



**Actual Expenses for Attendance at the CAGS Conference, November 7-9, 2017, in Quebec City, QC**

The following are the expenses incurred by the attendance of Babak Soltannia, GSA President at the Canadian Association for Graduate Studies (CAGS) Annual Conference, November 7-9 2017 in Quebec City, QC. 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 CAGS conference in Quebec City, Quebec.

A report on this meeting was previously provided and it is held at the GSA office.

<b>Expense Category</b>	<b>Detail</b>	<b>Expense Estimate Approved by GSAB Sept 6, 2017</b>	<b>Expense Actual</b>
Transportation	Airfare return trip, Edmonton to Quebec City (paid by FGSR)  Cab Fares	\$150.00	\$118.75
Accommodation	Three nights hotel in Quebec City, QC Original estimate was based on two attendees for four nights	\$1475.58	\$553.35
Meals	Estimate based on standard \$60/day per diem for two attendees for four days Some food was included in the Conference registration	\$480.00	\$65.89
Conference Registration	Estimate was for two attendees	\$630	\$315.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$410.34	
<b>Total</b>		<b>\$3,145.92</b>	<b>\$1,052.99</b>