

**Actual Expenses for Attendance at the CASA Foundations Conference, from May 9-13, 2014 in Ottawa, ON**

The following are the expenses incurred by the attendance of Susan Cake, VP External, at the CASA Foundations Conference, May 9-13, 2014 in Ottawa, ON. 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 interact with other CASA member and observer GSAs and SUs, participate in lobbying priority discussions, evaluate the benefits of membership for the U of A GSA, and prepare a detailed report for the GSA Board.

Attendance at the event provided the GSA with value to graduate students and the Graduate Students' Association by building relationships with other GSAs and SUs, having the opportunity to weigh in on lobbying priorities, and developing a clear picture of CASA's organization efficacy and what it can offer the U of A GSA.

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 Meeting Report (9-13 May 2014).docx

<b>Expense Category</b>	<b>Detail</b>	<b>Approved Expense Estimate/GSAB e-mail vote Apr 15, 2014</b>	<b>Expense Actual</b>
Transportation	Edmonton to Ottawa May 9, 2014 Ottawa to Edmonton May 13, 2014 Flight: ~\$575.00 as of April 9, 2014 Estimate of bus to/from airport in Edmonton: \$10.00, but \$6.80 bus in Ottawa and \$72.45 taxi from airport claimed.	\$645.00	Flight \$596.40  Bus \$6.80  Taxi \$72.45
Accommodation	4 nights at the Lord Elgin Hotel (Conference hotel) @159/night (plus 13% tax)	\$718.68	\$740.24

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 4 days).	\$225.00	\$139.71
Conference Registration	No fee	\$0.00	\$0.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$238.30	
<b>Total</b>		<b>\$1,826.98</b>	<b>\$1,555.60</b>