



Actual Expenses for Attendance at GU15, April 5-9, 2015, in Calgary, AB

The following are the expenses incurred by the attendance of Nathan Andrews, President; Susan Cake, Vice-President External; Colin More, Vice-President Academic, and Alphonse Ndem Ahola, Vice-President Elect External, at the GU 15 meeting, April 5-9, 2015 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 was to attend the GU 15 meeting in Calgary, AB, where graduate student associations from the major Canadian research-intensive institutions will discuss their practices and common issues. Attendance at GU15 was discussed at multiple GSA Board meetings over the last year, and there was agreement that the GSA should attend and send incoming DEOs.

A report on this meeting was previously provided and can be referenced at: Google Drive\500 – External Committees\Advocacy – 570\GU15\GU15April2015. The meeting report is confidential.

Expense Category	Detail	Expense Estimate Approved by GSAB February 25, 2015	Expense Actual
Transportation	\$148.00* x 4 people *Total cost of return travel to Calgary for four people on Red Arrow. Assumes use of transit to arrive/depart at Red Arrow downtown depot as travel will be mid-day both ways Shared taxi from downtown Calgary to U of C - both ways	\$592.00 \$50.00	\$592.00 \$47.26 \$35.46 (Edm Taxis)
Accommodation	\$460.00* x 4 people *Total cost of accommodation in U of C Residence for four nights (Sunday arrival, Thursday Departure). Includes taxes and \$200.00 registration fee for GU 15	\$1840.00	\$1440.00 (costs lower since number of nights varied among the 4 attendees)
Meals	\$225.00* x 4 people *Based on standard \$45/day per diem for five days (includes Sunday/Thursday travel days). Some food is included in the \$200 Conference Registration.	\$900.00	\$54.54 (costs lower most meals were included in the Conference Registration)
Conference Registration	\$200.00 per person included in Accommodation costs	\$0.00	\$0.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$507.30	
Total		\$3889.30	\$1577.26