

Actual Expenses for Attendance at the GU15 Conference, from August 5-8, 2014, in Montreal, QC

The following are the expenses incurred by the attendance of Nathan Andrews, President and Susan Cake, VP External, at the GU15 Conference, August 5-8, 2014 in Montreal, QC. 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 GU15 and share information with fellow GSAs around the country.

Attendance at the event provided the GSA with value to graduate students and the Graduate Students' Association as the general information shared at GU15 is very useful for our strategic interests. We learn what other graduate associations see as priorities, and become aware of some of the steps taken by them in navigating the challenges they face.

A report on this meeting/conference was previously provided and can be referenced at: Google Drive/500-External Committees\570-Advocacy\GU15\GU15August 2014.

Expense Category	Detail	Expense Estimate Approved at GSAB Jun 25, 2014	Expense Actual
Transportation	Edmonton to Montreal August 5, 2014 Montreal to Edmonton August 8, 2014 Flights: ~\$1400.00 as of June 18, 2014 Bus to/from airport in Edmonton: \$10.00 Estimate taxi transport to/from Montreal Trudeau Airport = \$40.00 each way = \$80.00 Estimate taxi transport for two from Edm International Airport (due to late return) = \$60.00	\$1,550.00	Flight \$1343.20 Bus \$10.00 Taxi \$90.00 Taxis (2) \$113.00
Accommodation	Lodging and food provided by GU15 at \$250/person (Estimate = \$500.00). It was not made clear that this was for two persons sharing a room, so an extra \$250.00 was spent for two	\$500.00	\$750.00

	rooms.		
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 (2 people for 2 days).	\$180.00	\$102.26
Conference Registration	No fee	\$0.00	\$0.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$334.50	
Total		\$2,654.50	\$2,408.46