



Actual Expenses for Attendance at the Canadian Association Graduate Studies (CAGS) Annual Conference, November 2-4, 2016

The following are the expenses incurred by the attendance of Sarah Ficko, President and Firouz Khodayari, VP Academic, at the Canadian Association Graduate Studies (CAGS) annual conference held from November 2-4, 2016 in Toronto, ON. 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 Canadian Association Graduate Studies (CAGS) annual conference in Toronto, ON.

Expense Category	Detail	Expense Estimate Approved by GSAB Sept 14, 2016	Expense Actual
Transportation	Flights: \$650 x 2 people – at time of estimate Cab to and from Toronto (\$50 each way depending on traffic).	\$1300.00 (to be paid by FGSR) \$100.00	\$987.32 (reimbursed by FGSR) \$52.50 (2 x \$26.25 baggage charges) \$60.50 (Cab) \$36.00 (Train)
Accommodation	Hotel: (\$199+13% tax) x 4 nights x 2 people	\$1798.96	\$1847.88
Meals	\$240.00* x 2 people Estimate based on standard \$60/day per diem for four days (Tuesday-Friday). Some food may be included in the conference registration.	\$480.00	\$150.59
Conference Registration	(\$315) x 2 people	\$630.00	\$630.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$451.34	
Total		\$3460.30	\$2777.47