



Actual Expenses for Attendance at the Canadian Alliance of Student Associations (CASA) Foundations Conference, 27-31 May 2019 in Ottawa, ON

The following are the expenses incurred by the attendance of Fahed Elian, GSA President, at the CASA Foundations Conference from 27-31 May 2019 in Ottawa, ON. Actual receipts are on file with the Financial Manager and will be retained for seven (7) 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 Foundations Conference, 27-31 May 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 1 May 2019	Expense Actual
Transportation	Flights, Edmonton to Ottawa (\$550 x 1 person)	\$550.00	\$600.76
	Baggage Fees	\$0.00	\$63.00
	Taxi to/from hotel (\$30 each way)	\$60.00	\$71.00
Accommodation	Hotel (4 nights x 1 person + 19% tax)	\$1,400.00	\$1,184.04
Meals	Based on standard \$60/day per diem (\$60/day for 5 days x 1 person) – no meals were provided at the conference	\$300.00	\$210.87
Conference Registration		\$300.00	\$300.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$391.50	\$0.00
Total		\$3,001.50	\$2,429.67