

Actual Expenses for Attendance at the CASA 2014 AGM, from March 14-16, 2014, in Charlottetown, PEI

The following are the expenses incurred by the attendance of Brent Epperson, President, at the CASA 2014 AGM, March 14-16, 2014 in Charlottetown, PEI. Actual receipts are on file with the Financial Manager and will be retained for seven years for audit purposes.

The GSA uses the U of A Policies and Procedures On-Line (UAPPOL) Travel Expense Procedure, Appendix A: Schedule of Allowable Travel Expenses as the basis for its travel expenses.

The purpose of this travel was to: Attend the CASA AGM as an observer, continuing our evaluation of possible membership in the organization.

Attendance at the event provided the GSA *with value to graduate students and the Graduate Students' Association in the following manner:*

This was one of the most important CASA events of the year. Attending will help the GSA make an informed decision regarding future CASA membership and help to build cooperative relationships with CASA members and GSAs and SUs from across Canada. The GSA President contacted other GSAs to ascertain their priorities for the AGM and identify areas for cooperation. He also worked to build relationships with other associations as a foundation of a support for our association's priorities such as facilitated immigration for international graduate students, indirect research costs, and professional development for graduate students, and further our GSA's interests. Finally, the attendee shared good governance practices with other GSAs.

A report on this meeting/conference was previously provided and can be referenced at: Google Drive\500 - External Committees\570 - Advocacy\CASA\Meeting Reports\CASA AGM 2014 Meeting Report (14-16 Mar 2014).docx

Expense Category	Detail	Approved Expense Estimate/GSAB Jan 29, 2014	Expense Actual
Transportation	Edmonton to Charlottetown March 13, 2014 Charlottetown to Edmonton March 17, 2014 Flight: ~\$800.00 as of January 21 Estimate of bus to/from airport in Edmonton: \$10.00, but \$42.00 taxi to	\$825.00	\$845.85 \$49.80

	airport and \$7.80 return claimed. Taxi to/from hotel in Charlottetown: ~\$25.00 AGM location within walking distance from hotel		\$00.00
Accommodation	4 nights @ \$99.00/night was estimated but only stayed 3 nights, at the Prince Edward Delta Hotel (recommended accommodations) (plus 14% tax). Includes \$14.48 in long distance telephone expenses.	\$451.44	\$393.23
Meals	Actual costs to be claimed to a maximum of \$45/day per diem in accordance with University Travel Expense Procedure and GSA PDA expense allowances (1 person for 5 days). Estimate was for five days but actual costs claimed were for four days, two of which were under the daily limit.	\$225.00	\$158.80
Event Registration	No fee	\$0.00	\$0.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$226.72	
Total		\$1,738.16	\$1,054.45