



Actual Expenses for Attendance at the Canadian Alliance of Student Associations (CASA) Annual General Meeting, 20-22 March 2019 in Halifax, NS

The following are the expenses incurred by the attendance of Sasha van der Klein, GSA President, at the Canadian Alliance of Student Associations (CASA) AGM held from 20-22 March 2019 in Halifax, NS. 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 CASA AGM from 20-22 March 2019 as an observer.

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 6 February 2019	Expense Actual
Transportation	Airfare return trip, Edmonton to Halifax	\$600.00	\$681.68
	Taxi to/from hotel	\$60.00	\$0.00
Accommodation	Hotel (\$135 per night x 4 nights x 1 person + 17% tax)	\$631.80	\$633.44
Meals	Based on UAPPOL standard \$60/day per diem (\$60/day for 5 days x 1 person); conference fee may include some meals	\$300.00	\$230.69
Conference Registration		\$300.00	\$300.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$283.77	\$0.00
Total		\$2,175.57	\$1,845.81