



**Actual Expenses for Attendance at the Canadian Association of Graduate Studies, October 30-November 1, 2015 in Calgary, AB**

The following are the expenses incurred by the attendance of Colin More, President, and Harsh Thaker, Vice-President Academic, at the Canadian Association of Graduate Studies (CAGS) meeting, Oct 30-Nov 1 in Calgary, AB. 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 CAGS meeting in Calgary, AB.

A report on this meeting was previously provided and can be referenced at: Google Drive\500-External Committees\Advocacy\Canadian Association for Graduate Studies (CAGS)\2015-2016\Meeting Reports\CONFIDENTIAL CAGS Meeting Report 30Oct-1Nov2015.docx and Google Drive\500 - External Committees\Advocacy\Canadian Association for Graduate Studies (CAGS)\2015-2016\Meeting Reports\Townhall Session Notes 2015.docx

<b>Expense Category</b>	<b>Detail</b>	<b>Expense Estimate Approved by GSAB Sept 9, 2015</b>	<b>Expense Actual</b>
Transportation	Red Arrow – return trip Edmonton to Calgary for two people	\$296.00 (to be covered by FGSR)	\$296.00 (to be covered by FGSR)
	Shared taxi to/from hotel in Calgary	\$50.00	\$0.00
Accommodation	Estimate - Three nights in Calgary for two people at Hyatt Regency Hotel - \$615.00 + taxes Actual – Two nights at Calgary Marriott Hotel + taxes	\$670.35 (to be covered by FGSR)	\$714.04 (\$670.35 to be covered by FGSR)
Meals	\$45/day for three days for two people	\$270.00	\$34.33 (HT) \$31.25 (CM)
Conference Registration	\$280.00 x 2 people estimate \$320.00 X 2 people actual	\$560.00	\$640.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$132.00	
<b>Total</b>		<b>\$1,012.00</b>	<b>\$749.27</b>