

**Actual Expenses for the Conference Board of Canada Post-Secondary Education Skills Summit,
November 4-6, 2014, Toronto**

The following are the expenses incurred by the attendance of Nathan Andrews, President, and Megha Bajaj, Vice-President Student Services, at the Conference Board of Canada Post-Secondary Education Skills Summit, November 4-6, in Toronto, Ont. 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.

Attendance at the CBoC Skills Summit provided value to graduate students and the Graduate Students' Association by providing an opportunity for the GSA DEOs to network with industry professionals and other universities' representatives about the need for professional development and skills training in graduate studies. Provost and Vice-President (Academic) Carl Amrhein arranged for the two GSA representatives to attend the Skills Summit free of charge (registration fee is \$595/person) and paid for the flights of the two representatives (\$550/person).

A report on this meeting/conference was previously provided and can be referenced at: Google Drive/500-External Committees\570-Advocacy\Conference Board of Canada/Meeting reports.

Expense Category	Detail	Expense Estimate Approved at GSAB Sept 17, 2014	Expense Actual
Transportation	Flight: Edmonton to Toronto Roundtrip (Travel on November 4 and November 6) To and from EDM airport: ETS Bus to Airport (departure) Taxi Return from Airport To and From Toronto airport: Airport Express	Flight: Edmonton to Toronto Roundtrip = \$550 X 2 Covered by the Provost To and from EDM airport: ETS Bus to Airport - \$10 (departure) Taxi Return from Airport - \$60 To and From Toronto airport: Airport Express – student rate \$25/ride x 2 travelers x 2 trips = \$100.00	Shared Taxi to airport: \$52.00 Shared Taxi from airport: \$55.00 Shared Taxi from airport: \$60.00 Shared Taxi to airport: \$70.00
Accommodation	2 nights @ \$169.00 (+ 20% tax) X 2 people	\$811.20	\$784.16
Meals	\$45 x 3 days X two people 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 X days)	\$270.00	\$125.35
Conference Registration		\$595.00 X 2 WAIVED	0.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$187.68	
Total		\$1,438.88	\$1,146.51