



# Graduate Students' Association

University of Alberta

**Actual Expenses Associated with Attendance at the Canadian Alliance of Student Associations Policy and Planning Conference, 7-12 August 2022 in Calgary, AB**

The following are the expenses incurred by the attendance of Anas Fassih, GSA President, and Janmejay Rao, GSA Vice-President External, at the Canadian Alliance of Student Associations (CASA) Policy and Planning Conference, 7-12 August 2022, in Calgary, AB. Actual receipts are on file with the GSA 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 CASA Policy and Planning Conference, 7-12 August 2022, as an observer student association.

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

<b>Expense Category</b>	<b>Detail</b>	<b>Expense Estimate Approved by the GSA Board on 13 July 2022</b>	<b>Expense Actual</b>
Transportation	Red Arrow Bus, Edmonton to Calgary return	\$359.64	\$343.98
	Calgary transit (\$22.50 x two) (estimate was for taxi)	\$60.00	\$45.00
	Uber fares (Red Arrow bus terminal to hotel and reverse)	\$0.00	\$31.71
Accommodation	Hotel (five nights x two people including taxes)	\$1,564.42	\$1,565.60
Meals	\$60.00 per diem for six days (\$360.00 x two people)	\$720.00	\$540.19
Conference Registration	\$200.00 (observer rate)	\$200.00	\$200.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$435.60	\$0.00
<b>Total</b>		<b>\$3,339.66</b>	<b>\$2,726.48</b>