

Actual Expenses for Attendance at GU15, from April 1-5, 2014, in Waterloo, ON

The following are the expenses incurred by the attendance of Brent Epperson, President, and Colin More, Vice-President Academic at the GU15 Conference, April 1-5, 2014 in Waterloo, ON. The GSA Executive Director, Ellen Schoeck also attended and her expenses were covered by her Professional Expense Allowance. 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 national conference of GSAs at the University of Waterloo, in Waterloo, ON.

Attendance at the event provided the GSA *with value to graduate students and the Graduate Students' Association* by sharing internal practices and discussing common institutional priorities with other GSAs in Canada, learning from one another's organizational and university victories and challenges. This meeting is the successor to the annual meeting previously known as GU15; the University of Waterloo GSA decided to expand the invitation to all GSAs in Canada this year.

A report on this meeting/conference was previously provided and can be referenced at: Google Drive\500 - External Committees\570 - Advocacy\GU15\GU15 2014\GU 15 Meeting Report.docx

| Expense Category | Detail | Approved Expense Estimate/GSAB Mar 5, 2014 | Expense Actual |
|-------------------------|--|---|-----------------------|
| Transportation | April 1 - April 5, 2014 Return Flight Edmonton-Toronto (Pearson): \$670 (as of March 3, 2014)** <i>It is cheaper to fly into Pearson and take a shuttle than to fly directly to Waterloo Airport and take a cab. As well, flights to/from Waterloo do not run every day and might result in further hotel charges if the attendees cannot fly out until Sunday</i> | \$1,340.00 | \$1,720.22 |
| | Estimate: Bus to/from Edmonton Airport: \$10 X2 | \$20.00 | \$10.00 |
| | Estimate: Shuttle to/from Waterloo: \$180 | \$180.00 | \$290.00 |
| | | | \$12.90 |

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|--------------------------|--|-------------------|-------------------|
| | Estimate: Taxi: \$0.00 | | |
| Accommodation | Estimate: 4 nights at St Paul's University College Guest Rooms @ \$95/night, plus 13% HST = \$429.40 x 2 for two attendees. Actual expense \$429.40 X 2. | \$858.80 | \$858.80 |
| Meals | Estimate of 5 days at \$45/day = \$225 x 2 for two attendees Actual expenses \$126.94 as other meals provided at conference | \$450.00 | \$126.94 |
| Conference Registration | \$100.00 x 2 for two attendees | \$200.00 | \$200.00 |
| 15% Contingency of Total | To allow for reasonable, unanticipated over expenditure | \$484.32 | |
| Total | | \$3,713.12 | \$3,218.86 |

