



Actual Expenses for Attendance at GU15, August 16-19, 2015 in Winnipeg, MB

The following are the expenses incurred by the attendance of Colin More, President, and Alphonse Ndem Ahola, Vice-President External, at the GU 15 meeting, August 16-19, in Winnipeg, MB. 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 GU 15 meeting in Winnipeg, MB, where graduate student associations from the major Canadian research intensive institutions will discuss their practices and common issues. Attendance at GU 15 has been discussed at multiple board meetings over the last year, and general agreement that the GSA should attend GU 15 meetings.

A report on this meeting was previously provided and can be referenced at: External Committees\Advocacy\GU15\CONFIDENTIAL Meeting Report August 2015.

Expense Category	Detail	Expense Estimate Approved by GSAB June 24, 2015	Expense Actual
Transportation	Return flight, Edmonton to Winnipeg: \$400.00* x 2 people	\$800.00	\$916.12
	ETS Shuttle return trip to/from Edmonton airport: \$10.00 x 2 people	\$20.00	\$20.00
	Shared Taxi return trip to/from Winnipeg airport: \$35 each way	\$70.00	\$32.00 (return only)
Accommodation	\$390.00* x 2 people *Total cost of accommodation in Winnipeg for five nights (Sunday arrival, Friday Departure).	\$780.00	\$489.54 (Actual departure was Wednesday so costs were less)
Meals	\$225.00* x 2 people *Based on standard \$45/day per diem for five days (includes Sunday/Friday travel days).	\$550.00	\$23.14 (Most food included in registration fee)
Conference Registration	\$200.00* x 2 people *Note that this is an estimate and conference registration has not yet been announced, and may include some food	\$400.00	\$400.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$393.00	
Total		\$3013.00	\$1880.80