



Actual Expenses for Attendance at the ThinkGRAD Conference, 23-25 April 2018, in Vancouver, BC

The following are the expenses incurred by the attendance of Babak Soltannia, GSA President, Sasha van der Klein, GSA Vice-President Labour and incoming GSA President, and Zhihong Pan, incoming GSA Vice-President External at the ThinkGRAD conference, 23-25 April 2018 in Vancouver, BC. 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 was to attend the ThinkGRAD Conference in Vancouver, BC. Actual expenses incurred were lower than estimated as the initial estimate included the attendance of four GSA representatives and only three ultimately attended and, likewise, the 15% budgeted for contingency was not utilized.

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

Expense Category	Detail	Expense Estimate Approved by GSAB Mar 28, 2018	Expense Actual
Transportation	Flights, Edmonton to Vancouver	\$1,400.00	\$1,241.88
	Taxi to/from hotel	\$150.00	\$128.00
Accommodation	Hotel (\$160 per night x 3 nights x 4 people + 15% tax)	\$2,208.00	\$1,644.15
Meals	Estimate based on standard \$60/day per diem (\$60/day for 3 days x 4 people) Conference fees include 2 lunches	\$720.00	\$128.42
Conference Registration	\$120 per person	\$480.00	\$360.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$744.00	
Total		\$5,702.00	\$3,502.45