



Actual Expenses for Attendance at the ThinkGrad Conference, 1-3 August in Winnipeg, MB

The following are the expenses incurred by the attendance of Zhihong Pan, GSA Vice-President External at the ThinkGrad conference, 1-3 August, 2018 in Winnipeg, MB. 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 ThinkGrad in Winnipeg, MB.

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

Expense Category	Detail	Expense Estimate Approved by GSAB 18 July 2018	Expense Actual
Transportation	Flights, Edmonton to Winnipeg (\$460 x 1 person)	\$460.00	\$475.91
	Taxi to/from hotel (\$50 each way)	\$100.00	\$37.57
Accommodation	Hotel (\$130 per night x 4 nights x 1 person + 18.25% tax)	\$614.90	\$251.88
Meals	Estimate based on standard \$60/day per diem (\$60/day for 4 days x 1 person)	\$240.00	\$51.86
Conference Registration	\$125 per person plus \$100 per organization	\$225.00	\$150.00
15% Contingency of Total	To allow for reasonable, unanticipated over expenditure	\$245.98	
Total		\$1,885.98	\$967.22