



Graduate Students' Association

University of Alberta

Actual Expenses Associated with Attendance at the Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board Retreat, 7-8 August 2021 in Calgary, AB

The following are the expenses incurred by the attendance of Mohd Tahsin Bin Mostafa, GSA Vice-President External and a GSA Director on ab-GPAC, and Jesse Alook, a GSA Director on ab-GPAC, at the ab-GPAC Board Retreat, 7-8 August 2021, 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 Board retreat in Calgary, AB.

A report on this meeting was provided to the GSA Board.

Expense Category	Detail	Expense Estimate Approved by the GSA Board on 3 August 2021	Expense Actual
Transportation	Participant 1 travelled by bus: Bus tickets, Edmonton to Calgary (return) = \$156.60 x 1 person + \$7.46 tax = \$164.06 Taxi to/from hotel (each way) = \$50.00 Participant 2 travelled by car: Fuel costs, Edmonton to Calgary (return) = \$100.00	\$314.06	Red Arrow Bus: \$164.06 Uber to/from hotel: \$74.02 Fuel: \$100.00
Accommodation	Participant 1 stayed for 3 nights = \$128.10/night x 3 nights + 9% tax + 3.27% destination fee = \$432.58 Participant 2 stayed for 2 nights = \$128.10/night x 2 nights + 9% tax + 3.27% destination fee = \$287.64	\$720.22	\$738.60



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Meals	Participant 1 = \$60/day x 3.5 days (leaving the morning of 9 August) (based on standard \$60/day per diem) = \$210.00 Participant 2 = \$60/day x 3 days (based on standard \$60/day per diem) = \$180.00	\$390.00	\$298.91
Conference Registration	N/A	\$0.00	\$0.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$213.64	\$0.00
Total		\$1,637.92	\$1,375.59