



Actual Expenses for Attendance at the ab-GPAC Transition, 12-13 April 2019, in Calgary, AB

The following are the expenses incurred by the attendance of Sasha van der Klein, President; Zhihong Pan, Vice-President External; Fahed Elian, Vice-President Student Services and incoming President; Marc Waddingham, ab-GPAC appointed member and incoming Vice-President External; and Konstantin Tebenev, incoming appointed ab-GPAC member, at the ab-GPAC transition held on 2-13 April 2019 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 Transition in Calgary, AB.

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

Expense Category	Detail	Expense Estimate Approved by the GSA Board on 13 March 2019	Expense Actual
Transportation	Bus tickets, Edmonton to Calgary (return)	760.00	\$684.00
	Taxi to/from hotel (\$25 each way)	\$50.00	\$28.40
Accommodation	Hotel (\$135 per night x 2 nights x 5 people + 15% tax)	\$1,512.00	\$785.90
Meals	Based on UAPPOL standard \$60/day per diem (\$60/day for 2 days x 5 people). Conference will include some meals	\$600.00	\$0.00
Conference Registration		N/A	N/A
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$438.30	\$0.00
Total		\$3,360.30	\$1,498.30