

**ATHABASCA UNIVERSITY
EXECUTIVE EXPENSE REPORT**

Pamela Walsh
Vice President Advancement
February 1, 2016 to March 31, 2016

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
Jan 13 - 15, 2016	Edmonton, Calgary	Business Meetings	157.30	304.91	65.00	10.00	-	-	537.21
Jan 18 - 21, 2016	Edmonton	Business Meetings	230.40	348.04	65.00	10.00	-	-	653.44
Jan 26 - 29, 2016	Edmonton	Business Meetings	-	491.76	120.00	20.00	-	-	631.76
Feb 3 - 4, 2016	Edmonton	Business Meetings	153.60	174.02	55.00	-	-	-	382.62
Feb 16 - 18, 2016	Edmonton, Calgary	Business Meetings	99.00	344.15	80.00	-	-	-	523.15
			\$ 640.30	\$ 1,662.88	\$ 385.00	\$ 40.00	\$ -	\$ -	\$ 2,728.18

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.athabasca.ca/policy/finance/travelexpenseclaimpolicy.htm>

Thank You for Choosing
Do not Drink & Drive Call Us
403-777-1111



Driver: Melwa Car # 1593

Date 14 JAN Amount \$ \$10⁰⁰
TC

From: _____

To: _____

GST Included # _____

Mrs Pamela Walsh

Room Number: 0716
Arrival Date: 01-13-16
Departure Date: 01-14-16
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

01-14-16

Date	Description	Charges	Credits
01-13-16	Room Revenue	158.00	
01-13-16	Destination Marketing Fee - 3%	4.74	
01-13-16	Tourism Levy - 4%	6.51	
01-13-16	Room GST - 5%	8.14	
01-14-16	Visa		177.39
			11/16
Total		177.39	177.39
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

Invoice

Date: 2016-01-06

Bill To:

PAMELA WALSH

You can reach us at:

Lethbridge

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1489370	2016-01-06	79124	-	-	2016-01-14	2016-01-14	-	JEN

Travellers:

WALSH/PAMELA

Product	Details	Duration	Price Basis	Qty	Each	Billed
ECEXP 16:30 Assigned to: 05C	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2016-01-14 at 16:30 Arrives Calgary (CALTO / Calgary Ticket Office) 2016-01-14 at 19:50	3 hrs 20 mins	AMA - Adult	1	67.14	70.50

Payments Received:

Date	From	Reference	Amount
2016-01-06	customer: PAMELA WALSH	Visa	70.50 CAD

Base Price:	67.14 CAD
Discounts:	0.00 CAD
Service Charges:	0.00 CAD
GST	3.36 CAD
Invoice Total:	70.50 CAD
Commission:	0.00 CAD
Received:	70.50 CAD
Balance:	0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

Holiday Blackout - December 15 2015 to January 5 2016. All changes to reservations including cancellations require at least 24 hours notice prior to departure.

If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. Failure to provide proper notice makes the trip non

refundable & will result in an additional change fee for a date / time change.

Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at [1-800-232-1958](tel:1-800-232-1958).

Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices

Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time

CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES.



BW PLUS SUITES DOWNTOWN

1330 8TH ST SW
CALGARY, AB T2R1B6
Tax ID: 129123600RT0003

Account: [REDACTED]
Arrival: 01/14/16
Departure: 01/15/16
Room: 1160
Rate: 116.99

WALSH, MISS PAMELA
BOOKING.COM [REDACTED]

Rewards Number: [REDACTED] **Rewards Tier:** PLATINUM

DATE	ITEM DESCRIPTION	COMMENT	DEBIT	CREDIT
01/04/16	1 VISA	VISA		(\$127.52)
01/14/16	2 ROOM CHARGE	#1160 WALSH, MISS PAMELA	\$116.99	
01/14/16	3 GST	GST	\$5.85	
01/14/16	4 TOURISM LEVY	TOURISM LEVY	\$4.68	
			BALANCE DUE:	(\$0.00)

Tax Desc	Tax Amount
GST	\$5.85
TOURISM LEVY	\$4.68
Total Taxes Paid:	\$10.53
Tax Id: 129123600RT0003	

