



**Actual Expenses for Attendance at the Wellness Summit, 10-12 June 2018 in Calgary, AB**

The following are the expenses incurred by the attendance of Sasha van der Klein, GSA President, and Fahed Elian, GSA Vice-President Student Services, at the Wellness Summit, 10-12 June 2018 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 Wellness Summit in Calgary, AB.

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 6 June 2018</b>	<b>Expense Actual</b>
Transportation	Van transportation Edmonton to Calgary provided by the Office of the Dean of Students.	No expense	No expense
Accommodation	Hotel (\$63.75 per night x 2 nights x 1 person + 15% tax) (accommodation for the other individual attending has been provided by the Office of the Dean of Students)	\$145.00	\$143.14
Meals	Estimate based on standard \$60/day per diem (\$60/day for 2 days x 2 people); conference fees include 2 breakfasts and 1 lunch	\$240.00	\$26.79
Conference Registration	Provided by the Office of the Dean of Students	No expense	No expense
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$57.75	\$0.00
<b>Total</b>		<b>\$442.75</b>	<b>\$169.93</b>