drive
*
Athabasca T9S 3A3

Room Number: 1002
Arrival Date: 05-10-15
Departure Date: 05-13-15
Page No: 1 of 2

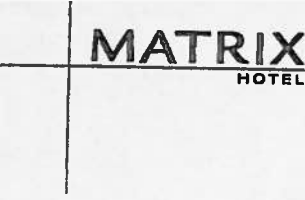
Guest Name

INFORMATION INVOICE

Folio No: 214867

05-13-15

Date	Description	Charges	Credits
05-10-15	Room Revenue	160.00	
05-10-15	Destination Marketing Fee - 3%	4.80	
05-10-15	Tourism Levy - 4%	6.59	
05-10-15	Room GST - 5%	8.24	
05-11-15	Room Revenue	160.00	
05-11-15	Destination Marketing Fee - 3%	4.80	
05-11-15	Tourism Levy - 4%	6.59	
05-11-15	Room GST - 5%	8.24	
05-12-15	Room Revenue	160.00	
05-12-15	Destination Marketing Fee - 3%	4.80	
05-12-15	Tourism Levy - 4%	6.59	
05-12-15	Room GST - 5%	8.24	
05-13-15	Visa XXXXXXXXXXXXX3490	XX/XX	538.89



Mr Peter Mackinnon
1 University Drive
*
Athabasca T9S 3A3

Room Number: 1002
Arrival Date: 05-10-15
Departure Date: 05-13-15
Page No: 2 of 2

Guest Name

INFORMATION INVOICE
Folio No: 214867

Date	Description	Charges	Credits
	Total	538.89	538.89
	Balance	0.00	

05-13-15

Signature: _____
I agree that my liability for all charges is not waived and 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. G.S.T. #866344302 RT 0001



DELTA

CALGARY AIRPORT

2001 Airport Road N.E., Calgary, Alberta, T2E 6Z8
 Tel: 403-291-2600 Fax: 403-250-6121

*COPPA
 (Council of
 Presidents)
 meeting
 Delta Calgary
 May 15/16*

Mr Peter Mackinnon

Room: 431
 Folio:
 Cashier: 99
 Arrival: ~~05-14-15~~
 Departure: 05-15-15

Group: Bow Valley College

Date	Description	Additional Information	Charges	Credits
05-14-15	Room Charge		179.00	
05-14-15	Room Destination Marketing Fee		5.37	
05-14-15	Room Tourism Levy		7.37	
05-14-15	Room GST		9.22	
05-15-15	Visa			200.96
Total			200.96	200.96
Balance Due			0.00	0.00 CDN

GST Summary	
Reg No:807209770 RT0001	
Room	9.22
F&B	0.00
Other	0.00
Total	9.22

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.

Mr Peter Mackinnon

Room Number: 1411
Arrival Date: 05-24-15
Departure Date: 05-25-15
Page No: 1 of 1

Guest Name

INFORMATION INVOICE

Folio No:

05-25-15

Date	Description	Charges	Credits
05-24-15	Room Revenue	160.00	
05-24-15	Destination Marketing Fee - 3%	4.80	
05-24-15	Tourism Levy - 4%	6.59	
05-24-15	Room GST - 5%	8.24	
05-25-15	Visa XXXXXXXXXXXXX3490 XX/XX		179.63
Total		179.63	179.63
Balance		0.00	

Signature:

I agree that my liability for all charges is not waived and 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. G.S.T. #866344302 RT 0001



Mr Peter Mackinnon



Room Number: 0506
Arrival Date: 05-27-15
Departure Date: 05-29-15
Page No: 1 of 1

Guest Name

INFORMATION INVOICE

Folio No:

05-29-15

Date	Description	Charges	Credits
05-27-15	Room Revenue	160.00	
05-27-15	Destination Marketing Fee - 3%	4.80	
05-27-15	Tourism Levy - 4%	6.59	
05-27-15	Room GST - 5%	8.24	
05-28-15	Room Revenue	160.00	
05-28-15	Destination Marketing Fee - 3%	4.80	
05-28-15	Tourism Levy - 4%	6.59	
05-28-15	Room GST - 5%	8.24	
05-29-15	Visa XXXXXXXXXXXXXXX3490 XX/XX		359.26
Total		359.26	359.26
Balance		0.00	

Signature: _____

I agree that my liability for all charges is not waived and 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. G.S.T. #866344302 RT 0001