Merchant ID	
CC Code	CCVS
CC Number	[REDACTED]
Approval Code	058797
Card Holder	WALSH, PAMELA
Amount:	\$127.52
X	_____



Mrs Pamela Walsh

Room Number: 1516
Arrival Date: 01-19-16
Departure Date: 01-21-16
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

01-21-16

Date	Description	Charges	Credits
01-19-16	Room Revenue	155.00	
01-19-16	Destination Marketing Fee - 3%	4.65	
01-19-16	Tourism Levy - 4%	6.39	
01-19-16	Room GST - 5%	7.98	
01-20-16	Room Service Room# 1516 : CHECK# 195	27.25	
01-20-16	Room Revenue	155.00	
01-20-16	Destination Marketing Fee - 3%	4.65	
01-20-16	Tourism Levy - 4%	6.39	
01-20-16	Room GST - 5%	7.98	
01-21-16	Visa		375.29
Total		375.29	375.29

Balance

0.00

less: (27.25)

Net \$ 348.04

Signature: _____
I agree that my liability for the full amount of these

personally liable in the event

0.00
155.00 +
4.65 +
6.39 +
7.98 +
004
174.02 *



85

02-09-16

Mrs Pamela Walsh	Folio No. :		Room No. :	312
	A/R Number :		Arrival :	01-26-16
	Group Code :		Departure :	01-29-16
	Company :	Athabasca University	Conf. No. :	61481146
	Membership No. :		Rate Code :	IPF05
	Invoice No. :		Page No. :	1 of 2

Date	Description	Charges	Credits
01-26-16	*Room		146.00
01-26-16	GST Tax		7.30
01-26-16	Trsm Levy Tax		5.84
01-26-16	Municipal DMF		4.38
01-26-16	Municipal DMF GST		0.22
01-26-16	Municipal DMF Tourism Levy	0.00	0.18
01-27-16	*Room		146.00
01-27-16	GST Tax	146.00 +	7.30
01-27-16	Trsm Levy Tax	7.30 +	5.84
01-27-16	Municipal DMF	5.84 +	4.38
01-27-16	Municipal DMF GST	4.38 +	0.22
01-27-16	Municipal DMF Tourism Levy	0.22 +	0.18
01-28-16	*Room	0.18 +	146.00
01-28-16	GST Tax	006	7.30
01-28-16	Trsm Levy Tax	163.92 *	5.84
01-28-16	Municipal DMF		4.38
01-28-16	Municipal DMF GST		0.22
01-28-16	Municipal DMF Tourism Levy		0.18
01-29-16	Visa		491.76



85

02-09-16

Mrs Pamela Walsh	Folio No. :		Room No. :	312
	A/R Number :		Arrival :	01-26-16
	Group Code :		Departure :	01-29-16
	Company :	Athabasca University	Conf. No. :	61481146
	Membership No. :		Rate Code :	IPF05
	Invoice No. :		Page No. :	2 of 2

Date	Description	Charges	Credits
------	-------------	---------	---------

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.

Total	491.76	491.76
--------------	---------------	---------------

Balance	0.00
----------------	-------------

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Mrs Pamela Walsh

Room Number: 1514
Arrival Date: 02-03-16
Departure Date: 02-04-16
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

02-04-16

Date	Description	Charges	Credits
02-03-16	Room Revenue	155.00	
02-03-16	Destination Marketing Fee - 3%	4.65	
02-03-16	Tourism Levy - 4%	6.39	
02-03-16	Room GST - 5%	7.98	
02-04-16	Visa		174.02
			11/16
Total		174.02	174.02
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

Mrs Pamela Walsh

Room Number: 1605
 Arrival Date: 02-17-16
 Departure Date: 02-18-16
 Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

02-22-16

Date	Description	Charges	Credits
02-17-16	Room Revenue	158.00	
02-17-16	Destination Marketing Fee - 3%	4.74	
02-17-16	Tourism Levy - 4%	6.51	
02-17-16	Room GST - 5%	8.14	
02-18-16	Visa [redacted] 11/16		177.39
02-18-16	Refreshment Centre - Diet Coke 1 [redacted]	3.68	
02-18-16	Visa [redacted] 11/16		9.68
02-18-16	Room Service Room# 1605 : CHECK# 1618	6.00	
Total		187.07	187.07
Balance		0.00	

less (9.68)
net claimed 177.39

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

Zimbra Collaboration Suite

dbyrtus@athabascau.ca

Hotels.com reservation confirmation 127560283594 - Best Western Plus Suites Downtown - Calgary

