



**Actual Expenses for Attendance at the Field-Law Post-Secondary Summit, 28 November 2019 in Calgary, AB**

The following are the expenses incurred by the attendance of Fahed Elain, GSA President, at the Field-Law Post-Secondary Summit meeting on 28 November 2019 in Calgary, AB. 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 was to attend the Field-Law Post-Secondary Summit in Calgary, AB.

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

<b>Expense Category</b>	<b>Detail</b>	<b>Expense Estimate Approved by the GSA Board on 13 November 2019</b>	<b>Expense Actual</b>
Transportation	Carpooling with the University Secretary	\$0.00	\$0.00
Accommodation	Hotel (\$189.00 per night x 1 night + \$23.19 tax)	\$212.19	\$212.19
Meals	\$30.00 for 1 dinner and \$60.00 for 1 full day x 1 person – based on standard \$60.00/day per diem; 1 breakfast and 1 lunch are provided as part of the summit cost	\$90.00	\$26.02
Conference Registration	Paid for by the Board of Governors	\$0.00	\$0.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$45.30	\$0.00
<b>Total</b>		<b>\$347.49</b>	<b>\$238.21</b>