

Actual Travel Expenses for Attendance at the Royal Society of Canada Symposium, 2013

The following are the travel expenses incurred by Brent Epperson, GSA President, and Courtney Thomas, GSA Director of Services and Governance, at the above-noted meeting from November 13-14, 2013 in Banff, AB. 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 find out about new initiatives in Canadian education, participate in discussions related to education and youth in Canada, and make valuable contacts.

A report on this meeting/conference was previously provided and can be referenced at: Google Drive\500 - External Committees\570 - Advocacy\Other Advocacy Events Meeting Reports \Royal Society of Canada Symposium CONFIDENTIAL Meeting Report (14 November 2013).

| Expense Category | Detail | Approved Expense Estimate/GSAB Date | Expense Actual |
|-------------------------|--|--|-----------------------|
| Transportation | Car Rental for two days (actual expense includes Damage Waiver fees and Roadside Assistance Program fees not included in estimate) | \$75.00/Oct 2, 2013 | \$171.56 |
| | Gas | \$90.00/Oct 2, 2013 | \$49.19 |
| Accommodation | 2 rooms at the conference hotel for one night (included parking fee) | \$450.00/Oct 2, 2013 | \$480.91 |
| 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) | \$180.00/Oct 2, 2013 | \$161.20 |
| Conference Registration | None noted | | |
| Total | | \$795.00/Oct 2, 2013 | \$862.86 |