



**Actual Expenses for Attendance at the ab-GPAC meeting, February 28, 2015**

The following are the expenses incurred by the attendance of Nathan Andrews, President and Susan Cake, Vice-President External at the ab-GPAC meeting in Calgary, AB on Feb 28, 2015. 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 is to attend the ab-GPAC meeting. Attendance at ab-GPAC provided value to graduate students and the Graduate Students' Association as it was the first formal meeting of the group after applying as an official society. During this meeting, the group discussed fees, advocacy priorities, hiring a single staff member, and planning for the year ahead. Up until this time ab-GPAC has met via conference call and it has been difficult to have discussions in this format among all four organizations. This first meeting of the group was vital to set the tone and make final organizational decisions before starting the first year of graduate advocacy in Alberta with this new group.

A report on this meeting was previously provided and can be referenced at: Google Drive\500 - External Committees\Advocacy - 570\ab-GPAC\Meeting Reports\CONFIDENTIAL ab-GPAC Meeting (28 Feb 2015).docx

<b>Expense Category</b>	<b>Detail</b>	<b>Expense Estimate Approved by GSAB Jan 21, 2015</b>	<b>Expense Actual</b>
Transportation	Bus travel to ab-GPAC for two participants, plus taxis to and from bus stations	\$281.92	\$225.28 \$59.80
Accommodation	1 night at Hotel Alma	\$270.00 (did not include taxes)	\$303.12
Meals	Breakfast is included in the hotel cost. \$35 per day X 2 people	\$70.00	\$70.39
Conference Registration	None		
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$91.00	
<b>Total</b>		<b>\$712.92</b>	<b>\$658.59</b>