



**Actual Expenses for Attendance at a GU15 Conference, August 10-12, 2016 in Hamilton, ON**

The following are the expenses incurred by the attendance of Sarah Ficko, President, and Masoud Khademi, VP External, at the GU15 conference held from August 10-12, 2016 in Hamilton, 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 GU15 meeting in Hamilton, ON where graduate student associations from the major Canadian research intensive institutions discuss practices and common issues.

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

<b>Expense Category</b>	<b>Detail</b>	<b>Expense Estimate Approved by GSAB June 8, 2016</b>	<b>Expense Actual</b>
Transportation	Flights: \$750 x 2 people	\$1500.00	\$1129.79
	Cab to and from Hamilton: \$50 each way depending on traffic, plus Edmonton airport return	\$100.00	\$225.61
Accommodation	Hotel: (\$110+13% tax) x 3 nights x 2 people	\$745.80	\$553.70
Meals	\$240.00* x 2 people (estimate based on standard \$60/day per diem for four days (Tuesday-Friday). Some food was included in the conference registration)	\$480.00	\$105.17
Conference Registration	\$250 x 2 people	\$500.00	\$530.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$498.87	
<b>Total</b>		<b>\$3824.67</b>	<b>\$2544.27</b>