



**Actual Expenses for Attendance at the ab-GPAC Transition, May 6-7, 2017**

The following are the expenses incurred by the attendance of Masoud Khademi, Vice-President External at the ab-GPAC transition meeting held on May 6-7, 2017 in Lethbridge, AB. The initial estimate for this travel was based on the attendance of two GSA representatives but one was unable to attend. 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 meeting in Lethbridge, AB.

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

<b>Expense Category</b>	<b>Detail</b>	<b>Expense Estimate Approved by GSAB Mar 22, 2017</b>	<b>Expense Actual</b>
Transportation	Airfare return trip, Edmonton to Lethbridge (\$490.50 X 2 people)	\$981.00	\$490.61 (flight for one individual) \$200.00 (fee for one flight cancellation)
	Cab to and from hotel in Lethbridge	\$100.00	\$223.82
Accommodation	Two nights at the Lethbridge Lodge Hotel (\$139 per night x 2 nights x 2 people + 12.27% tax)	\$624.22	\$314.58
Meals	Estimate based on standard \$60/day per diem for (\$60/day for two days x 2 people).	\$240.00	\$46.27
Conference Registration	Not applicable	\$0.00	\$0.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$284.28	\$0.00
<b>Total</b>		<b>\$2179.50</b>	<b>\$1275.28</b>