



Actual Expenses for Attendance at the ab-GPAC AGM, May 6-8, 2016

The following are the expenses incurred by the attendance of Sarah Ficko, President; Masoud Khademi, VP External; Alphonse Ndem Ahola (previous VP External) and Colin More (previous President) at the ab-GPAC AGM, May 6-8, 2016 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 ab-GPAC meeting in Calgary, AB and provide transition from the previous GSA representatives to the current ones.

A confidential report on this meeting was previously provided and is held by the GSA office.

Expense Category	Detail	Expense Estimate Approved by GSAB Apr 20, 2016	Expense Actual
Transportation	Red Arrow – Return trip, Edmonton to Calgary (\$148.00 X 4 people)	\$592.00	\$592.00
	Taxi to/from hotel in Calgary	\$50.00	\$38.01 (Sarah) \$16.00 (Alphonse)
Accommodation	Two nights in Calgary. Estimate based on average hotel cost at Hotel Alma (\$145 per night X 2 nights X 4 people + 12.27% tax). Actual was \$112.27 per night, including tax.	\$1302.00	\$898.16
Meals	Estimate based on standard \$60/day per diem for four people for two days. Some food is included at the meeting.	\$480.00	\$38.05 (Sarah) \$4.71 (Alphonse) \$50.57 (Masoud) \$54.07 (Colin) Total: \$147.40
Conference Registration	Not applicable	\$0.00	\$0.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$363.60	\$0.00
Total		\$2783.60	\$1691.57