2/5/2016, 4:30:07 PM

From: confirmation@mail.hotels.com

To:

Reply To: reply-fe5f16707c6705797212-3502318_HTML-1552683727-198875-725372@reply.mail.hotels.com

[Hotels.com](#)



Dear Pamela, your reservation is guaranteed and all paid for.



[Manage booking](#)



[Print receipt](#)



[Book again](#)

Best Western Plus Suites Downtown

Best Western Plus Suites Downtown

1330 8th Street S.W.

Calgary

T2R 1B6

AB

CA

+14032286900

Hotels.com confirmation number

127560283594

Check-in

Tuesday, February 16, 2016 (3:00 PM)

Check-out

Wednesday, February 17, 2016 (11:00 AM)

Your stay

1 night, 1 room

Cancellation policy

Free cancellation until 02/13/2016 4:00 PM (GMT-07:00)

Total amount paid

\$166.76 CAD

Use our app for paperless check in.

Need access to this confirmation offline? Get our app.

[Download app now](#)

Hotel Details

[Best Western Plus Suites Downtown](#)

1330 8th Street S.W., Calgary, T2R 1B6, AB, CA Phone: +14032286900



Required at check-in

- Credit card or cash deposit required
- Government-issued photo ID required
- Minimum check-in age is 18

Room details

Room Standard Room, 1 King Bed, Non Smoking, Microwave
Pamela Walsh, 1 adult

Preferences Non Smoking, King Bed

Please note: Preferences and requests cannot be guaranteed. Special requests are subject to availability upon check-in and may incur additional charges.

Includes

 FREE BREAKFAST  FREE WIFI

1 king bed

Entertainment - Free WIFI and wired Internet access, 37-inch LCD TV, MP3 dock

Food & Drink - Refrigerator, microwave, and coffee/tea maker

Sleep - Pillowtop bed, premium bedding, and blackout drapes/curtains

Bathroom - Private bathroom, shower/tub combination, free toiletries, and a hair dryer

Practical - Sofa bed, free local calls, and safe

Comfort - Air conditioning, climate control, and daily housekeeping

Non-Smoking

Payment details

Price for room 1

Tuesday, February 16, 2016

\$152.99 CAD

Taxes & fees	\$13.77 CAD
Total amount paid	\$166.76 CAD
Amount left to pay	\$0.00 CAD

Invoice

Date: 2016-02-05

Bill To:

You can reach us at:

PAMELA WALSH

Lethbridge

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1500778	2016-02-05	79124	-	-	2016-02-11	2016-02-17	-	TANJA

Travellers:

WALSH/PAMELA

Product	Details	Duration	Price Basis	Qty	Each	Billed
ECEXP 12:30	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2016-02-11 at 12:30	3 hrs 5 mins	Adult	1	70.48	74.00
Assigned to: 07A	Arrives Calgary (CGYNORTH / CALGARY NORTH) 2016-02-11 at 15:35					
CEEXP 12:30	Departs Calgary (CALTO / Calgary Ticket Office) 2016-02-17 at 12:30	3 hrs 20 mins	Adult	1	70.48	74.00
Assigned to: 06A	Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2016-02-17 at 15:50					

Payments Received:

Date	From	Reference	Amount
2016-02-05	customer: PAMELA WALSH	Visa	148.00 CAD

Base Price:	140.96 CAD
Discounts:	0.00 CAD
Service Charges:	0.00 CAD
GST	7.04 CAD
Invoice Total:	148.00 CAD
Commission:	0.00 CAD
Received:	148.00 CAD
Balance:	0.00 CAD

TERMS: DUE UPON RECEIPT
GST# BN139981476

If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change.

Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958.

****Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices****

****Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time****

CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES.

Thank you for choosing Red Arrow.

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Ac