



Graduate Students' Association

University of Alberta

Actual Expenses Associated with Attendance at the Alberta Graduate Provincial Advocacy Council Board Retreat, 14-17 July 2022 in Canmore, AB

The following are the expenses incurred by the attendance of Anas Fassih, GSA President, Janmejay Rao, GSA Vice-President External, and Joana Mazumder (the GSA's third member of the Alberta Graduate Provincial Advocacy Council (ab-GPAC) at an ab-GPAC Board retreat, 14-17 July 2022, in Canmore, 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 an ab-GPAC Board retreat in Canmore, AB.

A report on this meeting is held at the GSA office.

Expense Category	Detail	Expense Estimate Approved by the GSA Board on 6 July 2022	Expense Actual
Transportation	Car rental and insurance	\$691.97	\$453.85
	Parking	\$0.00	\$6.50
	Uber fares	\$0.00	\$13.95
Gas	Estimated for four days	\$200.00	\$151.58
Accommodation	Hotel (three nights including taxes (\$1,330.38 per room x two (one room was shared))	\$2,660.76	\$2,660.76
Meals	\$60.00 per diem for four days (\$240.00 x three people)	\$720.00	\$541.13
Conference Registration	N/A	\$0.00	\$0.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$640.91	\$0.00
Total		\$4,913.64	\$3,827.77